



## Activity 4

Name:

Grade:

### Logging in to use the software

Noor wants to create a new file and is unsure if she should save it or not. Help her to fill in the blanks below and decide if saving files regularly is a good or bad idea.

editing

problems

open

name

Saving files allows you to ..... them again at a later stage.  
When they are open, you can make changes by ..... them.  
It is a good idea to use a ..... for the file that represents  
the contents. Saving your files regularly means you can recover any  
material, even if your computer has .....

Do you think it is a good idea for Noor to save her files regularly?

**Yes**

**No**