**Step 1: Launch Microsoft Word**

Open Microsoft Word by clicking on its icon in the Start menu or by searching for it.

**Step 2: Start a New Document**

Once Word is open, you'll see the start screen. Click on the "Blank document" template to start a new, empty document.

**Step 3: Create Your Document**

You'll now see a blank page where you can start typing your document. Click on the area labeled "Type here to start writing" and begin typing your content.

**Step 4: Save Your Document**

To save your document, click on the "File" tab in the top left corner of the window.

**Step 5: Choose "Save As"**

In the File menu, select "Save As" from the options on the left side.

**Step 6: Name Your Document**

A dialog box will appear. Choose the location where you want to save your document (e.g., Documents folder) and enter a name for your document in the "File name" field.

**Step 7: Select Save**

After entering the name for your document, click on the "Save" button to save your document to the chosen location with the specified name.

**DAY 4 END**