How to create and save a new document. Simple instructions for beginners step-by step.

1. \*Open Microsoft Word\*:

- If you have it pinned to your taskbar, you can click on the icon there.

- Otherwise, you can find it in your Start menu by searching for "Word" and clicking on it.

2. \*Creating a New Document\*:

- Once Word is open, look for the "Blank document" option and click on it.

- Alternatively, you might see recent documents listed. You can click on "Blank document" there as well.

3. \*Saving the Document\*:

- After typing some content into your new document, go to the top left corner of the Word window.

- Click on the "File" tab to open the File menu.

- From the menu, click on "Save As".

- A dialog box will appear. Choose where you want to save your document (like your Desktop or Documents folder).

- Type a name for your document in the "File name" field.

- Click the "Save" button.

4. \*Step-by-Step Screenshots\*:

- To take screenshots on your computer, you can use the "Snipping Tool" (search for it in the Start menu) or "Snip & Sketch" if you're using Windows 10.

- After taking the screenshots, you can insert them into your Word document by clicking on the "Insert" tab at the top, then selecting "Pictures".

- Locate your screenshot file and click "Insert".

5. \*Add Text Instructions\*:

- Below each screenshot, add simple instructions describing what the user needs to do at each step.

THE END

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