



**Al-Mustaqbal University**  
College of Sciences  
Biochemistry Department

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جامعة المستقبل  
AL MUSTAQBAL UNIVERSITY

**College of Science**  
**Department of Biochemistry**

## **Lecture: (7)**

### **Word Processing Skills**

**Part B: Save, retrieve, and print documents**

**Subject: Computer Skill I**

**Level: First**

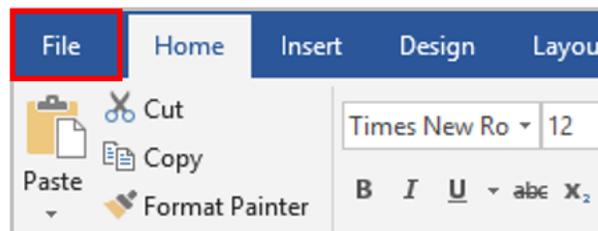
**Lecturer: *Asst. Lect. Ali Al-khawaja***



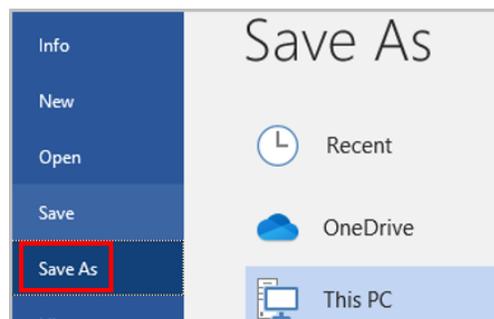
## Save and Retrieve Documents

Save a new document or save a file to a specific location (Windows 10)

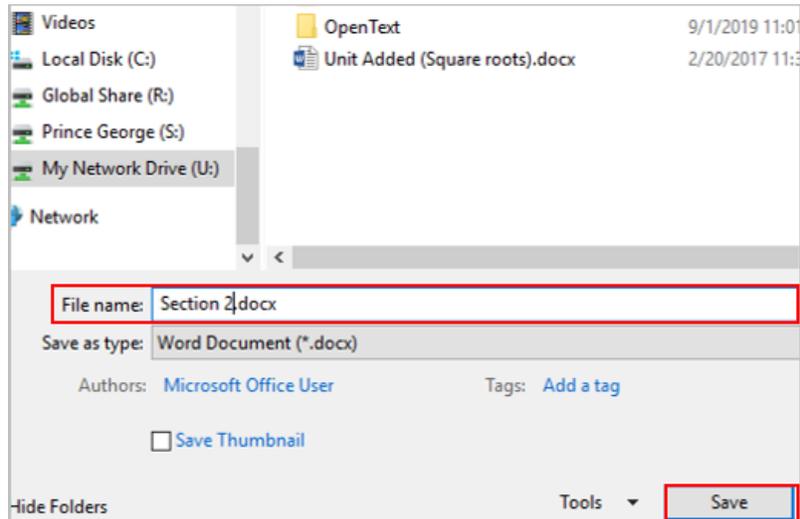
1. Click the **File** tab.



2. Click the **Save As** command.



3. Choose a location on your computer (the drive and folder) to save your file.
4. Type a name for your document in the File Name box.
5. Click the **Save** button.



### Save an existing file in its current location

1. Click the **File** tab.
2. Click the **Save** command.
3. Or click the Save button icon.

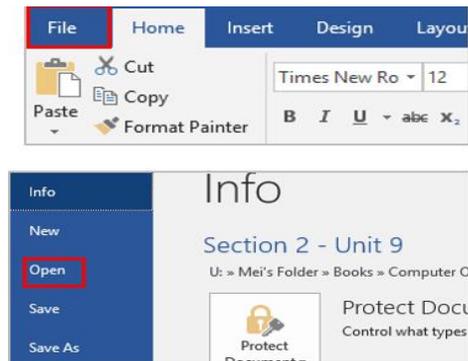


### Retrieve a file from a specific location

1. Start **Word**.
2. Click the **File** tab.
3. Click **Open** command.
4. Choose the location on the computer that stores your file (the drive and folder).



5. Click the name of the file you wish to open.
6. Click **Open** or double click the file name.

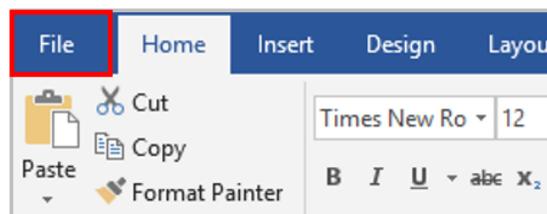


### Print a Document

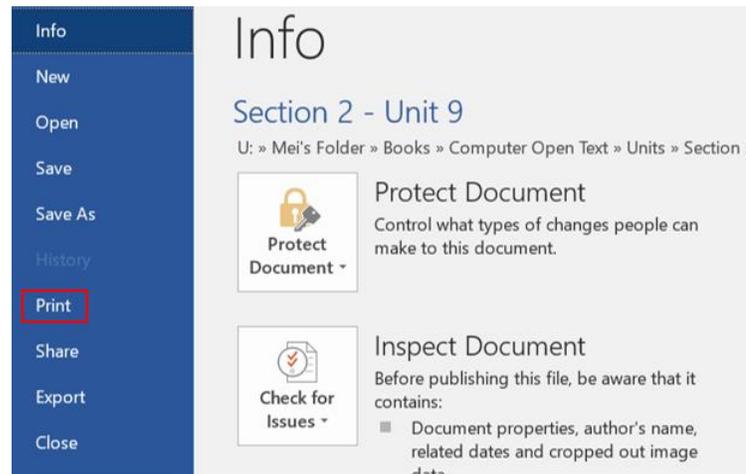
a device that is usually connected to a computer in order to transfer the text and graphic information to paper.

How to print a document in Microsoft Word:

1. Load paper in the paper tray if needed.
2. Press the Power button to turn the printer on.
3. Choose the location on the computer that stores your file (the drive and folder).
4. Open the file you wish to print.
5. Click the **File** tab.



6. Click the **Print** command.



7. Select the print options. Here, you can select:

- How many copies you would like
- Which pages you want to be printed. You can choose to print all pages, select pages (for example, page 3 to 6), or just the current page (meaning the page that is open on the screen).
- If the printer should print on one side of the page or both sides.

8. Click **Print** to start the printing process.

