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## Basic tasks in Word 2010



Here are some basic tasks that you can do to help you learn how to use Microsoft Word 2010.

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## What is Word?

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Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents. With the finest document-formatting tools, Word helps you organize and write your documents more efficiently. Word also includes powerful editing and revising tools so that you can collaborate with others easily.

## Find and apply a template

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Word 2010 allows you to apply built-in templates, to apply your own custom templates, and to search from a variety of templates available on Office.com. Office.com provides a wide selection of popular Word templates, including [basic resumes](#), [job-specific resumes](#), [agendas](#), [print business cards](#), and [faxes](#).

To find and apply a template in Word, do the following:

1. On the **File** tab, click **New**.
2. Under **Available Templates**, do one of the following:
  - To use one of the built-in templates, click **Sample Templates**, click the template that you want, and then click **Create**.
  - To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.

- To use your own template that you previously created, click **My Templates**, click the template that you want, and then click **OK**.
- To find a template on Office.com, under **Office.com Templates**, click the template category that you want, click the template that you want, and click **Download** to download the template from Office.com to your computer.

**NOTE** You can also search for templates on Office.com from within Word. In the **Search Office.com for templates** box, type one or more search terms, and then click the arrow button to search.

## Create a new document

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1. Click the **File** tab and then click **New**.
2. Under **Available Templates**, click **Blank Document**.
3. Click **Create**.

For more information about how to create a new document, see [Create a document](#).

## Open a document

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1. Click the **File** tab, and then click **Open**.
2. In the left pane of the **Open** dialog box, click the drive or folder that contains the document.
3. In the right pane of the **Open** dialog box, open the folder that contains the drawing that you want.
4. Click the document and then click **Open**.

## Save a document

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To save a document in the format used by Word 2010 and Word 2007, do the following:

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, enter a name for your document.
4. Click **Save**.

To save a document so that it is compatible with Word 2003 or earlier, do the following:

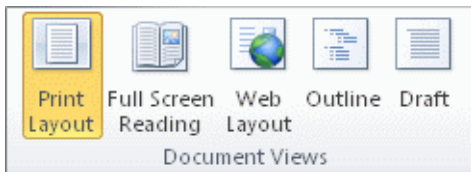
1. Open the document that you want to be used in Word 2003 or earlier.
2. Click the **File** tab.
3. Click **Save As**.
4. In the **Save as type** list, click **Word 97-2003 Document**. This changes the file format to .doc.
5. In the **File name** box, type a name for the document.
6. Click **Save**.

For more information about how to create a document that is compatible with Word 2003 or earlier versions, see [Create a document to be used by previous versions of Word](#).

## Read documents

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1. [Open the document](#) that you want to read.
2. On the **View** tab, in the **Document Views** group, click **Full Screen Reading**



3. To move from page to page in a document, do one of the following:
  - Click the arrows in the lower corners of the pages.
  - Press PAGE DOWN and PAGE UP or SPACEBAR and BACKSPACE on the keyboard.
  - Click the navigation arrows at the top center of the screen.

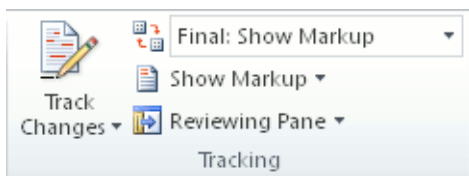
**TIP** Click **View Options**, and then click **Show Two Pages**  to view two pages, or screens, at a time.

For more information about how to view documents, see [Read documents in Word](#).

## Track changes and insert comments

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- To turn on change tracking, on the **Review** tab, in the **Tracking** group, click **Track Changes**.



- To insert a comment, on the **Review** tab, in the **Comments** group, click **New Comment**.

For more information about how to track changes made while revising, see [Track changes and insert comments](#).

## Print your document

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1. Click the **File** tab and then click **Print**.
2. Do the following:
  - Under **Print**, in the **Copies** box, enter the number of copies that you want to print.
  - Under **Printer**, make sure that the printer that you want is selected.
  - Under **Settings**, the default print settings for your printer are selected for you. If you want to change a setting, click the setting you want to change and then select the setting that you want.

3. When you are satisfied with the settings, click **Print**.

For more information about how to print a file, see [Preview and print a file](#).