

Advanced Word for Windows

Academic
Computing
Support



Information Technology Services
Tennessee Technological University
February 2002

Version: 2000

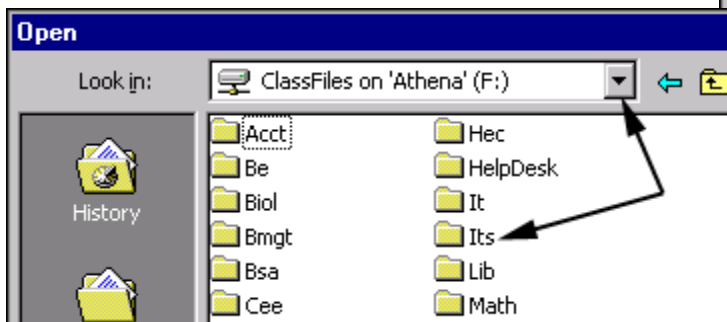
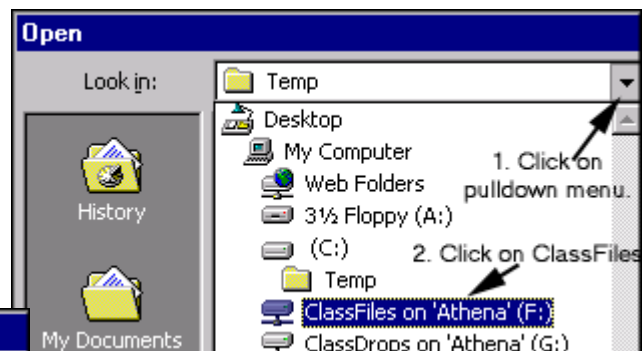
1. Opening Word for Windows

In the PC labs, click on the **Microsoft Word icon** on the desktop or under the **Start** menu, select **Programs** → **MSOffice 2000** → **Microsoft Word**. Otherwise, under the **Start** menu, select **Programs** → **Microsoft Word**.

2. Creating a Document

The Word program opens with a blank document. Close this and for this class, **open an existing file in the PC lab**: (See the last page of this handout for the text of the file.)

- Select **File** → **Open**.
- From the pulldown menu, select **ClassFiles on 'Athena' (F:)**.
- Select the subdirectory **Its** → **Word Class** → **advword.doc**
- Click the **Open** button.



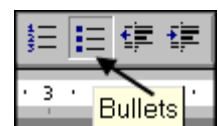
You will see a letter that has been started, but not completed.

- Before beginning to work on a document, check the settings under **View**.
- Be sure you are in **Print Layout** view.

3. Bullets and Numbered Lists

Bullets or numbered lists can be used to help items stand out from the rest of the text.

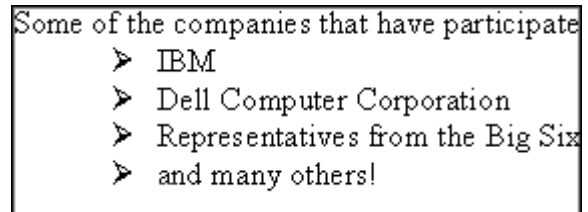
- Select the list of companies from **IBM** through **many others!**
- Click on the **bullets** icon in the toolbar.
- Notice how the paragraph margins and tabs have changed.



3. Bullets and Numbered Lists (cont.)

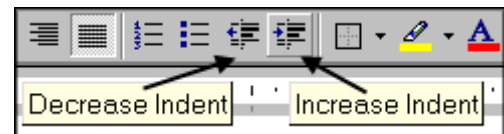
To choose the style of the bullets or numbers:

- Select the list of companies from **IBM** through **many others!**
- From the menu, select **Format** → **Bullets and Numbering** or **right-click** anywhere in the list and select **Bullets and Numbering** from the pop-up menu.
- Select the **Bulleted** tab.
- Select the **Arrowhead Bullet**
- Click **OK**.



To increase the indent of the bulleted list:


- Click on the **Increase Indent** button in the toolbar.
- Note in the ruler, how the margin changes.



4. Adding Graphics


Graphical images can add to the interest of your document. MS Word includes a file of clip art images and other graphics for your use. You can also link to their online catalog.

To insert a clip art picture:

- Place the cursor after the date.
- Move your mouse so that the cursor is near the right margin until you see an I beam and a **right justify** symbol.
- **Double-click** to move the insertion point to here.
- Select **Insert** → **Picture** → **Clip Art**
- *Not all clips are available in the PC Labs*, so select the category **Academic** and this picture of the two graduates →
- Click on the **Insert clip** button.
- **Close**  the clip art window.



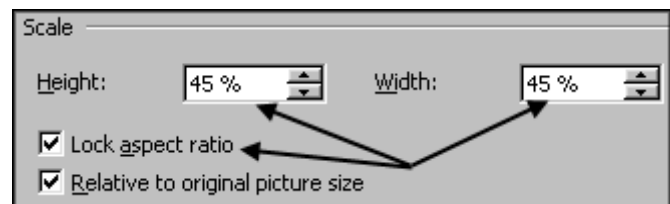
To resize the picture:

- **Click** on the picture to select it.
- Place your cursor over the bottom right corner.
- When you see a double headed arrow: 
- Click and **drag** up to decrease the size.

4. Adding Graphics (cont.)

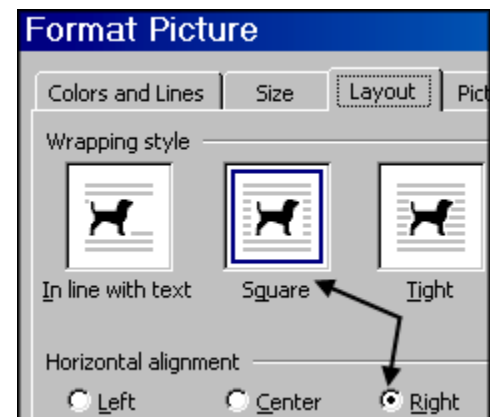
To resize the picture (cont.):

- Or from the menu, select **Format** → **Picture** → **Size** tab
- Or **right-click** on the picture and select **Format Picture** from the floating menu and **Size** tab
- Set the Height and Width to **45%**
- Click **OK**.



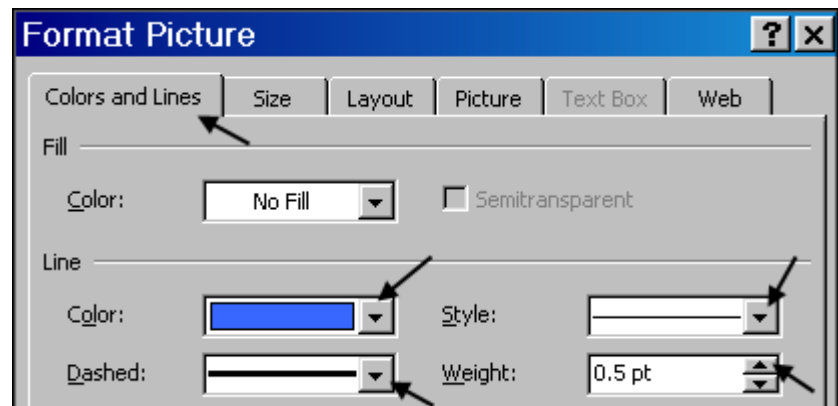
To format text wrapping around a graphic:

- **Right-click** on the picture and select **Format Picture** from the floating menu
- Select the **Layout** tab
- Select the Wrapping style **Square**
- Select **Right** under Horizontal Alignment.

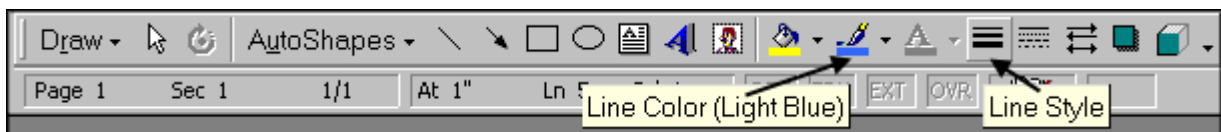


To frame an image:

- Select the **Colors and Lines** tab
- Under the *Line* section: select a color, style, & a weight as shown.



- Or from the menu, check that the drawing toolbar is shown: Select **View** → **Toolbars** → **Drawing**
- From the drawing toolbar select the color, line style and weight as shown below.



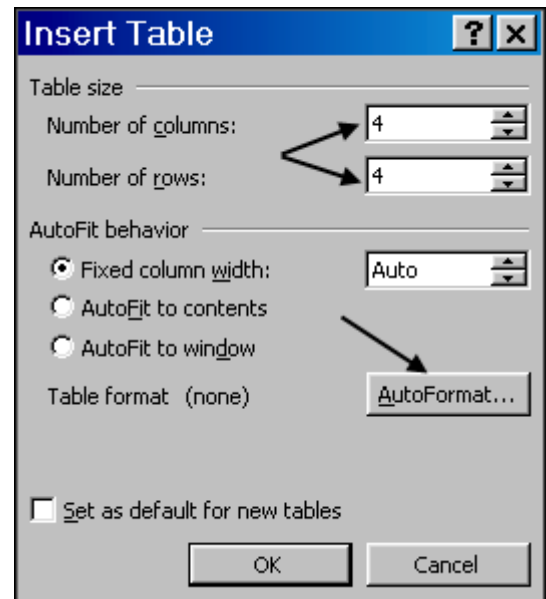
- Or **right-click** on the picture and select **Show Picture Toolbar** and use that to make these selections.

5. Using Tables

To present information in tabular form, you can insert a table into your Word document.

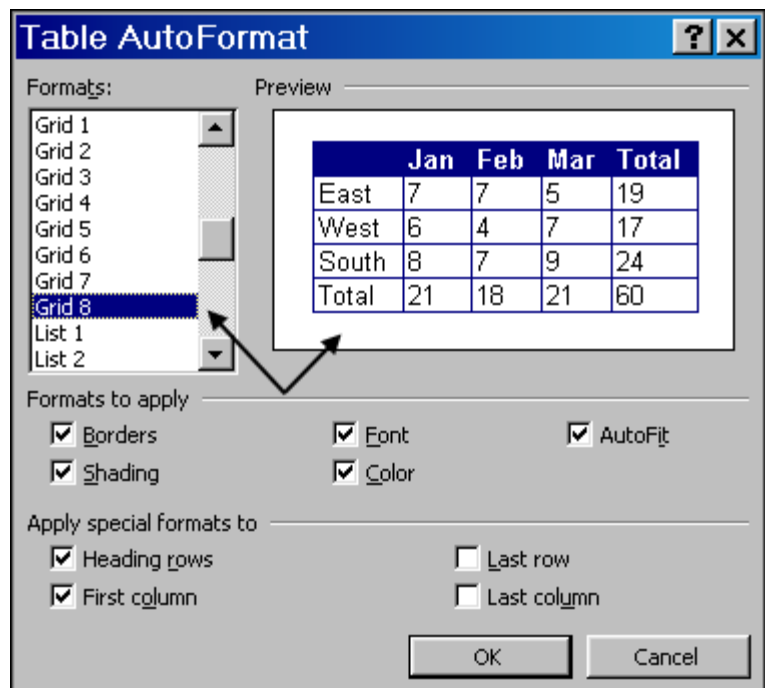
To insert a table:

- Move to the end of the letter by pressing **Ctrl + End**
- From the menu, select **Table → Insert → Table**.
- Set the number of rows and columns to **4**.
- Do **not** click OK yet.
- Click on the **Autoformat** button.



To set formatting for a table:

- Scroll through the list of Formats to see what is available.
- For this exercise, select **Grid 8**.
- Be sure that Color is checked.
- Click **OK**.
- Click **OK** again.



To enter information into a table:

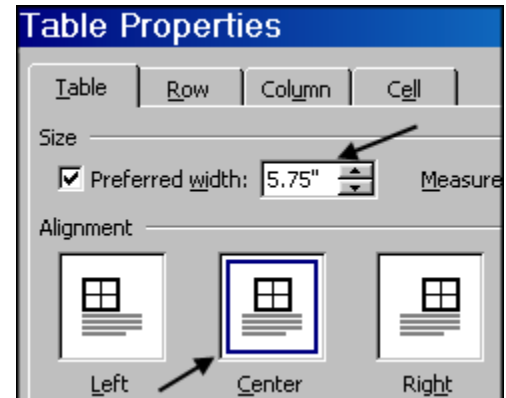
- Enter the information below into this table.
- To move across a row, press **tab** or use the **arrow keys** or **mouse** to move in any direction.

Booth Type	Dimensions	Items Provided	Cost
A	10' x 10'	None	\$40
B	15' x 15'	Electricity	\$60
C	20' x 20'	Electricity Internet Connection	\$100

5. Using Tables (cont.)

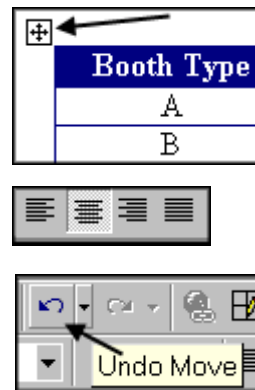
To set the properties of the table:

- **Right-click** in the table and select **Table Properties** from the floating menu
- Or from the menu, select **Table** → **Table Properties**
- Under the **Table** tab, note that you can set the size and alignment of the table across the page as well as text wrapping.
- Set the table width to **5.75** inches
- Set the alignment to **Center**
- Click **OK**.



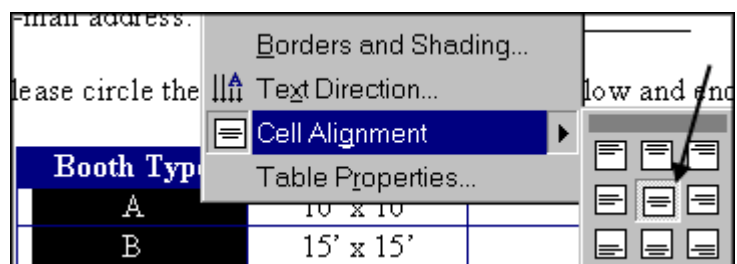
Aligning the table on the page:

- Click in the table
- Click on the **crossed arrows** in the upper left corner of the table to quickly select the entire table
- Use the **alignment icons** on the toolbar to change the alignment of the entire table
- With the table still selected, click and drag the table to a new position on the page.
- From the toolbar, select **Undo**.



Aligning text within cells:

- Click in a **cell** in table to deselect the entire table selection
- Use the **alignment icons** to change the alignment of the text in that **cell**
- Move your mouse to the top of a table column until you get a down arrow ↓
- **Click** to select that column
- **Right-click** and select **Cell Alignment** from the floating menu
- Choose the icon for **horizontal and vertical center** alignment



5. Using Tables (cont.)

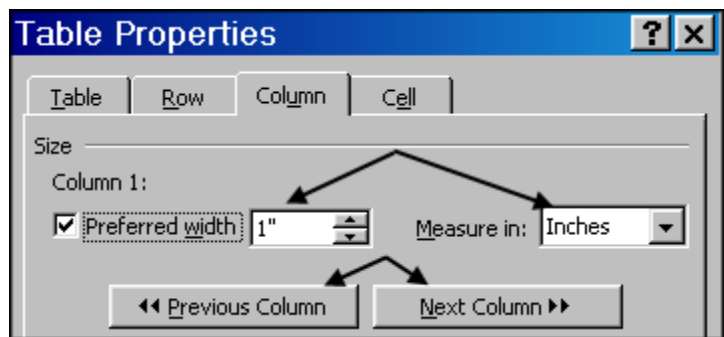
Sizing rows and columns:

- Mouse over your table and watch how your cursor changes.
- As you move over a row or column border you will get a double arrow
- Use this to adjust the **width** of one of your table columns.



- Click into a cell in **column 1** of your table and **right-click** to select **Table Properties** from the floating menu.
- Click on the **Column** tab.
- Set the column width to **1 inch**.
- Click on **Next Column** to select column 2.
- Set the column widths as shown below.
- Click on **Next Column** to move to each column.
- Click **OK**.

Column	Width
1	1"
2	1"
3	2"
4	.75"

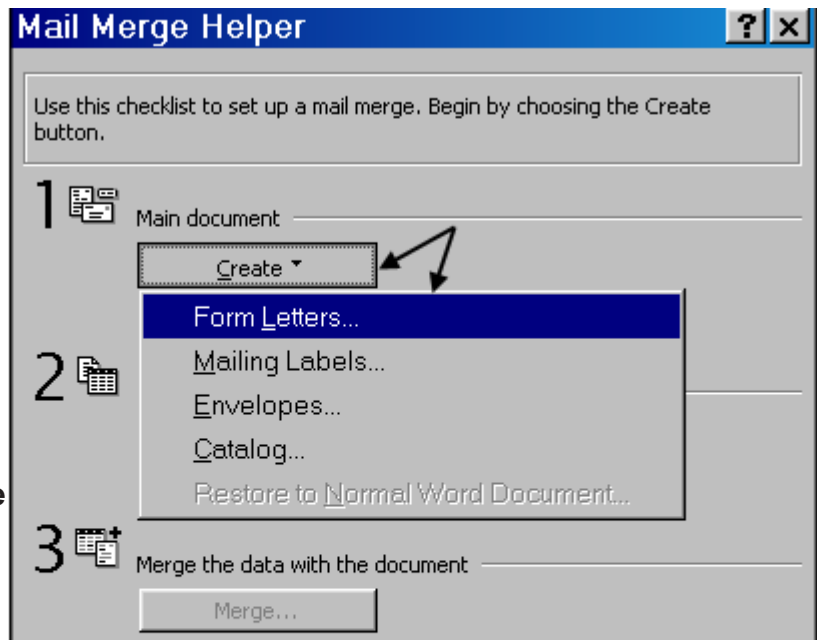


6. Mail Merge

In this example, we will create an address list and merge it into this form letter.

Creating an address list:

- Select **Tools** → **Mail Merge**
- Click on the **Create** button.
- Select **Form Letters**.



- Click **Active Window** to link to this letter.

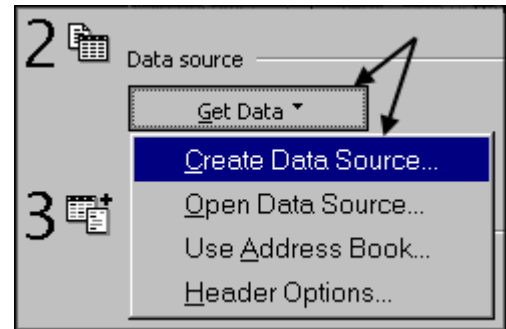


6. Mail Merge (cont.)

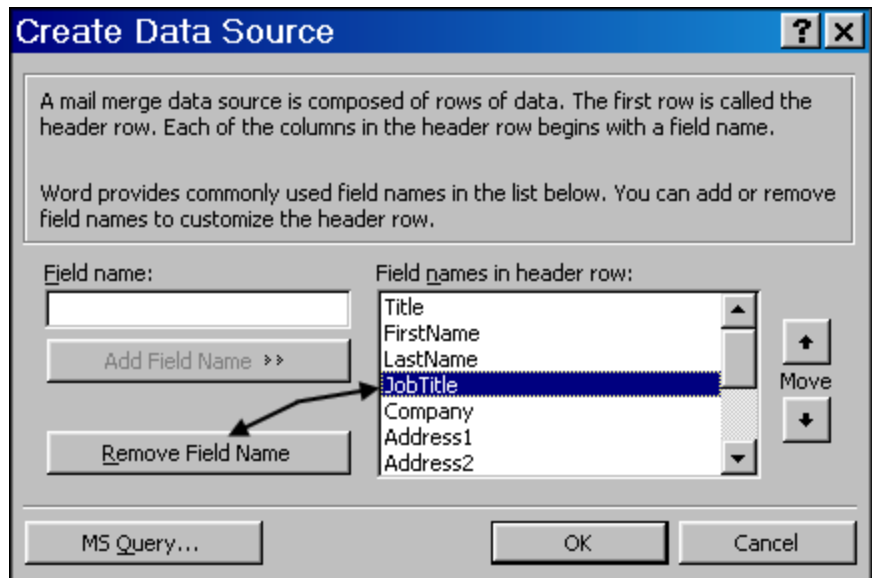
- Under 2 Data Source, click **Get Data**.
- Select **Create Data Source**.

Remove the field names which are not needed:

- Under **Field names in the header row**:
- Select **Job Title**
- Click **Remove Field Name**

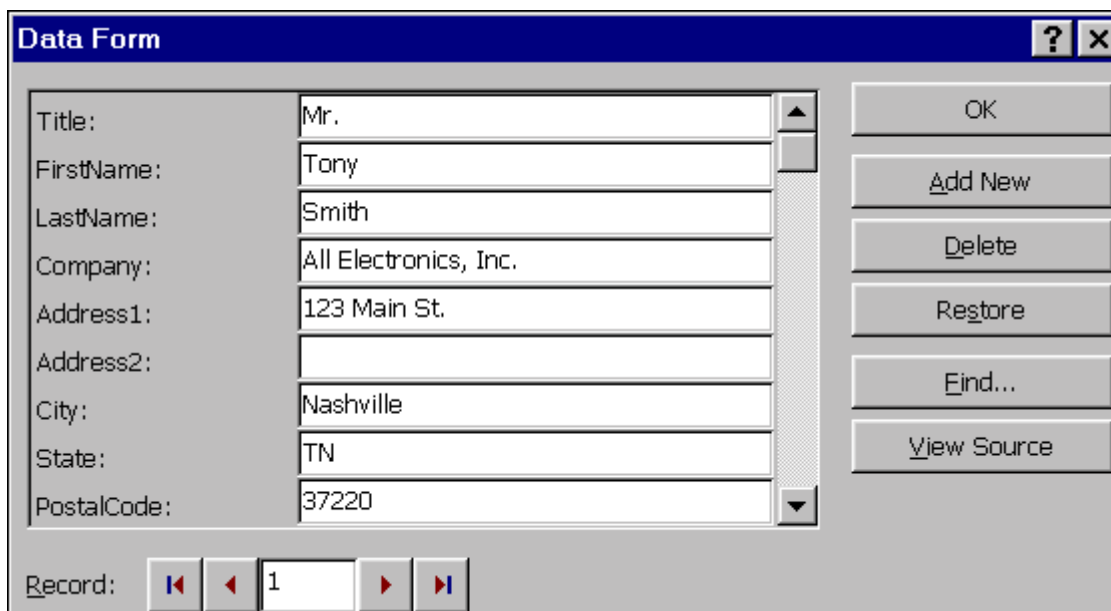


- Also Remove:
Home Phone
Work Phone
Country
- Click **OK**.
- When prompted for a filename to save the addresses, type: **c:\temp\Career Fair Addresses**
- Click **Save**.



To enter address data:

- Click on the **Edit Data Source** button to enter address data now.
- Enter this address into the data form ↴ Click **Add New**.



6. Mail Merge (cont.)

Continue entering these addresses:

Ms. Mary Cash
Fashions Galore
457 Broadway
Knoxville, TN 37001

Mr. Jack Hart
Poly Plastics
3490 West Way
Memphis, TN 38888

- Click **Add New**.

- Click **Add New**.

Ms. Sally Beck
International Exporting
3941 First Ave.
Nashville, TN 37661

- Click **OK**.

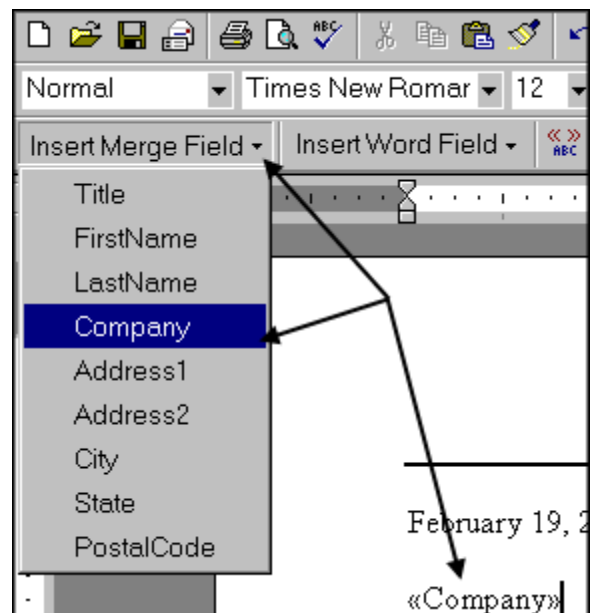
To view the data file containing these addresses:

- Select **Tools** → **Mail Merge**, under **Data Source**, click **Edit** and select the file listed.
- Click **View Source**.
- Select **File** → **Close** to close only the **address data file**.
- Do you want to save changes? Click **Yes**.

To insert merge fields into the document:

- Move to the top of the letter by scrolling or press **Ctrl + Home**
- Delete **Company Name, Contact Name, Address, and City**.
- Click on **Insert Merge Field** in the toolbar and select **Company**
- **Enter** to create a blank line.
- Insert the fields shown here.
- Be sure to type **spaces** between each field.
- Type a **comma and a space** between the City and State fields.
- Check the font and change, if needed, for consistency.

```
«Company»
«Title» «FirstName» «LastName»
«Address1»
«City», «State» «PostalCode»
```



6. Mail Merge (cont.)

To enter merge fields into the salutation:

- Delete the phrase **Appropriate Person**.
- Click on **Insert Merge Field** to select **Title**.
- **Space** and **Insert Merge Field**, select **LastName**.

Dear «Title» «LastName»:

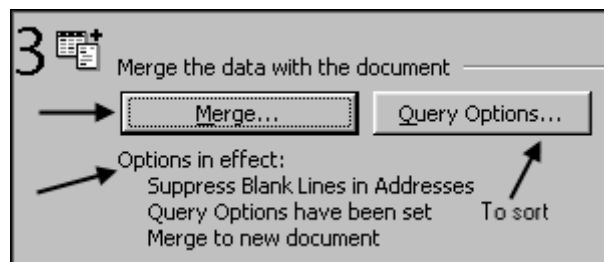
To enter merge fields into the bottom return form:

- Move to the right of Company Name at the bottom of the form and press **tab**.
- Click the **Underline** and **Bold** icons in the toolbar.
- Click on **Insert Merge Field** and select **Company**.

Company Name: **«Company»**

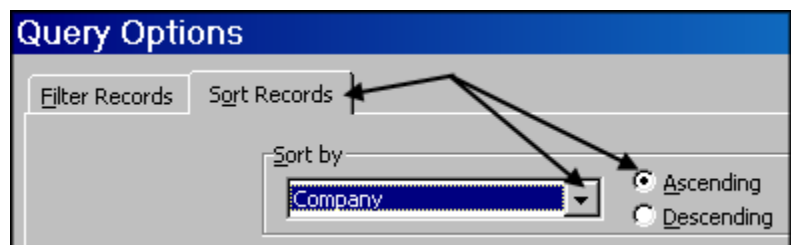
To begin the mail merge:

- Select **Tools** → **Mail Merge**
- Under Section 3, note the **Options in effect:**
 Suppress blank lines in addresses
 Merge to new document



To sort the addresses before merging:

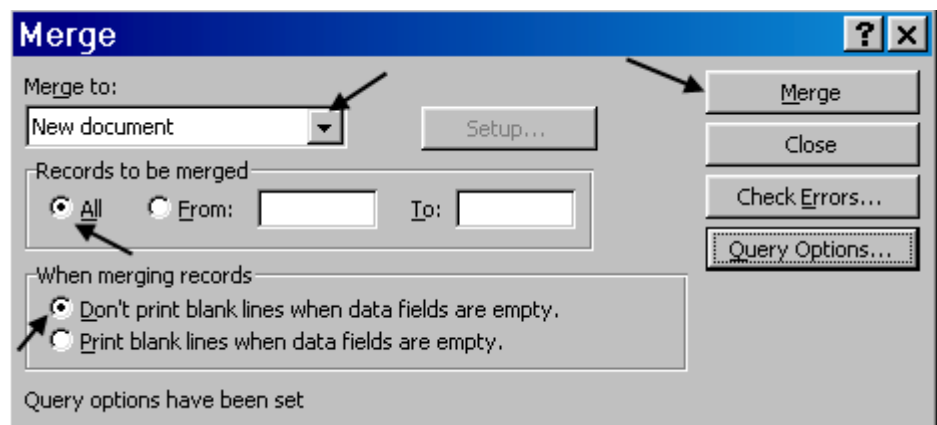
- Click on the **Query Options** Button.
- Select the **Sort Records** tab.
- Select **Company** in the pulldown menu.
- Click **Ascending**.
- Click **OK**.



To complete the merge:

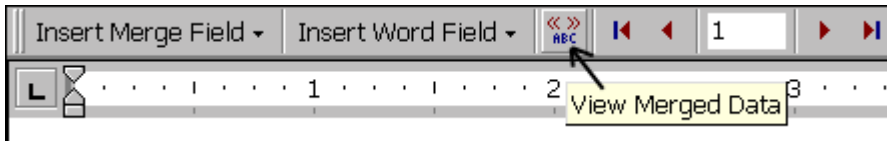
- Click on the **Merge** button.
- Make any changes to the options settings to suit your needs.
- Click on **Merge**

- The results of the merge appear in a document:
Form Letters1



6. Mail Merge (cont.)

- Scroll down and review the document to check the results of the merge before printing.
- Depending on your needs, you may save the merged file for future use or print immediately and close without saving the merged file.



Tip: To preview your merge from your main document, click on the **View Merged Data** icon. Use the arrow to move through your records. Click the **View Merged Data** icon to return to original view.

7. Results of the Mail Merge


XYZ University
Office of Career Services
 P.O. Box 3322 * Anytown, TN 38505-0001
 Phone: (931) 555-1000 FAX: (931) 555-1100

February 19, 2002

All Electronics, Inc.
 Mr. Tony Smith
 123 Main St.
 Nashville, TN 37220

Dear Mr. Smith:

Thank you for your recent interest in our 14th Annual Career Fair. We are excited that many companies from a variety of industries will be included in this year's event. Along with our highly qualified student body, we expect other interested community members to attend, who may be prospective employees for your company.



8. Printing and Exiting

To print a document:

- Select **File** → **Print**.
- Click on **OK** in the dialog box.
- OR click on the print icon in the toolbar. 

Note that this will cause printing to occur immediately.

To exit the program: Select **File** → **Exit** or use the close box  in the upper right corner.

Note: If you have made a change and have not yet saved, at exit a prompt will ask you if you would like to save your changes.

9. Getting Help

One of the easiest ways to get help with Microsoft Word is the comprehensive online help included with it. Just click on **Help** → **Microsoft Word Help**.

- You can also learn more about Word at the Microsoft website:
<http://office.microsoft.com>
- Should you have a question that the online help does not address, please contact the Microcomputer Support Office at 372-6315 or your college contact.
- Students may call the Helpdesk at 372-3975 or get assistance in the PC labs in person.
- Handouts on using Word and other programs are available on the web from the TTU home page under **Computing** → **Documentation** or
<http://www2.tntech.edu/its/pubs/>.

10. The Original Letter

XYZ University
Office of Career Services
P.O. Box 3322 * Anytown, TN 38505-0001
Phone: (931) 555-1000 FAX: (931) 555-1100

February 18, 2002

Company Name
Contact Name
Address
City

Dear Appropriate Person:

Thank you for your recent interest in our 14th Annual Career Fair. We are excited that many companies from a variety of industries will be included in this year's event. Along with our highly qualified student body, we expect other interested community members to attend, who may be prospective employees for your company.

Some of the companies that have participated in recent years include:

IBM
Dell Computer Corporation
Representatives from the Big Six Accounting Firms
and many others!

Because of the number of companies participating in our Career Fair, we do require a written confirmation of your attendance. Please complete and return the bottom portion of this letter with your payment by March 1, in order for us to make the necessary arrangements.

We look forward to seeing you on March 25!

Sincerely,

Dr. Susan Q. Doe
Director, Office of Career Services

(Return this section to XYZ University.)

Company Name:

Representatives: _____

E-mail address: _____

Please circle the Booth Type you will need below and enclose payment to XYZ University.