Day 06 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**:
   * *Open Microsoft Word on your computer. You can find it in the Start menu or search for* ***‘Word’****.*
2. **Create a New Document**:
   * *Click on* ***‘Blank Document’*** *to create a new, empty document. You’ll see a blank page where you can start typing.*
3. **Type Your Content**:
   * *Start typing your content. You can add text, images, tables, and more. Use the toolbar at the top to format your text.*
4. **Save Your Document**:
   * *Click on* ***‘File’*** *in the top left corner. Then select* ***‘Save As’****.*
   * *Choose a location on your computer where you want to save the document.*
   * *Give your document a name and select* ***‘Save’.***
5. **Congratulations!**
   * *You’ve successfully created and saved a new document in Microsoft Word. Keep adding content and save your work regularly.*