

You can use any of the following methods to make selections using the selection bar:

- To select a line of text, click at the left of the line of text.
- To select a paragraph, double-click at the left of the paragraph.
- To select an entire document, triple-click anywhere in the selection bar, or press the **Ctrl** key and click anywhere in the selection bar.

## Managing Files

### Objective 2-1.3

Remember that using an application program means you want to save your files to use again in the future. Here is a quick review of the most common file management techniques in Word.

## Saving Documents

How often you save a document depends on how much work you put into it. If you make a lot of changes, save the document frequently as you work. Save even if you're not sure you'll need the document again.

## |Try It! Exercise

In this exercise you will create a new document and then save it for future use.

1. Start Microsoft Word, if necessary, and click the **Blank** document template or press **Ctrl**+**N** to open a new, blank document.
2. Type the following text pressing **Enter** whenever you see the ¶ symbol:

Astronomy¶

Definition: the scientific study of the universe, including celestial objects such as the sun, moon, planets, stars, comets, and galaxies.¶

Our Solar System¶

Definition: a series of items that orbit around the Sun.¶

3. On the Quick Access Toolbar, click **Save**.
4. Click **Computer** in the first pane and then click **Browse**. Navigate to the *7328 Student Files* folder on the Desktop (or to an alternate location where you have been saving your data files for this course) and double-click **Word Processing** to view the contents of this folder.

Notice that Word highlights the title in the document for you, saving you time.

5. Click at the end of the name, type: - *Student* (use your own name or initials in the place of "Student") and press **Enter**.