

MS Word Practical Instructions

Follow these step-by-step instructions to practice saving and closing documents in MS Word. Make sure to ask for help if you get stuck.

Step 1: Open a New Document

1. Click on the Microsoft Word icon on your computer to open the program.
2. A blank document will appear. You are ready to start typing!



Step 2: Type Something

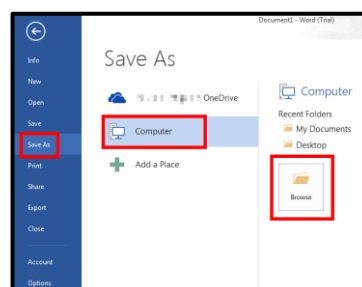
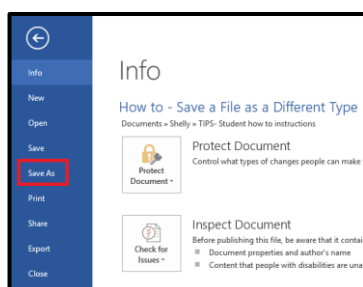
1. Type your full name at the top of the document.
2. On the next line, write: 'I am learning how to save and close documents in MS Word.'

Your Name

I am learning how to save and close documents in MS Word.

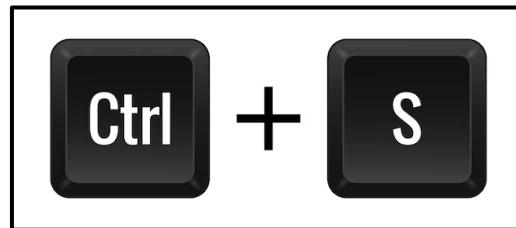
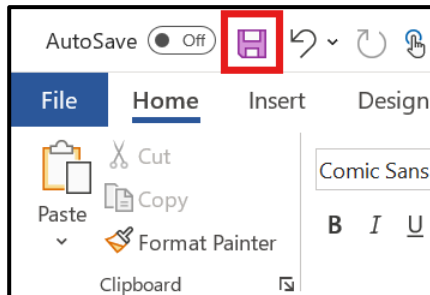
Step 3: Save the Document Using Save As

1. Click on 'File' in the top-left corner of the screen.
2. Select 'Save As' from the menu.
3. Choose a location to save your document (e.g., Desktop or Documents folder).
4. Type a name for your document, such as 'Practice Document'.
5. Click 'Save' to keep your work.



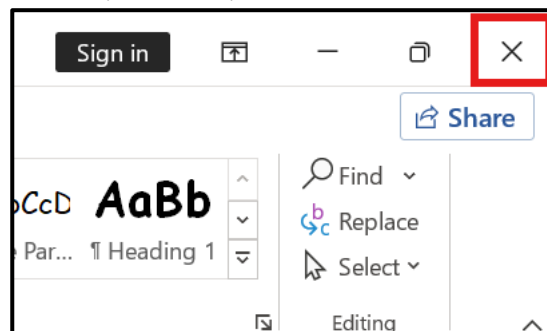
Step 4: Add More Content and Save

1. Add another sentence to your document: 'Saving my work is very important.'
2. Click on the small disk icon at the top of the screen (or press 'Ctrl + S') to save your changes.



Step 5: Close the Document

1. Click on 'X' on the top-right corner to close the document
2. Your work is now saved, and you can open it later!



Step 6: Open Your Saved Document (Optional)

1. Go to the location where you saved your document (e.g., Desktop or Documents folder).
2. Double-click on the file name to open it in MS Word.
3. Check if all your work is there.

Great job following the steps! Practicing these skills will help you use MS Word confidently.