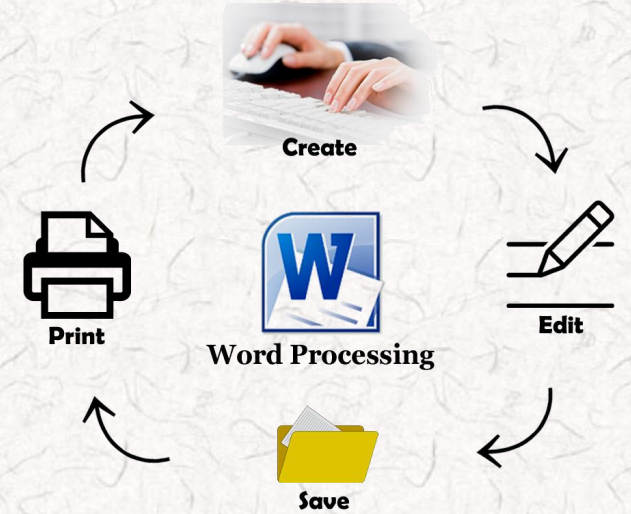


Word Processing

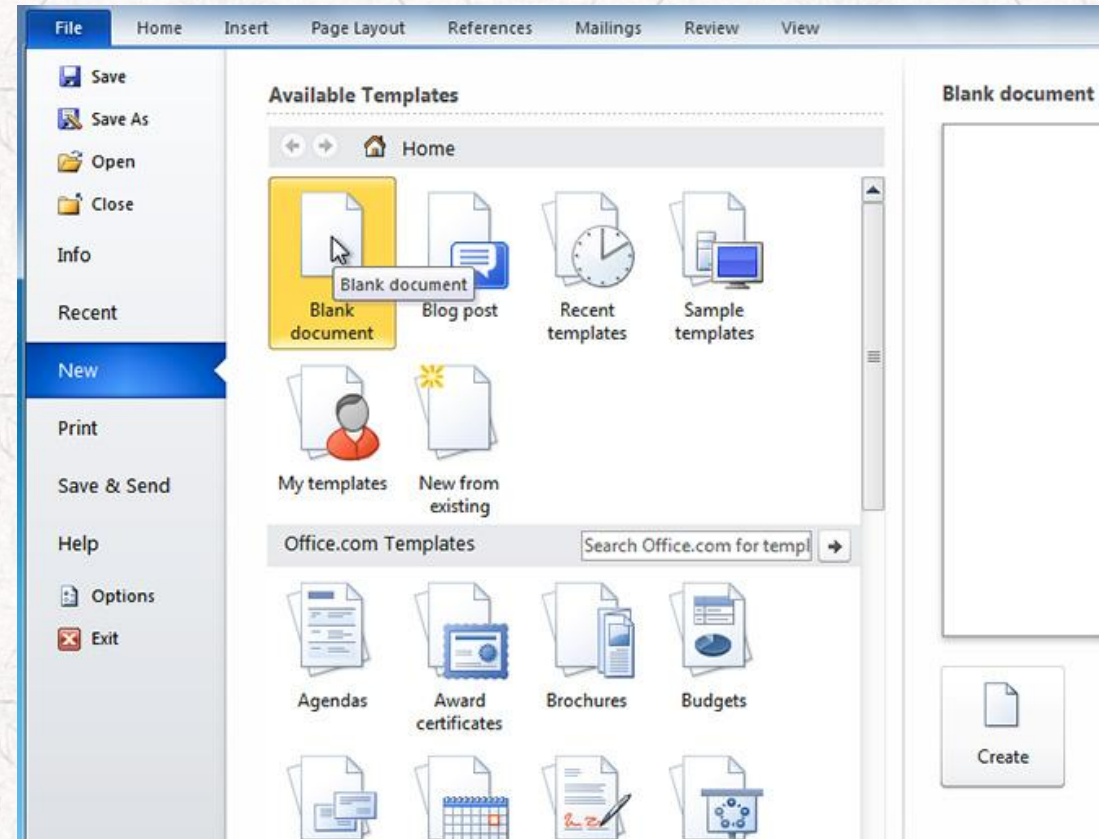


Class V
lab 15



Opening Documents

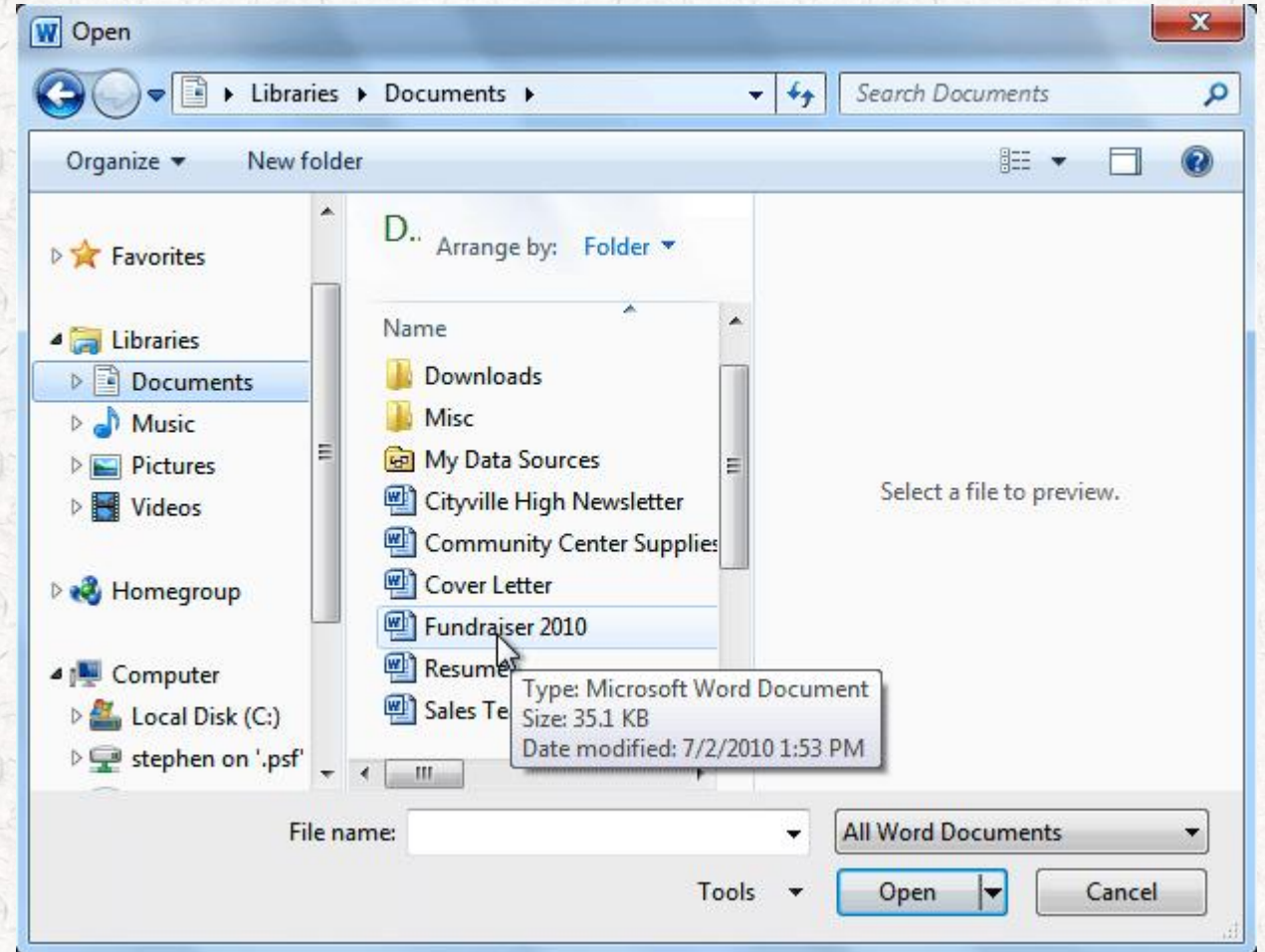
Click the File tab.
This takes you to
Backstage view
then Select New





Opening Existing Documents

You can edit or make any change of an existing documents





Convert Existing Documents

If you want access to all Word 2010 features, you can convert the document to the 2010 file format

