

Word Processing – current skills

- Launch Microsoft Office Word
- In a new document, type your name, describe yourself, life history, your ambitions in life, what you wish to take from your course, where you see yourself in 15 years time and a small amount about influences within your life
- Show off – use text formatting, borders, pictures, styles ... anything and everything!
- Save the file to your student share folder - name the Word file: **current**



Word document saving

- Top left of Word window, find “File”
- File > Save As
- Input file name (just type as blue around text shows currently selected)
- Select the File Type
- Select the Destination
- Check everything
- Know the file name, file type and destination for saving prior to clicking the Save button
- Check again, then click “Save”

