

# Document Basics

in MS Word 2021

*Creating, Saving, Opening and Protecting Documents*



# Creating a New Document

1

## Method 1

File Tab → New → Blank Document (or choose a template from the gallery)

2

## Method 2

Press Ctrl + N — fastest keyboard shortcut to open a blank document immediately

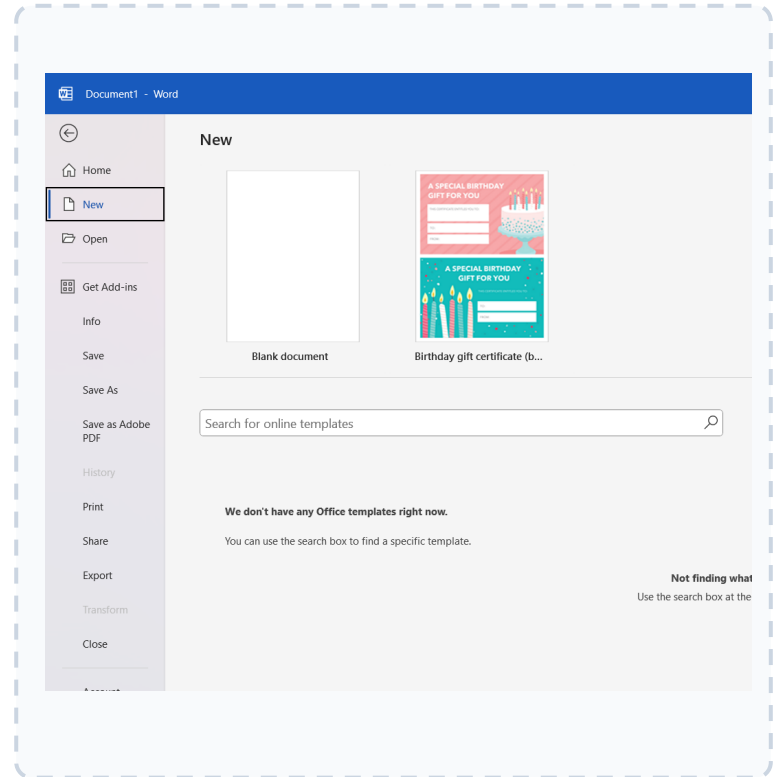
3

## Method 3 (LibreOffice)

File → New → Text Document (equivalent in LibreOffice Writer)



**Shortcut: Ctrl + N**





# Saving Documents

1

## Press Ctrl+S or File → Save

For an unsaved document this opens the Save As dialog

2

## Choose saving location

Local: Documents folder, Desktop, USB drive / Cloud: OneDrive

3

## Type a meaningful file name

Avoid 'Document1' — use descriptive names like 'Science\_Report'

4

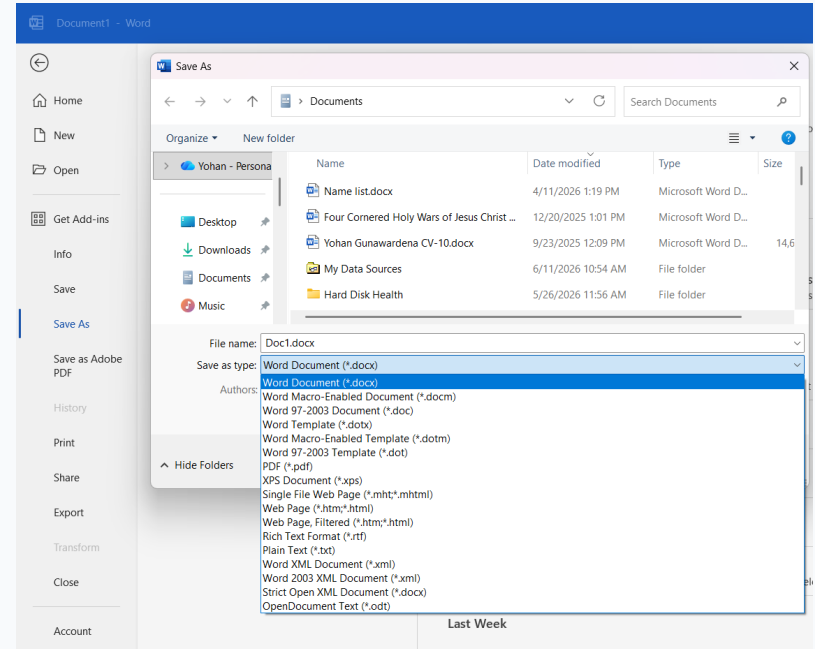
## Select file type

Default .docx | .doc (old) | .odt | .pdf | .rtf

5

## Click the Save button

Word auto-saves every 10 minutes (adjustable in Options)



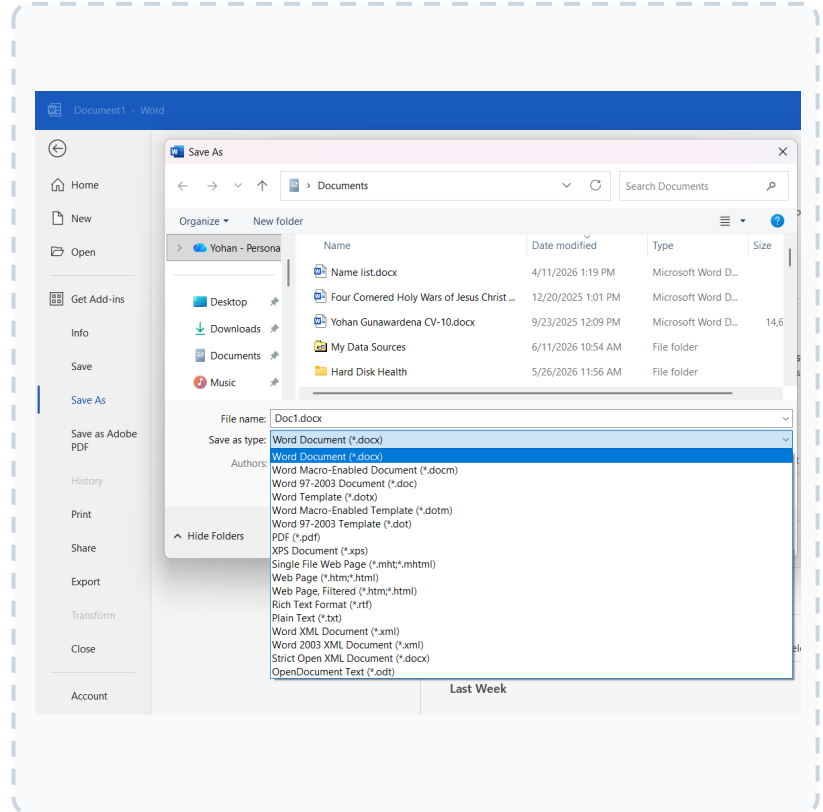
Ctrl+S = Save | F12 = Save As



# File Types and Extensions

Extension	Software / Standard	Best Use
*.docx	Word 2007–2021 (default)	Standard — modern Word documents
*.doc	Word 97–2003 (older)	Legacy; lower compatibility with new features
*.odt	LibreOffice / OpenOffice	Free/open source standard
*.pdf	Portable Document Format	Read-only; preserves layout on any device
*.rtf	Rich Text Format	Universal — opens in almost any word processor

**⚠ Always save in .docx unless the question asks for a different format!**





# Password Protection

## When to Use Save As (F12)

- Create a copy with a new name, location or format
- Change .docx → .pdf for sharing without editing

## Password Protection — MS Word 2021 Steps

File → Save As	Choose location, enter file name
Click 'Tools' dropdown	At the bottom of the Save As dialog
Select 'General Options'	The password entry dialog opens
Enter 'Password to open'	Type your password → OK → re-enter → Save

General Options

General Options

File encryption options for this document

Password to open:

File sharing options for this document

Password to modify:

Read-only recommended

Macro security

Adjust the security level for opening files that might contain macro viruses and specify the names of trusted macro developers.



# Opening Saved Documents

1

## File → Open (or press Ctrl+O)

Opens the Open dialog or Recent Documents list

2

## Navigate to the file location

Left panel: Recent, OneDrive, This PC, Desktop, Documents

3

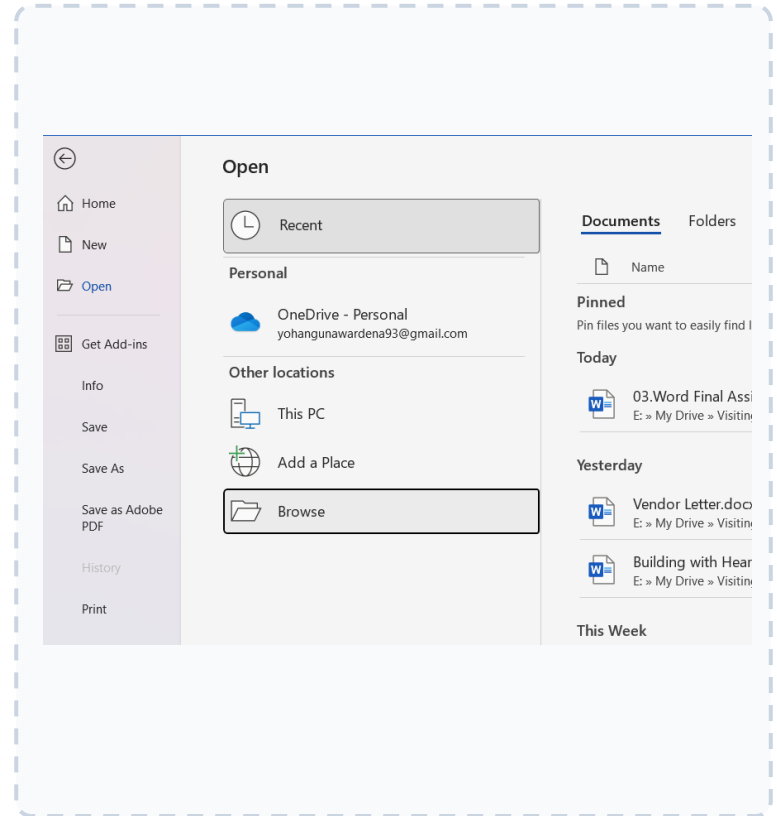
## Select the document file

Click once on the filename to highlight it

4

## Click the Open button

Or double-click the filename to open immediately



Shortcut: Ctrl + O



# Key Takeaways — Document Basics



Create Ctrl+N

+



Save Ctrl+S

=



Open Ctrl+O

## Quick Recap

- Create: File → New → Blank Document OR Ctrl+N
- Save first time: Ctrl+S → choose location, name and format (.docx default)
- Save As (F12): rename, change location or convert format (e.g. .docx → .pdf)
- Password: Save As → Tools → General Options → 'Password to open'
- Open: Ctrl+O or File → Open → navigate to file and double-click