

Figure 5-2b Microsoft Word Ribbon 2011 for the Mac

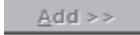



Starting Word

As with all Windows programs, there are many ways to start Word including the following. Chapter 4 also described several ways of opening a new or existing Word document.

1. Click **Start, Programs**. Select **Microsoft Office**, and then choose **MS Office Word** from the available options (**Figure 4-7d**).
2. Click the **Word** icon on the Quick Launch area of the taskbar if it appears there (**Figure 4-8**).

Creating a New Document

After starting Word, a new blank document opens by default. At this point, you can simply type and format the text as desired. Two methods to create a new document once you open Word follow:

1. Click the **File Tab** and then **New**. A window appears (**Figure 5-3**). Click **Blank document** and a new document appears formatted using the normal template. Note the choices available for a new document under Templates.
2. Add the **New Document** symbol to the Quick Access toolbar. Click the **File Tab**, choose **Options, Quick Access Toolbar, New, Add** , and **OK**. Alternatively, you can click the **arrow**  to the right of the Quick Access toolbar. Click **New**. Now the New Document button  shows on the Quick Access toolbar. Click the New  button and the new document window appears. See Figure 5-2a.

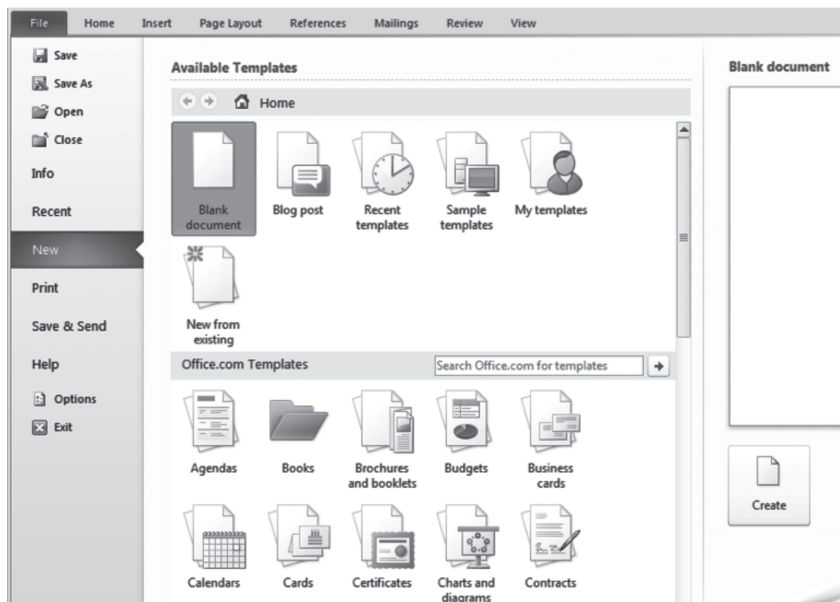


Figure 5-3 New Document Window

For each document, Word presents a screen with the ribbon at the top, a blank window or document workplace in the center, a scroll bar on the right side, and the status bar on the bottom. A blinking vertical bar, or insertion point marker, represents the position of the cursor in the document. In Figure 5-2a the cursor appears at the beginning of the document.

Opening a Previously Saved Document

When changes or additions are necessary in a document, several options are available for opening the document again after you saved it (see Chapter 4 for additional ways to open existing documents).

If the application is not open:

1. Start **Word** and click the **File Tab**. A list of Recent Documents appears on the right. Click the **desired document**.
2. Start **Word**, click the **File Tab**, and choose **Open**. The Open dialog box appears (Figure 4-10) with a list of documents. Note that you can also choose Recently Changed; this choice brings up a complete list that includes the name of each document as well as its size, type, and date modified.
3. Go to the **location** of the file and double-click the **file** you want to open.