



Microsoft  
**Word**

# The Questions Bank

LECTURE TWO

**Microsoft Office Word Basics**

### **Q: How do I create a new document in Microsoft Word?**

**Answer** To create a new document in Microsoft Word, click on the "File" tab in the top left corner of the screen and select "New".

### **Q: How do I save a document in Microsoft Word?**

**Answer** To save a document in Microsoft Word, click on the "File" tab in the top left corner of the screen and select "Save As".

### **Q: How do I open a document in Microsoft Word?**

**Answer** To open a document in Microsoft Word, click on the "File" tab in the top left corner of the screen and select "Open".

### **Q: How do I change the font of my text in Microsoft Word?**

**Answer** To change the font of your text in Microsoft Word, select the text you want to change and click on the "Home" tab in the top left corner of the screen. Then, click on the font dropdown menu and select a new font.

### **Q: How do I make my text bold in Microsoft Word?**

**Answer** To make your text bold in Microsoft Word, select the text you want to change and click on the "Home" tab in the top left corner of the screen. Then, click on the bold button.

### **Q: What is the difference between a style and a theme in Microsoft Word?**

**Answer** A style is a set of formatting options that can be