



## IO7 – MOOC for Teachers

### Self-directed Learning Resource 1

<b>Topic:</b>	Managing data, information and digital content
<b>Title:</b>	How to save a document
<b>Time:</b>	It will take you 30 minutes to review this guide, and to take note of what is important to you.
<b>Type of Resource:</b>	Online Guide with Screenshots
<b>Content of the Resource</b>	<p>This guide explains how to save a document in Microsoft Word 2010. Some steps may be slightly different depending upon your version of Word.</p> <p>This is a very informative web page that will help you to teach your students how they can save files on a PC. As many students will only be used to working on tablet or smart devices, they may not be sure how to save files on a PC!</p>
<b>Link to resource:</b>	<a href="https://www.digitalunite.com/technology-guides/creating-documents/how-use-microsoft-word/how-save-document">https://www.digitalunite.com/technology-guides/creating-documents/how-use-microsoft-word/how-save-document</a>