



Basic Tasks in Word 2010

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What is Word?

Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily.

Find and apply a template

Word 2010 allows you to apply built-in templates, to apply your own custom templates, and to search from a variety of templates available on Office.com. Office.com provides a wide selection of popular Word templates, including [basic resumes](#), [job-specific resumes](#), [agendas](#), [print business cards](#), and [faxes](#).

To find and apply a template in Word, do the following:

1. On the **File** tab, click **New**.
2. Under **Available Templates**, do one of the following:
 - To use one of the built-in templates, click **Sample Templates**, click the template that you want, and then click **Create**.
 - To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.
 - To use your own template that you previously created, click **My Templates**, click the template that you want, and then click **OK**.
 - To find a template on Office.com, under **Office.com Templates**, click the template category that you want, click the template that you want, and click **Download** to download the template from Office.com to your computer.

NOTE You can also search for templates on Office.com from within Word. In the **Search Office.com for templates** box, type one or more search terms, and then click the arrow button to search.

Create a new document

1. Click the **File** tab and then click **New**.
2. Under **Available Templates**, click **Blank Document**.
3. Click **Create**.

For more information about how to create a new document, see [Create a document](#).

Open a document

1. Click the **File** tab, and then click **Open**.
2. In the left pane of the **Open** dialog box, click the drive or folder that contains the document.
3. In the right pane of the **Open** dialog box, open the folder that contains the drawing that you want.
4. Click the document and then click **Open**.

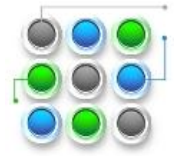
Save a document

To save a document in the format used by Word 2010 and Word 2007, do the following:

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, enter a name for your document.
4. Click **Save**.

To save a document so that it is compatible with Word 2003 or earlier, do the following:

1. Open the document that you want to be used in Word 2003 or earlier.
2. Click the **File** tab.
3. Click **Save As**.



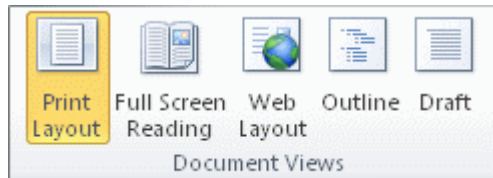
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4. In the **Save as type** list, click **Word 97-2003 Document**. This changes the file format to .doc.
5. In the **File name** box, type a name for the document.
6. Click **Save**.

For more information about how to create a document that is compatible with Word 2003 or earlier versions, see [Create a document to be used by previous versions of Word](#).

Read documents

1. [Open the document](#) that you want to read.
2. On the **View** tab, in the **Document Views** group, click **Full Screen Reading**



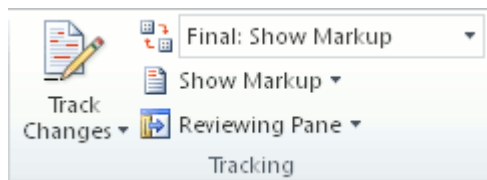
3. To move from page to page in a document, do one of the following:
 - Click the arrows in the lower corners of the pages.
 - Press PAGE DOWN and PAGE UP or SPACEBAR and BACKSPACE on the keyboard.
 - Click the navigation arrows at the top centre of the screen.

TIP Click **View Options**, and then click **Show Two Pages**  to view two pages, or screens, at a time.

For more information about how to view documents, see [Read documents in Word](#).

Track changes and insert comments

- To turn on change tracking, on the **Review** tab, in the **Tracking** group, click **Track Changes**.



- To insert a comment, on the **Review** tab, in the **Comments** group, click **New Comment**.

For more information about how to track changes made while revising, see [Track changes and insert comments](#).

Print your document

1. Click the **File** tab and then click **Print**.
2. Do the following:
 - Under **Print**, in the **Copies** box, enter the number of copies that you want to print.
 - Under **Printer**, make sure that the printer that you want is selected.
 - Under **Settings**, the default print settings for your printer are selected for you. If you want to change a setting, click the setting you want to change and then select the setting that you want.
3. When you are satisfied with the settings, click **Print**.