**Practice tasks**

Create documents Perform the following tasks:

 1. Start Word and create a new blank document.

 2. Display the available templates for new documents. Scroll through the list of featured templates and note the types of documents you can create from them.

3. Search for a template that is related to something you’re interested in. (For example, you could use a search term such as food, school, children, or customers.)

 4. Review the categories in the right pane of the search results. Filter the results by two categories and notice the effect. Then remove one of the category filters. Preview a template from the search results. If the template preview includes multiple images, preview each of those by clicking the arrows below the image.

5. Without closing the preview window, preview the next or previous template by clicking the arrows to the sides of the preview window.

6. From the preview window, create a document based on the currently displayed template. Notice that the unsaved blank document remains open.

7. Close the blank document without saving it.