

“Step Sheet: Creating a New Document”

New Document in Microsoft Word

This step sheet will help you create a new document in Microsoft Word.

Using Microsoft Word

To set up a document for your writing assignment, follow these steps.

➤ Opening Microsoft Word

Step 1

Find the Microsoft Word icon, which could be in your application folder or in a Microsoft Office folder.

Step 2

Double-click the Microsoft icon to open the program.

Step 3

When the Project Gallery opens, click OK to open a blank document.

Step 4

When the new document opens, the cursor will be blinking in the upper left corner of the page, ready for you to begin typing.

➤ Typing the document

Step 1

Type the title of your document.

Step 2

Press the Return key twice and type your name.

Step 3

Save the document. Click and hold down the File menu. Scroll down to Save and let go of the mouse.

Step 4

In the dialog box that appears, type the name of your document. Make sure you are saving your work to the right location. Click Save.

Step 5

Press the Return key twice and type the body of your document. Save often.

➤ **Formatting the Document – Font Choice**

Step 1

To change the font used in your document, select the text you want to change by dragging across it with the mouse button held down. Let go of the mouse button.

Step 2

Click and hold the arrow next to the font names on the Formatting toolbar.

Step 3

From the choices provided, pick a new font by scrolling down with the mouse button held down, and let go of the mouse button where your choice is highlighted.

Step 4

Save your changes.

➤ **Formatting the Document – Font Size**

Step 1

To change the font size you are using, select the text you want to change by dragging across it with the mouse button held down.

Step 2

Click and hold the arrow next to the font sizes on the Formatting toolbar.

Step 3

From the choices provided, pick a new font size by scrolling down with the mouse button held down, and let go of the mouse button where your choice is highlighted.

Step 4

Save your changes.