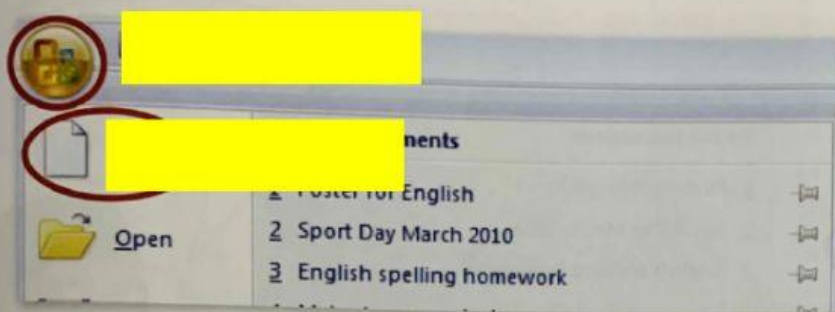


Date:	Tuesday, 15 th March 2022	ICT WEEK 11 TOPIC: Opening a new document and closing a document in Microsoft Word
INSTRUCTION: *READ* the questions carefully and *DRAG* & *DROP* the correct answer in the answer box by referring from your *ICT Year 2 ICT Book page 9 & 13		

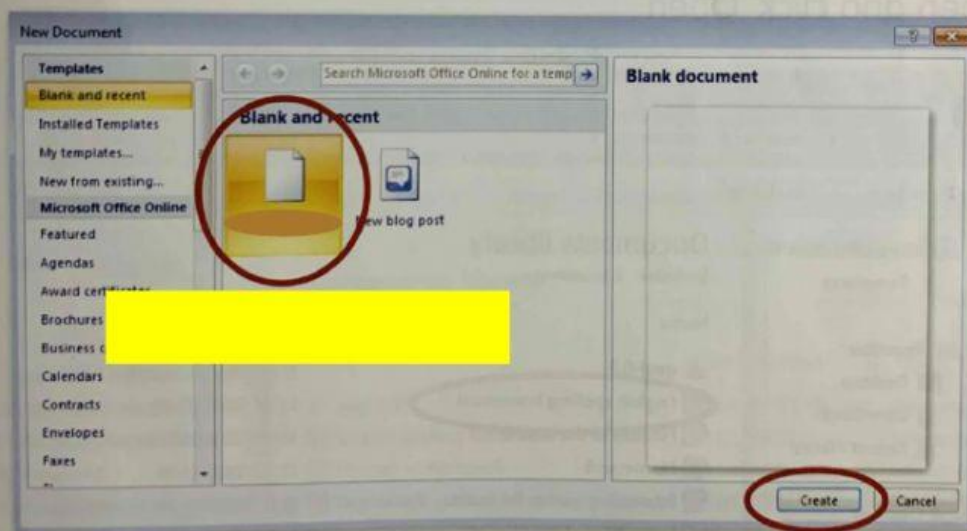
New	Office Button	Blank document
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Opening a new document

- 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

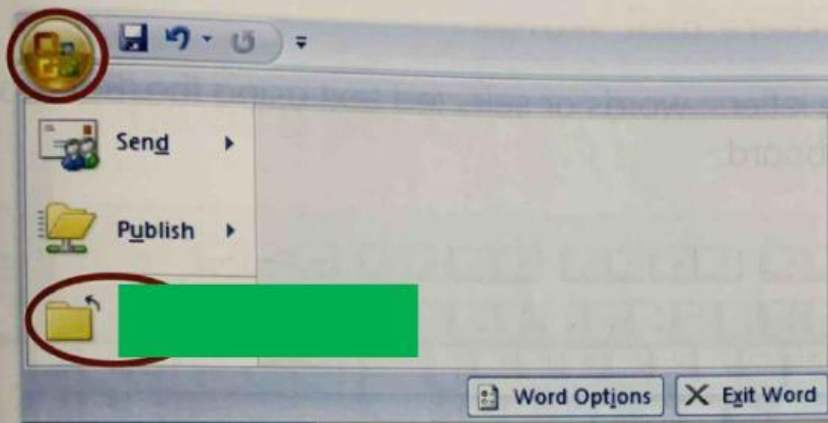
No

Yes

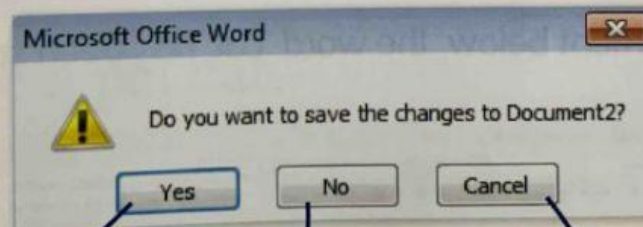
Close

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.



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

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

Click 'Cancel' to go back to your document.