



COMPUTER TRAINING WORKSHOP

Intermediate Word 2003

Presented By
Information Technology Services Support

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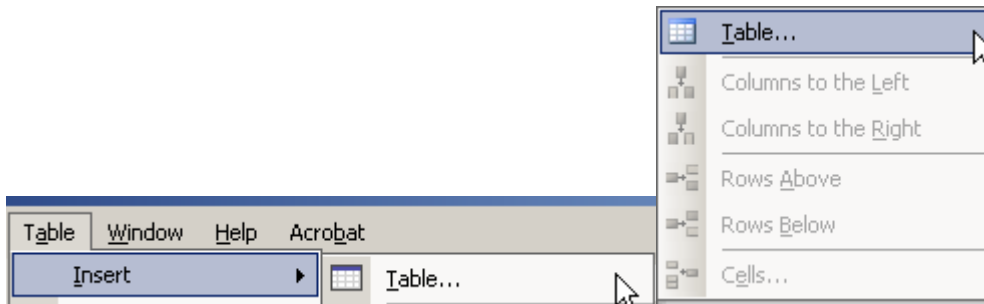
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TABLES

Setting up a Table

To create an unformatted or formatted table:

- 1) Select Table>Insert>Table.

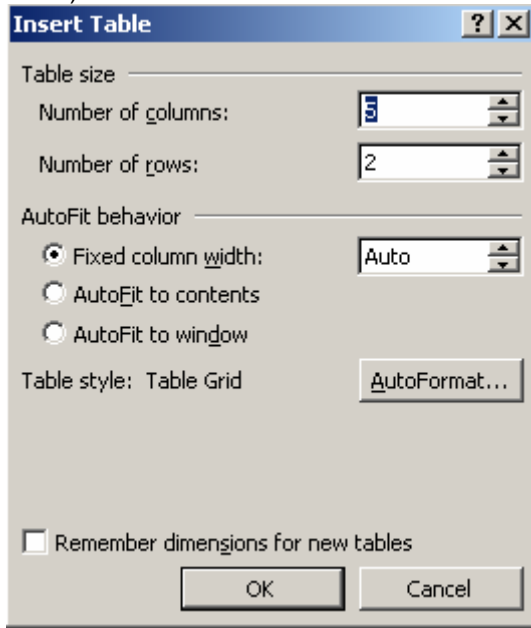


Formatting

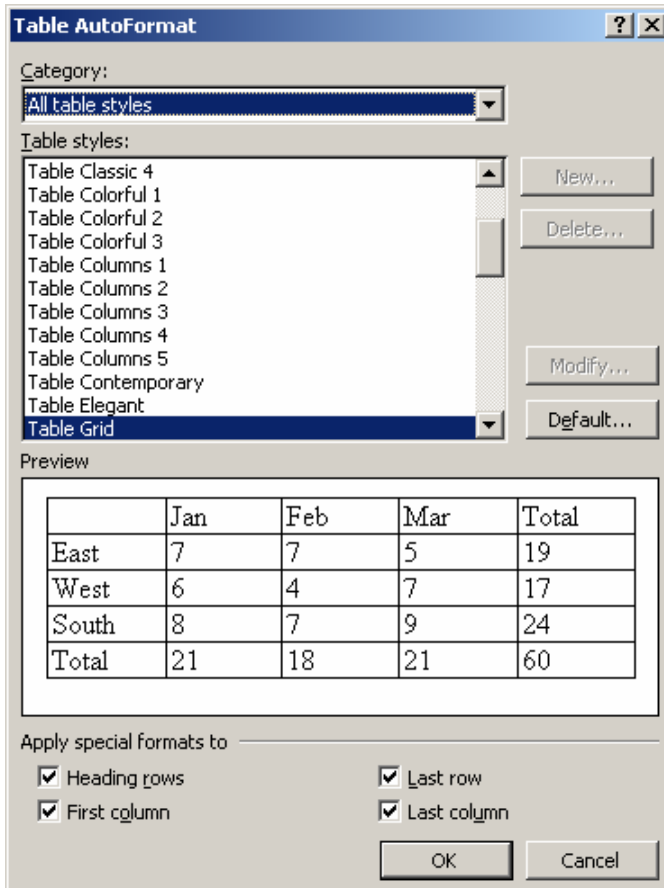
- 1) Choose 2 Columns and 2 Rows.

Note: Do not be concerned about the exact number of columns and rows at this time, since more can be added or deleted later. For AutoFormat, see steps 2 and 3 or select OK.

- 2) To select from a list of formatted tables, select AutoFormat.



- 3) Select format options and the desired table format from the list. Preview each Table style. When you have chosen a Table style, select OK.



The table will appear where the cursor is positioned on the document, but with the style you have chosen.

I	

Use the Tab key to jump to the next adjacent cell. Using Tab at the rightmost cell will position the cursor on the next cell. If you tab from the bottom right cell, another row of cells will be added to the table.

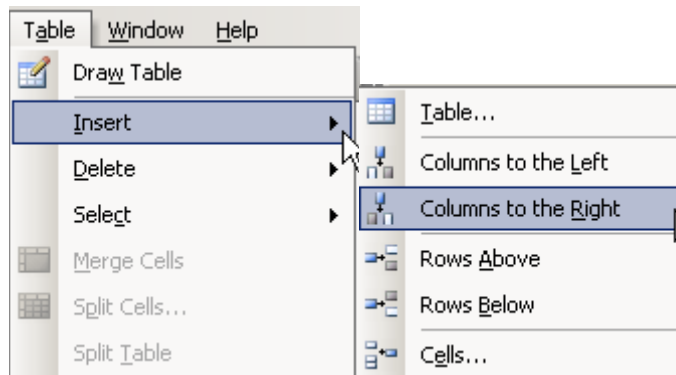
Columns, Rows and Cells


Add Columns

1) To insert a new column at the end of the table, highlight the end-of-row mark. You may also move the cursor to that position.

Column **end-of-row marks** ↓

2) Select Table>Insert>Columns to the Right. The new column is added.



Note: The Show/Hide Paragraphs toolbar button  will display the end-of-row marks.

⌘	⌘	
⌘	⌘	
⌘	⌘	

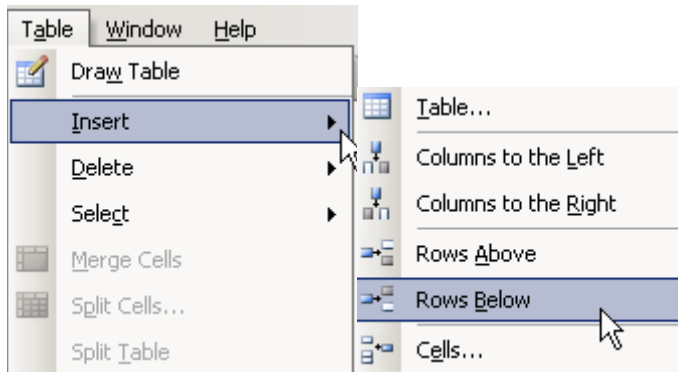
↑

Add Row(s) To a Table

1) Position the cursor above the row where you want the new row.

Position cursor here.		

2) Select Table-Insert>Rows Below



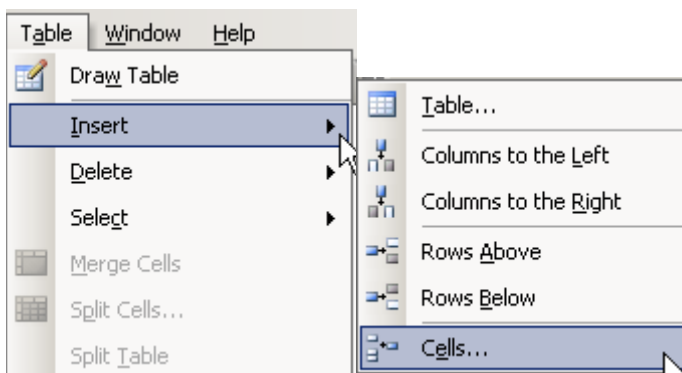
Position cursor here.		

3) The row is inserted.

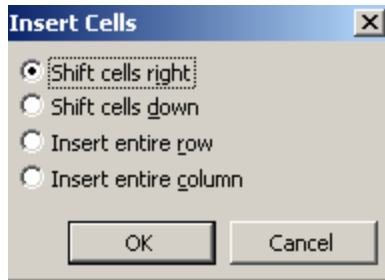
Add Cell(s) to a Table

1) Select the same number of cells to the left of where you want to add the new cell.

2) Select Table>Insert>Cells



You will be prompted for shifting the cells.



- 3) Select Shift Cells Right and click on OK.

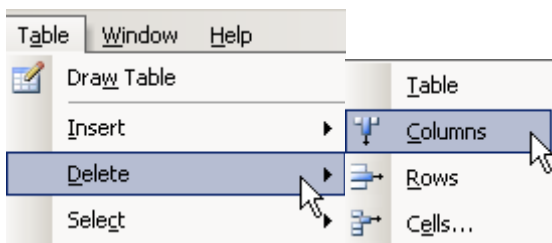
You will now see:.

Deleting Columns, Rows, and Cells

The Delete command is the same procedure as the Add command except that you select Table>Delete>Columns, Rows, or Cells.

- 1) Take a few minutes to delete the Cell, Row and Column that was just added.

Note: Try selecting Table>AutoFit>AutoFit to Window. Your rows will expand.



Moving Rows, Columns, and Cells

To move rows, columns, and cells simply highlight the object to be moved and click-and-drag it to the desired location. The cursor will change to an arrow and a "paper sheet" to indicate the move.



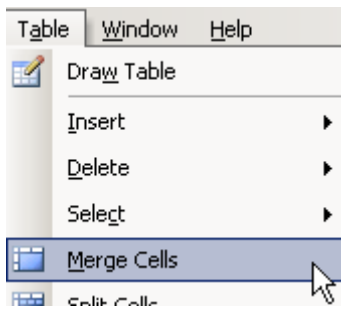
Merging Cells

Cells can be combined or merged to create one large cell. To merge the cells, simply highlight the cells.

- 1) Make a table with 3 columns and 3 rows. Type "Merge this cell" in the first cell and type "with this cell" in the second cell.
- 2) Highlight both cells.

Merge this cell	with this cell.	

3) Select Table>Merge Cells.



You will see the cells merged into one large cell.

Merge this cell with this cell.		

If the cells are located within the chart, use the “highlight, click-and-drag method.”

Merge this cell		
		with this cell.

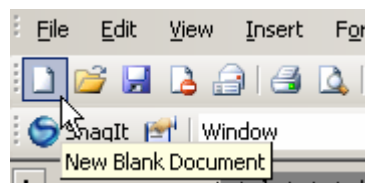
The two cells will be merged to one cell.

Merge this cell with this cell.		

Importing Graphics

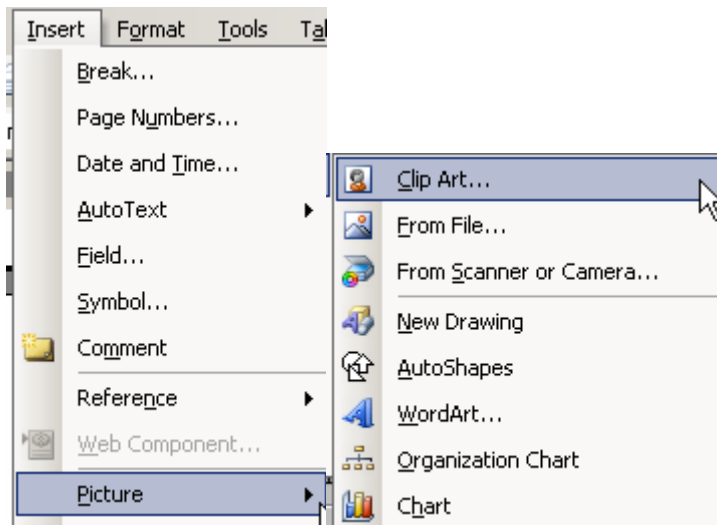
A graphic is a drawing or picture that is created by a graphics application or scanned and stored on disk. Graphics may be incorporated into Word documents. Word provides a Clip Art library as well.

1) Open up a new document. Type the following sentence: Check out this picture.

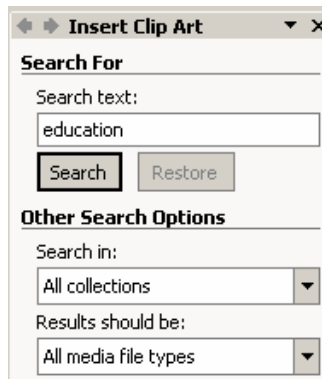


2) Leave your cursor after picture.

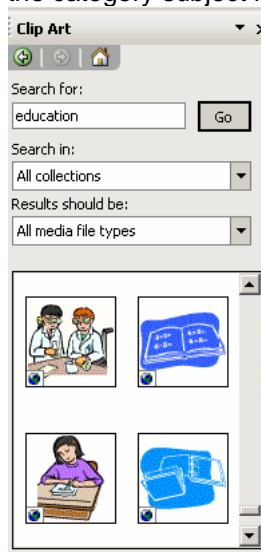
- 3) Select Insert>Picture>Clip Art



The following window will appear:

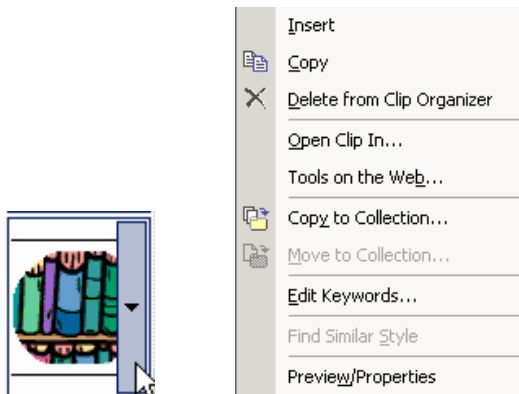


- 4) Under Search text: type the category subject for the clip art that you want to find.



- 5) Pictures will show in the task bar.

- 6) Select a picture and a down arrow will appear. Select Insert. Or, click on the picture to insert.



The picture is now inserted in your document. Close the Clip Art window or choose another picture. Now you are ready to move or change the size of your picture.

- 7) Select the picture to show the “handles” and an arrow. You can now move the picture elsewhere. Click and drag the picture to the new location.

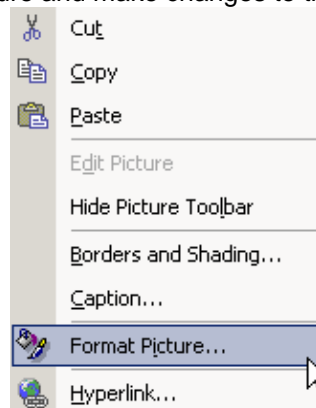


- 8) Select the picture to show the “double arrow.” You can now resize your picture. Click and hold, and Select and drag the corner handles to size the picture proportionally.

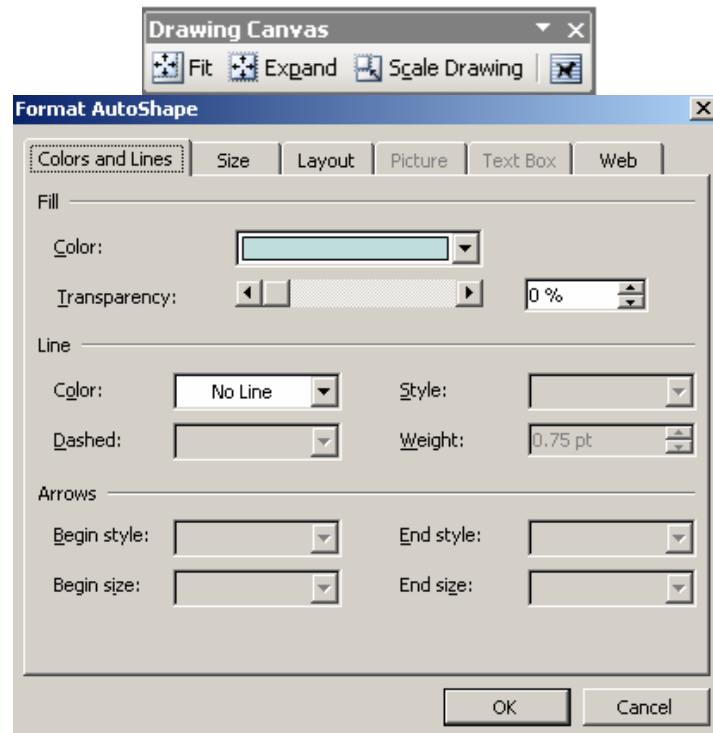


Cropping and Scaling Pictures

To crop the picture, click on the picture with the right mouse button and select Format Picture. You may also select Edit>Edit Picture and make changes to the picture if allowed.

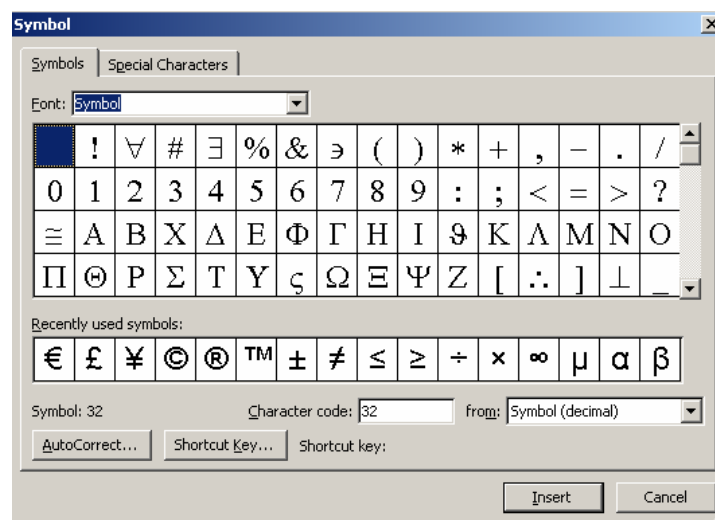


The Picture dialog box comes up to allow cropping and scaling. Or, Double-click the picture.



Inserting Special Characters

- 1) Special characters may be used to accent words for other languages. You may add various symbols as well, such as the registered trademark. Leave your insertion point so the symbol can be added. Select Insert>Symbol. Select Symbol for the font. (Ariel Unicode MS has the trademark symbol as well) The following window will appear.



- 2) Select the registered trademark symbol and click on Insert. Close the symbol window. The symbol will be added to your document. For example: "Microsoft Word®".

Mail Merge

Introduction

Mail Merge is a three-step process.

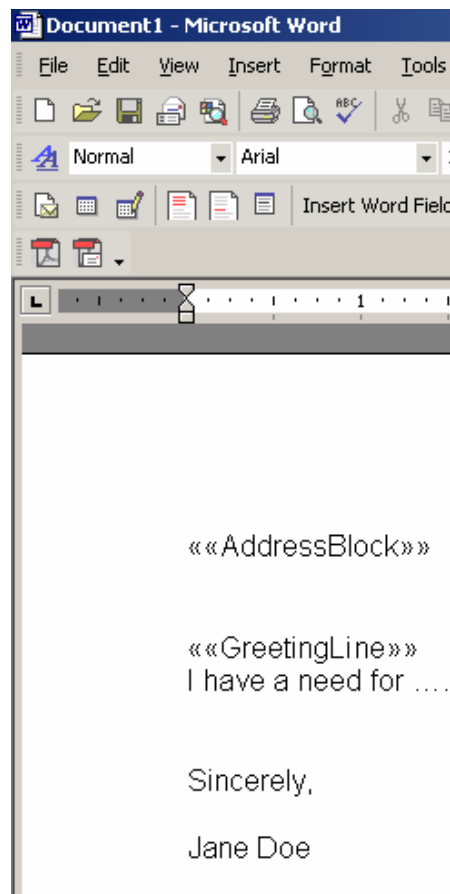
Merging involves the following:

1. Main document - the “form” that adds the personalized information.
2. Data source - the detailed information to merge to the main document.
3. Form letters or Mailing Labels or Envelopes

The pictures below provide an example of what the Main document, Data Source, and the final Form Letter could look like. You will be typing processes for the above steps 1-3 individually or using the Mail Merge Wizard.

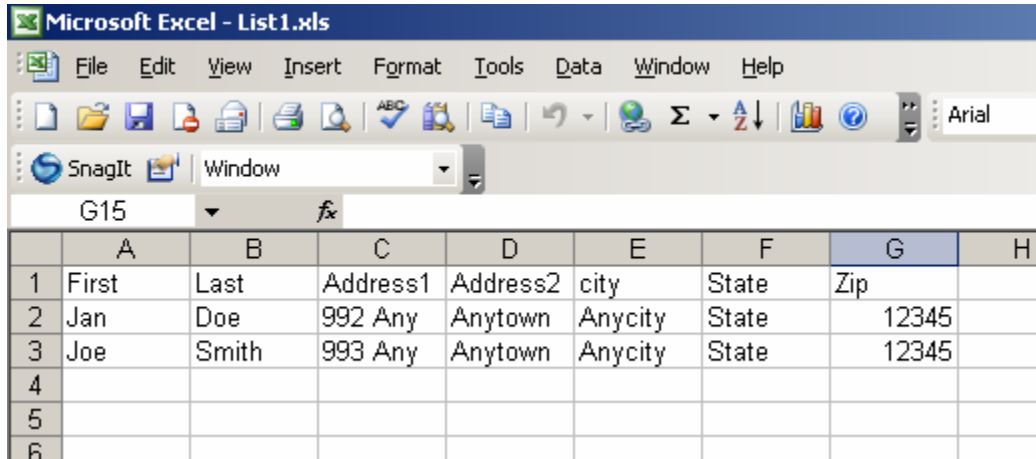
Documents

Main Document



The Data Source will not remain open, but the spreadsheet below shows an example of a type of data source. The screen that you will actually see during the Mail Merge is shown later. Notice the Headers: FirstName, LastName, JobTitle, Company etc. These headers need to remain in Row1 of an Excel spreadsheet in order to merge. The data starts in row 2.

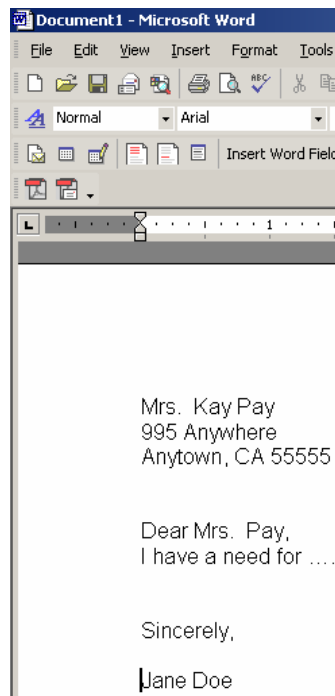
Data Source



	A	B	C	D	E	F	G	H
1	First	Last	Address1	Address2	city	State	Zip	
2	Jan	Doe	992 Any	Anytown	Anycity	State	12345	
3	Joe	Smith	993 Any	Anytown	Anycity	State	12345	
4								
5								
6								

The Form Letter is the final letter after the merge has been completed. The recipient's information will be added to each letter.

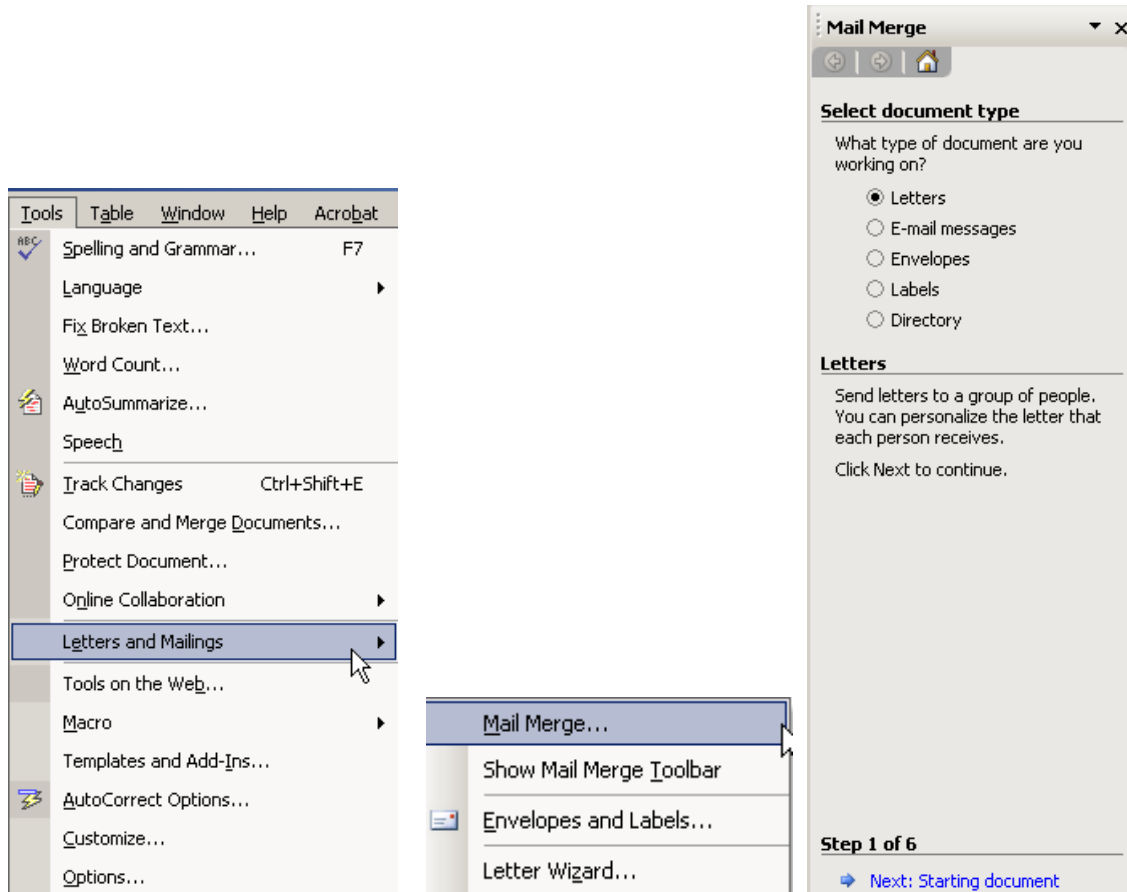
Form Letter



Process

Main Document

- 1) Select Tools>Letters and Mailings>Mail Merge “. The Mail Merge task bar will appear on the right.

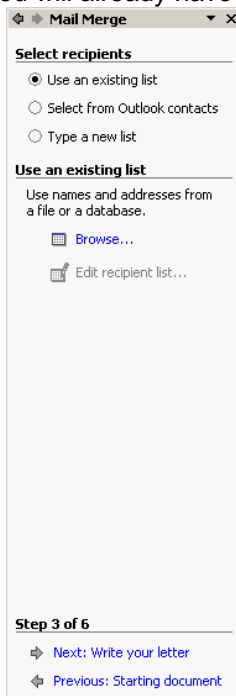


- 2) In the Mail Merge task bar, select Starting document (assuming you are typing a letter).
- 3) You will notice that the task bar changes.



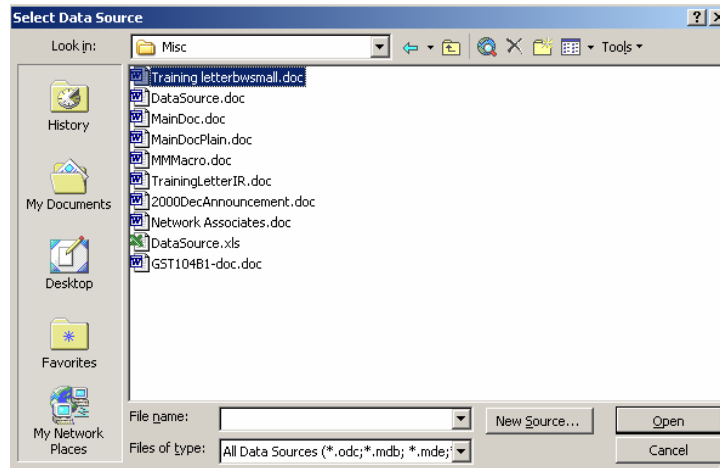
4) Select the starting document type. You will either choose the current document, start from a template or start from existing document.

5) Select recipients. Most likely you will already have a list of recipients.

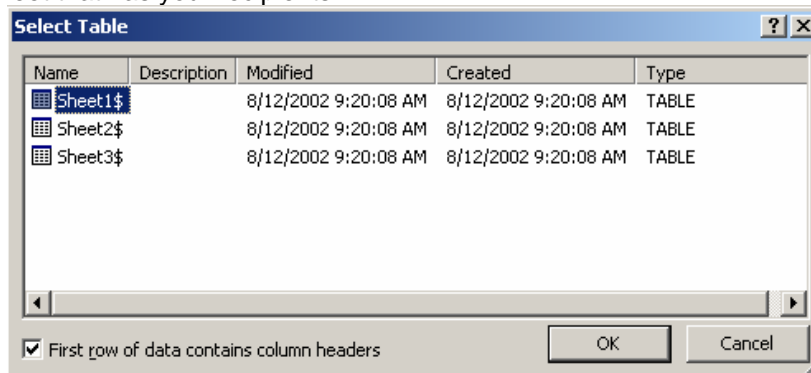


Select Browse to look for your existing list.

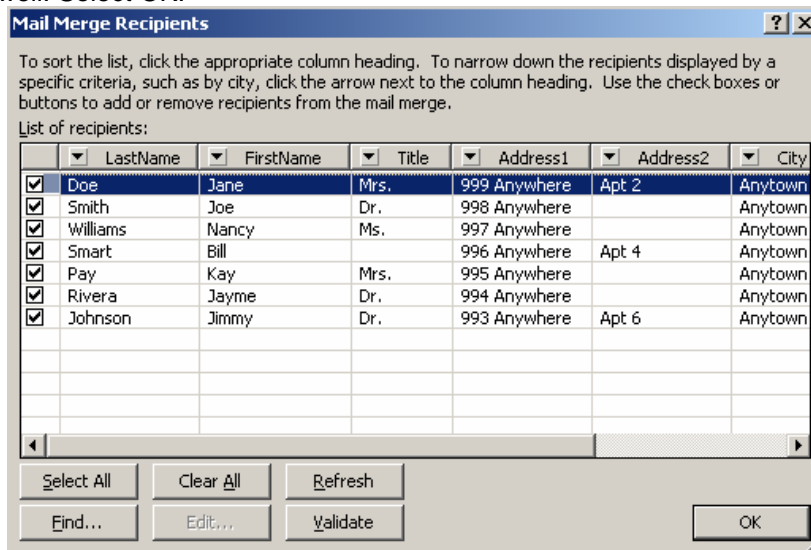
6) Find your list. (Note: New Source gives you the possibility of looking for a source elsewhere; for example: an Oracle Database.) My Documents is most likely where your data source is stored.



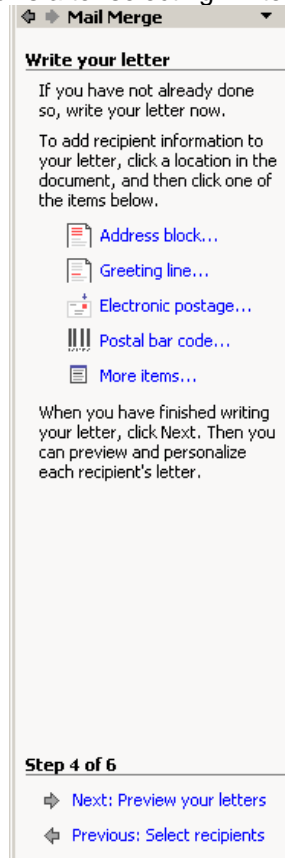
When you choose a spreadsheet, you will be prompted for the sheets within the workbook. Choose the sheet that has your recipients.



7) Select the recipients that need to receive the letter or select all. You may uncheck recipients as well. Select OK.

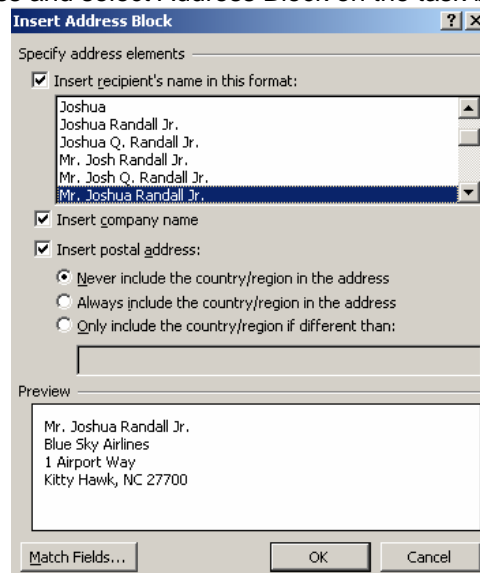


Only the task bar will change as follows after selecting Write your letter.



You should have the copy of your letters on the screen. If you don't have a letter to use, type a welcome letter with one paragraph. After Dear leave a blank space for the name. Leave the document on your screen. Type address block information at the top of the document for practice.

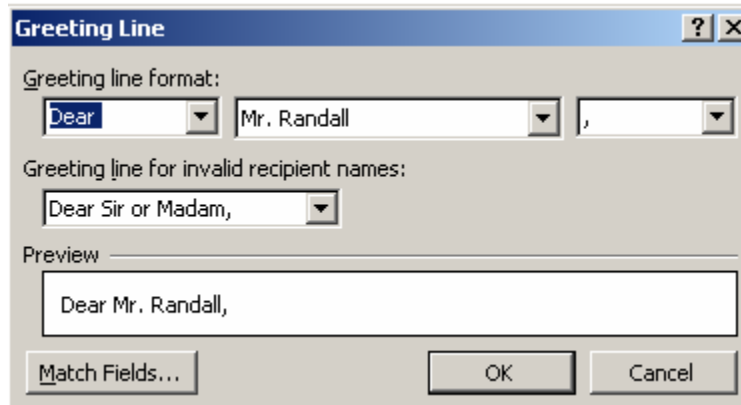
- 8) Highlight the address and select Address Block on the task bar. Verify the format.



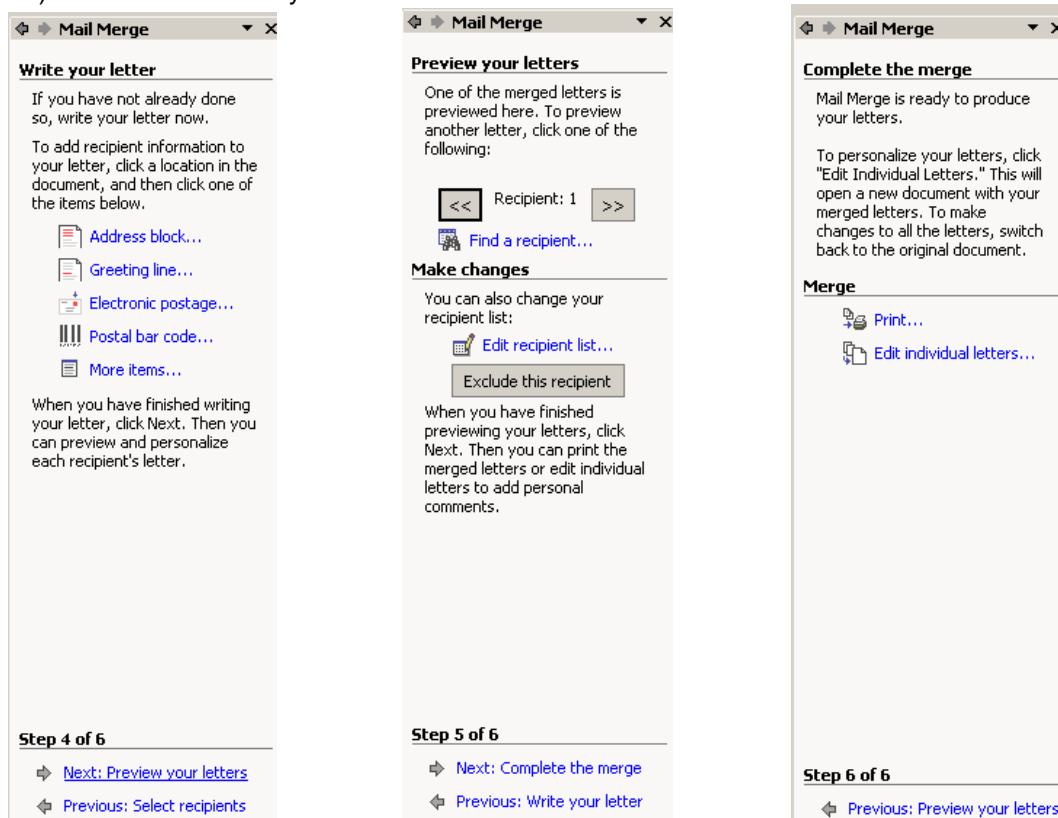
Check the Address Block for accuracy.

- 9) Select OK. The following will appear in the place of the address «AddressBlock»

- 10) You may select Match Fields to verify the address block as well.
- 11) Press Enter for a new line. Highlight the Greeting line (Dear). Verify the format for the greeting.

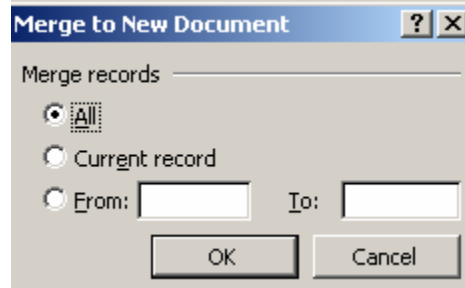


- 12) Select Ok. The following will appear: ««GreetingLine»»
- 13) Select Preview your letters in the task bar.



- 14) When you have finished previewing the letters by selecting the recipient forward or back arrows, select complete the merge in the task bar.

15) You may now either print your letters or select Edit individual letters to see your letters on the screen. If you choose print, you will be prompted to Merge to New Document for printing.



Your Mail Merge is complete. Close the task pane and the document if desired.

Mail Merge Toolbar Buttons

To use the Mail Merge buttons from the toolbar, select View > Toolbars > Mail Merge. The following buttons will appear on the toolbar.



Templates

Documents saved as a template can save you a lot of time. You can save your standard letterhead memo as a template. Typing time will be decreased, and editing is minimal.

- 1) Open up CSUBLetterheadMemo if provided or type a letterhead document
- 2) Make any changes to the template that is necessary.
- 3) Select File>Save As
- 4) Change the file type to Document Template and select Save.



You now have a template saved for letterhead memos. If you were to save this template on your computer, it would be saved automatically in the templates folder. When you select File>New, you will have the template as a selection option.

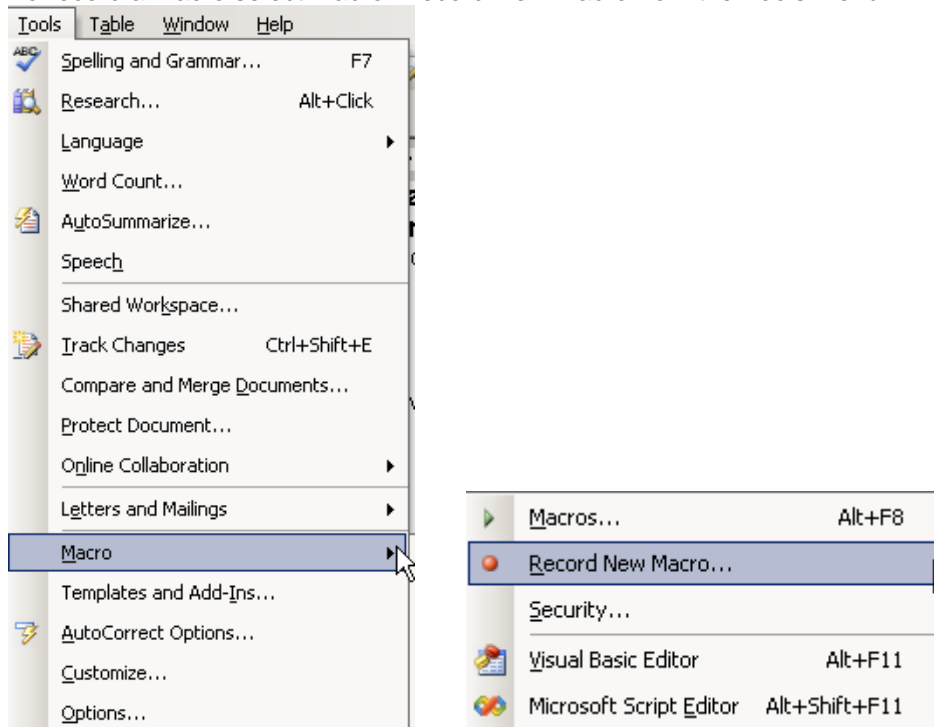
Macros

Macro Uses

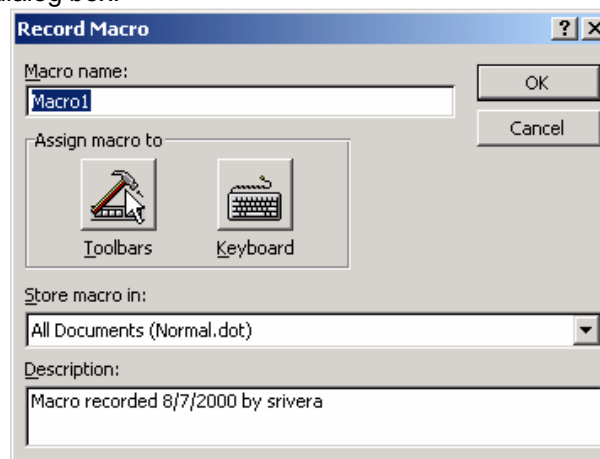
Recording macros lets you record a series of commands (mouse clicks and keystrokes) and play back otherwise repetitive tasks.

Recording a Macro

To record a macro select Macro>Record New Macro from the Tools menu.



In the Record Macro dialog box:



- 1) Give the macro a name (ex: CreateTemplateLetterhead)
- 2) Assign a storage location (Leave as Store macro in: All Documents (Normal.dot))
- 3) Give a description if desired and click OK.



A Stop Recording toolbar will appear on the screen. Your pointer will now have a picture of a cassette attached. Go through the steps that you want to record and click on the Stop button.

- 1) Select File>New and select a blank document. Select OK.
- 2) Select View>Header and Footer
- 3) Type your department name in the header
- 4) Using the toolbar displayed, select switch to footer
- 5) Type your department name in the footer and close the toolbar
- 6) Type half of the welcome letter that came with your training material
- 7) Select File>Save As . Save as type: Document Template
- 8) Type a file name and click on Save
- 9) Select Stop recording. Your macro is now completed

Note: It is a good idea to know exactly what steps you will go through in order to record the macro. The length of time does not matter in recording the macro. Extra clicks will be recorded, but it is not essential to have an “error free” sequence of commands.

Editing a Macro

Editing macros is accomplished using Visual Basic for Applications (VBA) and is beyond the scope of this class. It would be easier (unless you are a VBA user) to delete a macro that you do not want and then re-record it. Deleting a macro is accomplished by selecting Tools>Macro>Macros. In the Macro dialog box:

1. Highlight the macro to delete and click Delete

Running a Macro

To run a macro select Tools>Macro>Macros. In the Macro dialog box:

1. Highlight the macro to run and click Run.