

## *Create a File*

**In order to create a file you need to use a program. “NOTEPAD” or “WORDPAD” are two programs that are installed in your computer. Left click “Start” move your arrow to “ALL PROGRAMS” then to “ACCESSORIES” and then left click on “WORDPAD.” A blank window will open called “Document - WordPad.” We have just turned your computer into a typewriter. Now type a letter to your friend. DEAR JUDY, I'D LOVE TO HAVE LUNCH WITH YOU TOMORROW. We have just created a document. Now let's save this document in a folder.**