

## ACTIVITY #2

### ENGINEERING

Today, you will use a word processing program (Microsoft Word) to complete the activity.

A. Click the "Activity #1" link located on the ENGINEERING webpage (Activity #2).

A FILE DOWNLOAD window will open. CLICK THE OPEN BUTTON!!!!

B. Type in your name in the appropriate place on the document.

C. After you have typed in your name SAVE AS (under the FILE menu) the document:

Left click the [ File ] button on the menu bar at the top of the screen.

Left click the [ Save As... ] button.

The Save As window will open.

Under the <Save in: > box, left click the DESKTOP icon

In the <File Name box>, type in your First name Last name Engineering1

Left click the [ Save ] button in the lower right corner of the screen.

Your document is now saved and an icon will appear on the Desktop.

D. Type in the definitions to your vocabulary and the QUESTIONS and COMPLETE ANSWERS for your multiple-choice questions.

**\*\*While you are working, click the SAVE icon every few minutes to keep your work updated. (The SAVE ICON looks like a floppy disk, and is on the menu bar at the top of the screen)\*\***

E. When you are finished if the period ends make sure you EXIT the program:

Left click the [ Save ] icon or go to the File menu and left click the Save button. (NOT THE [ Save As...] BUTTON!!!!)

Left click the [ File ] button on the menu bar at the top of the screen.

Left click the [ Exit ] button.