



File menu

It is used to create new documents, open existing documents and saving your new/updated documents. It also includes the page setup, Print preview and other important functions relating to your document and its properties. The file menus are,

1. File open
2. File new
3. File save
4. File save as
5. File print

1. File open

Open Microsoft Word, click the "File" tab and select the file under Recent Documents to open a document you recently opened in Word. Otherwise browse your document and open.

File menu -> open (or) Ctrl + O

- ❖ To open a new file – **File menu -> new or Ctrl + N**





2. File save & save as

- ✓ To save the Document Click the File tab and select the Save option.
- ✓ Then Select a folder where you will like to save the document,
Enter the file name which you want to give to your document and
Select the Save option.
- ✓ If you want to save an existing document with a different file name select the Save as Option

File menu -> save (or) Ctrl + S
File menu -> Save as (or) F12

