

Mastering Microsoft Word: Creating & Saving Your First Document

Step 1: Launch Microsoft Word

- Start by opening Microsoft Word. You can do this by clicking on the Word icon in your taskbar (if pinned) or by searching for "Word" in your computer's search bar.

Step 2: Start a New Blank Document

- Once Word is open, you'll see a blank document automatically created for you. If not, click on **File** at the top left corner of the screen, then select **New** from the menu and choose **Blank Document**.

Step 3: Enter Text and Format (Optional)

- Now you can start typing your content into the blank document. You can format your text using the toolbar options at the top of the screen (e.g., font style, size, alignment).

Step 4: Save Your Document

- To save your document, click on **File** at the top left corner again.
- Then, select **Save As** from the menu.

Step 5: Choose a Location and Name for Your File

- A dialog box will appear. Choose the location (such as Desktop or Documents) where you want to save your file.
- Enter a name for your document in the **File name** field.
- Click **Save**.

Step 6: Confirmation

- Once saved, you'll see the file name appear in the title bar of the Word window. This confirms that your document has been successfully saved.

Step 7: Access Your Saved Document

- To access your saved document later, open Microsoft Word again.
- Click on **File**, then select **Open**.
- Navigate to the location where you saved your document, select it, and click **Open**.

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Congratulations! You've now created and saved a new document in Microsoft Word. Feel free to explore more features like formatting, inserting images, and using templates to enhance your documents.