

Naming & Saving a Word Document

Naming

You **cannot** use a slash (/), backslash (\), colon (:), asterisk (*), question mark (?), or angle brackets (< >) in a file name.

It is not a good idea; however, *Microsoft Word* will tolerate the following special characters in a file name:

` ~ ! @ # \$ % ^ & () - _ + = , ; .

You can use any letter of number.

A file name can be as short as one character, but it is best to create a name that aids in identifying it with its content.

Saving

There are three ways to save:

Pull down the **File menu** and click **Save**.

Click the **Save button** on the Standard toolbar.

Press Ctrl+S