**Getting Started with Microsoft Word: Creating and Saving Your First Document**

Welcome to the exciting world of word processing! This guide will show you how to create and save a new document in Microsoft Word, step-by-step.

**1. Open Microsoft Word:**

* Look for the Word icon on your computer. It might be on your desktop, taskbar, or Start menu.
* The icon usually has a blue "W" inside a white document.
* Double-click the icon to launch Microsoft Word.

**2. Creating a New Document:**

* Once Word opens, a blank white document will usually appear. This is your new document ready for you to type in!
* If you don't see a blank document, you can still create one easily:
  + Click on the "File" tab in the top left corner of the screen.
  + A menu will appear. Look for "New" and click on it.
  + You'll see different options for new documents. The most common choice is "Blank document." Click on that to create your new blank page.

**3. Typing Your Content:**

* Now you have a fresh, empty document! Click anywhere on the white page and start typing your text.
* You can write anything you like - a story, a letter, a poem, or even just some notes.

**4. Saving Your Work:**

* It's important to save your work so you don't lose it! Here's how:
  + Click on the "File" tab again.
  + This time, select "Save" from the menu.
  + A window will pop up asking you to choose a name for your document and where to save it.
  + Think of a clear and descriptive name for your document (e.g., "My First Story").
  + You can choose a location to save your document by clicking on different folders in the left-hand side of the window. Your computer might have a specific folder for "Documents" by default.
  + Once you've chosen a name and location, click "Save."

**Congratulations!** You've successfully created and saved your first document in Microsoft Word. Now you can keep writing, editing, and saving more documents whenever you need to.

**Here are some extra tips:**

* You can use the buttons at the top of the screen to format your text, like making it bold, italic, or changing the font size.
* Don't forget to save your work often by pressing "Ctrl+S" on your keyboard (hold down the "Ctrl" key and press "S").
* Have fun exploring the different features of Microsoft Word as you become more comfortable!