

How to create a new Word document



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Microsoft Word is a word-processing application that can be part of the Microsoft Office suite. With Word on your PC, Mac, or mobile device, you can:

- Create documents from scratch, or a template.
- Add text, images, art, and videos.
- Research a topic and find credible sources.
- Access your documents from a computer, tablet, or phone with OneDrive.
- Share your documents, and work with others.
- Track and review changes.

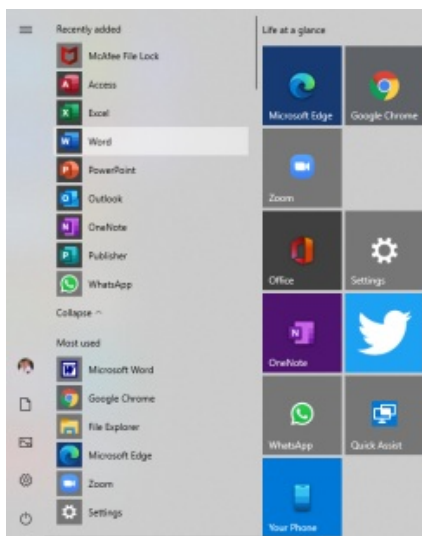
You'll need:

- A computer with Microsoft Word installed.

Follow these step-by-step instructions to create a new document in Microsoft Word

Step 1: To open Microsoft Word, click on the Windows Start Button at the bottom left-hand side of the screen or bottom left-hand side on your keyboard. 

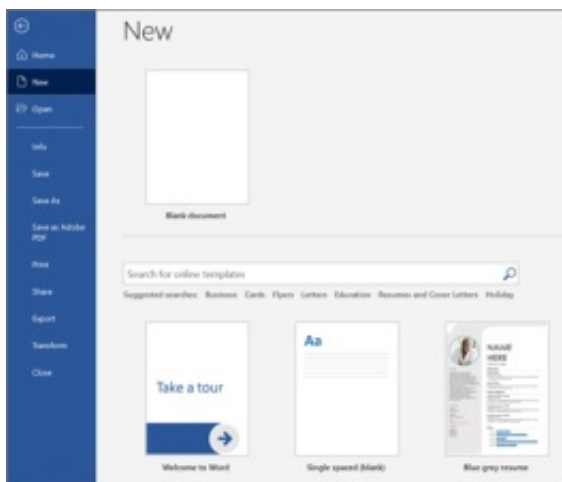
The following screen will appear:



Select Word from list on left as shown above.

Create a document

Step 2: Once Word has opened, go to the **File** menu (top left) and select 'new'



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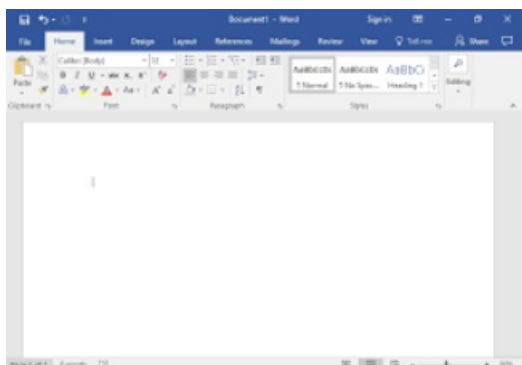
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OK, I agree

No, thanks

Step 3: You will see some templates displayed as well as a 'Welcome to Word' learning guide but if you just want a plain document to work on, select '**Blank document**'

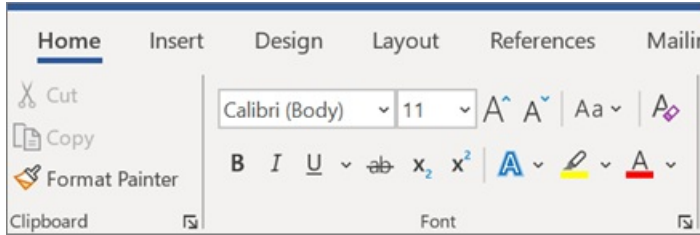
Step 4: A new blank document will open up ready for you to start typing.



Add and format text

Click in the top left corner and type some text.

To format, select the text and then select an option: **bold**, *italic*, underline, bullets, and more.



Last updated 30th March 2021, Written by Mary Coleman, Digital Champion

Next steps

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