

Solution:

How to save a file?

- Open the OpenOffice → text document → Type your name.

The file can be saved in one of the below 3 methods:

- Then go to menu bar → click File menu → click 'Save' → select the location where you want to save the document → then type a meaningful name in the 'file name' box → finally click save. (or)
- Go to Tool bar → click save → select the location where you want to save the document → then type any name in the file name box → finally click save. (or)
- Press Ctrl + S (Short cut key for save) → select the location where you want to save the document → then type any name in the file name box → finally click save.

How to open the saved file?

- Go to 'This PC' or 'my computer' or 'Windows explorer' -> Select the folder where the file was saved. → Choose your file → then click open (or)
- Open the Openoffice → Go to menu bar → click Open → Select the folder where the file was saved. → choose your file → then click open (or)
- Open the Openoffice → Go to Tool bar → click Open → Select the folder where the file was saved. → choose your file → then click open (or)
- Open the Openoffice → ctrl + O (Short cut key for Open) → click Open → Select the folder where the file was saved. → choose your file → then click open

How many ways to open a new document?

- Open the OpenOffice → Go to menu bar → click New.
- Open the OpenOffice → Go to Tool bar → click New.
- For more details, observe "solution video.mp4"