

Instructions for Word 2007

Open the word processing program. A blank page will appear in the screen. You can begin typing.

To save your work for the first time:

1. Click the **Office Button** (top left corner of screen).
2. Scroll down to "Save As" (not "Save") and a menu will appear. Click on **Word Document** at the top of this menu.
3. Look for the words "Save in" in the pop-up window. If 3 1/2 Floppy or Removable Disc is not shown in the white bar following "Save in," click on the symbol (▼) in the tiny box at the end of this white bar.
4. Click on **3 1/2 Floppy** or **Removable Disc**.
5. Type in the name you want to give this file in the white bar following "File Name" then click on **Save**.

To open a resume you have saved:

1. Insert floppy disc or USB drive into the proper slot in the computer.
2. Click the **Office Button** (top left corner of screen).
3. Click on **Open**. A pop up window will open.
4. Look for the words "Look in" in the pop-up window. In the white bar following "Look in" click on the symbol (▼) in the tiny box at the end of this white bar. A menu will appear.
5. Click on **3 1/2 Floppy** or **Removable Disc**. A list of the files on that storage media will then appear.
6. If the list contains both files and folders, and your resume is in a folder, double click that folder. A list of files in that folder will appear next.
7. Double click on the name of your file to open it.

To save work you have previously saved:

1. Click the **Office Button** (top left corner of screen).
2. Click on **Save**.

To check spelling:

1. Click on **Review** in the second menu bar at the top of your screen.
2. Click on **ABC** in the top left just below the Office Button.
3. Follow the instructions in the pop-up window.
4. Print the document and read carefully to check for errors the computer cannot catch.

To print your resume:

1. Click the **Office Button** (top left corner of screen).
2. Scroll down to Print and the print menu will appear. Click on **Quick Print**.

To close program:

1. Save your work before closing the program.
2. Click on the **X** in the top right corner of the screen.

To remove a floppy disc, press the small tab next to the disc drive.

To remove a USB drive:

1. Move the cursor slowly over the icons in the bottom left corner of the screen. Click on the **icon** that says "Safely Remove Hardware." A menu will appear.
2. Click on the **drive** that your device is using. A "Safe to Remove Hardware" message should appear.
3. If you cannot find the above, close all programs and log off the computer in order to remove your USB drive safely.