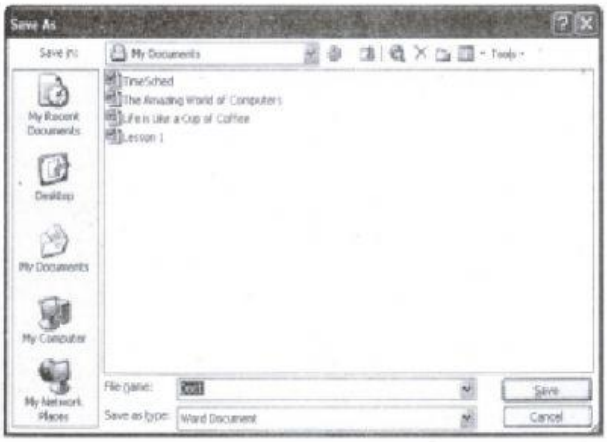
Name:_____ Date: _____

**A.** **Drag the words to the correct box on how to save the document.**

Filename | Save as | Save | File

**A** To save your document the first time:

- At the top of the MS Word window click on [ ] then click on [ ] from the drop down menu.
- Double click on the word in the [ ] box to highlight the word.
- Type a name for your document. Use a name that has information about the document. This name is called the **filename**.
- Click on the [ ] button.




B.Write sentences about you and your friend.

**B** Write two sentences about yourself:

I am _____

_____

Write two sentences about your friend:

My friend is _____

_____

Write two sentences about you and your friend.

We are _____

_____

Now open a blank document in MS Word, type these sentences and save the document with the filename 'Me and My Friend'.

Type the Filename: _____

LIVEWORKSHEETS