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

The Backstage View

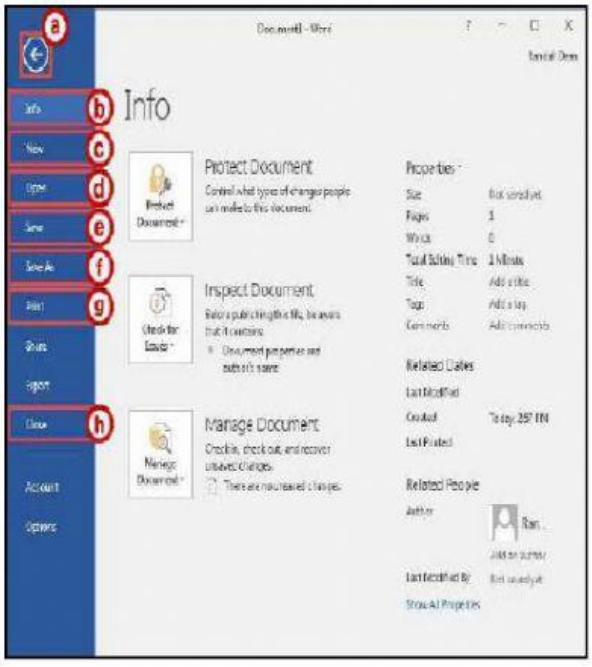
When first opening the program, the user will be presented with options to open recent documents, start a new blank document, or select from a number of templates. The following explains how to enter the *Backstage View* after creating your document:

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).



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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?**

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