

Keep a Journal

Skills: Create a folder, open and close Word documents, save a document

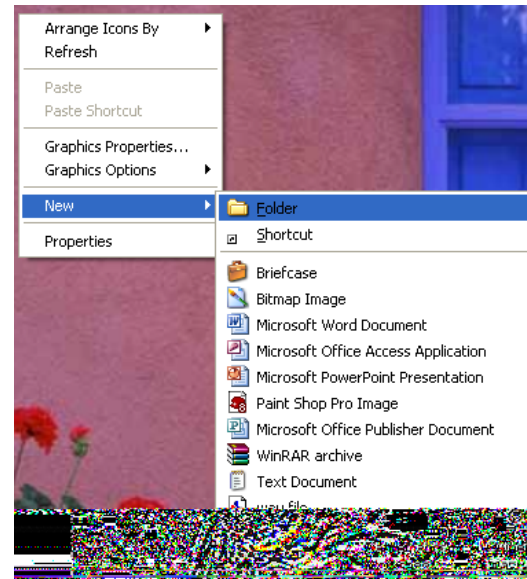
Materials: Microsoft Word, way to save files (flash drive, hard drive, or disk)

Activity: Make a journal on the computer.

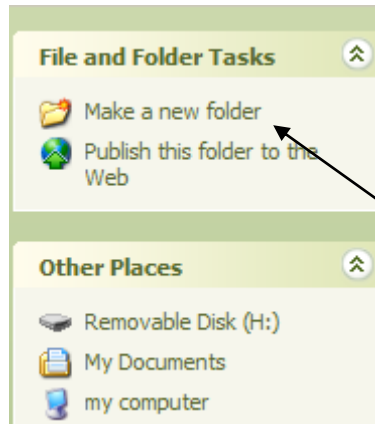
1. Make a folder where you will save your journal entries.

To save to the desktop:

Go to the desktop. Right-click.
Choose **New/Folder**.



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To save to a disk or flash drive:

Go to the desktop and double-click on **My Computer**.

Click on **Make a new folder**.

Type a name for your folder.

2. Open Microsoft Word.
3. Type a journal entry.
4. Save it to your folder.
5. Keep adding to your folder.

If You Need a Topic to Write About...

Write about learning to use the computer. What do you hope to learn?
How do you feel about using the computer so far?