

Date:

Tuesday,
15th March 2022

ICT WEEK 11 TOPIC:

Opening a new document and closing a document in
Microsoft Word

INSTRUCTION: *READ* the questions carefully and *DRAG* & *DROP* the correct
answer in the answer box by referring from your *ICT Year 2 ICT Book page 9 & 13

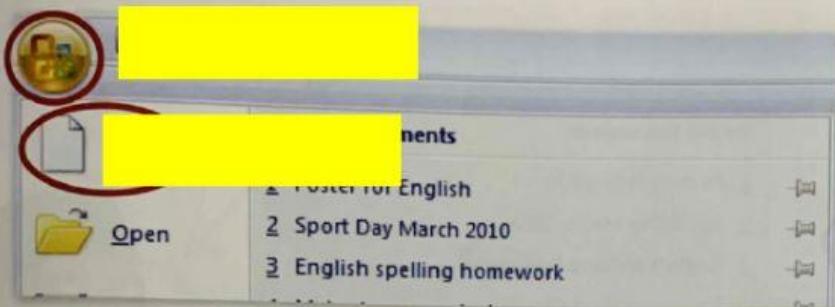
New

Office Button

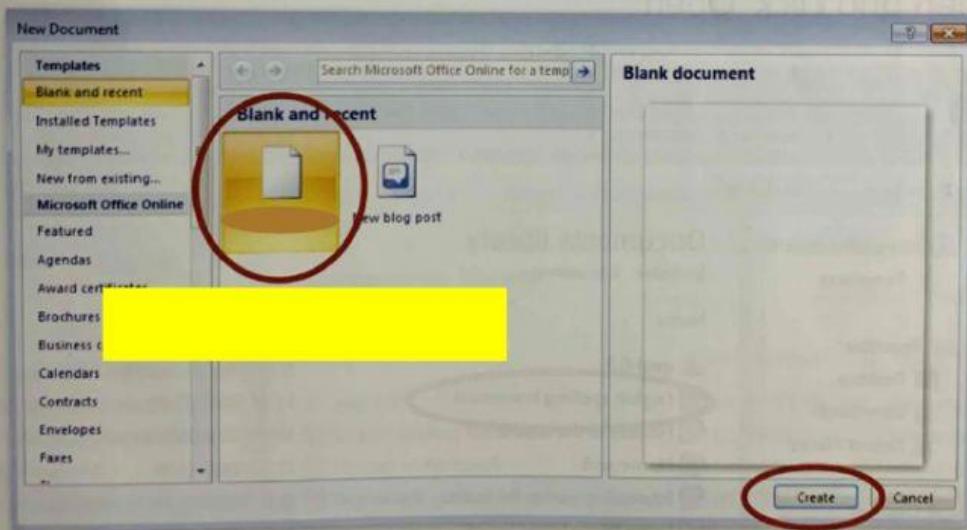
Blank document

Opening a new document

- 1 To open a new document in Microsoft Word, click on the 'Office Button' and select 'New'.



- 2 Click 'Blank document', then click 'Create'.



Cancel

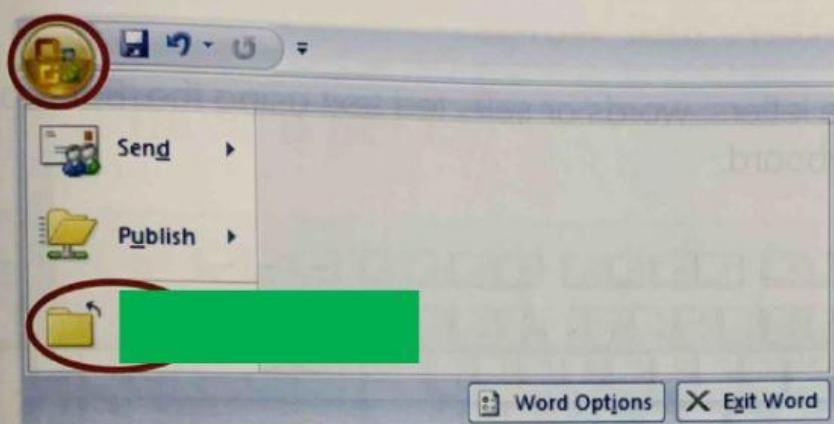
No

Yes

Close

Closing a document

- 1 To close a document in Microsoft Word, click on the 'Office Button' and select 'Close'.



- 2 If you have not saved changes made to your document, the window below will appear.

