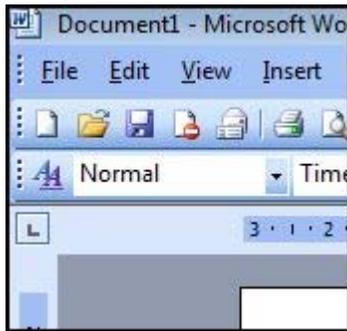


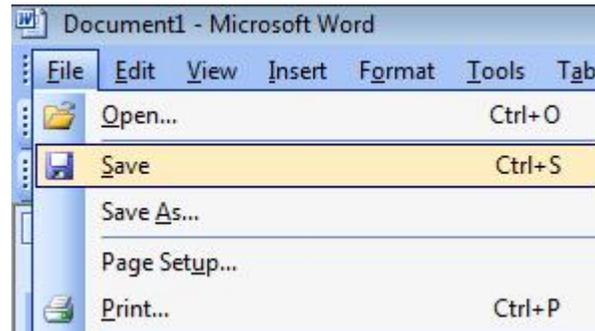
How to save a file in Microsoft Word



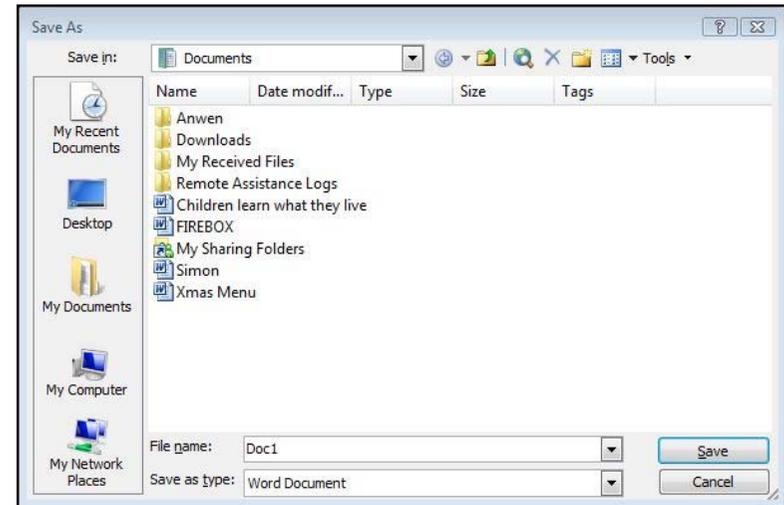
When you have finished your work you will need to save it. To do this follow these easy steps.



1. Move the mouse to the File button on the toolbar.



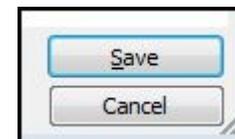
2. This menu will then appear. From here, click the save button.



3. You will then see this screen.



4. Give your file a name you will remember, I have called mine "how to save".



5. Click Save.



6. If you have saved your file successfully, the name you chose will appear in the top-left hand corner.