

Microsoft Word - Creating a new document



Creating a new document

There are three ways of creating a new document in Word 2007

Creating a blank document

1. Click on the Office button
2. Select New
3. Choose blank document

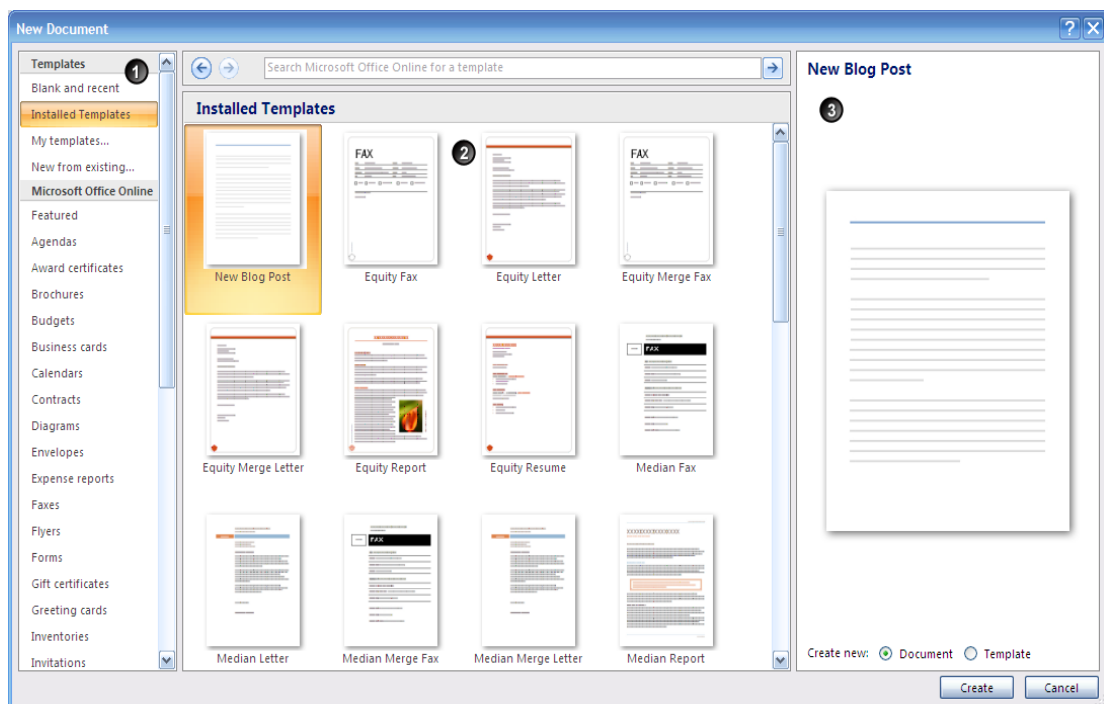
The shortcut key to do the same is **Ctrl – N**

This will create a blank sheet that is based on the standard settings.

Creating a new document based on a template.

If the new document needs to follow a set pattern then the document can be based on a template.

1. Click on the Office button
2. Select New
3. Select type of template required (on the left)
4. Choose template required.
5. Click on Create



1. Templates – a blank document can be created (the default setting), a template or an existing document can be used..

If templates are to be used then they can be on your machine or can be downloaded from the Microsoft website Online. If an Online template is chosen then the Create button (on the bottom right) changes to download.

2. Once the category has been chosen then the template required needs to be selected from the available templates.
3. A preview is available on the right

Creating a new document from an existing document

1. Click on the Office button, Select New
2. Select “New from Existing ...” (on the left)
3. Choose the file the new document is to be base on.
4. Click on Create

Notice that the new document does not have the name of the document that it is based on. This is a new document and cannot over-write the original unless the same name and location are selected for the save procedure.