

# Keep a Journal

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

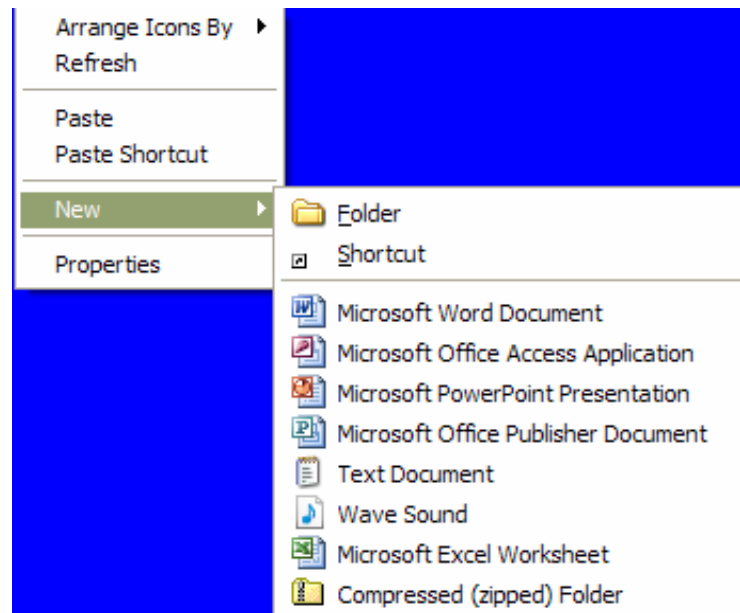
Materials: Microsoft Word, way to save files (flash drive, hard drive, or disk)

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 make a folder on a disc or flash drive:

Insert a disc or flash drive into the computer.

Go to the desktop .

Click on the **Office** button.

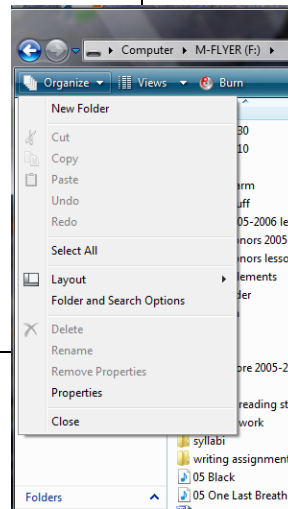
Click on **Computer**.

Click on your disc or flash drive.

Click on **Organize**.

Choose **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?