



Creating Documents

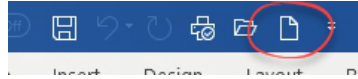
How do I create a new blank document?

A new blank document is created each time Word is started.

To create a new document without closing and reopening Word.

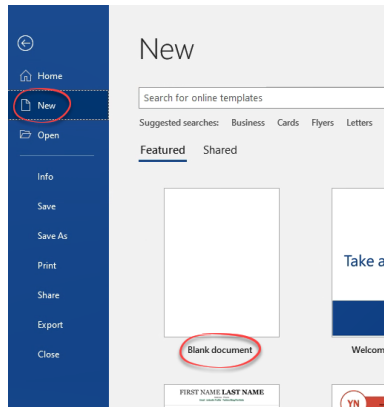
Method One:

1. Click the 'New' button in the 'Quick Access Toolbar'.



Method Two:

1. Click 'File', 'New'.
2. Click 'Blank Document'.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit ictsupport.key.org.uk