# **DAY06** How to Create and Save a New Document in Microsoft Word

This guide will walk you through the steps of creating a brand new document in Microsoft Word and saving it for later use.

**What you'll need:**

* A computer with Microsoft Word installed.

**Steps:**

1. **Open Microsoft Word:**

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* Locate the Microsoft Word icon on your computer. It might be on your desktop, taskbar, or in the Start menu. Click the icon to launch the program.

1. **Create a New Document:**

* Once Word opens, you'll see a blank white screen. This is where you'll create your new document.
* In the top left corner, click on the **File**menu.

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1. **Select "New"**

* A new menu will appear on the left side of the screen. Click on the option that says **New**.

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1. **Choose "Blank document"**

* You'll see a variety of templates you can use for different purposes. To start fresh, click on the option that says **Blank document**.

1. **Start typing!**

* A new blank document will open. This is your workspace! You can now start typing your text, adding formatting, and creating your document.

1. **Save your document (Optional but important!)**

* When you're done working on your document, it's crucial to save it so you don't lose your work. Click on the **File**menu again.

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1. **Select "Save" or "Save As"**

* You have two options for saving:
  + **Save:** This will save your document with a default name based on the first few words you typed. It will also save the document in the default location for Word documents on your computer.
  + **Save As:** This allows you to choose a specific name and location for your document. It's recommended to use "Save As" so you can keep your documents organized.

1. **Choose a name and location (if using "Save As")**

* If you chose "Save As," a new window will appear.
  + In the **File name** box, type a descriptive name for your document.
  + In the **Save As** box, choose where you want to save your document. You can browse to a specific folder on your computer or use the default location.

1. **Click "Save"**

* Once you've chosen a name and location, click the **Save** button. Your document will be saved for future use.

**Congratulations!** You've successfully created and saved a new document in Microsoft Word.

**Tips:**

* Use keyboard shortcuts for faster navigation. For example, pressing **Ctrl+N** will create a new document, and pressing **Ctrl+S** will save your document.
* Explore the formatting options on the ribbon at the top of the screen to customize your document. There are many ways to format your text in Word.
* Save your document frequently to avoid losing work in case of unexpected program closure.

By following these simple steps with the help of the visuals, you'll be well on your way to creating professional-looking documents in Microsoft Word.