

Create a document in Word

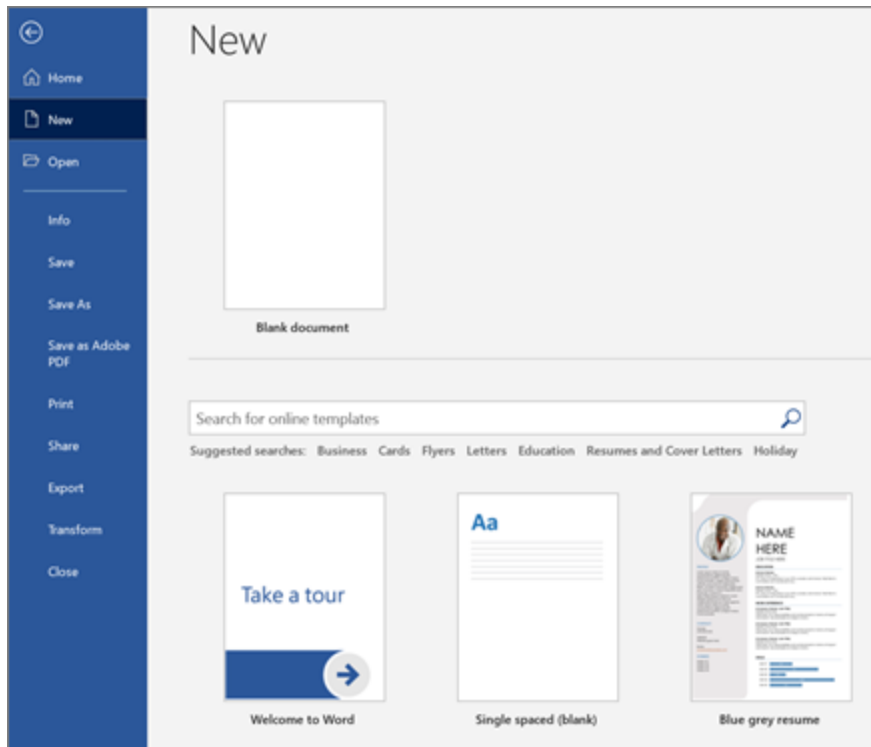
With Word you can:

- Create a document from scratch or from a [template](#).
- Add text, images, art, and videos.
- Research a topic and find credible sources.
- Access your documents from a computer, tablet, or phone via OneDrive.
- Share your documents and collaborate with others.
- Track and review changes.

Create a new document

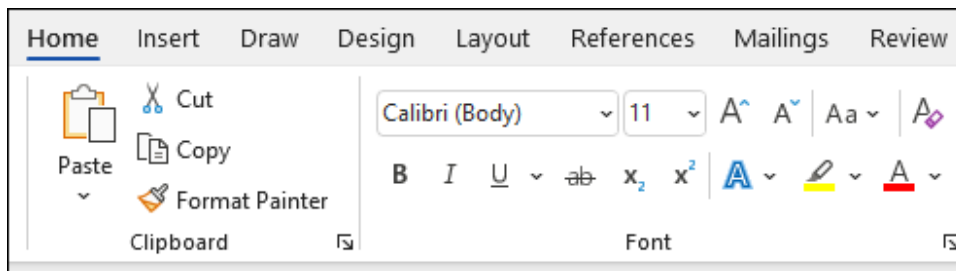
1. On the **File** tab, select **New**.
2. Select **Blank document**, or double-click a template image or type the kind of document into the **Search for online templates** box and press **Enter**.

Tip: For practice using Word features, try a learning guide like **Welcome to Word** or **Insert your first table of contents**.





Add and format text







3. Click on your new blank page and type some text.
4. Select text to format and choose font options on the **Home** tab: **Bold**, **Italic**, **Bullets**, **Numbering**, and more.



Add Pictures, Shapes, SmartArt, Chart, and more

5. Select the **Insert** tab.
6. Select what you want to add:
 - **Tables** - choose  **Table**, hover over the size you want, and select it.
 - **Pictures** - select  **Pictures**, browse for an image on your computer, a online stock image, or with an image search on Bing.

Note: Older versions of Word may have **Online Pictures** on the ribbon next to **Pictures**.

- **Shapes** - select  **Shapes**, and choose a shape from the drop-down.
- **Icons** - choose  **Icons**, pick the one you want, and select **Insert**.
- **3D Models** - select  **3D Models**, choose from a file or online source, pick the image you want, and select **Insert**.
- **SmartArt** - choose  **SmartArt**, pick a **SmartArt Graphic**, and select **OK**.
- **Chart** - select  **Chart**, choose the chart you want, and select **OK**.
- **Screenshot** - select  **Screenshot** and select one from the drop-down.