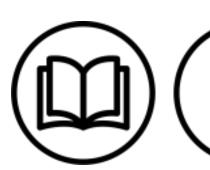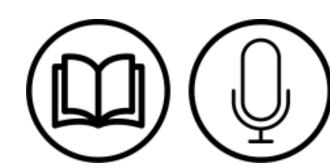# File menu

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
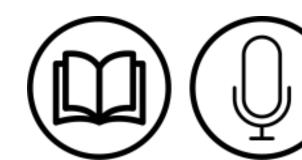
The file menus are

- ✓ 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

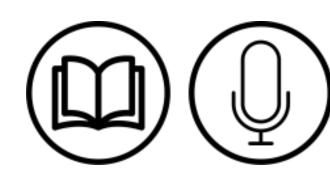To open a new file – **File menu -> new** or **Ctrl + N**

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
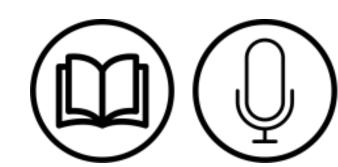
File menu -> Save or Ctrl + S

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

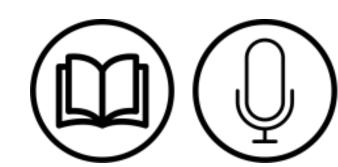**To Print the Document - File Menu -> Print 🖨️ (or) Ctrl + P**

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