

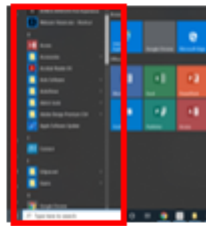
Using the St Anne's Computers

How to find Microsoft Office

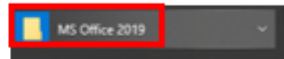
1. Click on the Windows button in the bottom left hand corner of your screen



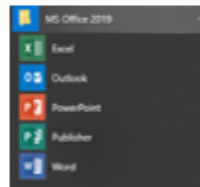
2. Scroll down the list of folders



3. Click on the folder called **MS Office 2019**



4. Now select the piece of software you require.



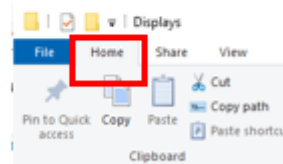
How to create a new folder

1. Click on the yellow folder in the top bar of the file explorer

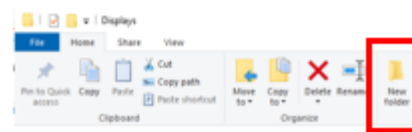


2. Give the new folder a sensible name

OR



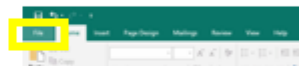
1. Click on the home tab in the top of file explorer



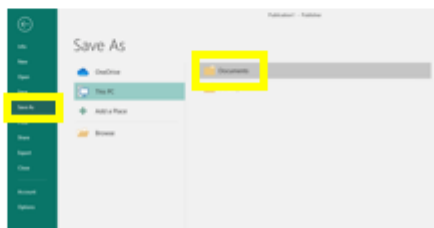
2. Click on the New Folder button

How to save a file

1. Click **File**, in the top left hand side of the screen.

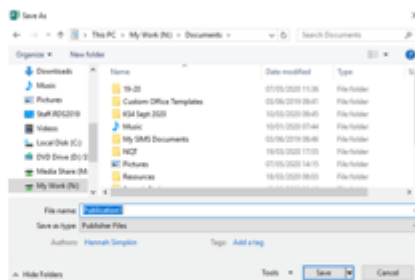


2. Click **Save As**



3. Click on **Documents**

4. Find your **Computing** folder



5. Double click on your **Computing** folder

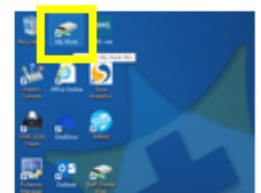
5. Give the file a sensible name

6. Click **Save**

Still struggling? Ask a friend or your teacher to demonstrate how to do it.

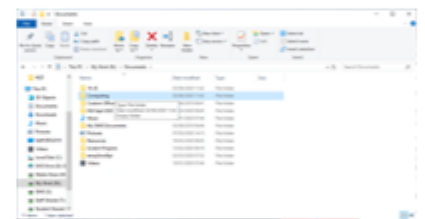
How to open a file

1. Locate the 'My Work' on the desktop.

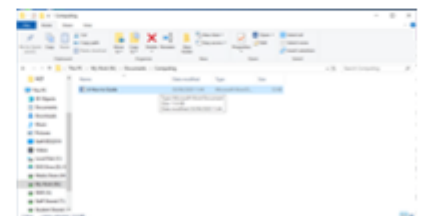


2. Double click on 'My Work' to open it.

3. Find the folder where your work is saved and double click on it.



4. Find the file that you want to open.



5. Double click on the file to open it.