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Joan is a Microsoft Certified Professional, Microsoft Office Specialist Master (for Office 2013, Office 2010, and Office 2007), Microsoft Certified Technology Specialist (for Windows and Windows Server), Microsoft Certified

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Technology Associate (for Windows), Microsoft Dynamics Specialist, and Microsoft Certified Trainer. Joyce Cox has 20+ years' experience developing training materials on technical subjects for non-technical audiences, including dozens of books about Office and Windows.

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You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below: 1. Click on the Start button 2. Highlight Programs 3. Highlight Microsoft Office 4. Click on Microsoft Word 2010 Create a New Document 1. Click the File tab and then click New. 2. Under Available Templates,

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