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To open a blank document using Microsoft Word, first open Microsoft Word. Select New from the menu on the left, and then select Blank Document in the gallery of templates displayed. You can also type Ctrl+N to open a new document. Microsoft Word offers several options for opening a new

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document.

## *How Do You Open a Blank Page to Type a Letter?*

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## *Blank Page*

Open Microsoft Word Document containing blank page/pages in the Middle of Document, click on the View tab located in the top menu bar and select Print Layout. Next, click on the

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Zoom Icon and adjust the Zoom to 20%. This will allow you to view multiple pages in the document, making it easy to find a blank page in the middle of a Word Document.

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Move your mouse pointer to the exact location in the Microsoft Word document you want to insert a blank page after. Navigate to the Insert tab in Microsoft Word's toolbar. Click on Blank Page. As soon as you do so, an entire blank page will be added to the document after the exact point of the document your mouse pointer was at.

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## *How to Get Word 2016 to Open to a Blank Document*

A new blank document appears in the Word window. You can access templates that are installed on your computer or on Office Online. Click the Microsoft Office button and select New. You can create blank documents and access templates from the dialog box that appears.

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