

MS Word - Working with Documents

Chapter 2: MS Word - Working with Documents · Topic 1

Key Concept

We create a new document by opening MS Word, and we save it by giving it a name and choosing where to store it.

Editing a document includes adding, deleting, or changing text, as well as formatting it to look neat and organised.

We can copy and paste text within a document or from one document to another, saving time when writing.

Printing a document lets us get a physical paper copy, useful for submitting assignments or sharing information.

Quick Revision Notes

- We create documents by opening MS Word.
- We save documents by naming and storing them.
- Editing includes adding, deleting or changing text.
- Formatting makes documents look neat.
- Copy and paste saves time when writing.
- We can copy within or between documents.
- Printing creates a physical paper copy.
- Printing is useful for assignments.

Practice Questions

- 1 Create a simple document with a title.
- 2 Practice saving a document with a name.
- 3 Try copying and pasting a sentence.
- 4 Edit a sentence by adding a new word.
- 5 Discuss when you'd print a document.
- 6 Format a document with a bold heading.