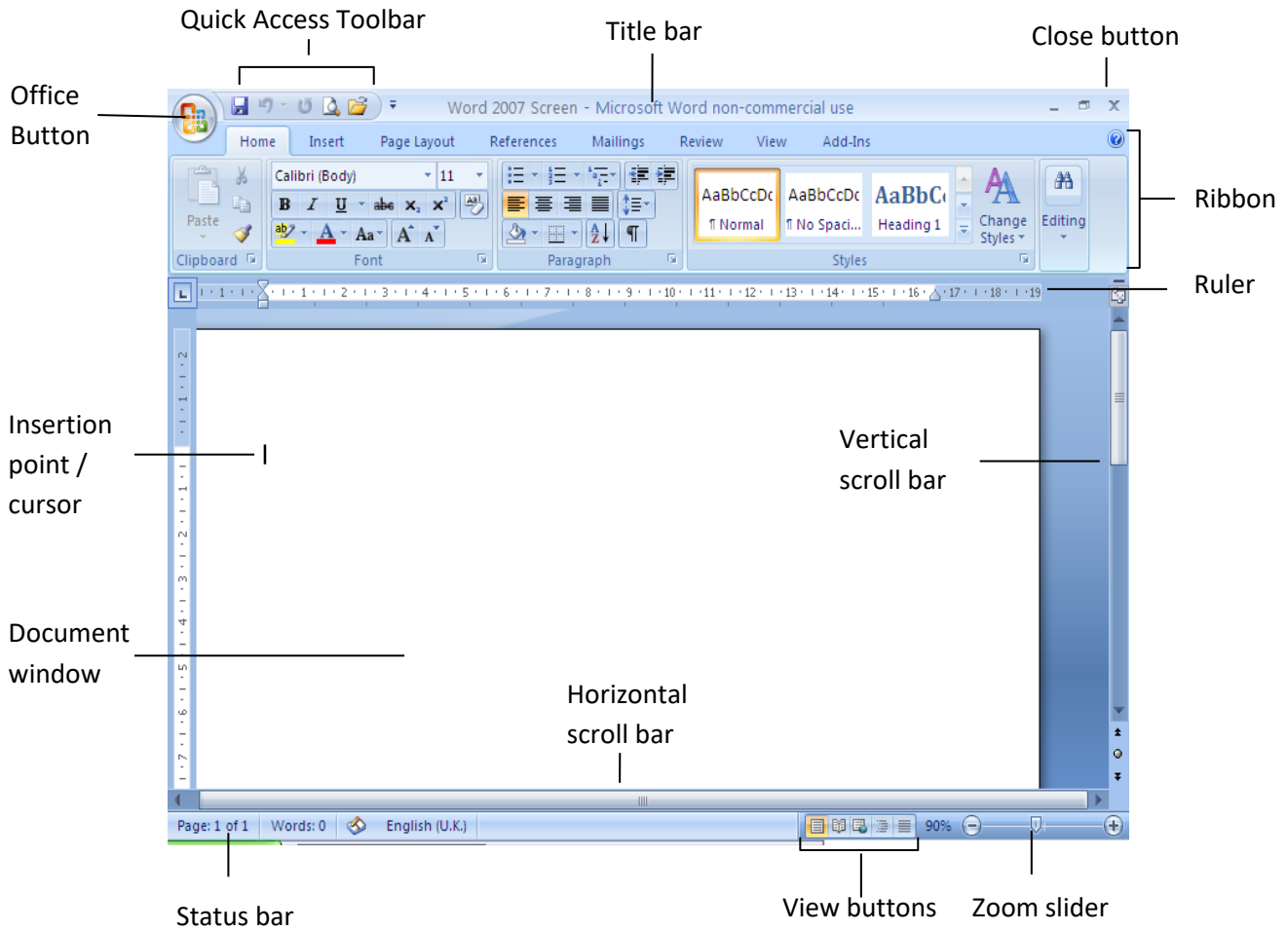




# Need to Know IT

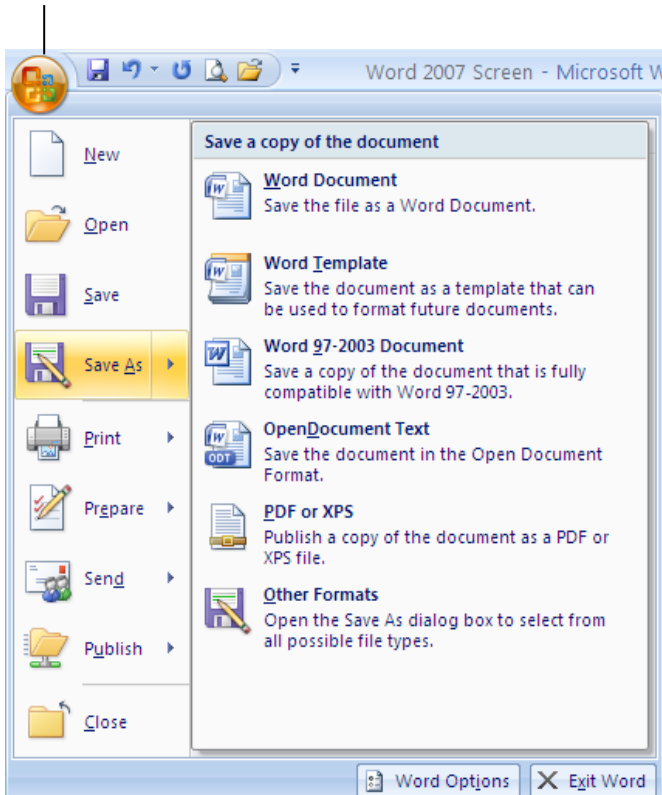
## Word Essentials






# The Office Button

The Office Button replaces the File Menu found in previous versions of Microsoft Word. The Office Button menu contains basic file management commands, including New, Open, Save, Save As, Print and Close.

Office  
Button



- To create a New Document: Click the Office Button, select New and click Create, or press Ctrl + N.
- To Open a Document: Click the Office Button and select Open, or press Ctrl + O.
- To Save a Document: Click the  Save Button on the Quick Access Toolbar, or press Ctrl + S.
- To Save a Document with a Different Name: Click the Office Button, select Save As, and enter a new name for the document.
- To Preview a Document: Click the Office Button, point to the Print list arrow, and select Print Preview.
- To Print a Document: Click the Office Button and select Print, or press Ctrl + P.
- To Undo: Click the  Undo button on the Quick Access Toolbar or press Ctrl + Z.
- To Close a Document: Click the  Close button or press Ctrl + W.
- To Get Help: Press F1 to open the Help window. Type your question and press Enter.
- To Exit Word: Click the Office Button and click Exit Word.