

# 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.

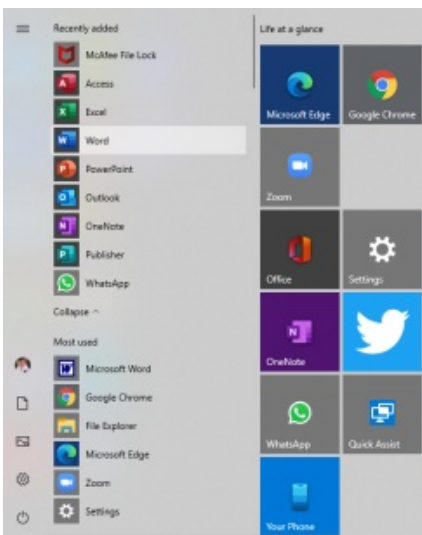
## You'll need:

- 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. 

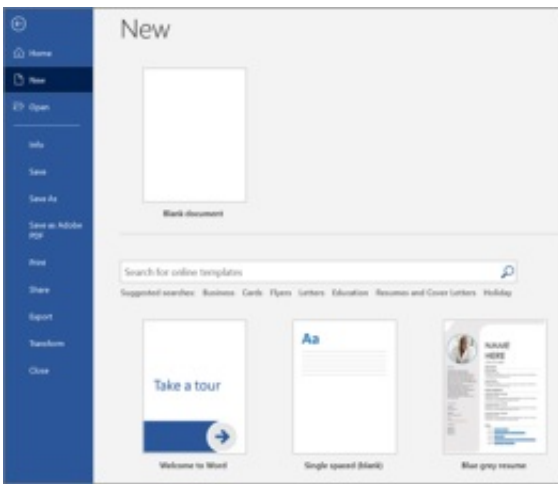
The following screen will appear:



Select Word from list on left as shown above.

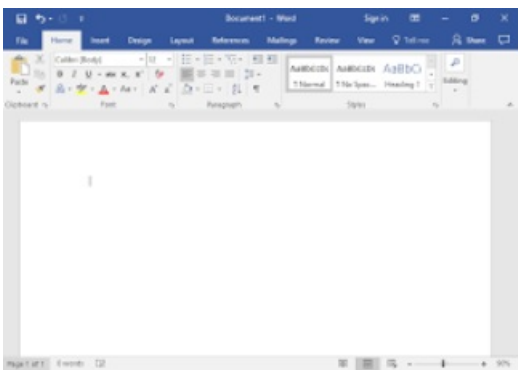
## Create a document

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



**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**'

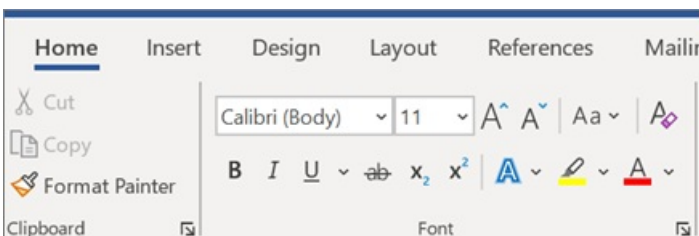
**Step 4:** A new blank document will open up ready for you to start typing.



### **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 6 June 2022***  
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