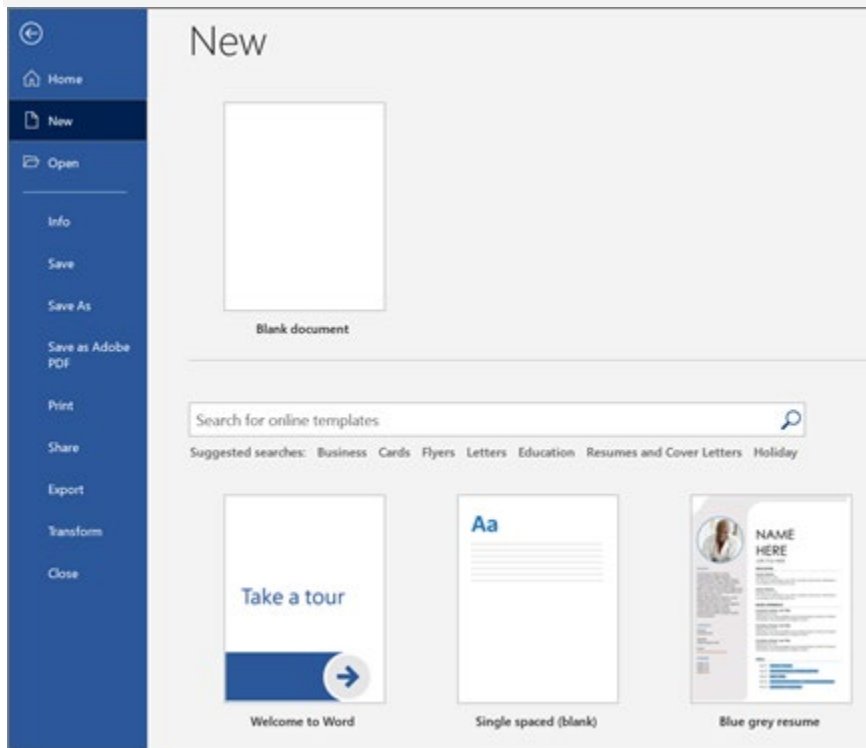


Create a Document

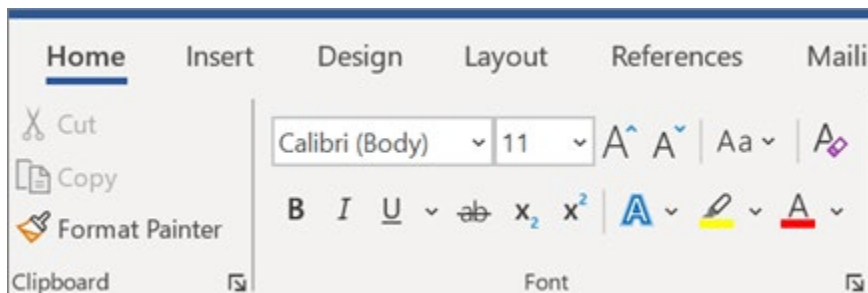
1. On the **File** tab, click **New**.
2. In the **Search for online templates** box, enter the type of document you want to create and press ENTER.

Tip: To start from scratch, select **Blank document**. Or, for practice using Word features, try a learning guide like **Welcome to Word**, **Insert your first table of contents**, and more.



Add and format text

1. Place the cursor and type some text.
2. To format, select the text and then select an option: **Bold**, **Italic**, **Bullets**, **Numbering**, and more.



Add Pictures, Shapes, SmartArt, Chart, and more

Create a Document

1. Select the **Insert** tab.
2. Select what you want to add:
 - **Tables** - select **Tables**, hover over the size you want, and select it.
 - **Pictures** - select **Pictures**, browse for the picture you want, and select **Insert**.
 - **Online Pictures** - select **Online Pictures**, search and choose the picture you want, and select **Insert**.
 - **Shapes** - select **Shapes**, and then select a shape from the drop-down.
 - **Icons** - select **Icons**, choose the one you want, and select **Insert**.
 - **3D Models** - select **3D Models**, choose from a file or online source, go to the image you want, and select **Insert**.
 - **SmartArt** - select **SmartArt**, choose a **SmartArt Graphic**, and select **OK**.
 - **Chart** - select **Chart**, select the chart you want, and select **OK**.
 - **Screenshot** - select **Screenshot** and select one from the drop-down.