



# Word Processing

Class Five

Lab 17



1. Open an existing Word document. If you want, you can use this [example](#).
2. Using Save As, save the document with the file name trial.
3. Save the same document as a PDF file.
4. Close the document.
5. Open another existing Word document.
6. Save the document so it is compatible with Word 2003.
7. Close the document.