***Title: How to Create and Save a New Document in MS Word***

***Step 1: Opening MS Word***

* *Open Microsoft Word by clicking on its icon on your desktop or by searching for "Word" in the Start menu.*

***Step 2: Creating a New Document***

1. *Once Word is open, you will see a blank document or a list of templates. If you see a list of templates, select "Blank document" to start with a blank page.*
2. *If you already have a blank document, you can skip the template selection step.*
3. *You should now see a blank page where you can start typing your document.*

***Step 3: Adding Text***

1. *Click on the blank page to place your cursor where you want to start typing.*
2. *Type the content of your document. You can start with a title, followed by paragraphs of text*.

***Step 4: Saving Your Document***

1. *To save your document, click on the "File" tab in the top left corner of the window.*
2. *From the dropdown menu, select "Save As".*
3. *Choose the location where you want to save your document. You can select "OneDrive" to save it online or "This PC" to save it to your computer.*
4. *Enter a name for your document in the "File name" field.*
5. *Click the "Save" button to save your document.*

***Step 5: Closing MS Word***

* *Once you have saved your document, you can close MS Word by clicking on the "X" button in the top right corner of the window.*