



Al-Farahidi University

College of Pharmacy

Laboratory: Computer Science

Level: 1st Stage, 1st Semester

Reference text: Microsoft Word 2010 – Step by Step.

computer Science Lab.5

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File Menu: (First Menu in The Ribbon) The set of commands Used for working with a document such as creating files, saving files, printing files, closing a file, and converting a file to another format such as PDF.

Save: This command is used to Save changes in a document That has been created or edited.

Save As: This command is used to create a copy (modified) of a document while keeping the original. by default, it will save in Word 2010 format with the extension docx.

Methods of Saving Documents in MS Word

1. From the Quick Access Toolbar Click the Save command.
2. From the File Menu Click Save or Save As command.
3. From the keyboard Click Ctrl + S To Save.
4. From the keyboard Click Ctrl + F12 To Save As.
5. From the title bar Click on the (X) in the document that as are working on, and three options will appear, by clicking on the option Save, the document will be saved.

Open: This option is used to open an existing Word document

To Open an Existing Document

1. Click the File tab, then click Open, and Select the document you want to open.
2. from a keyboard shortcut Click Ctrl +O

Close: This option is used to close an open document.

Methods of Close Documents in MS Word

1. Click on the File menu and select Close.
2. Click on the “X” in the upper-right corner of the title bar, If no edits to the document, it will just close.
3. Use the keyboard shortcut Click Ctrl +W
4. Use the keyboard shortcut Click Alt + F4

Information (Info): This option displays information about the opened document.

Document Properties: displays various properties of the Document, These properties include the document size, the number of pages in the document, the total number of words in the document, the name of the Author, etc.

Recent: This option lists all the recently opened documents

New: This option is used to open a new document.

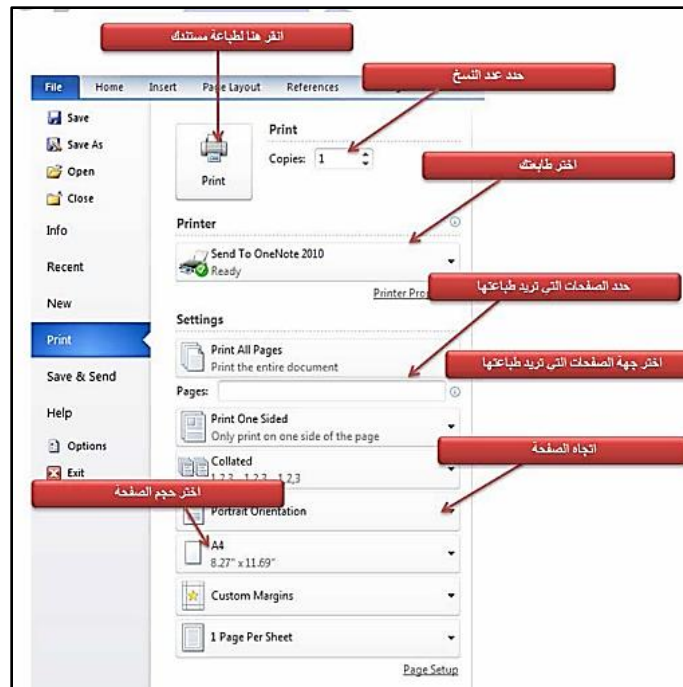
Methods Creating New Blank Documents in MS Word

1. From the keyboard shortcut, click on Ctrl +N
3. Click the File tab and select New Blank Document.

8. Print: This option is used to print an open document.

To Print the document

1. Click the File tab, Then Click the Print command.
2. Click the Ctrl + P shortcut from the keyboard to the print document.



Save and Send: This option will save an opened document and will display options to send the document (send the file to the place which you want), using email or Bluetooth, share it in a live meeting, or with a fax recipient, etc.

Help: This option is used to get the required help about Word 2010.

Options: This option is used to set various options related to MS Word 2010, By This command you can change the default settings of the MS Word program, such as the language in the program, and the way numbers are written.

Exit: Use this option to close the document and exit the Word Application.

To Exit The MS Word Application:

1. Either Click on the File tab, Then Click on Exit.
2. OR Click the key Esc on the keyboard to go back to MS word working mode.

