7

SELF-LEARNING PACKAGE IN

ICT 7

Quarter 1 | Week 2

Word Basics

Learning Competency:

Creating, Opening, and Saving Documents

MARICAR R. PORNEL, Oton NHS
ZALD**Y** M. TONDO, Division Science Coordinator
WRITERS

Ready to Launch!

Every Word project you create whether it's a personal letter, a TV sitcom script, or a research work—begins and ends the same way. You start by creating a document, and you end by saving your work. Sounds simple, but to manage your Word documents effectively, you need to know these basics and beyond. This module shows you the different ways to create a new Word document or adding text to a predesigned template, opening an existing document and save the document in your computer in order to access and edit it later.

Aim at the Target!

At the end of this module you are expected to:

1. *Identify the steps in creating, opening and saving a document in Word.*

2. Demonstrate the skills in *creating, opening and saving a document in Word.*

Try This!

Gear Up! Let's see if you have ideas regarding this topic.

Multiple Choice. Read each item very carefully and identify the correct answer. Choose the letter only.

1. The first time you create a document in MS Word it will prompt you to a_____.
   I. Existing document   III. Template
   II. Blank document   IV. Save Document
        A.I only   C. II and III
        B. II only   D. IV only

2. Elena is a first time user of MS Word application. After typing her project in Science, she decided to save the document. What are the choice(s) will Elena use to save the document ?
   I. Press Ctrl+ S   III. Click File tab and select Save As
   II. Activate Backstage View and select Open   IV. Activate Backstage View and Select Save As
        A. I only   C. II only
        B. I,III, IV   D. III ad IV only

3. Jose is applying for a job, and he wants to make a resume using MS Word. Which among the choices below will Jose going to select?
        A. Click File Tab and select template   C. Click File tab, select New and type resume on the search bar
        B. Activate Backstage View   D. Activate Design Tab

4. Samuel after typing and saving a document, decided to edit the contents of the said document. Which command will Samuel going to use?
        A. New   B. Print   C. Save   D. Open

5. Arrange correctly the choices below when saving a document for the first time.
   I. Enter filename   III. Click Save button
   II. Select this a folder   IV   Select This PC
        A. II, I, IV, III   C. IV, III,I ,II
        B.I, II, III, IV   D. IV, II, I, III

Creating , Opening and Saving a Document

Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

It is also important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

Activity. Guess the tasks

Direction. Examine the flow of the tasks as shown by each figures   below.
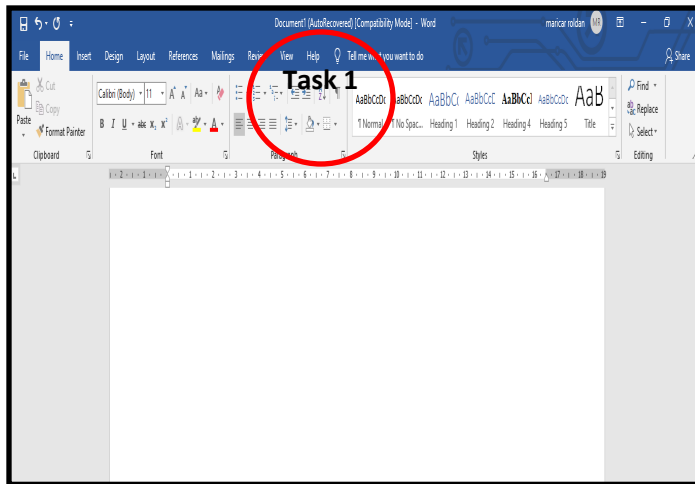
Fig. 1 Blank document
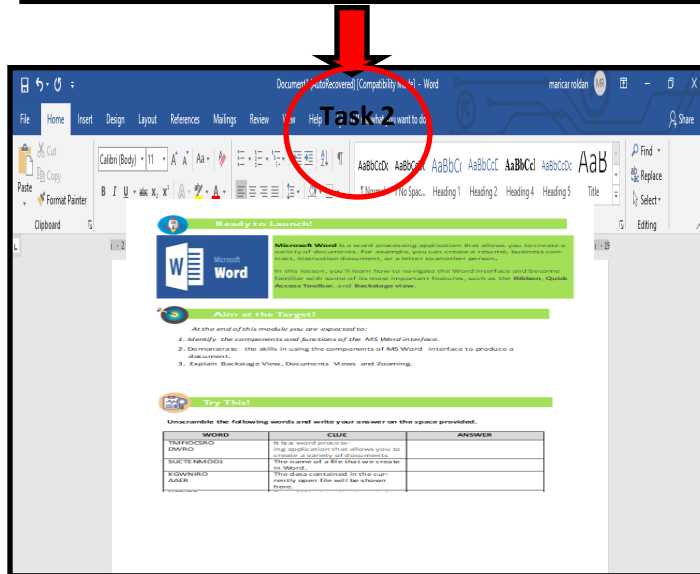
Fig.2 Module document

Fig.3. Storage devices

Analysis.

1. How do you describe the tasks as shown in figures 1-3 ?

2. As a student, did you find the task s helpful on your part? Why or Why not

Abstraction and Generalization

To create a new blank document

When beginning a new project in Word, you'll often want to start with a new blank document.

1. Select the **File** tab to access **Backstage view**.

2. Select **New**, then click **Blank document**.
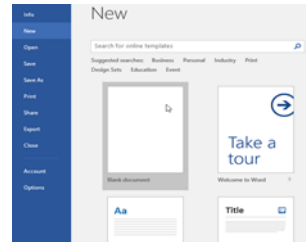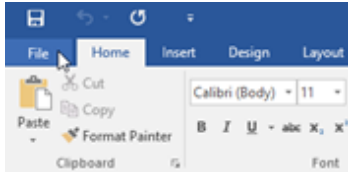
3. A new blank document will appear.

To create a new document from a template

A **template** is a **predesigned document** you can use to create a new document quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

1. Click the **File** tab to access **Backstage view**, then select **New**.

2. Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific. In our example, we'll search for a **flyer** template.
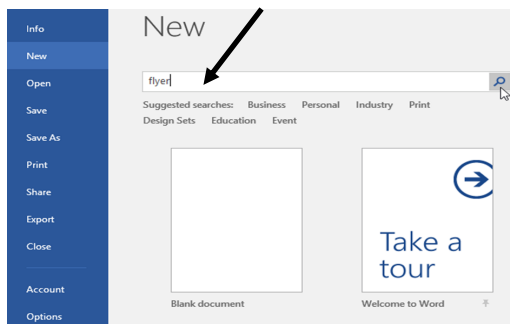
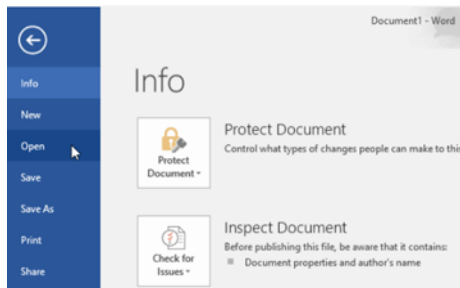3. When you find something you like, select a template to preview it.

4. A **preview** of the template will appear. Click **Create** to use the selected template.
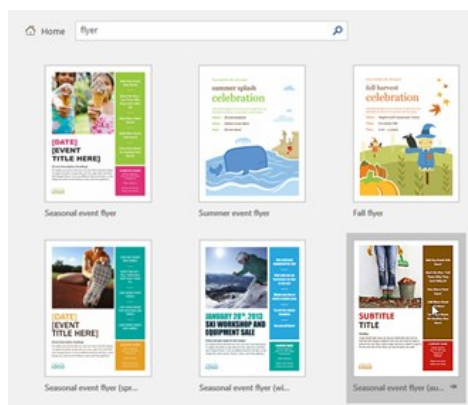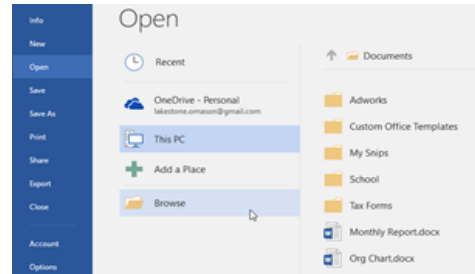
To open an existing document

In addition to creating new documents, you'll often need to open a document that was previously saved.
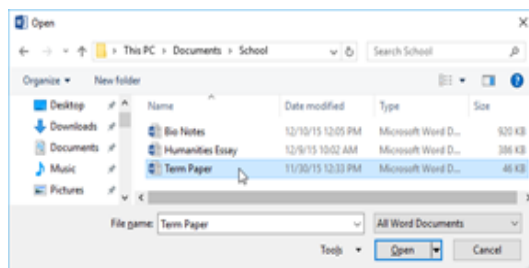
1. Click the File tab to Navigate to **Backstage view**, then click **Open**.

2. Select **This PC**, then click **Browse**. Alternatively, you can choose **OneDrive** to open files stored on your OneDrive.

3. The **Open** dialog box will appear. Locate and select your **document**, then click **Open**.

4. The selected document will appear.

Saving Documents

Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

-   **Save**: When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.
-   **Save As**: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.
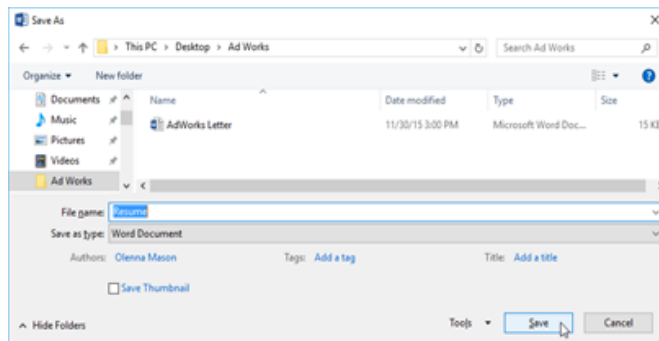
To Save a document:

1. Locate and select the **Save** command on the **Quick Access Toolbar**.
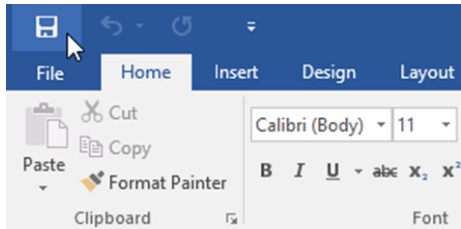
2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer.
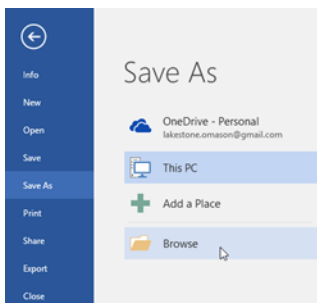
4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.
5. Enter a **file name** for the document, then click **Save**.

6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.
Note: You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still re-fer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

AutoRecover

Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

To use AutoRecover:
1. Open Word. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear on the left.
2. Click to **open** an available file. The document will be **recovered**.
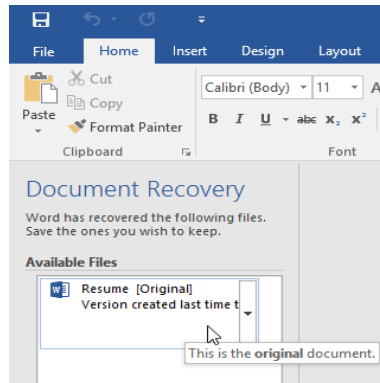
By default, Word autosaves every **10 minutes**. If you are editing a document for less than 10 minutes, Word may not create an autosaved version.
If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Documents**.
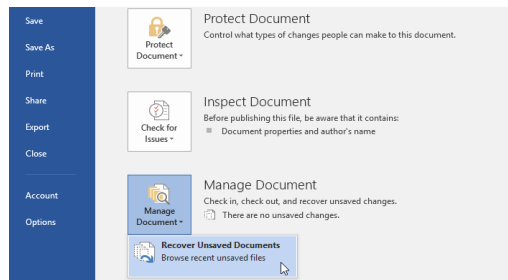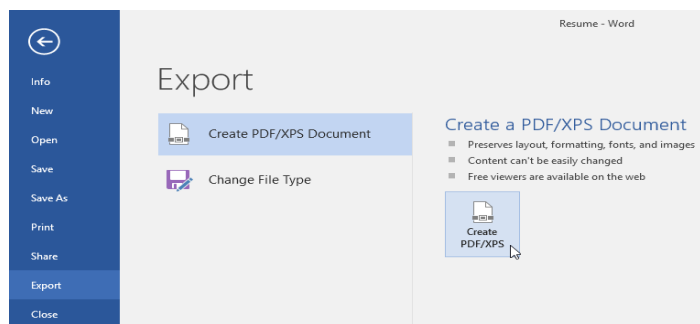

Exporting documents

By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003 document**. It's easy to **export** your document from Word to a variety of file types.

To export a document as a PDF file:
Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Create PDF/XPS**.

2. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Publish.**
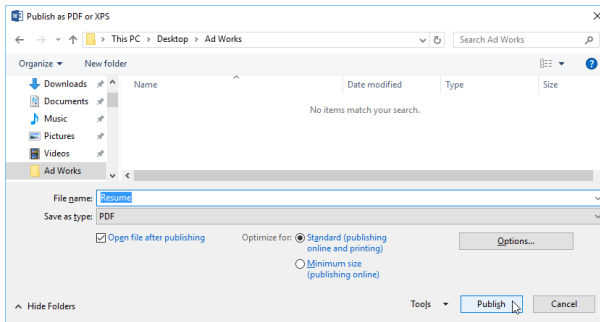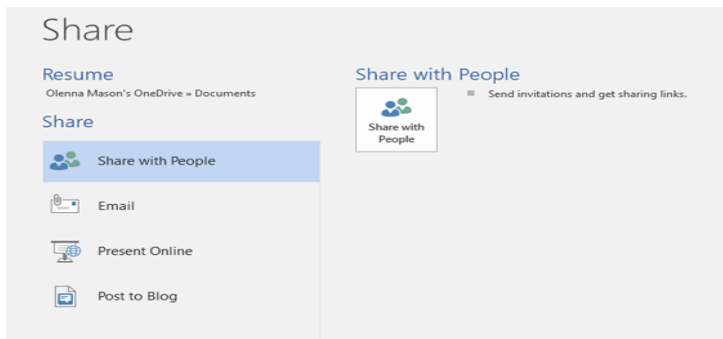

Sharing documents

Word makes it easy to **share and collaborate** on documents using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a document from Word, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

In order to share a document, it must first be **saved to your OneDrive**.

To share a document:

1. Click the **File** tab to access **Backstage view**, then click **Share**.
2. The **Share** pane will appear.

Application.

Direction. Write the complete steps of each tasks enumerated below.
1. Open a new document
2. Open an existing document
3. Save a new document

Reflect

Complete the statements below.

I understand _____

I don't understand _____

I need more information about _____

Direction. Demonstrate the skills enumerated below.

Note: Follow each step one after the other.

Activity: **My Second Navigation**

1. Open **Microsoft Word**, and create a **blank document**.
2. Insert in your document three different shapes that you like the most and explain why do   like these shapes. (See Fig. 1 First output).
3. Save this document with a filename, Task2***(where *** is your family name) and save it in your PC.
4. Close the document.
5. Open the Task2 file and add your complete name, CTECH TASK-2, grade/section on the upper part of the text area.   (See Fig. 2   Final output)
6.   Save the document with a new filename Task2_CT_***(where *** is your family name) and save it in your PC.
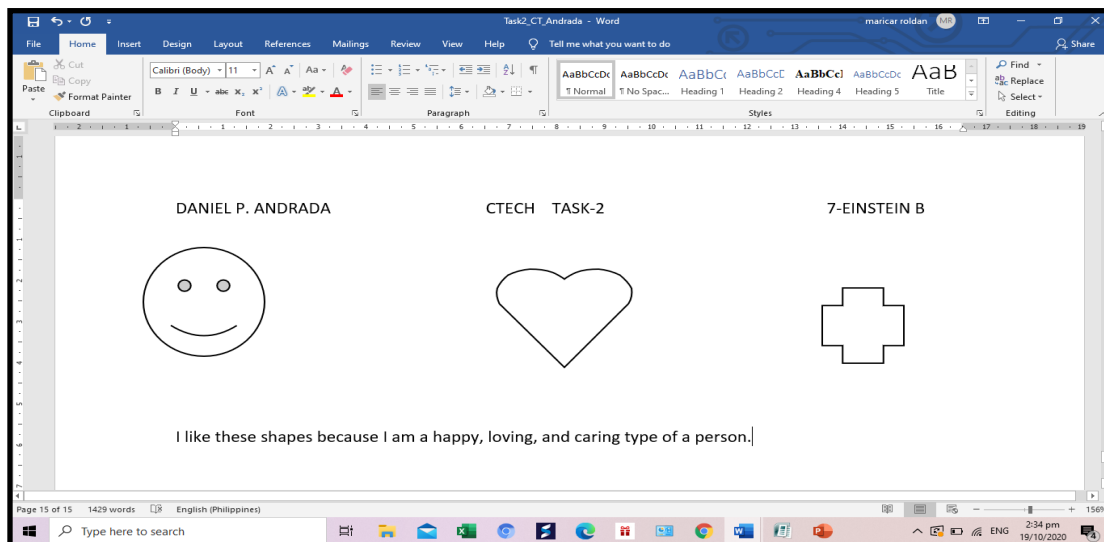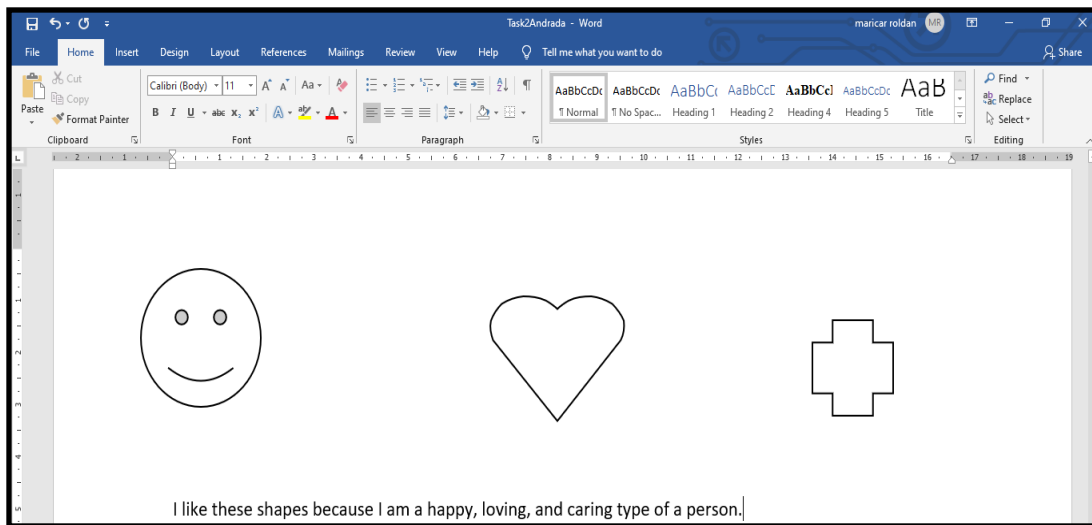

Fig. 1 First Output

Fig. 2 Final Output

Assess Your Learning

Multiple Choice. Read each item very carefully and select the letter of your choice.

1. Which of the following can be used to save a document?
   - a. Ctrl+ V
   - b. Ctrl+ B
   - c. Ctrl+ S
   - d. Ctrl+X
2. What tab is used if you want to access the Backstage view?
   - a. Design
   - b. Insert
   - c. Home
   - d. File
3. This is where you type if you want find a specific template?
   - a. search bar
   - b. template bar
   - c. Preview
   - d. quick access toolbar
4. what is the name of the command that is use to create a **copy** of a document while keeping the original?
   - a. Save
   - c. Copy
   - b. Publish
   - d. Save As
5. What is the extension name of the document save in MS Word?
   - a. xls
   - b. docs
   - c. docx
   - d. xlms

True or False. Write T if the statement is True and F if the statement is false.

6. MS Word autosaves your document every 12 minutes.
7. You can write a new filename when you want to make a copy of a document.
8. You can select the New dialog box in the Backstage View if you want locate and select an existing document .
9. In a PDF file the recipient can view and edit the contents of the document at the same time.
10. Saving a document for the first time, you need to choose where to save it and then give a file name.

References & Photo Credits

https://edu.gcfglobal.org/en/word2016/getting-started-with-word/1/

https://www.oreilly.com/library/view/word-2007-the/059652739X/ch01.html

PROGRAM TEXT. . https://www.dreamstime.com/handwriting-text-writing-how-to-program-concept-meaning-instruction-computer-programming-technology-knowledge-keyboard-key-image139658591

CAMERA. https://www.thoughtco.com/history-of-the-digital-camera-4070938

COMPUTER. http://www.earthtimes.org/green-blogs/eco-friendly-gadgets/free-energy-saving-pc-software-the-earth-times-16-Mar-12

OFFICE TOOLS. https://www.eventfinda.co.nz/2020/microsoft-office-beginners/auckland/te-atatu-peninsula

QUESTION MARK. https://www.slideteam.net/3d-man-in-thinking-position-question-mark-ppt-graphics-icons-powerpoint.html