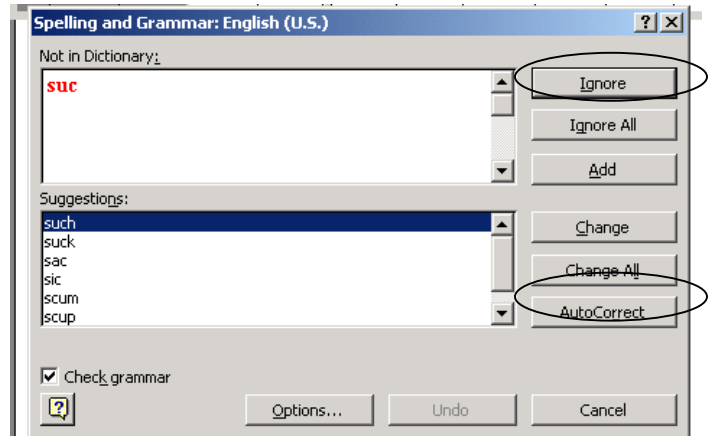
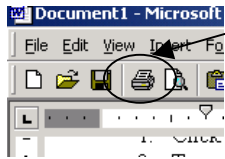


## Using Microsoft Word

### Your Life Story

1. Click on **Microsoft Word**
2. Type your Life Story.
3. To check spelling:
  - Click on **'Tools'**
  - Click on **"Spelling and Grammar"**
  - Ignore: It's ok
  - Change: Put a new word
4. **Print one copy:**
  - Click on the printer 1 time!
  - Give a copy to Elizabeth



### 5. Save to Floppy Disc

1. Insert Floppy Disc.
2. Click on File
3. Click on 'Save as..'
4. Click on 'My Documents'
5. \*Click on '3 1/2 Floppy (A):'
6. Type the File Name (For example: mycountry)
7. Click 'Save'  
Wait for the computer to save!

