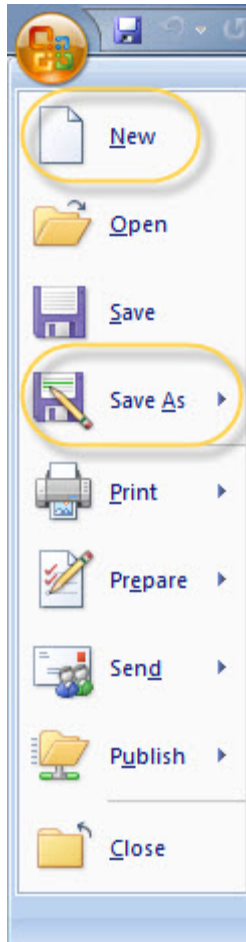
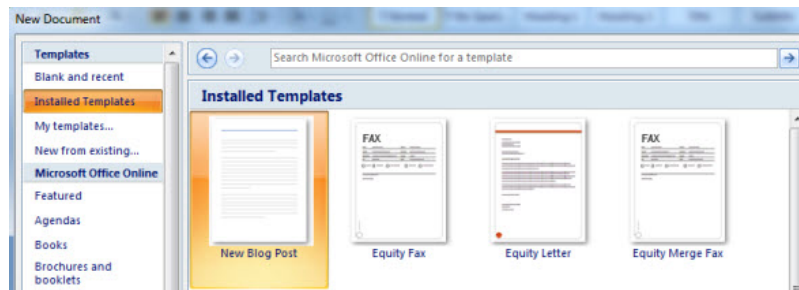


Creating and Saving a Word Document

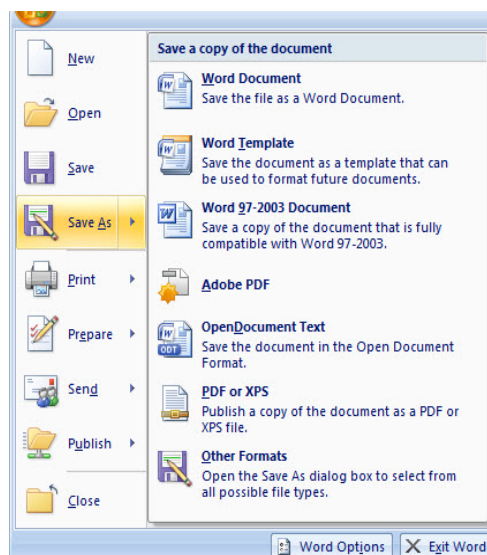
When you first open Microsoft Word, you should see a blank page, and you can begin typing from there. But if you would like to create a document from a template or simply start over, hit the **Office Button** at the top left corner of Word.



Clicking the **Office Button** will bring up this menu to the left. Click **New** to see the selection of templates for a new document. Available templates include business cards, résumés, and much more.



Once you have created a document and would like to save your progress, click **Save As**, which is in the same drop-down menu under the **Office Button**.



Clicking **Save As** will let you choose from multiple document file types.

You might want to choose **Word 97-2003** document if you want to read the file on an older computer. **PDF** is a preferred filetype when submitting a résumé online.

The **Save As** function is meant to save a new file. If you simply want to save continued progress to an existing document, you'll want to hit **Save**.

A shortcut for the **Save** function is the little floppy diskette next to the **Office Button**.

