

# COMPUTER APPLICATION PRACTICALS

## DAY 2

### Practical No 2:

**Create a document in MS Word that explains how to create and save a new document. Include simple instructions aimed at complete beginners**

Creating and Saving a New Document in Microsoft Word

#### *Step 1: Opening Microsoft Word*

- Click on the Microsoft Word icon on your computer to open the program.

#### *Step 2: Creating a New Document*

- Click on the "File" tab in the top left corner of the screen.
- Select "New" from the drop-down menu.
- Choose "Blank Document" from the template options.

#### *Step 3: Typing Your Document*

- Start typing your document in the blank page that appears.
- Use the tools on the toolbar to format your text, such as font, size, and color.

#### *Step 4: Saving Your Document*

- Click on the "File" tab again.
- Select "Save As" from the drop-down menu.
- Choose a location on your computer to save the document (e.g. Desktop or Documents folder).
- Type a name for your document in the "File name" field.
- Click "Save" to save your document.

That's it! You have now created and saved a new document in Microsoft Word.