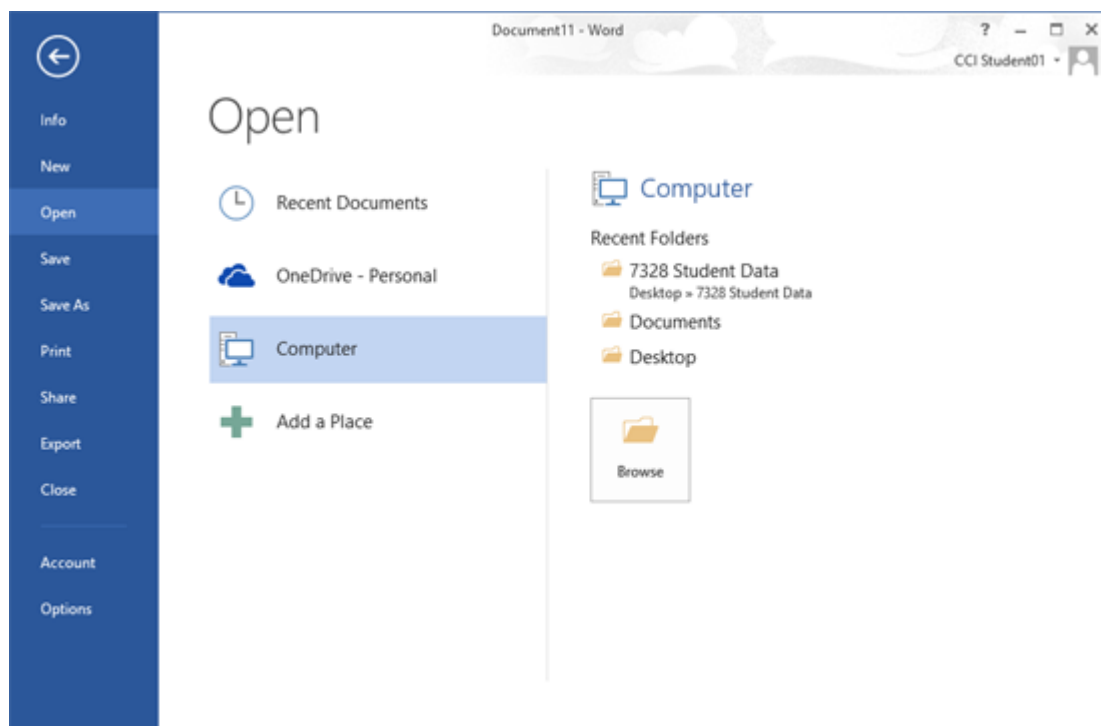


## Opening a File

Use one of the following methods to open a file:

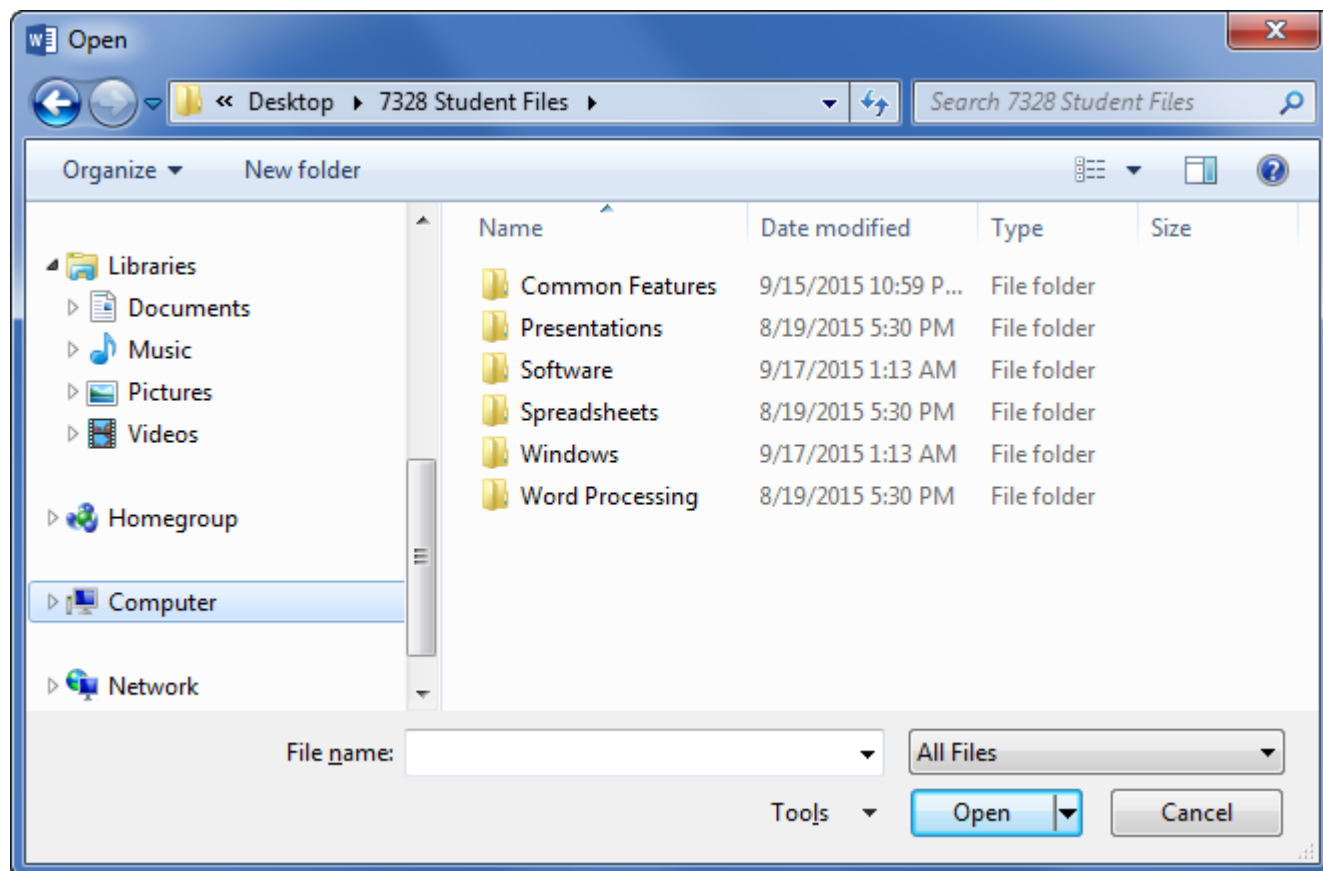
- Click the **File** tab, click **Open**, then click the file name in the list of Recent Documents; or
- click the **File** tab, click **Open**, drill down through the folders to find the file you want; or



- click the **Browse** button to open the Open dialog box; or
- press **Ctrl+O** or **Ctrl+F12**.

## Using the Open Dialog Box

When the Open dialog box appears, navigate through the files and folders on your system using the mouse or keyboard.



When you have found the file you want, use one of the following methods to open it:

- Double-click the file name; or
- click the file to select it, and then click **Open** or press **Enter**.

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## Starting a New Document

You have already seen how to create a new blank file from the Startup screen which appears when you first start an application.

To create a new document while you are already working in the application, use one of the following methods:

- For a new blank document, click the **File** tab, click **New**, and then click **Blank document**, or
- press **Ctrl+N**.


To choose from the variety of pre-designed templates for the new document, click the **File** tab, click **New**, choose one of the templates displayed, and click **Create**.

## Saving a File

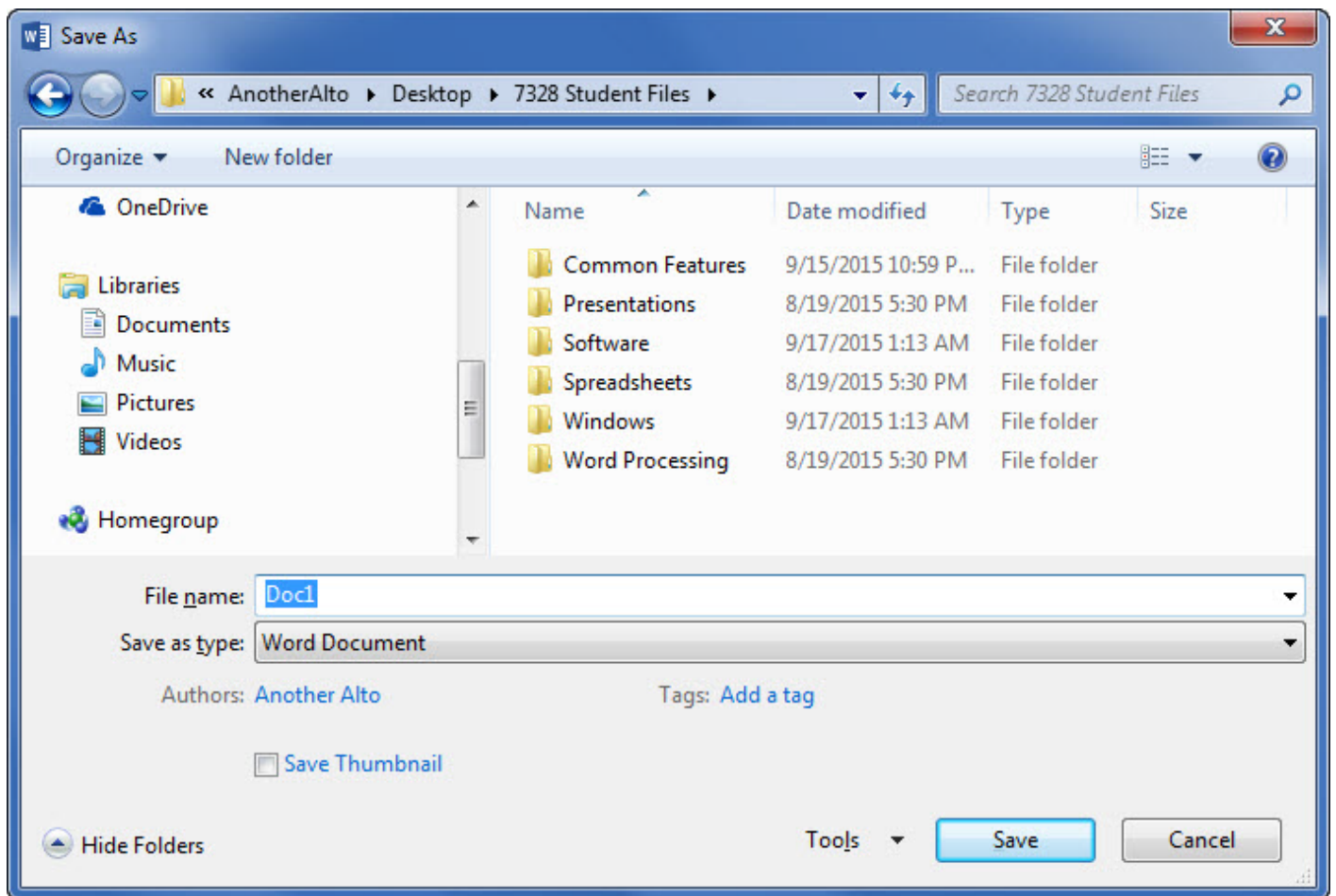
It is important to save your documents frequently as you work on them. This way, if an unexpected problem arises, such as a power outage, you will have a recently-saved version of your work and you won't have to recreate all of it.

You can save files to any location on the local drive, a network drive, or a portable media device such as a USB flash drive.

To save a document, use one of the following methods:

- Click the **File** tab and then click **Save** or **Save As**; or
- on the Quick Access toolbar, click the  (**Save**) button; or
- press **Ctrl+S**.

The first time you save a new file the Save As dialog box displays.



Navigate to the location where you want to save the file, type a name for the file, then click the **Save** button.  
To save an existing file with a different name, use **Save As** in the **File** tab.

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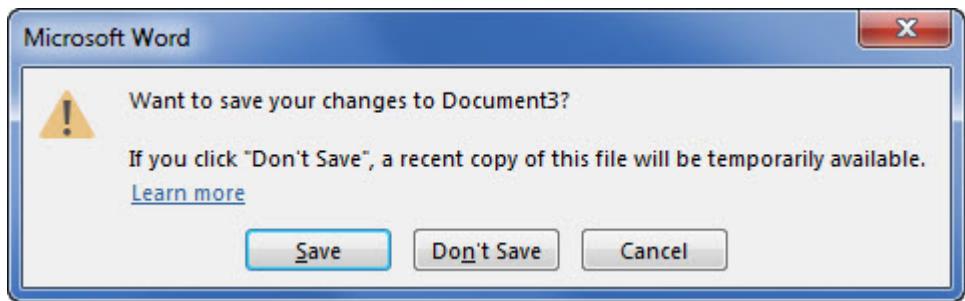
## Closing a Document

Once you have finished working in a document, close the document to clear the screen. Use one of the following methods to close a document:

- Click the **File** tab and then **Close**; or
- press **Ctrl+W** or **Ctrl+F4**.

If you want to close the application completely, click **X (Close)** in the application window.

- If you add or change something in a file and then try to close it without saving, you will be asked whether you want to save your changes:



## Try It! Exercise

In this exercise you will save, close, and open files.

First, you will save and close a few files.

1. In the taskbar, click the **Word** button to restore the window.
2. In the Quick Access Toolbar, click **Save** to open the Save As tab in Backstage view.
3. In the Save As list, click **Computer**, then in the right pane click the **Browse** button to open the Save As dialog box.
4. In the Save As dialog box, navigate to *the 7328 Student Files\Common Features* folder. Word suggests *My name is* as the file name for the document.
5. Click **Save** to save your file with this name.
6. Click **File**, then click **Close** to close the file. The Word application window should still be open, but should be empty.
7. In the taskbar, click the **Excel** button to restore the window.
8. Click **File, Save As** to open the Save As tab in Backstage view.
9. In the Save As list, click **Computer**, then in the right pane click the **Browse** button to open the Save As dialog box.
10. In the Save As dialog box, navigate to *the 7328 Student Files\Common Features* folder. Excel suggests *Book1* as the file name for the workbook.
11. Click in the file name box to select the text, then type: *My Age* as the file name.
12. Click **Save** to save your file with this name.

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13. Click **File**, then click **Close** to close the file. The Excel application window remains open, but should be empty.
  14. In the taskbar, click the **PowerPoint** button to restore the window.
  15. Click **File, Close** to close the presentation. PowerPoint displays a prompt asking if you want to save your changes.
  16. Click **Don't Save**.
- Next, you will open files and save them with new file names.
17. In the PowerPoint window, click **File**, then click **Open** if necessary.
  18. In the Open list, click **Computer**, then in the right pane, click **7328 Student Files**. PowerPoint opens the Open dialog box.
  19. In the Open dialog box, double-click the **Common Features** folder, then double-click **Narwhals** to open the presentation.
  20. Click **File, Save As**, then in the right pane, click **Common Features** to specify that you want to save the new file in the same folder as the original file. The Save As dialog box opens.
  21. In the File name box, type: *Narwhals – Student* (where *student* is your name), then click **Save**. PowerPoint saves the file with your name attached, and shows the new file in the application window.
  22. Minimize the PowerPoint window.
  23. In the taskbar click Excel if necessary to access to the Excel window.
  24. Click **File, Open**, then click **Computer**.
  25. In the right pane, click **Common Features** to open the Open dialog box. Because you navigated to this folder in step 19, the folder appears at the top of the Recent Folders list.
  26. Double-click **Arctic Ice** to open the workbook.
  27. Save the workbook as *Arctic Ice – Student* in the Common Features folder.
  28. Minimize the Excel window.

29. If necessary, click Word in the taskbar to access the Word window.
30. Click **File**, **Open**, then click **Computer**.
31. In the right pane, click **Common Features** to open the Open dialog box, then double-click **Polar Bears** to open the document.
32. Save the document as **Polar Bears – Student** in the Common Features folder.
33. Minimize the Word window.

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## Working with Document Text

### Objective 2-1.1, 2-1.2

Whether you are working in a document, spreadsheet, or presentation, everything you add to your file is referred to as “text.” After you add text to your file, you can change it, format it, move it or delete it.

## Selecting Text

In order to work with text in an application, you must select it. Selected text appears highlighted on the screen.

You can select text using the mouse or keyboard, or a combination of both.

- To select text using the mouse, position the mouse pointer at the beginning of the text to be selected and then drag to highlight the text.
  - You can increase or decrease the selection as long as you hold down the mouse button. You can highlight forwards or backwards from the starting point.
- To select text using the keyboard, click to position the cursor (or insertion point), hold down **Shift**, and then press the arrow keys to move the cursor to highlight the text. Release **Shift** when the text is highlighted.
- In Word and PowerPoint, you can double-click an individual word to select it, or triple-click to select an entire paragraph.

When text is selected, the selection stays in place until you de-select it; this allows you to apply multiple actions such as changing the font, or making the text bold.

If you make the wrong selection or wish to remove the selection, click anywhere in the document or press any arrow direction key to de-select, and then begin the selection again.

### Select All

You can press **Ctrl** + **A** in any application to select all text in the document, worksheet or presentation.

## Cutting, Copying and Pasting Text

You can cut, copy, and paste an item (such as a selection of text or an image) to move it from one location in a document, worksheet or presentation to another. These tasks use a special place in the system memory called the Office Clipboard for “holding” items until you are finished working.

<b>Cut</b>	Cuts or removes the item from its current location and places it in the Clipboard.
<b>Copy</b>	Leaves the item in its current location and places a copy of it in the Clipboard.
<b>Paste</b>	Inserts an item from the Clipboard into a document to the left of the cursor or insertion point.

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