**COMPUTER APPLICATION**

**DAY-02**

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

*Microsoft Word is a popular word processing software used for creating, editing, and formatting documents. Follow these simple steps to create and save a new document:*

**Creating a New Document**

1. **Open Microsoft Word:**

*Double-click on the Microsoft Word icon on your desktop or search for "****Word****" in the Start menu and click on it to open the application.*

1. **Start a New Document**:

*Once Word is open, you'll see a blank document. If not, click on the "****File****" tab in the top left corner of the screen, then select "****New****" to start a new document.*

1. **Choose a Template (Optional)**:

*Word offers various templates for different types of documents, such as resumes, letters, and reports. You can choose a template by clicking on it or proceed with a blank document by selecting "****Blank Document****."*

1. **Begin Typing**:

*Click anywhere on the blank document to place your cursor, then start typing your content. You can type text, insert images, and format your document using the toolbar at the top of the screen.*

**Saving Your Document**

1. **Click on the "File" Tab**:

*Once you've finished creating your document or want to save your progress, click on the "****File****" tab in the top left corner of the screen.*

1. **Select "Save As"**:

*In the File menu, select "****Save As****." This will open the Save As dialog box.*

1. **Choose a Location**:

*Navigate to the folder on your computer where you want to save your document. You can select a folder by clicking on it.*

1. **Name Your Document**:

*In the "****File name****" field, type a name for your document. Choose a descriptive name that helps you identify the content of the document.*

1. **Select File Format**:

*Below the "****File name****" field, you can choose the file format for your document. By default, Word saves documents in the "****.docx****" format, which is compatible with most versions of Word. If you need to save your document in a different format, such as "****.pdf****" or "****.doc****," you can select it from the drop-down menu.*

1. **Click "Save"**:

*Once you've chosen a name and location for your document and selected the desired file format, click the "****Save****" button. Your document is now saved to the specified location on your computer.*

THE-END DAY-02