After completing this lesson, you will be able to:

- Start Word.
- Explore the Word window.
- Enter text in a document.
- Save a document.
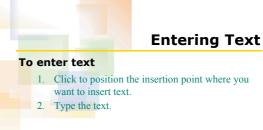- Close a document and quit Word.

Starting Word

To start Microsoft Word Version 2002

1. Click the Start button on the Windows taskbar.
2. On the Start menu, point to All Programs (or Programs).
3. On the Programs submenu, click Microsoft Word.

Exploring the Word Window

To display a ScreenTip

- Position the mouse pointer over a button or a screen element for a few seconds.

Entering Text

To enter text

1. Click to position the insertion point where you want to insert text.
2. Type the text.

Saving a Document

To save a document for the first time

1. On the Standard toolbar, click the Save button.
2. Type the file name in the File name box.
3. Click the Save in down arrow and select a location for the file.
4. Click the Save button.

To save a document after editing

1. On the Standard toolbar, click the Save button.

Closing and Opening a Document

To close a document

- On the File menu, click Closed.

To open a new blank document

1. On the Standard toolbar, click the New Blank Document button.
2. On the New Document task pane, click Blank Document.