

Microsoft Word Intermediate/Advanced

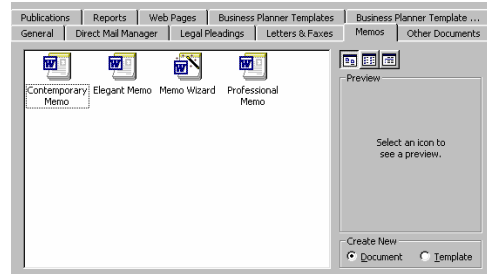
Summer Training 2003

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New Documents or Templates

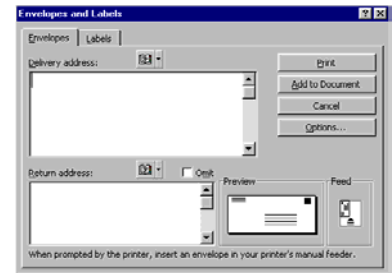
**Not a new page

1. Click **File** on the menu bar, then select **New**
2. **Make your selection** – memos, other documents (agenda), letters & faxes, reports, publications (brochure, manual, directory), web pages
3. **Memos: choose the type** of memo you desire
4. Click **Template** on the right side of the box
5. Follow instructions
6. **Highlight the body** of the memo and press **Delete** on the keyboard
7. Type the memo



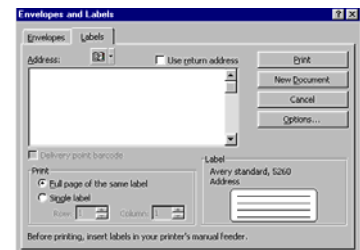
Envelopes

1. **Tools, Envelopes and Labels**, click on **Envelopes** Tab
2. Type name and address in the **Delivery Address** text box
3. ** Click on the **Address Book** button to open the address book
4. Click **Omit** to avoid printing a return address, if desired
5. Click **Options** to change envelope size, font type and size, or position of address
6. Click **Print** to send the envelope to the printer or **Add to Document** to add a page containing the envelope to the current document.



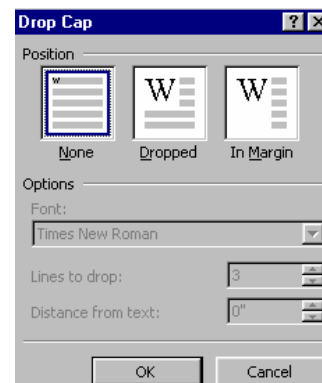
Labels

1. **Tools, Envelopes and Labels**, click on **Labels** Tab
2. Click **Options** to change label size
3. Click **Label products** drop-down button to select type of label, OK
4. For a single label – type in desired information and select **single label** or **Full page** of the same label
5. For several different labels – select **New Document**
6. In **New Document** – type desired labels, adjust borders as desired



Drop Cap

1. Point to and click the paragraph to begin with a drop cap
2. Click **Format, Drop Cap**
3. Click desired **Position** of drop cap
4. Click the **Font** drop-down button to change the font
5. Click **Lines to Drop** text box to change the size of the letter **OK**



Format Painter

1. **Click and drag to select the text** with the formatting you would like to copy
2. Click once on the **Format Painter Button**
3. **Click and Drag over text to format**

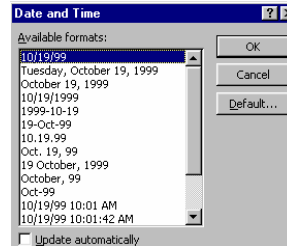


To Paint the same Format more than once:

4. **Click and drag to select the text** with the formatting you would like to copy
5. Double-Click the **Format Painter Button**
6. **Click and Drag over each text section to format**
7. **Click the Format Painter button** to turn painting off

Date and Time

1. Click **Insert, Date and Time**
2. In the **Available Formats** list box, click desired format



** To have the date or time update automatically each time the document is opened, click the **Update Automatically** checkbox

Find and Replace Text

1. Click **Edit, Find**
2. Select Find or Replace

Text Boxes

Create a Text Box

1. Click **Insert, Text box**
2. Click and drag to draw a text box of a desired size
3. Type desired text
4. Format text as desired
5. When finished, click within the body text

Format a Text Box

1. Select text box
2. Click **Format** or right click the text box
3. Click **Format Text Box**
4. You can change margins in the **Text Box** tab
5. You can change borders in the **Colors and Lines** tab
6. Click **Wrapping** tab to change wrapping styles

Link Text Boxes

Linked Text boxes allow you to flow text from one box to the next. If text is edited or box size is changed, text automatically flows between boxes to fill the space.

1. Click the **first text box** to select it
2. On the text box toolbar, click the **Create Text Box Link** button
3. Click the **next text box** (the pitcher pours)
4. Repeat steps 2-4 for each link

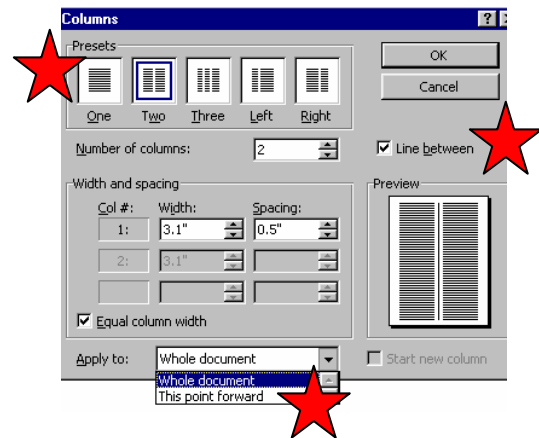


Break Links Between Text Boxes

1. Click **first box containing link** to break
2. Click the **Break Forward Link** bottom

Columns

1. Click on **Format**
2. Click on **Columns**
3. Select 2 Columns
4. Click Line between box
5. Click on down arrow beside **Apply to:** and select From this point forward
6. Click **OK**




Column Break

1. Click on **Insert**
2. Click on **Break**
3. Click on circle in front of **Column Break**
4. Click **OK**

Hyperlink

1. Highlight the word or phrase in the question that you want to be the link

2. Click the Link icon on the toolbar 
3. Type the website address in the *Link to page location...* box

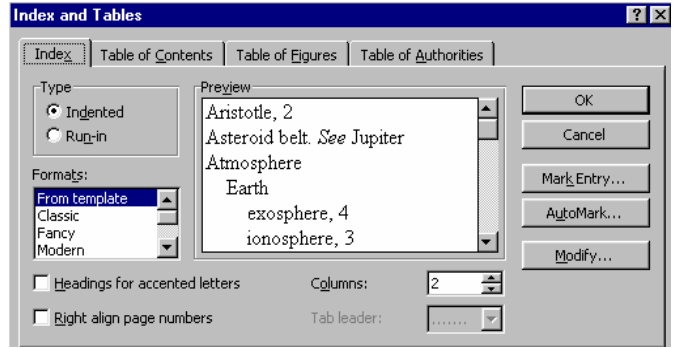


Or

4. If you copied the address straight from the web page and you want to paste it into the link – where it says *Link to page location...*, right-click & select Paste
5. Click Apply

Table of Contents

1. In the document on which the table of contents is to be based -
2. Click **Insert, Index and Tables**
3. Click **Table of Contents** tab
4. Click desired style
5. Choose number of levels in the **Show Levels** text box
6. Click **Tab leader** list box to choose a leader style, OK



Update a Table of Contents

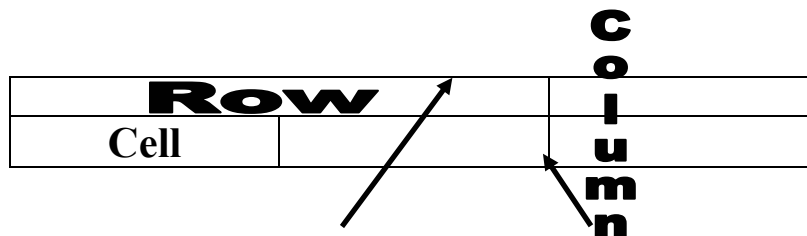
1. Click anywhere in the table of contents
2. Press **F9**

Table

Terms:


- A. Table – A grid comprised of row and columns into which you can enter data.
- B. Column – A vertical series of cells in a table.
- C. Row – A horizontal series of cells in a table.
- D. Cell – The rectangular area at the intersection of a column and a row in a table, into which you enter data.
- E. Gridlines – Nonprinting lines that can be displayed around cells in a table.
- F. Merge – Combine
- G. Split - Separate

Table Screen:



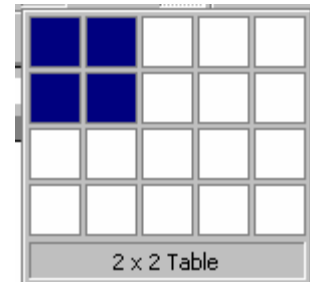
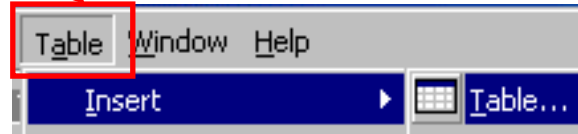
Gridlines / Borders

Inert a Table:

- A. Click the **Insert Table icon** on the toolbar 
- B. Drag the mouse across the grid to **select the number of columns / rows** in the table

or

- C. Click **Table** on the menu bar
- D. Click **Insert**
- E. Click **Table**



- F. **Insert Table dialog box** appears –

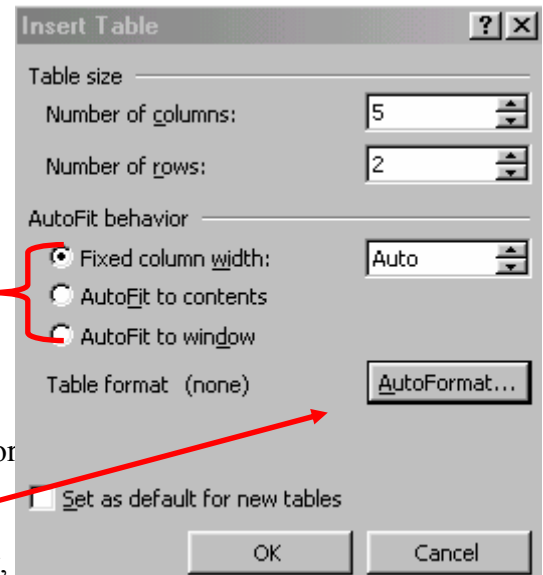
- **select number of columns / rows**
- **select AutoFit Behavior -**

Fixed column width = the width will not change;

AutoFit to contents = width of the cells will fit to content being typed;

AutoFit to window = table will fit to window on monitor

- **Table Format** – AutoFormat the table according to preset formats such as table layout, fonts, font color,

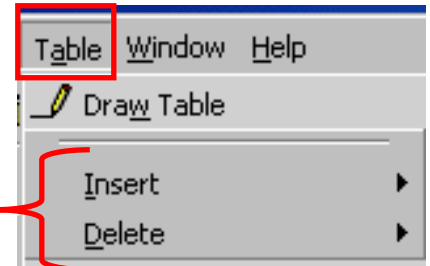


- G. Click **OK**

Insert / Delete Columns or Rows:

A. **Insert Column / Row -**

- **Click inside the cell** next to where you want to insert a new column or row
- Click **Table** on the menu bar
- Click **Insert**
- Select one of the following - columns to the left, columns to the right, rows above, rows below, cells

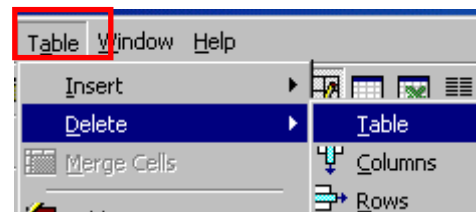


B. **Delete Column / Row -**

- **Click / select the column / row** you want to delete
- Click **Table** on the menu bar
- Click **Delete**
- Select on of the following – columns, rows, cells

C. **Delete Entire Table -**

- **Click anywhere inside the table**
- Click **Table** on the menu bar
- Click **Delete**
- Click **Table**



Change Column Width and Row Height:

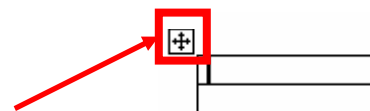
A. **Position the mouse over the border line** - * the mouse will change into a double-headed arrow

B. **Click and drag** the border to move it left, right, up, and down

Move and Resize Tables:

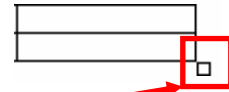
A. **Move Table -**

- **Click the table** so the handles are displayed
- **Click and drag** the **move handle** to the new location
- **Release the mouse button** to drop the table into the new location



B. **Resize Table -**

- **Click the table** so the handles are displayed
- **Click and drag the sizing handle** to increase/decrease the table size
- **Release the mouse button** to resize table

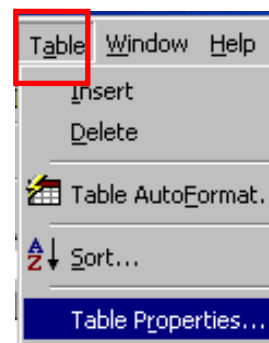


Enter Data:

- Type data into the cells** of the table
- Move between cells by clicking in each cell, or push the Tab key on the keyboard
- Row height increases automatically to accommodate the data
- When you press Enter in a cell, the cursor will double-space and Return to the left of the cell
- Format Text – Edit text in a cell / table the same way you do in a document

Table Properties:

- Click anywhere inside the table**
- Click **Table** on the menu bar
- Click **Table Properties**

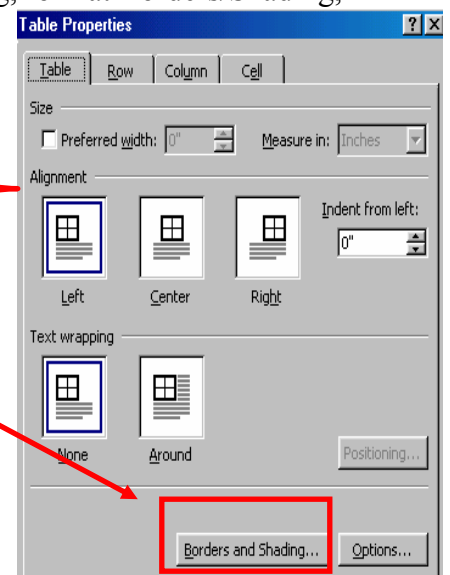


D. **Table Properties dialogue box** appears -

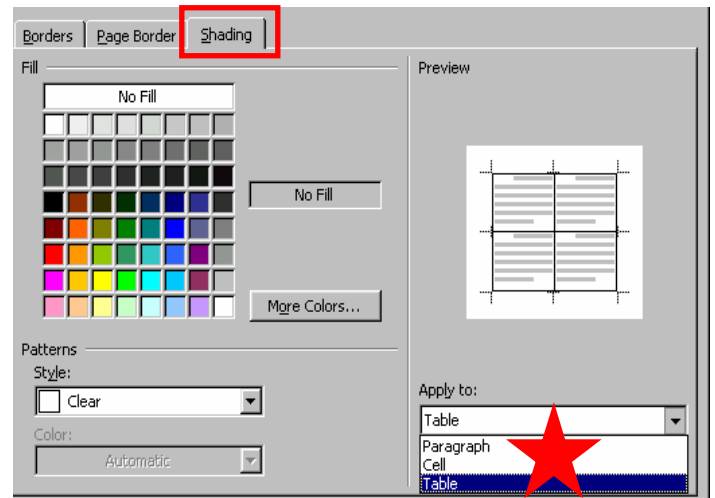
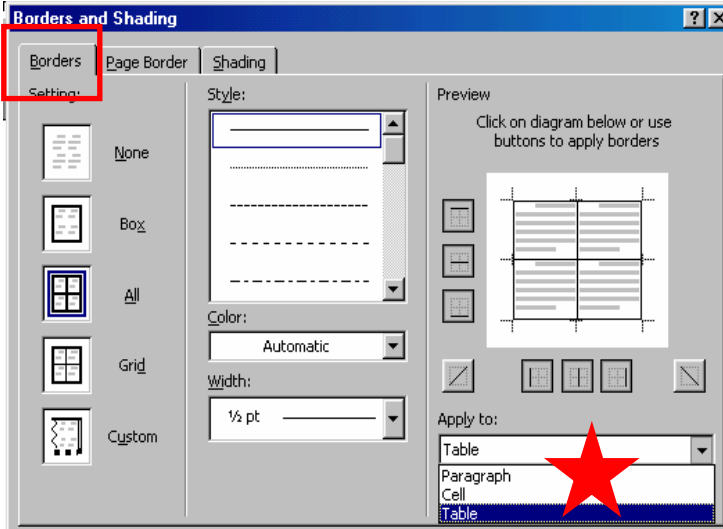
- Table tab – change Alignment of table, select Text Wrapping, format Borders/Shading, and other Options
- Row tab – change height and select row to change
- Column tab – change width and select column to change
- Cell tab – change Text Alignment within cells

E. **Borders / Shading** –

- Click on **Borders / Shading button** on the **Table tab**
- **Borders / Shading dialogue box** opens –

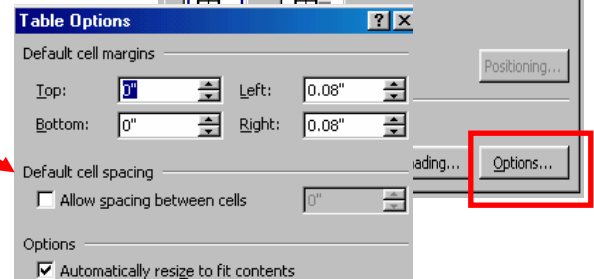
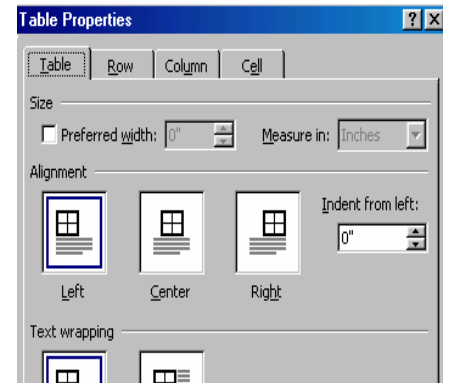


1. **Borders tab** – change the borders style and color of the table or cell
2. **Page Borders tab** – changes apply to a border around the entire page
3. **Shading tab** – change background color and pattern of the table or cell



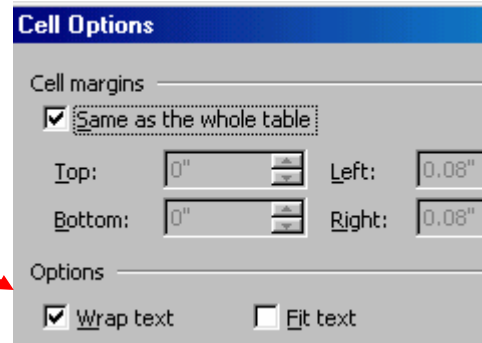
F. Table Options –

- Click the **Table Options button** on the **Table tab**
- **Table Options dialog box** opens –
 1. Change Default Cell Margins
 2. Change Default Cell Spacing – allows spacing between cells

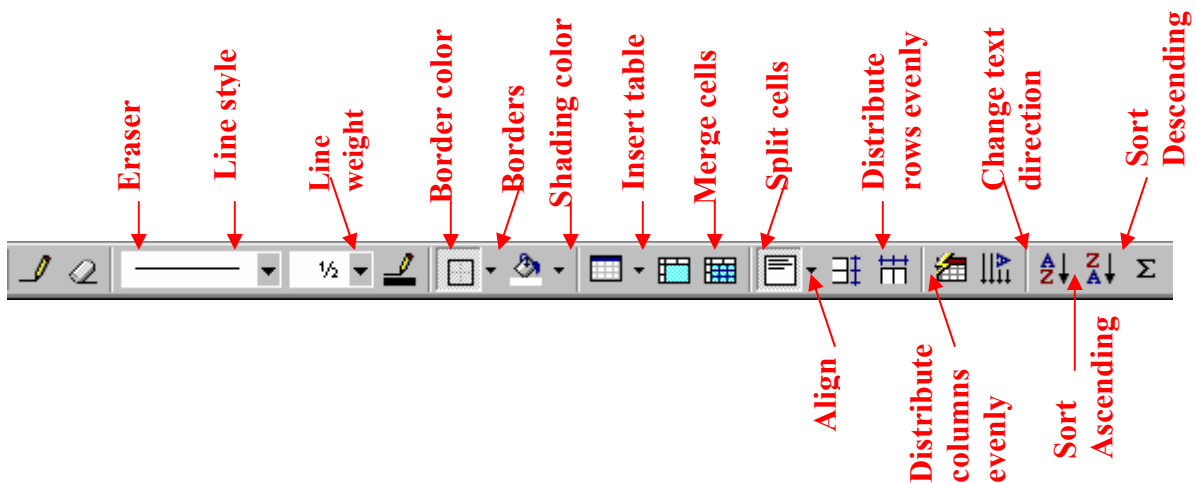


G. Cell Options -

- Click the **Options button** on the **Cell tab**
- **Cell Options Dialogue box** opens –
 1. Change Cell Margin options
 2. Change the Text options – Wrap Text or Fit Text
(* if you Fit Text, the text will get smaller in order to fit into the cell... may not be able to read)



Borders Toolbar:



Merge/Split Cells:

A. **Select the cell(s) to merge or split**

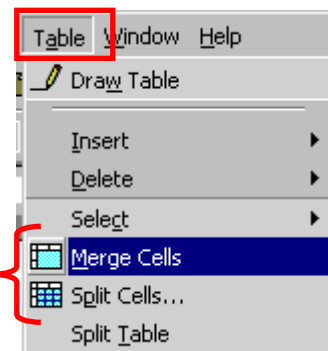
B. Click the **Tables / Borders icon** on the toolbar 

C. Click the **Merge icon** or the **Split Cells icon** on the Tables / Borders toolbar 

or

D. Click **Table** on the menu bar

E. **Select Merge Cells or Split Cells**



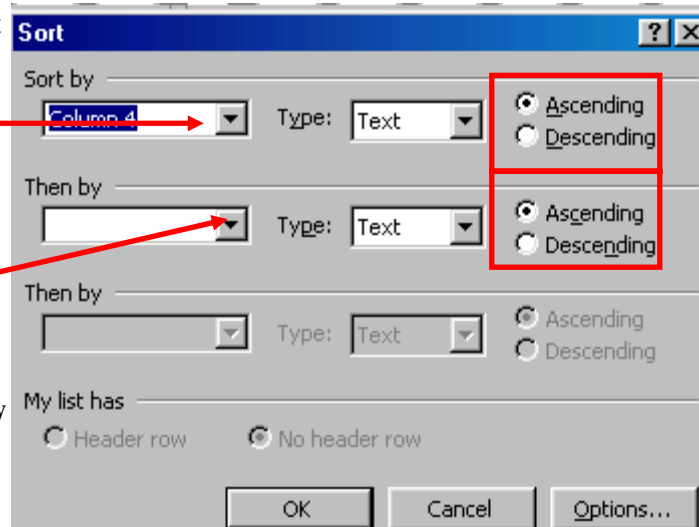
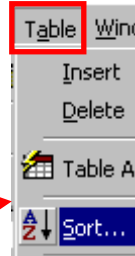
Orientation of Text:

- A. Click in the cell where you want to format text direction
- B. Open the **Tables / Borders toolbar**
- C. Click the **Change Text Direction icon** – change text from vertical to horizontal



Sort:

- A. Select the column you want to sort
- B. Click **Table** on the menu bar
- C. Click **Sort**
- D. **Sort dialogue box** opens –
 - Choose the **Header Row title** you want to sort by first – click the down arrow under **Sort by:** to see list
 - Choose **Ascending / Descending order**
 - If you want to sort a second column you would make the applicable choices under **Then by:**
 - Select **Header Row or No Header Row**
 - Click **OK**

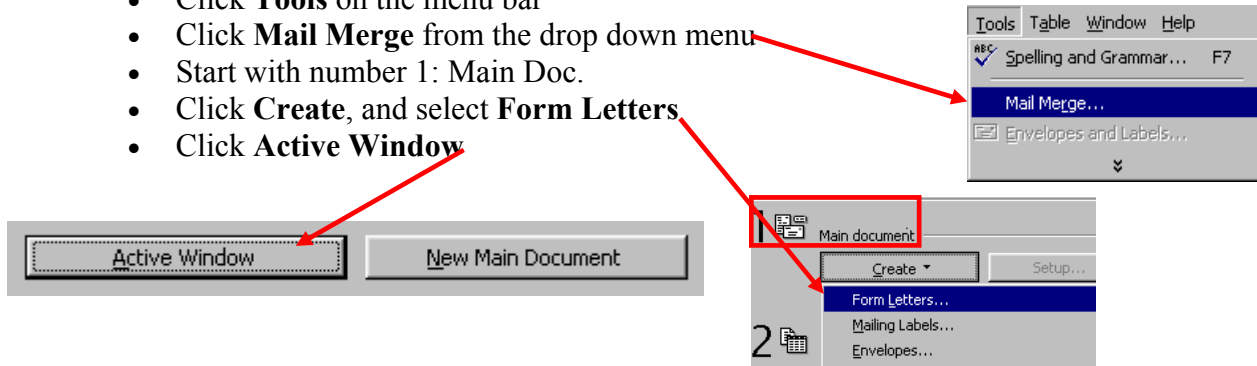


Mail Merge

Creating a New Main & Data Document:

Create the Main Document:

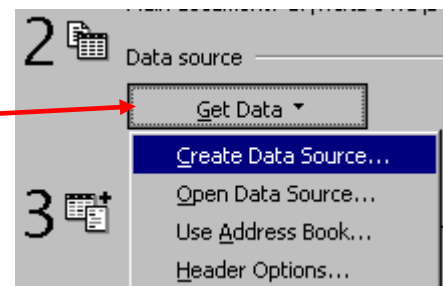
- Open Microsoft Word
- **Enter the text** of the document. Type in --- in places where you want to include the merged field data.
- Save the main document - click **File** from the menu bar, then click **Save As**).
- Click **Tools** on the menu bar
- Click **Mail Merge** from the drop down menu
- Start with number 1: Main Doc.
- Click **Create**, and select **Form Letters**
- Click **Active Window**



Create Data Source Document:

** The data source document is a table that contains the information to be merged and the first row (header row) contains field data names.

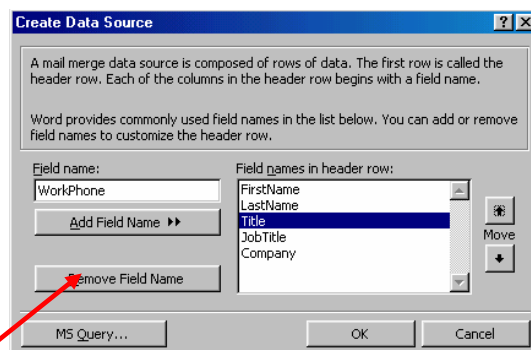
- Click the **Get Data** button to select a data source
- Select **Create Data Source**



Data Source Dialogue box:

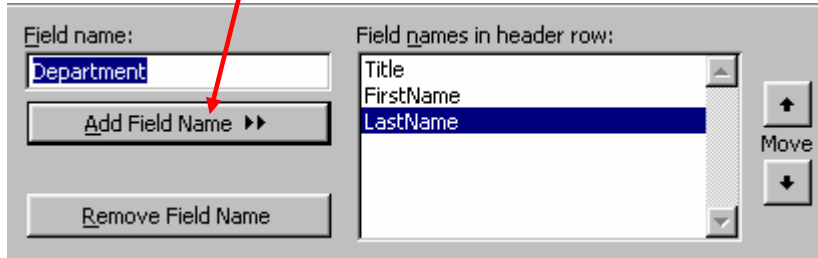
- Scroll through the list of field names
- **Remove a field** – remove all fields you do not want in the Main Doc.

1. Click on the field name
2. Click **Remove Field Name** button



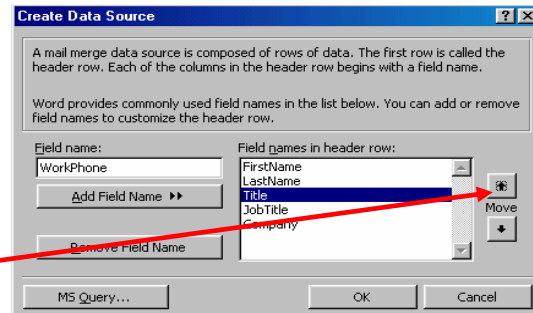
- **Add a field** – create your own fields to insert into the Main Doc.; field names must be unique and can be up to 40 characters (*it must start with a letter and cannot contain spaces)

1. Click inside the Field Name box and type your own field name
2. Click **Add Field Name>> button** – under Field Name in Header Row you should see your newly created Field Name



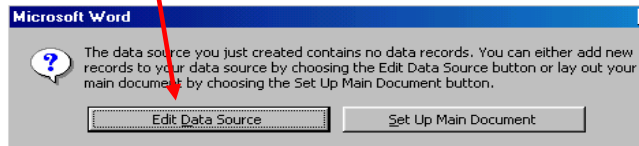
- **Rearrange Field Names**

1. Click on the field name to be moved
2. Click the **Move (up or down) button**



- Click **OK** to save the Data Source document (which contains no data yet)
- The Save As dialogue box will appear – in the File Name, **type the name of the Data Source file** (EX: Secretaries, Principals, Curriculum Dept., Second Grade)

- Click the **Edit Data Source button** to add records



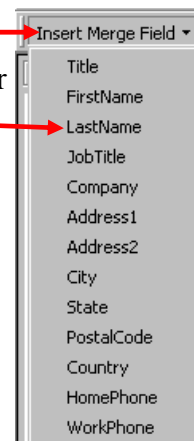
- Enter the data in each field

- To add another record – click the **Add New button**, continue until all records have been added
- When finished – click **OK** to save the data and close the file

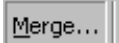
Merge the Documents (New Main & Data Source):

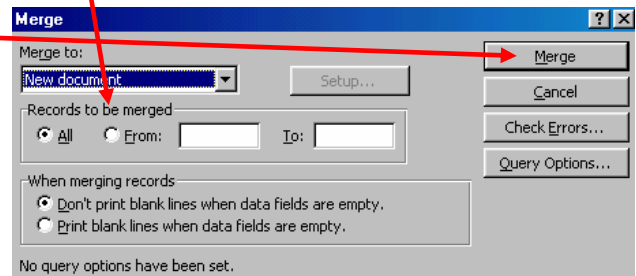
Insert the merge fields:

- The Main Document should be the active document – Don't know? Check the title bar...it should be blue. The mail merge toolbar is now visible.
- Go to one of the --- in your document and **delete it** (remember, this is where you will insert your merge fields)
- Click on **Insert Merge Fields** from the toolbar above
- **Click on the field to insert**, continue to insert merge fields throughout your document until you are finished
- Save the document – click **File** on the menu bar, then click **Save**



Merge:

- Click the **Merge button**  from the toolbar above
- Under Records to be Merged in the Merge dialogue box, **select All or a specific range of records to merge** (EX: 11-23)
- Click **Merge** on the upper right hand side of the Merge dialogue box
- Notice that all of the merged documents have been sent to your desktop, make sure the document is correct before printing
- Print documents – click **File** on the menu bar, click on **Print**



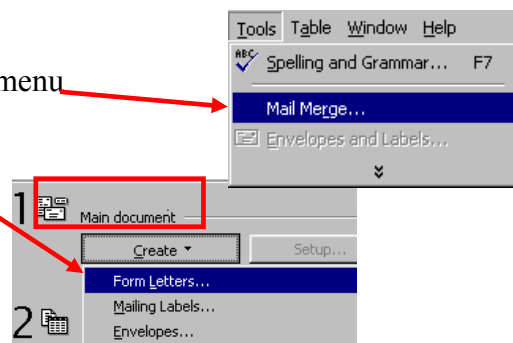
Use an Existing Data Source:

Locate the Data Source:

- Locate, select and open the Data Source Document you want to use – Word doc. (table); Database (Access); Worksheet (Excel)
- Create a **Header Row with Field Names** if there isn't one – the Header Row is what names the fields to be merged; it needs to be above the merge data
- Click **File** on the menu bar – Click **Save**
- Close the Data Source document

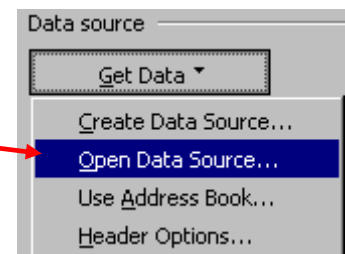
Create the Main Document:

- Click **Tools** on the menu bar
- Click **Mail Merge** from the drop down menu
- Start with number 1: Main Doc.
- Click **Create**, and select **Form Letters**

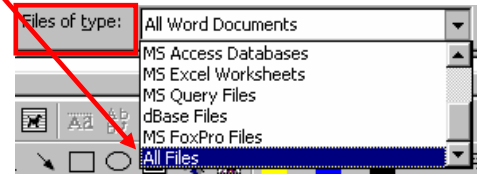


- Click on  (This is your main document.)
- Open the Data Source document:

1. Click the **Get Data** button
2. Select **Open Data Source** from the drop down menu




3. **Locate, select, and open** the document
– you may need to **change the Files of Type to All Files**
4. Select the following –
Database file – select table or query to use
Worksheet – select entire spreadsheet or cell range




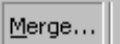
5. Click **OK**
6. Click the **Edit Main Document** button



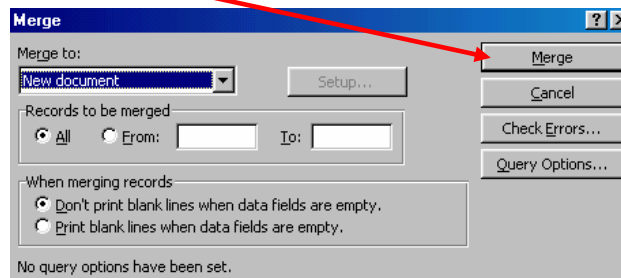
- Type the Form Letter:

1. Click on the **Insert Merge Fields** button , from the mail merge toolbar above, to mark the place where text from the data source will be inserted
2. Save the document – click **File** on the menu bar, click **Save As**

Merge the Documents:

- Click **Tools** from the menu above, or click the **Mail Merge Helper icon**  on the toolbar
- Click **Mail Merge**
- Click the **Merge... button**  to display the Merge dialogue box
- **Set the Merge options -**
 - *Leave Merge to: defaulted to New document
 - *Records to be merged: All (display all merged records) or From: (displays a range of documents to merge)

- Click the **Merge button** on the upper right hand side of the dialogue box



- Print documents – click **File** on the menu bar, click on **Print**

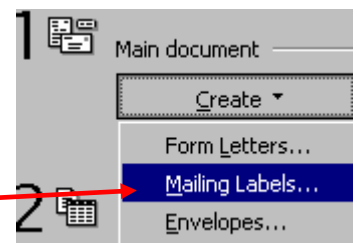
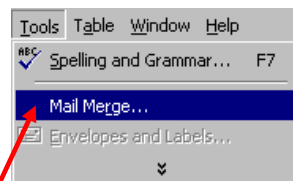
Create Mailing Labels by Merging an Address Book:

Set up the Address Book:

- Open the Address Book
- Click on **File**
- Click on **Export**
- Select **Entire Address Book**
- Save Data Source – click **File** on the menu bar, click **Save As** (save to Desktop)
- Close Address Book and mailbox
- Double-click the desktop icon
- Select the **Target Address Book** – (the one with your name)
- Click **OK**

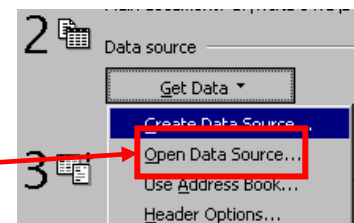
Create the Main Document:

- Click **Tools** on the menu bar
- Click **Mail Merge** from the drop down menu
- Start with number 1: Main Doc.
- Click **Create**, and select **Mailing Labels**
- Click **Active Window**

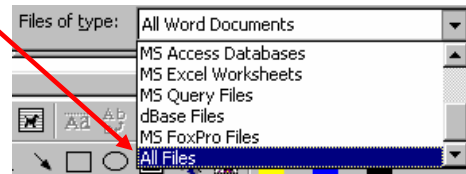


Open or Create the Data Source:

- Click the **Get Data** button
- Select **Open Data Source**



- **Locate, select, and open** the document
– you may need to **change the Files of Type to All Files**
- Click **OK**
- Click **Set Up Main Document**



Select Label Type:

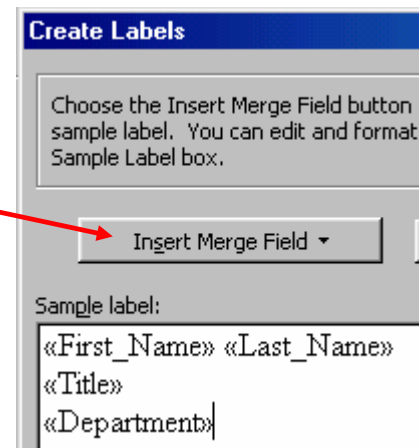
- **Select the type of printer and labels** you want to use
- Click **OK**
- You will be asked to set up the labels, including inserting the merge fields

Insert Merge Fields:


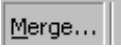
- In the Create Labels dialogue box, insert Merge Fields where you want to merge information

- To insert a merge field:

1. Click **Insert Merge Field**
2. Click the **Field Name you want to insert**
3. Click **OK**



Merge the Data:

- Click **Tools** from the menu above, or click the **Mail Merge Helper icon**  on the toolbar
- Click **Mail Merge**
- Click the **Merge... button**  to display the Merge dialogue box
- **Set the Merge options -**
 - *Leave Merge to: defaulted to New document
 - *Records to be merged: All (display all merged records) or From: (displays a range of documents to merge...good for testing before merging all)
 - *Click the Query button (on the right) – sort and select data records to merge
- Click the **Merge button** on the upper right hand side of the dialogue box
- Print labels – click on **File** from the menu bar above, click on **Print**