

Microsoft Word 2010: Create a Document

Getting started with a basic document in Microsoft Office Word 2010 is as easy as opening a new blank document and starting to type.

Or, if you want to create a specific type of document, such as a business plan or a résumé, you can save time by starting with a template.

Open a new document and start typing

1. Click the **File** tab.

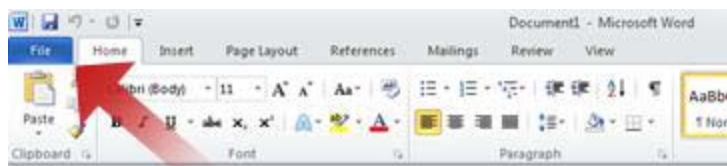


2. Click **New**.
3. Double-click **Blank document**.

Start a document from a template

The Templates site on Office.com provides templates for many types of documents, including résumés, cover letters, business plans, business cards, and APA-style papers.

1. Click the **File** tab.



2. Click **New**.
3. Under **Available Templates**, do one of the following:
 - Click **Sample Templates** to select a template that is available on your computer.
 - Click one of the links under Office.com.

NOTE To download a template that is listed under Office.com, you must be connected to the Internet

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4. Double-click the template that you want.

SAVE AND REUSE TEMPLATES

If you make changes to a template that you download, you can save it on your computer and use it again. It's easy to find all your customized templates by clicking **My templates** in the **New Document** dialog box. To save a template in the My templates folder, do the following:

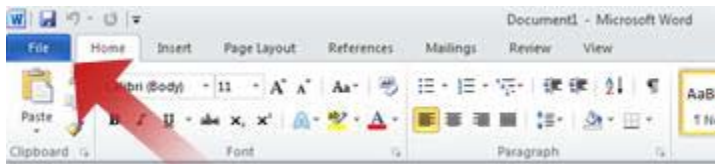
1. Click the **File** tab.



2. Click **Save As**.
3. In the **Save As** dialog box, click **Templates**.
4. In the **Save as type** list, select **Word Template**.
5. Type a name for the template in the **File name** box, and then click **Save**.

Delete a document

1. Click the **File** tab.



2. Click **Open**.
3. Locate the file that you want to delete.
4. Right-click the file, and then click **Delete** on the shortcut menu