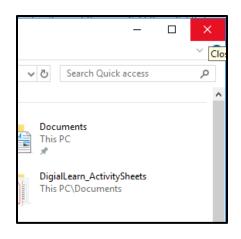
Before you start, this activity sheet can be done on your own, but we encourage you to seek out a Tech Coach at The Kansas City Public Library for more in-depth help. For more information go to: https://www.kclibrary.org/services/techlearn

## When you are done with a program, you can exit that program by following the steps below.

- Find the Taskbar and open the File Explorer.
- In the open File Explorer window, locate the X icon in the top right-hand corner of the window.
- Left-click on the X icon to exit the program. (See image below for an example)



## You are in Microsoft Word and would like to save your document. To do this follow the steps below.

- Open Microsoft Word.
- When Microsoft Word opens, create a new blank document. (See example image below)

$\bigotimes$			
Info	New		
New			
Open	Search for online templates		
Save	Suggested searches: Business Cards		
Save As			
Print			
Share			
Export	Blank document		
Close			
Account	Blank document		

- Now that you have a blank document open, let's learn how to save this document. At the top left-hand corner of the Word window, find the **File** menu.
- Click on File to see a list of options you can select. Click on the **Save As** option.
- You'll see a new menu. (See image below for an example)

$\bigotimes$		
Info	Save As	
New		
Open	L Recent	
Save		
Save As		
Print		
Share		
Export	This PC	
Close	🛉 Add a Place	
Account	Browse	

- You need to find a location to save your document to in Windows 10. Select the **Browse** button.
- A smaller window will pop up. (See image below for an example)

🛛 Save As		×
$\leftarrow$ $\rightarrow$ $\checkmark$ $\bigstar$ This PC $\Rightarrow$ Documents $\Rightarrow$	✓ ♂ Search Document	s p
Organize 👻 New folder		
<ul> <li>This PC</li> <li>3D Objects</li> <li>Desktop</li> <li>Documents</li> <li>Downloads</li> <li>Music</li> <li>Pictures</li> <li>Videos</li> </ul>	Date modified	Type A
> 🏪 Local Disk (C:) 🗸 🧹		>
File name: Doc2		~
Save as type: Word Document		~
Authors:	Tags: Add a tag	
∧ Hide Folders	Tools 🔻 Save	Cancel

- On the left-hand side of this smaller window, find your documents folder and select it. Now type in the file name box: mydocument
- Click save.
- Your document will now be saved in your documents folder.