



ICDL
International Computer
Driving Licence

Word Processing





Word Processing Syllabus Overview

CATEGORY	SKILL SET
1. Using the Application	<ul style="list-style-type: none">• Working with Documents• Enhancing Productivity
2. Document Creation	<ul style="list-style-type: none">• Enter Text• Select, Edit
3. Formatting	<ul style="list-style-type: none">• Text• Paragraphs• Styles
4. Objects	<ul style="list-style-type: none">• Table Creation• Table Formatting• Graphical Objects
5. Mail Merge	<ul style="list-style-type: none">• Preparation• Outputs
6. Prepare Outputs	<ul style="list-style-type: none">• Check and Print

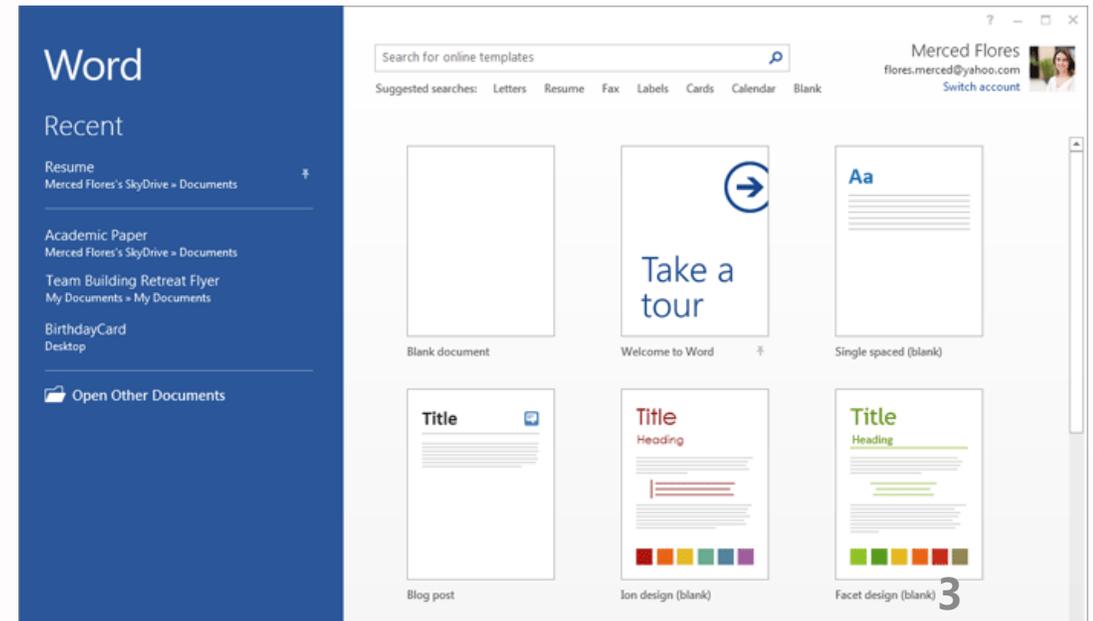


Using the Application

Microsoft Word 2016 is a **word processing** application that allows you to create a variety of **documents**, including letters, resumes, and more. In this lesson, you'll learn how to navigate the Word interface and become familiar with some of its most important features, such as the **Ribbon**, **Quick Access Toolbar**, and **Backstage view**.



Word 2016 is similar to **Word 2013** and Word 2010. If you've previously used either version, then Word 2016 should feel familiar. But if you are new to Word or have more experience with older versions, you should first take some time to become familiar with the **Word 2016 interface**.





The image shows a screenshot of the Microsoft Word application window. The interface is annotated with several orange callout boxes, each containing a label and a small red plus sign icon. The labels point to the following components:

- Quick Access Toolbar**: Located at the top left of the ribbon, containing icons for Save, Undo, and Redo.
- The Ribbon**: The main menu area at the top, showing tabs for File, Home, Insert, Layout, References, Mailings, Review, and Send To Mobile.
- Tell Me**: A search box on the right side of the ribbon.
- Microsoft Account**: A user profile icon on the far right of the ribbon.
- Command Group**: A group of related commands within a ribbon tab, such as the Font group in the Home tab.
- The Ruler**: A horizontal scale at the top of the document pane, used for measuring text and margins.
- Document Pane**: The main area where the document content is displayed.
- Scroll Bar**: A vertical bar on the right side of the document pane for navigating through the document.
- Page and Word Count**: Information displayed in the bottom left corner, showing "Page 1 of 1" and "0 words".
- Document Views**: Icons at the bottom center for switching between different document views (Print Layout, Web Layout, Reading View, Drafts).
- Zoom Control**: A slider at the bottom right for adjusting the zoom level, currently set to 90%.



The image shows a screenshot of the Microsoft Word application interface. Several key components are highlighted with red callout boxes, blue stars, and black checkmarks:

- Quick Access Toolbar:** Located at the top left, containing icons for Save, Undo, and Redo.
- The Ribbon:** The main menu area with tabs for File, Home, Insert, Layout, References, Mailings, Review, and Send. The Home tab is currently selected.
- Tell Me:** A search box in the top right corner of the ribbon area.
- The Ruler:** A horizontal scale at the top of the document area, showing inches and centimeters.
- Scroll Bar:** A vertical bar on the right side of the document area for navigating through the document.
- Zoom Control:** A slider at the bottom right of the window for adjusting the view.

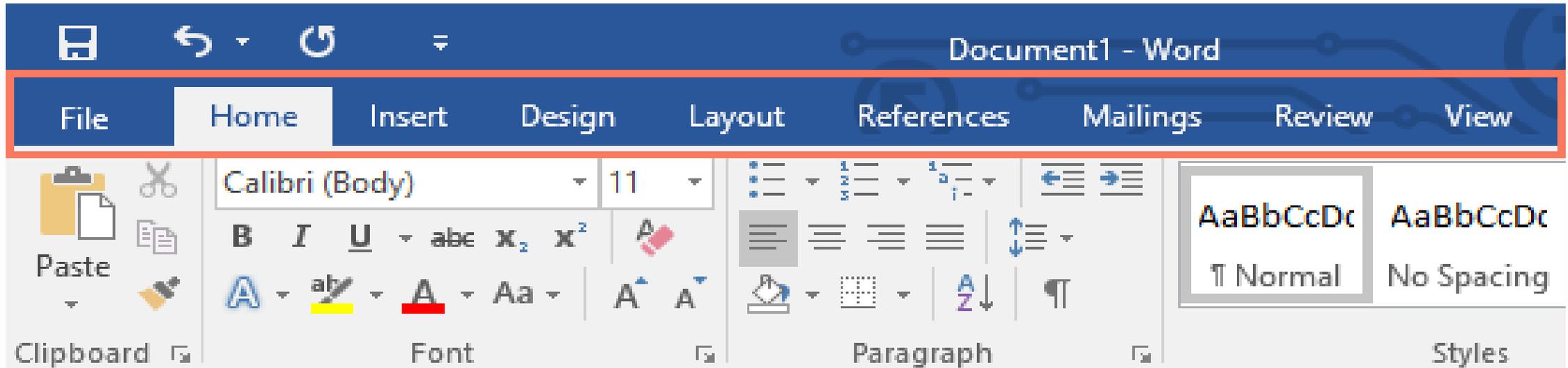
At the bottom of the window, the status bar displays "Page 1 of 1", "0 words", and a zoom level of "90%".



Using the Application

The Ribbon

Word uses a **tabbed Ribbon system** instead of traditional menus. The **Ribbon** contains **multiple tabs**, which you can find near the top of the Word window.

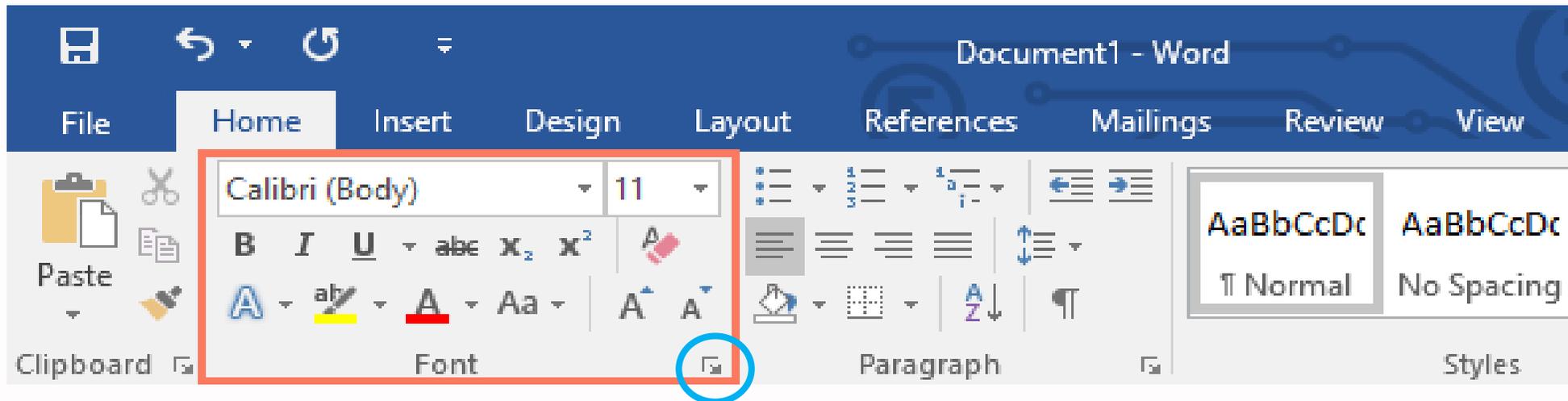




Using the Application

The Ribbon

- Each tab contains several groups of related commands. For example, the Font group on the Home tab contains commands for formatting text in your document.



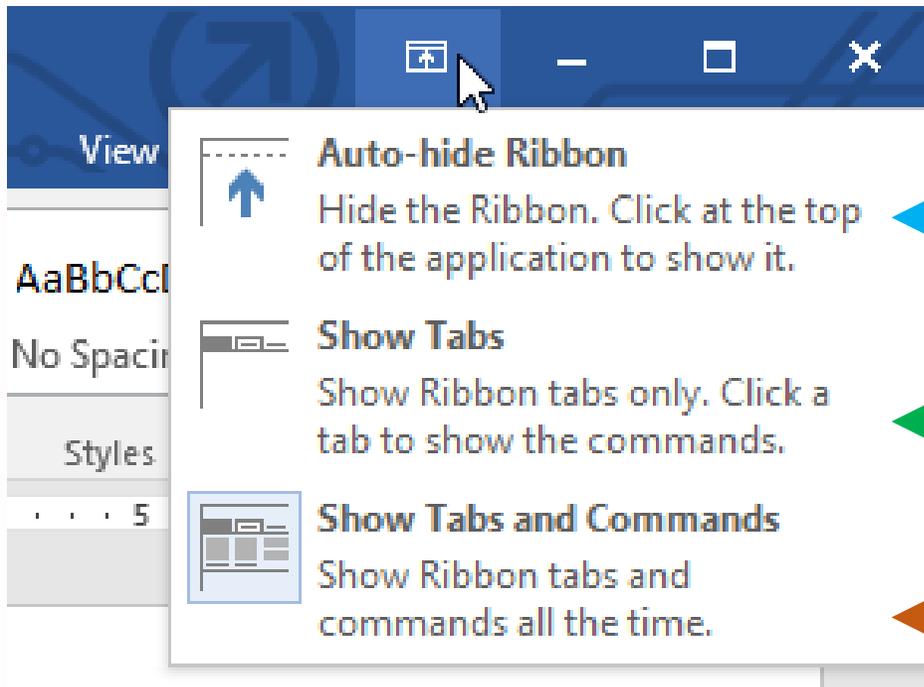
- Some groups also have a **small_arrow** in the bottom-right corner that you can click for even more options.



Using the Application

Showing and hiding the Ribbon

- If you find that the Ribbon takes up too much screen space, you can hide it. To do this, click the Ribbon Display Options arrow in the upper-right corner of the Ribbon, then select the desired option from the drop-down menu



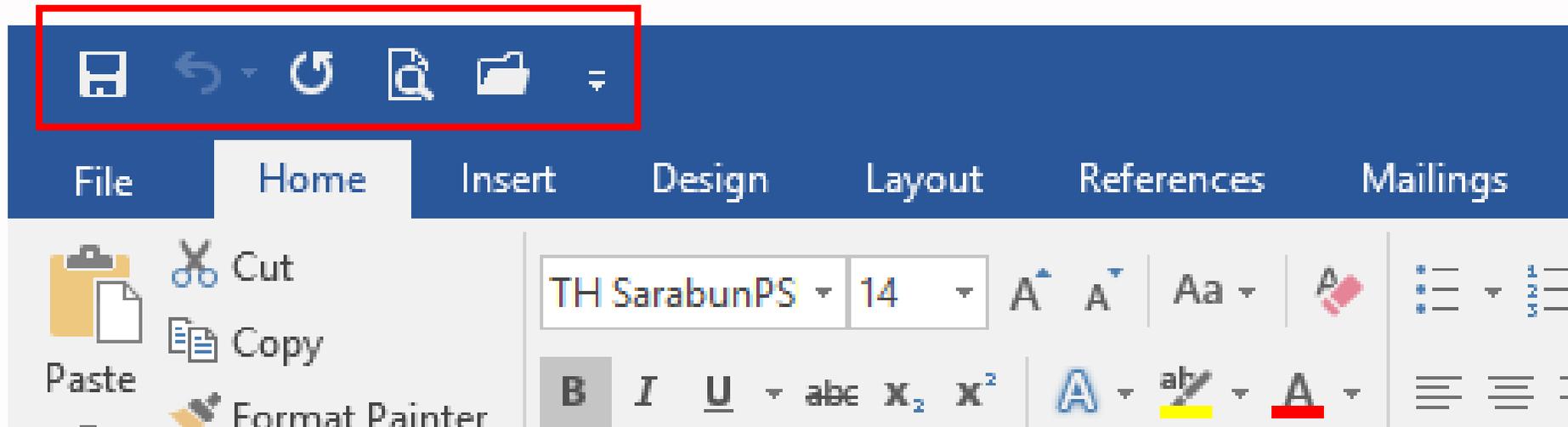
- Auto-hide Ribbon:** Auto-hide displays your document in full-screen mode. To show the Ribbon, click the **Expand Ribbon** command at the top of screen.
- Show Tabs:** This option hides all command groups. To show the Ribbon, simply click a tab.
- Show Tabs and Commands:** This option maximizes the Ribbon. This option is selected by default when you open Word for the first time.



Using the Application

The Quick Access Toolbar

- Located just above the Ribbon, the **Quick Access Toolbar** lets you access common commands no matter which tab is selected. By default, it shows the **Save, Undo, and Redo** commands, but you can add other commands depending on your needs.





Using the Application

The Quick Access Toolbar

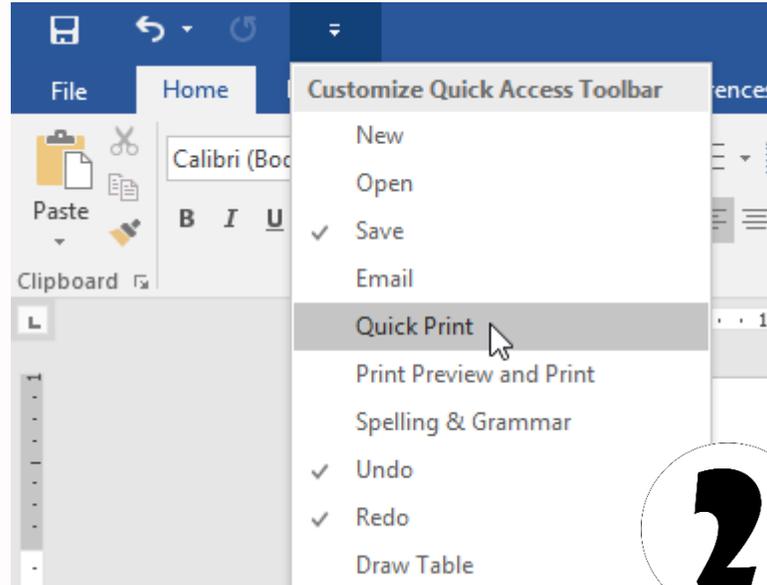


To add commands to the Quick Access Toolbar:



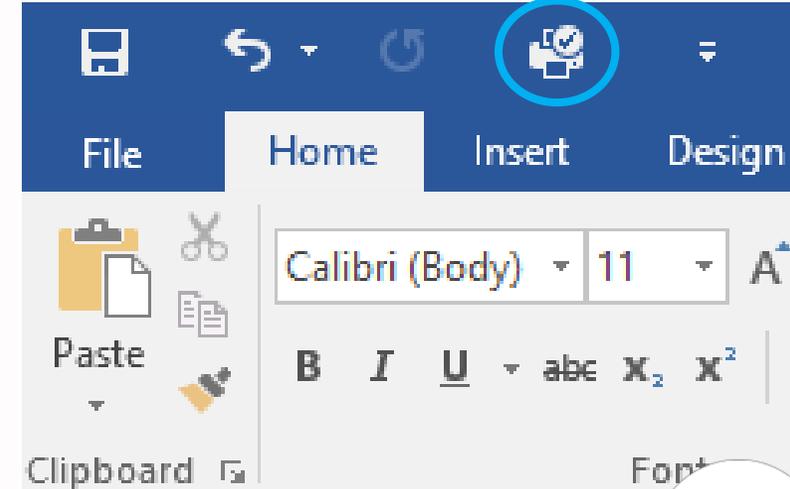
1

Click the drop-down arrow to the right of the Quick Access Toolbar.



2

Select the command you want to add from the menu.



3

The command will be added to the Quick Access Toolbar.



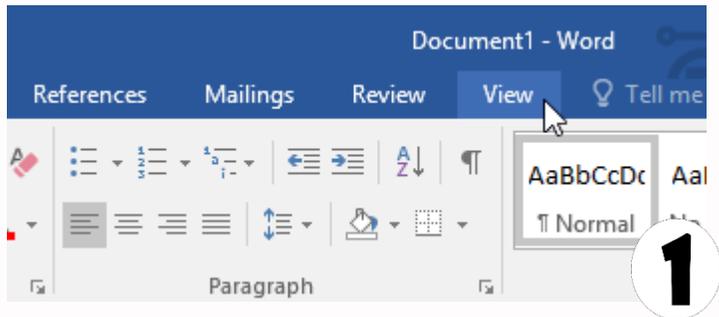
Using the Application

The Ruler

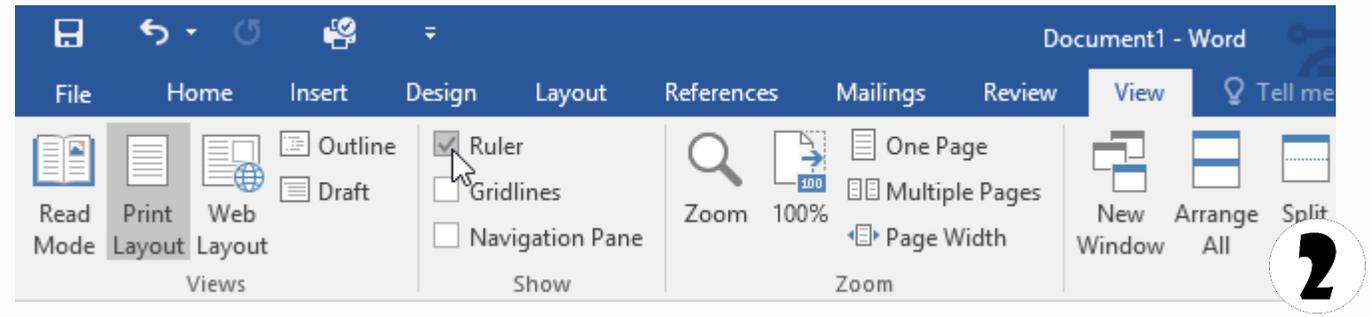
- The **Ruler** is located at the top and to the left of your document. It makes it easier to adjust your document with precision. If you want, you can hide the Ruler to create more screen space.



To add commands to the Quick Access Toolbar:



Click the **View** tab.



Click the checkbox next to **Ruler** to **show** or **hide** the Ruler.



Using the Application

How to change unit of ruler in Microsoft Word ??

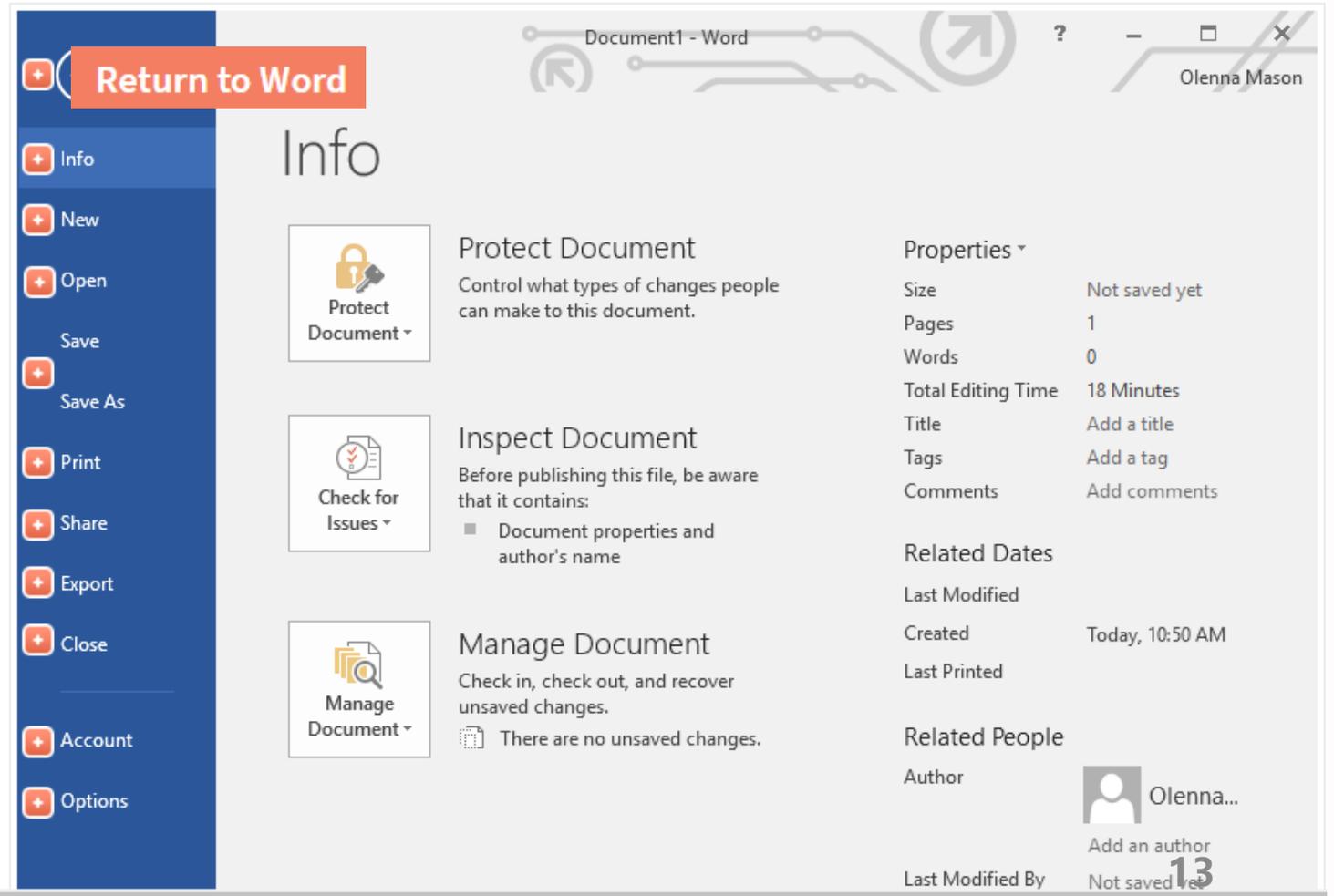
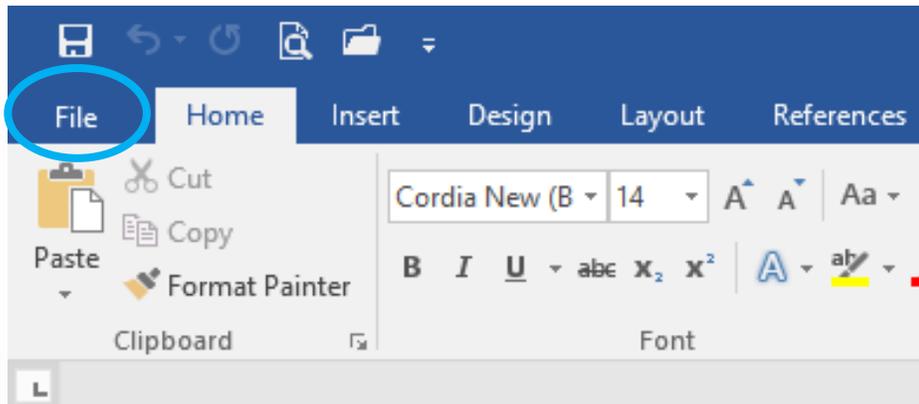
The image shows a screenshot of the Microsoft Word interface. At the top, there is a horizontal ruler with markings from 1 to 6. Below the ruler, there is a vertical ruler on the left side. In the center, there is a large orange box with the word "Ruler" written in white. An orange arrow points from the "Ruler" box to the horizontal ruler. To the right of the "Ruler" box, there is a dropdown menu with the following options: "Centimeters", "Inches", "Centimeters", "Millimeters", "Points", and "Picas". The "Centimeters" option is currently selected and highlighted in blue. Another orange arrow points from the "Ruler" box to the dropdown menu.



Using the Application

Backstage view

- **Backstage** view gives you various options for saving, opening a file, printing, and sharing your document. To access Backstage view, click the **File** tab on the **Ribbon**.

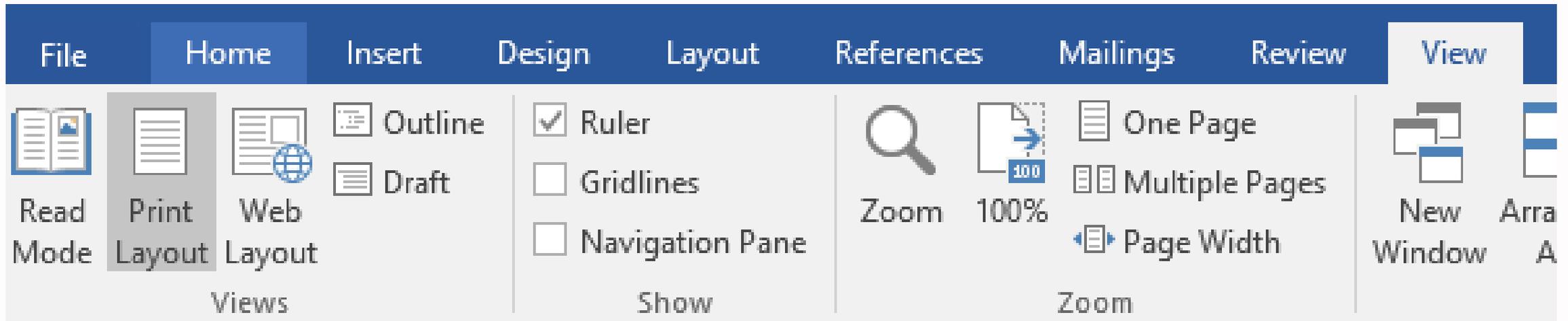




Using the Application

Document views

- Word has a variety of viewing options that change how your document is displayed. You can choose to view your document in **Read Mode**, **Print Layout**, or **Web Layout**. These views can be useful for various tasks, especially if you're planning to **print** the document. You can also **zoom in and out** to make your document easier to read.

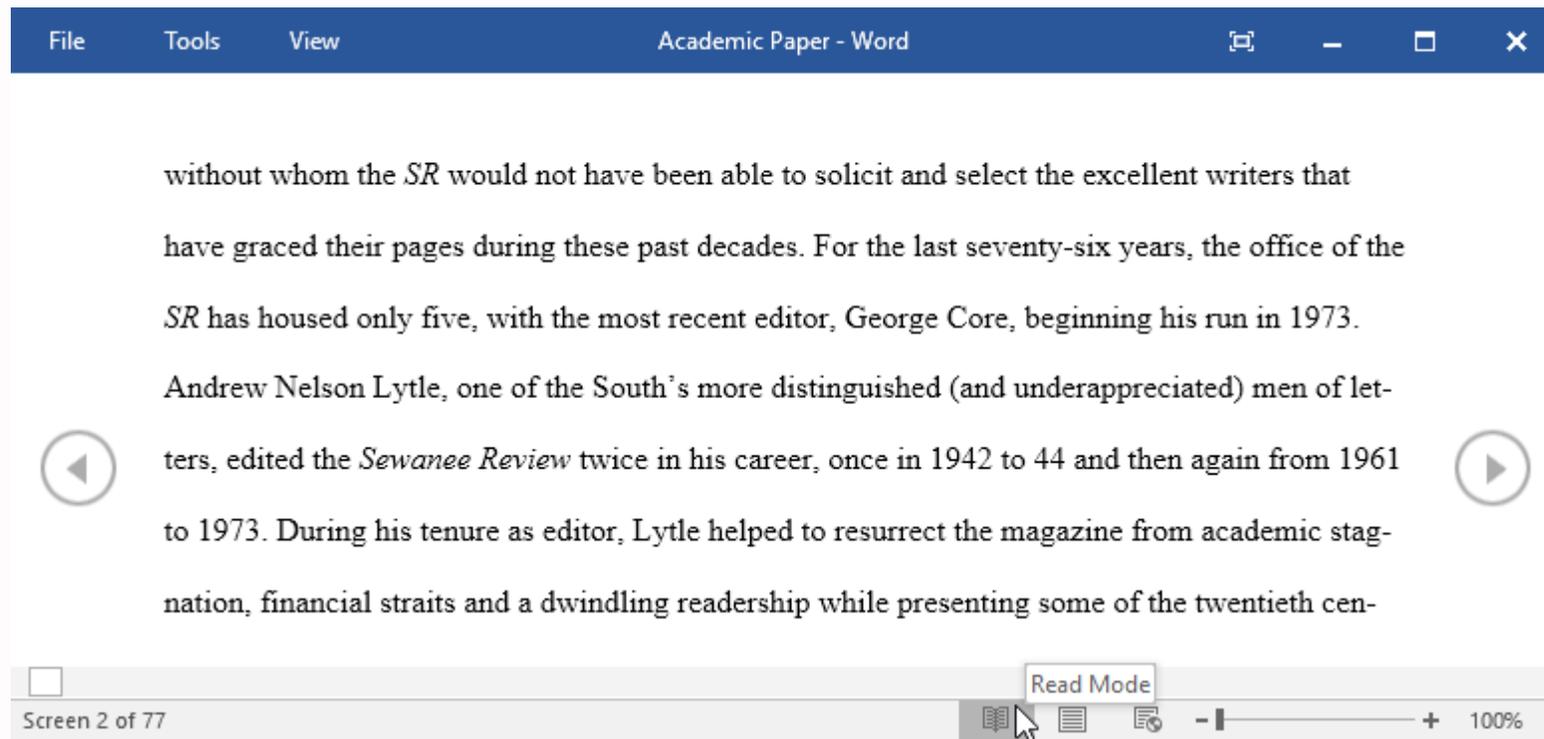




Using the Application

Document views

- **Read Mode** This view opens the document to a full screen. This view is great for reading large amounts of text or simply reviewing your work.

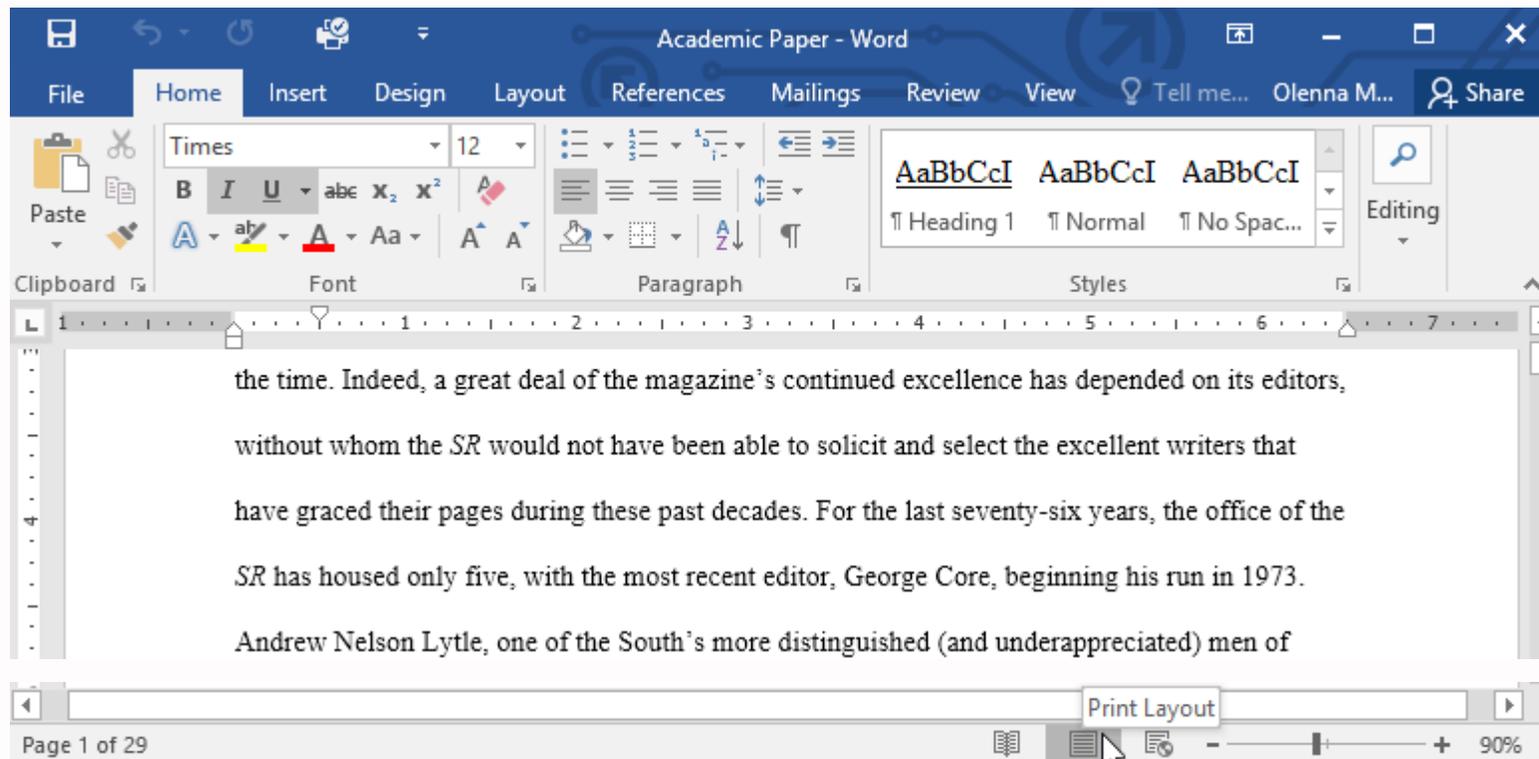




Using the Application

Document views

- **Print Layout** This is the default document view in Word. It shows what the document will look like on the printed page.

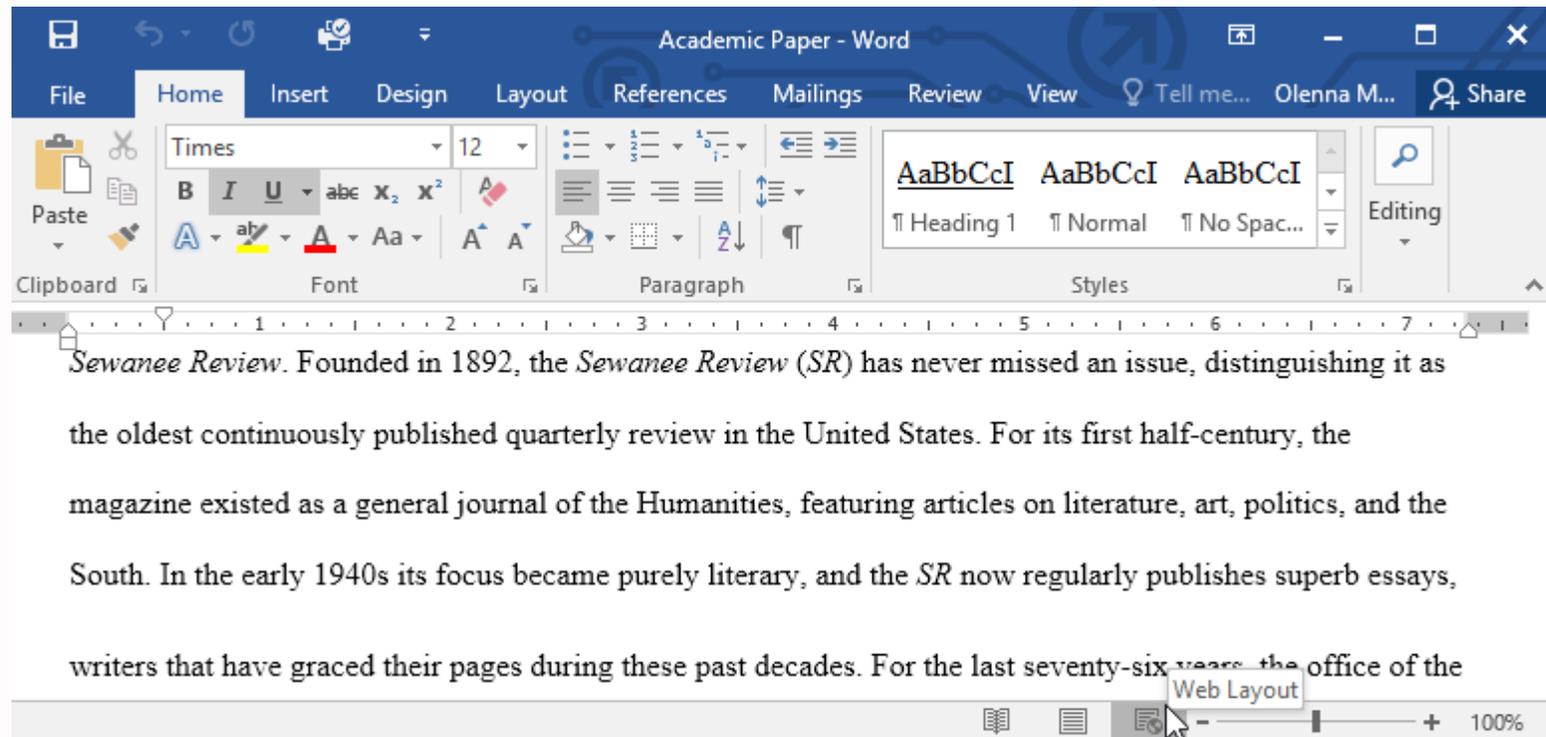




Using the Application

Document views

- **Web Layout** This view displays the document as a webpage, which can be helpful if you're using Word to publish content online.





Using the Application

Zooming in and out

- To zoom in or out, click and drag the **zoom control slider** in the bottom-right corner of the Word window. You can also select the **+ or - commands** to zoom in or out by smaller increments. The number next to the slider displays the current **zoom percentage**, also called the **zoom level**.



To change zooming control :

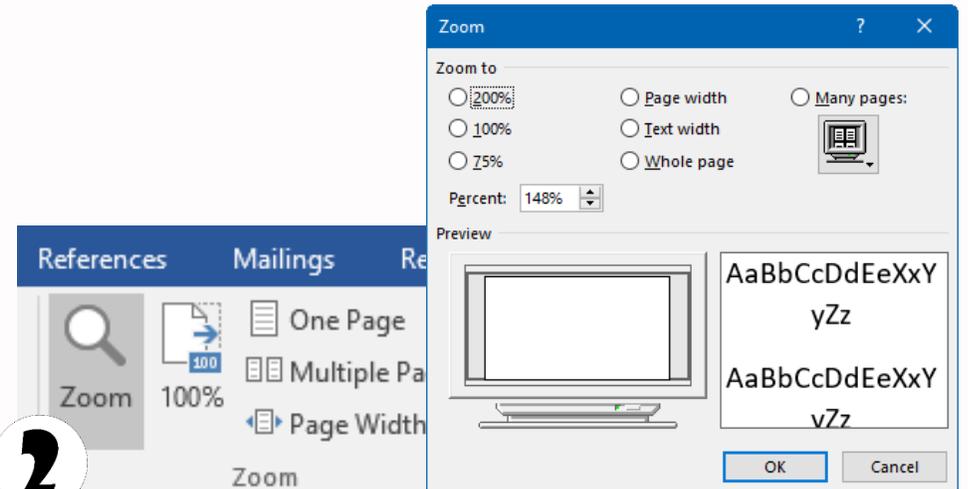
rs of the time. Indeed, a great deal of the magazine's
ed on its editors, without whom the *SR* would not have
excellent writers that have graced their pages during

1



Click and drag the **zoom control slider**

2



Click **View ribbon menu > zoom**



Using the Application

Document your personalized

- Every time you create a new document, Word sets the Author property based on the User name setting that appears in the **Word Options** dialog box. The User name setting also provides the name and initials that are displayed in comments and tracked changes.

General options for working with Word.

User Interface options

- Show **M**ini Toolbar on selection
- Enable **L**ive Preview
- Update document content while **g**ragging
- ScreenTip style: Show feature descriptions in ScreenTips

Personalize your copy of Microsoft Office

User name: Aomsap

Initials: A

Always use these values regardless of sign in to Office.

Office Background: Circuit

Office Theme: Colorful

Start up options

Choose the extensions you want Word to open by default: Default Programs...

- Tell me if Microsoft Word isn't the default program for viewing and editing documents.
- Open e-mail attachments and other uneditable files in reading view
- Show the Start screen when this application starts

Real-time collaboration options

When working with others, I want to automatically share my changes: Ask Me

Show names on presence flags

OK Cancel

Info

IDP-รายงานออมทรัพย์

D: » ARIT » JDJS

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:

- Document properties, author's name and related dates
- Custom XML data
- Content that people with disabilities are unable to read

Manage Document
Check in, check out, and recover unsaved changes.

- There are no unsaved changes.

Properties

Size	1.41MB
Pages	8
Words	1615
Total Editing Time	354 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified	30-Jun-17 3:40 PM
Created	30-Jun-17 9:42 AM
Last Printed	24-Apr-17 11:12 AM

Related People

Author: KWAN

Add an author

Last Modified By: ออมทรัพย์ อินกองงาม

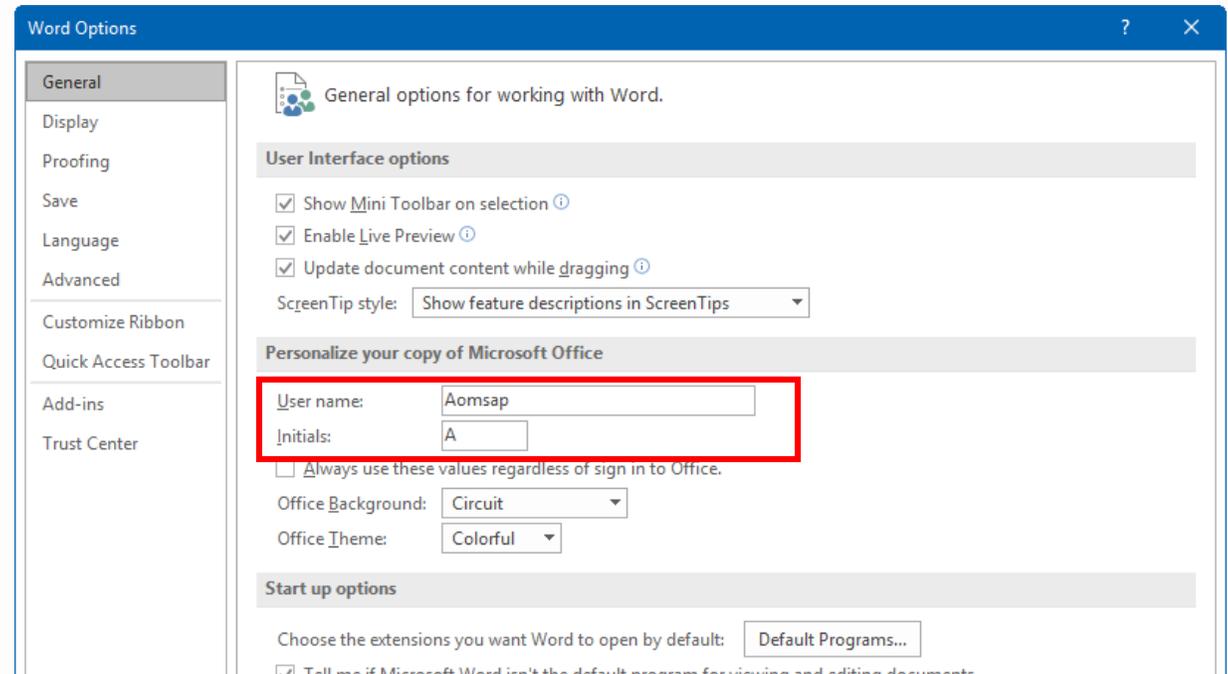
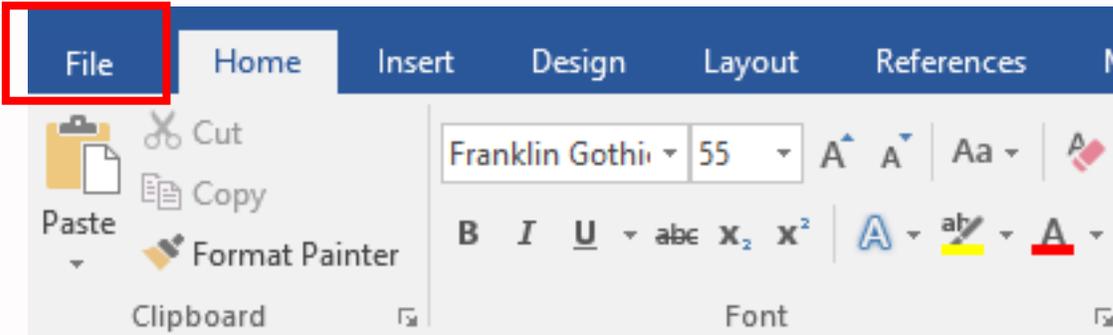


Using the Application

Document your personalized



To change Document your personalized :



1. Click **File** > **Options**.
2. Under **Personalize your copy of Microsoft Office**, type a new name in the **User name** box.



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5. Mail Merge	<ul style="list-style-type: none">• Preparation• Outputs
6. Prepare Outputs	<ul style="list-style-type: none">• Check and Print



Document Creation

Introduction

- Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.



Your Business Name
A Tag Line of Your Services

John Smith
Title

Phone 07 3800 2233
Fax 07 3800 3344
Email jsmith@yourisp.com.au
100 Main Road Brisbane QLD 4000 Australia

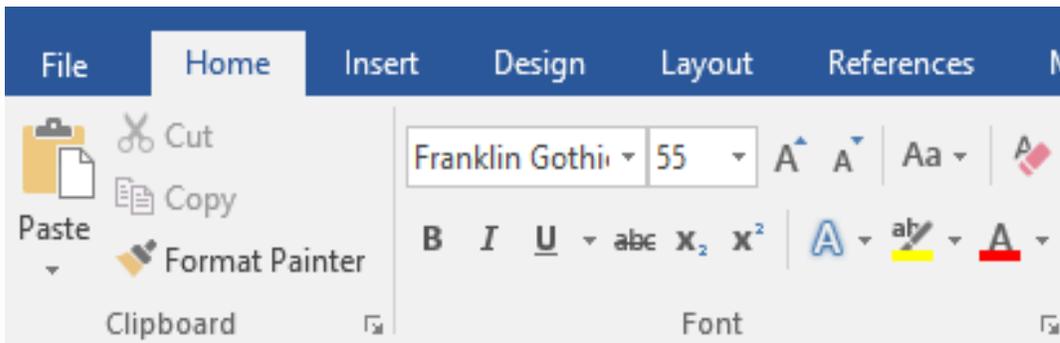




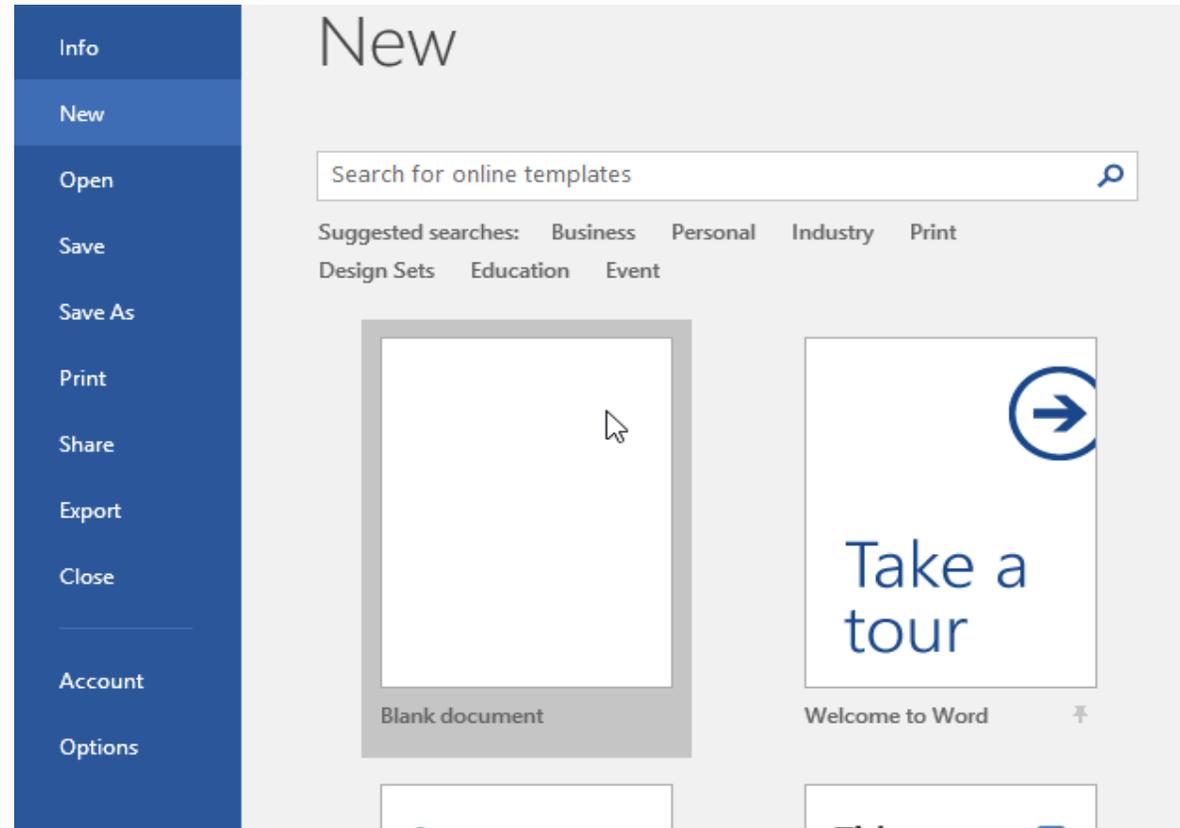
Document Creation



To create a new blank document:



1. Select the **File** tab to access **Backstage view**.



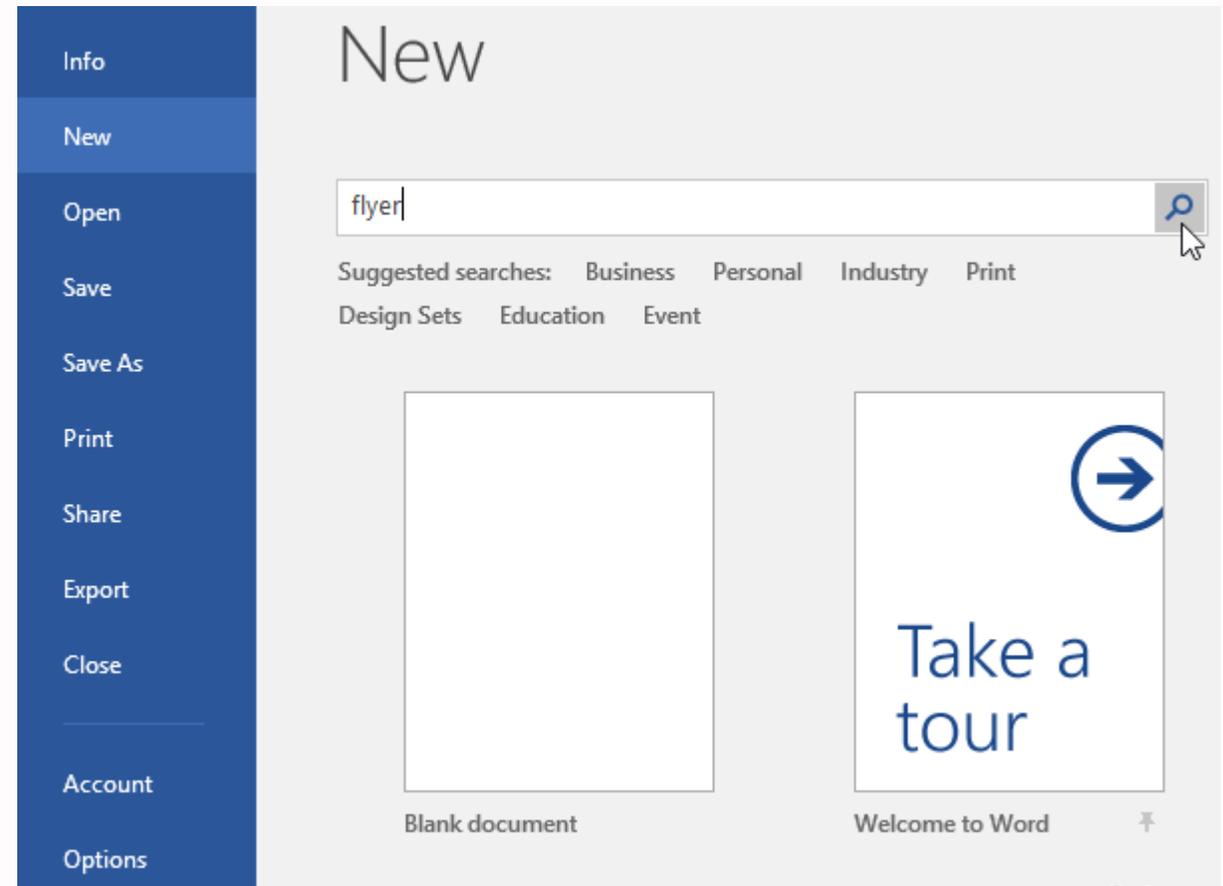
2. Select New, then click **Blank document**. A new blank document will appear.



Document Creation

Create a new document from a template

- Click the **File** tab to access **Backstage view**, then select **New**. Several templates will appear below the **Blank document** option. You can also use the search bar to find something more specific.
- In our example, we'll search for **"a flyer"** template.





Document Creation

Create a new document from a template

- When you find something you like, select a template to preview it. A **preview** of the template will appear. Click **Create** to use the selected template.

Seasonal event flyer (autumn)

Provided by: [Microsoft Corporation](#)

Announce your company event with this fall seasonal event flyer with a color block design. Customize the look by replacing the photo with your own, or use this template as is by simply filling in your information. Find similar flyers for other seasons by clicking the See Also links above.

Download size: 803 KB



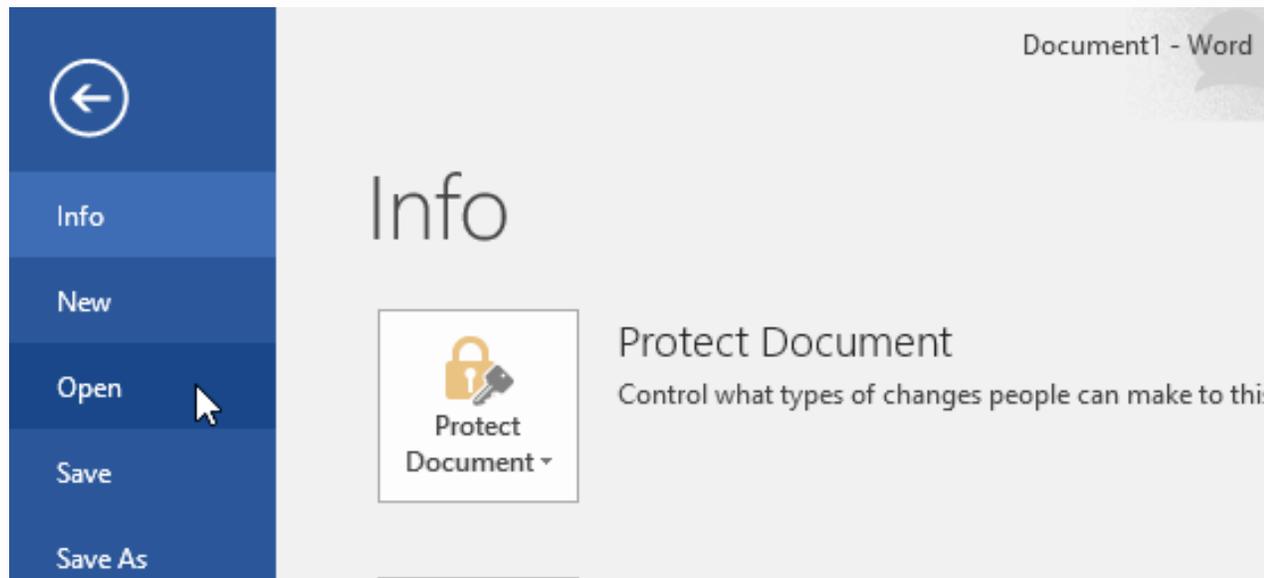


Document Creation

Open an existing document

- In addition to creating new documents, you'll often need to open a document that was previously saved. To learn more about saving documents, visit our lesson on [Saving and Sharing Documents](#)

1. Navigate to **Backstage view**, then click **Open**.





Document Creation

Open an existing document

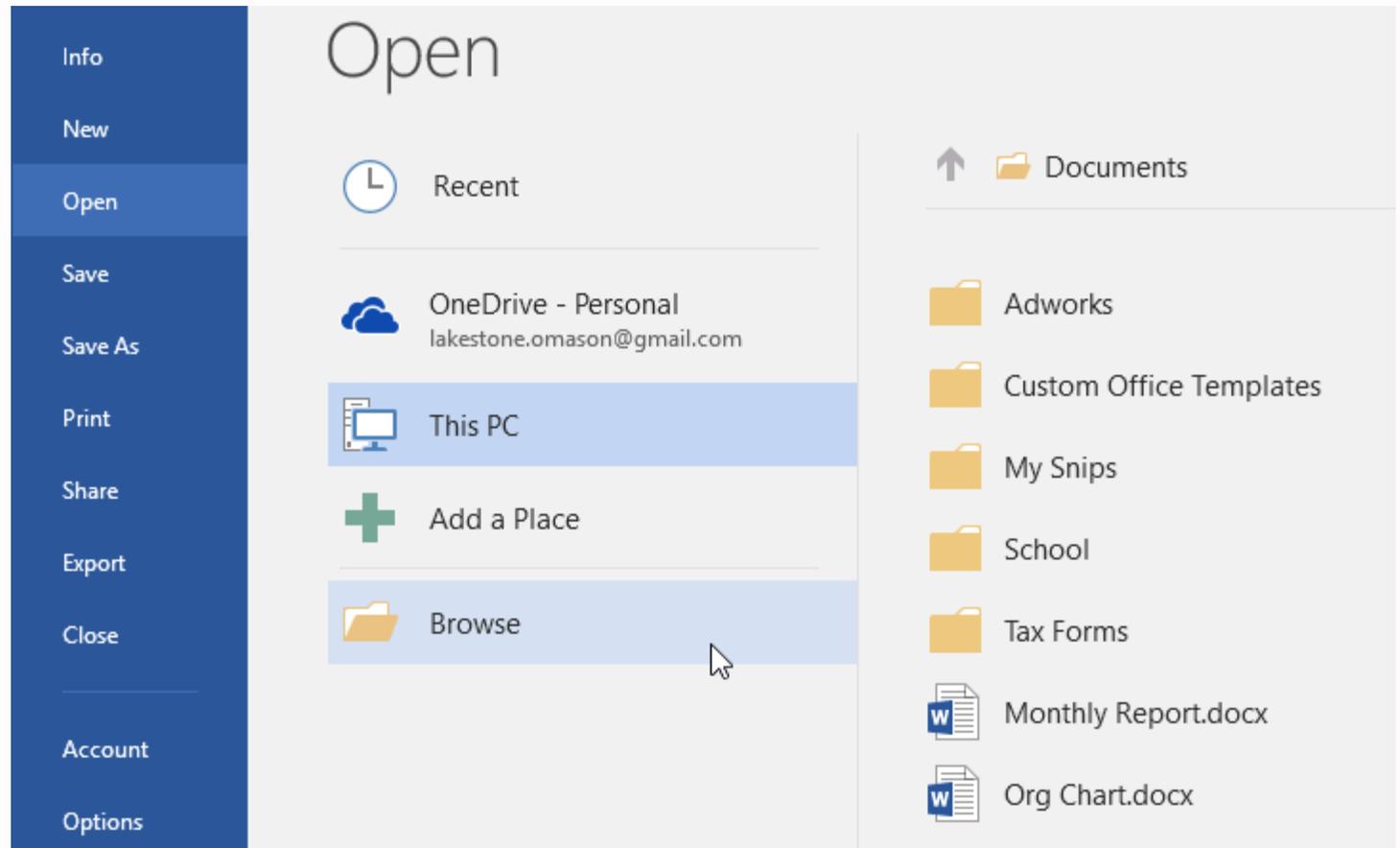
2. Select **This PC**, then click **Browse**.
Alternatively,

you can choose **OneDrive**
to open files stored on your
OneDrive.



To use One Drive:

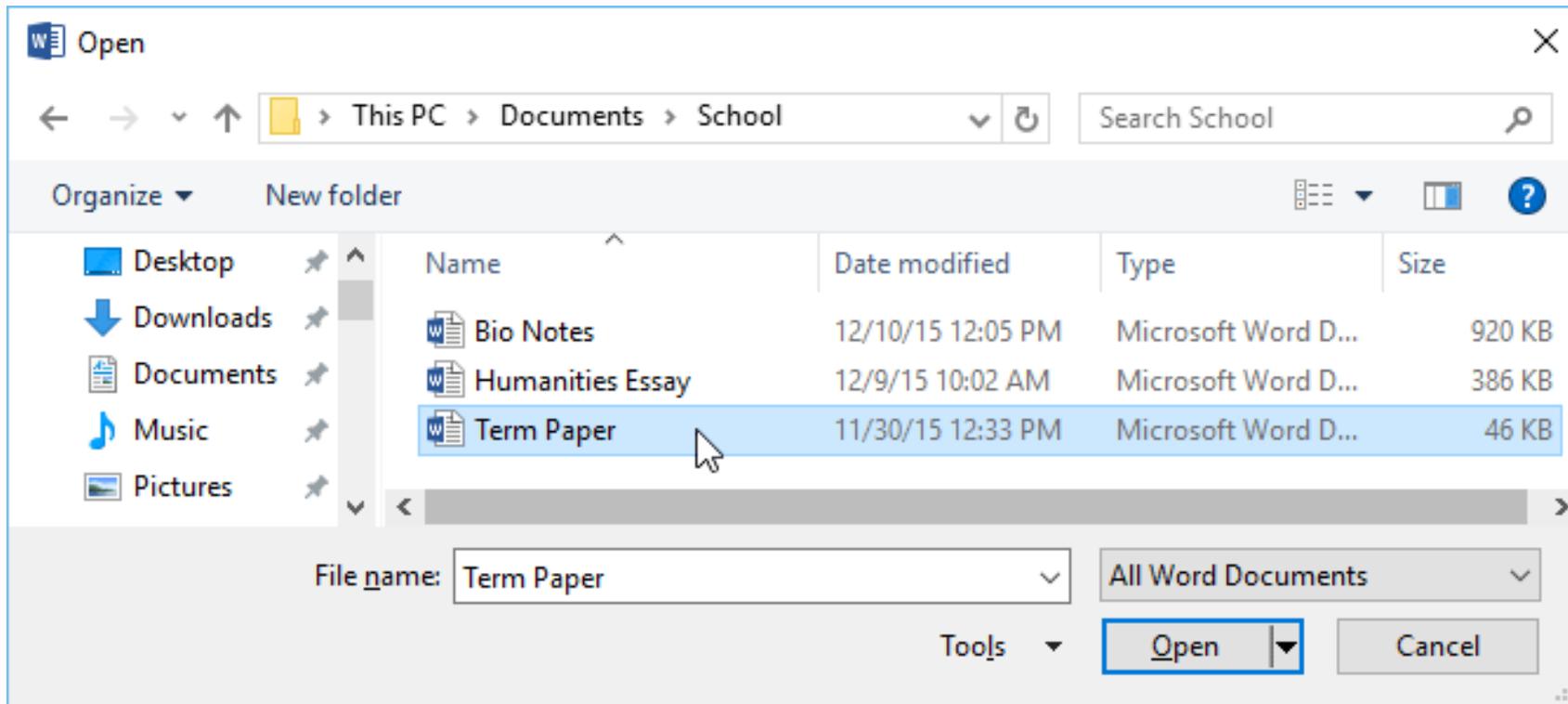
You can login RMUTL One Driver
Application to <http://mail.rmutil.ac.th>





Document Creation

Open an existing document



3. The **Open** dialog box will appear. Locate and select **your document**, then click **Open**. The selected document will appear.



Document Creation

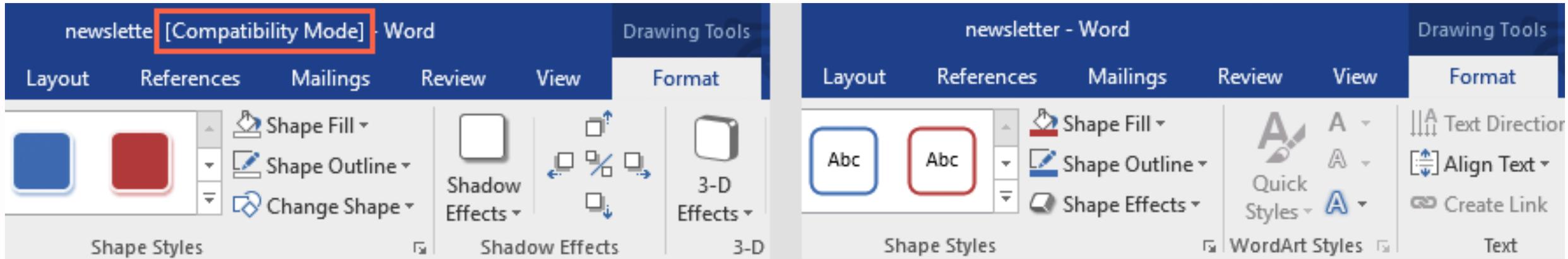
Compatibility Mode

- Sometimes you may need to work with documents that were created in earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When you open these types of document, they will appear in **Compatibility mode**.
- Compatibility mode Disables certain features, so you'll only be able to access commands found in the program that was used to create the document. *For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.*
- In the image below, you can see how Compatibility mode can affect which commands are available. Because the document on the left is in Compatibility mode, it only shows commands that were available in Word 2007.



Document Creation

Compatibility Mode



- To exit Compatibility mode, you'll need to **Convert** the document to the current version type. However, if you're collaborating with others who only have access to an earlier version of Word, **it's best to leave the document in Compatibility mode so the format will not change.**



Document Creation

Compatibility Mode

- Click the **File** tab to access **Backstage view**.
- Locate and select the **Convert** command.



Info

New

Open

Save

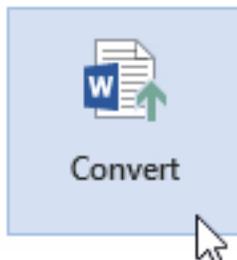
Save As

Print

Info

Flyer

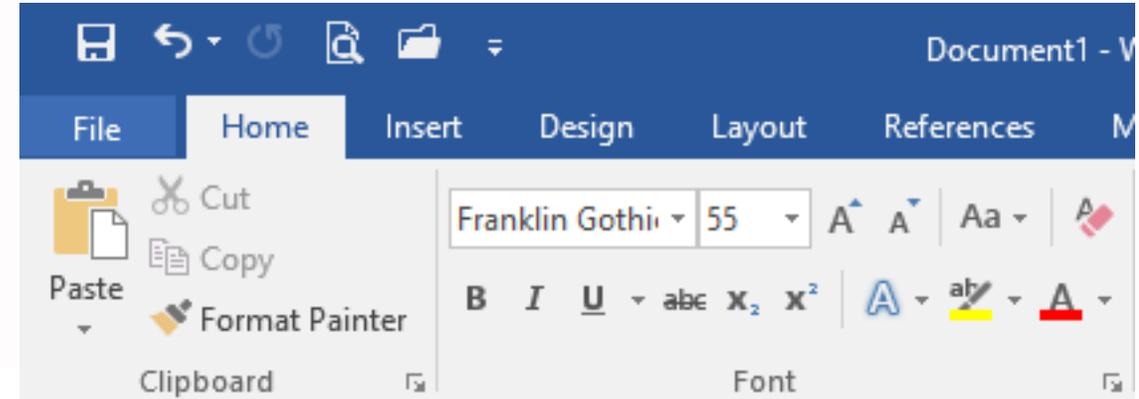
C: » Users » Local » Temp



Convert

Compatibility Mode

Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.

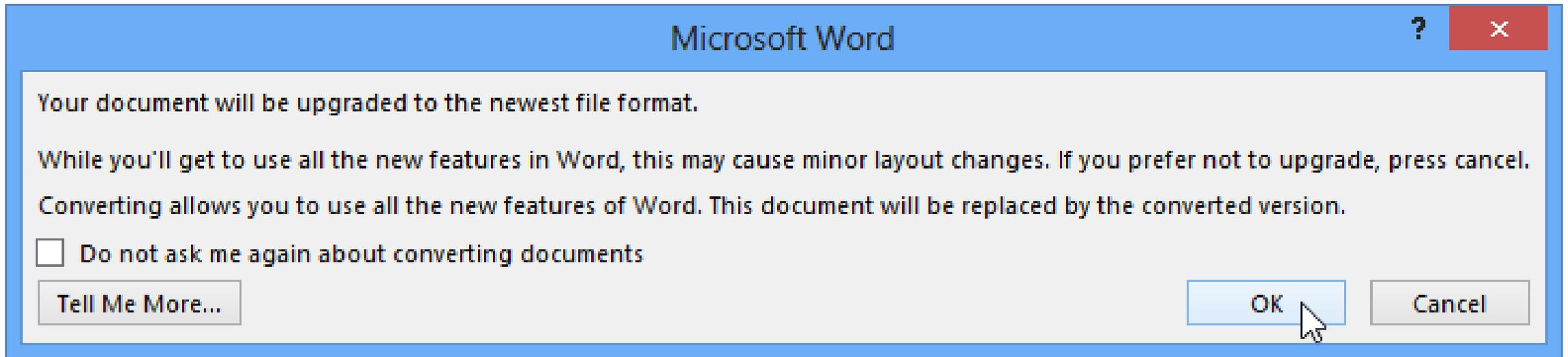




Document Creation

Compatibility Mode

- A dialog box will appear. Click **OK** to confirm the file upgrade.



- The document will be converted to the newest file type.



Document Creation

Saving and Sharing Documents

- When you create a new document in Word, you'll need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **Share** documents directly from Word

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

Save: When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.

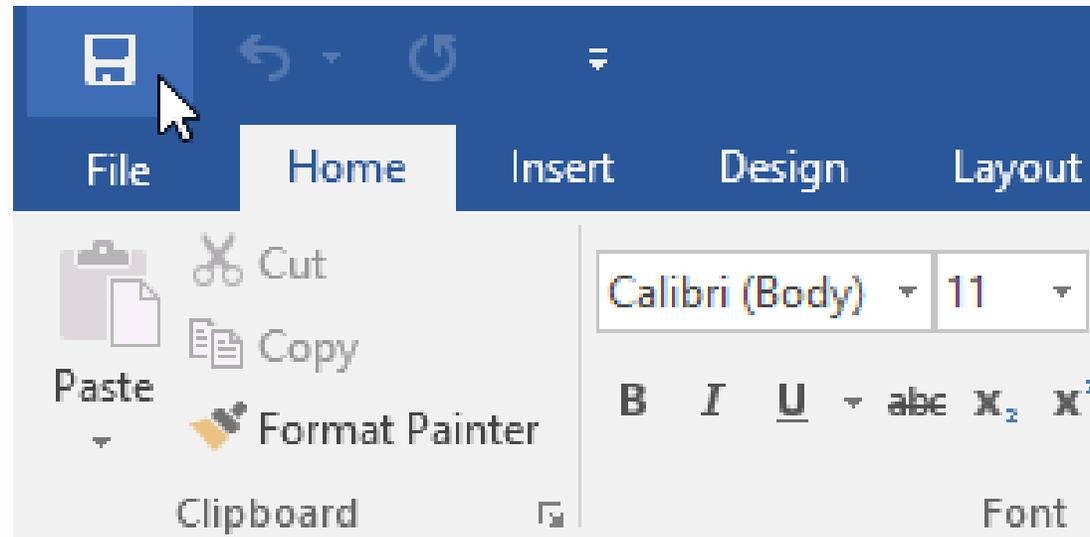
Save As: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.



Document Creation

Saving and Sharing Documents

- Locate and select the **Save** command on the **Quick Access toolbar**.



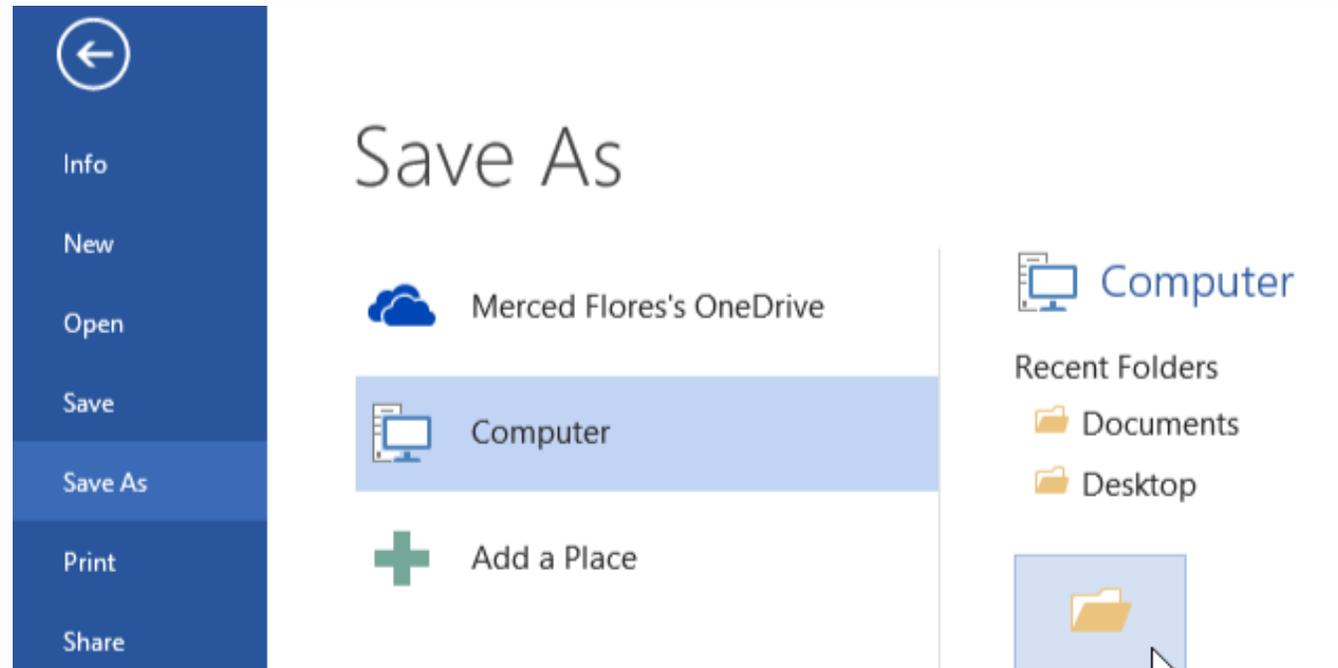
- If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.



Document Creation

Saving and Sharing Documents

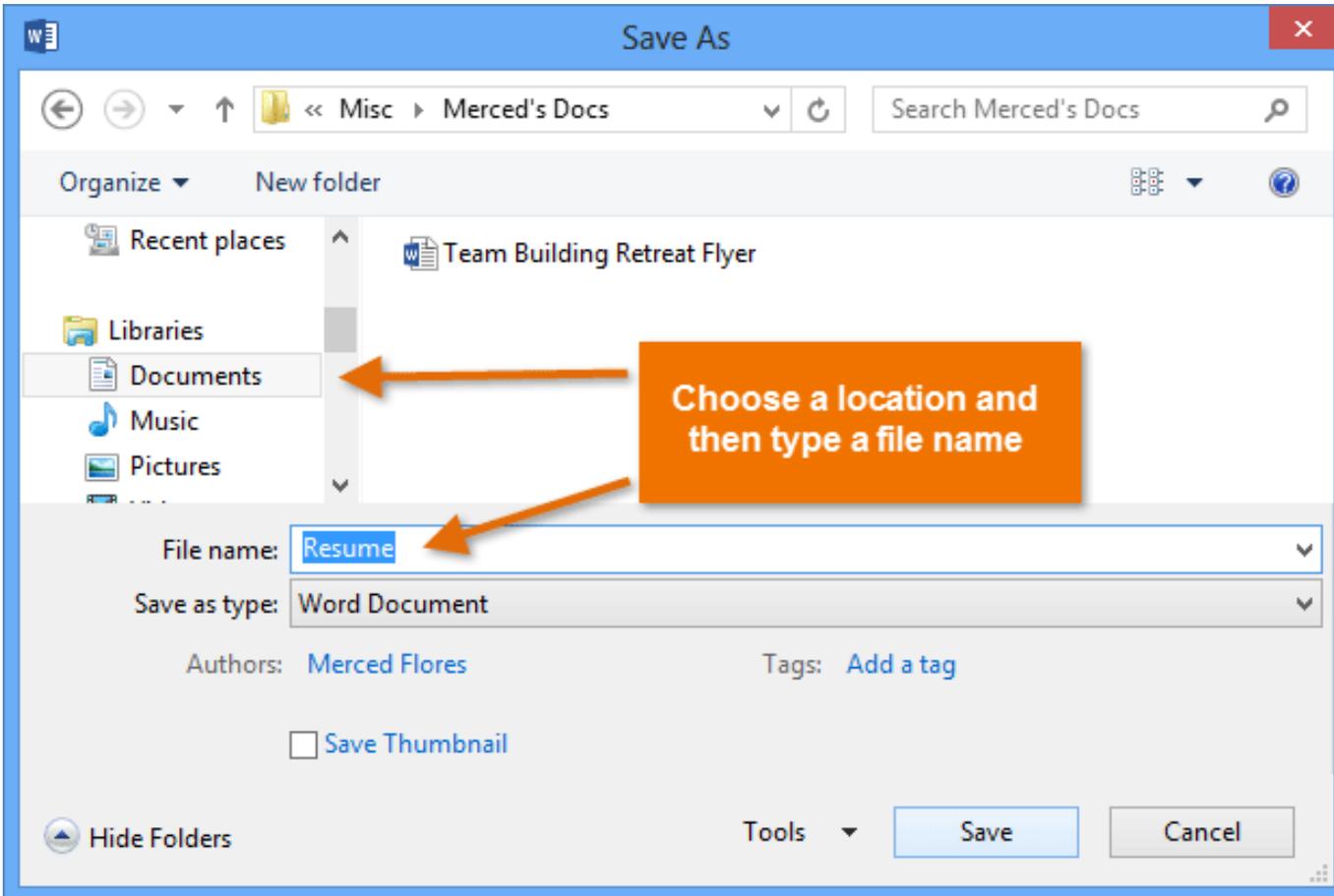
- You'll then need to choose **where to save** the file and give it a **file name**. To save the document to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **OneDrive** to save the file to your OneDrive.





Document Creation

Saving and Sharing Documents



- The **Save As** dialog box will appear. Select the **location** where you want to save the document.
- Enter a **file name** for the document, then click **Save**.

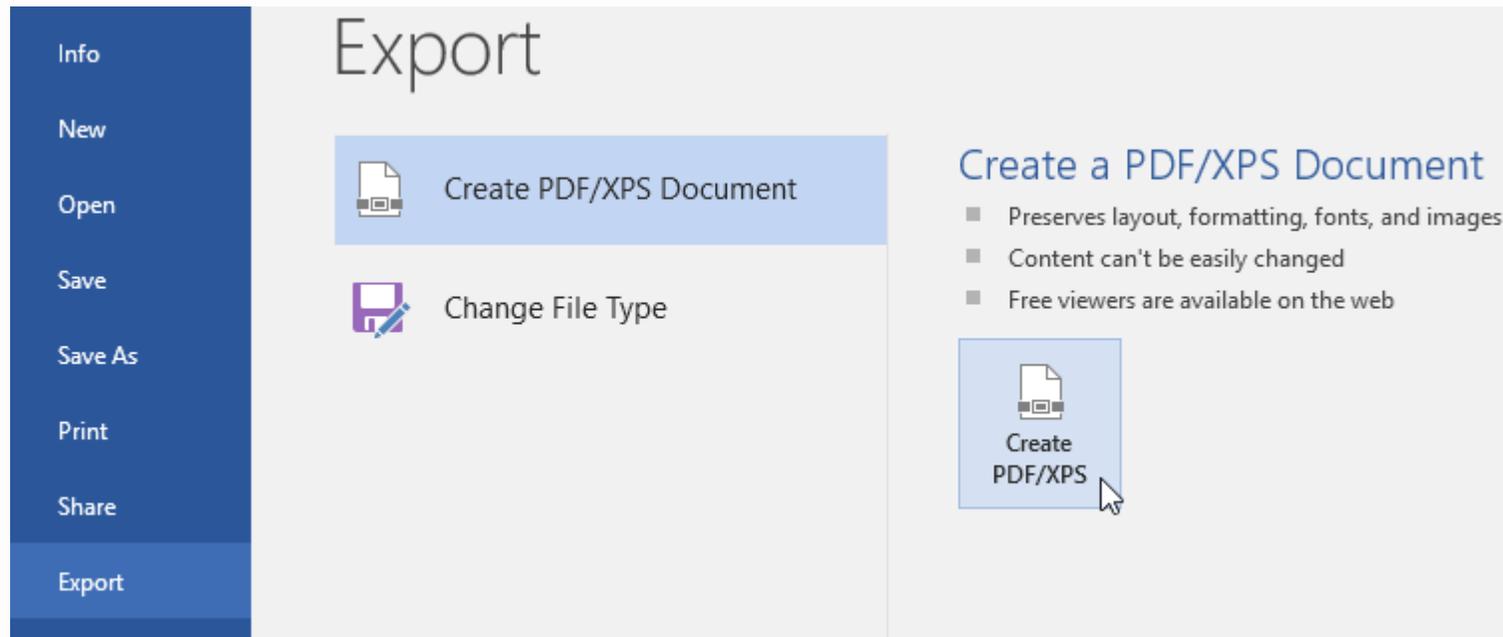


Document Creation

Exporting documents

By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003 document**. It's easy to **export** your document from Word to a variety of file types.

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Create PDF/XPS**.

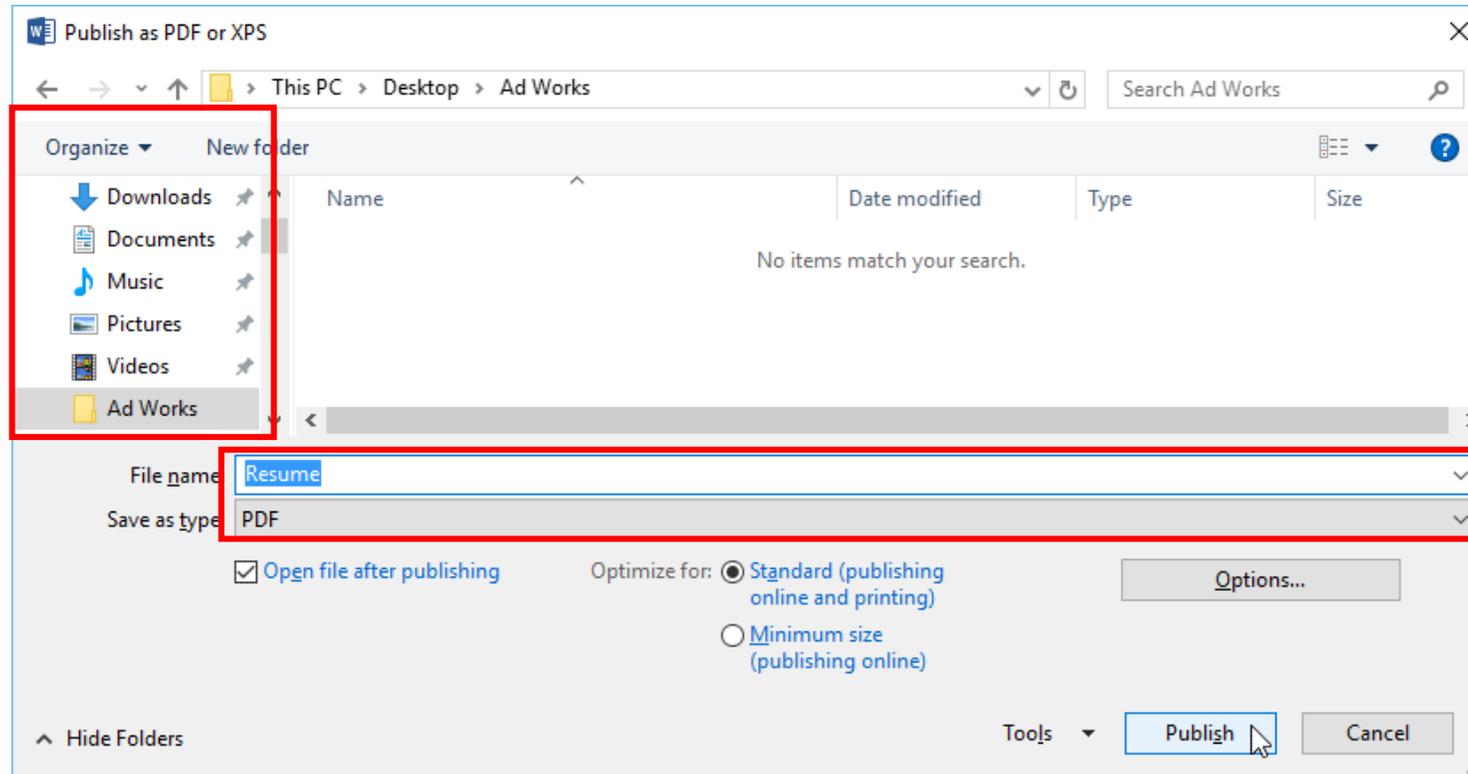




Document Creation

Exporting documents

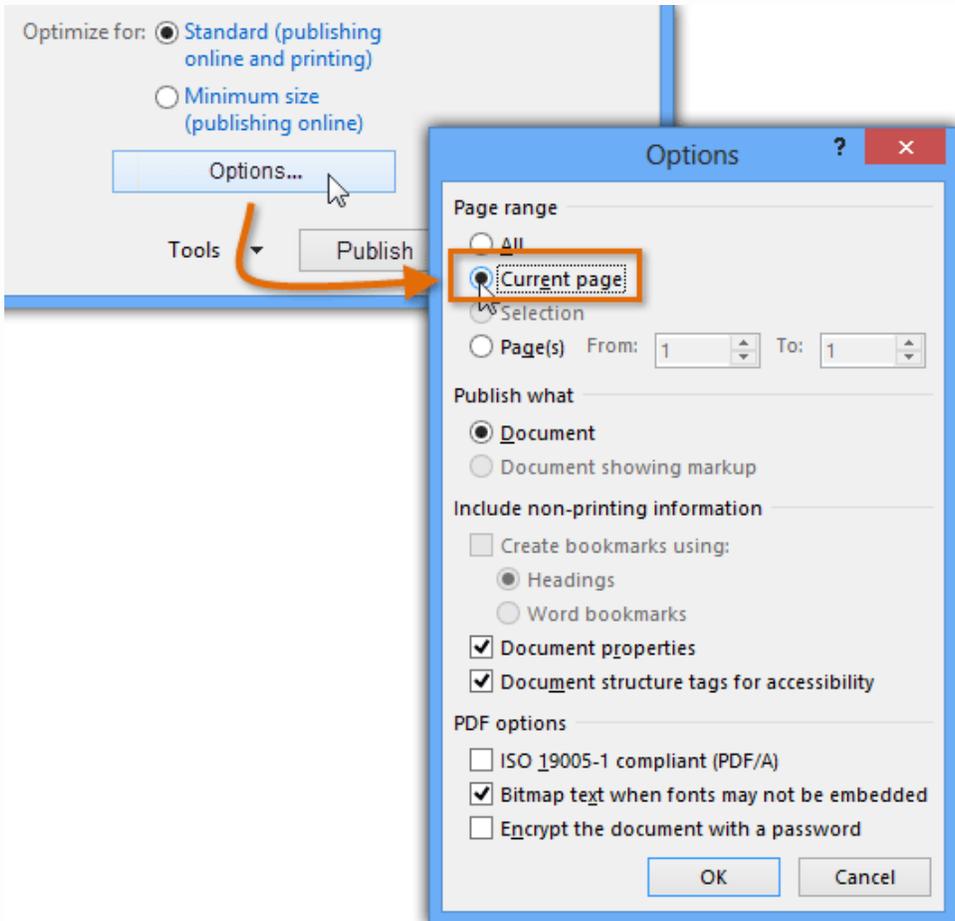
2. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Publish**.





Document Creation

Exporting documents



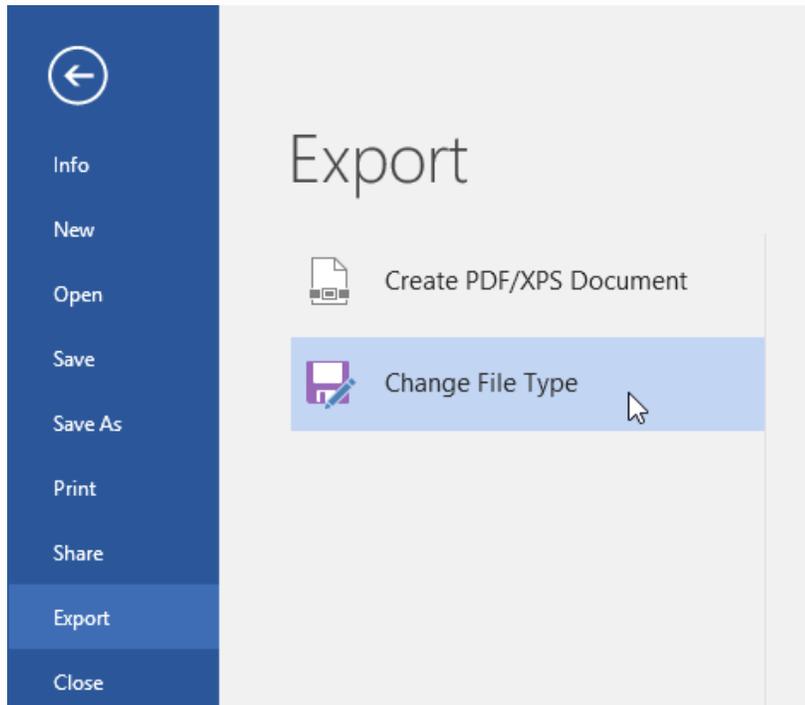
By default, **Word will export all of the pages** in the document. If you want to export only the **Current** page, click **Options** in the **Save as** dialog box. The **Options** dialog box will appear. Select **Current page**, then click **OK**.



Document Creation

Export a document to other file types

- You may also find it helpful to export your document to other file types, such as a **Word 97-2003 Document** if you need to share with people using an older version of Word or as a **.txt file** if you need a **plain-text** version of your document.



1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Change File Type**.



Document Creation

Export a document to other file types

Change File Type

Document File Types

 Document Uses the Word Document format	 Word 97-2003 Document Uses the Word 97-2003 Document format
 OpenDocument Text Uses the OpenDocument Text format	 Template Starting point for new documents

Other File Types

 Plain Text Contains only the text in your document	 Rich Text Format Preserves text formatting information
 Single File Web Page Web page is stored as a single file	 Save as Another File Type



2. Select a **file type**, then click **Save As**.



Document Creation

Export a document to other file types

Change File Type

Document File Types

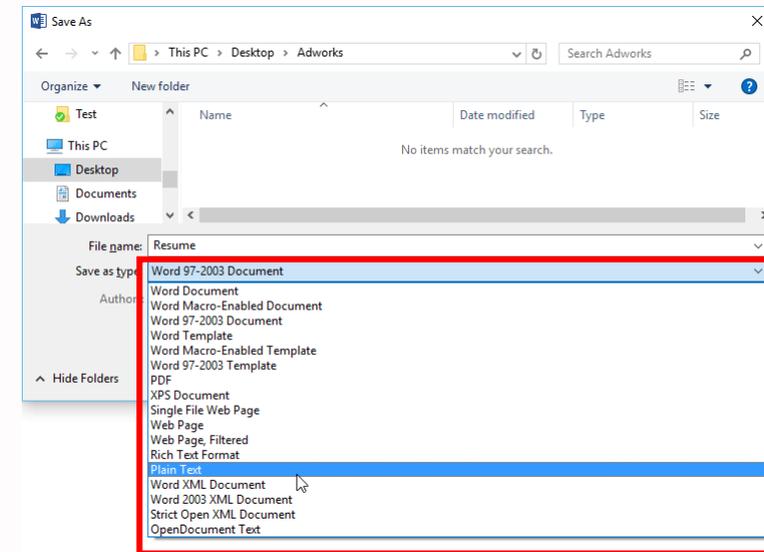
- Document: Uses the Word Document format
- OpenDocument Text: Uses the OpenDocument Text format
- Word 97-2003 Document: Uses the Word 97-2003 Document format
- Template: Starting point for new documents

Other File Types

- Plain Text: Contains only the text in your document
- Rich Text Format: Preserves text formatting information
- Single File Web Page: Web page is stored as a single file
- Save as Another File Type

Save As

3. Select a **file type**, then click **Save As**. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Save**.



You can also use the **Save as type** drop-down menu in the **Save As** dialog box



Document Creation

Text Basics

- If you're new to Microsoft Word, you'll need to learn the basics of typing, editing, and organizing text. Basic tasks include the ability to **add, delete,** and move text in your document, as well as how to **cut, copy, and paste.**

Now Introducing...

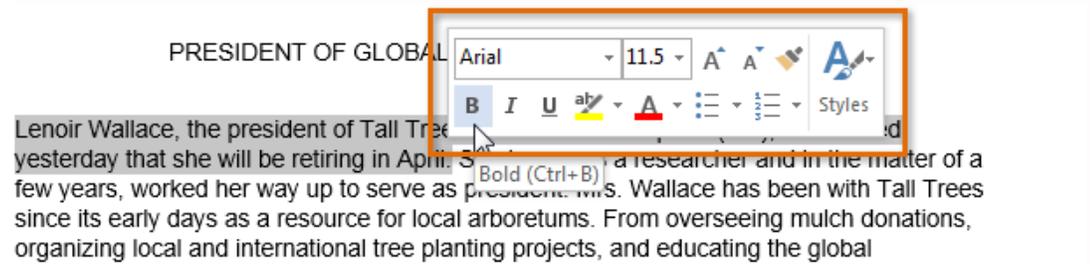


H₂O Mobile's

UNLIMITED WASH CLUB

H₂O Signature Detail Plan

\$99.99/mo

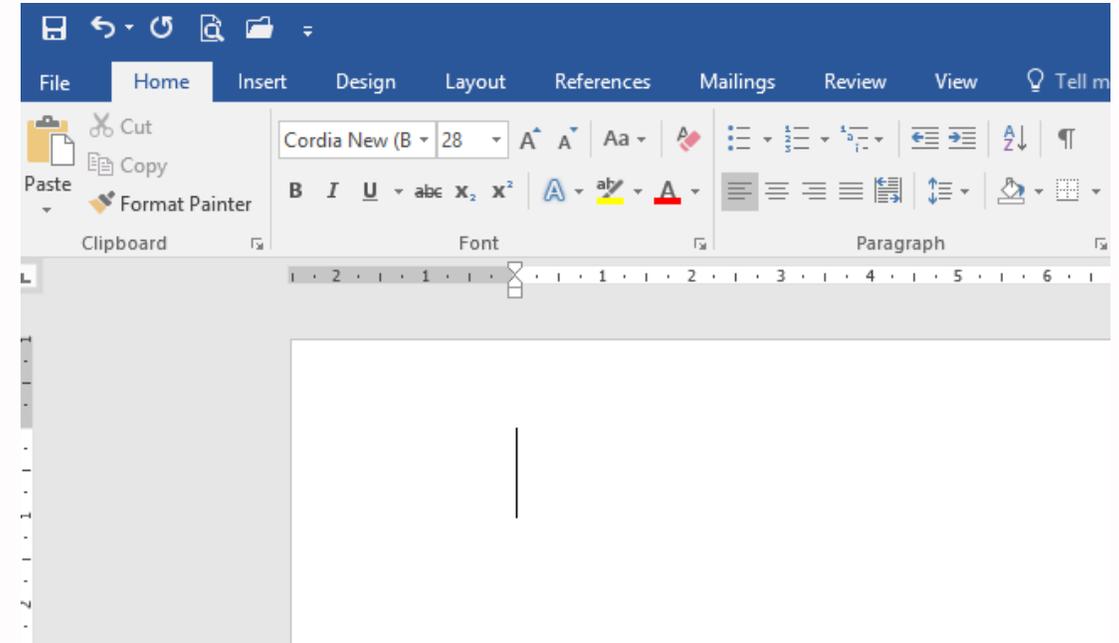




Document Creation

Using the insertion point to add text

- The **insertion point** is the blinking vertical line in your document. It indicates where you can enter **text** on the page. You can use the insertion point in a variety of ways:
- **Blank document:** When a new blank document open, the insertion point is located in the top-left corner of the page. If you want, you can begin typing from this location.



Auto Detailing | I

Auto Detailing
Services List | I

- **Adding spaces:** Press the **spacebar** to **add spaces** after a word or in between text.
- **New paragraph line:** Press **Enter** on your keyboard to move the insertion point to the next paragraph line.



Document Creation

Select text:

Before applying formatting to text, you'll first need to **select it**.

- Place the **insertion point** next to the text you want to select.
- Click the mouse, and while holding it down drag your mouse over the text to select it.
- Release the mouse button. You have selected the text. **A highlighted box** will appear over the selected text.

The screenshot shows a document with the text "PRESIDENT OF GLOBAL" at the top. Below it, a paragraph of text is highlighted in grey. The Microsoft Word ribbon is visible, with the "Font" group expanded. The "B" (Bold) button is highlighted in blue, and a tooltip "Bold (Ctrl+B)" is displayed over it. Other buttons in the ribbon include "I" (Italic), "U" (Underline), "Color" (text color), "A" (background color), "List" (bulleted list), "Numbering" (numbered list), and "Styles".



Document Creation

Delete text:

There are several ways to **delete - or remove** - text:

- To delete text to the **left** of the insertion point, press the **Backspace** key on your keyboard.
- To delete text to the **right** of the insertion point, press the **Delete** key on your keyboard.
- **Select the text** you want to remove, then press the **Delete** key.



Document Creation

Copy and paste text

1. Select the **text** you want to copy.

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

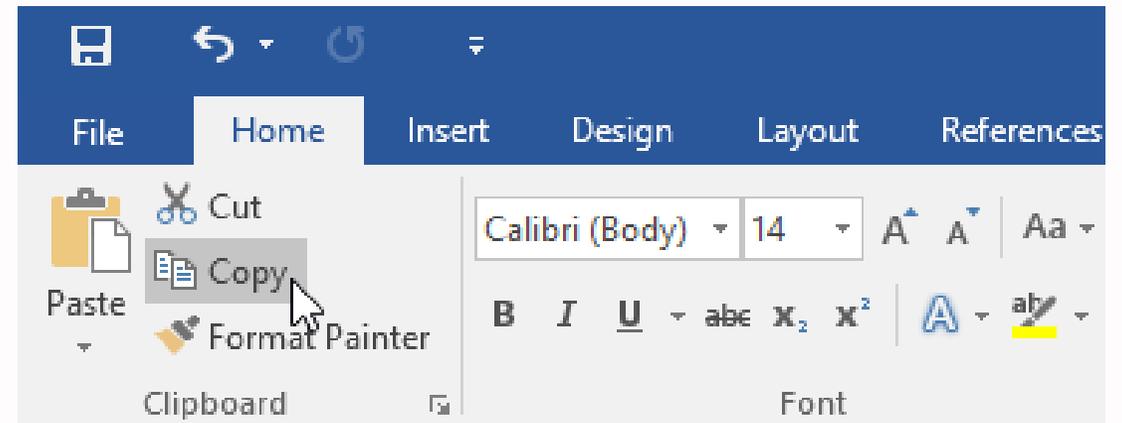
Hand wash and dry vehicle, including tires, rims, wheel wells, Interior vacuum, dust, and deodorize, plus windows inside &

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean air and cup holders.

2. Click the **Copy** command on the **Home** tab. Alternatively, you can press **Ctrl+C** on your keyboard.





Document Creation

Copy and paste text

3. Place the insertion point where you want the text to appear.

• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

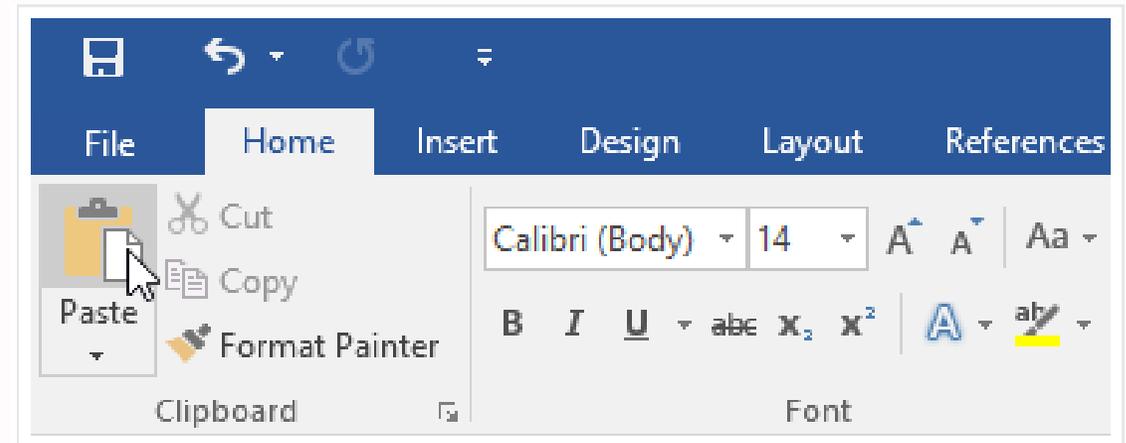
Hand wash and dry vehicle, including tires, rims, wheel wells, and door j
Interior vacuum, dust, and deodorize, plus windows inside & out.

• Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect
and cup holders.

4. Click the **Paste** command on the Home tab.
Alternatively, you can press **Ctrl+V** on your keyboard.





Document Creation

Cut and paste

1. Select the **text** you want to **cut**

- **H₂O Signature Wash**

Cars \$20 · SUVs \$25 and up

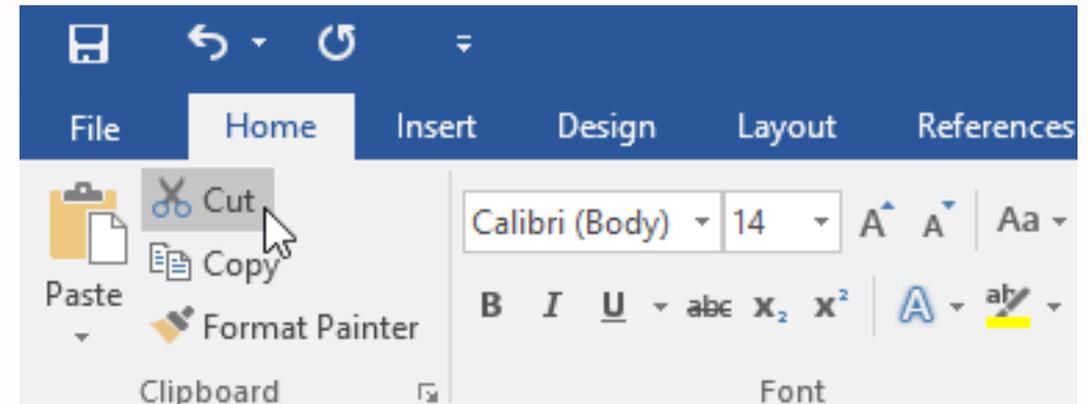
Hand wash and dry vehicle, including tires, rims, wheel wells, Interior vacuum, dust, and deodorize, plus windows inside &

- **Signature Interior**

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean air and cup holders.

2. Click the **Cut** command on the **Home** tab.
Alternatively, you can press **Ctrl+X** on your keyboard.





Document Creation

Copy and paste text

3. Place the insertion point where you want the text to appear.

• H₂O Signature Wash

Cars \$20 · SUVs \$25 and up

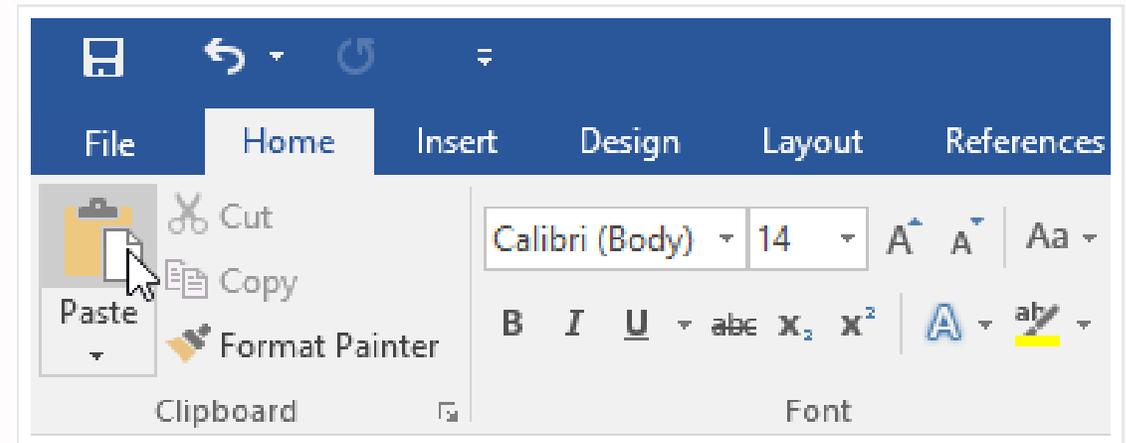
Hand wash and dry vehicle, including tires, rims, wheel wells, and door j
Interior vacuum, dust, and deodorize, plus windows inside & out.

• Signature Interior

Cars \$40 · SUVs \$60 and up · March special! \$5 off

Shampoo carpets, floor mats, seats, and door panels. Clean and protect
and cup holders.

4. Click the **Paste** command on the Home tab.
Alternatively, you can press **Ctrl+V** on your keyboard.





Document Creation

Drag and drop text

1. Select the **text** you want to move.

- **Paint Correction & Protection**

Call for pricing · March special! 10% off

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us



Document Creation

Drag and drop text

2. Click and drag the **text** to the location where you want it to appear. A small rectangle will appear below the arrow to indicate that you are moving text.

- **Paint Correction & Protection**

Call for pricing · March special! 10% off

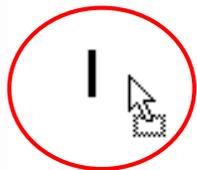
Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us





Document Creation

Drag and drop text

3. Release the mouse, and the text will appear.

- **Paint Correction & Protection**

Call for pricing · March special! 10% off

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com

Special rates available for weekly/monthly customers

H₂O Mobile Wash & Valet | Just leave the details to us

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an additional charge.



Document Creation

Symbols

- If you need to insert an unusual character that's not on your keyboard, such as a [copyright \(©\)](#) or [trademark \(™\)](#) symbol, you can usually find them with the Symbol command.

1. Place the insertion point where you want the symbol to appear.

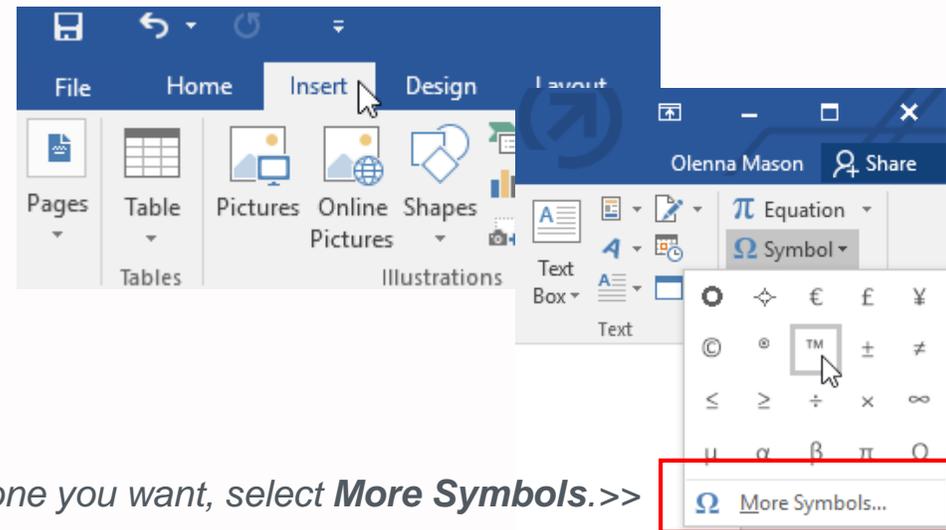
2. Click the Insert tab. Locate and select the **Symbol** command, then choose the desired symbol from the drop-down menu.

Schedule your appointment today!

Contact Hank Odum at 321-555-5400 or hank@H2Omobile.com
Special rates available for weekly/monthly customers

[H₂O Mobile Wash & Valet](#) | Just leave the details to us |

Prices may vary depending on size of vehicle. Heavily soiled vehicles are subject to an aa



If you don't see the one you want, select **More Symbols**.>>



Document Creation

Challenge 1



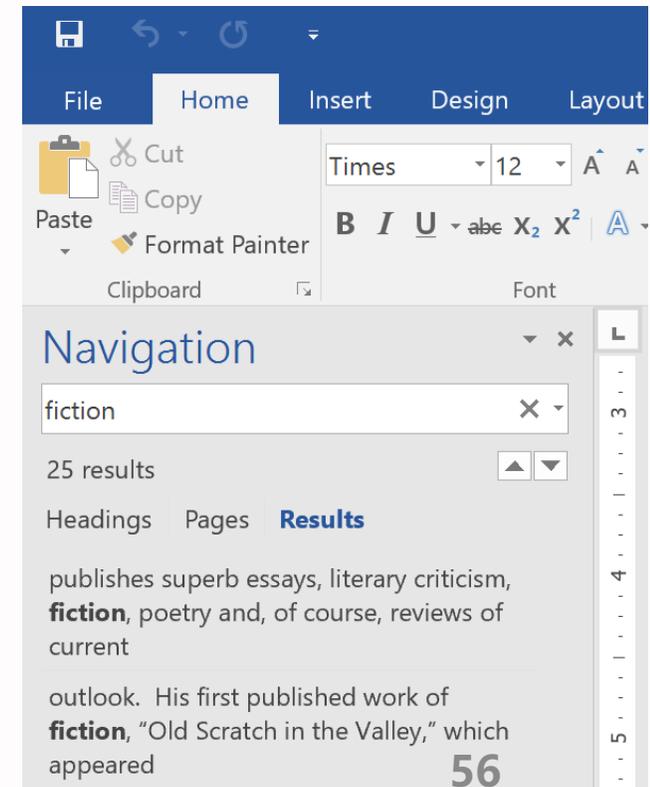
Document Creation

Find text

- In our example, we've written an academic paper and will use the **Find command** to locate all references to a particular author's last name.

1. From the **Home** tab, click the **Find** command. The navigation pane will appear on the left side of the screen.

2. **Type the text you want to find in the field** at the top of the navigation pane.



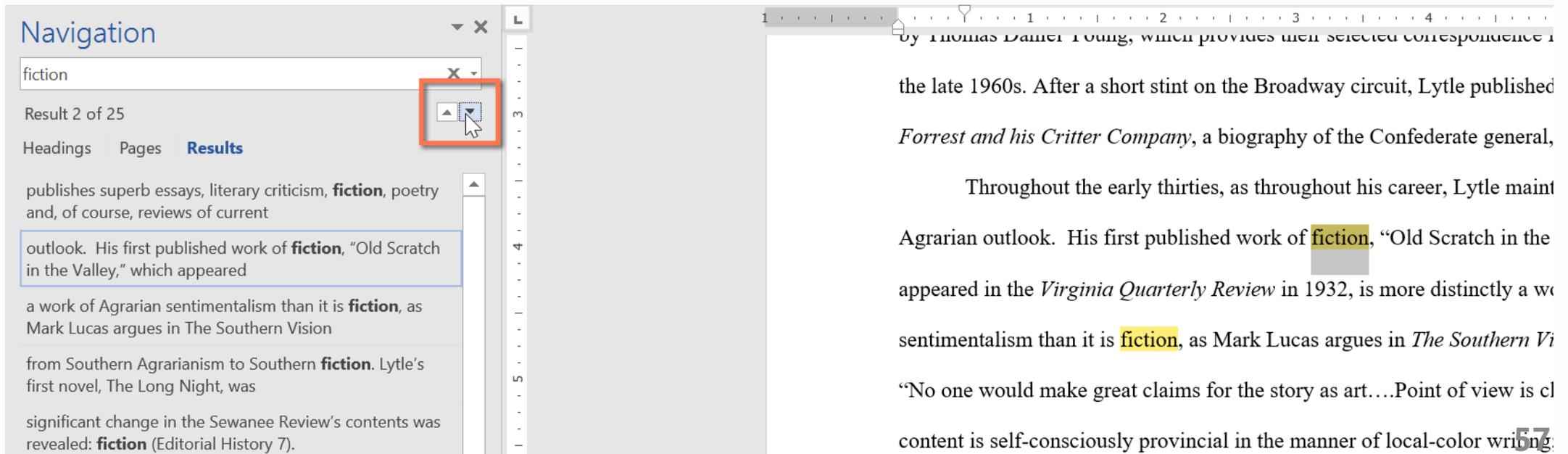


Document Creation

Find text

4. If the text appears more than once, **choose a review option to review each instance**. When an instance of the text is selected, it will highlight in gray:

Arrows: Use the arrows   to move through the results one at a time. Results previews: Select a result preview to jump directly to the location of a specific result in your document.



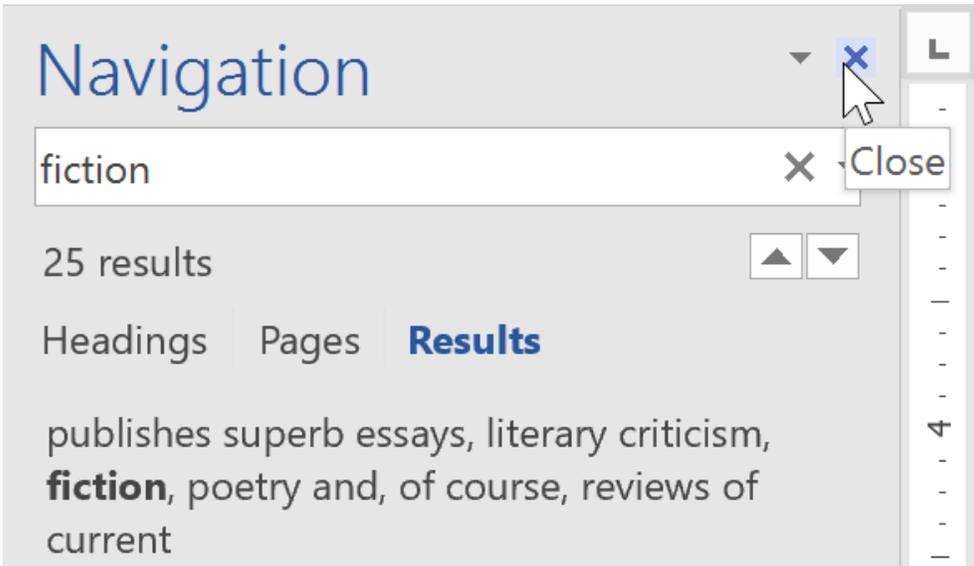
The screenshot shows the 'Find' dialog box in Microsoft Word. The search term is 'fiction'. Below the search bar, it says 'Result 2 of 25'. There are navigation arrows (up and down) highlighted with a red box. The document preview shows the word 'fiction' highlighted in gray in the text: 'outlook. His first published work of fiction, "Old Scratch in the Valley," which appeared'.



Document Creation

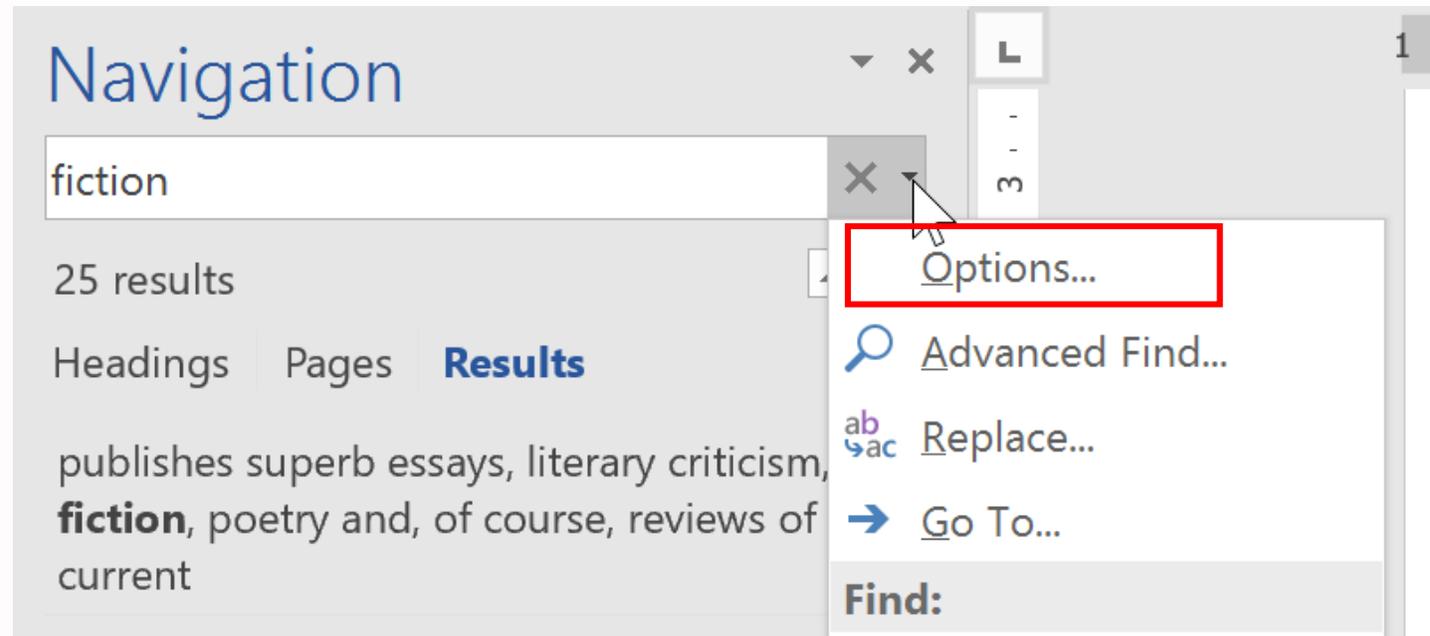
Find text

5. When you are finished, click the **X** to close the navigation pane. The highlighting will disappear.



*You can also access the Find command by pressing **Ctrl+F** on your keyboard.*

6. For more search options, click the drop-down arrow next to the search field.





Document Creation

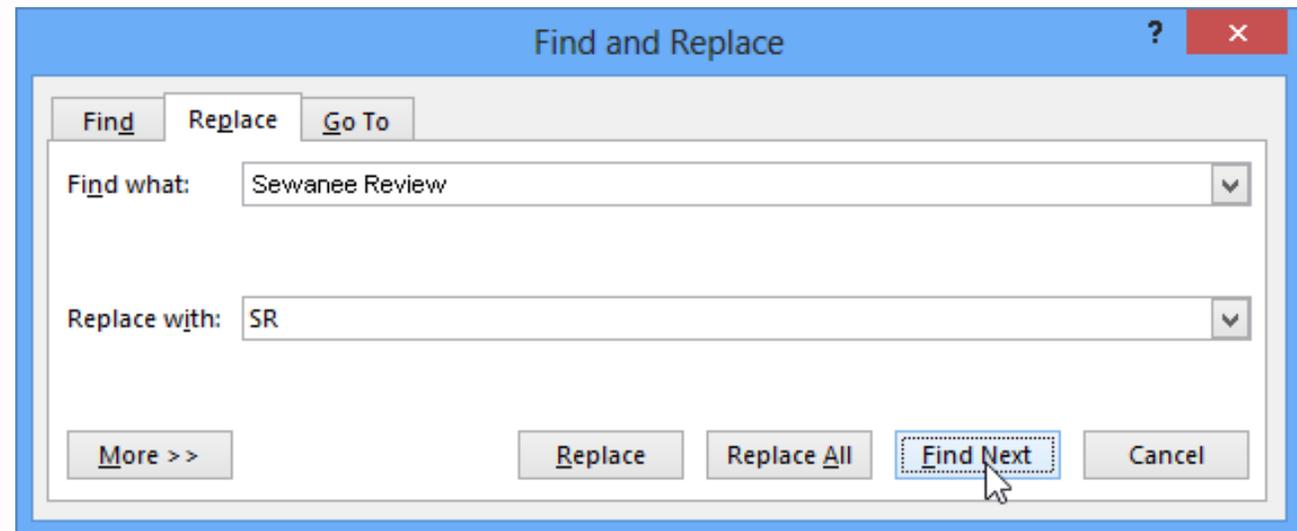
Replace text

1. From the **Home** tab, click the **Replace** command.



2. The **Find and Replace** dialog box will appear.

- Type the text you want to find in the **Find what:** field.
- Type the text you want to replace it with in the **Replace with:** field. Then click **Find Next**.



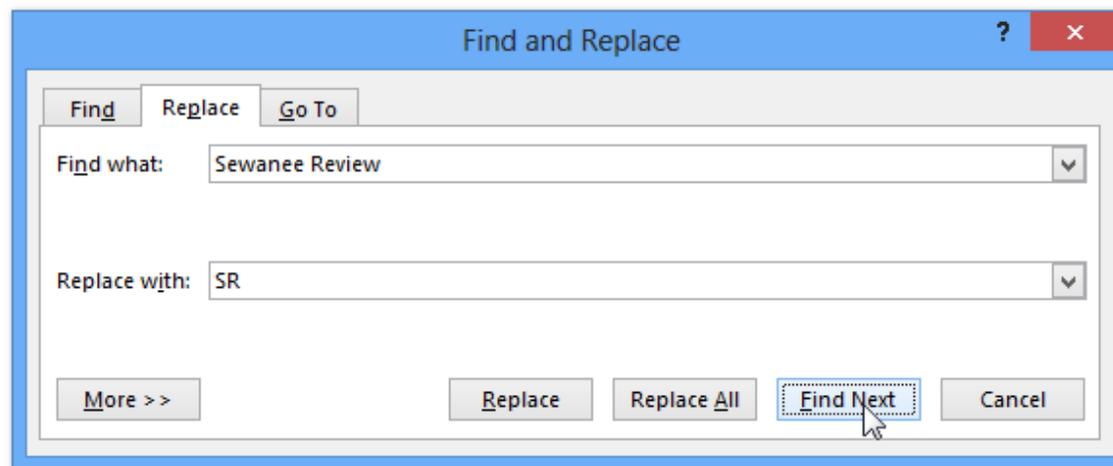


Document Creation

Replace text

- Word will find the first instance of the text and **highlight** it in gray.
- **Review** the text to make sure you want to replace it. In our example, the text is part of the title of the paper and does not need to be replaced. We'll click **Find Next** again.

Atop Monteagle Mountain at the University of the South in Sewanee, Tennessee, is the office of *The Sewanee Review*. Founded in 1892, the *Sewanee Review* (SR) has never missed an issue, distinguishing it as the oldest continuously published quarterly review in the United States.





Document Creation

Replace text

- Word will jump to the next instance of the text. If you want to replace it, select one of the **replace** options:
 - Replace** will replace individual instances of text. In our example, we'll choose this option.
 - Replace All** will replace every instance of the text throughout the document.

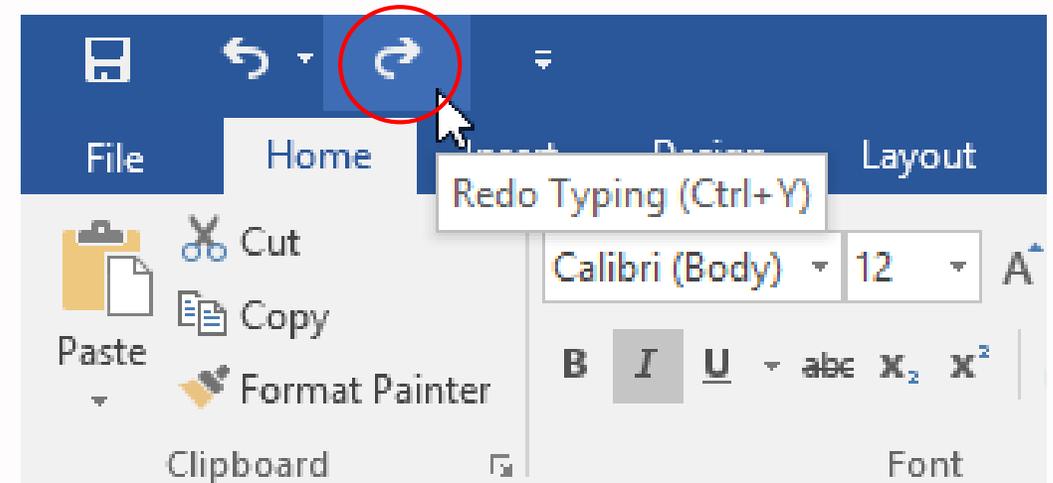
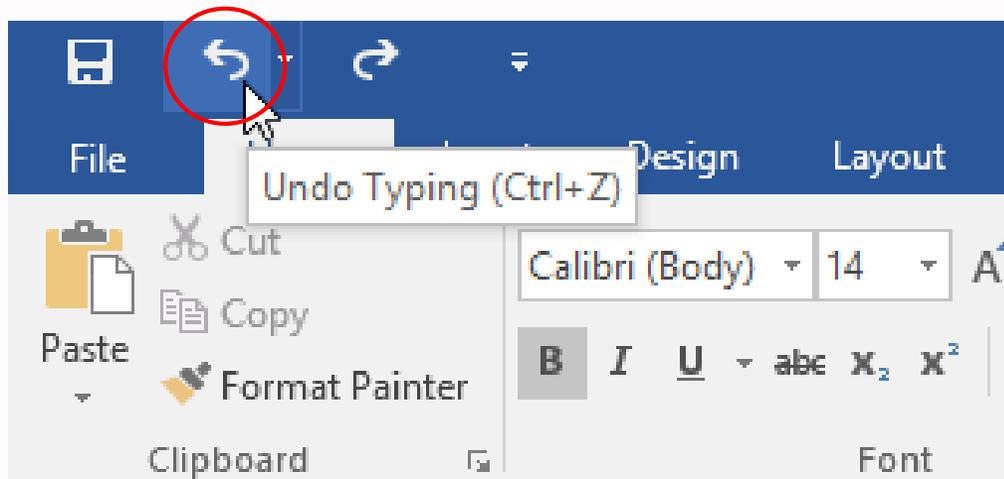
ew Nelson Lytle, one of the South's more distinguished (and underappreciated)
ted the *Sewanee Review* twice in his career, once in 1942 to 44 and then again
3. During his tenure as editor, Lytle helped to resurrect the magazine from
on, financial s
run in 1973. Andrew Nelson Lytle, one of the South's more d
men of letters, edited the *SR* twice in his career, once in 1942
1973. During his tenure as editor, Lytle helped to resurrect th



Document Creation

Undo and Redo

- Let's say you're working on a document and accidentally delete some text. Fortunately, you won't have to retype everything you just deleted! Word allows you to **undo** your most recent action when you make a mistake like this. You select the **Undo** command on the Quick Access Toolbar. Alternatively, you can press **Ctrl+Z** on your keyboard.
- By contrast, the **Redo** command allows you to reverse the last undo. You can also access this command by pressing **Ctrl+Y** on your keyboard.





Document Creation

Challenge 2



Word Processing Syllabus Overview

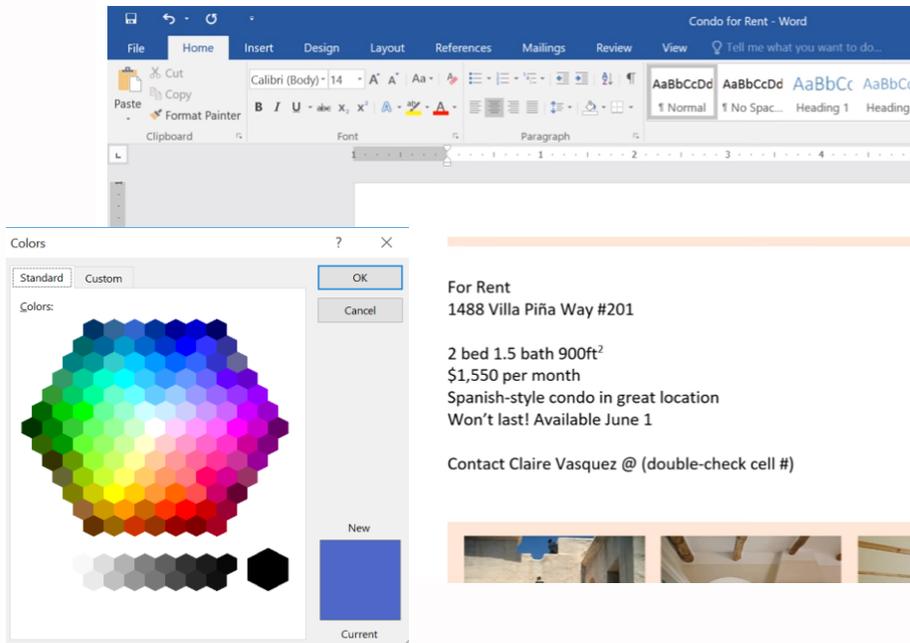
CATEGORY	SKILL SET
1. Using the Application	<ul style="list-style-type: none">• Working with Documents• Enhancing Productivity
2. Document Creation	<ul style="list-style-type: none">• Enter Text• Select, Edit
3. Formatting	<ul style="list-style-type: none">• Text• Paragraphs• Styles
4. Objects	<ul style="list-style-type: none">• Table Creation• Table Formatting• Graphical Objects
5. Mail Merge	<ul style="list-style-type: none">• Preparation• Outputs
6. Prepare Outputs	<ul style="list-style-type: none">• Check and Print



Formatting

Introduction

- **Formatted text** can draw the reader's attention to specific parts of a document and emphasize important information. In Word, you have several options for adjusting text, including **font**, **size**, and **color**. You can also adjust the **alignment** of the text to change how it is displayed on the page.



Font 10 This is some **highlighted text**

Font 16

Font 22

Font 28

Font 34

Font 40

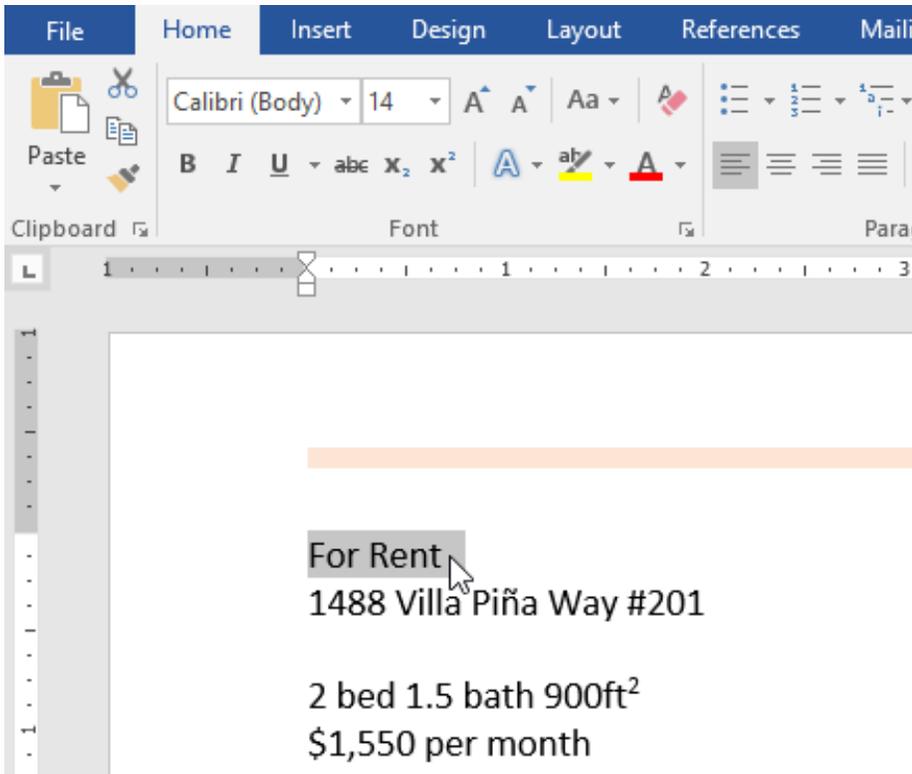
left	center
Lorem ipsum, dolor sit amet, consectetur adipiscing elit.	Lorem ipsum, dolor sit amet, consectetur adipiscing elit.
justify	right
Lorem ipsum, dolor sit amet, consectetur adipiscing elit.	Lorem ipsum, dolor sit amet, consectetur adipiscing elit.



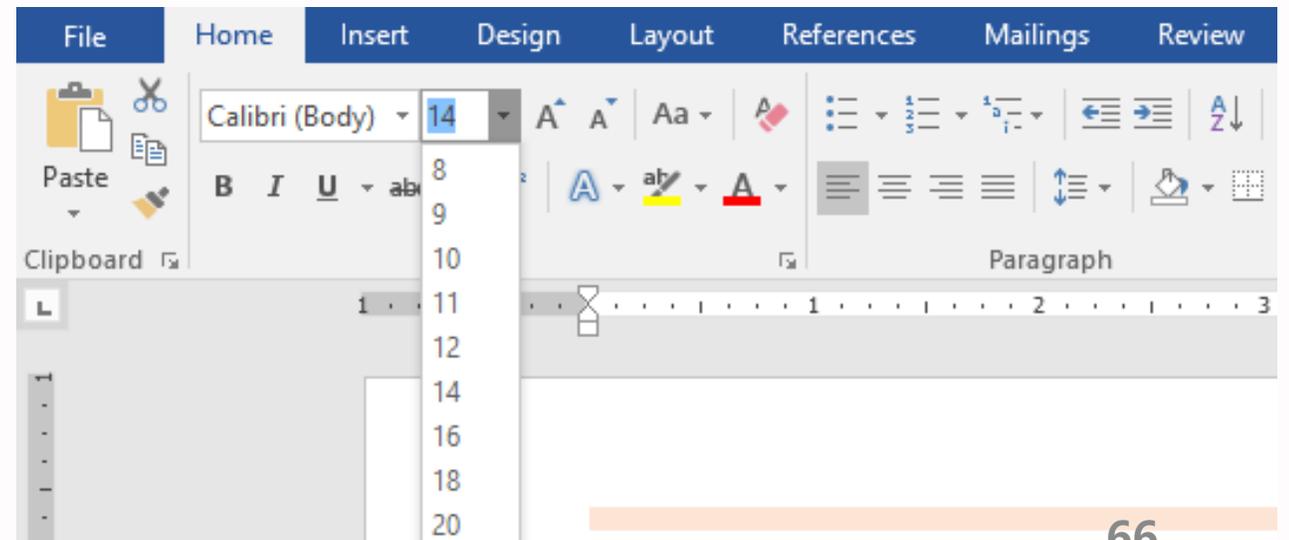
Formatting

Change the font size

1. Select the text you want to modify.



2. On the **Home** tab, click the Font size drop-down arrow. Select a font size from the menu. If the font size you need is not available in the menu, you can click the Font size box and **type** the desired font size, then press **Enter**.





Formatting

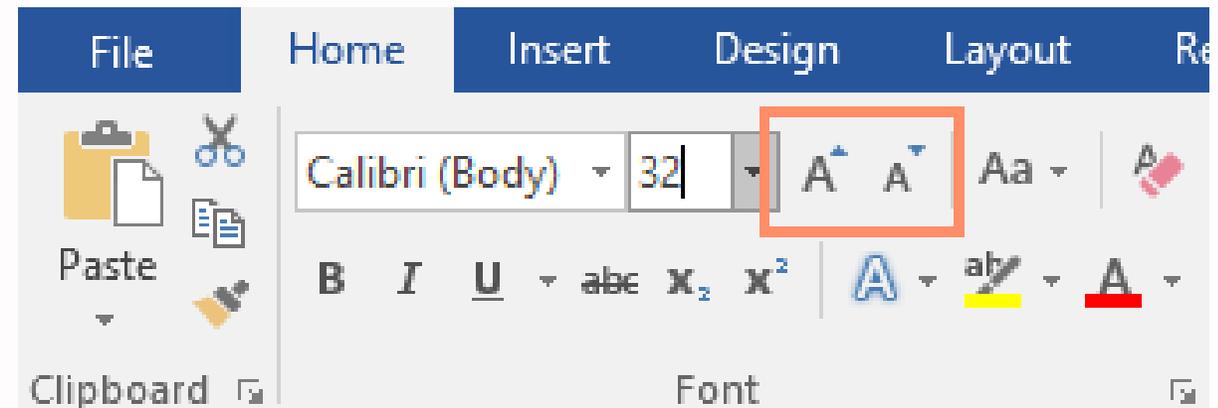
Change the font size

3. The font size will change in the document



To change the font size :

You can also use the **Grow Font** and **Shrink Font** commands to change the font size.





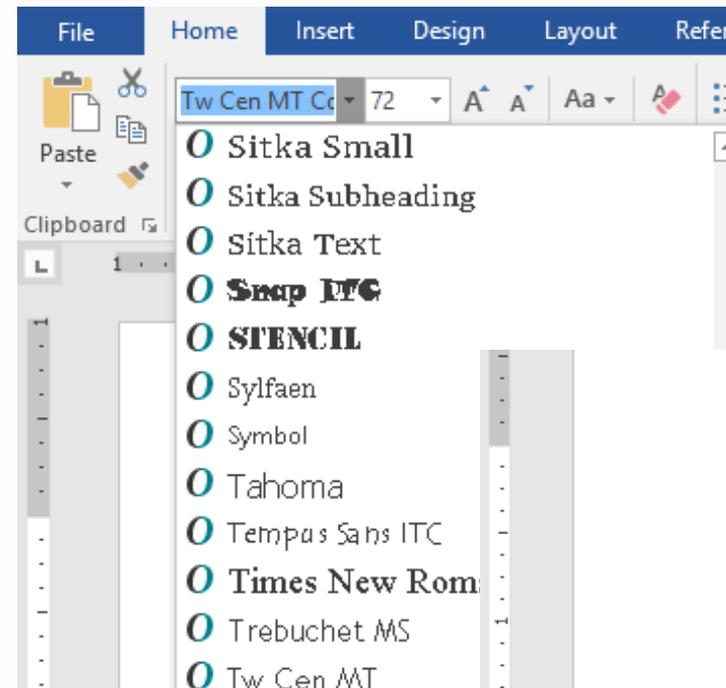
Formatting

Change the font

1. Select the text you want to modify.



2. On the **Home** tab, click the **drop-down arrow** next to the **Font** box. A menu of font styles will appear. Select the font style you want to use.



For Rent

1488 Villa Piña Way #201



Formatting

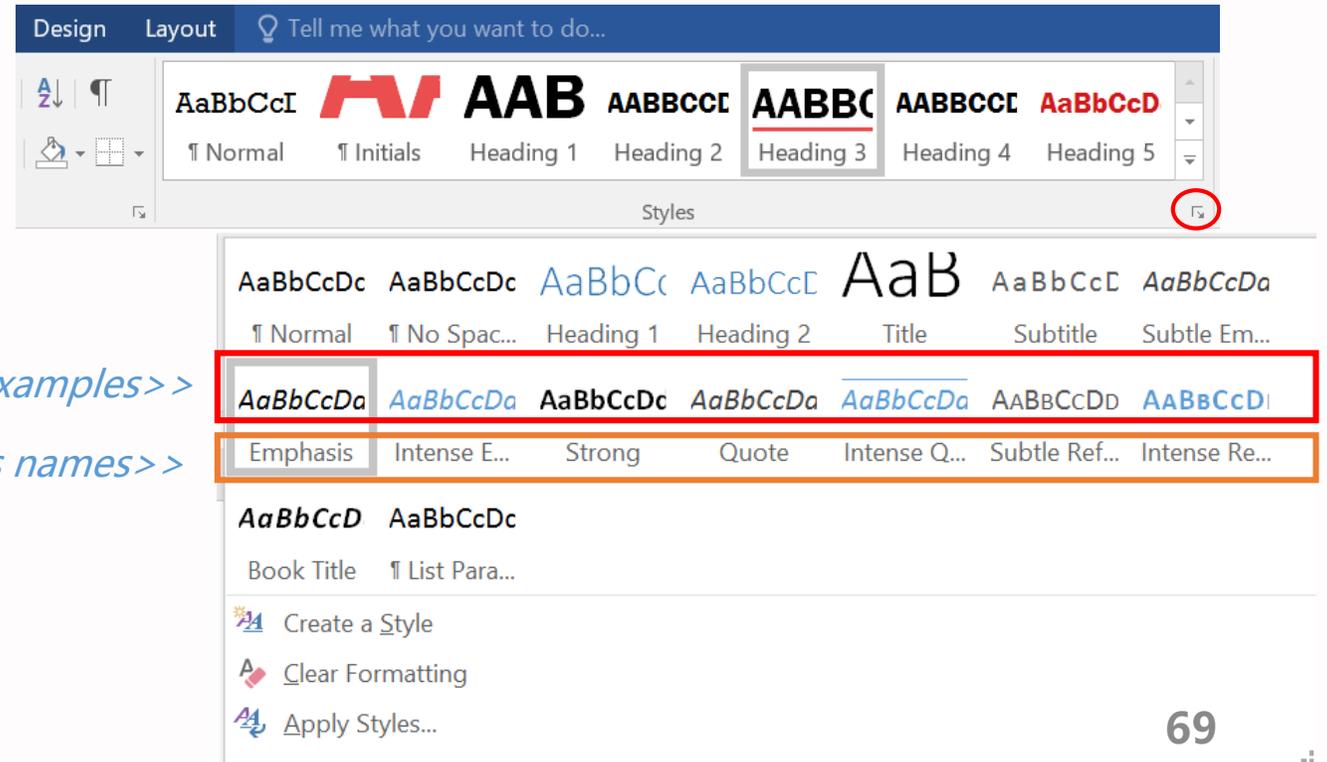
Change font styles

1. Select the text you want to change styles.

OBJECTIVE

To get started, click placeholder text and start typing. Be brief: one or two sentences.

2. On the **Home** tab, click chooses font styles on ribbon. In font styles contains font names, styles and examples.



Examples >>

Font styles names >>



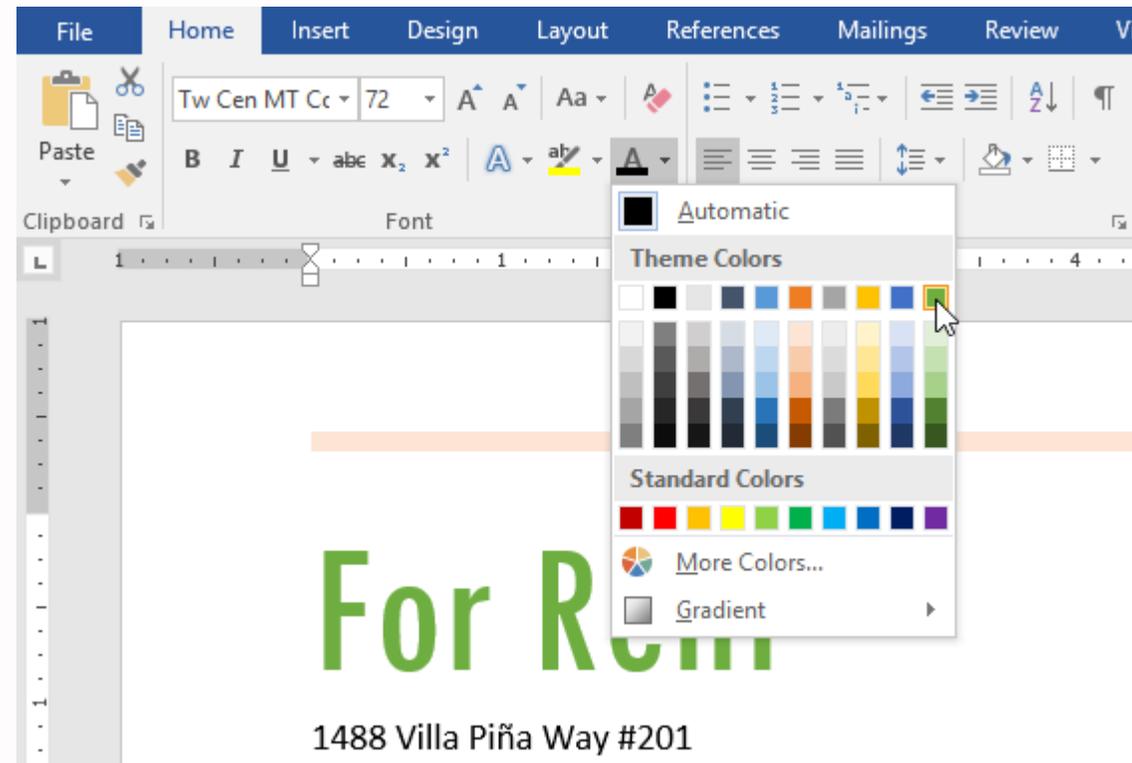
Formatting

Change font color

1. Select the text you want to modify.



2. On the **Home** tab, click the **Font Color drop-down** arrow. The Font Color menu appears.





Formatting

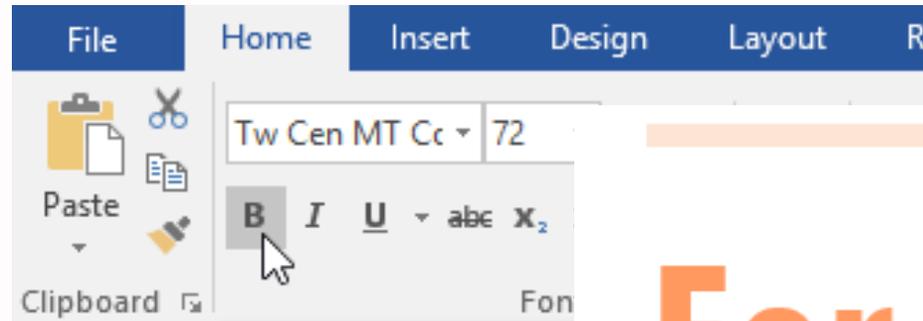
Use the bold, italic, and underline commands

- The Bold, Italic, and Underline commands can be used to help draw attention to important words or phrases.

1. Select the text you want to modify.



2. On the Home tab, click the **Bold (B)**, **Italic (I)**, or **Underline (U) command** in the Font group. In our example, we'll click Bold.



For Rent

1488 Villa Piña Way #201



Formatting

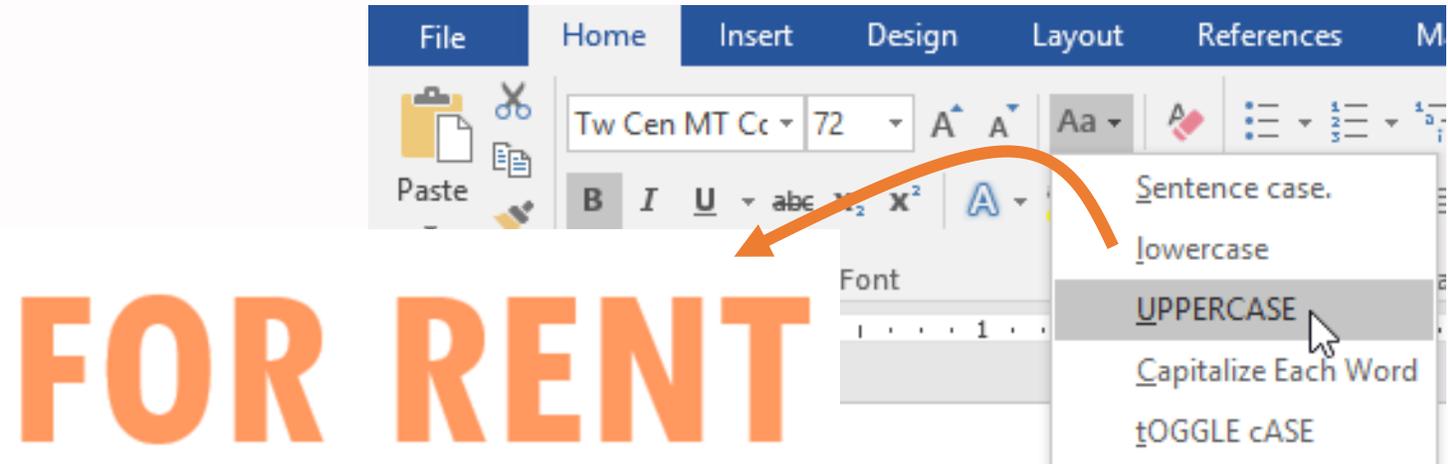
Change text case

- When you need to quickly change text case, you can use the **Change Case command** instead of deleting and retyping text.

1. Select the text you want to modify.



2. On the **Home tab**, click the **Change Case command** in the Font group. A drop-down menu will appear. Select the desired case option from the menu.



1488 Villa Piña Way #201



Formatting

Highlight text

- Highlighting can be a useful tool for **marking important text** in your document..

1. Select the text you want to modify.

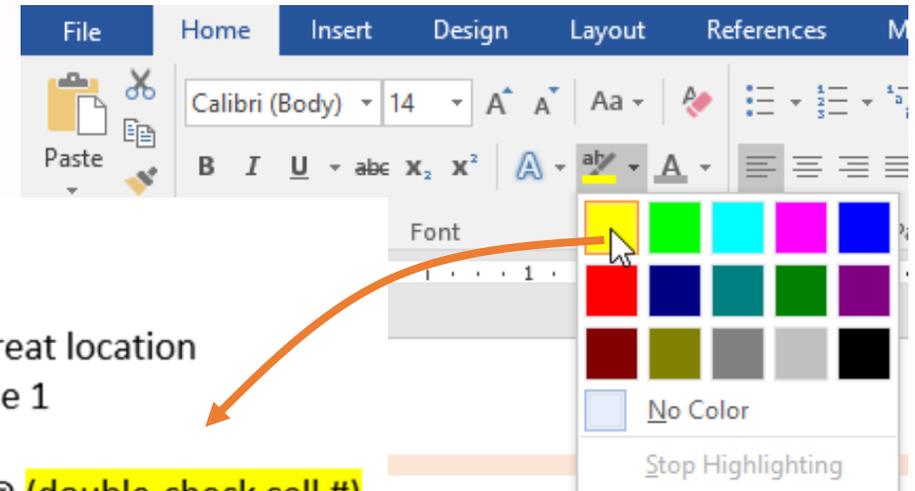
2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

Contact Claire Vasquez @ (double-check cell #)

2. From the **Home tab**, click the **Text Highlight Color** drop-down arrow. The Highlight Color menu appears. Select the desired highlight color.

2 bed 1.5 bath 900ft²
\$1,550 per month
Spanish-style condo in great location
Won't last! Available June 1

Contact Claire Vasquez @ (double-check cell #)





Formatting

Change text alignment

- **By default, Word aligns text to the left margin** in new documents. However, there may be times when you want to adjust text alignment to the center or right.

1. Select the text you want to modify.

2. On the **Home tab**, select one of the **four alignment options from** the Paragraph group. In

FOR RENT

1488 Villa Piña Way #201

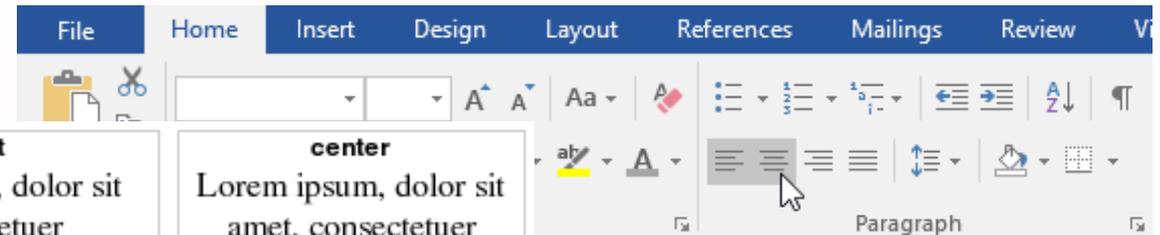
2 bed 1.5 bath 900ft²

\$1,550 per month

Spanish-style condo in great location

Won't last! Available June 1

Contact Claire Vasquez @ (double-check cell #)



left
Lorem ipsum, dolor sit
amet, consectetur
adipiscing elit.

center
Lorem ipsum, dolor sit
amet, consectetur
adipiscing elit.

justify
Lorem ipsum, dolor sit
amet, consectetur
adipiscing elit.

right
Lorem ipsum, dolor sit
amet, consectetur
adipiscing elit.



Formatting

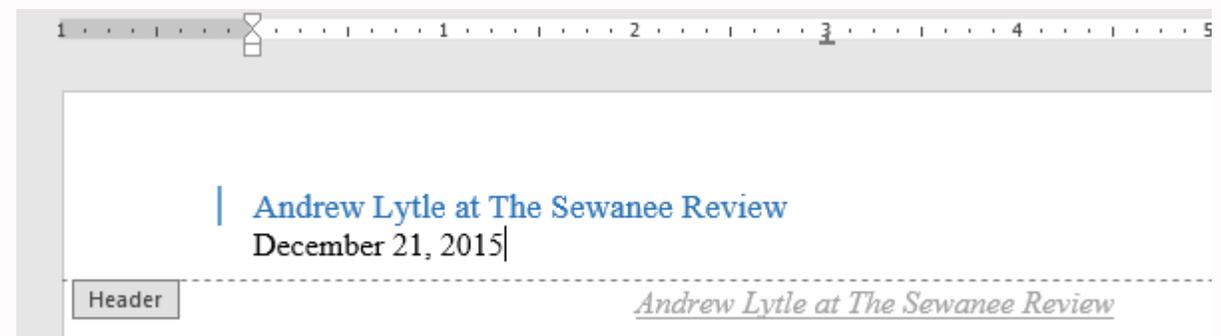
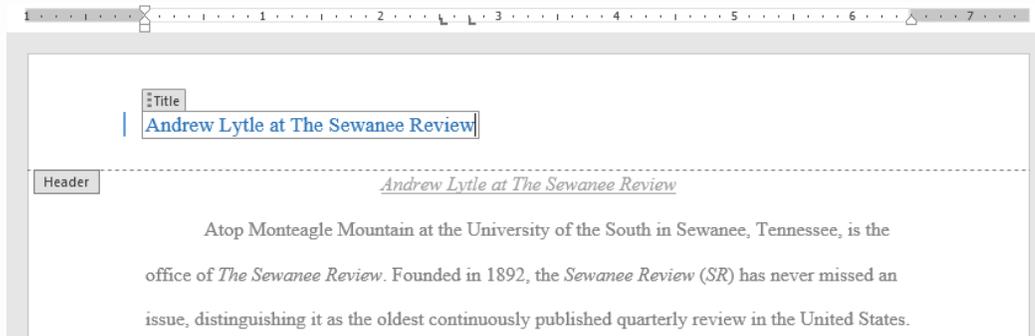
Challenge 3



Formatting

Change text alignment

- The **header** is a section of the document that appears in **the top margin**, while the **footer** is a section of the document that appears in **the bottom margin**. Headers and footers generally contain additional information such as **page numbers, dates, an author's name**, and footnotes, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on each page of the document.



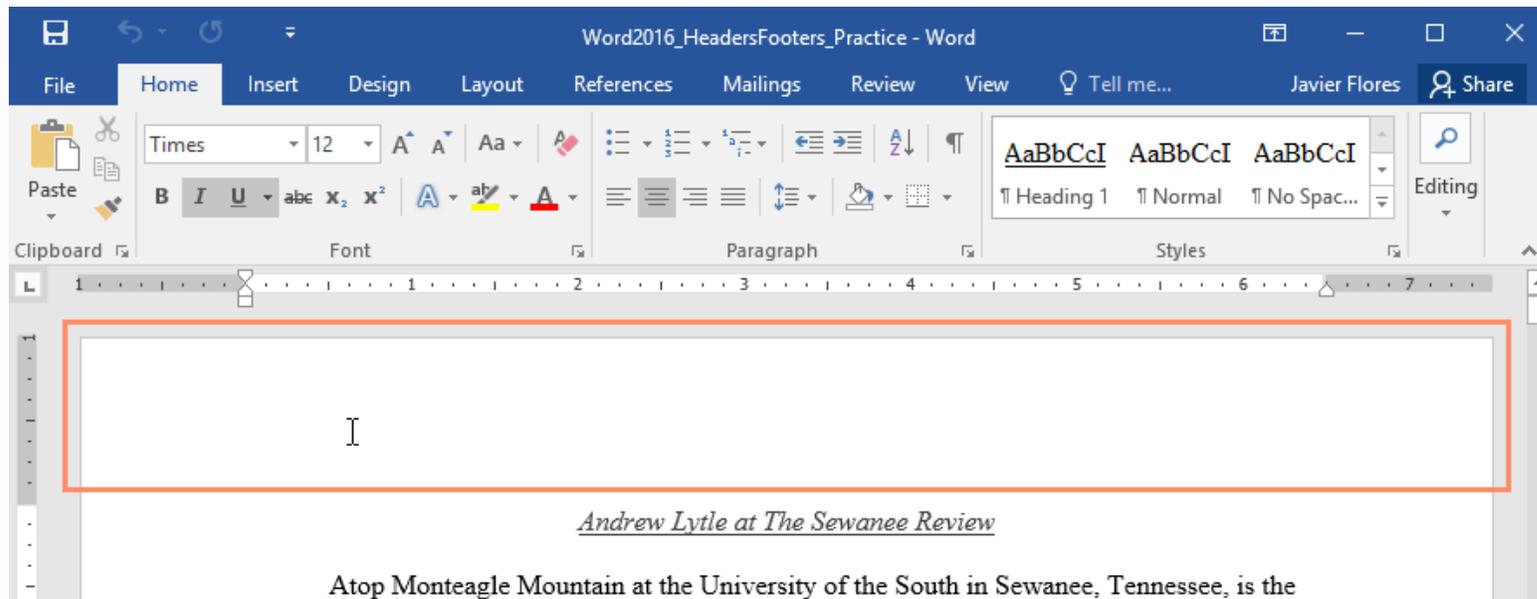


Formatting

Create a header or footer

- In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

1. Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.

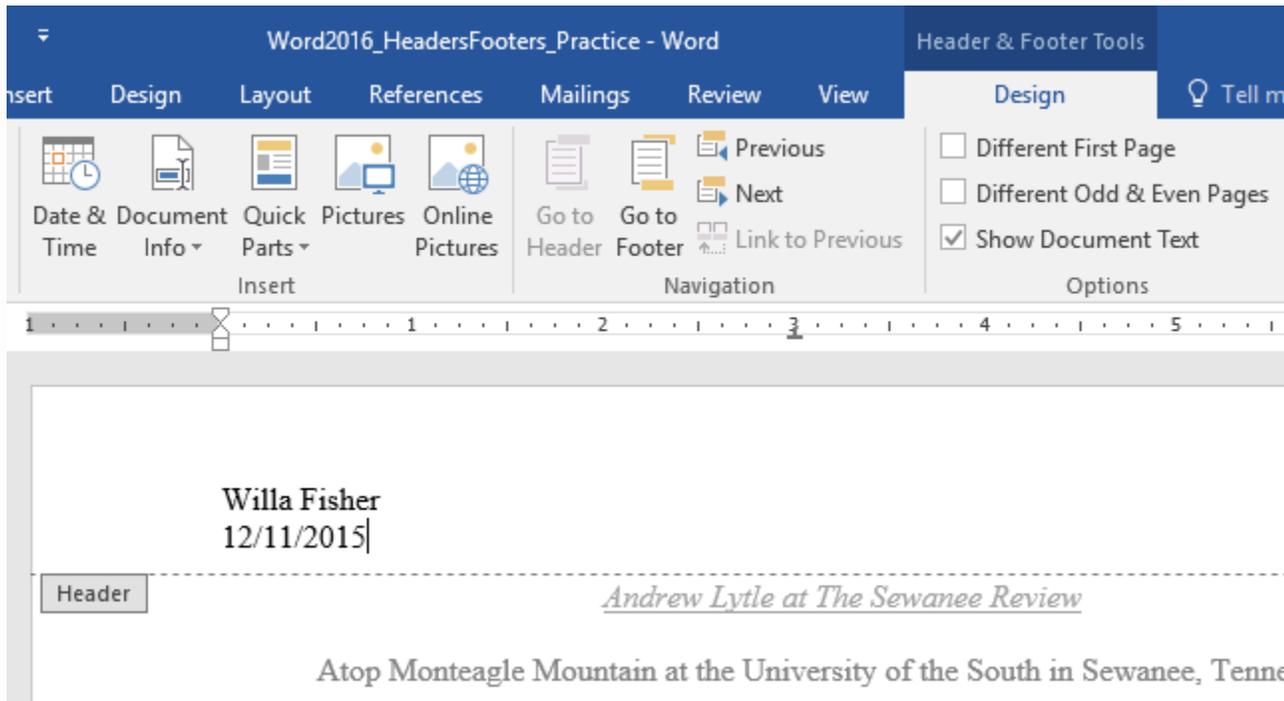




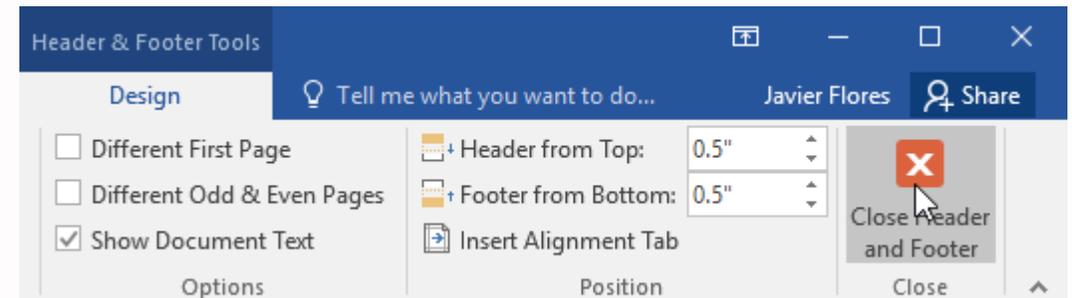
Formatting

Create a header or footer

2. The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer And Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.



3. When you're finished, click **Close Header and Footer**. Alternatively, you can press the **Esc** key.

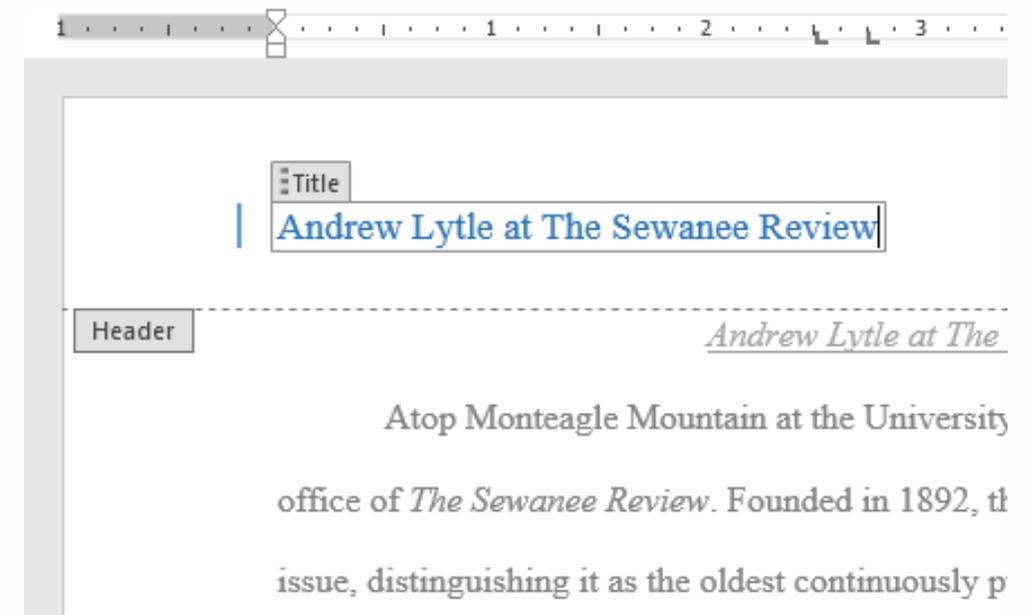
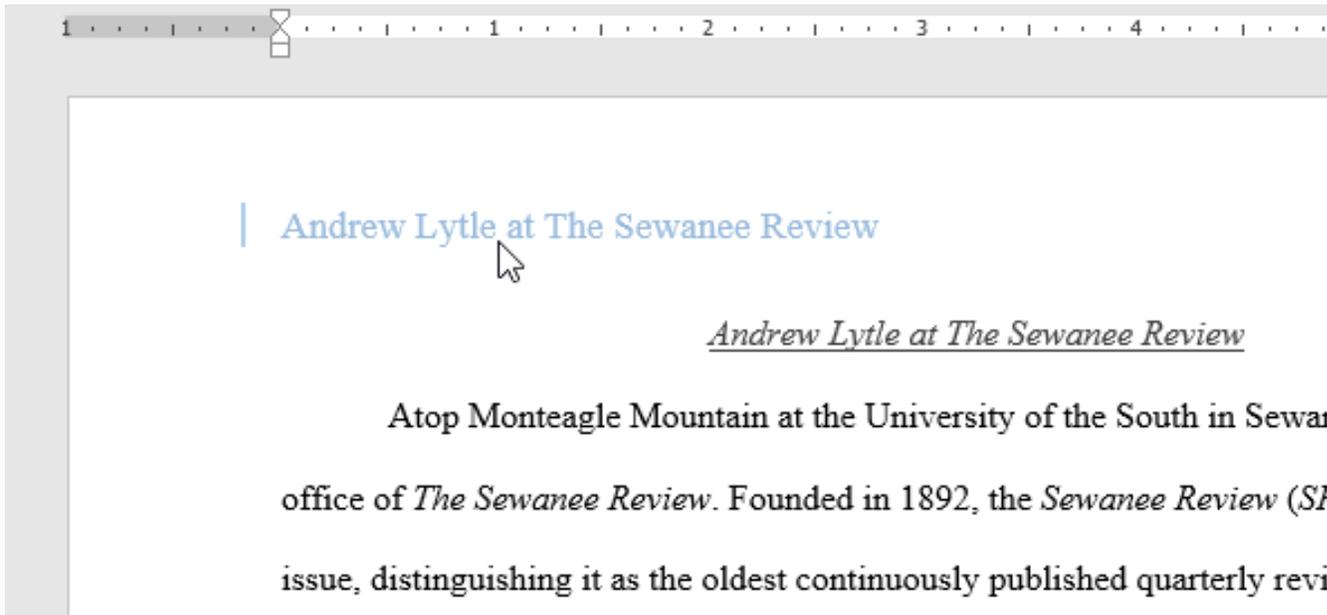




Formatting

Editing headers and footers

- After you close the header or footer, it will still be visible, but it will be locked. Simply **double-click a header or footer to unlock it**, which will allow you to edit it.





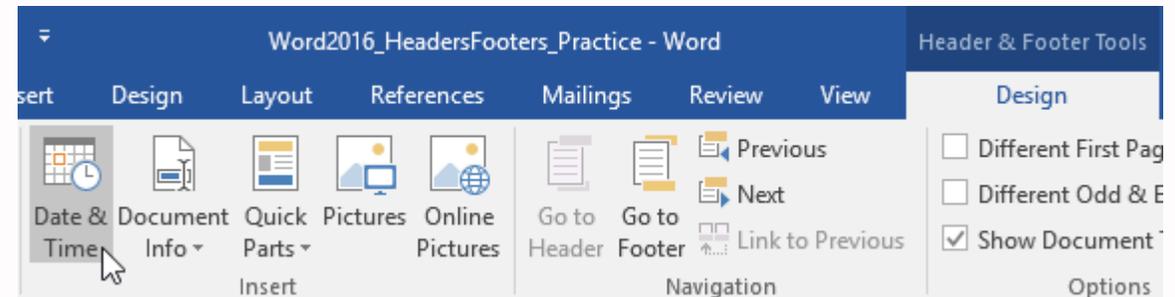
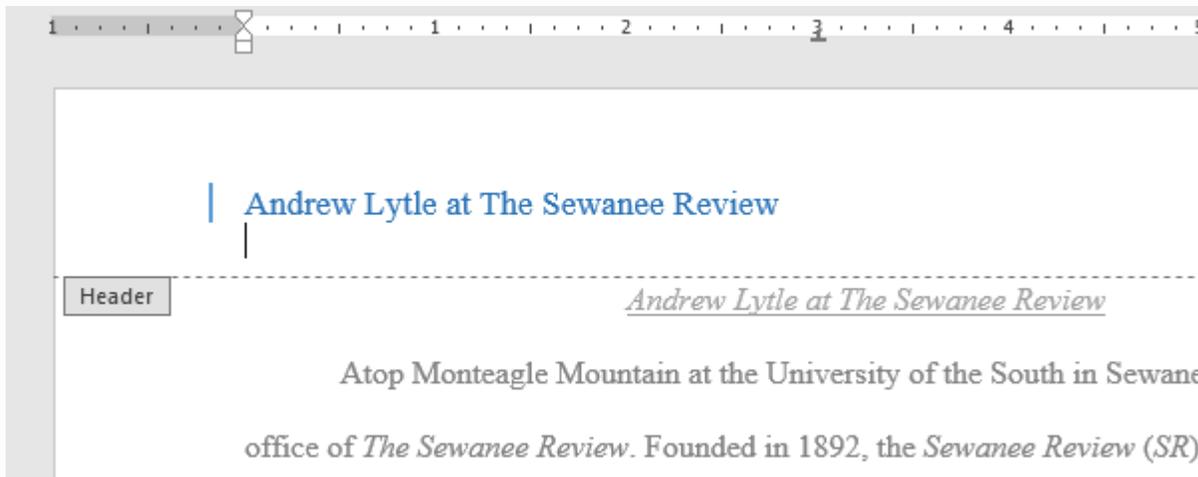
Formatting

Insert the date or time into a header or footer

- Sometimes it's helpful to include the **date or time in the header or footer**. For example, you may want your document to show the date when it was created.

1. Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear.

2. The **Design** tab will appear. Click the **Date & Time** command.



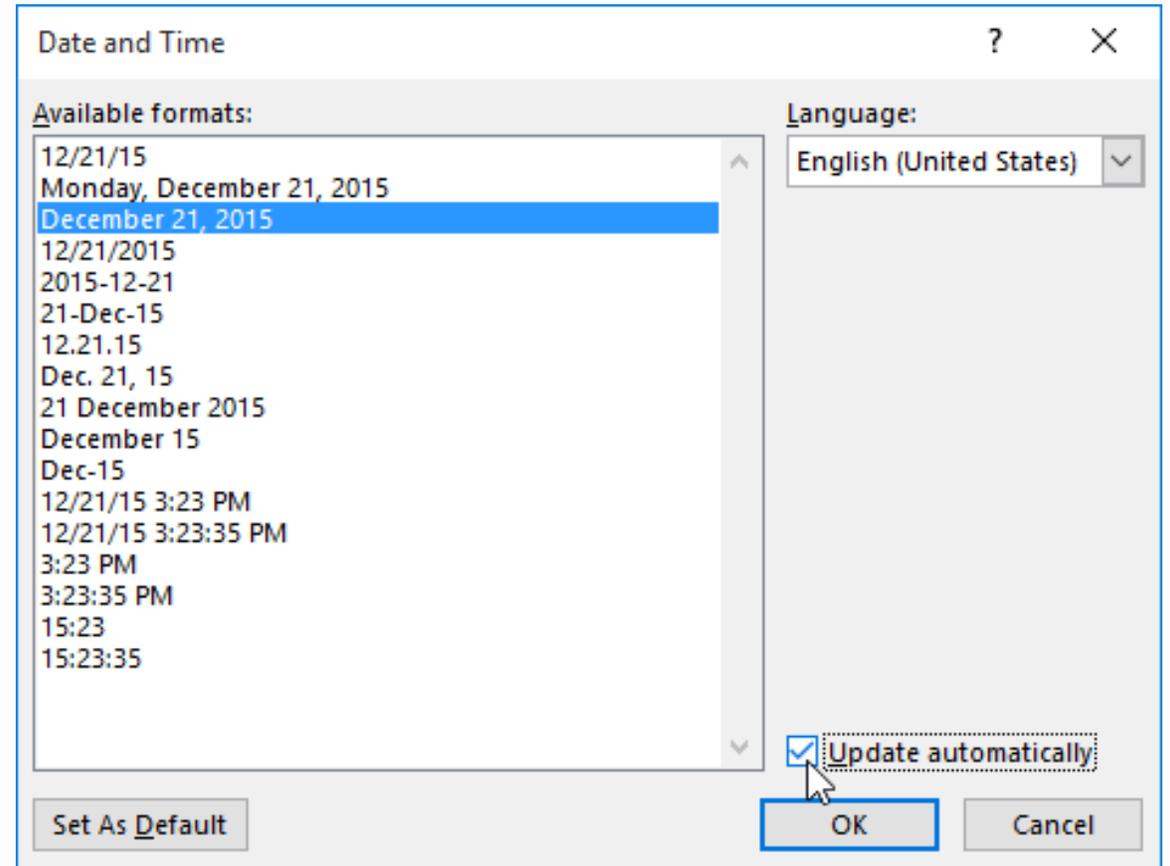


Formatting

Insert the date or time into a header or footer

3. The **Date and Time** dialog box will appear. Select the desired date or time format.

*Check the box next to **Update Automatically** if you want the date to change every time you open the document.*





Formatting

Challenge 4



Word Processing Syllabus Overview

CATEGORY	SKILL SET
1. Using the Application	<ul style="list-style-type: none">• Working with Documents• Enhancing Productivity
2. Document Creation	<ul style="list-style-type: none">• Enter Text• Select, Edit
3. Formatting	<ul style="list-style-type: none">• Text• Paragraphs• Styles
4. Objects	<ul style="list-style-type: none">• Table Creation• Table Formatting• Graphical Objects
5. Mail Merge	<ul style="list-style-type: none">• Preparation• Outputs
6. Prepare Outputs	<ul style="list-style-type: none">• Check and Print

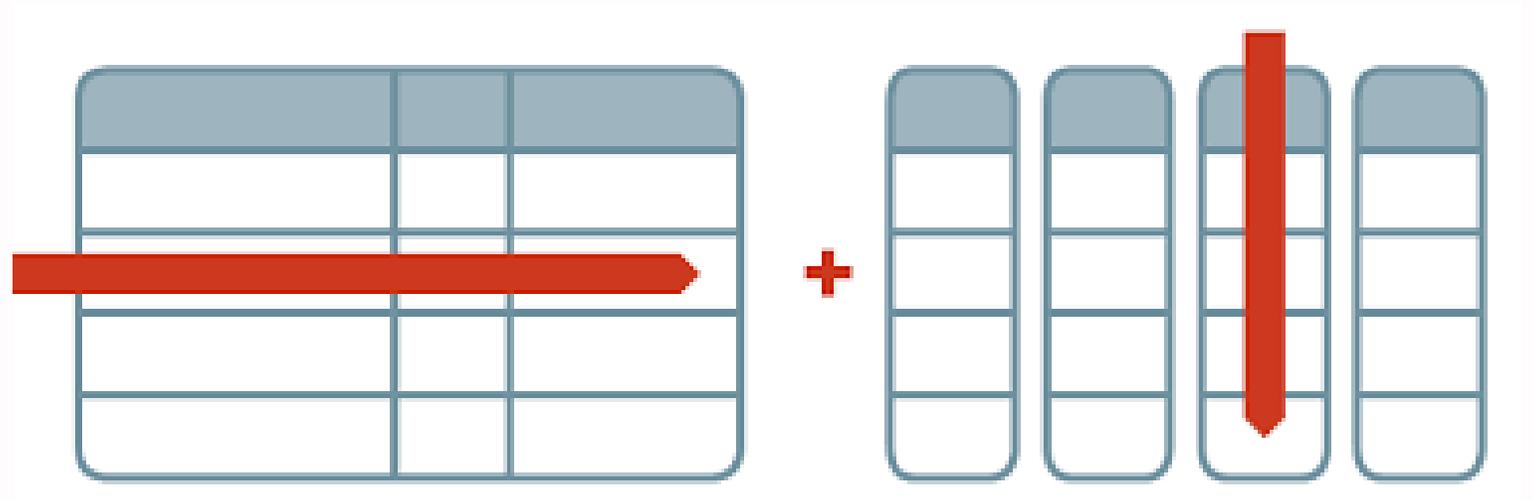


Objects

Introduction

- A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a blank table or convert existing text to a table. You can also customize your table using different styles and layouts.

	Region 1	Region 2	Region 3
March			
April			
May			
June			
July			

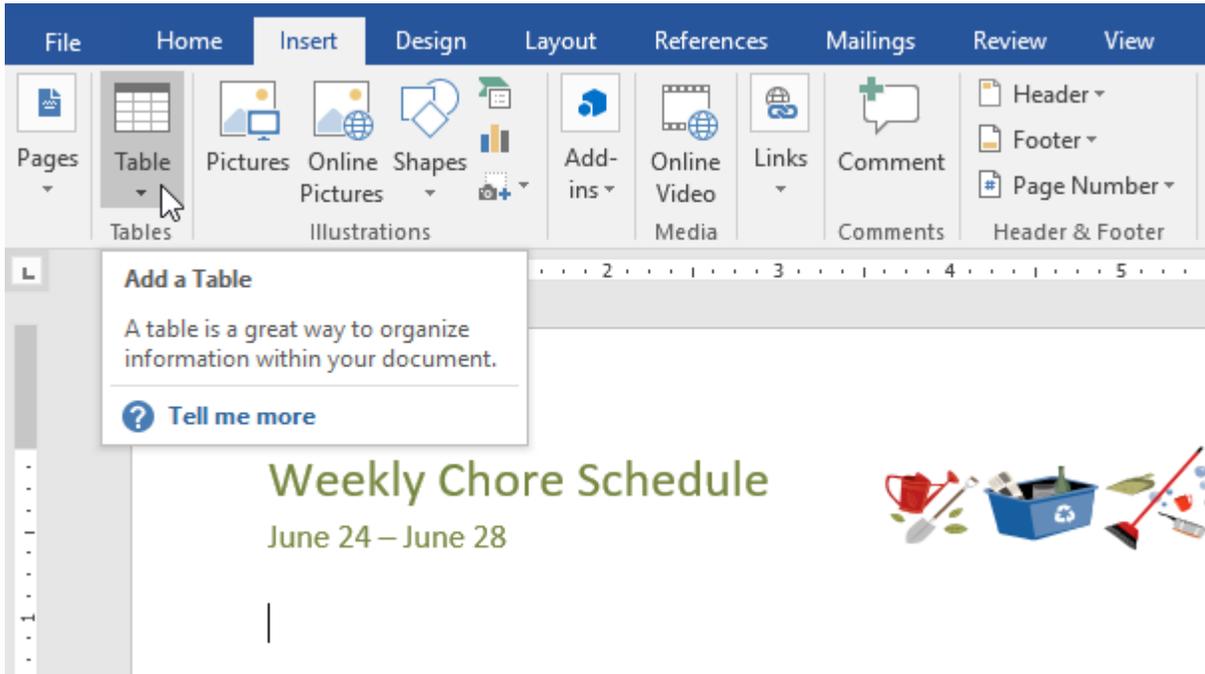




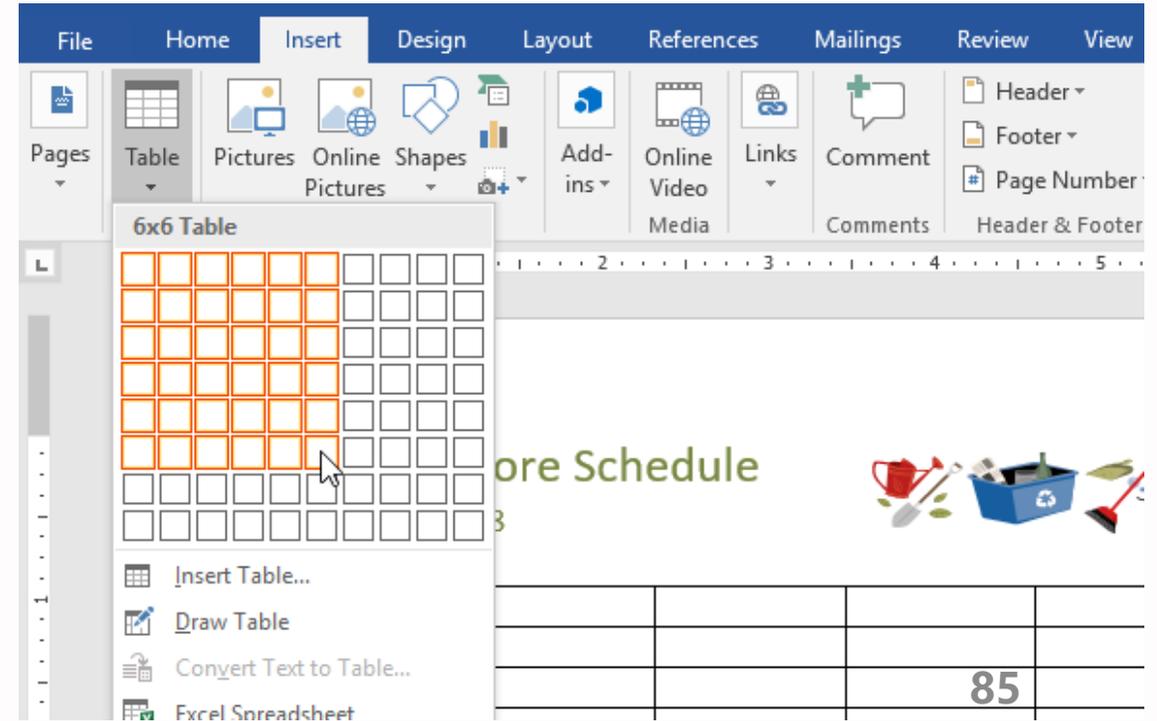
Objects

Insert a blank table

1. Place the insertion point where you want the table to appear. Navigate to the **Insert tab**, then click the **Table** command.



2. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of **columns and rows you want**.





Objects

Insert a blank table

3. Click the grid to **confirm** your selection, and a table will appear. To **enter text**, place the insertion point in any cell, then begin typing.

Weekly Chore Schedule

June 24 – June 28



Monday	Tuesday	Wed				

<< To navigate between cells, use the **Tab** key or **arrow** keys on your keyboard. If the insertion point is in the last cell, pressing the **Tab** key will automatically create a new row.



Objects

Modifying tables

- You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including **adding rows or columns** and **changing the table style**.

Date	Description	Balance	Amount

			
EMAIL	TWITTER HANDLE	TELEPHONE	LINKEDIN URL

Company Name
Street Address
City, ST ZIP Code



Objects

Modifying tables : To add a row or column

- Hover outside the table where you want to add a row or column. Click the **plus sign** that appears. A new row or column will be added to the table.

Weekly Chore Schedule

July 1 – July 5



	Monday	Tuesday	Wednesday	Thursday
		X		School holiday
		X	X	
		X	X	
		X		

Weekly Chore Schedule

July 1 – July 5



	Monday	Tuesday	Wednesday	Thursday	
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Sweeping					
Recycling	X	X			



Objects

Modifying tables : To add a row or column



To add a row or column

- Alternatively, you can **right-click** the table, then hover over Insert to see various row and column options.

	Monday	Tuesday	Wednesday	Thursday	
Hom	X			School holiday	
Feec	X	X			
Dish	X	X			
Swe					
Recy	X				

Context menu options:

- Cut
- Copy
- Paste Options:
- Smart Lookup
- Synonyms
- Translate
- Insert
 - Insert Columns to the Left
 - Insert Columns to the Right
 - Insert Rows Above
 - Insert Rows Below
 - Insert Cells...
- Delete Cells...
- Split Cells...
- Border Styles
- Text Direction...
- Table Properties...
- Hyperlink...
- New Comment



Objects

Modifying tables : To delete a row or column

- Place the insertion point in the **row** or **column** you want to delete. **Right-click**, then select **Delete Cells** from the menu.
- A dialog box will appear. Choose **Delete entire row** or **Delete entire column**, then click OK.

The screenshot shows a table in Microsoft Word with the following content:

				Thursday	
Homework				School holiday	
Feed fish					
Dishes					
Sweeping					
Recycling					

The 'Delete Cells' dialog box is open, showing the following options:

- Shift cells left
- Shift cells up
- Delete entire row
- Delete entire column

Buttons: OK, Cancel



Objects

Modifying tables : To apply a table style

- Table styles let you change the **look and feel** of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the **Design** tab on the far right of the Ribbon.

2. Locate the **Table Styles group**, then click the More drop-down arrow to see the full list of styles.

Word2016_Tables_Practice - Word

File Home Insert Design Layout References Mailings Review View Design Layout Tell me... Julia

Table Tools

Table Style Options

Table Styles

Borders

Weekly Chore Schedule
July 1 – July 5

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		

Table Style Options

Table Styles

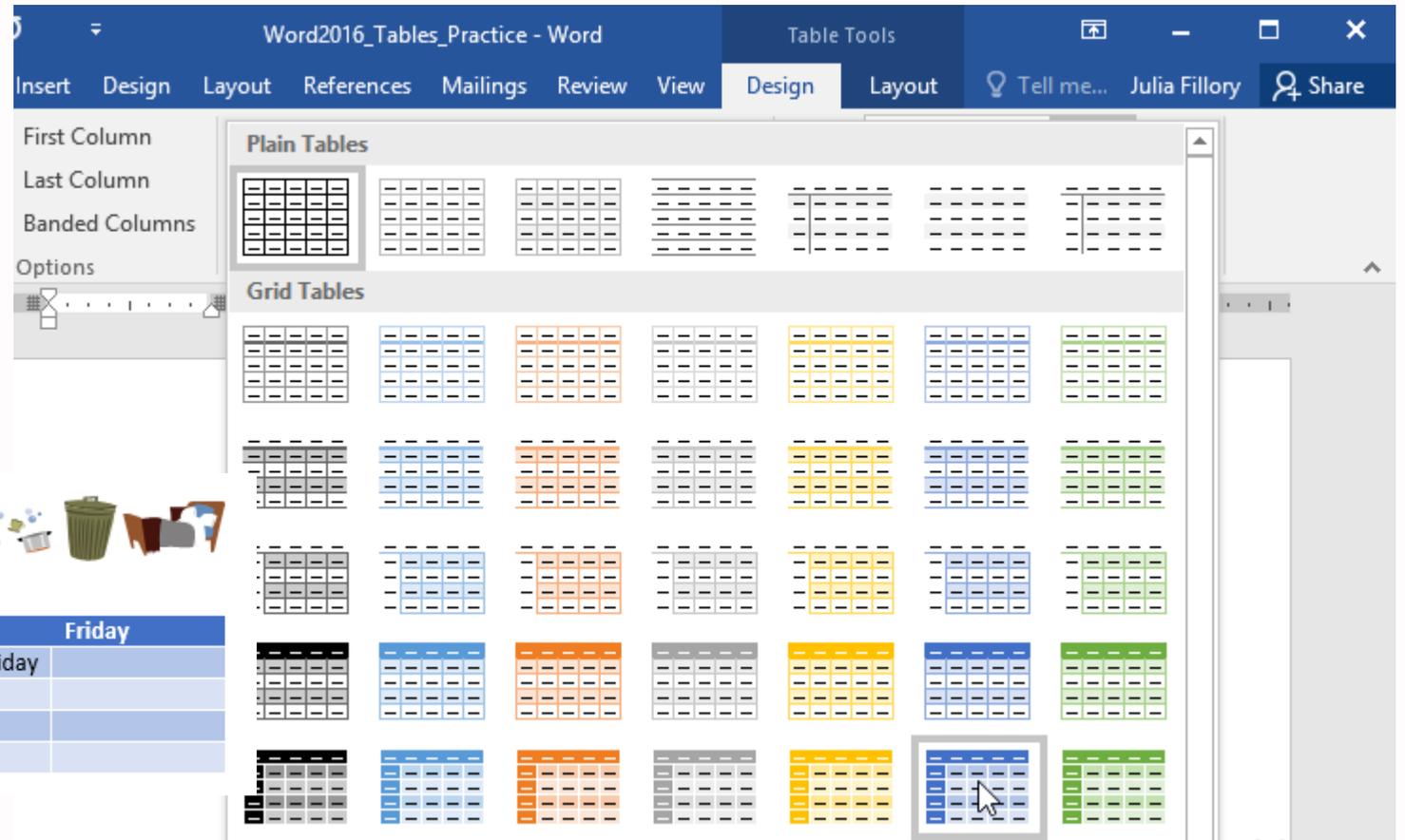
Shading



Objects

Modifying tables : To apply a table style

3. Select the **table style** you want.



Weekly Chore Schedule

July 1 – July 5



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

The table style will appear



Objects

Modifying tables : To apply borders to a table

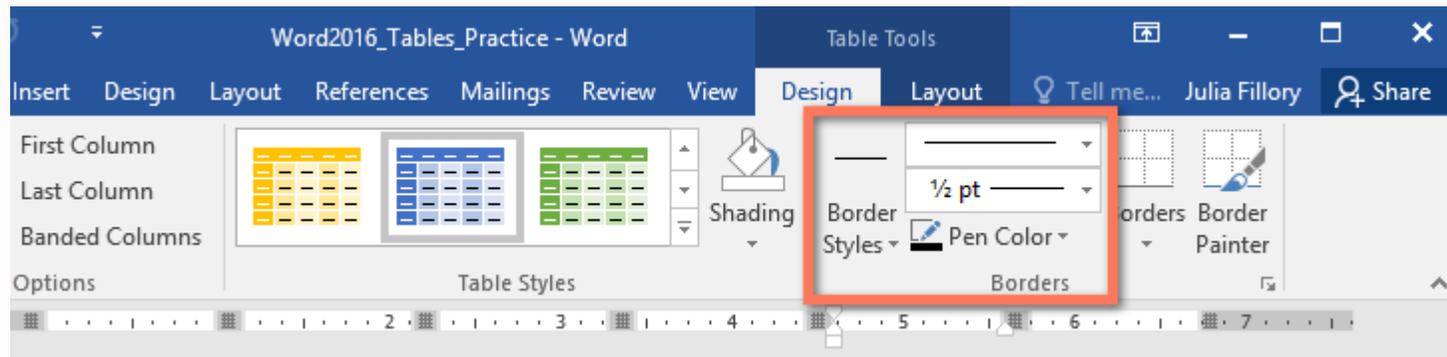
1. Select the **cells** you want to apply a border to.

Weekly Chore Schedule
July 1 – July 5



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

2. Use the commands on the **Design** tab to choose the desired **Line Style, Line Weight, and Pen Color**.





Objects

Modifying tables : To apply borders to a table

Word2016_Tables_Practice - Word

Table Tools

Design Layout Tell me... Julia Fillory Share

First Column Last Column Banded Columns Options

Table Styles

Shading

Border Styles 1 1/2 pt Pen Color

Borders Border Painter

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Inside Borders
- Inside Horizontal Border
- Inside Vertical Border
- Diagonal Down Border
- Diagonal Up Border
- Horizontal Line
- Draw Table
- View Gridlines

3. Click the **drop-down arrow below the Borders command**. Choose a **border type** from the menu.

Weekly Chore Schedule

– July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Weekly Chore Schedule

July 1 – July 5 🇺🇸



	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			



Objects

Modifying a table using the Layout tab

Rows and Columns

Use these commands to quickly **insert** or **delete** rows and columns. This can be especially useful if you need to add something to the middle of your table.

Merge and Split Cells

Some tables require a layout that doesn't conform to the standard grid. In these cases, you may want to **merge** multiple cells (i.e., combine them into one) or **split** a cell in two.

Change Cell Size

You can manually enter a desired row height or column width for your cells. You can also use the AutoFit command, which will automatically adjust the column widths based on the text inside.

Change Text Direction

You can easily change the direction of your text from **horizontal** to **vertical**. Making your text vertical can add style to your table; it also allows you to fit **more columns** in your table.

Align Cell Text

By changing the **alignment** of your cells, you can control exactly where the text is located. In the example below, the text has been aligned to the center.

	Monday	Tuesday	Wednesday	Thursday	Friday
	X				
Feed fish	X		X		X
Dishes		X			
Recycling	X	X			



Objects

Challenge 5



Word Processing Syllabus Overview

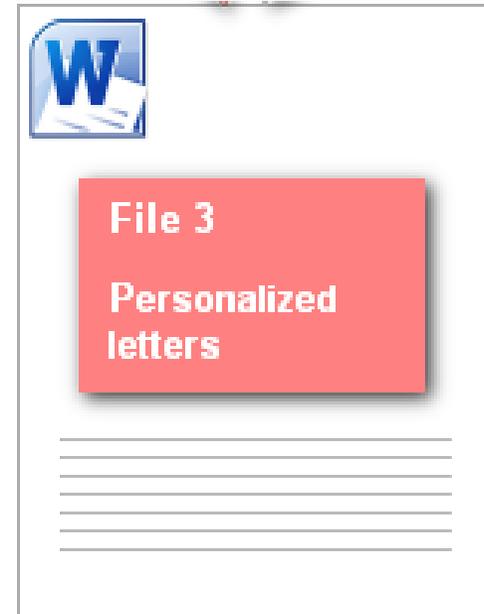
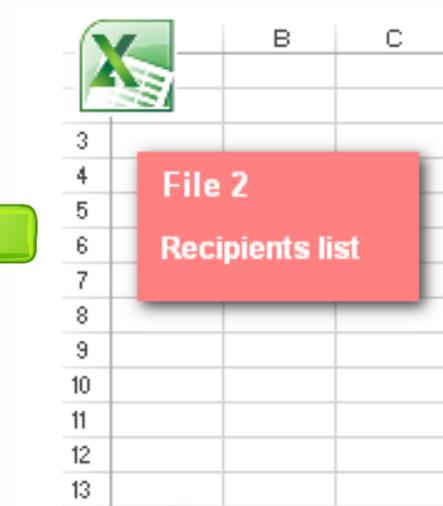
CATEGORY	SKILL SET
1. Using the Application	<ul style="list-style-type: none">• Working with Documents• Enhancing Productivity
2. Document Creation	<ul style="list-style-type: none">• Enter Text• Select, Edit
3. Formatting	<ul style="list-style-type: none">• Text• Paragraphs• Styles
4. Objects	<ul style="list-style-type: none">• Table Creation• Table Formatting• Graphical Objects
5. Mail Merge	<ul style="list-style-type: none">• Preparation• Outputs
6. Prepare Outputs	<ul style="list-style-type: none">• Check and Print



Mail Merge

Introduction

- **Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When 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.**

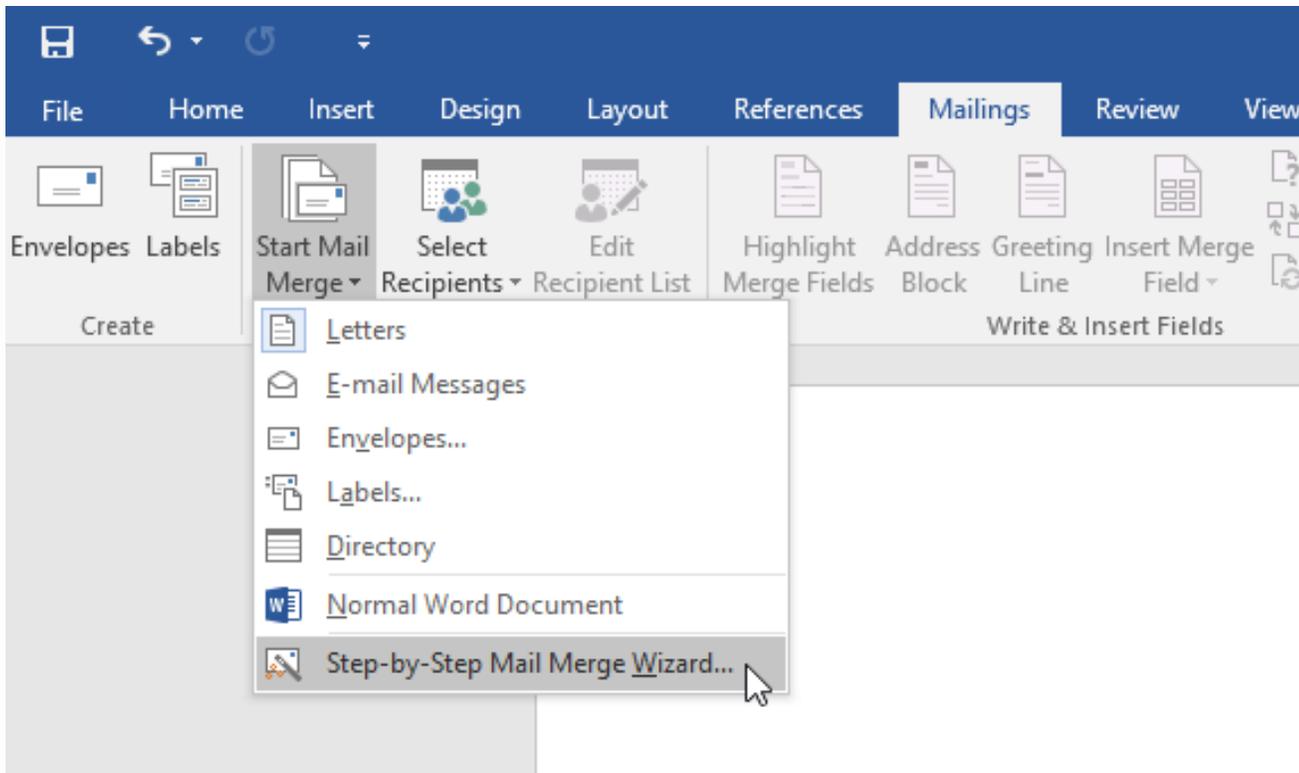




Mail Merge

To use Mail Merge

1. Open an **existing** Word document, or create a **new** one. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step-by-Step Mail Merge Wizard** from the drop-down menu.



*The Mail Merge pane will appear and guide you through the **six main steps to complete** a merge. The following example demonstrates how to create a form letter and merge the letter with a recipient list.*



Mail Merge

- From the Mail Merge task pane on the right side of the Word window, choose the **type** of document you want to create. In our example, we'll select **Letters**.
- Then click **Next: Starting document** to move to Step 2.

Mail Merge

Select document type

What type of document are you working on?

- Letters
- E-mail messages
- Envelopes
- Labels
- Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

→ [Next: Starting document](#)

100%

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

- Select Use the **current document**,
- then click Next: Select recipients to move to Step 3.

Mail Merge

Select starting document

How do you want to set up your letters?

Use the current document

Start from a template

Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

→ [Next: Select recipients](#)

← Previous: Select document type

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

- 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 Use an existing list,
- then click **Browse** to **select the file**.



Mail Merge

Select recipients

- Use an existing list
- Select from Outlook contacts
- Type a new list

Use an existing list

Use names and addresses from a file or a database.

- [Browse](#)
- Edit recipient list...

Step 3 of 6

- Next: Write your letter
- ← Previous: Starting document

Step 1

Step 2

Step 3

Step 4

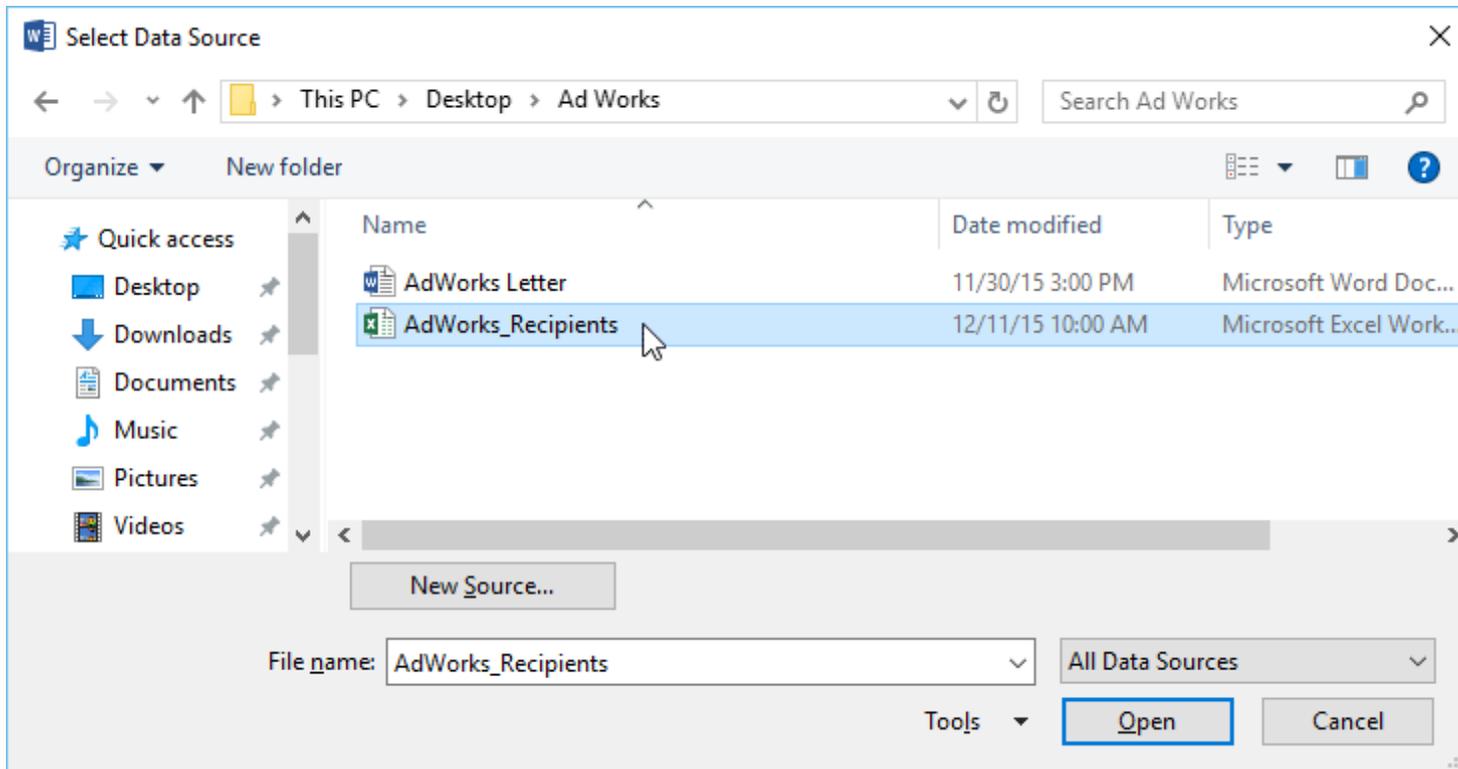
Step 5

Step 6



Mail Merge

- Locate your file, then click **Open**.



Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

- If the **address list is in an Excel workbook**, select the worksheet that contains the list, then click **OK**

The 'Mail Merge Recipients' dialog box displays the following data:

Data S...	Last Name	First Name	Title	Address
<input checked="" type="checkbox"/> AdWorks_Recipie...	Albertson	Kathy	Ms.	1024 Lakeview Cir
<input checked="" type="checkbox"/> AdWorks_Recipie...	Brennan	Michael	Mr.	1123 Main St
<input checked="" type="checkbox"/> AdWorks_Recipie...	Davis	William	Mr.	540 W 4th St, Apt 121
<input checked="" type="checkbox"/> AdWorks_Recipie...	Forest	Eliza	Ms.	PO Box 4551
<input checked="" type="checkbox"/> AdWorks_Recipie...	Jones	Dan	Mr.	PO Box 805
<input checked="" type="checkbox"/> AdWorks_Recipie...	Post	Melissa	Ms.	3202 Maplewood Ave
<input checked="" type="checkbox"/> AdWorks_Recipie...	Thompson	Shannon	Ms.	500 Acme Ln, Apt 3C
<input checked="" type="checkbox"/> AdWorks_Recipie...	Walters	Chris	Mr.	436 Church St

The 'Data Source' field is set to 'AdWorks_Recipients.xlsx'. The 'Refine recipient list' section includes options for Sort..., Filter..., Find duplicates..., Find recipient..., and Validate addresses... The 'OK' button is highlighted at the bottom right.

- In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each box to control which recipients are included in the merge. **By default, all recipients** When you're done, click **OK**.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

- Click **Next**: Write your letter to move to Step 4.



To add new recipients

If you don't have an existing address list, you can click the Type a new list button and click Create, then type your address list manually.

Mail Merge [Close]

Select recipients

- Use an existing list
- Select from Outlook contacts
- Type a new list

Use an existing list

Currently, your recipients are selected from:
[Sheet1\$] in "AdWorks_Recipients.xlsx"

- Select a different list...
- Edit recipient list...

Step 3 of 6

- [Next: Write your letter](#)
- ← [Previous: Starting document](#)

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

To insert recipient data

- Place the insertion point in the document where you want the information to appear.

The screenshot shows the Mail Merge task pane in Microsoft Word. The main document area contains a letter template with an insertion point (|I) at the top. The letter text reads: "As you may know, this year marks our **16th year of doing business.** AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal would like to extend to you a **20% discount on your next order.** It's continued business. We'll keep working hard to provide the best po innovative products, just as we've always done. Thanks again for ch Sincerely,". The Mail Merge task pane is open on the right, titled "Mail Merge". It has a close button (X) in the top right. The section "Write your letter" contains instructions: "If you have not already done so, write your letter now. To add recipient information to your letter, click a location in the document, and then click one of the items below." Below this are four options: "Address block...", "Greeting line...", "Electronic postage...", and "More items...". At the bottom of the task pane, it says "Step 4 of 6" and provides navigation: "Next: Preview your letters" and "Previous: Select recipients". The status bar at the bottom of the window shows "Page 1 of 1", "106 words", and "100%".

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

To insert recipient data

- Choose one of the **placeholder** options. In our example, we'll select **Address block**.
- Depending on your selection, a dialog box may appear with various customization options. Select the desired options, then click **OK**.

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

To insert recipient data

- A placeholder will appear in your document (for example, «AddressBlock»).

«AddressBlock»

- Add any other placeholders you want. In our example, we'll add a **Greeting line** placeholder just above the body of the letter.

«AddressBlock»

«GreetingLine»

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line... 
- Electronic postage...
- More items...

Insert formatted salutation

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

To insert recipient data

- When you're done, click **Next: Preview your letters** to move to Step 5.

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- [Next: Preview your letters](#)
- ← Previous: Select recipients

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

- Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each version of the document.

Ms. Kathy Albertson
1024 Lakeview Cir
Peachtree City, GA

Dear Ms. Albertson,

As you may know, this year marks our **16th year of doing business**. AdWorks has grown from a tiny startup into a robust company with Southeast. Our growth would not have been possible without loyal would like to extend to you a **20% discount on your next order**. It's continued business. We'll keep working hard to provide the best po innovative products, just as we've always done. Thanks again for ch

Sincerely,

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished preview letters, click Next. Then you can merged letters or edit individual add personal comments.

Step 5 of 6

→ Next: Complete the merge

← Previous: Write your letter

Step 1

Step 2

Step 3

Step 4

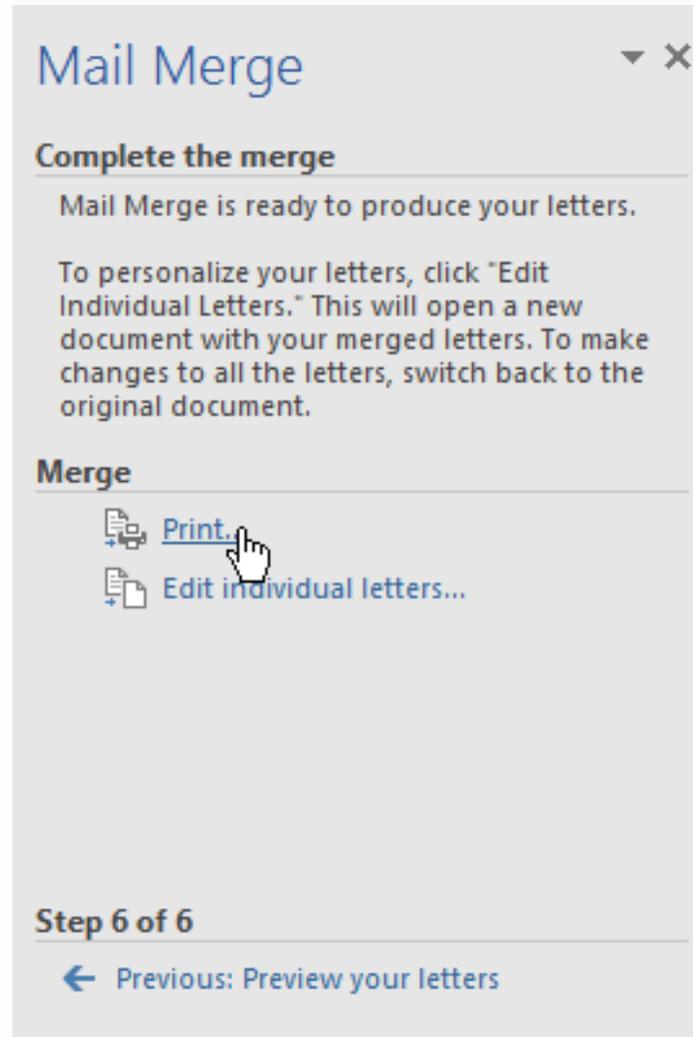
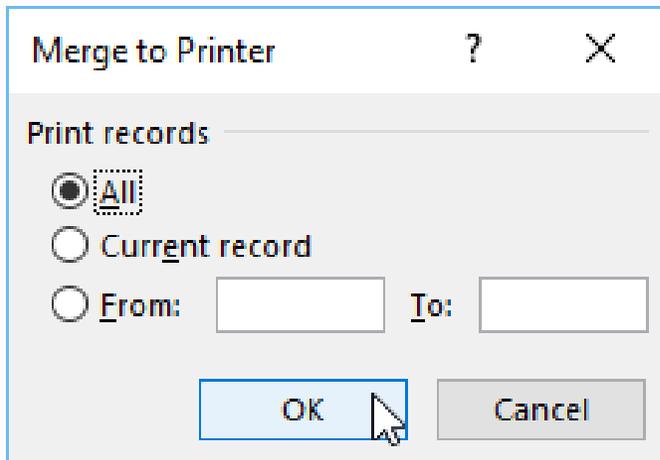
Step 5

Step 6



Mail Merge

- Click **Print** to print the letters.
- A dialog box will appear. Decide if you want to print **All** of the letters, the current document (record), or only a select group, then click **OK**. In our example, we'll print all of the letters.



Step 1

Step 2

Step 3

Step 4

Step 5

Step 6



Mail Merge

Challenge 6



Word Processing Syllabus Overview

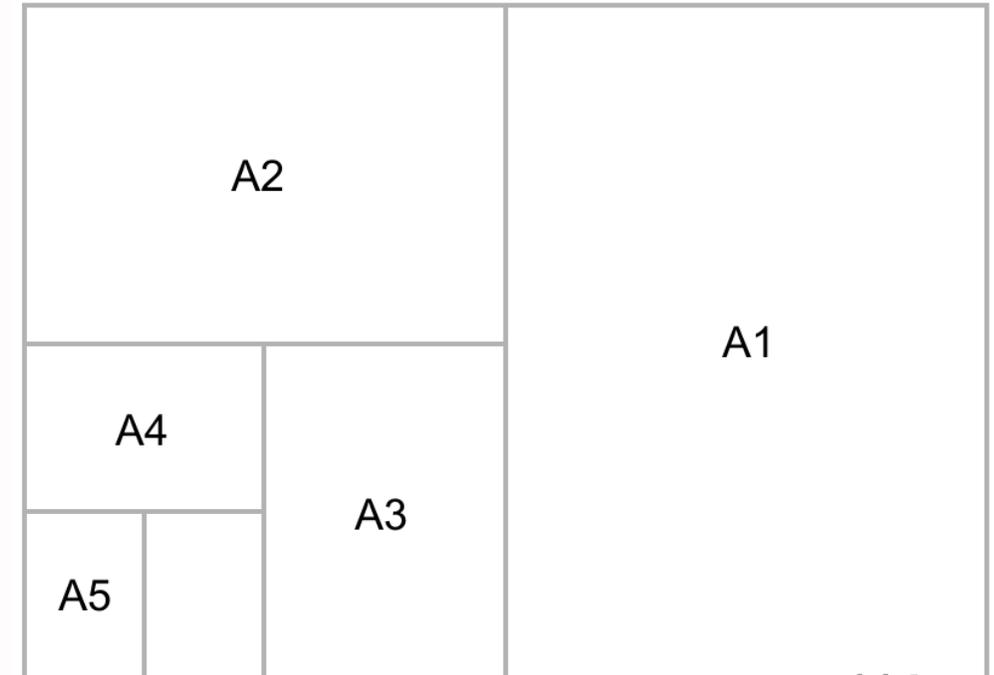
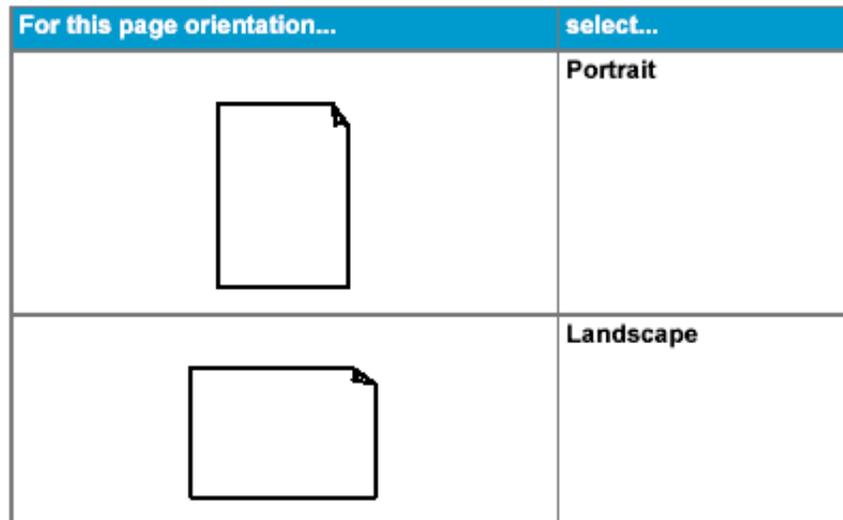
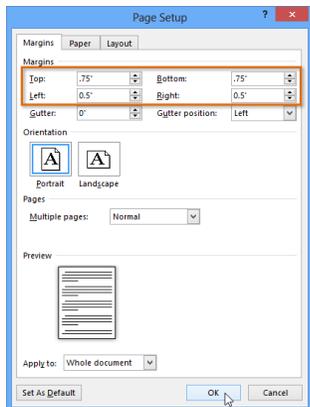
CATEGORY	SKILL SET
1. Using the Application	<ul style="list-style-type: none">• Working with Documents• Enhancing Productivity
2. Document Creation	<ul style="list-style-type: none">• Enter Text• Select, Edit
3. Formatting	<ul style="list-style-type: none">• Text• Paragraphs• Styles
4. Objects	<ul style="list-style-type: none">• Table Creation• Table Formatting• Graphical Objects
5. Mail Merge	<ul style="list-style-type: none">• Preparation• Outputs
6. Prepare Outputs	<ul style="list-style-type: none">• Check and Print



Prepare Outputs

Introduction

- Word offers a variety of page layout and formatting options that affect how content appears on the page. You can customize the **page orientation, paper size, and page margins** depending on how you want your document to appear.

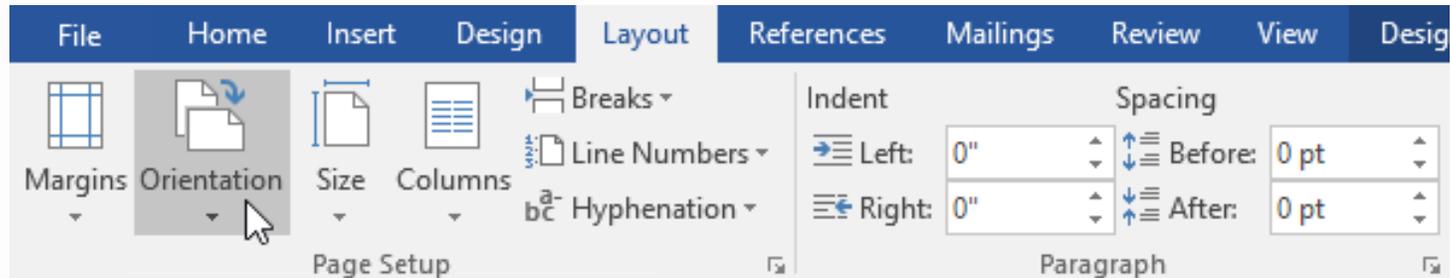




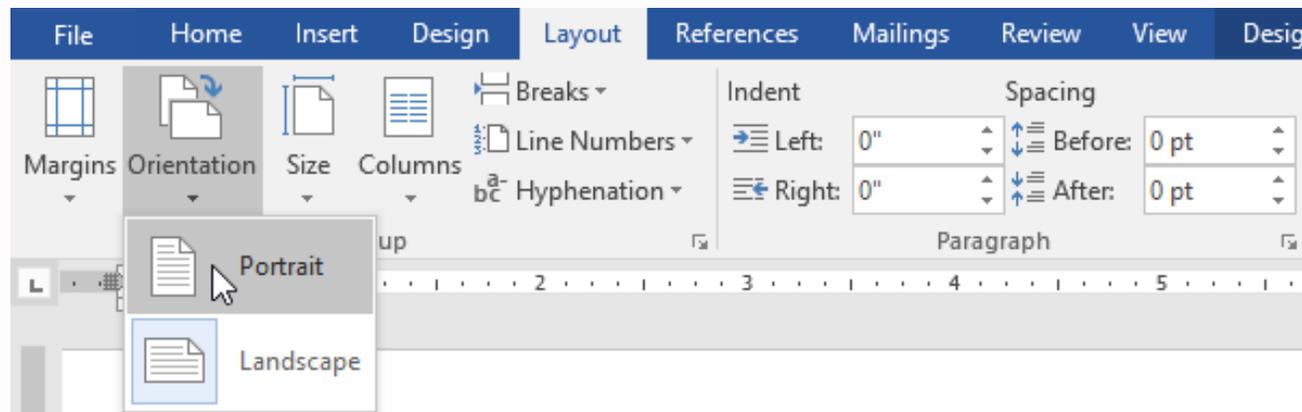
Prepare Outputs

Page orientation

1. Select the **Layout** tab. Click the **Orientation** command in the Page Setup group.



2. A drop-down menu will appear. Click either **Portrait** or **Landscape** to change the page orientation.

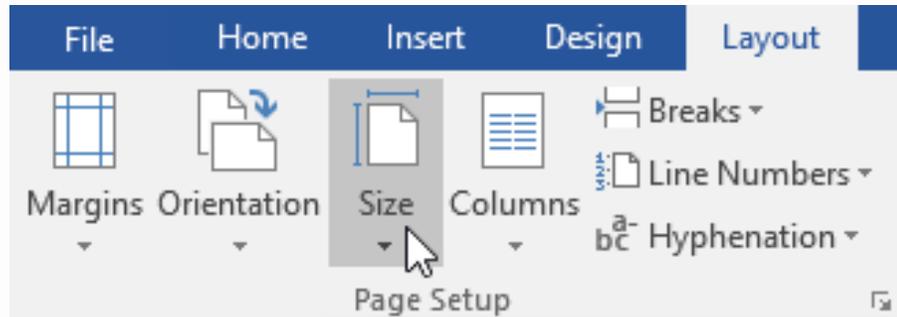




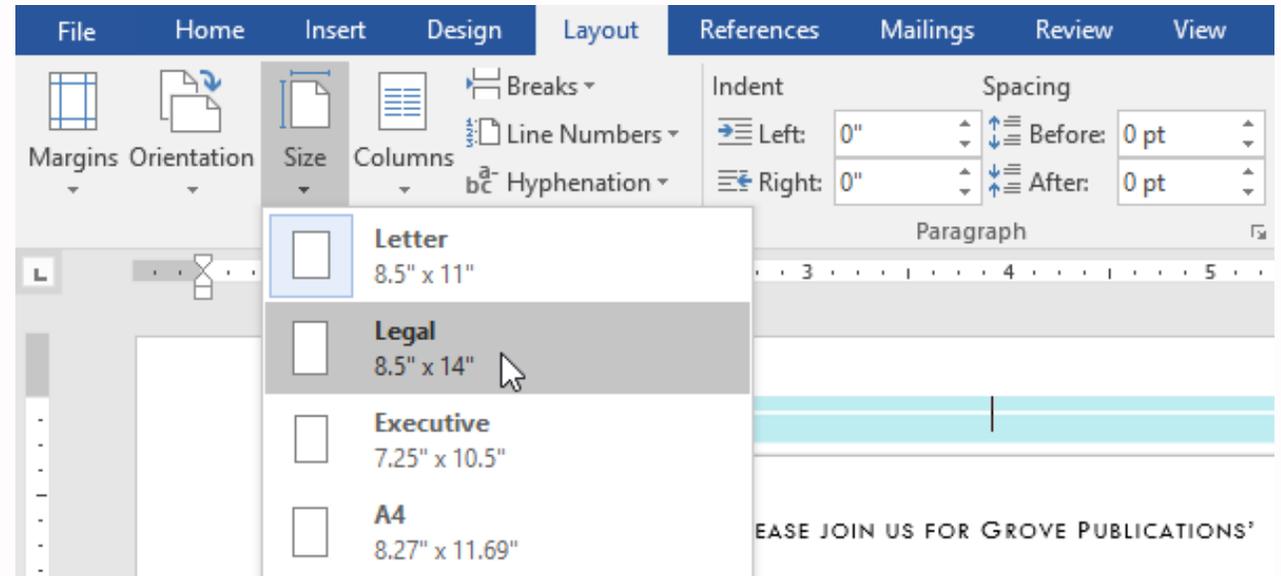
Prepare Outputs

Page size

1. Select the **Layout** tab, then click the **Size** command.



2. A drop-down menu will appear. The current page size is highlighted. Click the desired **predefined page size**.

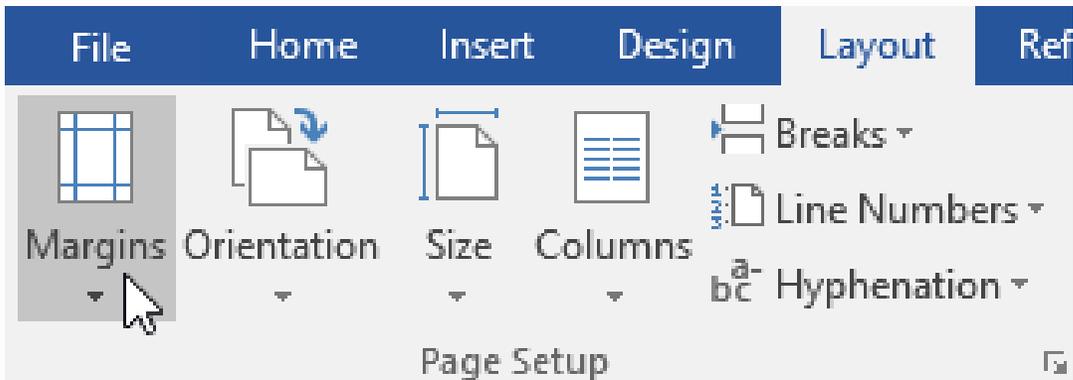




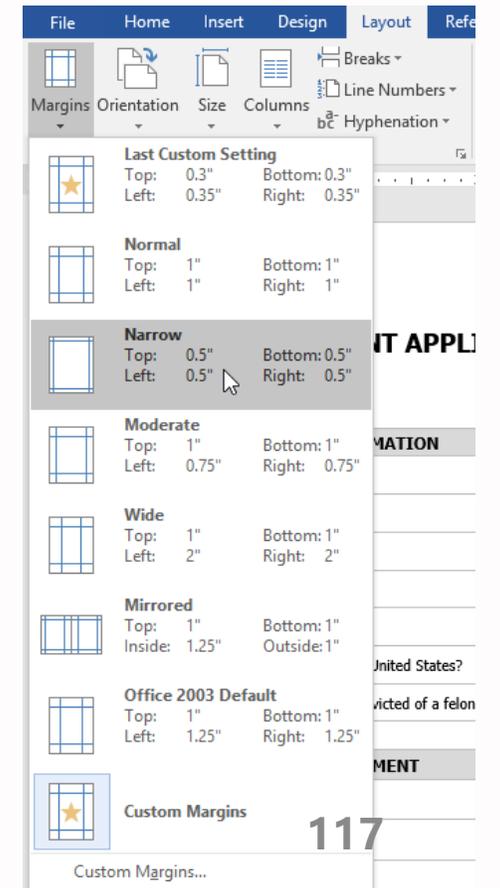
Prepare Outputs

Format page margins

1. Select the **Layout tab**, then click the **Margins command**.



2. A drop-down menu will appear. Click the **predefined margin size** you want..



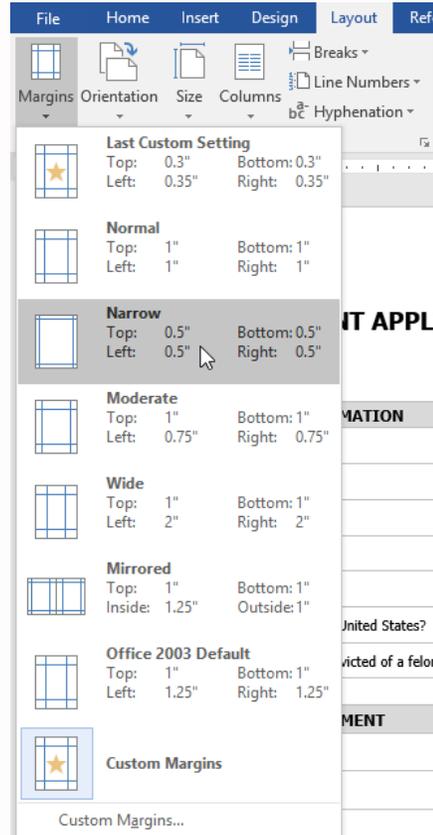


Prepare Outputs

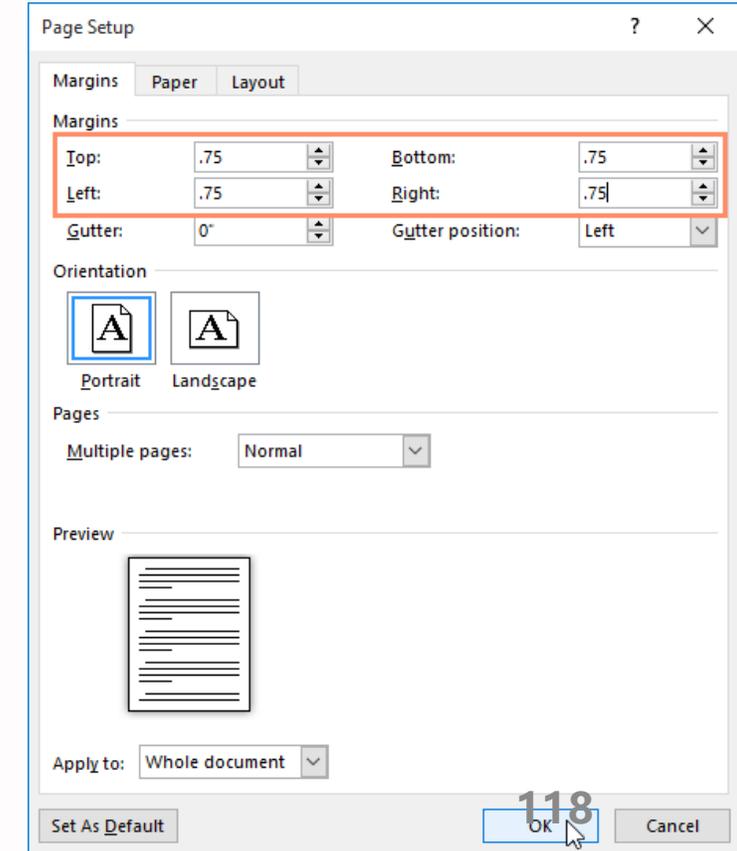


To use custom margins

1. From the **Layout tab**, click Margins. Select **Custom Margins** from the drop-down menu.



2. The **Page Setup** dialog box will appear. Adjust the values for each margin, then click **OK**.





Prepare Outputs



To use custom margins

- Alternatively, you can open the Page Setup dialog box by navigating to the Layout tab and clicking the small **arrow** in the bottom-right corner of the **Page Setup group**.

File Home Insert Design Layout References Mailings Review View Design

Margins Orientation Size Columns Breaks Line Numbers Hyphenation

Page Setup

Indent Spacing

Left: 0" Before: 0 pt

Right: 0" After: 0 pt

Paragraph

Page Setup

Don't see what you're looking for?

Check out the full set of page formatting options.

EMPLOYMENT APP



Prepare Outputs

Challenge 7



Prepare Outputs

Line and Paragraph Spacing

- Line spacing is the **space between each line** in a paragraph. Word allows you to customize the line spacing to be **single spaced** (one line high), **double spaced** (two lines high), or any other amount you want. The default spacing in Word is **1.08 lines**, which is slightly larger than single spaced.
- In the images below, you can compare different types of line spacing. From left to right, these images show default line spacing, single spacing, and double spacing.

SUMMARY

Tech-savvy,
solutions-oriented
professional with
experience in all
aspects of office
management,
administration, and
support.

SUMMARY

Tech-savvy,
solutions-oriented
professional with
experience in all
aspects of office
management,
administration, and
support.

SUMMARY

Tech-savvy,

solutions-oriented

professional with

experience in all

aspects of office



Prepare Outputs

Format line spacing

1. Select the text you want to format.

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

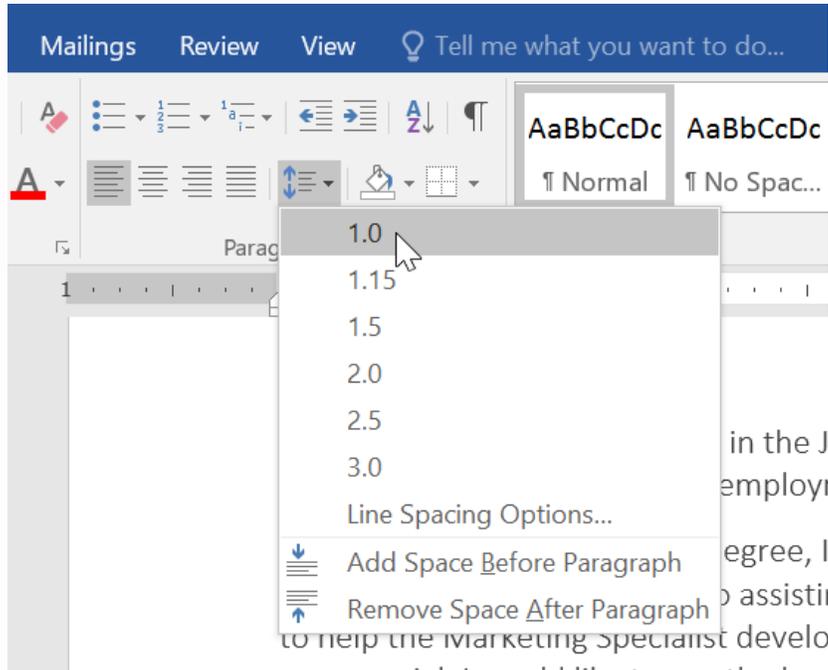
While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.



Prepare Outputs

Format line spacing

2. On the **Home tab**, click the **Line and Paragraph Spacing command**, then select the desired line spacing.



3. The line spacing will change in the document.

Dear Ms. Jackson:

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.



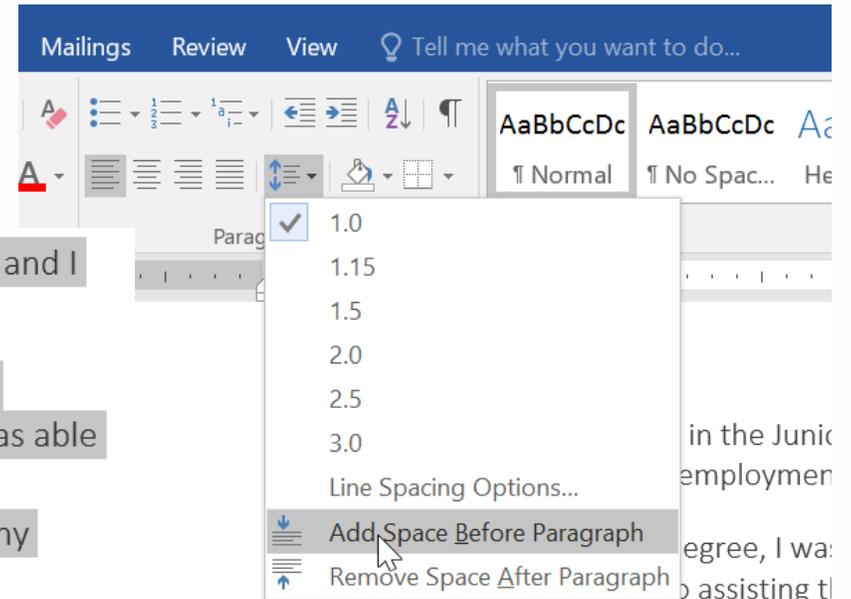
Prepare Outputs

Format paragraph spacing

1. Select the paragraph or paragraphs you want to format.
2. On the **Home** tab, click the **Line and Paragraph Spacing** command. Click **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu. In our example, we'll select **Add Space Before Paragraph**.

I am exceedingly interested in the Junior Marketing position with Top Tier Telephones, and I believe that my education and employment background are well suited for the position.

While working toward my degree, I was employed as a marketing assistant with a local grocery company. In addition to assisting the company with their summer promotions, I was able to help the Marketing Specialist develop and carry through ideas for the company's next commercial. I would like to use the knowledge I gained at Fresh Foods to help your company achieve its marketing goals, including reaching a broader audience across country. I will complete my degree in marketing in May and will be available for employment in early June.



in the Junior
employment
degree, I wa
assisting t
to help the Marketing Specialist develop ar
commercial I would like to use the knowle

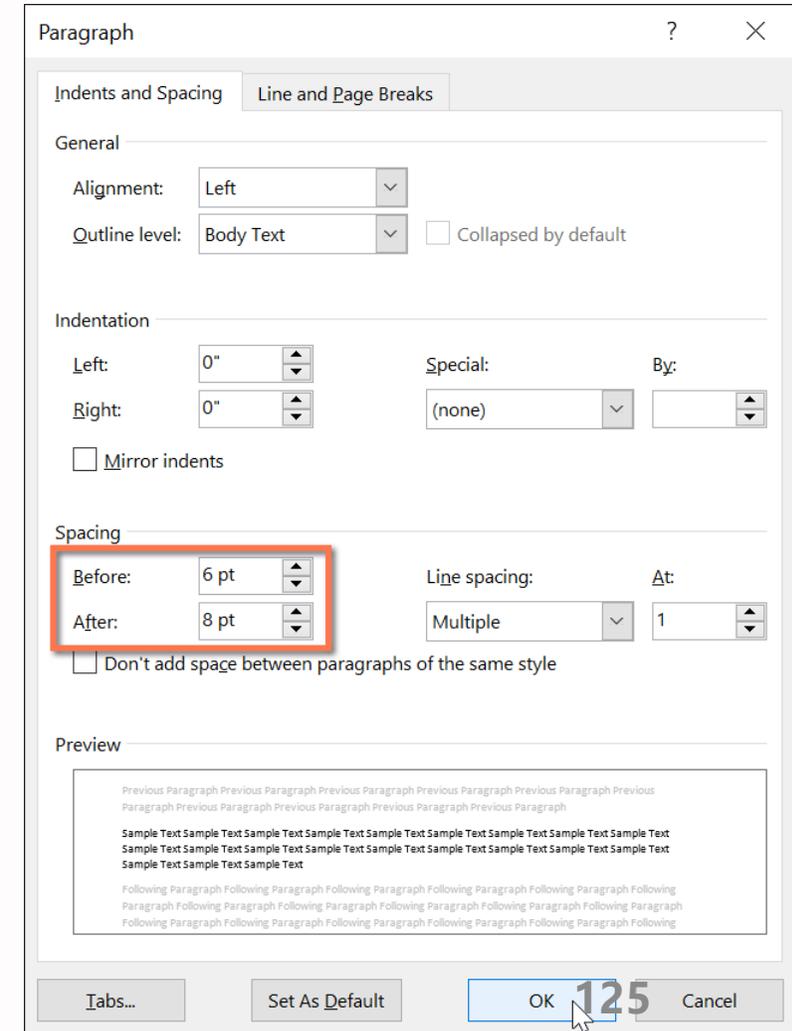


Prepare Outputs



To format paragraph spacing

From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control how much space there is **before** and **after** the paragraph.





Prepare Outputs

Challenge 8

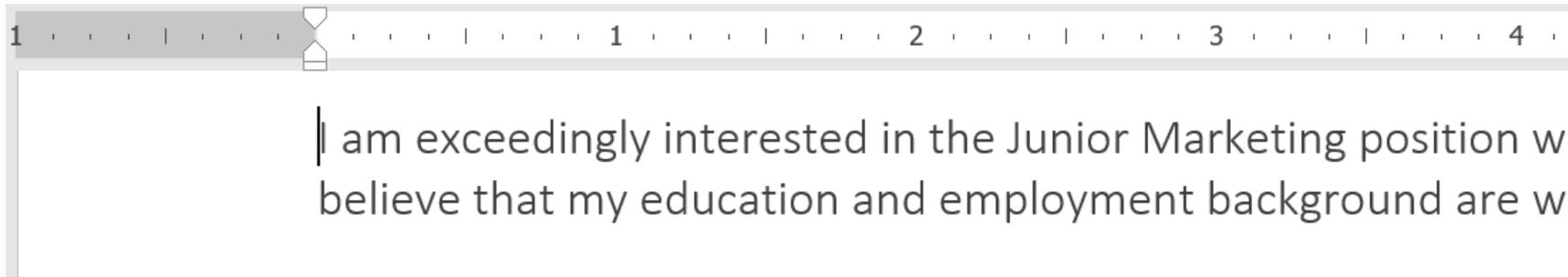


Prepare Outputs

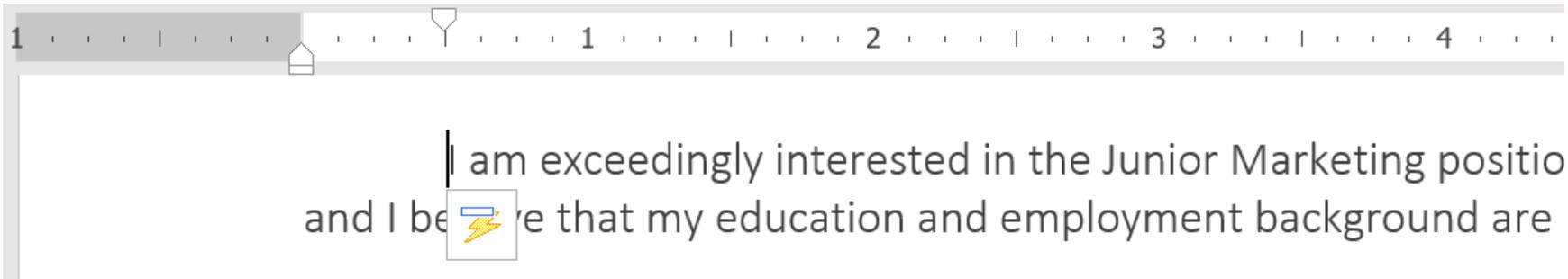
indent using the Tab key

- A quick way to indent is to use the **Tab** key. This will create a first-line indent of **1/2 inch**.

1. Place the insertion point **at the very beginning** of the paragraph you want to indent.



2. Press the **Tab** key. On the Ruler, you should see the **first-line indent marker** move to the right by **1/2 inch**. The first line of the paragraph will be indented.



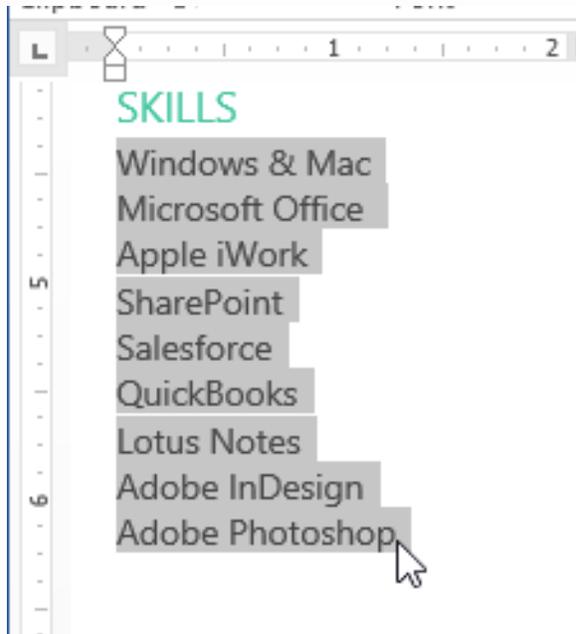


Prepare Outputs

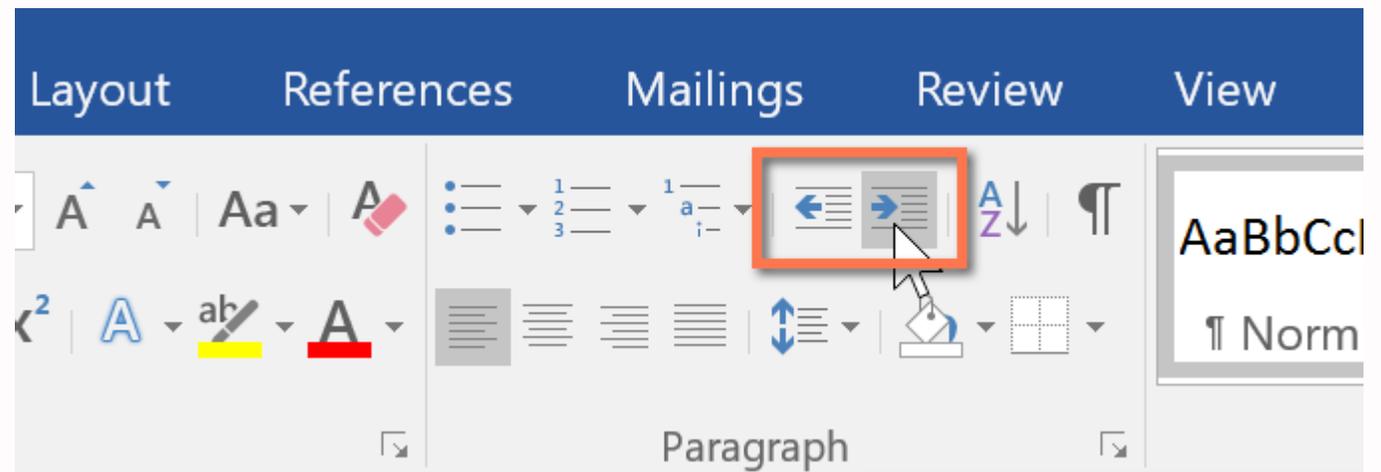
indent using the Indent commands

- If you want to indent multiple lines of text or all lines of a paragraph, you can use the **Indent commands**. The Indent commands will adjust the indent by **1/2-inch increments**.

1. Select the text you want to indent.



2. On the **Home tab**, click the **Increase Indent or Decrease Indent command**.

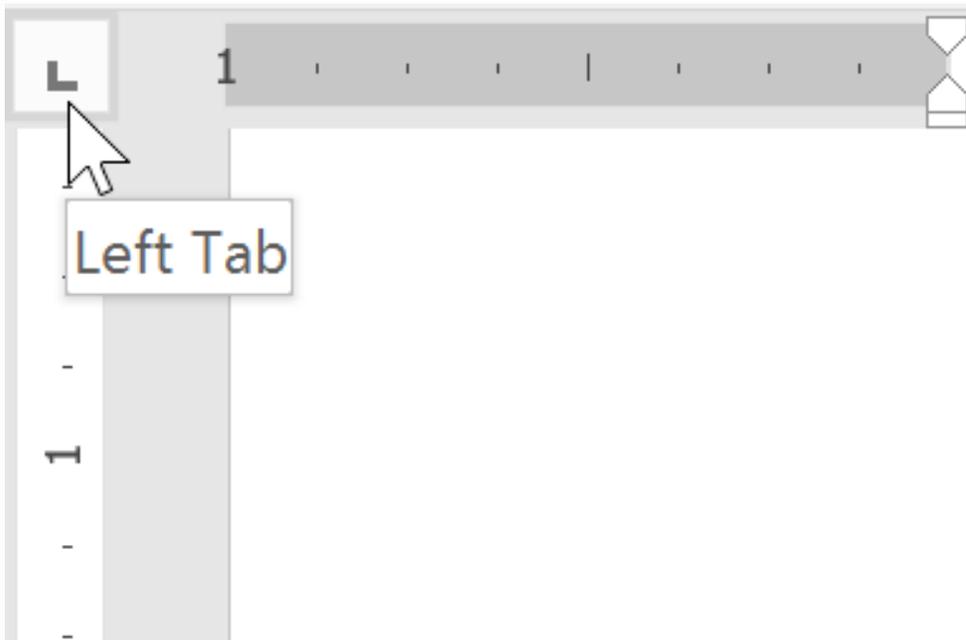




Prepare Outputs

The tab selector

- The **tab selector** is located above the **vertical ruler** on the left. Hover the mouse over the tab selector to see the name of the active **tab stop**.



Types of tab stops:

- Left Tab**  left-aligns the text at the tab stop.
- Center Tab**  centers the text around the tab stop.
- Right Tab**  right-aligns the text at the tab stop.
- Decimal Tab**  aligns decimal numbers using the decimal point.
- Bar Tab**  draws a vertical line on the document.



Prepare Outputs

Challenge 9

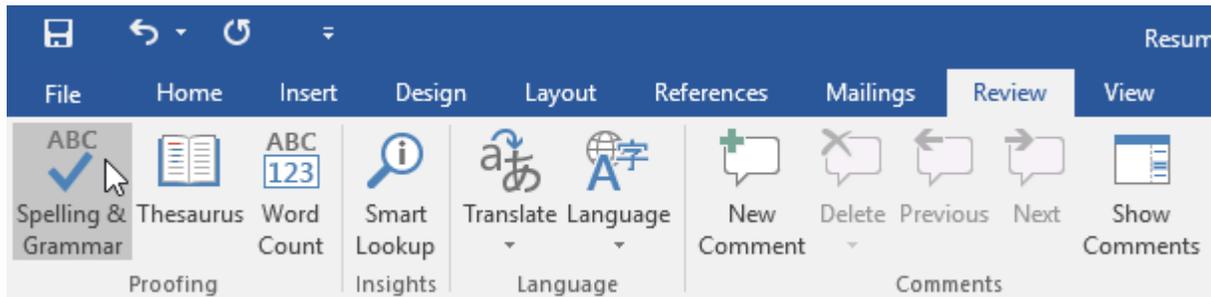


Prepare Outputs

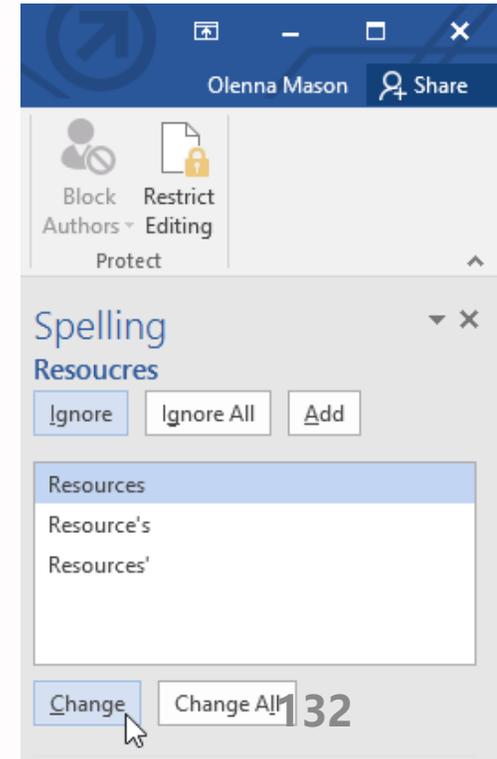
Run a Spelling and Grammar check

- Worried about making mistakes when you type? Don't be. Word provides you with several **proofing features**—including the **Spelling and Grammar** tool—that can help you produce professional, error-free documents.

1. From the **Review** tab, click the **Spelling & Grammar** command.



2. The **Spelling and Grammar** pane will appear on the right. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and click **Change** to correct the error.

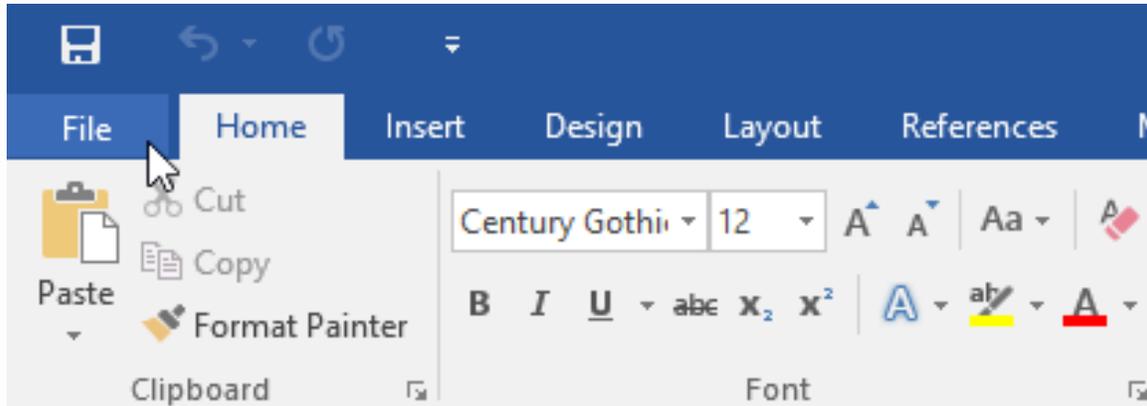




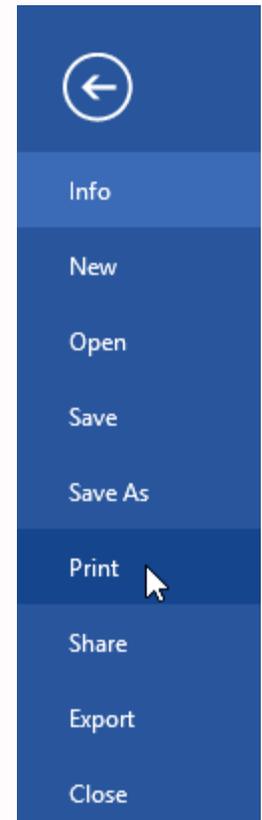
Prepare Outputs

Access the print pane

1. Select the File tab. Backstage view will appear.



2. Select **Print**. The Print pane will appear.





Prepare Outputs

Print

Click this button to print the document.

Print



Print

Printer

If you have multiple printers, select the one you want to use.

Save As

Print

Share

Export

Printer

Lexmark MX310dn
Ready

Printer Properties

Paper Size

You can choose the paper size you want to use, if your printer supports this setting.

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of th.

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

Page Setup

Copies

Here, you can choose how many copies you want to print.

Copies: 1

Print Range

Here, you can choose to print the entire document, just the current page, or custom print to print specific pages.

Collated

If you are printing multiple copies, you can choose how the pages will be sorted. Collated will sort them 1, 2, 3, 1, 2, 3. Uncollated will sort them 1, 1, 2, 2, 3, 3.

Page Orientation

Here, you can choose portrait (vertical) or landscape (horizontal) orientation.

Preview Pane

Here, you can see a preview of how your document will look when printed.

Margins

Here, you can adjust the page margins.

