

1. 0:47 What kind of Word document is it? Standard
2. 1:00 Its extremely easy to do (complete this sentence)
3. 1:02 What do you do first? You click on File in the top righthand corner
4. 1:05 Then we are going to save as (complete this sentence)
5. 1:17 What does he mean by default? Word document saves as .docx
6. 1:20 What is the Word file format? docx is the word file format
7. 1:26 What is under the File name? Save as type
8. 1:40 What are the three options he (Kevin) gives to save? 1) Webpage, 2) Rich Text Format, 3) XML
9. 1:54 Is the file type “dot” “PDF” or (.pdf)? YES
10. 2:13 Does he select any PDF options or does he save the default PDF? “The default looks good to me”. Default
11. 2:22 What does the standard PDF match? The same look as a Word document