

File Tab

The File Tab is used to perform such tasks as opening, closing, printing or saving a document. The File Tab opens Backstage View. This view is explained in detail in another document on the Word 2016 Web page.

Feature	Description
Info	This tab displays different commands for protecting your document, checking for issues with the document, and for managing different versions of the document.
New	This category will provide a gallery of different templates, including Blank Document, which can be used to create a new document. Click any of the templates to create a new document.
Open	Click this link to open a previously created document. The Open window will display. A list of recent documents will appear on the right side of the window. Folder names will appear in the middle of the window.
Save	To save a document, click this button. The Save As dialog box will appear the first time the document is saved. After the document has been saved the first time, clicking this button will override the old copy without asking.
Save As	Once a document has been saved, click this link to rename the document, to save the document in a different format, or to save the document to a different folder. To save the document in a different format, such as PDF, click the Save As list. A list of different options will appear.
Print	Click this link to open the Print & Preview window. Several different print options will appear in the middle column of the window. A preview of the document will appear on the right side of the window.
Share	This option is used to send a document using email, to invite people to share a document, to present the document online, or to post the document to a blog. Some of these features require access to Share Point or other online options.
Export	To access options for saving a document in different formats, such as PDF or to change the file type, select this category.
Close	Click this feature to close the currently open document. This is the document where the insertion point is located. The Word program, along with all other documents, will remain open.
Account	This area is used to make changes to your account such as changing the office background or the office theme. You also can find out information about the product and switch to another account.
Options	Click the button to open the Word Options window. This window is used to make changes to the overall format of the Word program. It is also the area where changes to the configuration of the Quick Access Toolbar and the ribbons are made.