**Step 1:** ***Open Microsoft Word by clicking on its icon in the Start menu or by searching for it.***

**Step 2:** ***Once Word is open, you'll see a blank document or a template selection screen. If you see a template selection screen, you can choose a template or click on the "Blank document" option to start with a completely blank document***.

**Step 3:** ***If you chose a blank document, you'll see a new, empty document where you can start typing. If you see a template, you might need to make some selections before your document appears.***

**Step 4:** ***To start typing your document, simply click anywhere in the blank space and begin typing***.

**Step 5:** ***Once you've finished typing your document or if you want to save your progress, click on the "File" tab in the top left corner of the Word window.***

**Step 6:** ***In the File menu, select "Save As" from the options on the left side.***

**Step 7:** ***A new window will appear, allowing you to choose where to save your document and what to name it. Navigate to the folder where you want to save your document, enter a name for your document in the "File name" field, and then click the "Save" button.***

**Step 8:** ***Your document is now saved! You can continue working on it and save your changes by clicking the "Save" icon in the Quick Access Toolbar at the top left corner of the Word window or by pressing Ctrl + S on your keyboard.***