**MS Word user manual**

**FILE Tab**

1. Go to start button search for MS Word click on it.
2. It opens the interface, on left it will show the recently opened document and on right it shows different variety of templates which can be used for different purpose.
3. Select the Blank Document template and click on it.
4. Opens a blank document named Document 1.
5. To create a new document press Ctrl + N or you can click on file and select new document.
6. To open an existing document click on File and select Open it will show five different options such as Recent, OneDrive, ThisPc, Add a Place and Browse.
7. You can also open the document by pressing Ctrl +O from keyboard.
8. Recent opens the documents which were used recently.
9. OneDrive opens the documents that are saved in that drive.
10. ThisPc opens the documents which are saved in the Personal computer.
11. Add a place is the location from where you want to open the document.
12. Browse is used to browse the places that documents are saved.
13. To save a document press on save icon on quick access toolbar or press Ctrl + S from keyboard or click on file on top left corner and select the place where you want to save the file and click on that place and give a proper name to your file and select what type of file is it and click ok.
14. To close a file just click on the cross mark on the top right corner of the file, or click on file there is a button as close and click on it or you can press Alt +F4 from keyboard.
15. To navigate within word interface click on F6.
16. On the top left corner there is a toolbar called Quick access tool(QAT) bar which present only in 2007, 2011, 2013, and 2016.
17. Below QAT there are tabs such as Home, Insert, Design, Layout, References, Mailings, Review and View. Each tab contains different options on the ribbon.
18. If you want to use maximum space of word interface double click on Home tab it hides the ribbon and if you double click on the home tab the ribbon unhide.
19. Below is the status bar it shows the page which you are working on , count of words, and language you are using.
20. On the right bottom corner there is a zoom bar where you can zoom in and zoom out to se e the text.
21. Beside the zoom bar there are icons such as Print Layout, Full screen reading, Web layout, Outline, and Draft.
22. When you click on Full screen reading icon, you can’t edit the document its only available for reading.
23. When you want to print the document use Print Layout.
24. When you click on Web Layout it displays document as in webpage.