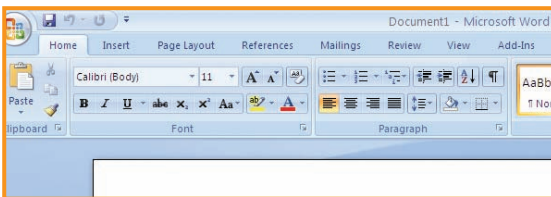


Learning Centre **Short Guide** to Creating and Saving a Word Document

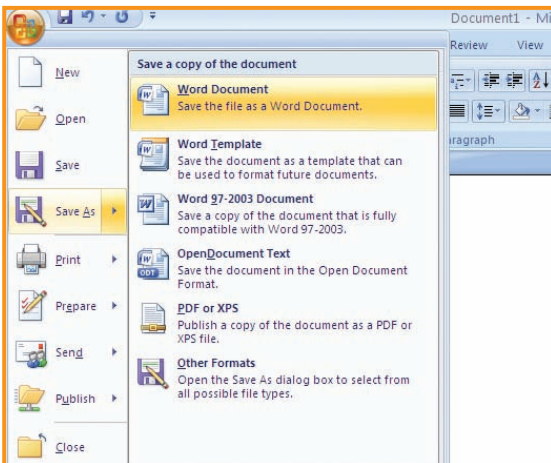
Microsoft Word Basics I



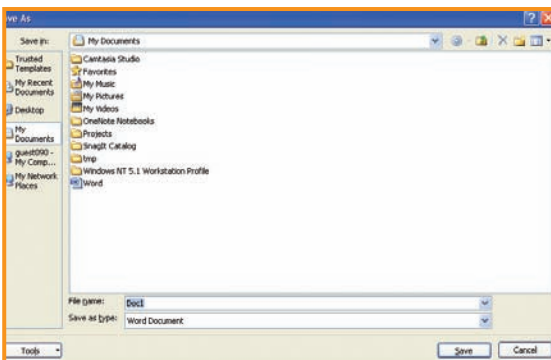
Open Microsoft Word from the Start menu. Scroll up to YCC Apps, across and down to Microsoft, then across and down to Word 2007.



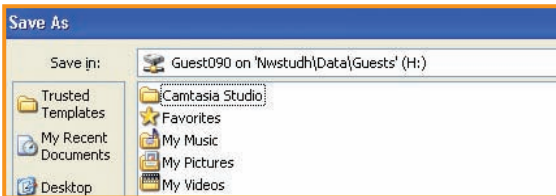
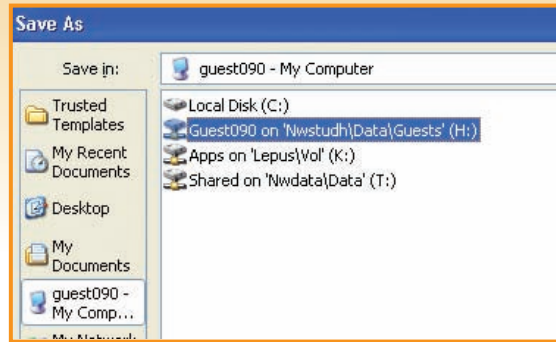
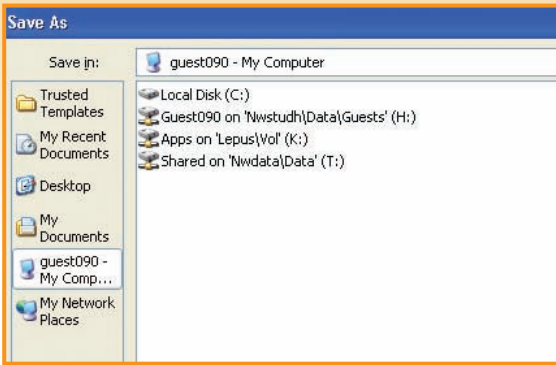
A new document opens. Note the temporary filename in the title bar – Document 1. It is important to save your work straight away and give it a filename that is memorable.



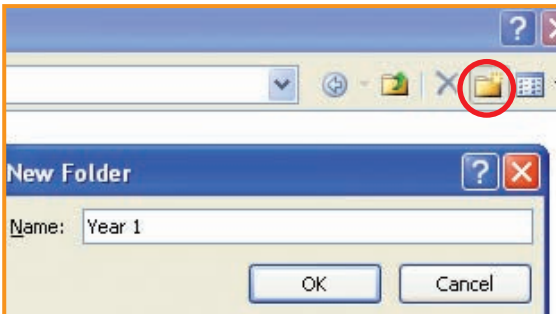
Click on the Office icon in the top left corner. Scroll down to Save As, then up to Word Document and click.



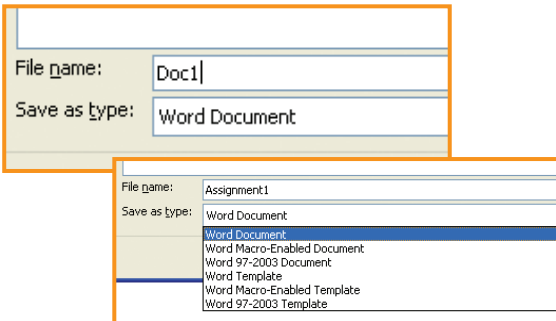
It's important that you save all your work to your H drive. This is your own user area on the college network. Click on My Computer and then on your name (H).



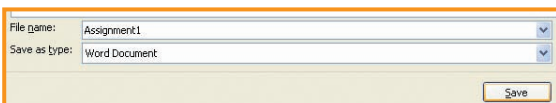
Double click to put your H drive in the Save in box.



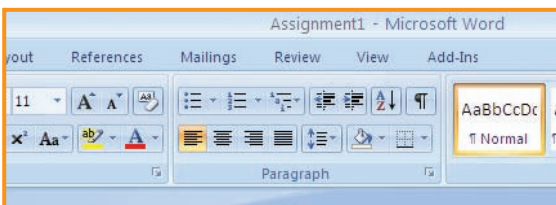
If you want to create a new folder in which to save it, click the New Folder icon, give it a name and click OK. Your new folder now appears in the Save in box.



You can choose which type of Word document if you wish. The default is docx – Word 2007



Give your document a name and click save.



The name you have given your document then appears in the title bar at the top.

Don't forget to ask one of the staff for help if you need it!

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