**Word Processing**

**Class Five**

**Lab 17**

## Open an existing Word document. If you want, you can use this [example](https://media.gcflearnfree.org/ctassets/topics/174/Word2010_Saving_Practice.docx).

## Using Save As, save the document with the file name trial.

## Save the same document as a PDF file.

## Close the document.

## Open another existing Word document.

## Save the document so it is compatible with Word 2003.

## Close the document.