

Beyond the Basics: Word

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Computer Classes @ your library

Allen County Public Library 200 East Berry Street Fort Wayne, IN 46802

Creating a Table

Tables are great tools for organizing information in an attractive format.

To create a table:

1. Open a new Word document.
2. Click on **Table**.
3. Highlight **Insert** on the drop-down menu.
4. Click on **Table**
5. Type **4** in the Number of Columns field.
6. Type **5** in the Number of Rows field.
7. Click on OK. Your table should look like the one shown here, with four columns and five rows.

Quick Tip!

Columns display information vertically.

Rows display information horizontally.

Creating a Table continued...

Moving Around a Table

Each block is referred to as a cell. Use the Tab key to move between cells from left to right. Use Shift-Tab to move between cells from right to left. The following exercise helps demonstrate this.

1. Click in the first cell in the first column.
2. Press the Tab key 4 times. The cursor moves forward 4 cells.
3. Press Shift-Tab 2 times. The cursor moves backward 2 cells.

Note: You can also move to a cell by clicking in the cell. In addition, you can move around the table by using the left, right, up, and down arrow keys.

Entering Text into a Table

To enter text into a table, simply place the cursor in the cell you wish to type in. Type as you normally would. You may change the font to bold or italic or change the font style all together. Press Tab to move to the next cell. Enter the text shown below into your table.

1. Type **Name** in the first cell in the first column. Press the Tab key.
2. Type **Address** in the first cell in the second column. Press the Tab key.
3. Type **City** in the first cell in the third column. Press the Tab key.

Creating a Table continued...

4. Type **State** in the first cell in the fourth column. Press the Tab key.
5. Enter data in each of the cells. You will use this table later in class.

Name	Address	City	State

Quick Tip!

To repeat your last action, use CTRL+Y on your keyboard.

To undo your last action, use CTRL+Z on your keyboard.

Creating a Table continued...

Adding a New Column to a Table

You can add new columns to your table.

To add a new column to the right of **State**:

1. Place the cursor anywhere in the **State** column.
2. Click on **Table**.
3. Highlight **Select** → **Column** on the drop-down menu.
4. Microsoft Word should select the fourth column.
5. Click on **Table**.
6. Highlight **Insert** → **Columns to the Right** on the drop-down menu.
7. Microsoft Word should create a new column to the right of **State**.
8. Label the new column **Zip** and add data to the cells in that column.

Name	Address	City	State	Zip

Creating a Table continued...

Table AutoFormat

You can use AutoFormats to easily apply borders, shading, special fonts, and color to your table. While in the Table AutoFormat dialog box, click on a format to see it displayed in the Preview box. You can customize how the format is applied. Check the features you want in the Formats to Apply and the Apply Special Formats To frames. Microsoft Word comes with a long list of AutoFormats.

To apply an AutoFormat to your table:

1. Click anywhere in the table.
2. Click on **Table**.
3. Select **Table AutoFormat**.
4. Select some of the options in the Formats box.
 - a. You will see examples of each selection in the Preview box.
5. The following example is using Elegant format.

NAME	ADDRESS	CITY	STATE	ZIP

Quick Tip!

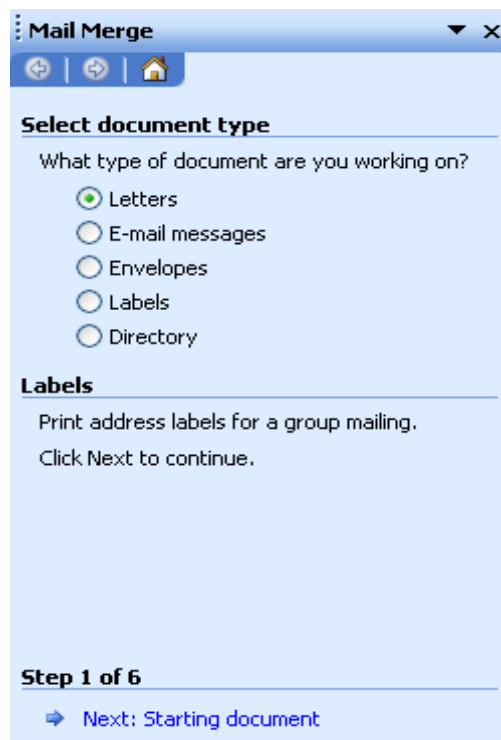
Use the CTRL+S keys on your keyboard to save a document.

Mail Merge Using Address Labels

One of the most popular and most confusing functions of Microsoft Word is mail merge. The first step is to save your data (names and address) in a Word table or in an Excel document that includes headings. After that, you're just a matter of mouse clicks away from printing address labels!

1. To begin open a new Word document and click on **Tools**, then **Letters and Mailings** and select **Mail Merge**.

The following Mail Merge dialogue box will appear to the right of your window:



- a. **Select the document type** you wish to create (labels).
- b. Click "Next: Starting document" at the bottom of the screen.

Mail Merge continued...

2. **Select Starting Document:** select "Change document layout"
 - a. **Change Document Layout:** select "label options" and pick the style of labels you wish to use. Those starting with a "51" are good choices.
 - b. Click "Next: Select Recipients"

3. **Select Recipients:** choose "Use an existing list" since your table has been created.
 - a. Click on "Browse", toward the middle of the dialogue box. Open your saved table. Click "OK"

Your document should look like this:

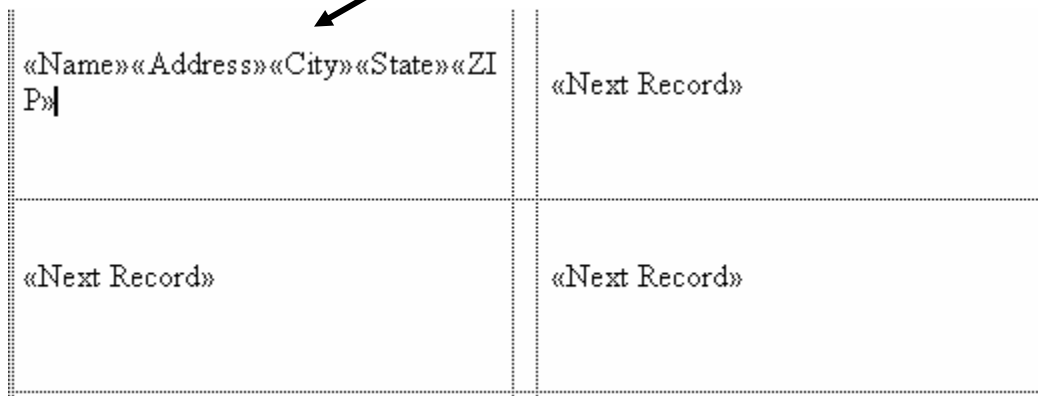
	«Next Record»
«Next Record»	«Next Record»
«Next Record»	«Next Record»

- b. Click "Next: Arrange your labels"

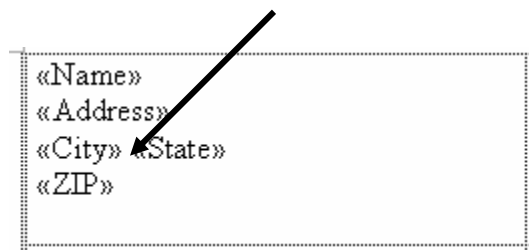
Mail Merge continued...

4. **Arrange your labels:** select "More Items" to open the "Insert the merge field window."
 - a. Click the first field you would like to appear on your labels (name) then click "Insert" Follow these steps for each field you wish to include. Click "Close" when you are finished.

Your document should look like this, with the field names close together on the same line(s):



- b. Click between the ">><<" then tap the enter key to move a field to the next line. Click between the ">><<" and tap the space bar to insert a space between fields.



- c. **Replicate labels:** click "Update all labels" to change all labels on your page.
 - d. Click "Next: Preview your labels"

Mail Merge continued...

5. **Preview Your Labels** At this step you should see your labels as they are to appear as the final product.
 - a. Make changes now by looking to the **Make changes** section and selecting "Edit recipient list."
 - b. Click "Next: Complete the merge."
6. Click "Print" if your labels are ready and waiting in your printer.

Quick Tip!

Use the CTRL+P keys on your keyboard to print a document.

Working with Margins

Page margins are the blank spaces around the edges of the page. In general, you insert text and graphics in the printable area inside the margins. If you want to create more than just a letter or any other regular document, you will appreciate the versatility of margins. Here we will look at ways to modify your document in preparation for binding.

Setting Margins:

1. On the **File** menu, click **Page Setup**, and then click the **Margins** tab.
2. Under **Margins**, select the options you want.

Set mirror margins for facing pages:

Margins of the left page are a mirror image of those on the right page. That is, the inside margins are the same width and the outside margins are the same width.

Margins continued...

Set gutter margins for bound documents:

A gutter margin setting adds extra space to the side or top margin of a document you plan to bind. A gutter margin ensures that text isn't obscured by the binding.

1. In the **Gutter** box, enter a value for the gutter margin.
2. In the **Gutter position box**, click **Left** or **Top**.

View Page Margins:

1. On the **Tools** menu, click **Options**, and then click the **View** tab.
2. Under **Print and Web Layout options**, select the **Text boundaries** check box.

The page margins appear in your document as dotted lines.

Headers and Footers

Headers and Footers refer to the text that appears at the very tops or the very bottoms of pages.

To add headers and footers:

1. On the menu bar, click on **View** then **Header and Footer**.
2. At the top and bottom of your page you will see a perforated box. These areas will contain your header and footer information.
 - a. You may type directly in the boxes.
 - b. A window like this one will also appear. Use the functions to add pre-determined text or to modify the text that is to appear in the header or footer.

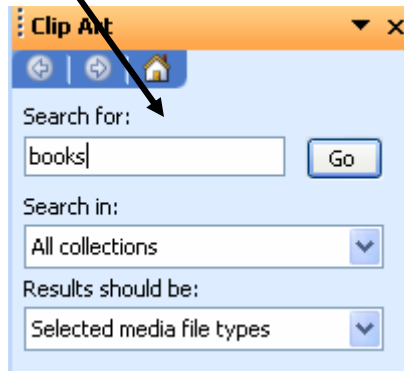


3. Click **Close** to exit Header and Footer mode.

Graphics

Microsoft Office comes with its own clip gallery of images, sounds, and animations and is fairly easy to use. To use the clip gallery follow these steps:

1. Go to **Insert** on the menu bar and choose **Picture** then click on **Clip Art**.
2. The ClipArt dialog box will open to the right of your window.
3. Type a keyword in the search field at the top of the window and click "Go."



a. You may have to wait a few seconds before all of the clip images are loaded. If too many images are returned, rephrase your search. Be patient!

4. When you find the image that you want to use click on it.
 - a. Your image will be inserted on your page.
5. You may repeat these steps to include many images.

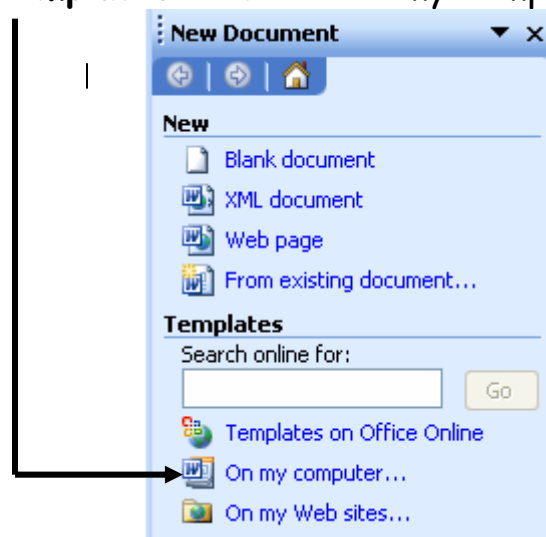
Additional images can be found at the Microsoft website: www.microsoft.com
Type "clip art" in the search field to view the selection of free images.

Templates

Microsoft Word comes with a large variety of templates, or pre-made documents formatted to meet the most common word processing needs. Examples include memos, resumes and fax cover sheets.

To select a template, follow these steps:

1. When you click on File then New, a dialog box appears to the right of your document.
2. Under **Templates** click on "On my computer..."



Templates continued...

3. The Template dialog box will open and you will see a series of tabs toward the top of the screen.
4. Click on the **Letters & Faxes** tab to see the template examples in that category.
 - a. Click on one of the examples. You will see the document in the Preview box to the right of the window.
5. Double-click on one of the examples to utilize it.
 - a. Follow the on-screen instructions to add your own content.

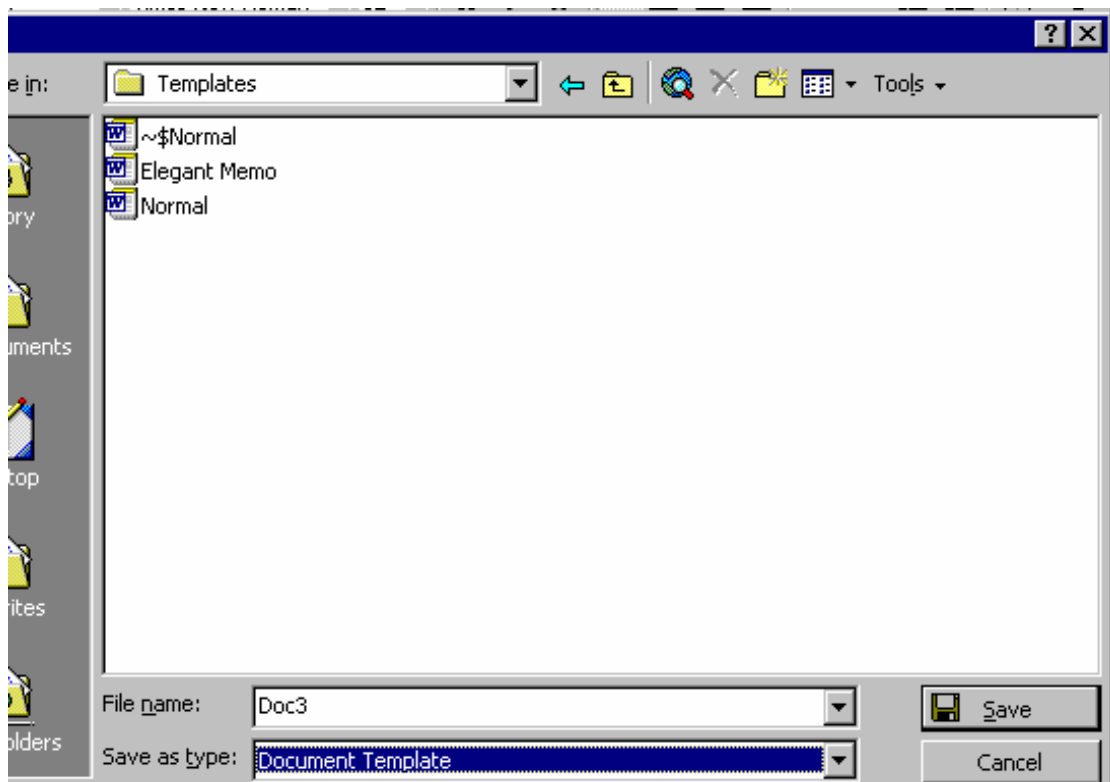
Note: Templates are convenient and easy to use but they allow for very limited modification.

Templates continued...

Create your own template

You can create your own templates by saving any document as a template.

1. Save a document using **Save As**.
2. At the Save as Type field click on **Document Template**.



Select :
Document Template
from the Save as Type
drop-down menu.

