

Starting a New Document

You can create blank documents, or create a document using a pre-designed template when you select the **New** command in the Backstage view.

Opening a Document

Documents can be opened in Backstage using the Recent Folders / Documents list as well as using the **Ctrl+O** keyboard shortcut.

Try It! Exercise

In this exercise you will review some different ways to manage your files.

1. Click **File**, then click **Close** to close the *Astronomy – Student* document and leave the Word application window open.
2. Click the **File** tab and then click **Astronomy – Student** from the Recent Documents list.
3. Click the **File** tab and click **Open**. Click **Computer**, click **Word Processing** from the list of folders, and then double-click the **Asteroids vs Comets** file.
4. Press **Ctrl+W** to close the *Asteroids vs Comets* file.
5. Press **Ctrl+N** to create a new blank document and type your name at the top of the document.
6. Press **Ctrl+W** to close this document.

This time Word prompts you to save this document. This isn't necessary in this exercise.

7. Click **Don't save** and the document should close.
8. Click **File**, then click **Close** to close the *Astronomy – Student* file.

Quick Review – Basic Editing Techniques

You learned some basic document editing techniques in the Common Features lesson. Here is a quick review:

Feature	Effect	To use it:
Undo	Undoes the last action or command.	<ul style="list-style-type: none">• click  (Undo) in the Quick Access toolbar• click the arrow for the Undo button to undo a series of actions• press Ctrl+Z;

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