

Name _____ Date _____

Working with Documents

Number the steps in the correct order.

Opening a Saved Document in WordPad

- _____ Double-click the document you want to open.
- _____ Click on the drop-down list arrow in the **Look in** box.
- _____ Click on **File** in the menu bar.
- _____ Click the drive where the file is located.
- _____ Click on **Open**.

Saving a New Document in WordPad

- _____ Click the drive to which you want to save the document.
- _____ Click on **File** in the menu bar.
- _____ Key the name for the document.
- _____ Click on the drop-down list arrow in the **Save in** box.
- _____ Highlight the name in the **File name** text box (if it isn't highlighted).
- _____ Click on **Save As...**

Closing a Saved Document in WordPad (3 Ways)

Choose one of these words to complete the statements:

File (used twice) Open Close Exit

1. Click on _____ and _____. (This closes the current document and opens a new document.)
2. Click on the _____ button in the upper right-hand corner.
3. Click on _____ and _____.

(Options #2 and #3 close the document **and** the WordPad program.)

Opening and Closing the WordPad Program

To open the WordPad program:

1. Double-click on an _____ (if there is one).

OR

2. Click on the _____ button.

A menu will appear. Move the pointer on _____.

Move the pointer to _____.

Click on WordPad.

To close the WordPad program...

1. Select Exit from the _____ menu.

OR

2. Click the _____ box in the upper right-hand corner.