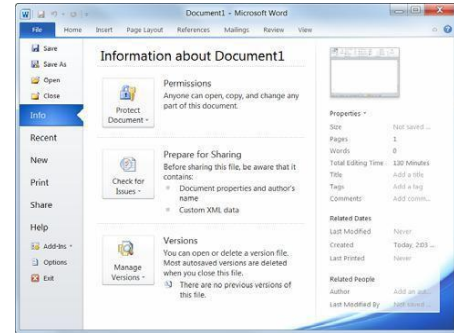


Info command

Information command in the file tab show in figure on the right give the properties of file (document) give size of file, number of pages, number of words, title of file, and other information. It also has the Permissions command which allow you to Protect you file with a password

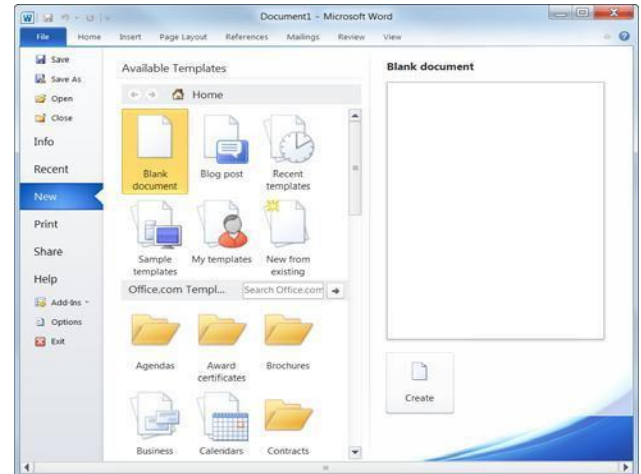


Recent command

This command shows two lists the first list represents list of files recently opened. The second shows the folders of these files.

Creating a New Document

Creating a new document is one of the most basic commands you need in Word. A new document starts upon automatically after starting Word, but it's also helpful to know how to create a new document within the application. You can create a new blank document, such as the one that appears when you open Word, or you can create a new document based on a template



a new blank document Create

- Click the **File** tab then go to **New** the Ribbon of the Backstage is Blank document by default. If the blank document option is already selected. Make sure that the **Create** selected. The new blank document will appear at the Word application screen.
- Other way to create a Blank document is by pressing <Ctrl> + <N>. a blank document will appear.

Several ways to create a document from a templates.

- Recent templates:** Select a template in the Recently used templates area and click **Create**.
- Blog Post:** if you have a Web log you can create a blog entry using Word's blog template and post the

Create a document from a template

Click the **File** tab on the Ribbon and select **New**. The **New** tab of backstage view appears. There are

entry directly to you blog.

- ✚ **Sample templates:** Click this category to view templates that are already installed on your computer. Select the template and click [Create](#).
- ✚ **My templates:** select My templates to open a dialog box that displays templates you have created and saved on your computer.
- ✚ **New from existing:** select New from existing to open dialog box allows you to browse for a document on your computer that you want to base a new document on. This is essentially like creating a copy of an existing file.
- ✚ **Office.com templates:** click a category to view templates that you can download from Office Online. Find the template you want to use and click [Download](#).

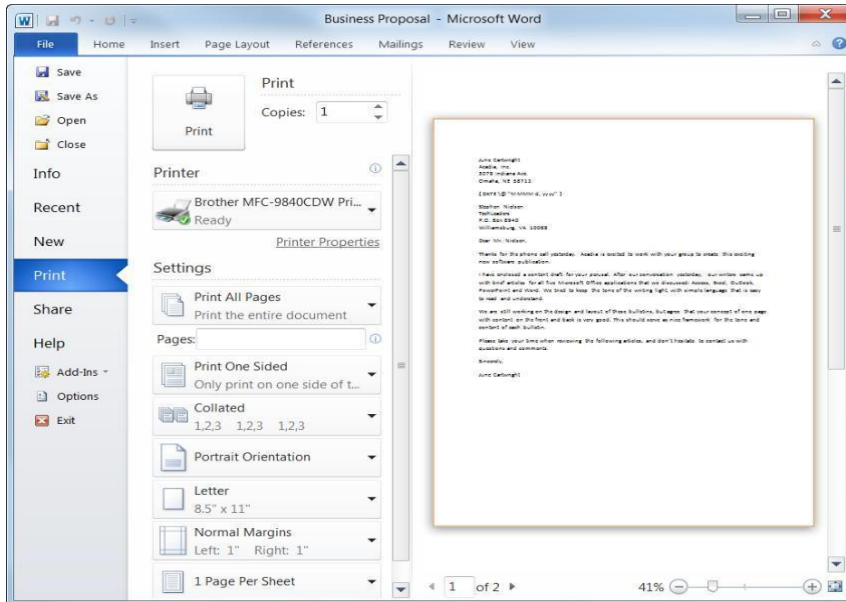
Previewing and Printing

Document

Once you have created a document, and your computer Connected to a printer, you can print a copy. Before You do it is a good idea to preview the document to see How it is going to look like. methods of printing document:

- Click **File** tab then select **Print**. Or
- Press <Ctrl> + <P>.

The print settings and Print Preview as show



After previewing the document you have to set which pages to print or the number of copies,...

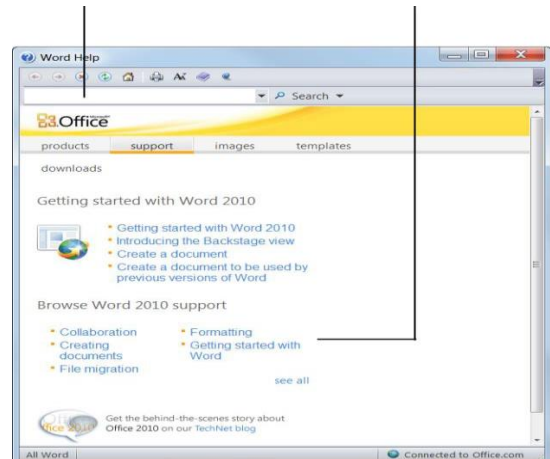
After specify printing options and clicking the **Print** button the document is on hard copy.

Using Help

When you don't know how to do something in Word look up your question in the Word Help files. The ,2010 ,tips Word Help files can answer your questions, offer .and provide help for all of Word's features

Search for help

- 👉 Click on the **File** tab then press **Help**. Type what you want to search for then press **Enter**, a list of help topics appears
- 👉 Click on (?) button the Word Help window will appears:
- 👉 Other ways to open the Help window is by pressing <F1>



Exercise Notes

Business Proposal.docx :Exercise File

.Preview and print the document :Exercise

Exiting Word

When you finish using Word application you should Close all opened documents then exiting, methods Of closing Word:

❏ Click **File** tab then press **Exit** button

❏ **2010 Other Ways to Exit Word**

If there is only one Word program window button in the title bar. Or, **Close** the open, click button on the taskbar and **Word** click the-right .window from the Jump List **Close** select

✔ Tips

Having too many programs open at a time could slow down your computer, so it's a good idea to exit all programs that aren't being used.

If you have not saved the document since making changes, a dialog box will appear asking if you want if you **Save** to save changes to the document. Click if you **Don't Save** wish to save your changes; click if **Cancel** your changes; click do not want to save .you do not want to close the document

Exercise

.None required :**Exercise File**

.Exit the Microsoft Office Word 2010 program :**Exercise**

Press to close opened Word document

Click Exit to exit Word Application.

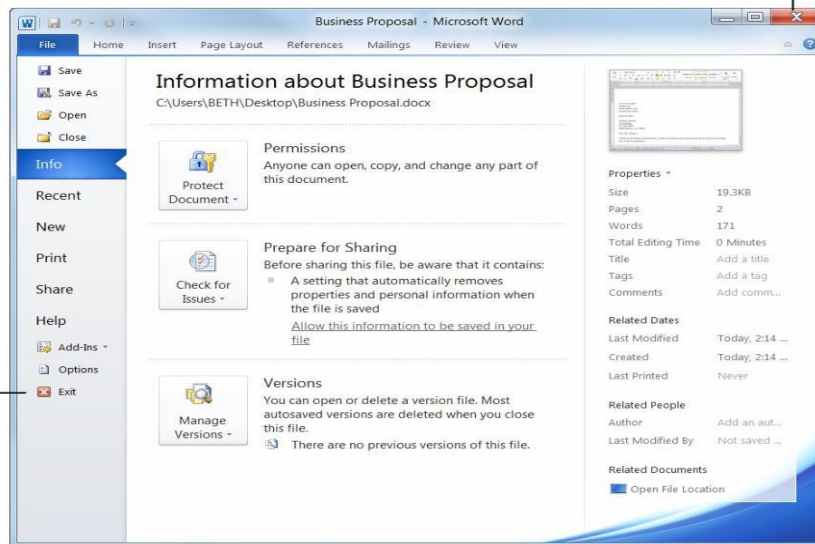


Figure: to exit the Word application.