**OPENING DOCUMENTS**

To open a word document:

Click on **Start**

Click on **Microsoft word document**

To open a word document from a flash drive:

Plug flash drive into usb port

A menu will pop up

Click **open folder to view files**

Double click on the title to your document

**COPYING TO A DOCUMENT**

Highlight the passage to be copied

Right click on mouse

Click **copy**

Go to the document you want to copy into

Put cursor where you want the text

Right click

Click **paste**

**SAVING TO A FLASHDRIVE**

Click on the windows icon at the top left of screen

Click on **save as** on the drop down menu

Click the arrow on the drop down menu at the top of screen next to *save in*

Double click your flash drive usb location

Click on **save**