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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 ...

### Microsoft Word for Beginners - A Step-By-Step Guide

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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:

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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.

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