

## Working with Files

### Creating and Opening Documents

There are several ways to create new documents, open existing documents, and save documents in Word:

#### Creating a New Document

- Click the New Document button on the menu bar.
- Choose File|New from the menu bar.
- Press CTRL+N (Depress the CTRL key while pressing “N”) on the keyboard.

#### Open an Existing Document

- Click the open File button on the menu bar.
- Choose File|Open from the menu bar.
- Press CTRL+O on the keyboard.

#### Save a Document

- Click the Save button on the menu bar.
- Select File|Save from the menu bar.
- Press CTRL+S on the keyboard.

#### Renaming Documents (the files must not be open in Word)

To rename a document while using the program, select File|Open and find the file you want to rename. Right-click on the document name with the mouse and select Rename from the shortcut menu. Type the new name for the file and press the ENTER key.

#### Deleting Documents (the file must not be open in Word)

To delete a document while using the program, select File|Open and find the file you want to delete. Right-click on the document name with the mouse and select Delete from the shortcut menu.