

Unit 1: Document Basics

Back-to-School Message

Creating Your First Document

New Skills

- Creating a Blank Document
- Saving a Document
- Closing a Document

Lesson Overview

At the start of each school day at Jackson High School, selected students are responsible to read the morning announcements over the school's PA system, but on the first day of the school year, the Principal, Mr. John Davey, performs that task. He has asked you to type a paragraph for him to personally welcome students back for their first day of school.

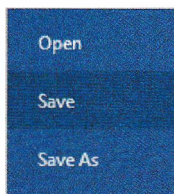
In this lesson, you will create a new document and key a paragraph for the Principal to read.

Tools & Terms You'll Use

Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.

**Blank Document:**

Allows you to begin using a new blank document.

**Save:**

Use the Backstage View to Save your document for the first time.

➔ **Note:** You will be prompted to give the document a file name the first time you are saving.



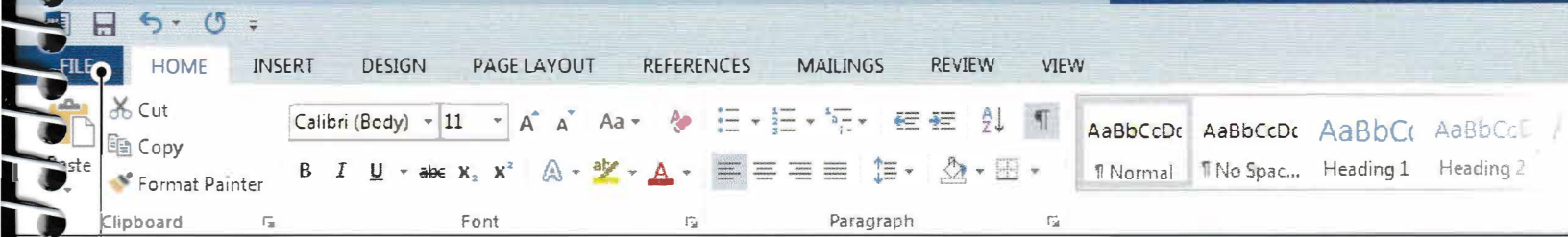
Alternatively, a quick way to Save is to use the Save icon located on the Quick Access Toolbar.

**Browse:**

In the Backstage View, you can browse the different places where your document can be saved.


**Close the Document:**

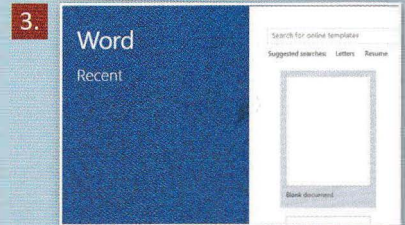
Use the Backstage View to Close the document you are working in.



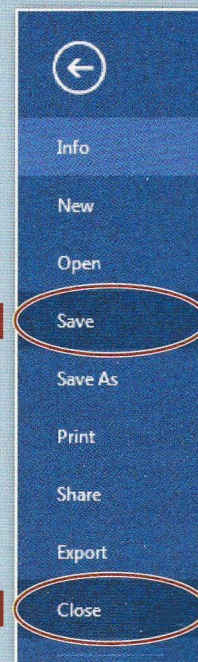
6.

Instructions

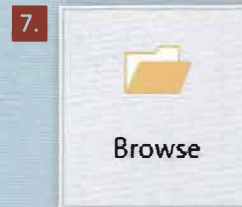
1. Before you begin working in Word, **create a folder** on your hard drive or network and name it **My Word Projects**.
 ☞ *Note: All of the files that you create will be saved to this folder.*
2. Launch Microsoft Word 2016.
3. From the **Start** screen, select **Blank document**.
4. At the top of the document where the insertion point (cursor) is flashing, key the text as shown in *1.2 Source Doc*.
5. Proofread your document for accuracy and format.
 ☞ *Note: You will be learning how to use Word's Spelling & Grammar features a bit later. However, you are always responsible for proofreading your document.*
6. From the **FILE** tab, click **Save**.
7. Click the **Browse** button and locate the folder named **My Documents** on your hard drive or network. Name the file *Back to School Message* and click **Save**.
8. From the **FILE** tab, click **Close**.
9. Close Word by clicking on the **X** in the top right corner of the screen. 



6.



8.



7.

1.2 Source Doc.

Welcome to Jackson High School! I am excited to welcome you back to school today. The office has been working full-time over the summer to ensure a smooth opening for you. During your extended homeroom period today, you will be reviewing your schedules, as well as locker and lunch information. We will have an abbreviated schedule today so you can meet all of your new teachers. If you have any other questions, please feel free to ask any staff member or stop by the main office today. We all hope you have a great first day.