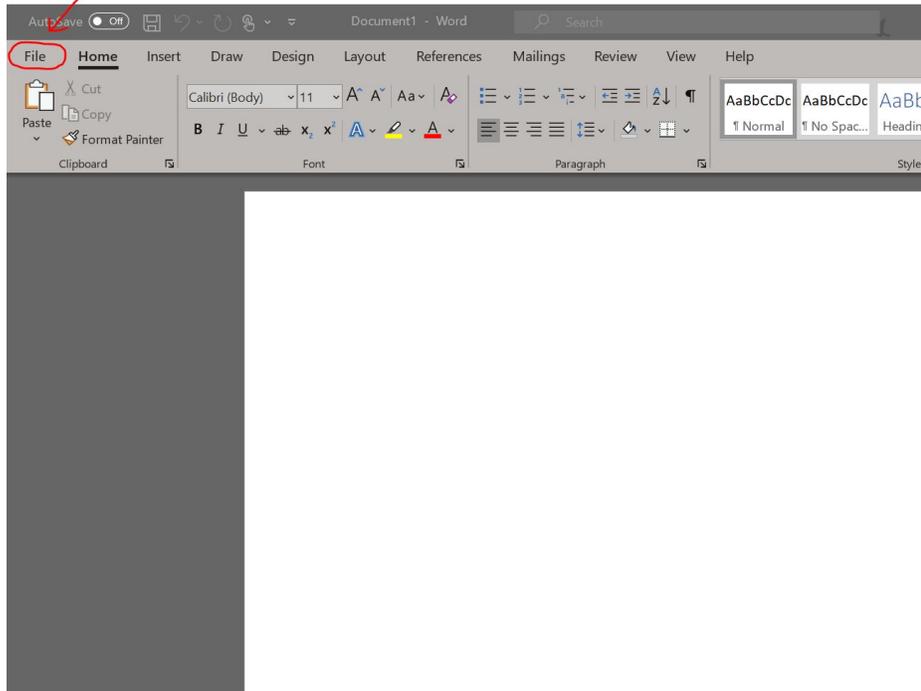
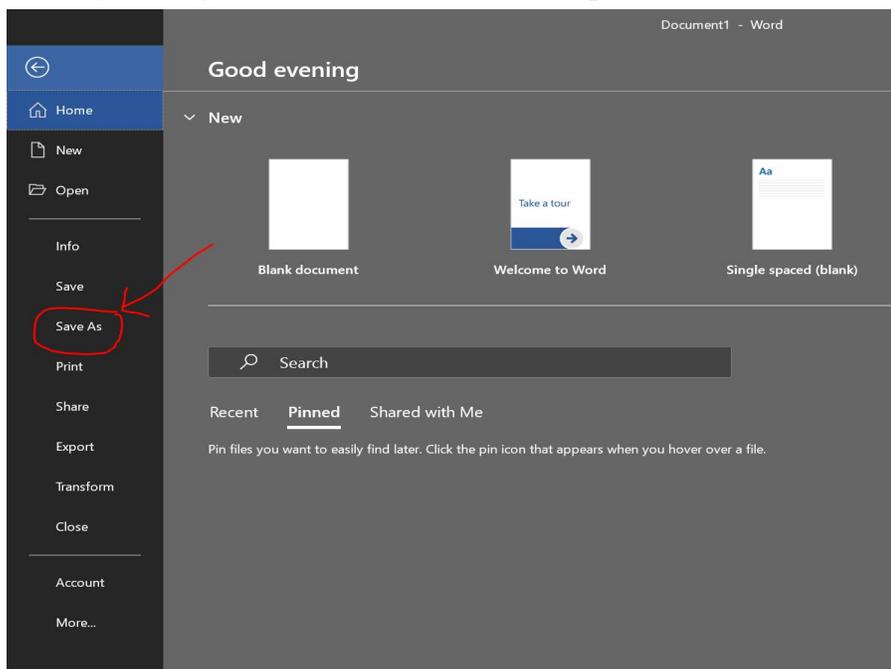


How To Save a Word document file on the Desktop

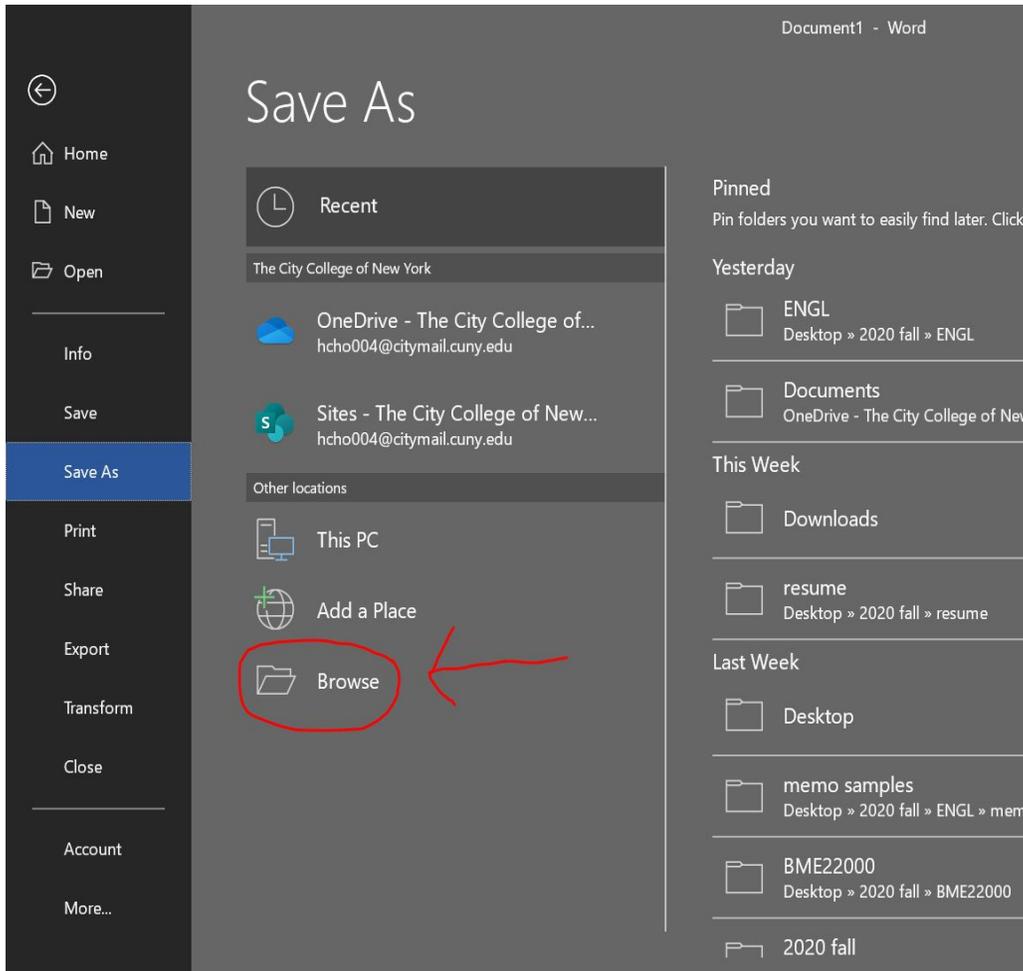
- Click on the file button on the top left Corner of the page



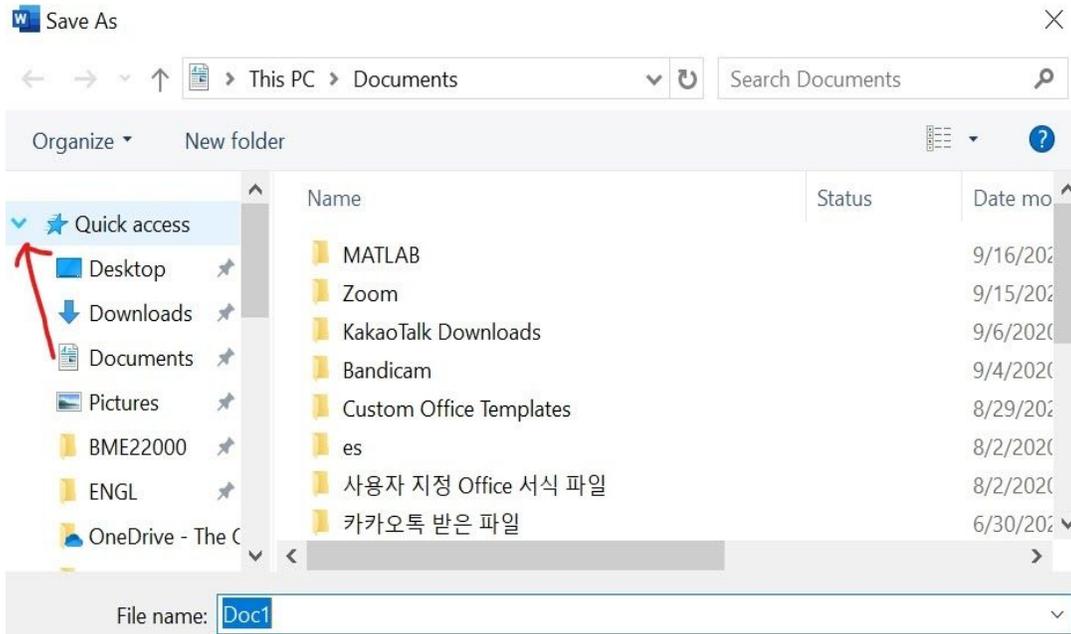
- Select by clicking the “save As” button from the option shown on the left side



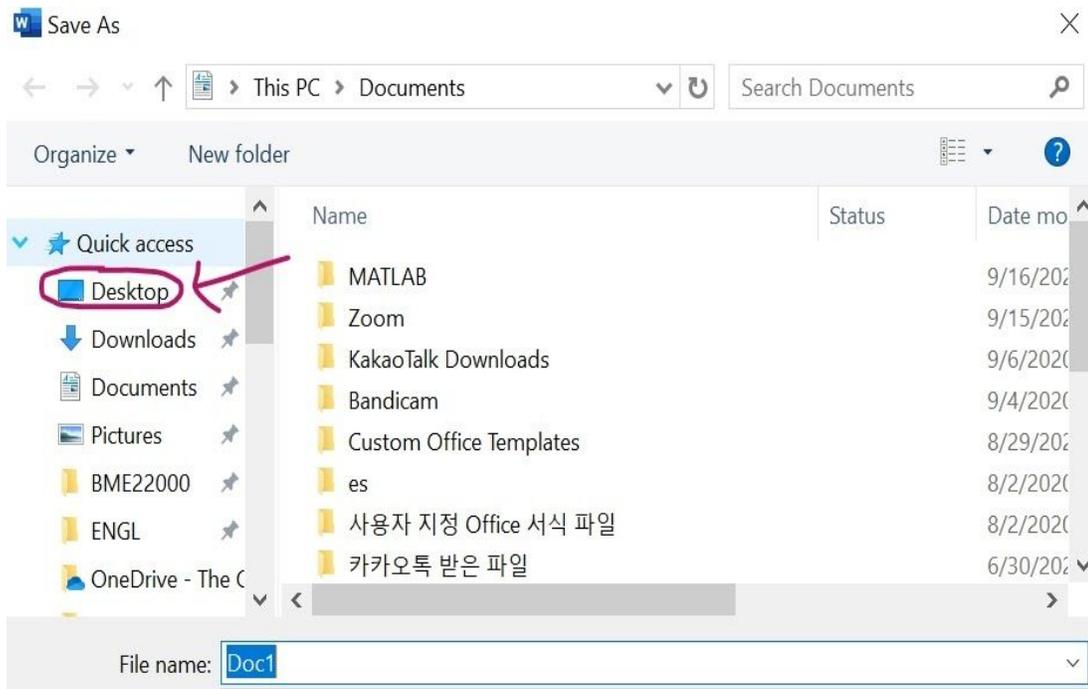
- Click on browse



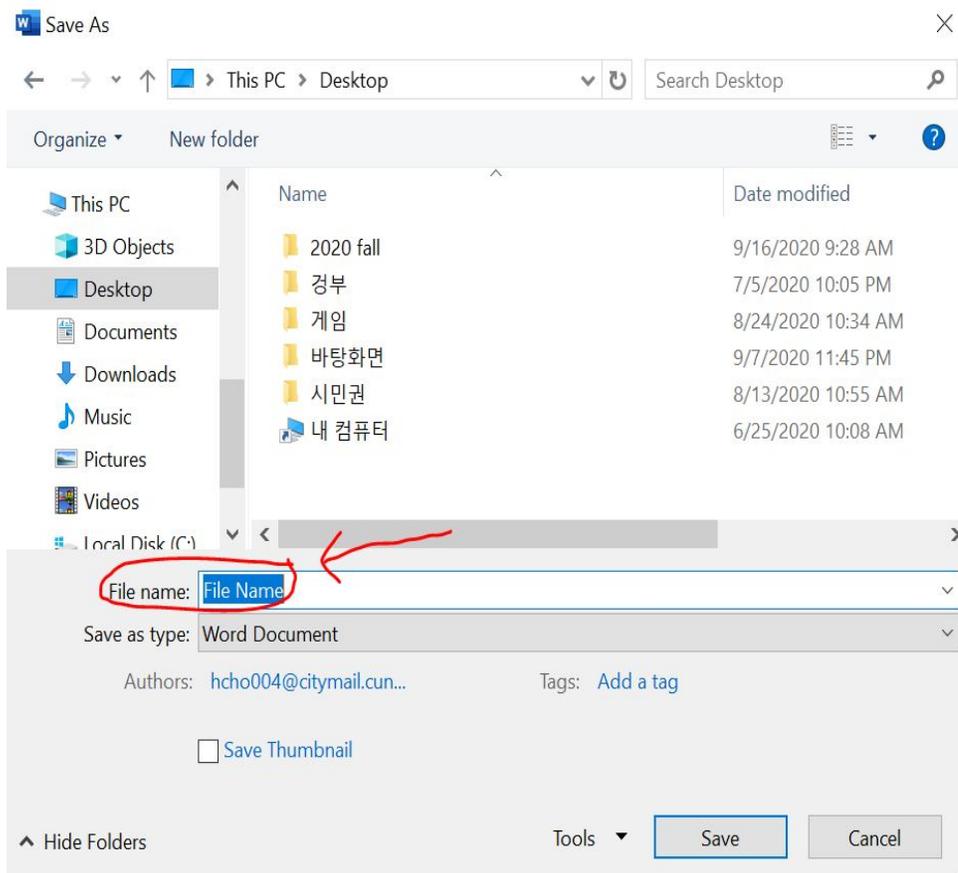
- From the folder, click on the arrow next to the “Quick Access” to display the options



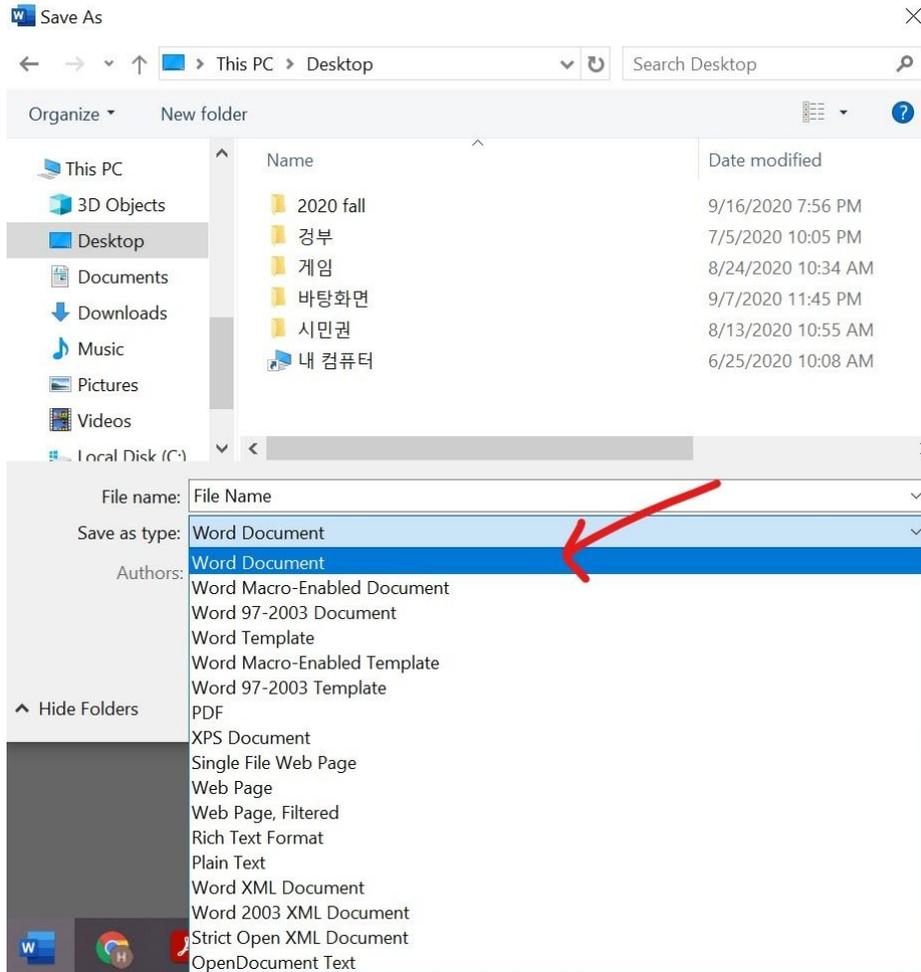
- Click on desktop



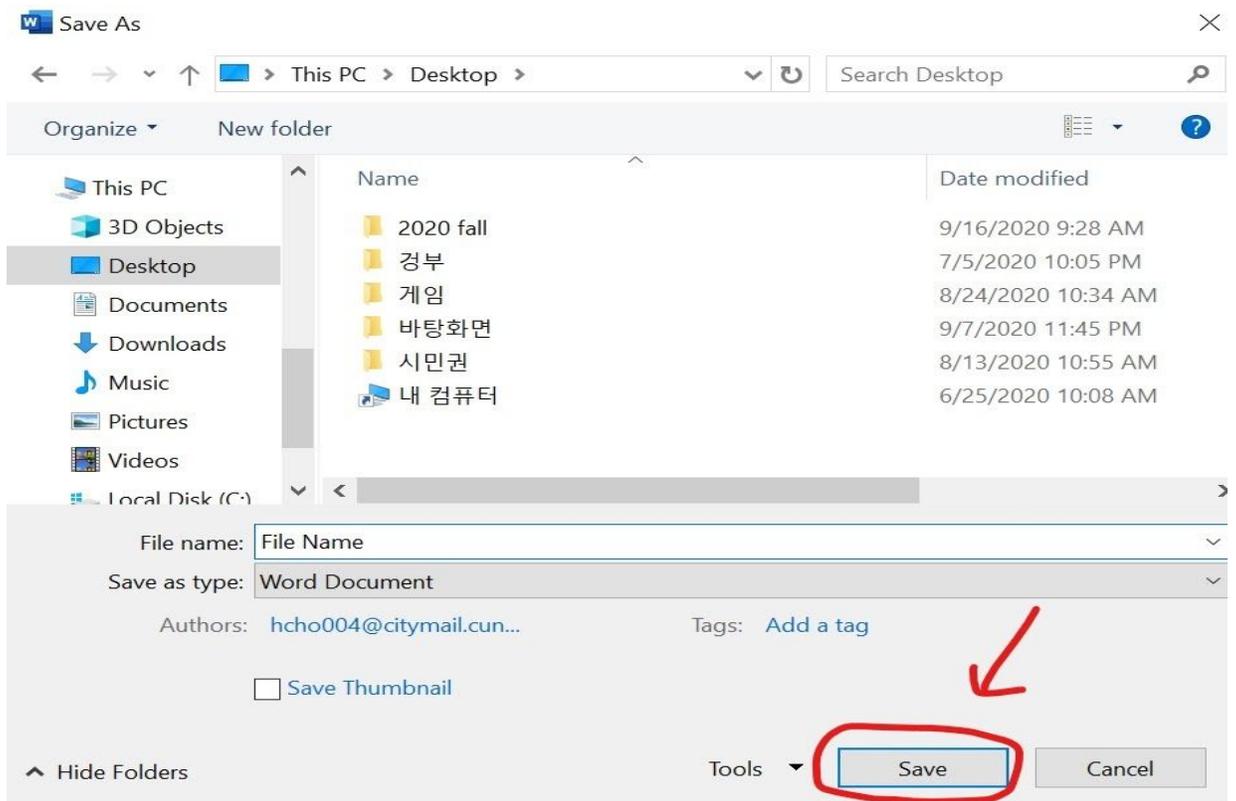
- At the bottom of the page, you will see a “File name:”, in the space provided next to it, type name you want to save the document as.



- 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.

