File menu

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

- ✓ File open
- ✓ File new
- ✓ File save
- ✓ File save as
- ✓ File print

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**

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**

Find & replace

- ✓ Find and Replace helps you to find words in a document and can let you replace all instances of a word by another word. This is particularly handy in long documents.

- ✓ To Find Press the **CTRL + F** and enter the text you want to search for.

- ✓ To Replace Press **Ctrl + H** and Type the word you want to replace in the Find box and Enter the New word in Replace box and Click Replace Button

To Print the Document - File Menu -> Print (or) Ctrl + P

Cut & Copy & Paste

The **cut** command removes the selected data from its original position and places it into the clipboard, while the **copy** command creates a duplicate and places it into the clipboard. The data from the clipboard is later inserted wherever a **paste** command is issued.

Cut	▪ Ctrl + X
Copy	▪ Ctrl + C
Paste	▪ Ctrl + V