**Title: How to Create and Save a New Document in Microsoft Word**

**Step 1: Opening Microsoft Word**

* If you haven't already, open Microsoft Word by clicking on its icon from your desktop or searching for it in the Start menu.

**Step 2: Creating a New Document**

1. Once Microsoft Word is open, you'll see a blank document or a list of templates.
2. If you see a list of templates, click on the "Blank document" template to create a new, empty document.

**Step 3: Typing Text**

1. You'll now see a blank page where you can start typing your document.
2. Click anywhere on the page to place your cursor and start typing.

**Step 4: Saving the Document**

1. To save your document, click on the "File" tab in the top-left corner of the window.
2. In the drop-down menu, select "Save As".

**Step 5: Naming the Document**

1. A "Save As" dialog box will appear.
2. Choose the location where you want to save your document (such as your desktop or a specific folder).
3. In the "File name" field, type a name for your document. Make sure to choose a descriptive name that will help you identify the document later.
4. Click the "Save" button to save your document.

**Step 6: Confirming the Document is Saved**

* Look for a confirmation message indicating that your document has been saved successfully. This message may appear at the bottom of the Word window or in a pop-up dialog box.

**Step 7: Closing Microsoft Word**

* Once your document is saved, you can close Microsoft Word by clicking on the "X" button in the top-right corner of the window.

**Additional Tips:**

* It's a good idea to save your document periodically as you work on it to avoid losing any changes.
* You can also use the keyboard shortcut "Ctrl + S" to quickly save your document at any time.

**DAY 6 END**