

## Creating a New Document

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There are several different ways to create a new document in Word. When you are ready to create a new document in Word, complete the steps below:

- ❖ When the Word program is first opened, a new Blank Document will appear in the window. With this document, you can start inputting data.
- ❖ After the program is opened, it is possible to start a new document by completing one of the tasks below:
  - Click **File** on the **Menu Bar**.
  - Click **New** from the list that appears.
  - The **New Document Task Pane** will open.
  - In this **Task Pane**, click one of the options below:
    - **Blank Document** – Creates a new blank document with Normal formatting. This is the default. When Word is first opened, a new blank document will appear in the window.
    - **XML Document** – Creates a document with XML schema. This allows documents to be used and revised over the Web.
    - **Web Page** – Creates a new Web page with Normal Web formatting.
    - **E-mail Message** – Creates a new E-mail message. When the message has been completed, just click the Send button to send the message.
    - **Templates on Office Online**– Creates a new document using a pre-defined template that can be found on the Microsoft Office Web site.
    - **On my Computer** – Creates new documents if templates have been stored on your local computer.
    - **On my Web sites** – Creates a new document from several templates that are provided on a personal Web site.
  - Click the **New** button on the **Standard** toolbar. This is the first button on this toolbar and looks like a blank sheet of paper.
  - When the program is first open, click the list arrow on the **Getting Started Task Pane** and then click **New Document**. The **New Document Task Pane** will display. Choose one of the options from the list above.
  - In the **Getting Started Task Pane**, click the **Create a new document** link.