# Follow the steps to write about saving the environment on Microsoft Word.

# 1. Open Microsoft Word and create a new blank document.

# 2. Write the title "Save the Environment" at the top of the page.

# 3. Write a short message about the importance of saving the environment below the title.

# 4. Select the title and make it bold, underline it, and change the font size to 24.

# 5. Change the font color of the title to green.

# 8. Select the message text and change the font style to something creative, like "Arial" or "Comic Sans."

# 9. Change the color of the message text to a shade of blue.

# 10. Increase the size of the message text to 16.

# 11. Save the document with the name "Environment Poster."