G.C.E. O/L Grade 10 ICT · Lesson 6

6.2 Create, Open, Save and Close Documents

Every piece of work in a word processor starts with a **new document** (blank or from a **template**) and ends with **saving** and **closing** it. In this note you will learn how to create, open, save, **Save As** and close documents in **Microsoft Word**, **LibreOffice Writer** and **Google Docs**, the common **file formats** (.docx, .odt, .pdf, .rtf, .txt) and how **AutoSave** and **cloud saving** protect your work.

1. Create a new document

Task	MS Word	LibreOffice Writer	Google Docs
New blank document	File → New → Blank document (Ctrl+N)	File → New → Text Document (Ctrl+N)	docs.new or + Blank
From a template	File → New → choose a template	File → New → Templates	Template gallery
Open	File → Open (Ctrl+O)	File → Open (Ctrl+O)	File → Open / Google Drive
Save	Ctrl+S	Ctrl+S	Saved automatically
Save As / copy	File → Save As (F12)	File → Save As (Ctrl+Shift+S)	File → Make a copy
Close	File → Close (Ctrl+W)	Window → Close (Ctrl+W)	Close the browser tab

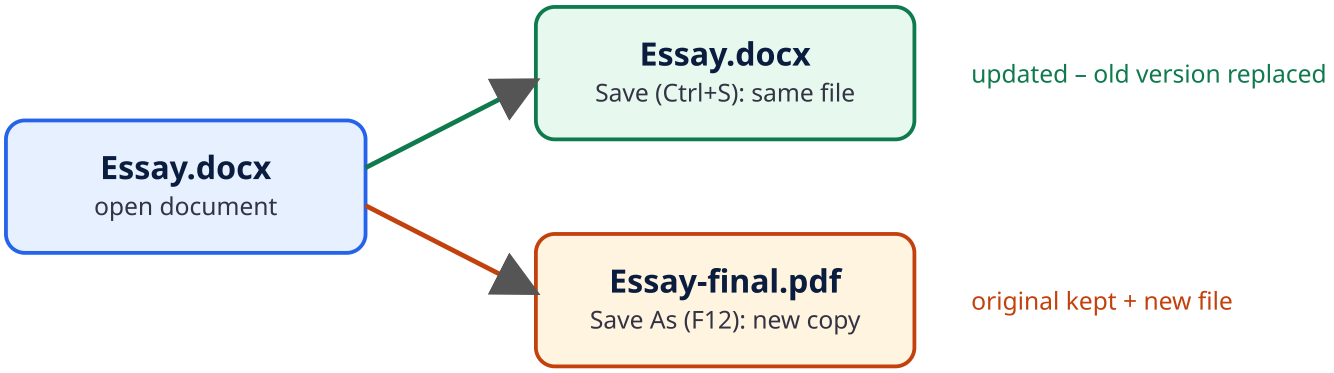
A **template** is a ready-made document with a design and layout (e.g. letter, CV, certificate, newsletter). You only fill in your own text. You can also save your own design as a template (.dotx in Word, .ott in Writer).

2. Save and Save As

Save (Ctrl+S)
Stores changes in the **same file with the same name and place**. The first time, it asks for a name and location.

Save As (F12)
Saves a **new copy** with a **different name, location or file format**. The original file stays unchanged.

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Save updates the same file; Save As makes a new copy with a new name, place or format.

💡 Example: Nimal saves 'Essay.docx'. Later he uses Save As to make 'Essay-final.pdf' to send to the teacher. Now he has two files.

3. File formats

Extension	Name	Use
.docx	Word Document (Office Open XML)	Default for MS Word; keeps all formatting.
.odt	OpenDocument Text	Default for LibreOffice Writer; open standard.
.pdf	Portable Document Format	Looks the same on every device; for sharing and printing, hard to edit.
.rtf	Rich Text Format	Basic formatting that almost any word processor can open.
.txt	Plain text	Text only – no fonts, colours, pictures or tables (Notepad).

NEW 2026 **Export to PDF**: Word – File → Export → Create PDF/XPS (or Save As → PDF); Writer – File → Export as PDF; Google Docs – File → Download → PDF document (.pdf).

4. AutoSave and cloud saving

- **AutoSave** (Word with OneDrive, Google Docs) saves every few seconds – the switch is at the top-left of Word.
- **AutoRecover** (Word) / **AutoRecovery** (Writer) keeps a backup copy if the computer crashes or power fails.
- **Cloud saving**: files are stored on OneDrive, Google Drive or Dropbox, so you can open them on any device and share them.
- Cloud needs Internet; keep a local backup for important work and use a strong password.

5. Closing

When you close a document with unsaved changes the program asks **Save / Don't Save / Cancel**. Choosing Don't Save loses the changes made since the last save.

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Key Words

Template – A ready-made document design you fill in with your own text.

Save – Stores changes in the same file, name and place.

Save As – Saves a new copy with a different name, place or format.

.docx – Default Microsoft Word file format.

.odt – OpenDocument Text – LibreOffice Writer's default format.

.pdf – Fixed-layout format that looks the same everywhere.

.rtf – Rich Text Format with basic formatting, opens almost anywhere.

.txt – Plain text with no formatting.

AutoSave – Automatic saving every few seconds to the cloud.

AutoRecover – Backup copy used to restore work after a crash.

Cloud saving – Storing files online, e.g. OneDrive or Google Drive.

Export to PDF – Making a PDF copy of a document for sharing or printing.

Sample Q&A

1. What is a template? Give two examples.

> **Answer:** A ready-made document design that you fill in. E.g. letter, CV, certificate, newsletter.

2. Differentiate Save and Save As.

> **Answer:** Save updates the same file; Save As creates a new copy with a new name, location or format and keeps the original.

3. Why send an assignment as PDF?

> **Answer:** It looks the same on every device, keeps fonts and layout, and is hard to change by accident.

4. Which format keeps text only, without formatting?

> **Answer:** .txt (plain text).

5. How does AutoSave help?

> **Answer:** It saves the document automatically every few seconds, so little work is lost if the computer crashes.

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6. Give one advantage and one disadvantage of cloud saving.

> **Answer:** Advantage: open from any device and share easily. Disadvantage: needs Internet; privacy risk if the password is weak.

MCQ

1. Which shortcut creates a new document?

A. Ctrl+O
B. Ctrl+W
C. Ctrl+P
D. Ctrl+N

2. A ready-made CV design you only fill in is a…

A. Template
B. Macro
C. Header
D. Font

3. To keep ‘Letter.docx’ and also make ‘Letter2.docx’, use…

A. Close
B. Save As
C. Undo
D. Save

4. Default file format of Microsoft Word is…

A. .xlsx
B. .txt
C. .odt
D. .docx

5. Default file format of LibreOffice Writer is…

A. .docx
B. .pdf
C. .pptx
D. .odt

6. Which format looks the same on every device and is best for sending a final copy?

A. .pdf
B. .txt
C. .odt
D. .rtf

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7. A .txt file cannot store…

A. Letters
B. Numbers
C. Bold text and pictures
D. Spaces

8. Which format has basic formatting and opens in almost any word processor?

A. .zip
B. .rtf
C. .mp3
D. .exe

9. In Google Docs, how is a document saved?

A. Automatically to Google Drive
B. Only by pressing F12
C. To a floppy disk
D. It cannot be saved

10. In LibreOffice Writer, PDF is made with…

A. Format → PDF
B. Tools → Word Count
C. File → Export as PDF
D. Insert → PDF

11. Which feature restores your work after a power cut?

A. Bullets
B. AutoRecover
C. Word count
D. Zoom

12. Which is a disadvantage of cloud saving?

A. Easy sharing
B. Files open on any device
C. It needs an Internet connection
D. Automatic backup

Structured Questions

1. (i) What is a template? (2 marks)
(ii) Give two documents a school could make from templates. (2 marks) *(4 marks)*

> (i) A ready-made document with a design and layout that you fill in. (ii) Certificates, letters, newsletters, timetables.

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2. Explain the difference between Save and Save As with an example. *(4 marks)*

> Save stores changes in the same file. Save As makes a new copy with another name/place/format, e.g. Essay.docx → Essay.pdf, the original stays.

3. Match each extension to its use: .docx, .odt, .pdf, .txt. *(4 marks)*

> .docx – Word document; .odt – LibreOffice Writer document; .pdf – fixed layout for sharing/printing; .txt – plain text without formatting.

Extension	Use
.docx	MS Word
.odt	LibreOffice Writer
.pdf	Share / print
.txt	Plain text

4. Write the steps to export a Word document as PDF. *(3 marks)*

> File → Export → Create PDF/XPS → choose folder and name → Publish (or File → Save As → type PDF → Save).

5. Explain AutoSave and cloud saving, and give one safety tip. *(4 marks)*

> AutoSave saves automatically every few seconds; cloud saving stores files on OneDrive/Google Drive to use on any device. Tip: strong password and 2-step verification; keep a backup.

Summary

- New document: Ctrl+N (Word, Writer) or docs.new (Google Docs).
- Templates are ready-made designs: letters, CVs, certificates.
- Open: Ctrl+O. Close: Ctrl+W – answer Save / Don’t Save / Cancel.
- Save (Ctrl+S) updates the same file; Save As (F12) makes a new copy.
- Formats: .docx (Word), .odt (Writer), .pdf (fixed), .rtf (basic), .txt (plain).
- Export to PDF to share a final copy.
- AutoSave and AutoRecover protect against lost work.
- Cloud saving (OneDrive, Google Drive) = any device + sharing, but needs Internet.

MCQ answer key – 6.2

1. **D** – N = New.
2. **A** – Templates give ready designs.
3. **B** – Save As makes a new copy.
4. **D** – Word uses .docx.

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5. **D** – OpenDocument Text.
6. **A** – PDF keeps the layout fixed.
7. **C** – Plain text has no formatting.
8. **B** – Rich Text Format.
9. **A** – Docs saves to Drive automatically.
10. **C** – Writer: File → Export as PDF.
11. **B** – AutoRecover keeps a backup.
12. **C** – Others are advantages.

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