

Administration

**Task: Creating a Microsoft Word Document, Saving to Hard Drive, and Printing**

<b>Task</b>	<b>Person Responsible</b>	<b>Date to be Completed</b>
1. Open Microsoft Word 2007/2010 via Start Menu or icon.	Staff Composing Document	As Needed
2. To save to Hard Drive, click on "File" tab and select "Save As".	Staff Composing Document	As Needed
3. Choose an appropriate name for the document and destination folder.	Staff Composing Document	Starting and Upon Proofreading the Document
4. Click "Save" on the bottom right hand corner.	Staff Composing Document	Starting and Upon Proofreading the Document
5. Compose Document as desired using appropriate formatting.	Staff Composing Document	Starting and Upon Proofreading the Document
6. When finished, press "Home" on the keyboard to pan up to beginning of document.	Staff Composing Document	Upon Finish of Document
7. Press "Review" tab on top of screen and select "Spelling & Grammar" option.	Staff Composing Document	Upon Finish of Document
8. If corrections are suggested, review changes to determine if appropriate and make changes if needed.	Staff Composing Document	Upon Finish of Document
9. Print Document, by pressing down Ctrl-P.	Staff Composing/Needing Document	As Needed
10. Ensure that correct printer is chosen for the printout.	Staff Composing/Needing Document	As Needed
11. Click "Print" to print out document.	Staff Composing/Needing Document	As Needed