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Introducing Microsoft Word 2010 Microsoft Word 2010 is a sophisticated word processing program that helps you quickly and efficiently author and format all the business and personal documents you are ever likely to need. You can use Word to: reate professional-looking documents that incorporate impressive graphics such C as charts and diagrams.

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[How to Use Microsoft Word 2010: Your Step-By-Step Guide ...](#)

Step 6: Adding Your Title Page and the Roman Numering To add your title align to the center and write your creative heading. To add your roman numering click the list with the numbers and click the one with the 1.

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Click Next: Select recipients to move to Step 3.; Step 3: Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an Excel workbook, or you can type a new address list from within the Mail Merge Wizard.. From the Mail Merge task pane, select Use an existing list, then click Browse.

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Word 2010 i About the Tutorial Microsoft Office Word 2010 allows you to create and edit personal and business documents, such as letters, reports, invoices, emails and books. By default, documents saved in Word 2010 are saved with the .docx extension. Microsoft Word can be used for the following purposes:

[Microsoft Word - Make Brochures in Microsoft Word 2010](#)

50541: Learn Microsoft Word 2010 Step by Step, Level 1 (1 Day)About this Course This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010. Audience Profile This course is intended for novice information workers who want to learn beginning level Word 2010 skills.

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P a g e | 2 I. Beginning in Microsoft Word Opening Microsoft Word: To open Microsoft Word, click on the Start Icon and slide the mouse up so the cursor is on All Programs >Microsoft Office (click)>Microsoft Word.The program will open showing a new document page. Title bar: This is located at the very top of the screen. On the Title bar, Microsoft Word displays the name of

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Step by step Microsoft Word 2010 book, and here is a link to the practice files. You basically start from those by following several steps in the book and you get a result. I have been trying to find the completed exercises if they were done by anyone. Here is a link to the files:

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