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#### **—one step at a time!**

Microsoft Word 2013 —one step at a time! Experience learning made easy—and quickly teach yourself how to create great-looking documents with Microsoft Word 2013 With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Lambert Cox

- Create documents on your PC or touch-enabled device

### **Office: Word for Beginners**

Working with Templates A template is a predesigned document you can use to create a new document quickly Templates often include custom formatting and designs, so they can save you a lot of time and effort when starting a new project To create a new document from a template: 1 Click the File tab to access Backstage view 2 Select New Several templates will appear below the Blank document

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