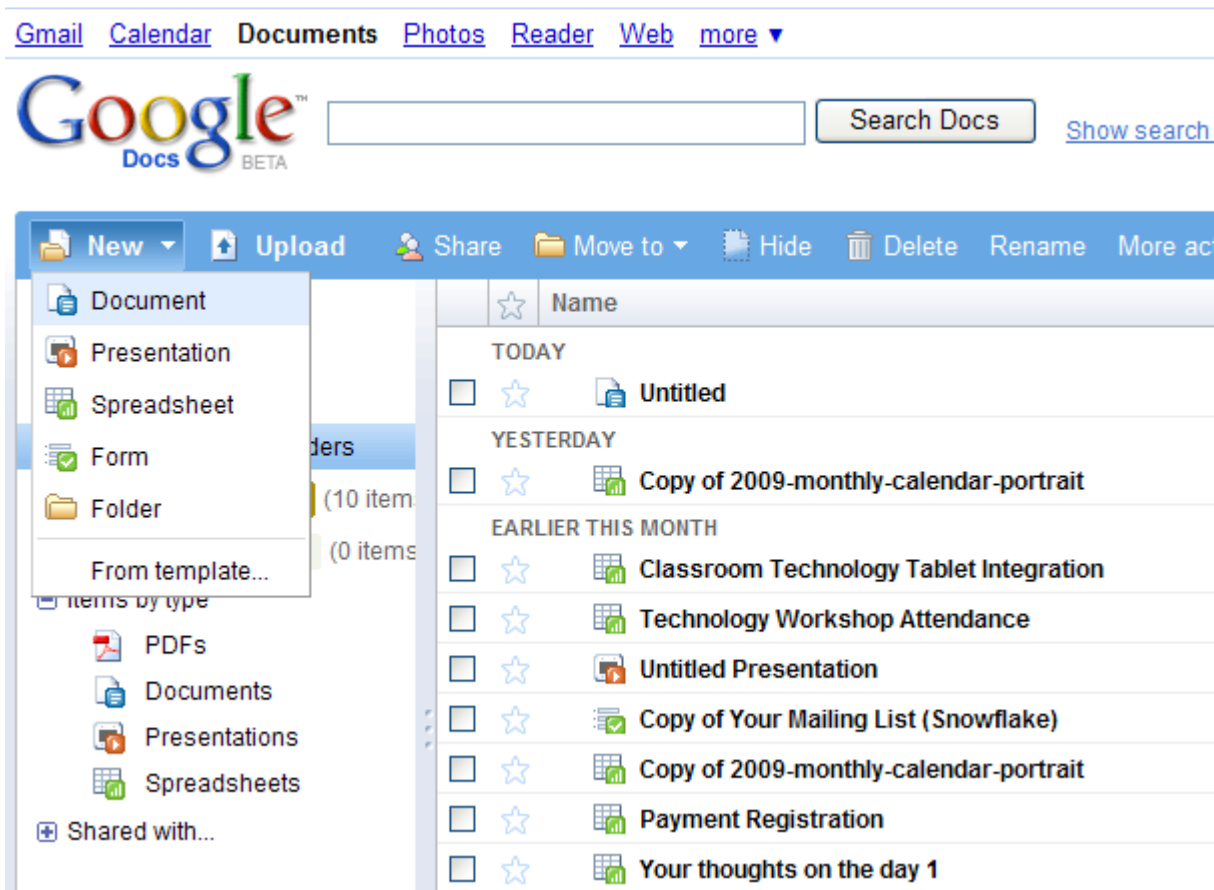


Lesson 2: Creating and Working with a New Document

Activity 1: Creating a New Document

1. Click on **New** on the Menu bar and select which type of file you would like to create. For the purposes of this tutorial we will be using the **Document** option.

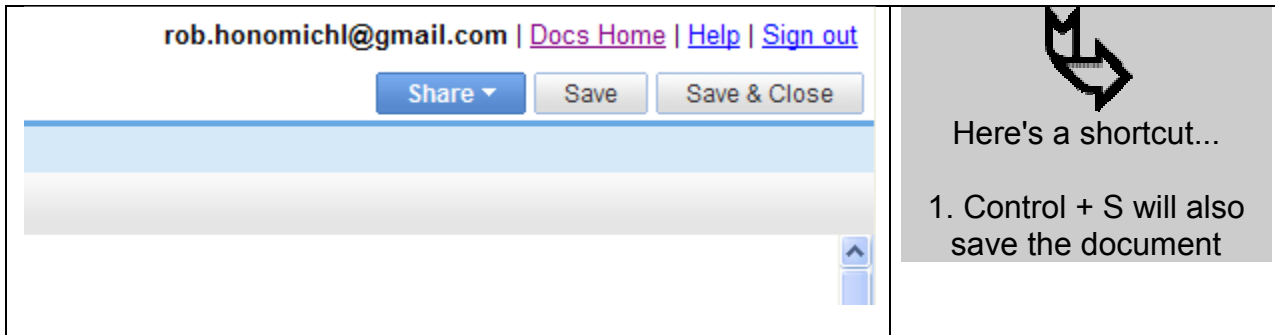


2. Google Docs will open a new window that will allow you to create a word processed document.

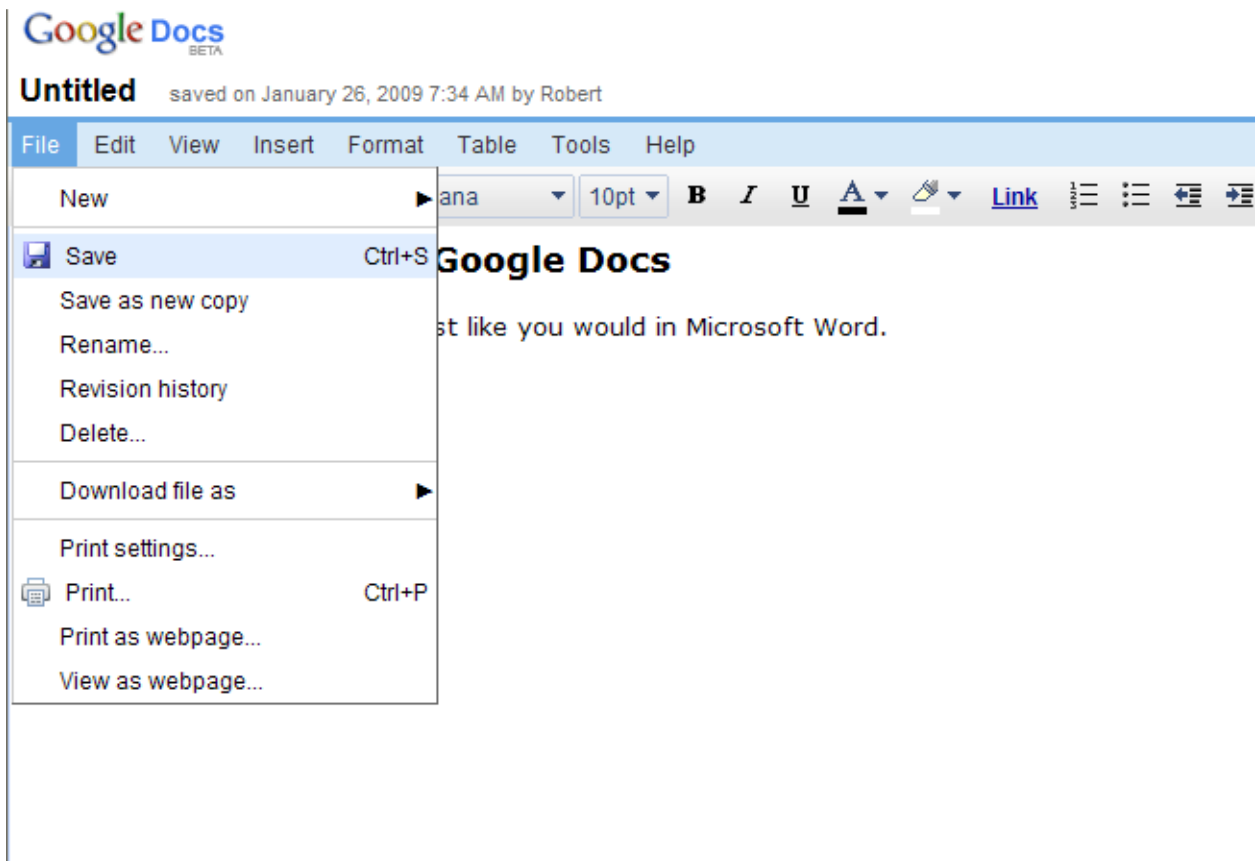


Activity 2: Saving and Renaming a New Document

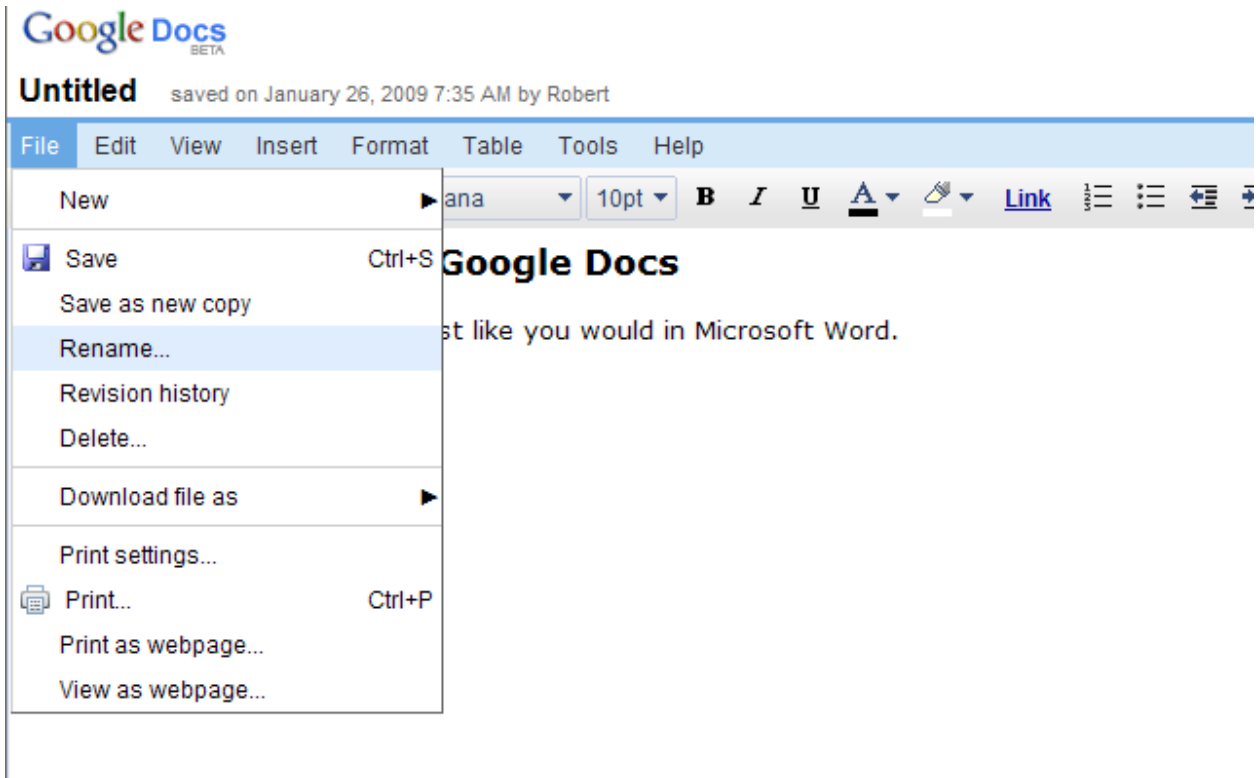
1. In order to save your document you just need to click on the **Save** button. (You can also use the **Save and Close** button if you are finished working with the document.)



2. You can also chose **File** on the Menu bar and then **Save**. In either case it will save the file using the text at the top of the document as the file name.



3. If you would like to rename your file you can go to **File** on the Menu bar and choose **Rename**.



4. Type in the new document name and click **OK**.

