Lesson 18 Saving a Document

Saving a Document

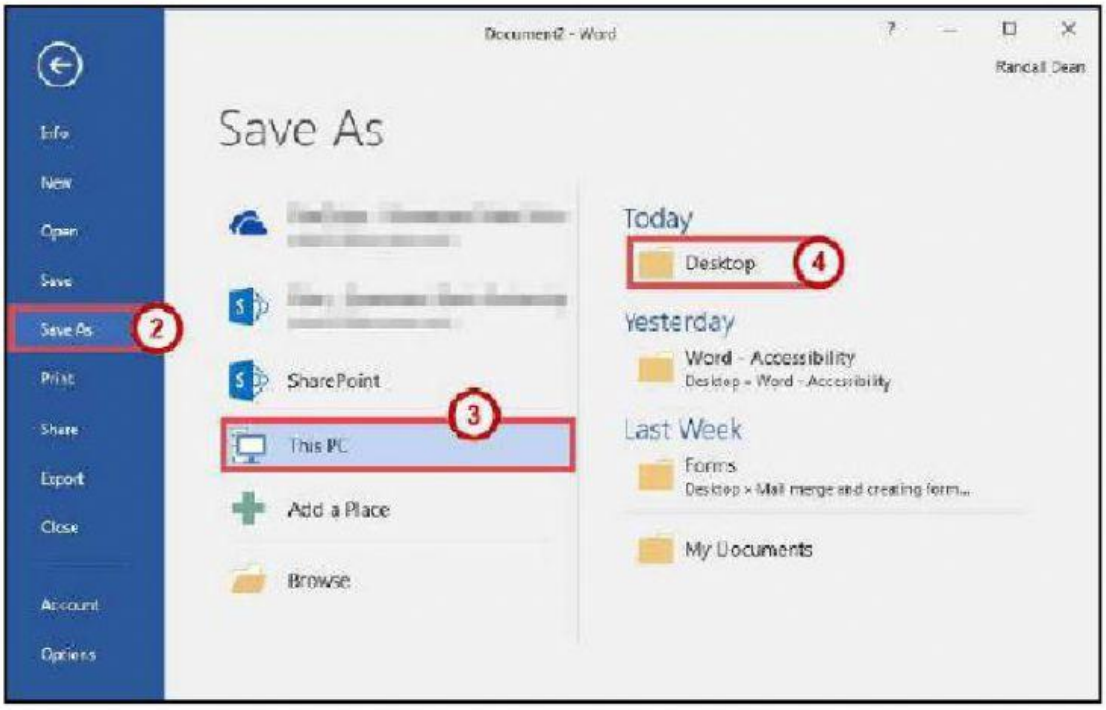
Saving your document will create a file that will allow you to access the document at a later time for editing. You can also save your work to share the file with others. The following explains how to save your document in the Word format to your Desktop:

1. Click the **File** tab.



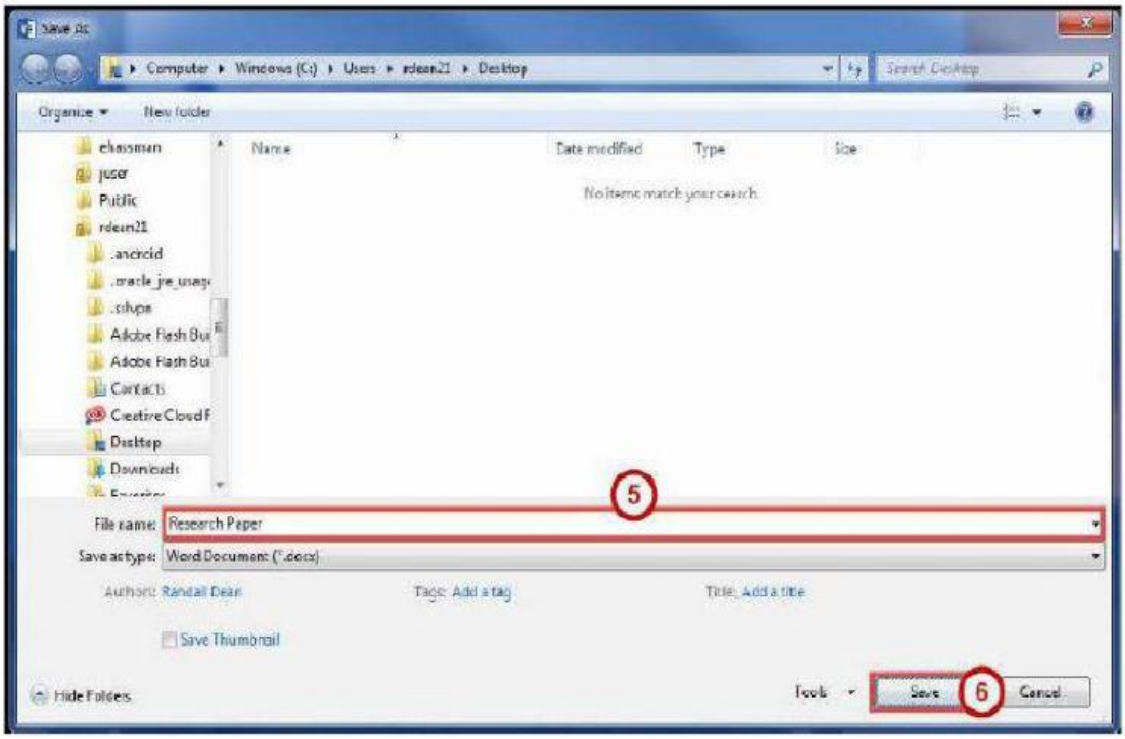
2. In the ***Backstage View***, click **Save As.**
3. Click This **PC.**
4. Click **Desktop.**

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5. In the ***Save As dialog*** box type a **File name** for your document.
6. Click the **Save** button.

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Questions.

1. **What is the first step you will do before saving your document?**

2. **Detail the steps that you follow to save a document?**

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