How to Create and Save a New Document in Microsoft Word

Introduction

This guide will show you how to create a new document in Microsoft Word and save it to your computer. Microsoft Word is a popular word processing application used for creating various types of documents.

Step 1: Launch Microsoft Word

1. **Click on the Start Menu** (Windows icon) in the bottom-left corner of your screen.

2. **Type "Word"** in the search bar and select **Microsoft Word** from the search results to open the application.

[Launch Microsoft Word](images/word_launch.png)

Step 2: Create a New Blank Document

1. Once Microsoft Word is open, you will see a blank document automatically.

2. If not, click on **File** in the top-left corner of the window, then select **New**.

[Create New Document](images/word_new_document.png)

Step 3: Start Typing

1.You can start typing your content directly into the blank document

Step 4: Save the Document

1. Click on **File** in the top-left corner.

2. Select **Save As** from the menu.

[Save Document](images/word_save_as.png)

3. Choose the location where you want to save the document (e.g., Desktop, Documents).

4. Enter a **File Name** for your document.

5. Select a **File Format** (e.g., Word Document (.docx)).

6. Click **Save** to save your document.

![Choose Location and Name](images/word_save_location.png)

Congratulations!

You have successfully created and saved a new document in Microsoft Word. Now you can continue editing and formatting your document as needed.