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MICROSOFT WORD 2010: STEP-BY-STEP GUIDE Revised: 3/ /2017 MC-NPL Computer Lab • 1001 Powell St • Norristown, PA 19401 (610) 278-5100 x141 • mcnpcomputerlab@gmail.com • www.mc-npl.org Page 3 of 83 Introduction A word processor is a computer program that allows you to create, edit and produce text documents,

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Microsoft Word 2010

This tutorial is a step-by-step guide for people who are new to Microsoft Word as well as for the advanced users. It includes an overview about Microsoft Word interface, formatting content, modify ...

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and to buy "Microsoft® Word 2010 Step by Step" by Joyce Cox and Joan Lambert. Explore the Word 2010 user interface and learn how to use Word's features: 1.) Working in the User Interface

Exploring Microsoft Word 2010 User Interface - Part 1

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This feature works the same in all modern versions of Microsoft Word: 2010, 2013, and 2016. In a blank Microsoft Word document, click on the Mailings tab, and in the Start Mail Merge group, click Start Mail Merge. Click Step-by-Step Mail Merge Wizard. Select your document type.