

To Open and Save Files in Microsoft Word

These instructions may be followed for opening and saving files in most basic software programs.

To start *Microsoft Word*:

Click on **START**

Click on **PROGRAMS**

Find **MICROSOFT WORD** and click on it

To create a New File:

Click on the **FILE** menu bar

Click on **NEW**

Click on **BLANK DOCUMENT** (in panel at right of screen) and click on OK

A new file will open with a clean page

To open a *Microsoft Word* file saved on a disk:

Open *Microsoft Word*

Click on **FILE**

Click on **OPEN**

In the **LOOK IN:** box, click on the downward arrow

In the dropdown menu, click on **3½ FLOPPY (A:)**

In the box below, click on the name of the file that you want

Then click on **OPEN** (or double click on the file folder)

To open a *Microsoft Word* file saved to a folder on Drive C (the hard drive):

Open *Microsoft Word*

Click on **FILE**

Click on **OPEN**

In the **LOOK IN:** box, click on the downward arrow

In the dropdown menu, click on **(C:)**

Using the scroll arrows, scroll down until you find the folder or file name

In the box below, click on the name of the file that you want

Then click on **OPEN** (or double click on the file folder)

To open a *Microsoft Word* file saved to a folder on the Desktop:

Open *Microsoft Word*

Click on **FILE**

Click on **OPEN**

In the **LOOK IN:** box, click on the downward arrow

In the dropdown menu, click on **DESKTOP**

In the box below, click on the name of the file that you want

Then click on **OPEN** (or double click on the file folder)



To save a *Microsoft Word* file to a floppy disk and give the file a name:

Click on **FILE**

Click on **SAVE AS**

In the **SAVE IN:** box, click on the downward arrow

In the dropdown menu, click on **3½ FLOPPY (A:)**

In the **FILE NAME** box, type a file name

If you have given your document a title, then *Microsoft Word* will suggest that title for the name of your file. If this is an acceptable title, click on **OK**, otherwise, give the document another file name.

To save a *Microsoft Word* file to a folder on the Desktop and give the file a name:

Click on **FILE**

Click on **SAVE AS**

In the **SAVE IN:** box, click on the downward arrow

In the dropdown menu, click on **DESKTOP**

Double-click on the folder in which you want to save the document

In the **FILE NAME** box, type a file name

Click on **SAVE**

To save a *Microsoft Word* file to a folder such as 'My Documents' and give the file a name:

['My Documents' is the default folder in *Microsoft Word*, this means that *Word* will save files to this folder unless you tell it to save the document to another folder.]

Click on **FILE**

Click on **SAVE AS**

In the **SAVE IN:** box, if 'My Documents' is not displayed click on the downward arrow

In the dropdown menu, click on **MY DOCUMENTS**

Double-click on the folder in which you want to save the document

In the **FILE NAME** box, type a file name

Click on **SAVE**