**COMPUTER APPLICATION**

**DAY-04**

***Creating and Saving a New Document in Microsoft Word***

1. **Open Microsoft Word:**
   * If you have Microsoft Word installed on your computer, open it by clicking on its icon from the Start menu or by searching for it.
   * Alternatively, you can use online word processing tools like Microsoft Word Online or Google Docs.
2. **Create a New Document:**
   * Once Word is open, you'll typically see a blank document already opened.
   * If not, click on "**File**" in the top-left corner, then select "**New**" from the menu. Choose "**Blank document**" to create a new one.
3. **Add Step-by-Step Instructions:**
   * Type out your instructions on how to create and save a new document. Make sure to keep them simple and easy to understand, especially for beginners.
   * Break down each step into clear, concise instructions. For example:
     + Step 1: Click on "**File**" in the top-left corner.
     + Step 2: Select "**New**" from the menu.
     + Step 3: Choose "**Blank document**" to create a new document.
4. **Insert Screenshots:**
   * Take screenshots of each step as you perform them on your computer.
   * To take a screenshot on Windows, press the "**PrtScn**" key on your keyboard. On Mac, press "**Shift + Command + 4**" to select an area to capture.
   * Paste each screenshot into your Word document by right-clicking and selecting "**Paste**" or by pressing "**Ctrl + V**" (Cmd + V on Mac).
   * Arrange the screenshots next to the corresponding instructions.
5. **Save the Document:**
   * Once you've completed your document, it's essential to save it to your computer.
   * 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.
   * Enter a name for the document in the "**File name**" field.
   * Select the desired file format (e.g., .docx).
   * Click "**Save**" to save the document.
6. **Review and Edit:**
   * Before finalizing your document, review it to ensure all steps are accurate and easy to follow.
   * Edit any typos or unclear instructions to make the document as helpful as possible for beginners.
7. **Share the Document:**
   * Once your document is ready, you can share it with others who may find it useful.
   * You can email the document, upload it to a shared drive or cloud storage service, or print it out for physical distribution.

THE-END DAY-04