

## ACTIVITY

1. Under My Documents folder, create a folder with your full name as its name, and under the created folder, create a folder with a name Ms Word.

The folder hierarchy is as follows:

***My Documents → Your Name → Ms Word***

2. Start Microsoft Word and exit from it.
3. Start Microsoft Word.
4. Write the text “*INTRODUCTION TO COMPUTERS*” in the blank document.
5. Save the document under the ***Ms Word*** folder with a filename ***exercise1***.
6. Exit from Microsoft Word.
7. Start Microsoft Word and open the document ***exercise1***.
8. Modify the opened document and add the text “ *AND MICROSOFT OFFICE*”
9. Save the modified document ***exercise1***.
10. Save a copy of ***exercise1*** under a new filename ***copyexercise1*** in the same folder location.
11. Close the opened document.
12. Exit from the Microsoft word.

***Congratulations!!!  
You have finished!!!***