Lesson 1 Looking at a Microsoft Word Document.

Before we can start to type on a Word document , we need to make ourselves familiar with the different words and what that action means

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The Backstage View

When first opening the program, the user will be presented with options to open recent documents, start a new blank document, or select from a number of templates. The following explains how to enter the *Backstage View* after creating your document:

1. Click the **File** tab.

Figure 1 - File Tab (Backstage View)

2. From the *Backstage View*, you can perform the following actions:

   a. **Back** - Takes you back to edit your document (See Figure 2).
   b. **Info** - Obtain information about your documents (See Figure 2).
   c. **New** - Create a new document from a blank or pre-formatted template (See Figure 2).
   d. **Open** - Open a document (See Figure 2).
   e. **Save** - Save the document to keep your edits (See Figure 2).
   f. **Save As** - Resave a saved document as a different filename or file type (See Figure 2).
   g. **Print** - Print documents and see a preview of your document (See Figure 2).
   h. **Close** - Close the document (See Figure 2).
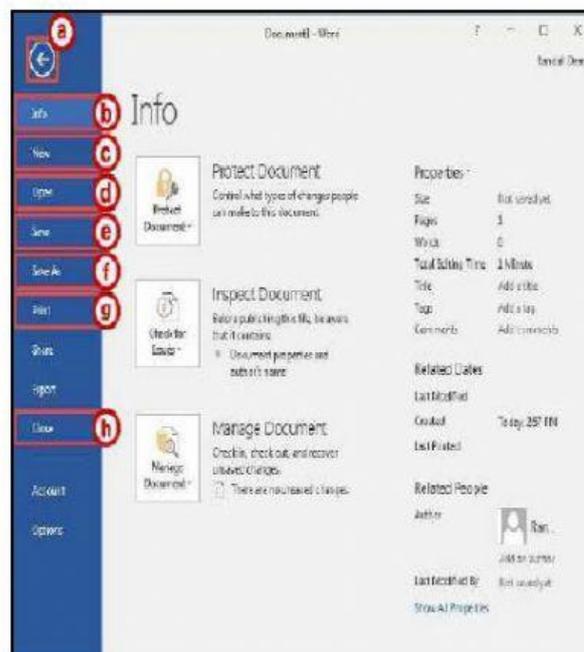
Questions

1. **What is the first action will be taken to view the backstage view?**

2. **How will make a new document what action will you take?**

3. **What does "Save As" mean?**

4. **What does the "save" action mean?**

5. **When you have saved your document what action will you use?**