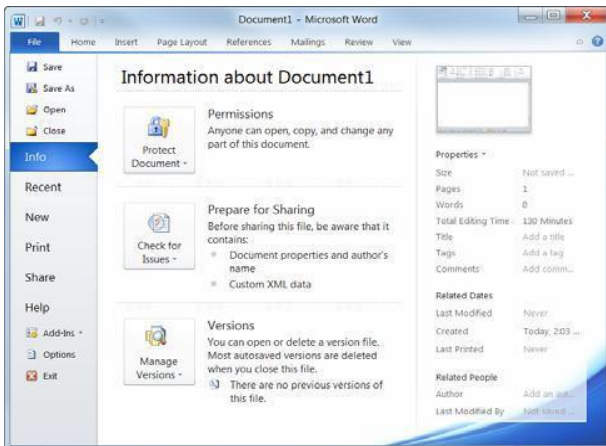


## File tab

File tab appears in the upper left corner of menu bar when clicked it opens program window. Which is where you find commands for basic file it include the Save, which sves the currently opened file; Save As, which saves the file in different name, or location or type; Open, which opens an existing file; and Close, which closes the opend file; New, which creates a new file.

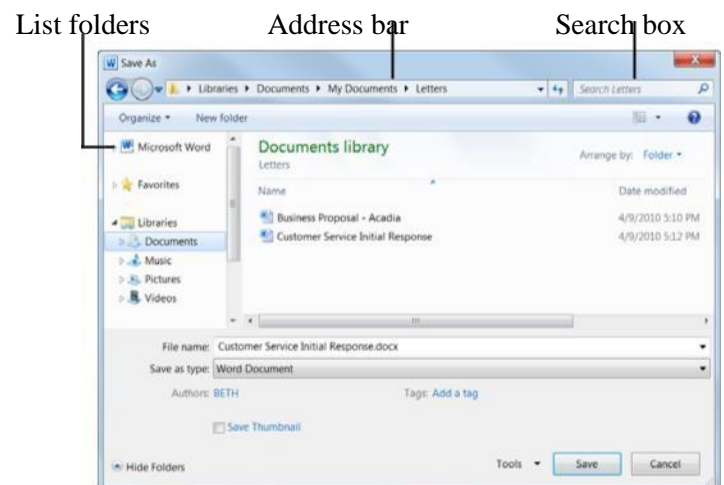


## Document Saving a

t, you After you've created a document need to save it if you want to use it again. Also, if you make changes to a document you'll want to save it. You can even save a copy of an existing document with a new name, to a different location, or using a different .file type

### Save a new document

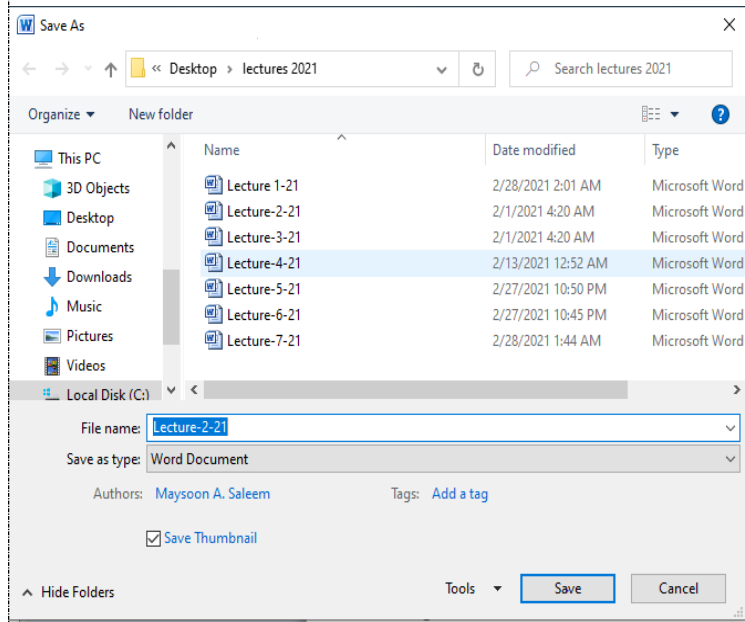
- 👉 Click the button on the Quick Access or
- 👉 Click <Ctrl> + <S>
- 👉 From File tab go to Save, or
- 👉 From File tab go to Save As, a dialog box appears specify the drive and/ or folder where you want to save Document on. Click a location in the address bar to open it then save.



## Save a document under a different name and/or location

Saving a document under a different name or location does not delete the original file. It save a copy Of the file under a new name in the new location.

Click **File** tab and select **Save As** the Save As dialog box appears



- Enter a new name for the file in the file name box.
- Navigate to a new location to save the File as necessary.
- Click **Save**.

## Save a document as a different type

Just as some people can speak several languages, Word can read and write in other file formats. Saving a document in easier to a different file type makes it .share information between programs

- Click the **File** tab and select **Save As**
- The Save as dialog box appears
- Click the list arrow and select file format.  
The table to the left has common Word file format
- Click save, a copy of the document is saved in the new format.

### Common Word File Formats

<b>(Word Document (.docx</b>	This is the default format for .Word 2010 documents
<b>Enabled-Macro Word (Document (.docm</b>	This file format supports .macros in Word 2010
<b>Document 2003-Word 97 (doc.)</b>	Documents in this format can be read used by all versions of Word. It does not support .XML
<b>(PDF. (.pdf</b>	Use this format for files you to share, but do not want want .to be changed
<b>(Web page (.htm, .html</b>	This format is used to create pages to be viewed on the .Web
<b>(Rich Text Format (.rtf</b>	Many of a document's ,formatting properties remain but can this file type be read .programs by more
<b>(Plain Text (.txt</b>	Only text is saved in this file type. Any document .formatting is removed
<b>Word XML Document (xml.)</b>	This file type is used enabled-exclusively for XML .documents

## Opening a Document

Opening a document lets you work on document that you or someone else created and then saved. This lesson explains how to open a .saved document

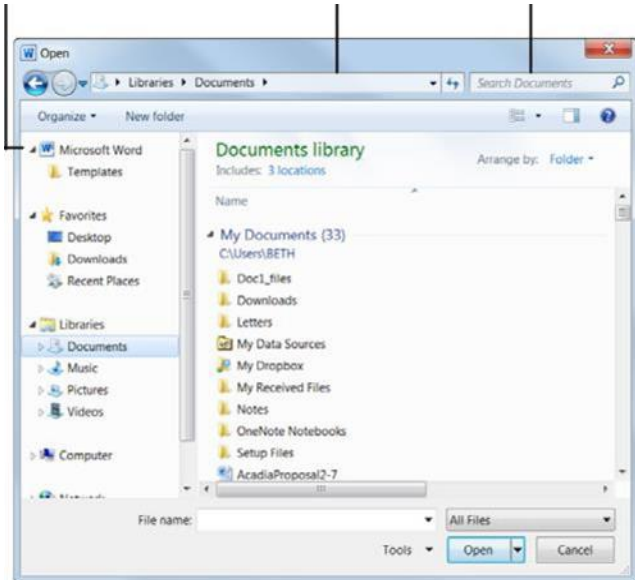
If you locate a document in any Place on your computer simply double Click on it. It will open.but you can Open a file within the Word program

Click the **File** tab then select **Open**.The Open dialog box will appears. Select the location and the name of the file to open.

Other way to open document is using shortcut

Press <Ctrl> + <O>

Goto **Recent** and choose A file.



The Open dialog Box has several controls that is easy make

Navigate to locations and find files on you computer.

- **Address bar:** Click a location in the Address bar to open it. Click the arrow to the right of a location to open a list of folders within that location. Select a folder from the list to open it.
- **Folders list:** Shortcuts to common locations on your computer, such as the Desktop and on your Document library.
- **Search box:** this searches the contents of that window

For the text-including subfolders that you type. If a file's name, file content, tags, or other file properties match the searched text. It appear in the search results. Search results will appear as you enter text in the search box.

## Closing a Document

When you don't work on a document you need

To close it, down below methods of closing document:

- Click **File** tab then select **Close**.
- Press <Ctrl> + <W>
- Click the **Close** button on the title bar after right Clicking The logo of application.
- Click the red **X** at the top right corner.

