

Cheat sheet for word

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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 Create new blank file

1. On Words default screen when it opens, Click "Create New Blank Document"

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