

Name: _____ Date: _____

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

Filename

Save as

Save

File

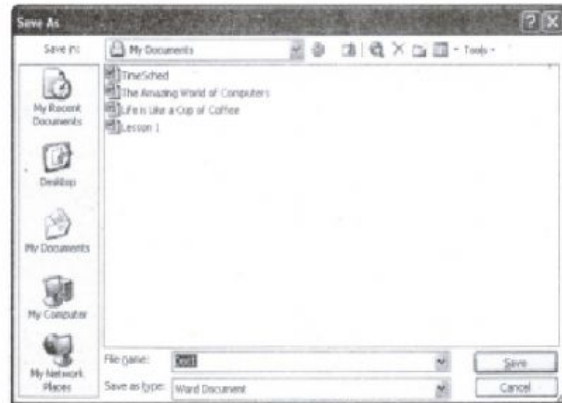
A To save your document the first time:

- 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: _____