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 you file.
Click "Save" to save your file.

LIVEWORKSHEETS