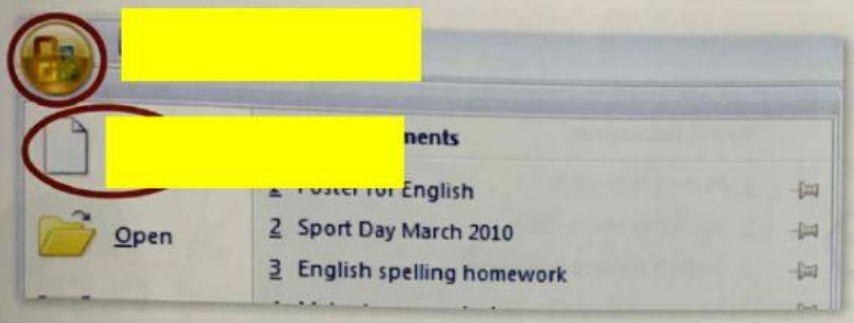
Date:	Tuesday, 15th March 2022	ICT WEEK 11 TOPIC: Opening a new document and closing a document in Microsoft Word

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

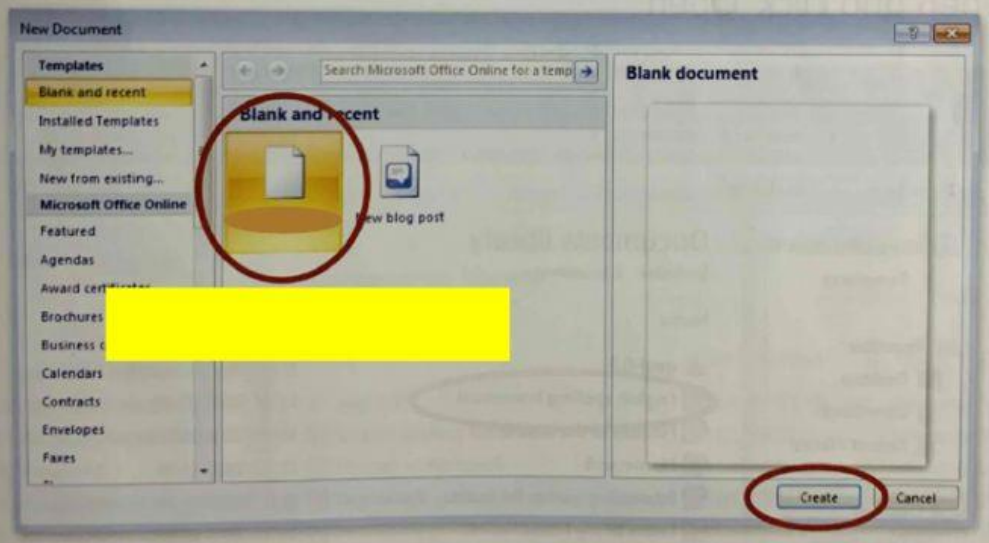
New	Office Button	Blank document

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'.

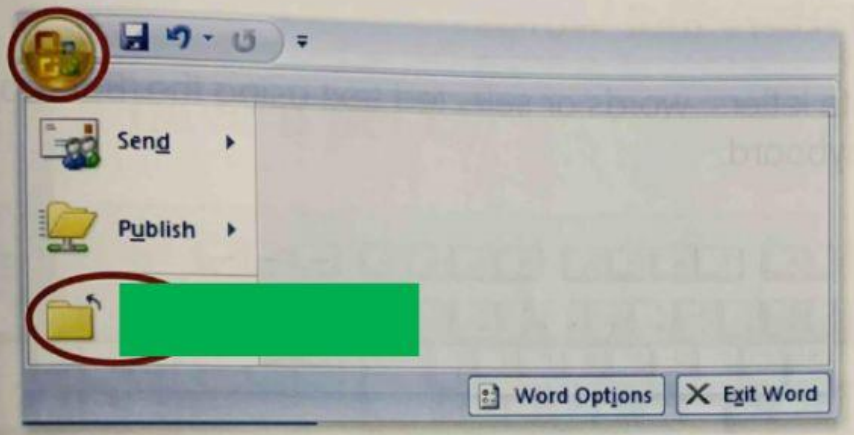


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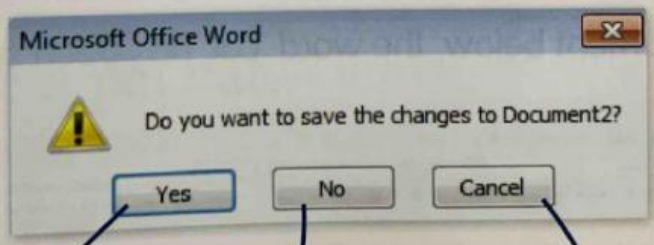
Cancel	No	Yes	Close

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.



[redacted]

Click 'Yes' to save your document and close Microsoft Word.

[redacted]

Click 'No' if you do not want to save your document before closing Microsoft Word.

[redacted]

Click 'Cancel' to go back to your document.

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