## **Instructions for First Day Speech**

- 1. Create a folder in your Z drive as shown in the video, *setup your class folder*.
- 2. Reproduce the document First Day Speech as shown in the video, word first day speech.
- 3. Save your file in the folder you created in step 1 as a word document with the name **firstdayspeech** *yourname*.
- 4. Do not print the document, it will be checked on screen.