

Microsoft Word Creating and Saving a New Document in

This guide will show you how to create a new blank document in Microsoft Word and save it to your computer. The instructions are suitable for beginners and include screenshots for each step.

1. Open Microsoft Word:

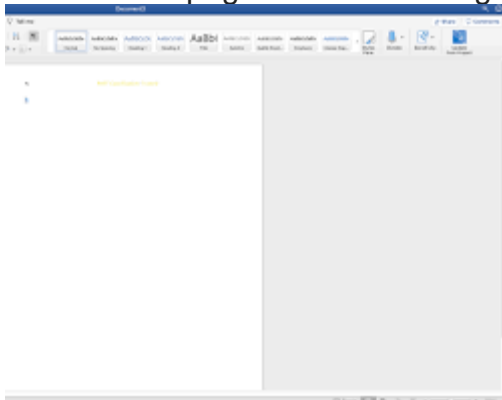
- Locate the Microsoft Word icon on your computer. It might be on your desktop, taskbar, or Start menu.



- Double-click the icon to launch the program. A new blank Word document will open.

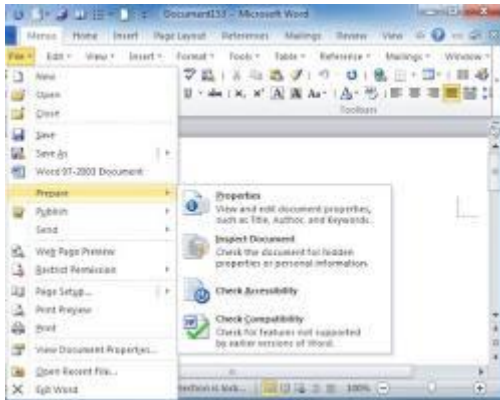
2. Start Typing:

- With the blank document open, you can begin typing your text. Click anywhere on the white page and start writing!

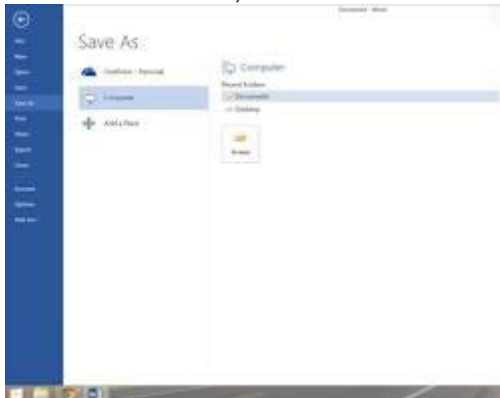


3. Save Your Document:

- It's important to save your work to avoid losing it. Click the **File** tab in the top left corner of the screen.



- In the File menu, select **Save**.



- A window will pop up asking you to choose a location to save your document and give it a name.
- **Choose a Save Location:**
 - In the left pane of the window, navigate to the folder where you want to save your document. Common locations include your Desktop, Documents folder, or a specific folder you created.
- **Give Your Document a Name:**
 - In the **File name** box, type a descriptive name for your document. This will help you easily identify it later.
- **Click Save:**
 - Once you've chosen a location and entered a name, click the **Save** button.

Congratulations! You have successfully created and saved a new document in Microsoft Word.

Additional Tips:

- You can also use the keyboard shortcut **Ctrl+S** to save your document quickly.
- Consider creating a new folder specifically for your Word documents to keep your files organized.