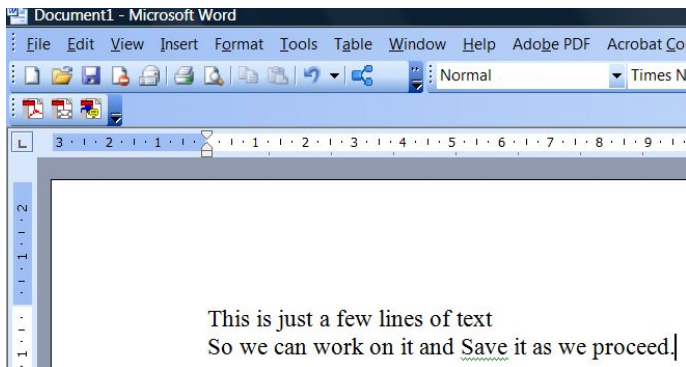




Saving Your Work

Load Your Word Processor Program

Open up your Word Processor Click the Icon for it on your “Quick Launch” Toolbar and then Select “File” - “New” and type just a couple of lines so we can work on it.



NOTICE at the top that because you have not given it a name yet it is, at the moment, just called “Document1”. This is what happens on any New Document you create in your Office Suite - be it in your Word Processor or Spreadsheet etc.

“Save As” For your First Save

Select “File” “Save As” (For your FIRST Save of the File) and give it a Meaningful File Name E.g. “Word 02” and Click “Save” (NOTICE how it tries to help by using the first few words of the Document as a suggestion - sometimes not very helpful!)

Your latest work will be saved and you can then carry on doing more OR select “File” and “Exit” if you have finished.

Type a little more THEN, because it has a name now, you can Save it again with your latest changes by selecting “File” and then “Save”

OR

Better than that, just do a Single Click on the “Save” Icon - which looks like a Floppy Disk, 3rd one in from the Left below the “File” Menu Option.

NEVER type or work for more than 5minutes or so without doing a “Save” just in case you mess things up!

This will enable you, if necessary, to Close your Document without Saving it and then to re-load the earlier one.

NOTE: Try the Keyboard Option Ctrl+S to do a Quick Save of your Work

“Save As” with a Different File Name

You can load an existing Document (E.g. Word 02) and then, straight away, do a “File” and “Save As” but giving it a New File Name (E.g. Word 03) then make changes to the New Document Keeping the original one as it was.

Before The Next Session

Practice Saving your Work using all the different options:

“File” and “Save As”

(Giving it a Name for the First Time AND then a Different Name, to create a New File)

Do “File” and “Save” to Save your work every 5mins or so

OR

Use the Icon to do a Quick Save

Finally, use the Keyboard Option Ctrl+S