1 How to Open Word

1. Click on the start menu on the task bar at the bottom of the screen

    (a) it looks like four blue windows

2. Find the icon labeled "Word".

    (a) its icon is a blue rectangle with "W" in the bottom left corner.

1.1 Alternate Way to Open Word

1. push the windows key on your keyboard, it looks like a waving flag on the bottom row of keys two keys to the left of the space bar

2. type word and push the enter key

1.2 Create new blank file

1. On Words default screen when it opens, Click "Create New Blank Document", towards the middle of the window

2 how to Save a file in Word

1. click "File" on the top left of the window above "Paste"

2. click "Save As" half way down on the left column

3. Click browse at the bottom of second column from left

4. Save in "OneDrive/Documents"

    (a) Select "Onedrive" from the list on the left hand side of the window.
    (b) double click on the folder labeled "Documents"

5. Name the file something descriptive such as "Church Minutes July 8, 2022"

    (a) To name click on the text box beside the label "File Name".

6. Click save on the bottom right of window next to "Cancel"

7. click Auto-save at the top left of word if not already on

8. test