

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Filename

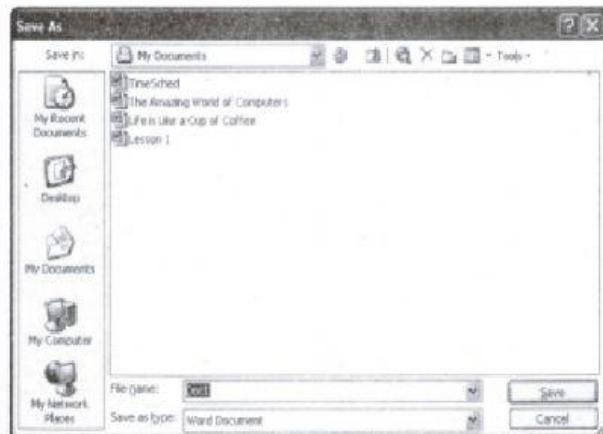
Save as

Save

File

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

- At the top of the MS Word window click on **File** then click on **Save As** from the drop down menu.
- Double click on the word in the **Save in:** 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 **Save** 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: \_\_\_\_\_