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Word document quiz template

By Anni Martin Several ways exist to convert a hypertext markup language (HTML) file to Microsoft Word. Because HTML web pages and Word are based on different formatting codes, expect to do some editing after conversion. For some web pages, you can use Internet Explorer (IE) to convert an HTML page to Word. Use Internet Explorer to open a web page you want to convert. Click on the "File" menu, and select "Edit with Microsoft Word." Word opens automatically, and the web page appears in Word for you to edit. Another option is to use either IE or Firefox, and save a website's text. Click on the "File" menu in either program, and select "Save As" or "Save Page As." In the dialog box, click "Save as Type" and select the "Text Only" option. You can open the plain text document in Word, but you will need to copy and paste the graphics into your document. HTML pages can also be converted to Word by using a free online conversion utility, such as CoolUtil's Free Online HTML Converter program, or you can download and install free software converters, such as Software995's OmniFormat. You enter in the URL and have the utility tool convert the page to a Word document. You can also convert HTML pages to Word by downloading and installing shareware software, such as YPGSoft's Windows HTML to Word 2010 or Allimagetool Software's HTML to Word Doc RTF Converter. Once installed, you can convert web pages to either Word document files or Rich Text Format (RTF) documents for use in Microsoft Word. By Foye Robinson Microsoft Word is used to create documents for work, school and home-related projects. As your Word documents grow, it's sometimes difficult to stay organized and find files you saved weeks, months or years ago. Taking time to organize your documents, however, can save you time. You can place files you use for a particular task or project in the same folder and divide the folder into smaller categories to help you manage your work more easily. Once you have a system in place, you can quickly save and find related documents in their respective folders. Go to Microsoft Word. Check to see where your files are saved by going to Tools and Options and click on the File Locations tab. Under the File types list, you will find the location of your Word files. The Documents option will show where your Word documents are saved. Double-click on the file location for Documents or select it and click on Modify if you'd like to change the location where your documents are saved. Then browse to the folder location you want and click on OK. Minimize Microsoft Word and go to My Documents folder. To open My Documents, click on Start, then My Documents. Browse to the folder location where your Word documents reside. You may navigate from the My Documents folder by clicking on the Address bar link and finding the correct drive for your Word documents. Create a folder in My Documents by going to File, New and Folder. Then type in the folder name you want. Move files into the folder by selecting them with your mouse and dragging them into the newly created folder. To select the files individually, hold down the Ctrl key and select each file. To select multiple files next to each other, hold down the Shift key and select the first and last files. These files should be highlighted. Add additional folders within the new folder by double-clicking on the folder. Then repeat step 5 to create a folder. Delete any Word documents you no longer need by selecting the file(s) you want to delete and pressing the Delete key. Repeat the process to delete additional documents from the folder. Rename any files or folders by right-clicking over the file name and selecting Rename. Be careful not to change the file extension when you change its name. Then type in the name you want to use and press the Enter key. There may be times when you want to make changes to a document, but not take the chance that the changes become permanent. To avoid affecting the original document, you can create a clone of the document, and we'll show how to easily do this. There are a couple of ways to open Word. You can open Word by running the program (from the Start menu, Desktop, or Start screen) or by double-clicking a Word document file (.docx or .doc) file. When you open Word by running the program, the "Recent" list displays on the left side of the backstage screen. If the document you want to open as a clone is in the list, right-click on that document and select "Open a copy" from the popup list. If the document you want to open as a clone is not on the "Recent" list, click the "Open Other Documents" link at the bottom of the list. On the "Open" screen, click "Computer" if your document is on the local hard drive or "OneDrive" if your document is in the cloud. On the right side of the "Open" screen, a list of "Recent Folders" displays. If the folder containing your document is in the list, click on the folder name. If the folder you need to access is not in the "Recent Folders" list, click the "Browse" button under the list. On the "Open" dialog box, navigate to the folder containing the file you want to open as a clone, if necessary. Select the file you want to open and, instead of clicking the main portion of the "Open" button, click the down arrow on the right side of the "Open" button and select "Open as Copy" from the drop-down menu. A clone of the original document is created in the same folder as the original document and opens. The clone document uses the same file name with a prefix added to it, such as "Copy of" or "Copy (1)", as shown in the image below. You can rename the file using the "Save As" command on the "File" tab or by renaming the file in Windows Explorer after closing it.

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