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Here's how to save data to a CD:

Put the CD you want to write to in the CDRW drive. Find the file or document you wish to save to CD and right-click on it's icon. Then select "send to" from the list and then choose the CDRW as the location to save to. You can also do this from the file menu while working within a document. Select - File | Save As | then scroll through the list of locations in the window to find the CDRW drive. For example, it will probably take you first to "My Documents" but you'll have to go up in the "tree" of locations and select the CDRW. Name the document if you need to, then hit OK. You will probably see a little balloon in the lower right corner of the screen that says "you have files waiting to be written to the CD".

You can keep selecting more and more files and adding them as above, then burn them all at once. You can fit about 700 MB of data (pictures, documents, music) on one CD. Once you're ready to actually burn the files to CD, you can either click inside the message balloon which will take you to the window showing the files that are waiting, or you can open that drive from within "My Computer". You'll see the icons for the files, and to the left in the menu bar, you'll see "Write these files to CD". You can click that, or you can go to the file menu at the top and select it from there. You will be asked to name the CD (you can rename it next time if you want). It then burns the information on to the CD and you can either click "Finished" or burn another copy on another CD without having to go through all of the steps again. When you're done, the computer deletes the temporary files it used to hold the information while waiting to do the job.