**“Saving” Files Practice & Review**

**Save a New File**

1. Open the Word program
2. Type your name
3. Type your favorite color
4. Type your favorite season of the year
5. Click on **File**
6. Click on **Save As.** If you’re using Word 2010, a box will pop up. If you’re using Word 2013 (+), you’ll then *select Browse*, and a box will pop up.
7. Look on the left side of the box, the Navigation Bar, to find the flash drive (you might have to scroll up and down to find it). Click on it, and choose which folder, if any, you’d like to put it in. Select a folder by double-clicking on one.
	1. Or, double-click on “Desktop” of your navigation bar, and save you document there.
8. Type a name for your file in the **File Name** box.
9. Click the **Save** button.
10. Check the Title Bar to see the new file name.
11. Exit the file.

**Find an Existing File**

1. Start Menu, then click Computer. Or double-click on “My PC” or “My Computer” on your Desktop.
2. Double-click on flash drive (it may be named “Removable Disk,” “USB Drive,” or even the name of the flash drive brand, like “Kingston.”)
3. Double-click on the name of your new file. If you saved it in a folder, you will have to double-click on the folder to find the file. It will open up, and you can make changes to it.
4. If you saved it on the desktop, click on “Desktop” on your navigation bar, find your file, and double-click on the file to open it.

**Save an Existing File**

1. Find your file (see above).
2. Make changes to the file.
3. Click on **File**.
4. Click on **Save**. Your changes have been saved.
5. Exit file.
6. Re-open files to check that the latest changes have been saved.