

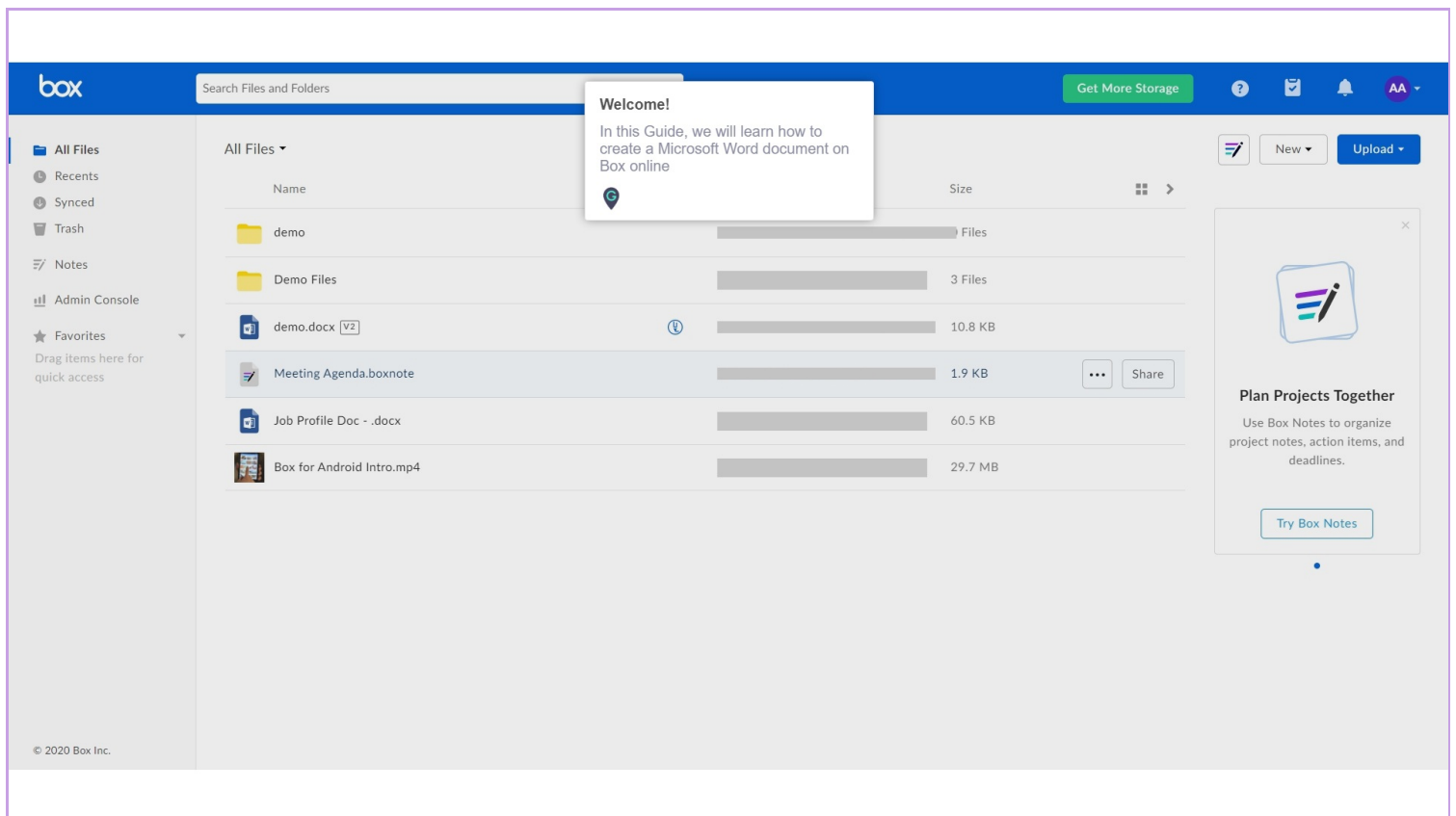


How to create a Microsoft Word document on
Box online

Step: 01

Welcome!

In this Guide, we will learn how to create a Microsoft Word document on Box online



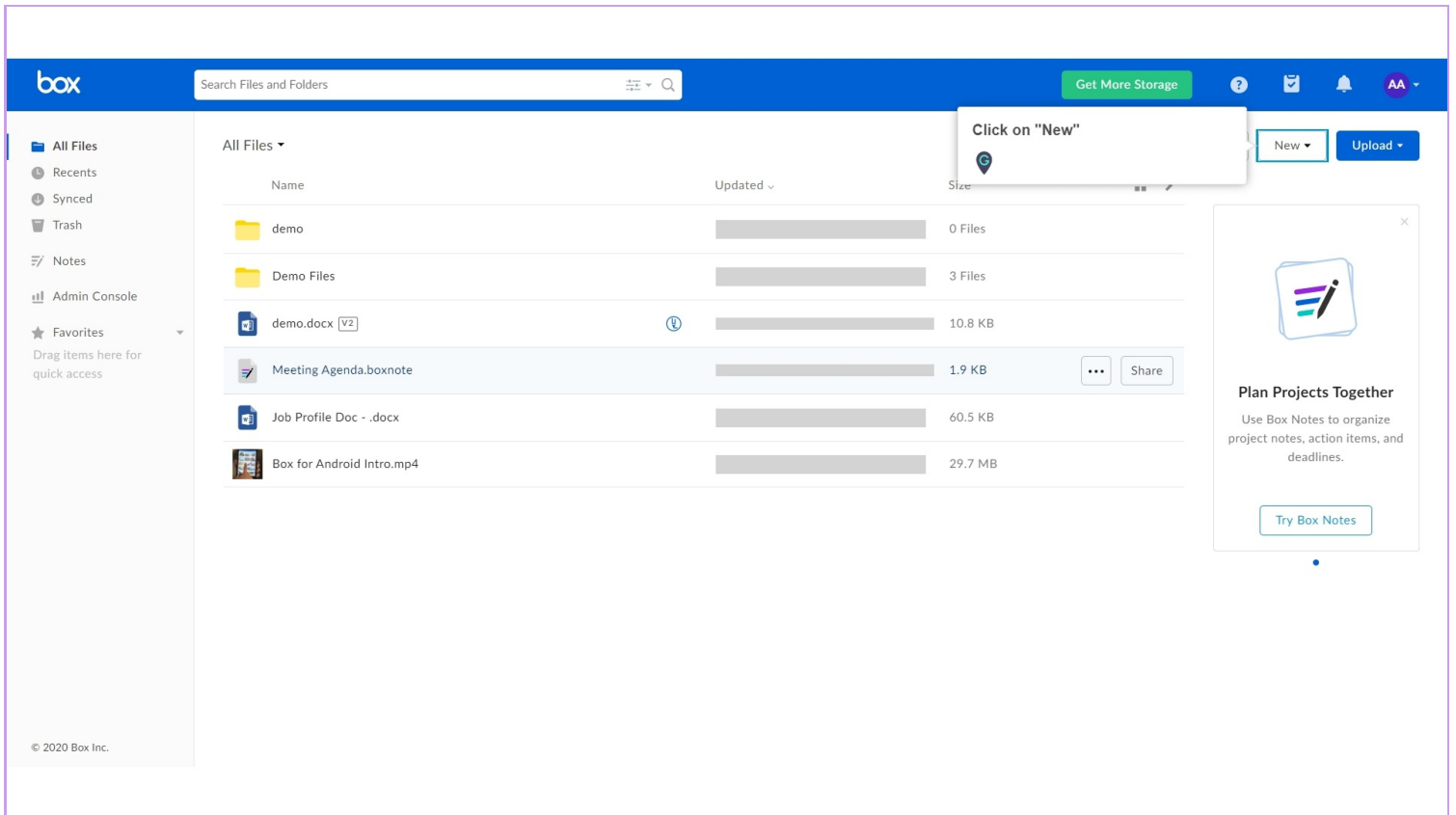
The screenshot displays the Box online interface. At the top, there is a search bar labeled "Search Files and Folders" and a "Get More Storage" button. A "Welcome!" message box is overlaid on the interface, stating: "Welcome! In this Guide, we will learn how to create a Microsoft Word document on Box online". The main content area shows a list of files and folders under the heading "All Files". The list includes:

Name	Size
demo	Files
Demo Files	3 Files
demo.docx [V2]	10.8 KB
Meeting Agenda.boxnote	1.9 KB
Job Profile Doc - .docx	60.5 KB
Box for Android Intro.mp4	29.7 MB

On the right side, there is a "Plan Projects Together" section with a "Try Box Notes" button. The bottom left corner shows the copyright notice "© 2020 Box Inc."

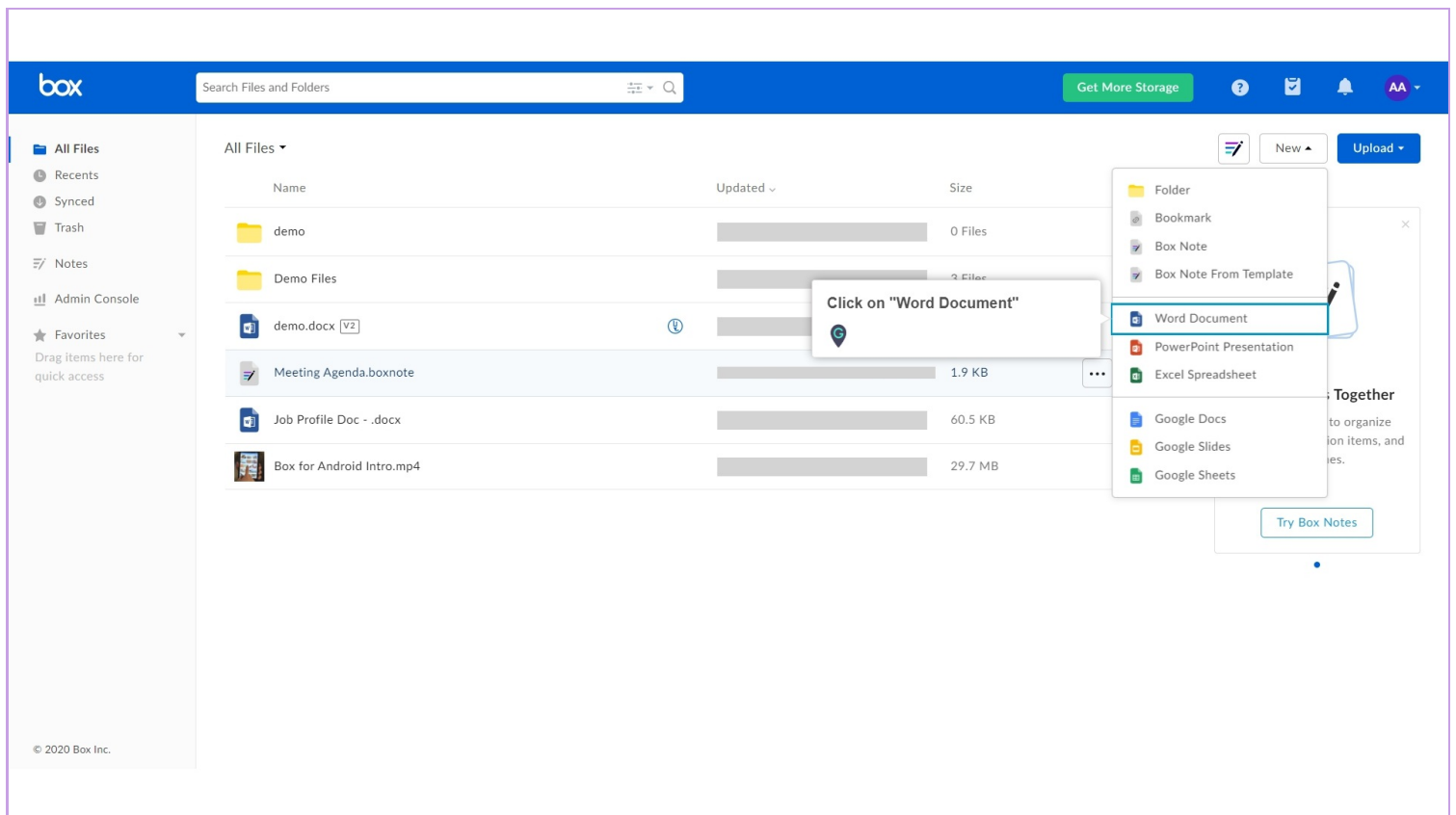
Step: 02

Click on "New"



Step: 03

Click on "Word Document"

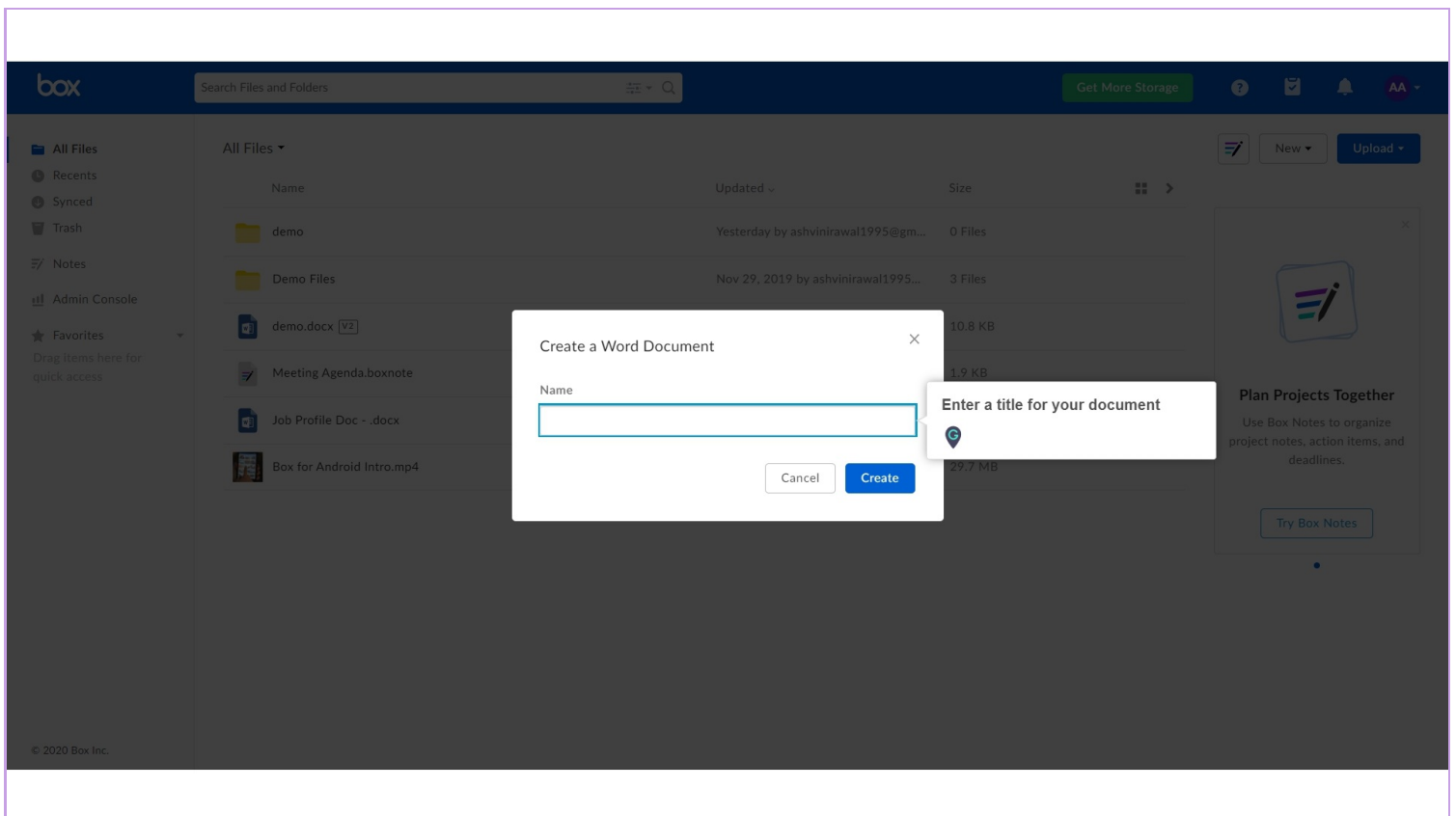


The screenshot displays the Box web interface. On the left sidebar, there are navigation options: All Files, Recents, Synced, Trash, Notes, Admin Console, and Favorites. The main area shows a file list under 'All Files' with columns for Name, Updated, and Size. The file list includes folders 'demo' and 'Demo Files', and files 'demo.docx [V2]', 'Meeting Agenda.boxnote', 'Job Profile Doc - .docx', and 'Box for Android Intro.mp4'. A 'New' button is visible in the top right of the main area, which has opened a dropdown menu. In this menu, 'Word Document' is highlighted with a red box. A callout box with a red border and a location pin icon points to this option, containing the text 'Click on "Word Document"'. Other options in the 'New' menu include Folder, Bookmark, Box Note, Box Note From Template, PowerPoint Presentation, Excel Spreadsheet, Google Docs, Google Slides, and Google Sheets. A 'Try Box Notes' button is also visible at the bottom right of the interface.

Name	Updated	Size
demo		0 Files
Demo Files		2 Files
demo.docx [V2]		
Meeting Agenda.boxnote		1.9 KB
Job Profile Doc - .docx		60.5 KB
Box for Android Intro.mp4		29.7 MB

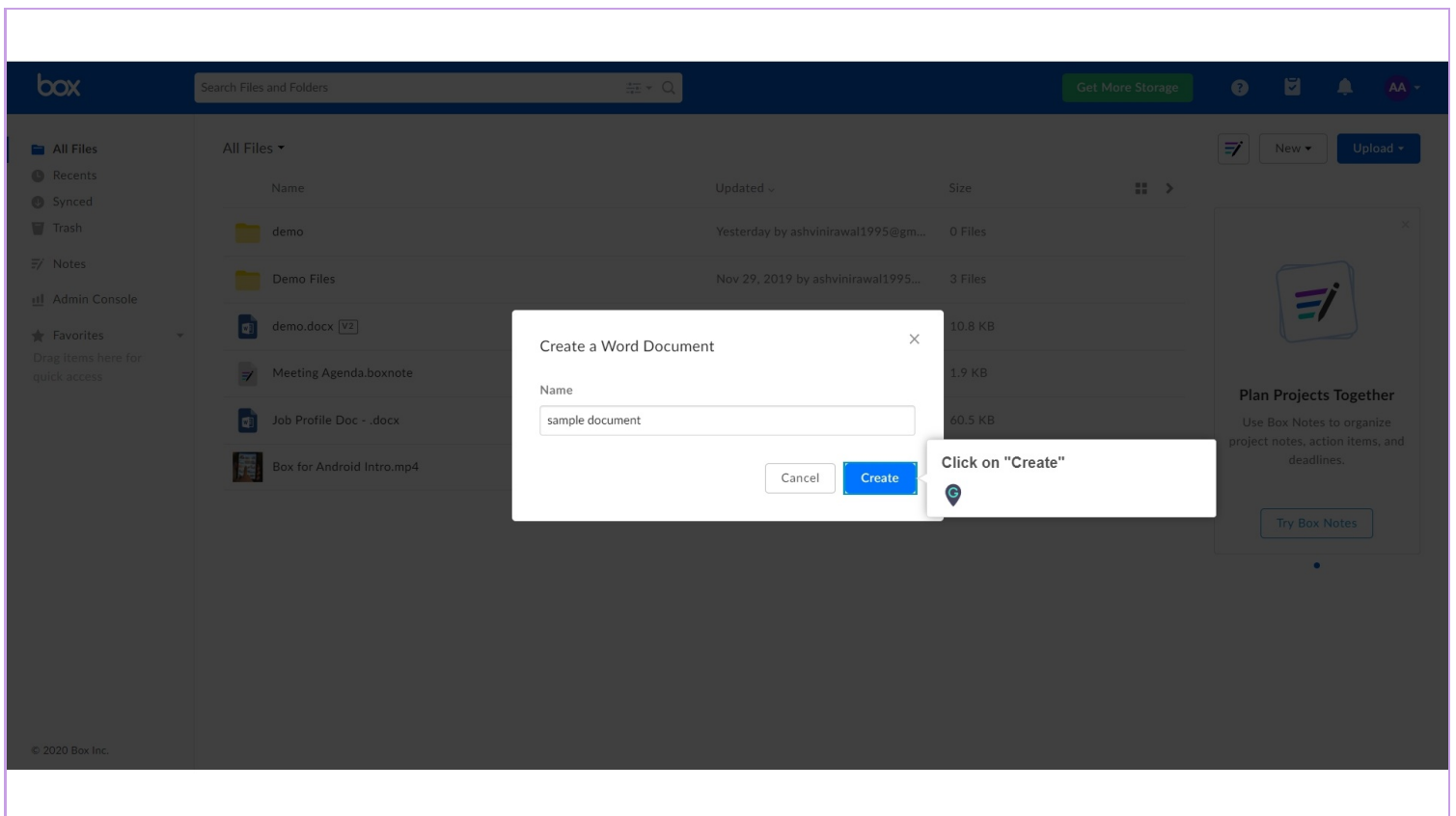
Step: 04

Enter a title for your document



Step: 05

Click on "Create"

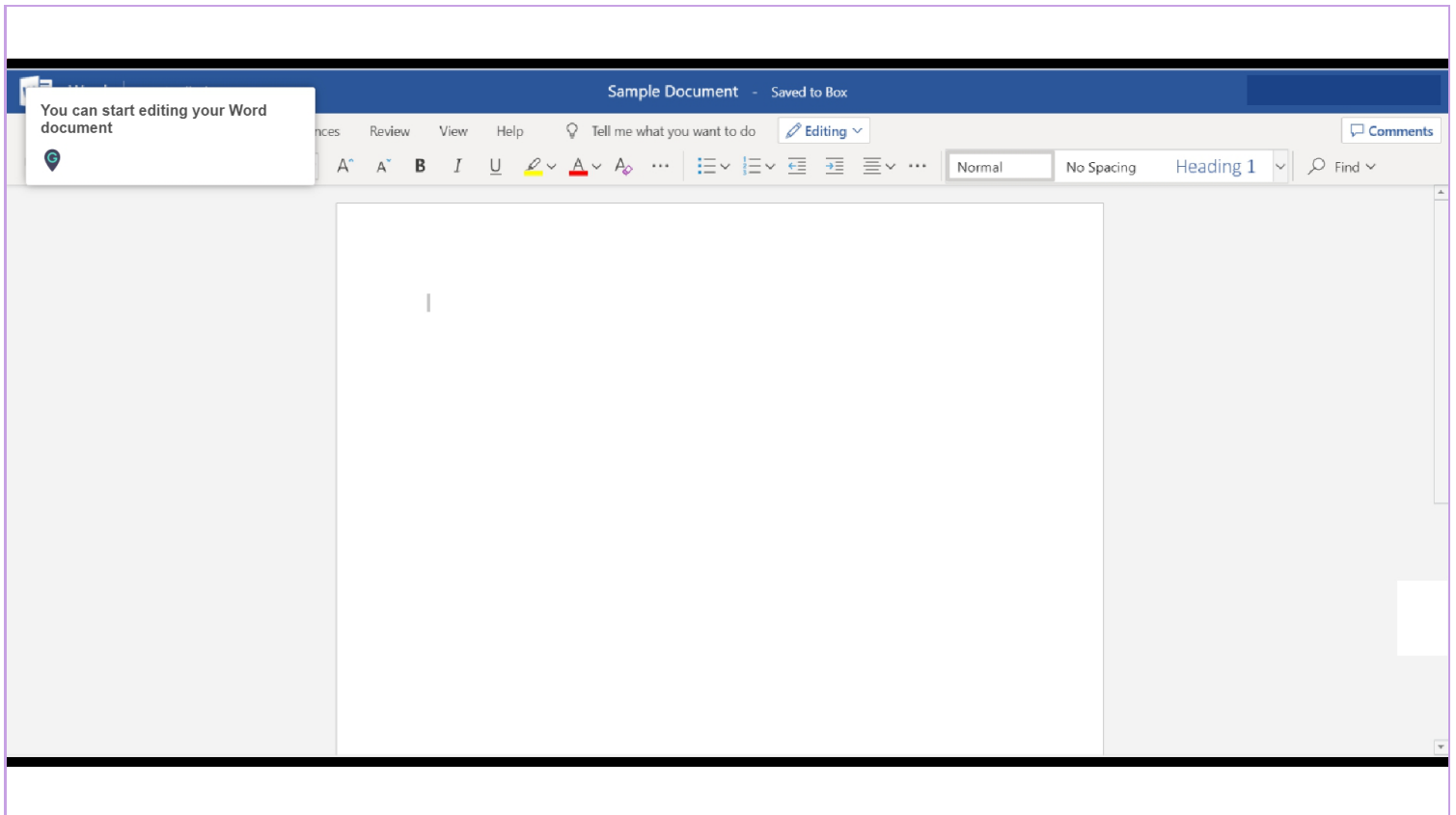


The screenshot displays the Box web interface. A modal dialog titled "Create a Word Document" is open, featuring a text input field for the document name, which currently contains "sample document". Below the input field are two buttons: "Cancel" and "Create". A white callout box with a blue location pin icon points to the "Create" button, containing the text "Click on 'Create'". The background shows the Box file management interface with a sidebar on the left and a main file list area.

Name	Updated	Size
demo	Yesterday by ashvinirawal1995@gm...	0 Files
Demo Files	Nov 29, 2019 by ashvinirawal1995...	3 Files
demo.docx [v2]		10.8 KB
Meeting Agenda.boxnote		1.9 KB
Job Profile Doc - .docx		60.5 KB
Box for Android Intro.mp4		

Step: 06

You can start editing your Word document



Thank You!

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