

Name: _____

Grade: _____

Steps to Open a Document

1-

2-

3-

4-

Click the File tab.

Select the file and click in the Open button.

Choose the Open option.

Choose the location of the file.

Steps to Save a Document

1-

2-

3-

4-

5-

Decide on your save location.

Click "Save" or "Save As".

Click the File tab.

Type the name of your file.

Click "Save" to save your file.