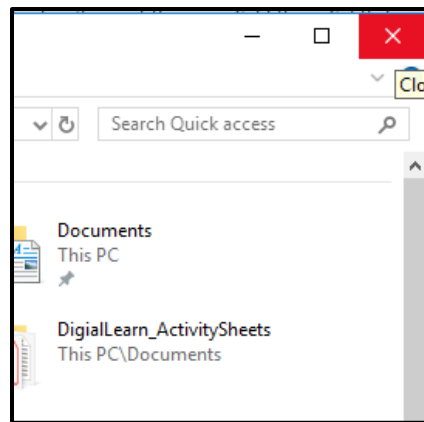


Windows 10 – Saving and Closing Files

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>

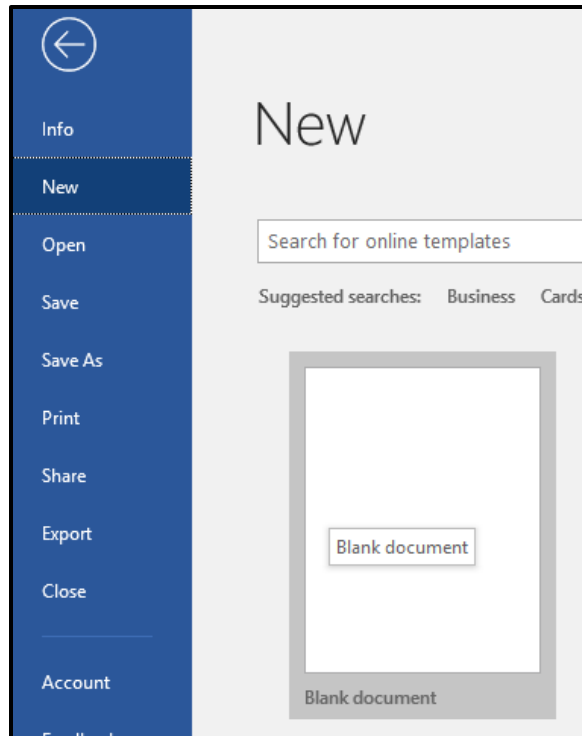
When you are done with a program, you can exit that program by following the steps below.

- 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)

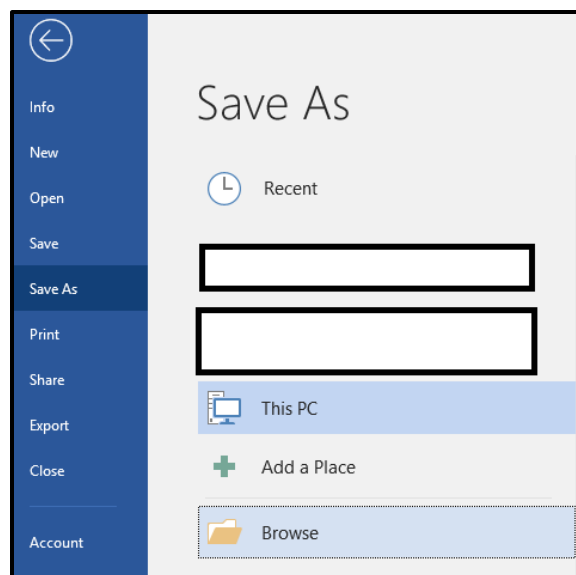


You are in Microsoft Word and would like to save your document. To do this follow the steps below.

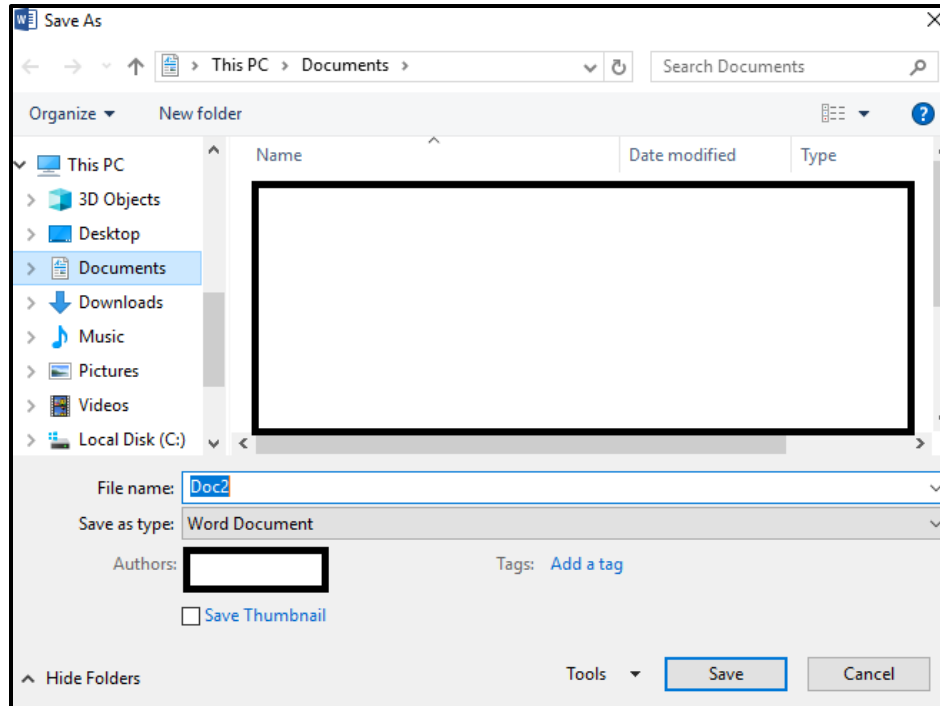
- Open Microsoft Word.
- When Microsoft Word opens, create a new blank document. (See example image below)



- 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)



- 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)



- 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.