**How To Create & Save a New Document**

**Open Microsoft Word**:

Launch Microsoft Word on your computer. You can find it in the Start menu (Windows) or in the Applications folder (macOS).

**Create a New Document**:

Once Word is open, you'll typically see a blank document. If not, you can create a new one by clicking on "Blank Document" or selecting "File" > "New" from the menu.

**Add Instructions**:

Start typing or insert text to explain each step of creating and saving a new document. Make sure to keep the instructions clear and easy to understand for beginners.

**Insert Screenshots**:

Capture screenshots of each step of the process using the "Print Screen" button on your keyboard or a screenshot tool. Paste these screenshots into your document at the appropriate places.

**Format and Organize**:

Format the text and images in your document to make it visually appealing and easy to follow. You can adjust font styles, sizes, colors, and alignment as needed. Use headings and bullet points to organize the content.

**Save the Document**:

Once you've finished creating your document, save it to your computer. Click on "File" > "Save As" and choose a location on your computer to save the document. Give your document a descriptive name and select the file format (e.g., .docx).

**Review and Edit**:

Before finalizing your document, review it to ensure that all steps are clear and accurate. Make any necessary edits or revisions.

**Share or Print**:

Once you're satisfied with your document, you can share it with others electronically via email or cloud storage, or you can print it out for physical distribution.

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THE END