

Basic Computer & Applications Class
Week 17 Agenda
5/5/2020 to 5/8/2020

This assignment is for students who attend Tuesday and Thursday class and for students who attend Wednesday and Friday Class

NOTE: You can click on the link below to watch a Video found on gcflearnfree.org

Video Subject/Topic: Create and Open Word Documents

1. [CLICK HERE on this link to watch the video on Create and Open Documents on www.gcflearnfree.org](http://www.gcflearnfree.org)

2. Video Objectives

- Create a new Word Blank Document
- Open an existing document
- Using Word Templates

3. Assignment

After you watch the video answer the following questions and send me an email with your answers.

1. To create a new document do you complete the following steps? Answer True or False
 - a. Select the **File** tab. **Backstage view** will appear. True or False
 - b. Select **New**, then click **Blank document**. True or False
 - c. A new blank document will appear. True or False
2. To open an existing document do you follow the steps below? Answer True or False
 - a. Navigate to **Backstage view**, then click **Open**. True or False
 - b. Select **Computer**, then click **Browse**. True or False
 - c. The **Open** dialog box appears. Locate and select your **document**, then click **Open**. True or False
3. To create a new document from a template do you follow the steps below?
 - a. Click the **File** tab to access **Backstage view**. True or False
 - b. Select **New**. Several templates will appear below the **Blank document** option. True or False
 - c. A **preview** of the template will appear, with **additional information** on how the template can be used. True or False
 - d. Click **Create** to use the selected template. True or False