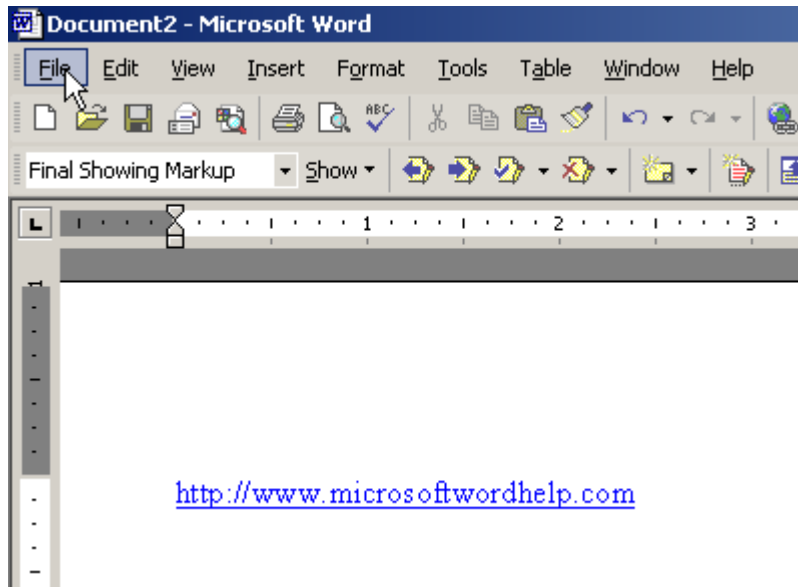
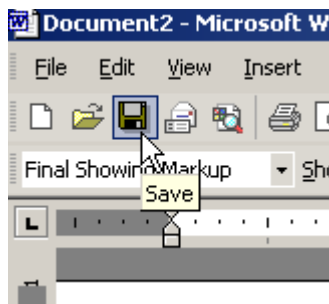
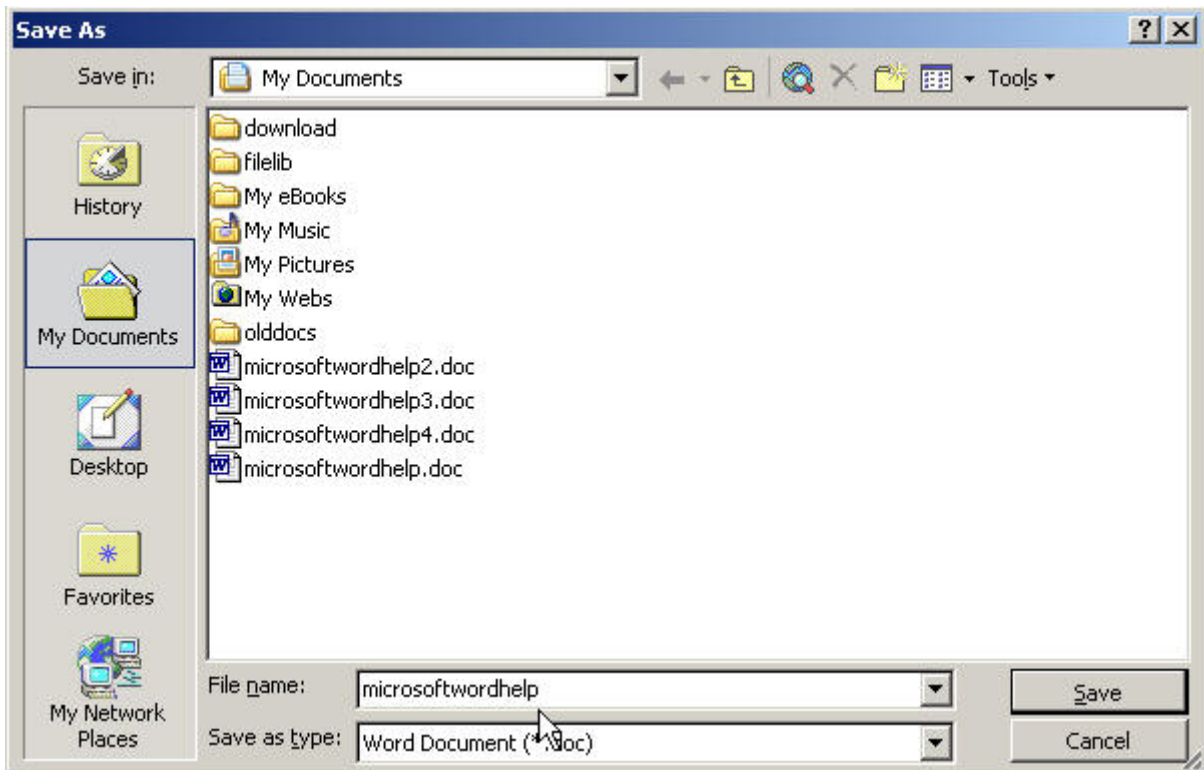


## How Do I Save a Microsoft Word Document

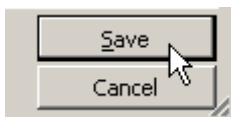


**There are two ways to save a file. You can either click on File or you can click on the floppy disk that is to the bottom right of your cursor.**





**Once you click save enter the file name for the document you are saving. Make sure you describe what the file is so you can easily go back and retrieve the file.**



**Next click save. You have just saved your first Microsoft Word file.**