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As part of the Microsoft Office Suite, MS Word is one of the most popular office productivity tools in the world. In this guide, you'll learn the basics of how to use Microsoft's word processing software. Whether you're just getting started with Word or have years of experience, you'll find this guide helpful.

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5 The Microsoft Office Button The Microsoft Office Button appears at the top of the Word window. When you click the button, a menu appears. From this menu you can create a new document, open existing files, save files in a variety of ways, and print. You can also add security features, send, publish, and close files.

WORD BASICS: MICROSOFT OFFICE 2007

Microsoft Editor goes beyond checking spelling and grammar so you can write with confidence. Get intelligent suggestions in the Editor Overview pane in Word and let Editor assist you across documents, email, and on the web.

Microsoft Word - Word Processing Software | Office

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: To create business documents having various graphics including pictures, charts, and diagrams. To store and reuse readymade content and formatted elements such as cover pages and sidebars.

Word 2010 - Tutorialspoint

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