Group 3 Presentation by Daniele Weisberg, Heejin Cho, Macarous Ansah, Syed Ibrahim, Tiffany Anson

How To Save a Word document file on the Desktop

- File Home Insert Draw Design Layout References Mailings Review View Help Cut $\fbox{Calibri (Body)} \quad \checkmark 11 \quad \checkmark A^{*} A^{*} A a \checkmark A_{0} \quad \rightleftarrows \checkmark \ddagger \checkmark = \checkmark = 2 \Rightarrow 2 \downarrow \P$ AaBbCcDc AaBbCcDc AaBb Paste S Format Painter 1 Normal 1 No Spac... Heading $\mathbf{B} \quad I \quad \sqcup \quad \mathsf{v} \quad \Rightarrow \quad \mathbf{x}_2 \quad \mathbf{x}^2 \quad \mathbf{A} \quad \checkmark \quad \mathbf{A} \quad \mathsf{v} \quad \blacksquare \equiv \equiv \equiv \equiv \ddagger \ddagger \ddagger \downarrow \equiv \mathsf{v} \quad \mathbf{A} \quad \mathsf{v} \quad \blacksquare \quad \mathsf{v}$ Clipboard N Paragraph ۲<u>ت</u> Font ۲<u>م</u> Style
- Click on the file button on the top left Corner of the page

• Select by clicking the "save As" button from the option shown on the left side

	Document1 - Word	
\odot	Good evening	
🛆 Home	~ New	
🖹 New		
⑦ Open	Aa Take a tour	
Info		
Save	Blank document Welcome to Word Single spaced (blank	:)
Save As		
Print	𝒫 Search	
Share	Recent Pinned Shared with Me	
Export	Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.	
Transform		
Close		
Account		
More		

• Click on browse

		Document1 - Word
\bigcirc	Save As	
斺 Home		1
🕒 New	L Recent	Pinned Pin folders you want to easily find later. Click
🗁 Open	The City College of New York	Yesterday
Info	OneDrive - The City College of hcho004@citymail.cuny.edu	ENGL Desktop » 2020 fall » ENGL
Save	Sites - The City College of New hcho004@citymail.cuny.edu	Documents OneDrive - The City College of New
Save As	Other locations	This Week
Print	This PC	Downloads
Share	Add a Place	resume Desktop » 2020 fall » resume
Export		Last Week
Transform	browse	Desktop
Close		memo samples Desktop » 2020 fall » ENGL » mem
Account		BME22000 Desktop » 2020 fall » BME22000
More		 ₽── 2020 fall

From the folder, click on the arrow next to the "Quick Access" to display the options
 Save As



• Click on desktop

А 🚇 х ты:-			7.5	Carach Da sussants	0
	PC > Documents	~	0	Search Documents	ρ
Organize • New folder					• ?
✓	Name			Status	Date mo ^
Desktop	MATLAB				9/16/202
Downloads	Zoom				9/15/202
	📒 KakaoTalk Downloads				9/6/2020
Documents *	Bandicam				9/4/2020
Networks 🛛 🖈	📒 Custom Office Templates				8/29/202
📕 BME22000 🖈	🧵 es				8/2/202(
ENGL 🖈	📒 사용자 지정 Office 서식 파일				8/2/202(
OpeDrive - The (📕 카카오톡 받은 파일				6/30/202 🗸
	(>
File name: Doc1					~

• At the bottom of the page, you will see a "File name:", in the space provided next to it, type name you want to save the document as.

🚾 Save As				\times
← → ~ ↑ ■ > 1	This PC 👂 Desktop	v ت	Search Desktop	م
Organize • New fol	der			• ?
 This PC 3D Objects Desktop Documents Downloads Music Pictures Videos 	Name 2020 fall 경부 게임 바탕화면 시민권 아내 컴퓨터	^	Date mo 9/16/20 7/5/202 8/24/20 9/7/202 8/13/20 6/25/20	20 9:28 AM 0 10:05 PM 20 10:34 AM 0 11:45 PM 20 10:55 AM 20 10:08 AM
File name: File	Name			>
Save as type: Wo	rd Document			~
Authors: hd	ho004@citymail.cun Save Thumbnail	Tags: Add a	a tag	
▲ Hide Folders		Tools 🔻	Save	Cancel

- Next, below the "file name" at the bottom, you should see a "Save as type"
- Confirm that the document is a word document.



• Click on save to save the document on the desktop



• Close the folder and go back to the desktop and confirm if the file name that you save the document with can be seen on the desktop.

