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

Microsoft Word is a popular word processing software that allows you to create, edit, and format documents easily. Follow these simple steps to create and save a new document:

***Step 1: Open Microsoft Word:***

* If you have Microsoft Office installed on your computer, you can find Microsoft Word in the Start menu (Windows) or in the Applications folder (Mac). Click on the Microsoft Word icon to open the program.

***Step 2: Start a New Document:***

* Once Microsoft Word is open, you'll see a blank document or a gallery of templates. If you see a gallery, you can choose a template or select a blank document to start from scratch.

***Step 3: Enter Text:***

* Click on the blank document to start typing. You can type anything you like, such as a letter, an essay, or a story. Just click anywhere on the blank page and start typing.

***Step 4: Format Your Text (Optional):***

* You can format your text by changing the font, size, color, and style. Select the text you want to format by clicking and dragging your mouse over it, then use the formatting options in the toolbar at the top of the screen to make changes.

***Step 5: Save Your Document:***

* It's important to save your document regularly to avoid losing your work. To save your document for the first time, click on the "File" menu in the top left corner of the screen, then select "Save As" from the dropdown menu.
* Choose where you want to save your document (such as your desktop or a specific folder), give your document a name, and click the "Save" button.

***Step 6: Access Your Saved Document:***

* Once your document is saved, you can access it anytime by opening Microsoft Word and clicking on "File" > "Open" to locate your document on your computer.