

MS WORD-2013

MICROSOFT

ABSTRACT

Microsoft Word is a word processor developed by Microsoft. It was first released on October 25, 1983 under the name Multi-Tool Word for Xenix systems. It is a graphical **word** processing program that users can type with. It is made by the computer company **Microsoft**. Its purpose is to allow users to type and save documents. Similar to other **word** processors, it has helpful tools to make documents.

PURPOSE: The guide describes about how to create, save and open a word document.

VERSION: Microsoft Word 2013.

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- **Steps to create a blank document**

1. Click on **FILE** tab.
2. Click on NEW.
3. Select blank document.
4. A blank document appears.

- **Steps to save a word document**

1. Click on **FILE** tab.
2. Click on SAVE.
3. Select a specific location for the file to save.
4. Select the file format which you want to use.
5. Given any name to the document and click OK.

- **Steps to open a document in word**

1. Click on **FILE** tab.
2. Click on OPEN.
3. Select the file which you want to open.
4. Click open.

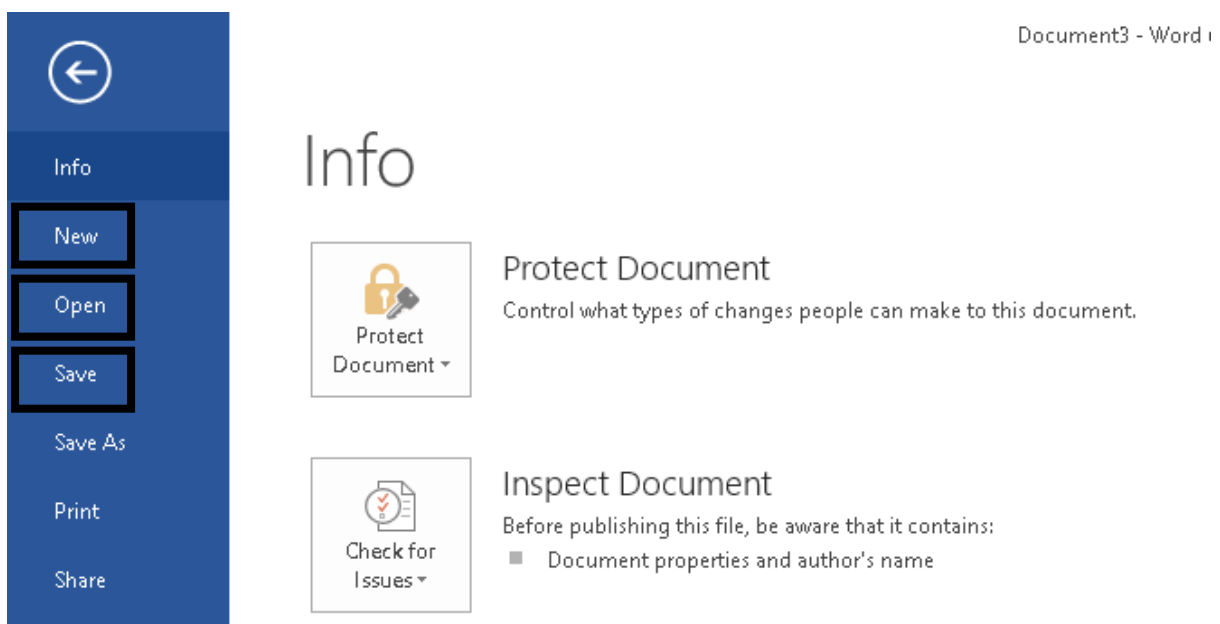


Figure 1: WORD-2013