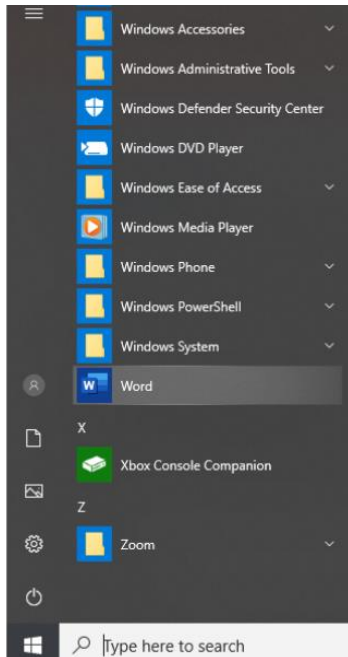
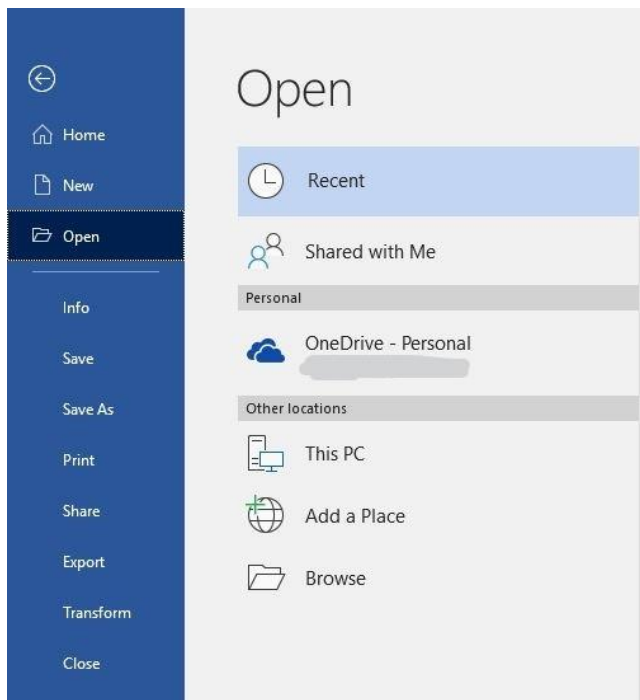


Step-by-step instructions to start a document in Microsoft Word

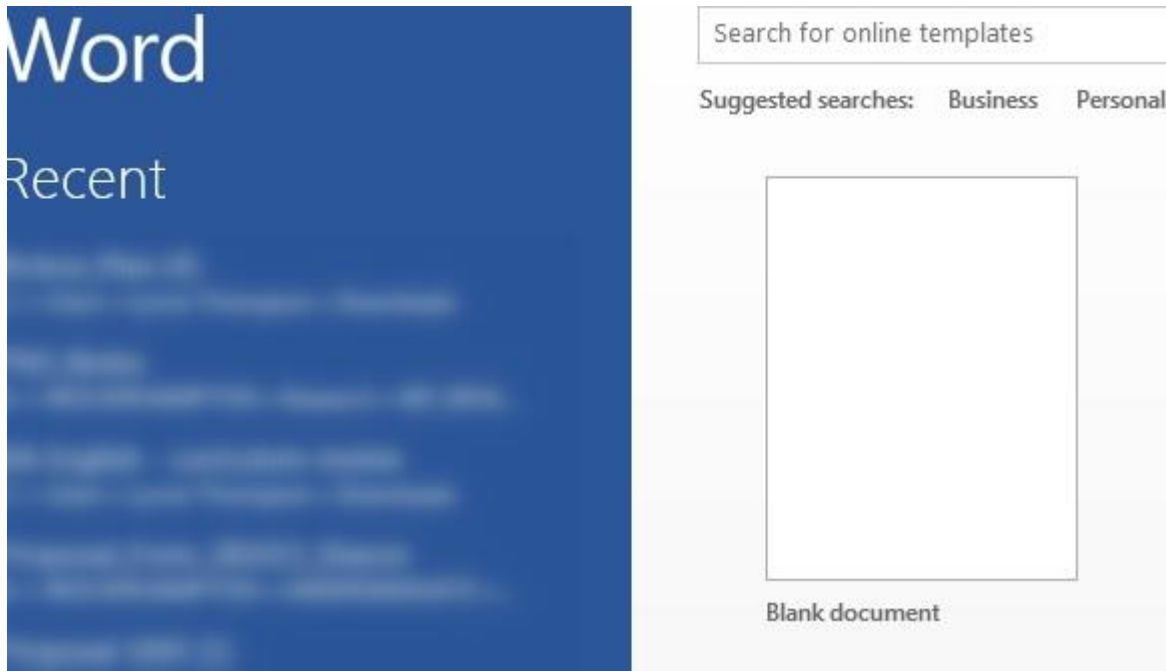
Step 1: From the desktop or from your 'Start'  menu, open Microsoft Word.



Step 2: Microsoft Word will open up and present you with an option to select a document [template](#), or a blank document.



Step 3: If you don't want to use any of the templates on display, click on the blank document.



Step 4: A new blank document will open up ready for you to start typing.