Day 04 Executing Task:

***create a document in MS Word that shows how to create and save a new document. Include simple instructions aimed at complete beginners with step-by-step screenshots***

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

*This guide provides step-by-step instructions for creating and saving a new document in Microsoft Word. follow these simple steps to get started.*

1. **Open Microsoft Word**:
   * *Click on the Word icon in your Start menu or taskbar to open Microsoft Word.*
2. **Create a New Document**:
   * *Click on* ***‘File’*** *in the top left corner of the screen.*
   * *Select* ***‘New’*** *to create a new blank document.*
3. **Start Typing**:
   * *You’ll see a blank page where you can start typing your content.*
   * *Use the keyboard to enter your text, add headings, and format as needed.*
4. **Save Your Document**:
   * *Click on ‘****File’*** *again.*
   * *Select ‘****Save******As’****.*
   * *Choose a location on your computer where you want to save the document.*
   * *Give your document a name in the ‘****File******name’*** *field.*
   * *Click ‘****Save’*** *to save your document.*