

MICROSOFT WORD 2.0 AT THE DEERFIELD PUBLIC LIBRARY



CLASS OUTLINE:

- 1) Applying Styles to Your Word Document
- 2) Adding and Formatting Clip Art and Photos
- 3) Mail Merge
- 4) Questions, Answers and Review

EXPECTED OUTCOMES:

- 1) Familiarity with the functions of Word
- 2) Ability to enhance your work

WHAT IS MICROSOFT WORD?

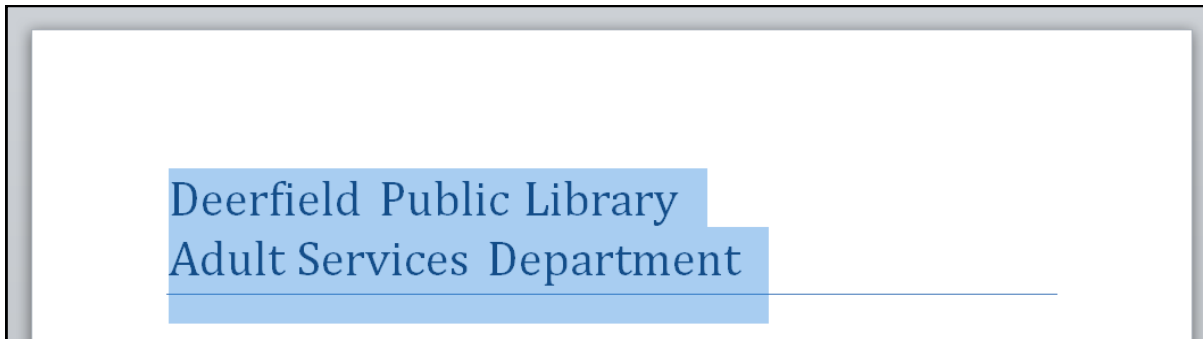
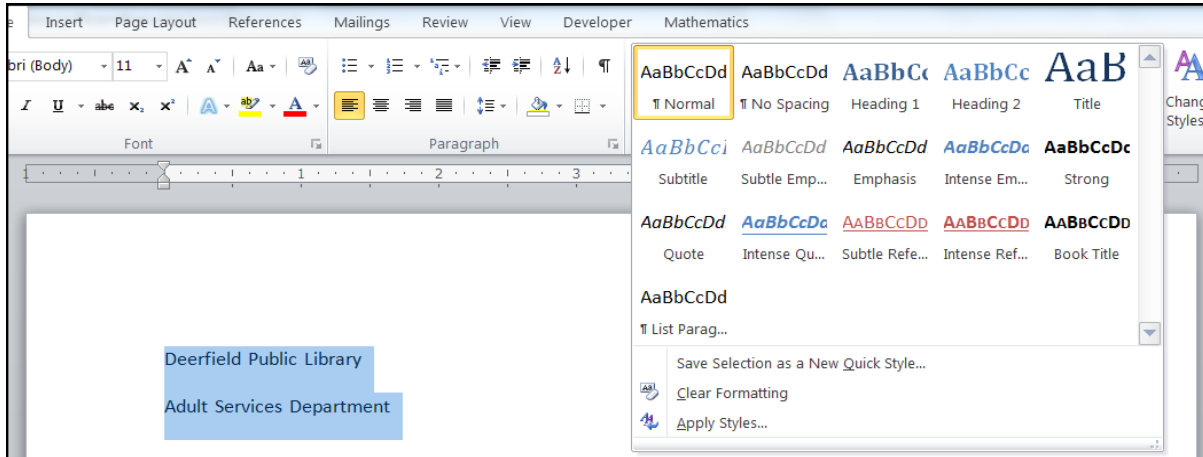


Microsoft Word is a word processing application that allows you to easily create professional-looking documents using various themes, visual designs and formatting tools. It is part of the Microsoft Office Suite.

USING THE STYLES AND STYLE SET

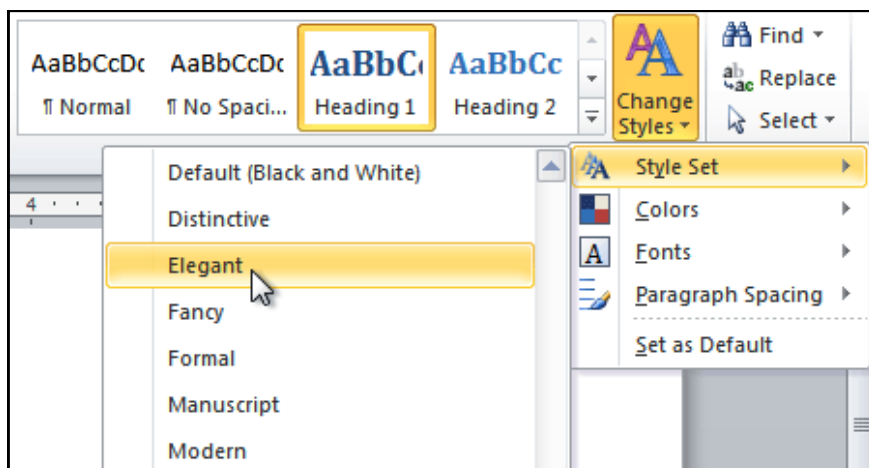
STYLES: Pre-defined combination of font style, color, and size of text that can be applied to selected text.

THEME: A set of formatting choices that can be applied to an entire document and includes theme colors, fonts, and effects.



STYLE SET

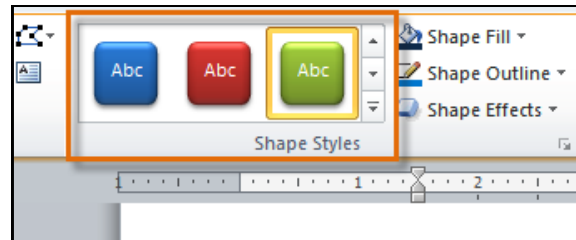
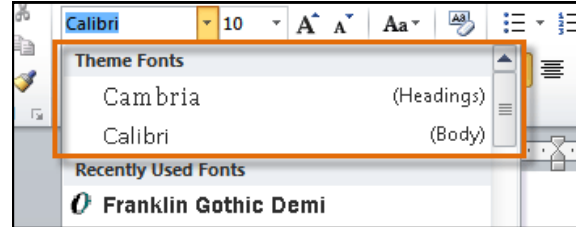
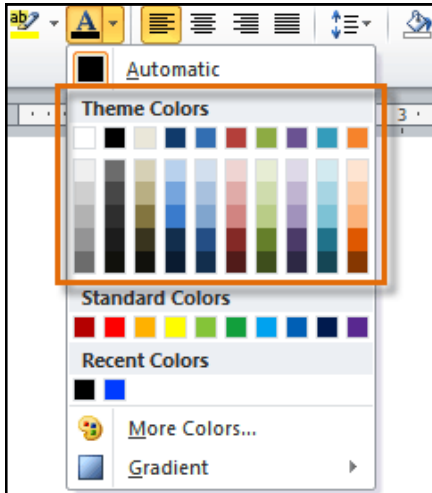
STYLE SETS: include a combination of title, heading, and paragraph styles. Style sets allow you to format all of the elements of your document at once, rather than formatting your title and headings separately.



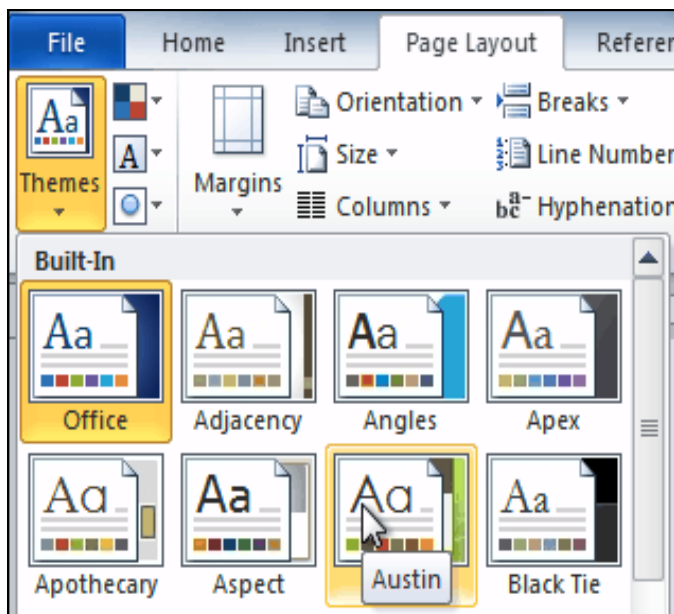
Applying a Style Set will change the text of your entire document.

USING THEMES

All work documents come with a theme...the default one is actually called, "Office Theme." When you change one element of your theme, the rest of the pieces in that element will change as well. This keeps a uniform look to your work. You can change Theme Colors, Theme Fonts and Shape Styles.

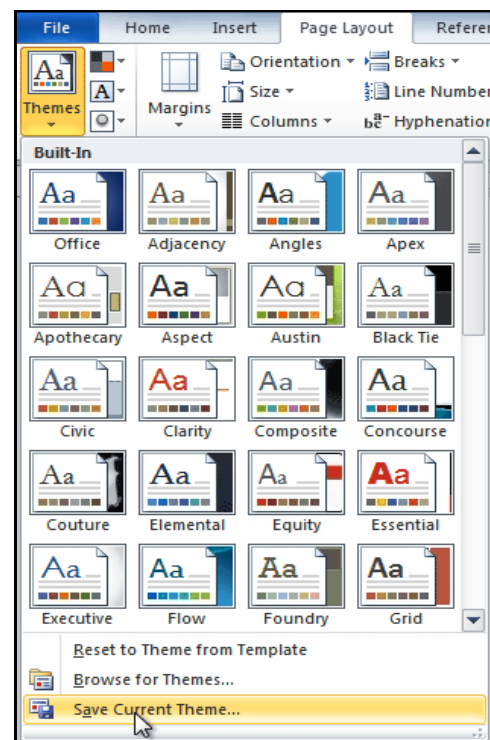


CHANGE YOUR THEME BY:



1. Visit the Page Lay-out tab.
2. Click on the Themes button.
3. Hover your mouse over a theme for a preview.
4. Make your selection.

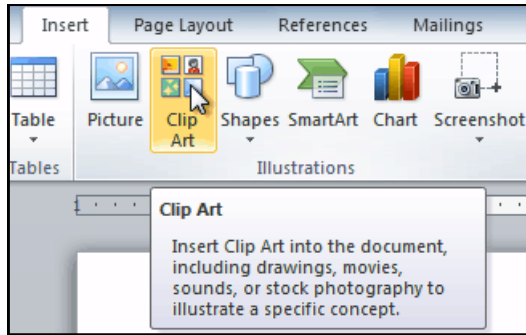
SAVE CUSTOM THEMES BY:



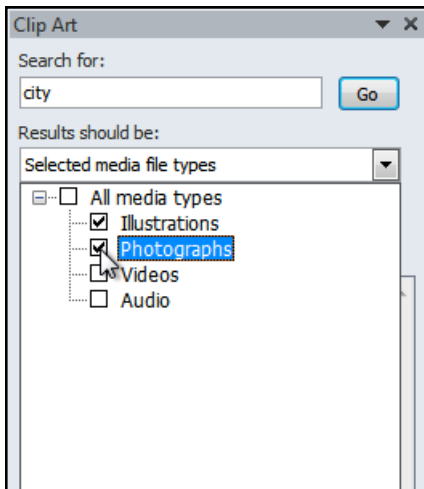
1. Change colors and fonts to your liking.
2. Visit Page Layout and select "Save Current Theme."
3. Give Your work a name and click Save.

WORKING WITH PHOTOS AND CLIP ART

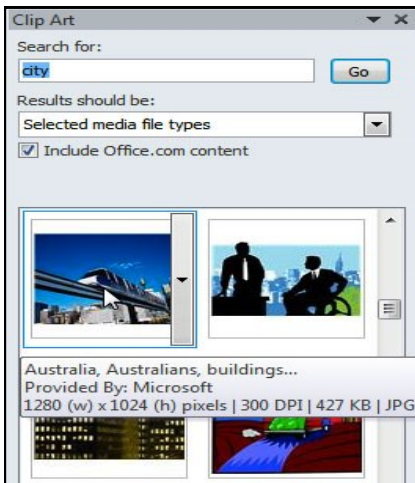
You can insert images from your computer or search Microsoft's large selection of Clip Art to find the image you need. Once an image has been inserted, you can format text to wrap around the image.



1. Clip Art is located inside the Insert Tab. Click there first.

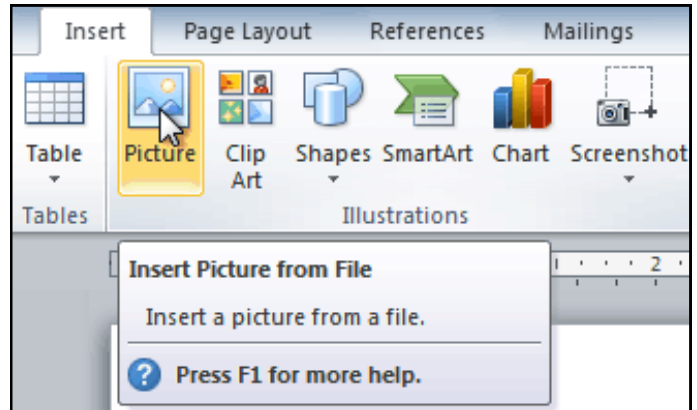


2. Type in a word to describe what you're looking for and tell Word which types of images you'd like to find.



3. Put your cursor where you'd like the image to appear and then select your image!

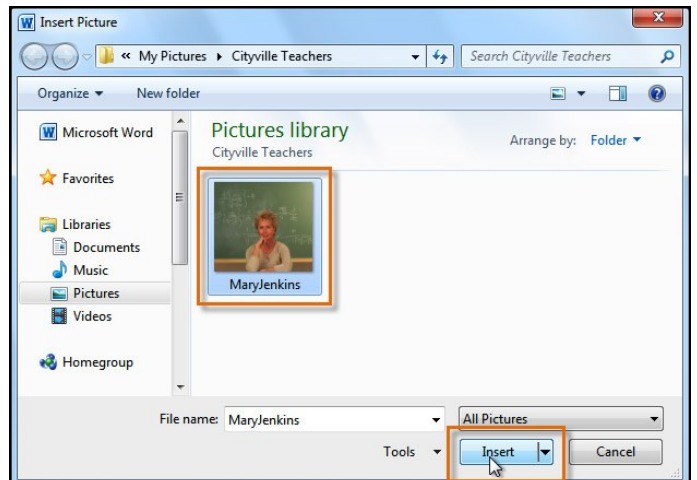
Unlike Clip Art, Pictures are photos that you have taken and uploaded or found and saved from online into a saved file on your computer.



1. Picture is located inside the Insert Tab. Click there first.

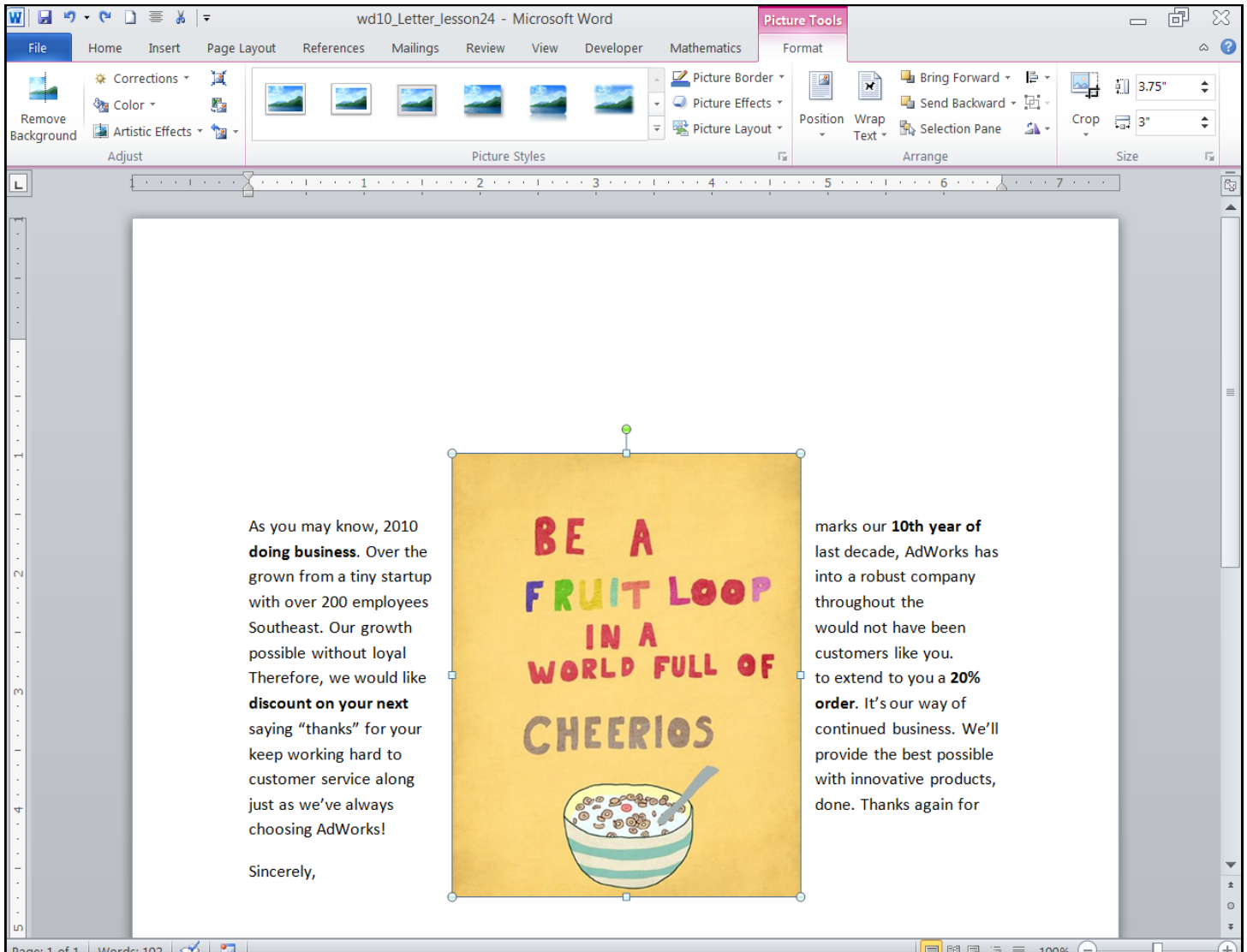
****It's important to remember where you've saved a photo. ****

2. Put your cursor where you'd like the image to appear and then select your image! Finish by clicking insert.



EDITING YOUR TEXT/PHOTOS INSIDE THE DOCUMENT

Once you have inserted your picture, the Picture Tools backstage menu will appear. There, you can manipulate your photo by applying effects, cropping the photo and adjusting the way that your text interacts with the art.



The screenshot shows the Microsoft Word interface with the 'Picture Tools' ribbon active. The document contains a yellow cereal box graphic with the text 'BE A FRUIT LOOP IN A WORLD FULL OF CHEERIOS' and an illustration of a bowl of cereal. The text is surrounded by paragraphs of text.

As you may know, 2010 **doing business**. Over the grown from a tiny startup with over 200 employees Southeast. Our growth possible without loyal Therefore, we would like **discount on your next** saying "thanks" for your keep working hard to customer service along just as we've always choosing AdWorks!

Sincerely,

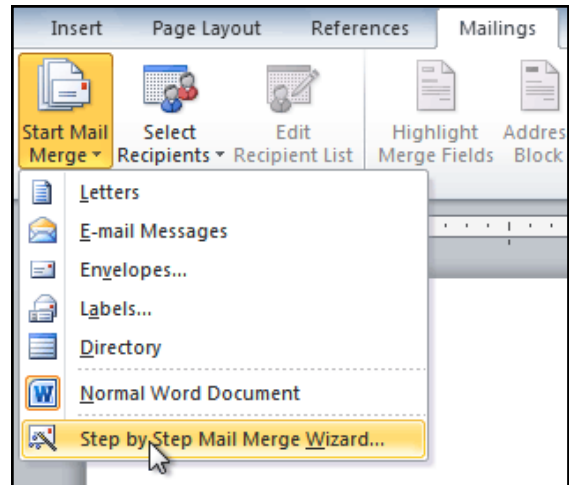
marks our **10th year of** last decade, AdWorks has into a robust company throughout the would not have been customers like you. to extend to you a **20% order**. It's our way of continued business. We'll provide the best possible with innovative products, done. Thanks again for

MAIL MERGE

Mail Merge is a useful tool that will allow you to easily produce multiple letters, labels, envelopes, nametags, and more using information stored in a list, database, or spreadsheet.

When you are performing a Mail Merge, you will need a Word document (you can start with an existing one or create a new one) and a recipient list, which is typically an Excel workbook. There are 6 steps to doing a Mail Merge.

1. Open an existing Word document, or create a new one.
2. Click the Mailings tab.
3. Click the Start Mail Merge command.
4. Select Step by Step Mail Merge Wizard.

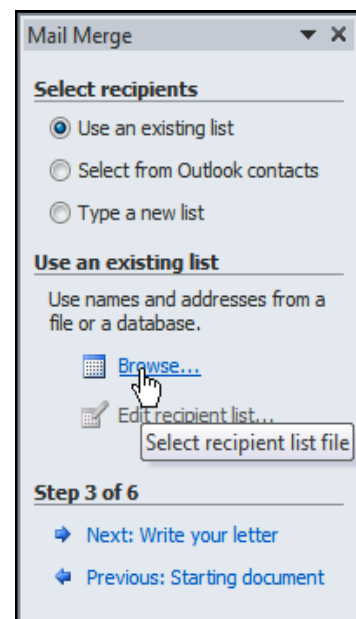
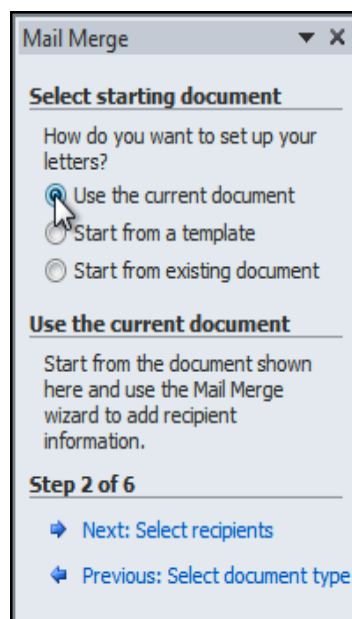
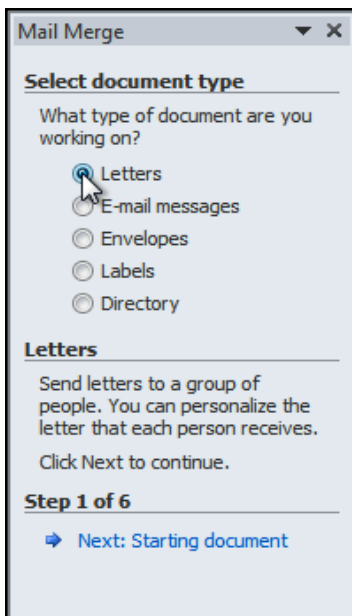


**Now the Wizard is open, so there are a few steps to select your information and get it put into your document! For our example, we will be learning how to create a form letter. But, the steps are the same to create address labels, or envelopes. **

Choose the type of document you wish to create.

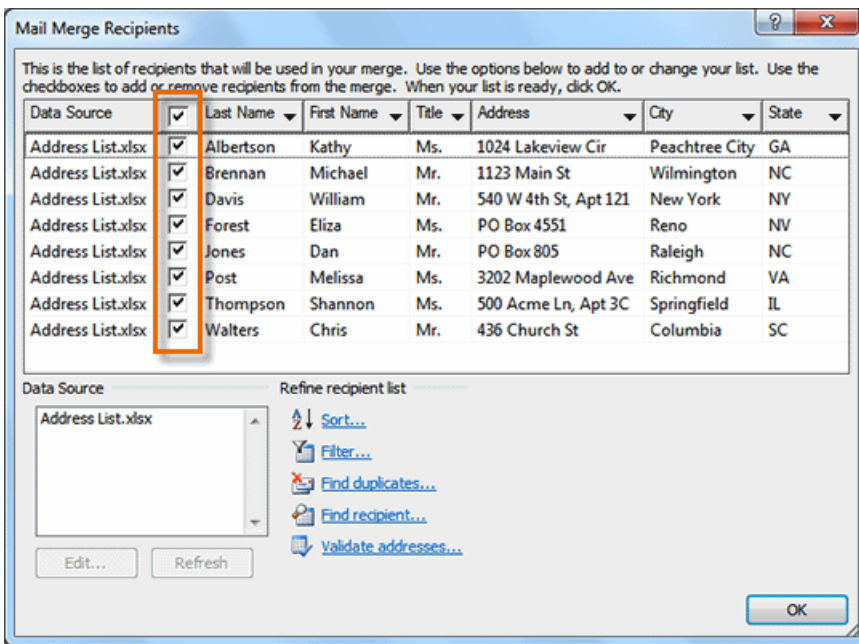
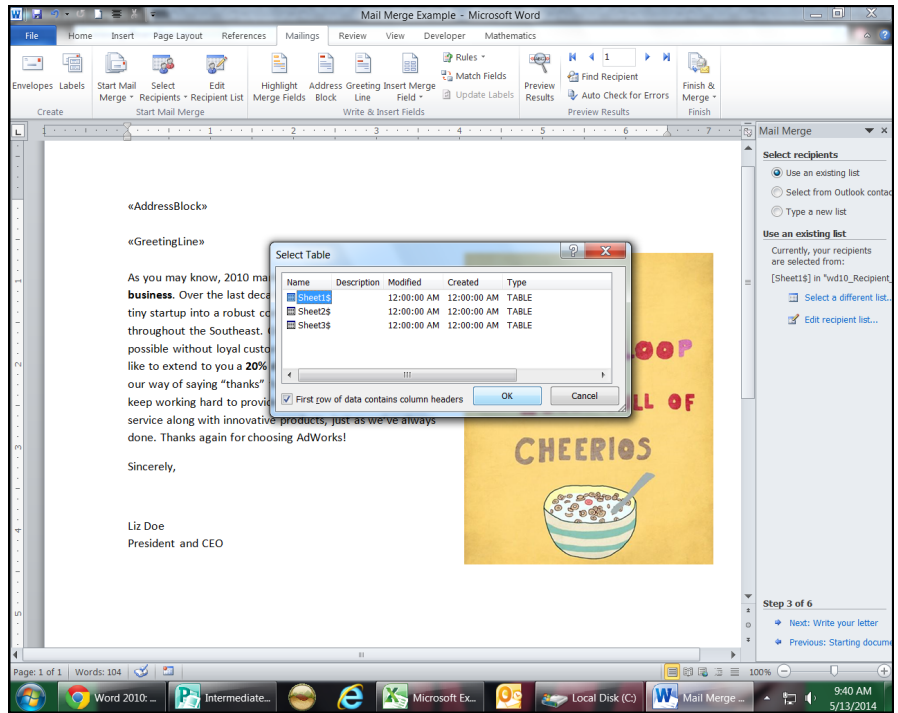
Select the document you want to use. Here, we're using a current document.

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.

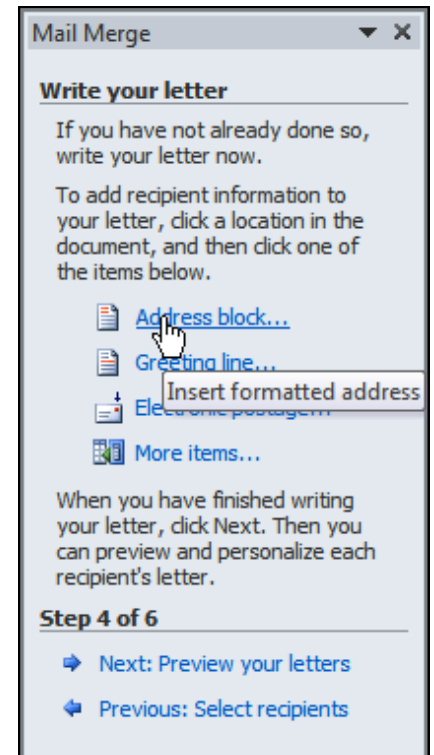


Select the Excel workbook that has your addresses listed in it. Each Excel workbook comes built in with at least 3 pages. I know I've only got addresses on 1, so that is all I will select.

However, if you have addresses on multiple pages, simply select all of them that you will be using.

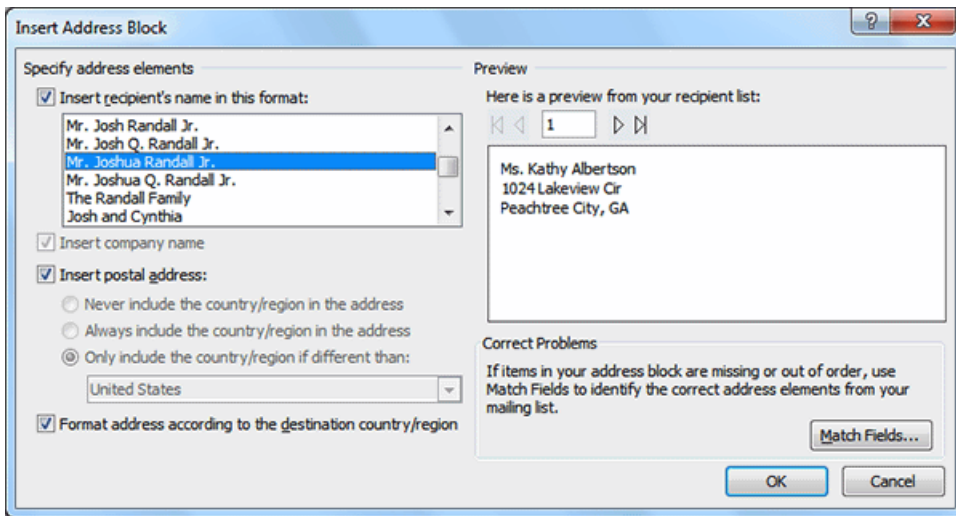


Once you have confirmed your address book, you can select which recipients you want addressed on the letter. Here, you can target your list according to your needs, or, just print letters for everyone.



Finally, you are selecting the elements you want Mail Merge to put into your document.

Remember that wherever you put your cursor in the document is where the element will appear. So, before choosing your elements, make sure that you are aware of their eventual placement.

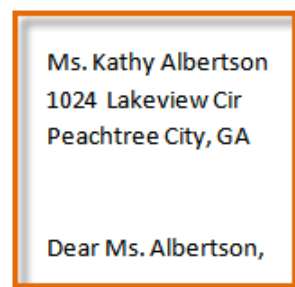


In this pane, you can preview what your addresses will look like when they are completed.

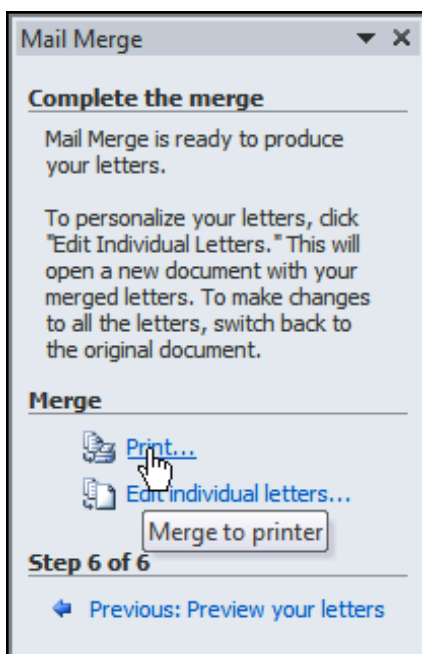
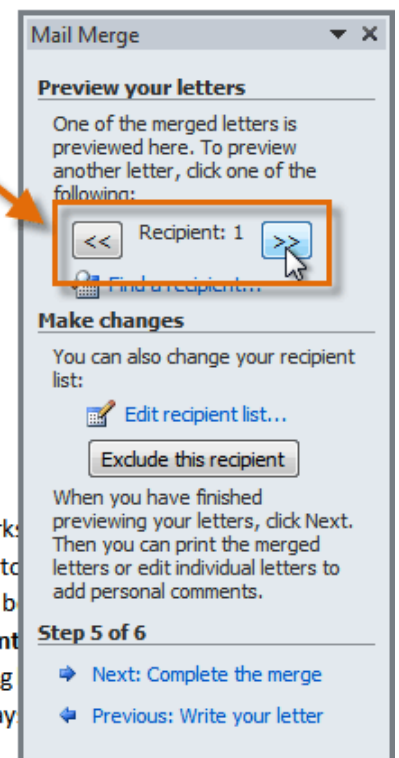
Once you've reviewed your addresses, a placeholder appears in your document that says «AddressBlock». The same thing will happen if you insert a Greeting.

Preview your letters by clicking on the forward and backward arrows.

Use arrows to preview each letter



The preview allows you to see how recipient data will look in each letter.



You are finally ready to print your letters!

Notice that you also have the ability to go back and edit individual letters as well at this point.