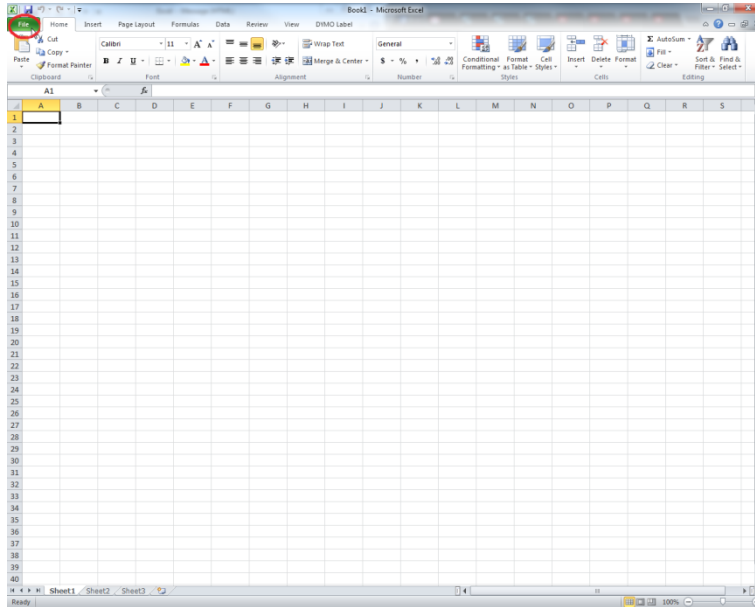


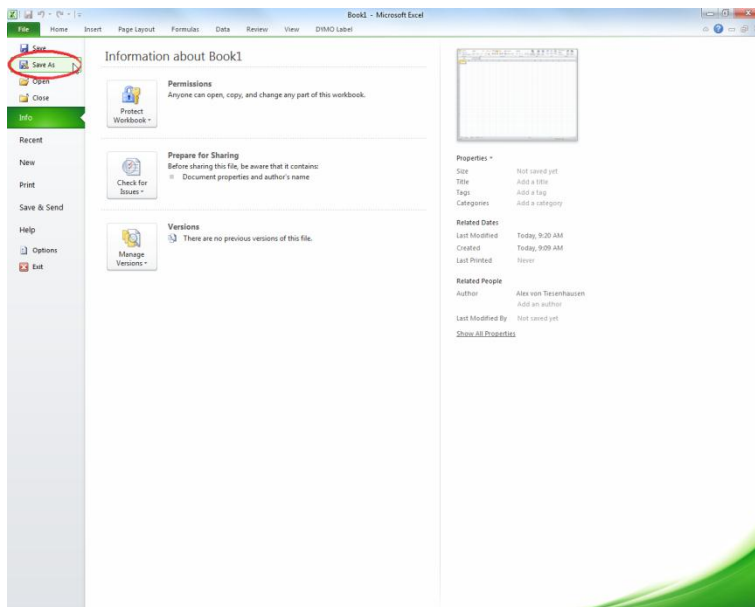
Microsoft Excel 2010 Quick Guide

Saving a document

To save a document, first click on the New tab.



Click on Save to continue. If you have already saved and are planning on saving the document under a different name, Click Save As.



If you are saving for the first time or you are using the Save As feature, a window will pop up allowing you to select the save directory and the document name. Click save to continue.

