

Exploring Microsoft Office Word 2010 by Robert Grauer, Michelle Hulett, and Mary Anne Poatsy

Chapter 1 Introduction to Word



# Objectives

- Understand how word processors work
- Customize Microsoft Word
- Use features that improve readability
- Check spelling and grammar

# **Objectives (continued)**

- Display a document in different views
- Prepare a document for distribution
- Modify document properties

### Word Processing

#### 2012 Annual Summary

#### SIMSERV-PITKA ENTERPRISES **JANUARY 2013**

#### Corporate Overview

The consumer products industry has seen dramatic change in the last decade, due to increasing costs in manufacturing, need for innovative products, and decrease in brand loyalty. These changes have created the need to modify previous tactics to continue operation in this competitive industry.

#### Acquisition of Pitka Industries

In November, Simserv completed the process for acquiring Pitks Industries to form Simserv Pitks Enterprises The resources provide a stronger, more versatile organization to create innovative products and compete during the n Here is a breakdown of the combined organization's divisions, their locations, and number of employees:

Simserv Headquarters	Cleveland	.1,355	
Pitka Division	Searcle	1,235	
Product Development	Cincimati	350	
Wast Court Distribution	Danna	172	

#### 2012 Management Changes



On January 1, 2012, Dewey A. Larson was named Chairman of the Board Executive Officer by the Company's Board of Directors, replacing Jeff K. Andrews, wi this year after 25 years of service. Mr Larson first joined Simserv in January 1992. period of nineteen years, has held a variety of senior executive positions.

In March 2012, Jerri Reed joined Simsery as its Chief Financial Officer Ms Reed has an impressive record in the industry over the past 20 years, which includes a position as CPO in a British company worth \$50,000,000. She adds strength to our management ream, particularly as

the Company faces the important challenge of improving the financial and operating performance. Ma Reed has stated

In 2013, we take the built by the borns. Everyone at Simsery-Pikus must pull together and work noward our mutual success. I'm counting on every employee to focus on our common goals to

	Item	Supply List Quantity	Price	Cost of Material
	Cabinet	Luencity	200.00	S 200.00
	Ceramic tile	100	1.00	\$ 100.00
1	Drill	1	45.00	\$ 43.00
9	Orywell (Gypsum)	3	7.00	\$ 21.00
	Faucet	1	75.00	\$ 75.00
	Flashlight	1	12.00	\$ 12.00
	Grout	3	20.00	5 20.00
1	Hammer	3	10.00	\$ 30.00
-	Lumiter (2x4)	10	3.50	\$ 35.00
	Measuring tape	3	8.50	\$ 25.50
ar .	ä .			
	Nails	150	.02	\$ 3.00
1	Paint	5	15.00	\$ 75.0
E	Paintbrushes	9	4.00	\$ 96.00
1	PVC pipe	6	3.00	5 18.00
-	Saw	2	25.00	\$ 50.00
Charles -				2.000



our membership is really reported How important? Without our members, The Greener was wouldn't resin. We don't take a granted, and in fact, we wantafy they to that we're a toconstill citizens' meters. We take an oppolicy and take

The reduction in sales tax revenues has forced the city to cut back on

Pirct Claim Donations

hat governmental agencies do

forganization useds outside suppor procise fanding pervided by the Cit ad other agencies in this region.

#### unding to Span Budget Shortfall Trail Undate Presence of the second second

organization

60.000

The Orientwise Impartant holding is the 41-them Rail Tail periods: Our parameting with the City ary Park Board and the Gissenways maintenance rue ary portion of factural a joy not us, which represents period that end as in Japar County, which represents

There is a set of the ther support of our organization. We need YOU to help sustain this great

25,000 We determine the define the networks of the second \$ 335.000 Participating in fundraising events Volunteering your time on improvement ting Stends and families to becom

Committee manther presented a petrion hat year to city occurs genere consideration for biles an oursetnes. The council seems the periods and 4 might have a possive impact on force many or all who signed the period-peaks sign for any written in the Let us know if you'd like to you'd like to some the advocacy

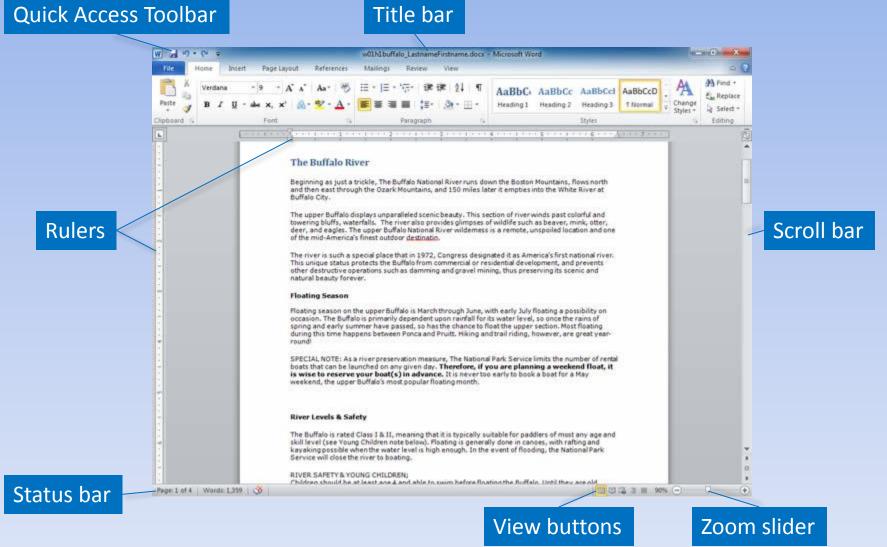


Bike - Bus - Walk Week: September 10 - 14





### The Word Window



# Word Wrap

#### Hard returns

Word wrap allows you to type continuously without ever having to worry about where the line ends. A soft return is created in the document as the text is continued from one line to the next. It is not until you press the Enter key at the end of a paragraph that a hard return is entered in the document.

The position of the soft returns is changed automatically as you make changes in the text or the document formatting. The position of the hard returns always remains the same, unless you intentionally insert or delete them.

#### Soft returns

#### Soft returns

#### Hard returns

Word wrap allows you to type continuously without ever having to worry about where the line ends. A soft return is created in the document as the text is continued from one line to the next. It is not until you press the Enter key at the end of a paragraph that a hard return is entered in the document.

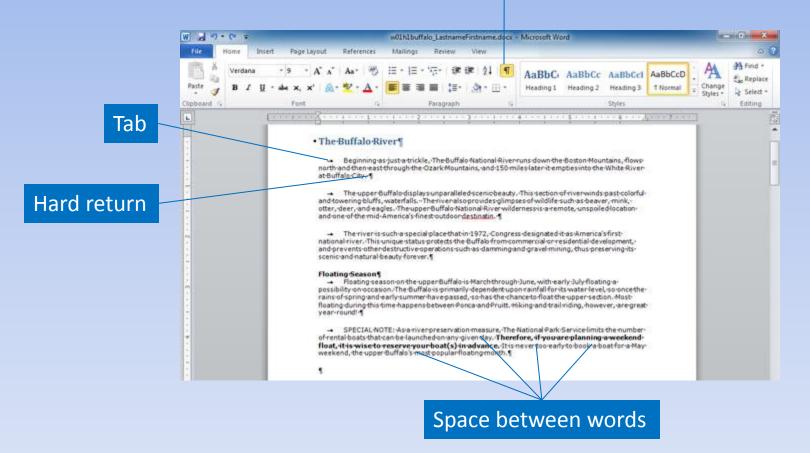
The position of the soft returns is changed automatically as you make changes in the text or the document formatting. The position of the hard returns always remains the same, unless you intentionally insert or delete them.

## **Keyboard Shortcuts**

Keys	<b>Moves Insertion Point</b>	
Left arrow	One character left	
<b>Right arrow</b>	One character right	
Up arrow	Up one line	
Down arrow	Down one line	Citt
Home	Beginning of the line	
End	End of line	
PgUp	Up to the previous page	
PgDn	Down to the next page	

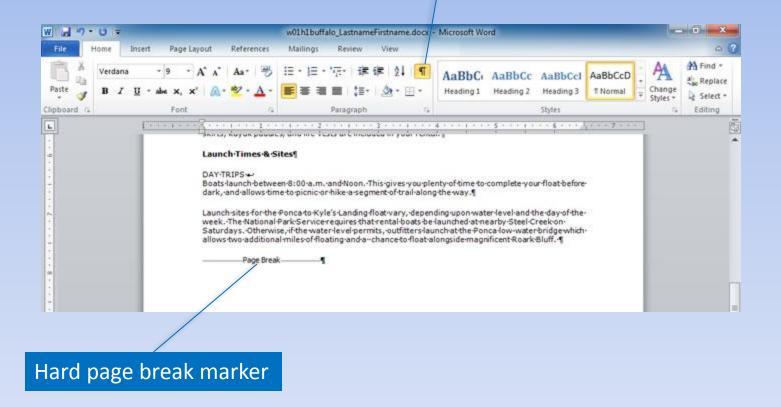
# **Toggle Switches**

### Show/Hide





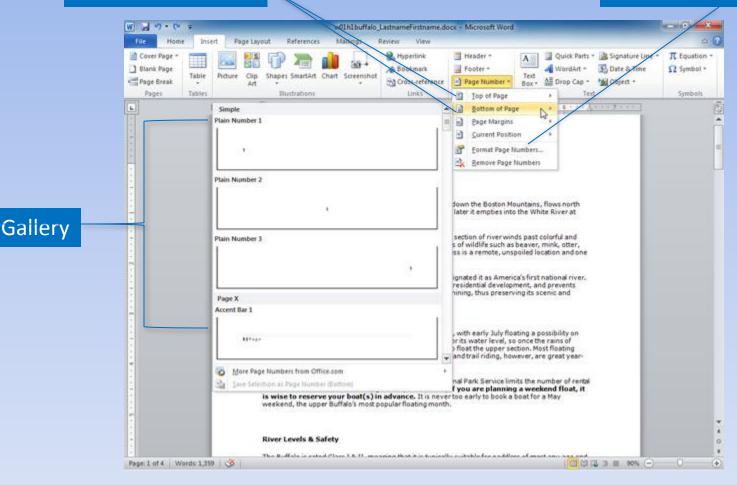
### Show/Hide on



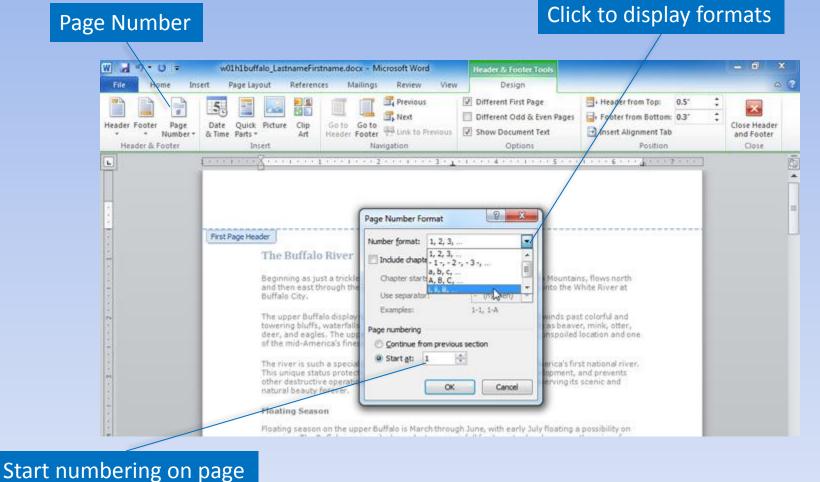
## Page Numbers

### Placement options

### Format Page Numbers

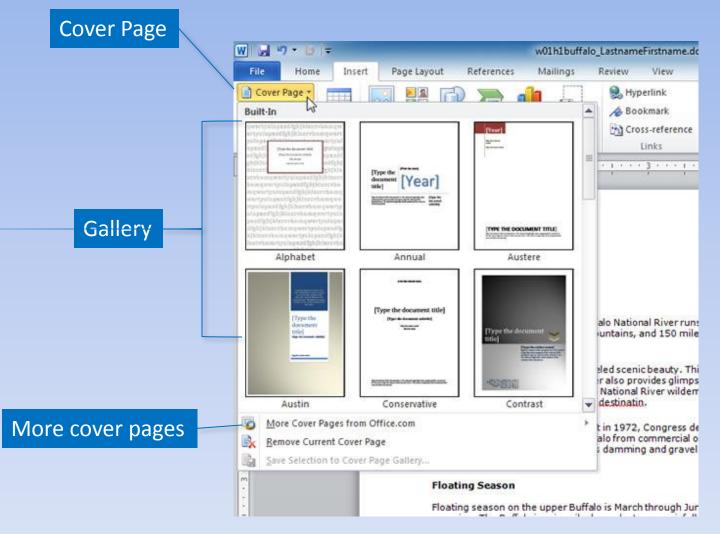


# Page Numbers (continued)

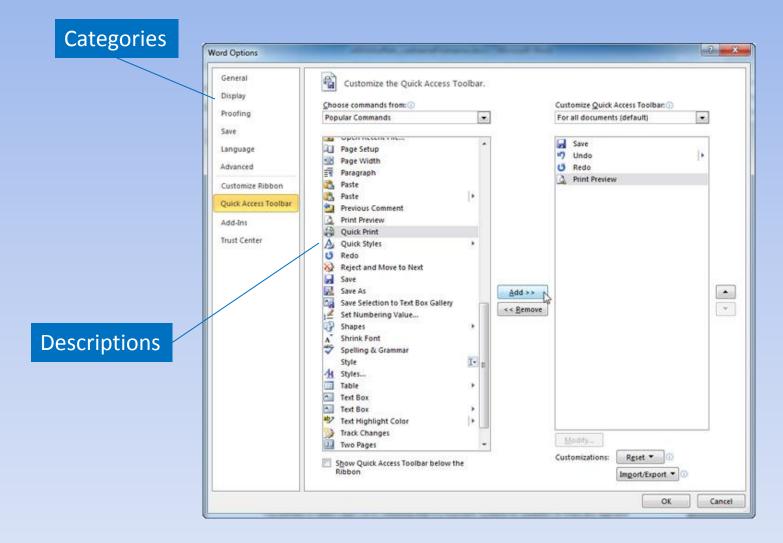


tart numbering on page

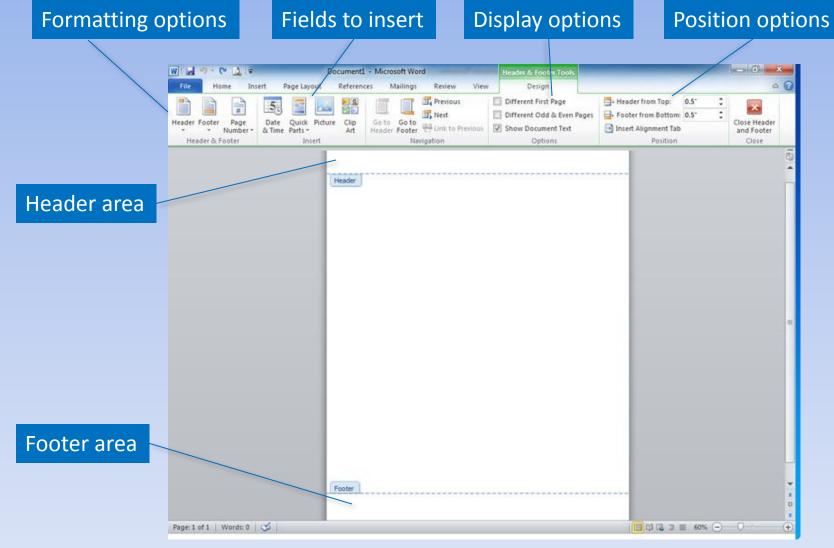
# **Cover Page**



### Customize Word

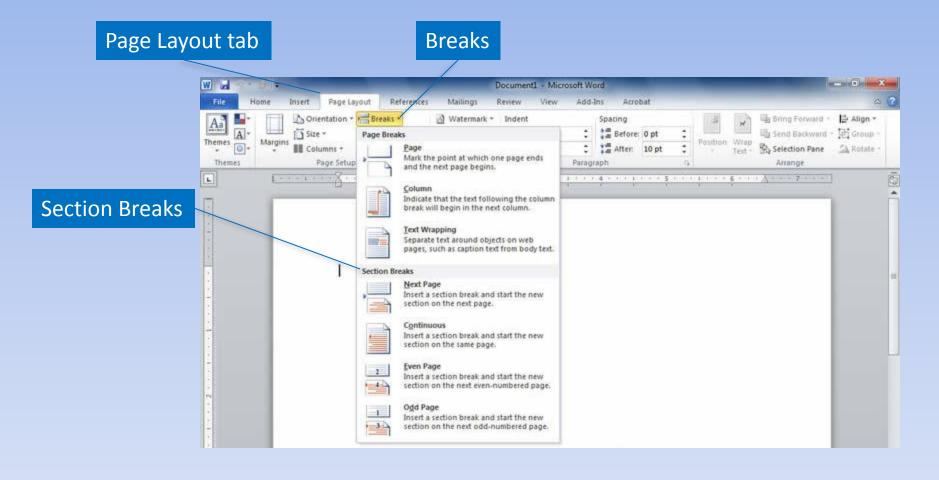


### **Headers and Footers**

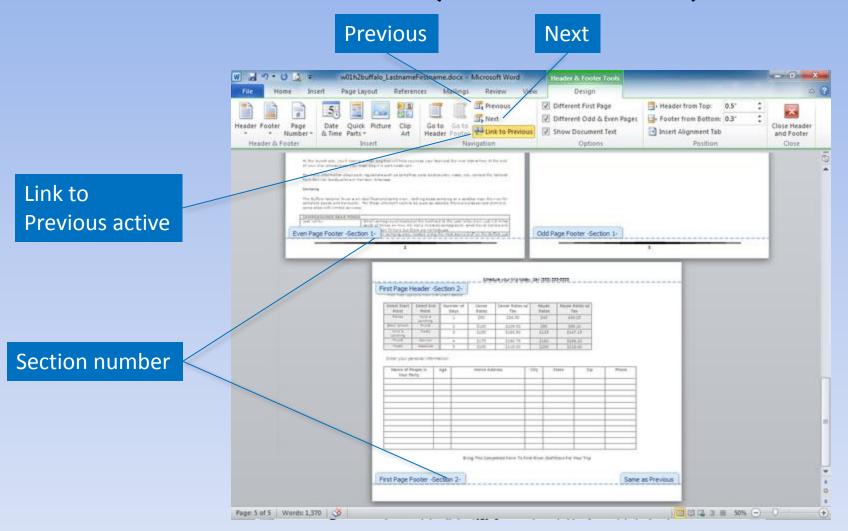


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## Sections

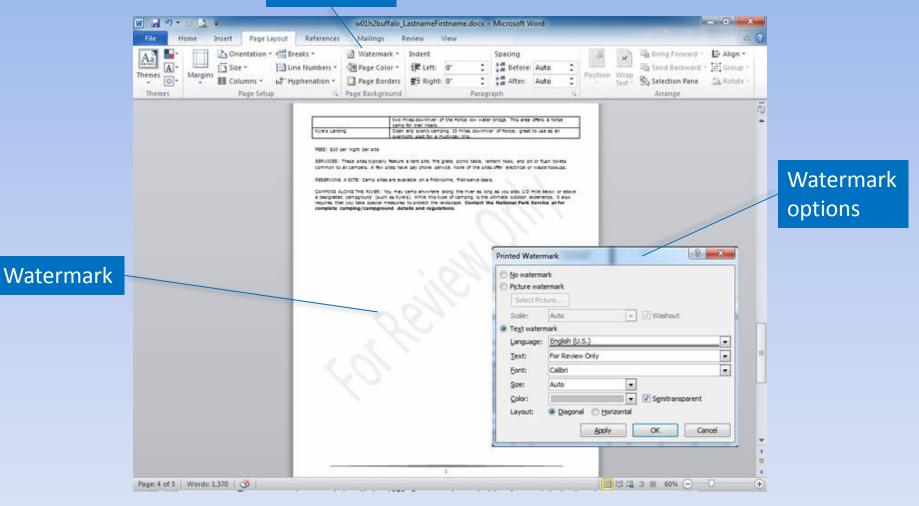


## Sections (continued)



### Watermarks

### Watermark



# Spelling and Grammar

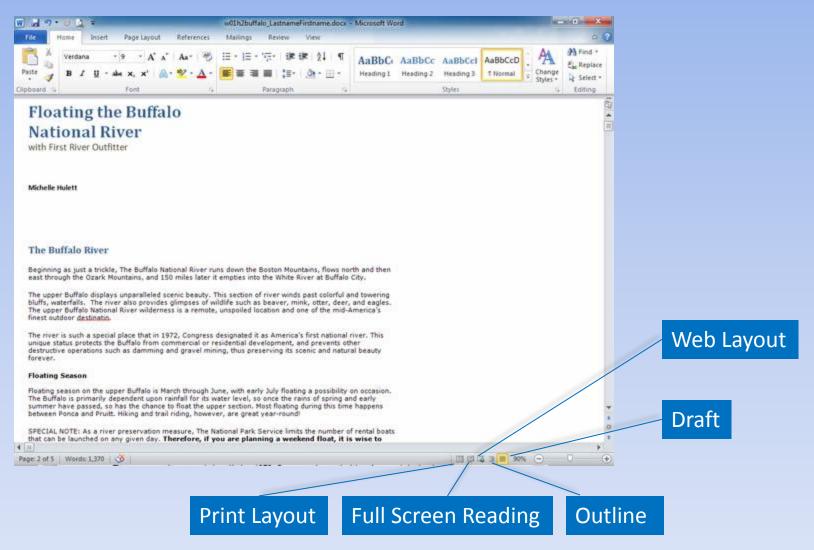
w01h2buffalo\_LastnameFirstname.docx - Microsoft Word

### Co

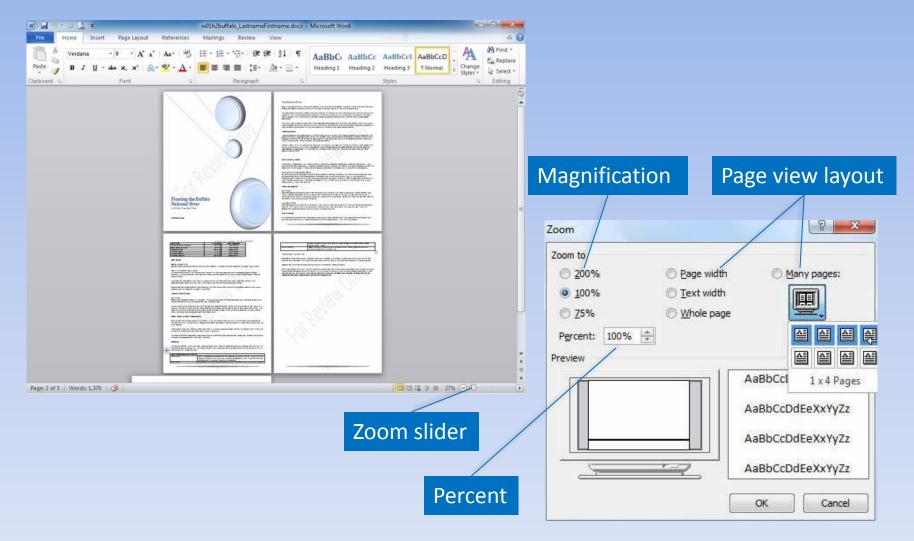
	Tile Home	Insert Page Layout Refere	inces Mailings	Review View			a ?
Contextual spelling error	Butter B Z	a •  9 •   A* A* Aa* <u>U</u> • alse x, x*   <u>A</u> • <u>*</u> • <u>Fornt</u>	∛ ∷・∷・ ∆· ≝≋≋	1日・  建速(24) ■   注・  急・田 Paragraph	AaBbC: AaBbC     Heading1 Heading	Cc AaBbCcl AaBbCcD AaBbCcD Chang 2 Heading 3 Thormal Chang Shyles	
		However, with 150 miles Outfitter for expert assist River Mileage This reference chart show	of River to explor ance with plannin vs the most popul	e, <u>their are</u> many way g an overnight float tr ar float trips. Please n	t that takes a minimum of s to enjoy a multi-day trip ip. ote that the "Time Require ind skill with which you pa	f two days to complete. . Call First River ed' to complete a trip	181
		River Trip Ponca to Kyle's Landing Steel Creek to Kyle's Ponca to Pruit Pruitt to Hasty Pruitt to Carver		# of Miles 10 miles 8 miles 25 miles 7 miles 11 miles	your trip today, Call (555 Time Required 4 to 6 hours 4 to 5 hours 2 days (min) 4 to 5 hours 6 to 7 hours	5) 555-5555	•
Possible spelling error		HOW MANY BOATS YOU'L We recommend floating	L NEED with two adults pe	r canoe. This provides	2 days (min,) its, and trash bags are incl is good balance and adequa rents with one or two aver.	ate space for dear.	•••
	4 Page: 2 of 5   Words:	1,370/1,370					0

- 0

### **Document Views**

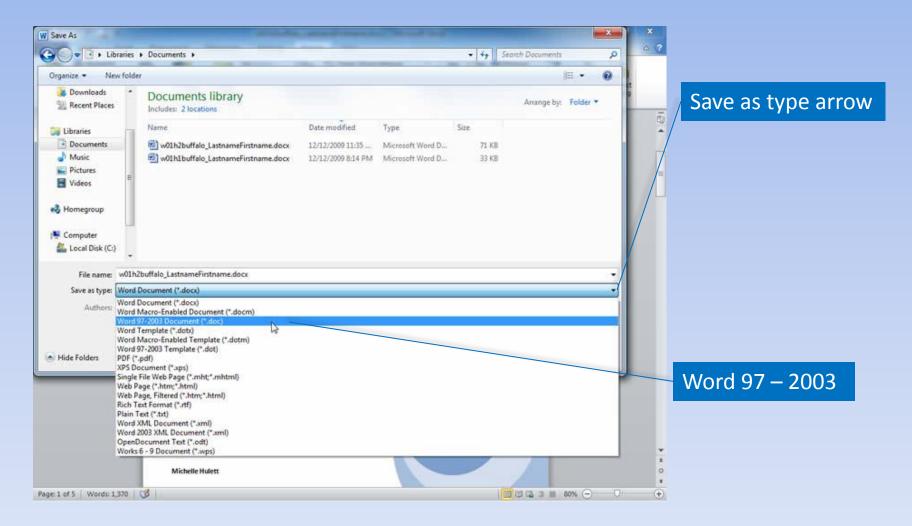




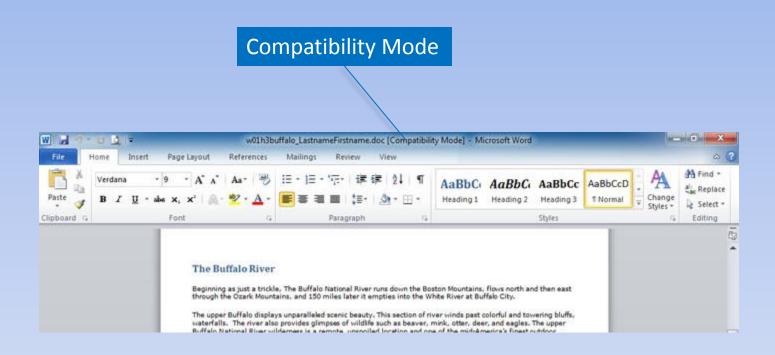


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### Save a Document



## **Compatibility Mode**



## **Compatibility Checker**

versions of Word. These feature this document in an earlier version an earlier file format.		nen openi	
Select versions to show 🔻			
Summary		Occurrer	nces
Content controls will be converted to	o static content.	3 <u>Help</u>	*
Shapes and textboxes will be conver this format.	rted to effects available in	14	

### List of incompatible items

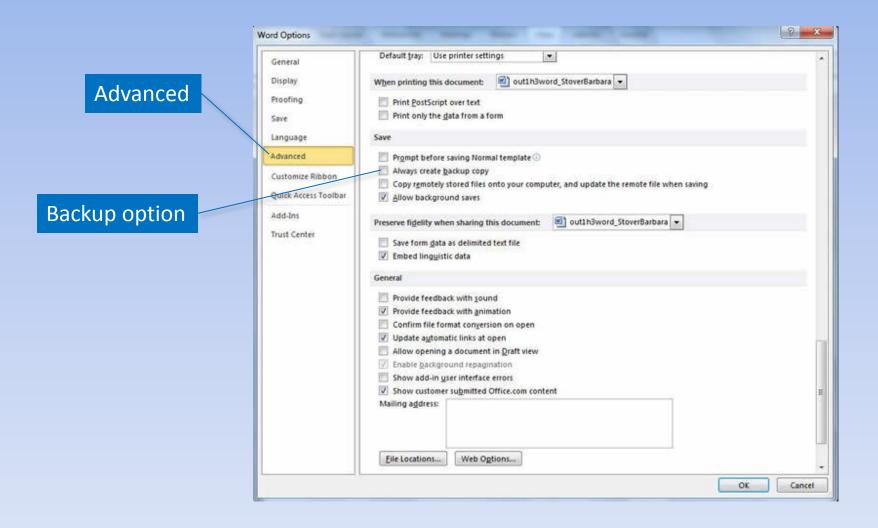
# **Backup Options**

### Check to enable AutoRecover

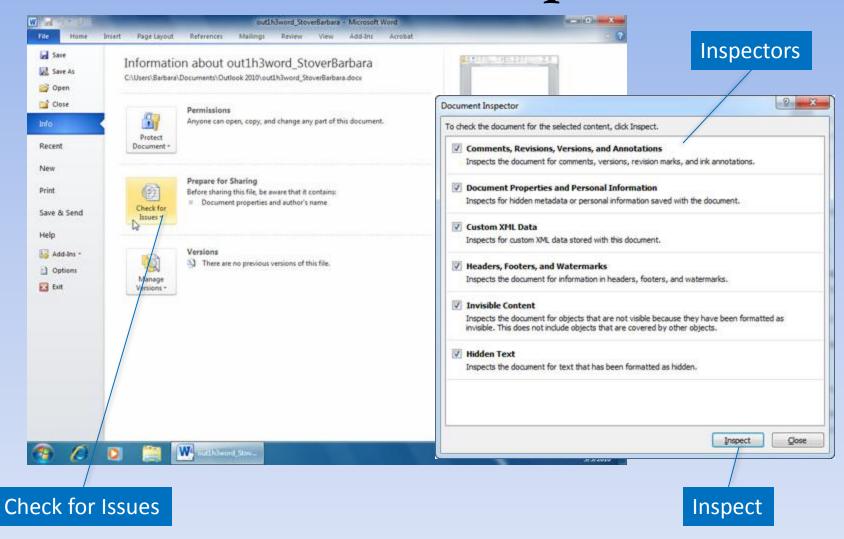
#### Time between AutoRecover saves

General	Customize how documents are saved.	Location of the
Proofing	Save documents	AutoRecover file
Save Language Advanced Customize Ribbon Quick Access Toolbar Add-Ins Trust Center	Save files in this format:       Word Document (*.doc)         Save AutoRecover information every       10       minutes         Keep the last autosaved version if I close without saving         AutoRecover file location:       C:\Users\Barbara\AppData\Roaming\Microsoft\Word\       Browse         Default file location:       C:\Users\Barbara\Documents\       Browse         Offline editing options for document management server files       Save checked-out files to: ①       Browse         Offline potions       C:\Users\Barbara\Documents\SharePoint Drafts\       Browse         Offline difting options for document management server files       Save checked-out files to: ①       Browse         Offline difting options for document management server files       Save checked-out files to: ②       Browse         Image: the Qffice Document Cache       Serger drafts location:       C:\Users\Barbara\Documents\SharePoint Drafts\       Browse         Preserve figelity when sharing this document:       Image: outln3word_StoverBarbara       Image: outln3word_StoverBarbara	
	OK Cancel	

# **Backup Options (continued)**



### **Document Inspector**



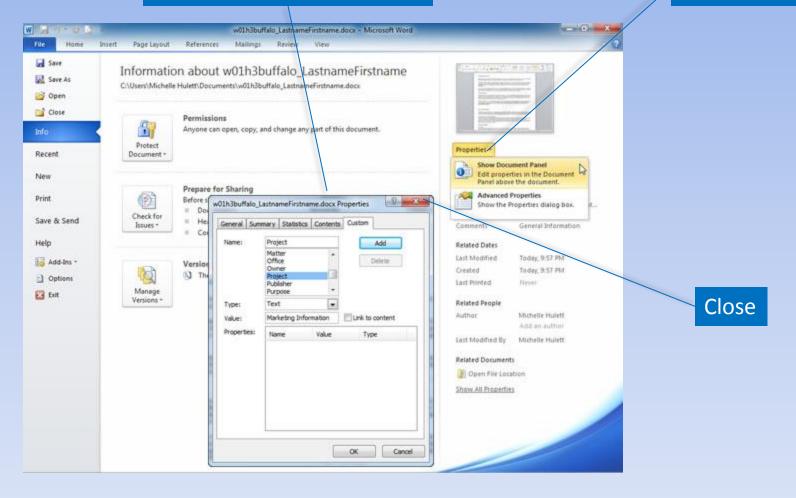
# **Printing Options**

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## **Document Properties**

### **Document Properties panel**

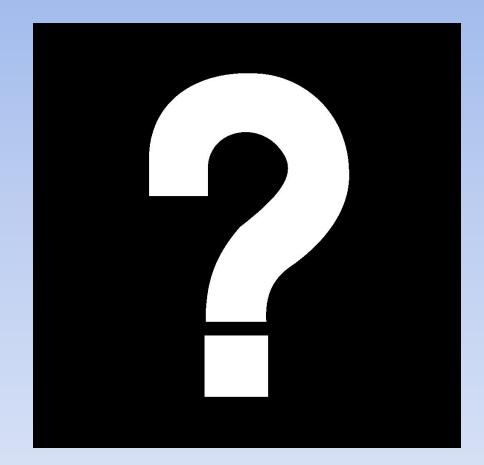
**Properties arrow** 



## Summary

- Word processors have features that make it easy to create documents.
- Consider both the content and look of the document.
- Create copies of documents and back up changes at every opportunity.

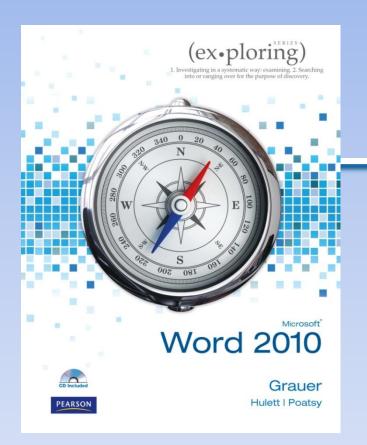
### Questions



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### Chapter 2 Document Presentation

# Objectives

- Apply font attributes through the Font dialog box
- Control word wrapping
- Set off paragraphs with tabs, borders, lists, and columns
- Apply paragraph formats

# **Objectives (continued)**

- Understand styles
- Create and modify styles
- Format a graphical object
- Insert symbols into a document

# Typography

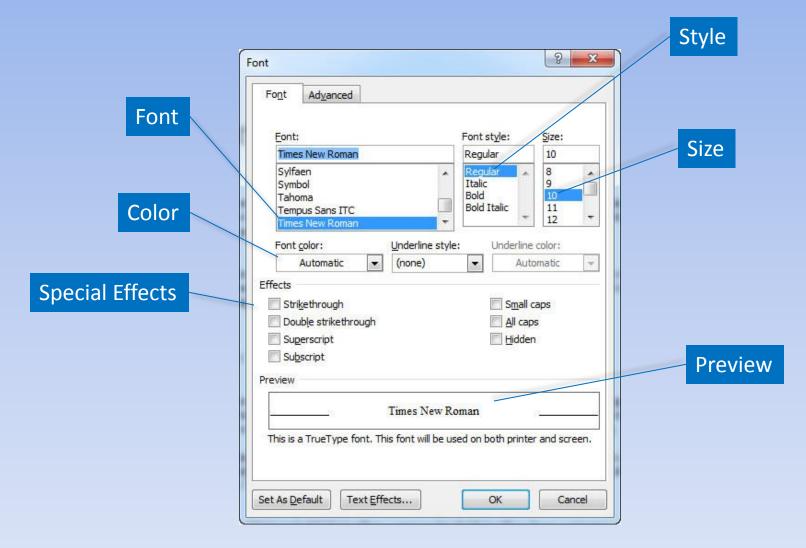
### Typeface or font

- •Serif
- Sans serif
- Monospaced
- Proportional

Type Style

- Regular
- Bold
- Italic
- Bold italic

### **Font Attributes**



### Font Attributes (continued)

#### Effects **Text Effects** Document1 - Microsoft Word - 0 w -Page Layout Add-Ins Home References Mailing Review View Acrobat A Find + Calibri (Body) - 111 -21 AaBbCcDt AaBbCcDt AaBbCt AaBbCc E. Replace Paste Change B I U - abe Heading 1 Heading 2 Or - H -1 Normai o Spaci... 1 Select + Stylet = Clipboard % Paragrap Shiles Edition D 10 R Font Format Text Effects Font Adyanced Text Fill Text Fill Text Outine No fill Font style: Font: Sze: Sold fill Outline Style 11 +Body Regular C Gradent fil Shadow 8 Fill Color Itale 9 +Headings Reflection Bold 10 Çolor: A Adobe Casion Pro Bold Italic Adobe Casion Pro Rold Gow and Soft Edges 12 0% -4-1 Adobe Fangsong Std R. Transparency: 3-D Format Underline style: Underline color: Font color ٠ . Automatic. (none) Automatic. Effects Strikethrough Signal cape Double strikethrough Al caps Sugerscript Hidden Subscript Preview +Body This is the body theme font. The current document theme defines which font. Close Text Effects .... Cancel Set As Default OK. Text Effects Page 1 of 1 Words 0 -+

### **Character Spacing**

Advanced	Font	
Spacing	Font       Advanced         Character Spacing       Scale:         Scale:       100%         Spacing:       Expanded         Position:       Expanded         Expanded       By:         Mormal       By:         Mormal       Second and above         OpenType Features       OpenType Features	
OpenType settings	Ligatures:       None         Number spacing:       Default         Number forms:       Default         Stylistic sets:       Default         Use Contextual Alternates	Preview
	Preview PITKA This is a TrueType font. This font will be used on both printer and screen. Set As Default Text Effects OK Cancel	

# Change Text Case

#### Change Case

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File H	lome Insert Page Layout	References Mailings	Review View Add-	Ins Acrobat	۵ 3
Paste	Calibri (Body) $\rightarrow$ 11 $\rightarrow$ $A^* A^*$ <b>B</b> $I$ $\underline{U}$ $\rightarrow$ abs $\mathbf{x}_i \mathbf{x}^i$ $\overrightarrow{\mathbf{A}}$ $\rightarrow$ Font	Aa* 😁 IE - 1E - Sentence case. Jowercase	〒- 詳辞 24 ¶ ■ 15- <u>3</u> - 田 - Isragraph	AaBbCcDc AaBbCcDc AaBbCc 1 Normal No Spaci Heading 1 Shifes	AaBbCc Heading 2
	<u></u>	UPPERCASE Capitalize Each Word TOGGLE KASE	3	$\frac{q}{r} = \frac{1}{r} + \frac{1}$	··· <u>X</u> ···· 7 ···· [

- Sentence case
- lowercase
- UPPERCASE
- Capitalize Each Word
- tOGGLE case

## Text Highlighting



## Word Wrapping

#### Example without Nonbreaking hyphen and spaces:

The next meeting will feature a presentation by Vickie Walters, the President of the Kemp Country Chapter. Her presentation on September 21 will be of great value to each of us and will provide the opportunity for you to meet other new members.

Please read the enclosed brochure then call Kristi Morris at (317) 555-2340 to RSVP for the September 21 meeting.

#### Example using Nonbreaking hyphen and spaces:

Nonbreaking space

The next meeting will feature a presentation by Vickie Walters, the President of the Kemp Country Chapter. Her presentation on September 21 will be of great value to each of us and will provide the opportunity for you to meet other new members.

Please read the enclosed brochure then call Kristi Morris at (317) 555-2340 to RSVP for the September 21 meeting.

#### Nonbreaking hyphen

Date wrapping

Phone number wrapping

## **Paragraph Formatting**

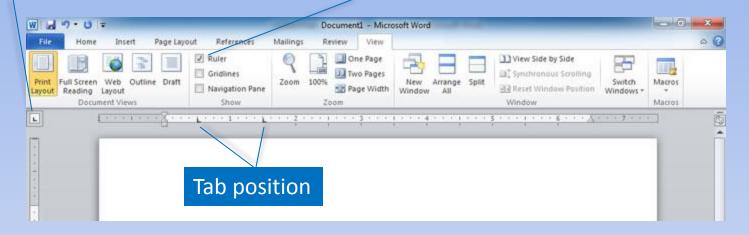
- Alignment
- Indentation
- Tab stops
- Line spacing

- Pagination
- Borders
- Shading

### Set Tabs

#### Tab selector

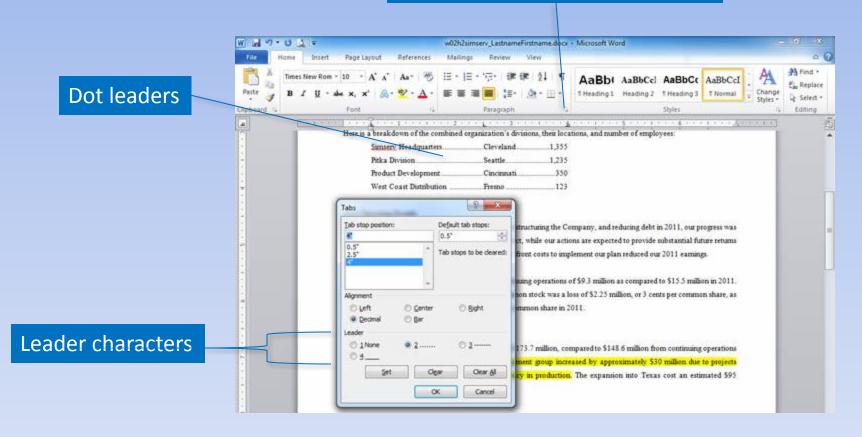
Show or hide ruler



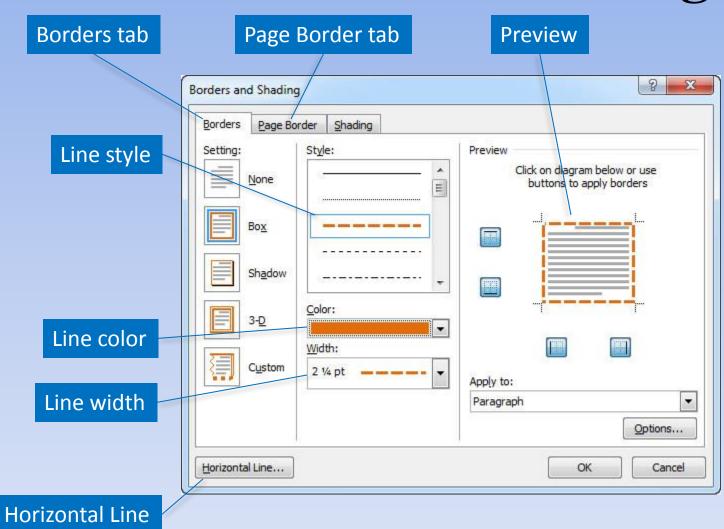
Tab Selector Icon	Type of Tab
L	Left tab
L	Center tab
L	Right tab
Ŀ	Decimal tab
1	Bar tab

#### **Leaders Characters**

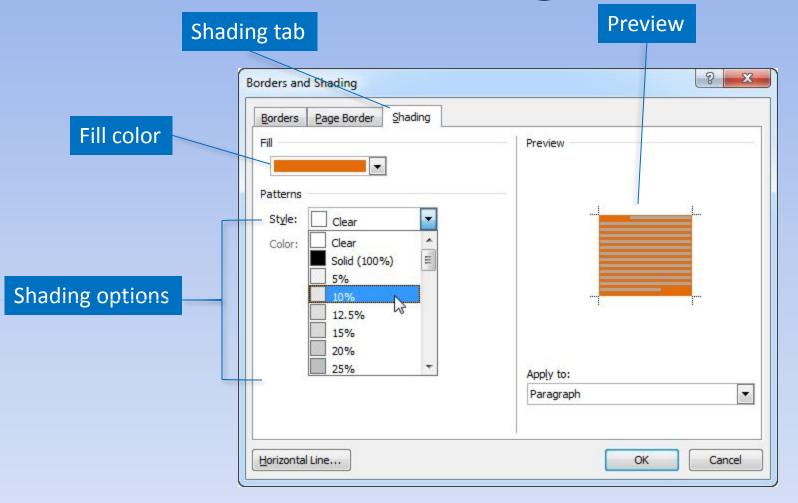
#### Paragraph Dialog Box Launcher



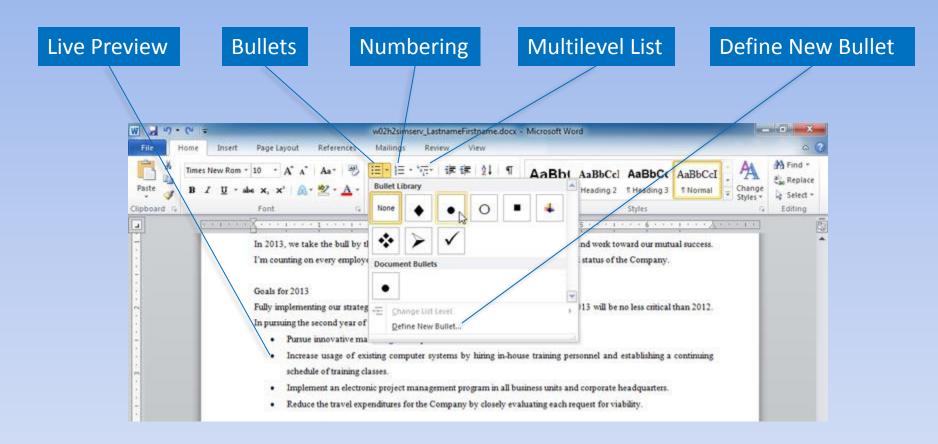
#### **Borders and Shading**

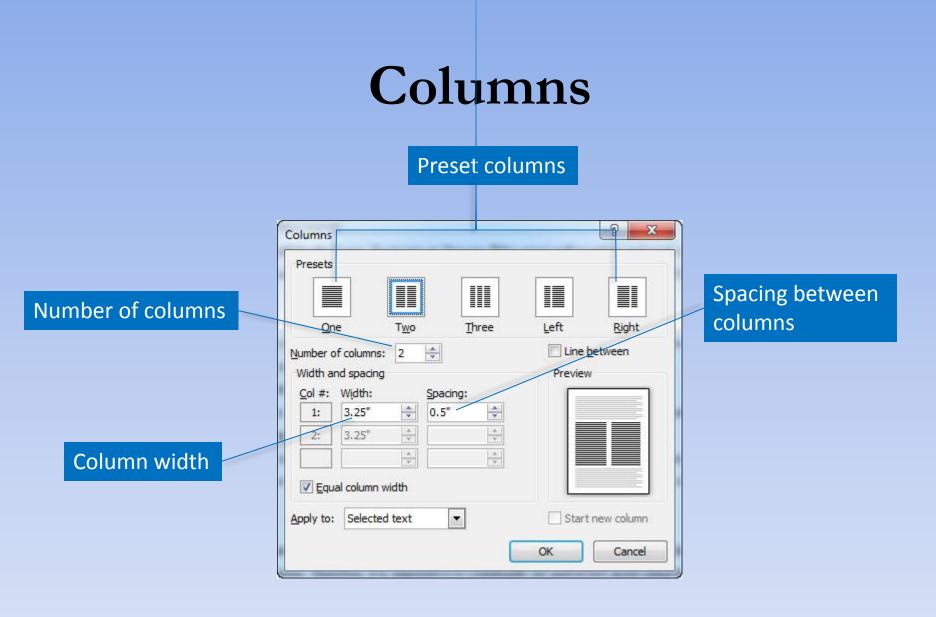


## Borders and Shading (continued)



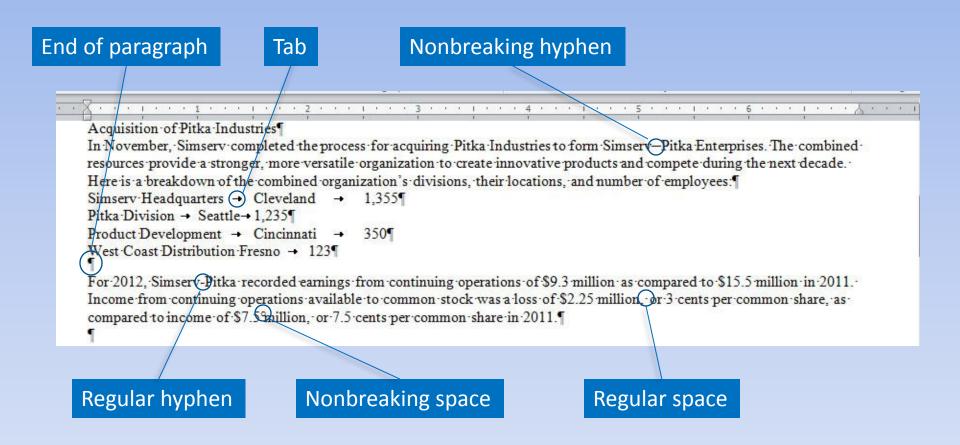
#### **Bullets and Numbers**





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## **Nonprinting Formatting Marks**



## Text Alignment

We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

#### Justified (flush left/flush right)

We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

#### Left Aligned (flush left/ragged right)

We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

#### Right Aligned (ragged left/flush right)

We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

Centered (ragged left/ragged right)

## Paragraph Indents

Indents and Sp	acing Line and	2age Breaks			
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Mirror inde	ents	(none) First line	4	First line ir	ndent
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## Line and Paragraph Spacing

	Paragraph ? X	
	Indents and Spacing       Line and Page Breaks         General	
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Before the paragraph	Spacing       Before:       6 pt       Line spacing:       At:         After:       12 pt       1.5 lines       Image: Spacing:       Image: Spacing:<	8
After the paragraph	Preview           Branch Richards Ranging Reviews Receptly Receptly Reviews Receptly Reviews Receptly Receptly Receptly Receptly Receptly	

### Widows and Orphans

	Paragraph 2 X	Lines and Page Breaks tab
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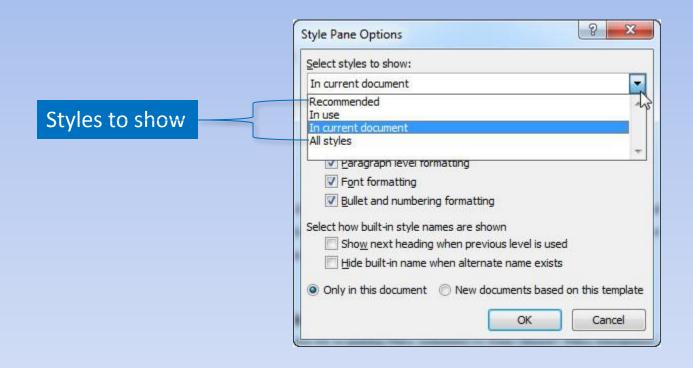
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Here is a breakdown of the combined organization's divisions, their locations, and number of employees: Simsery Headquarters	
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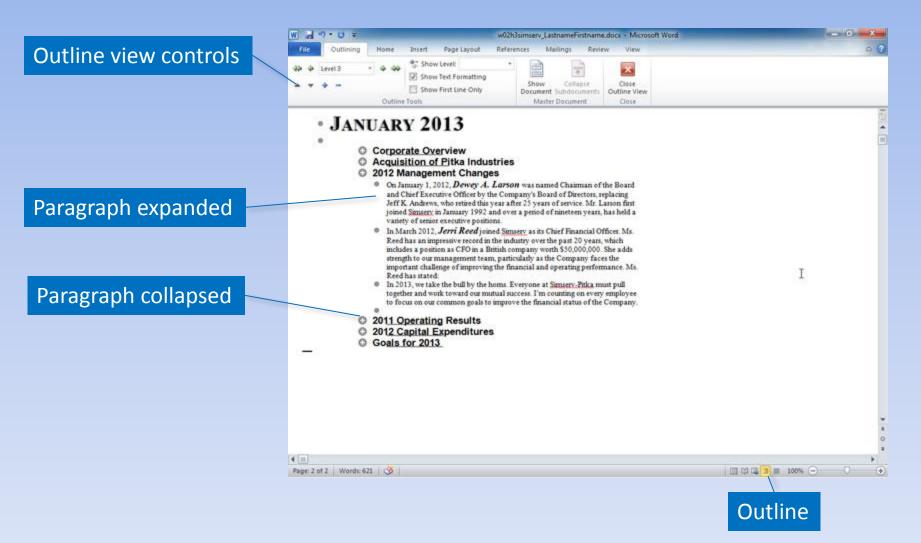
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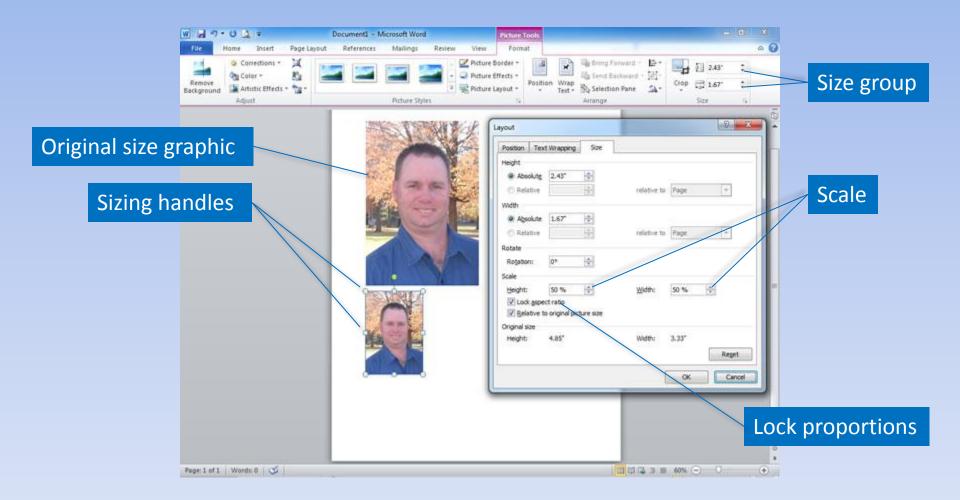
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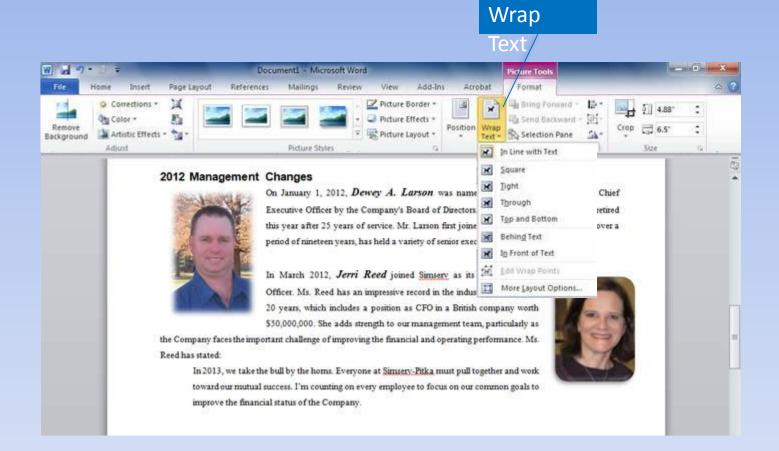
#### **Outline View**



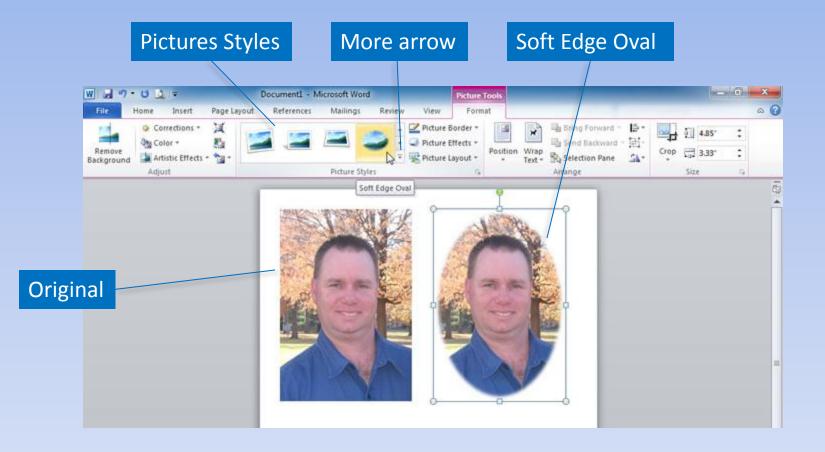
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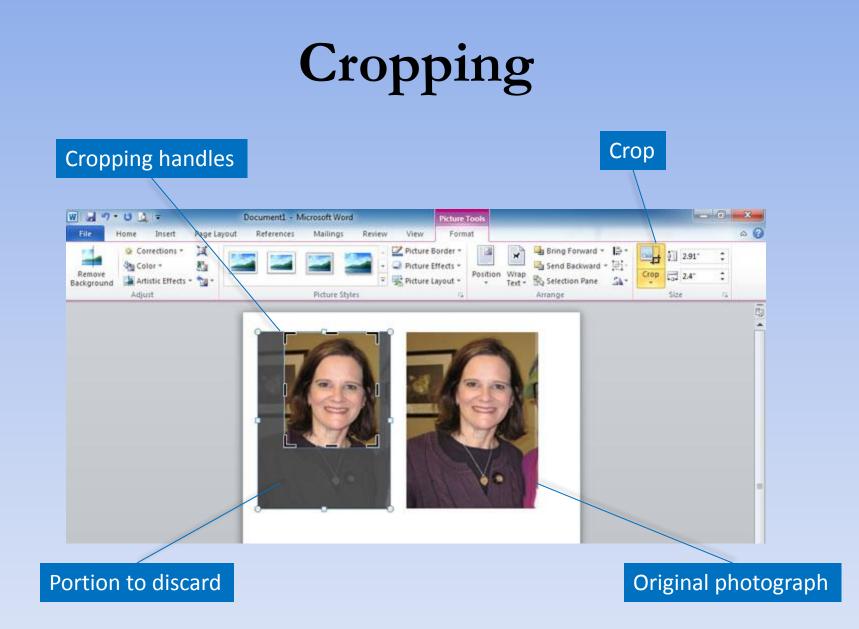


### **Text Wrapping**



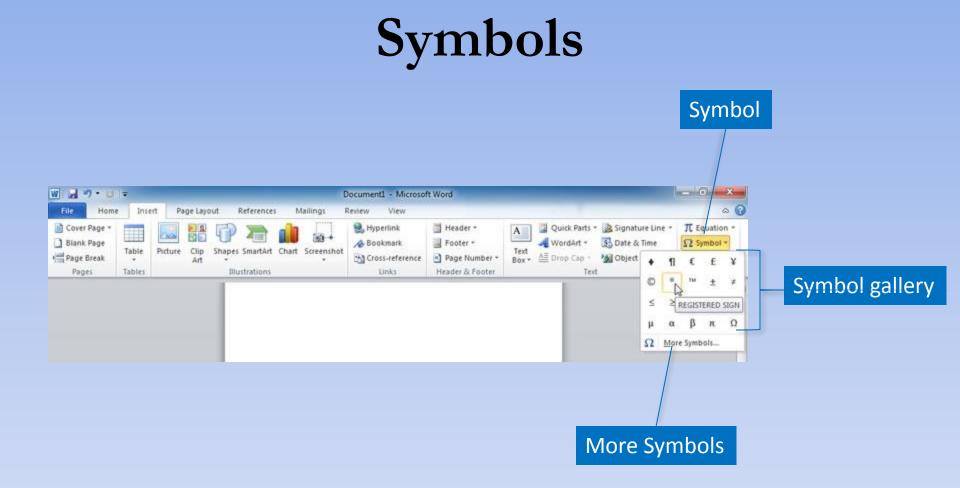
## Picture Quick Styles





## **Contrast and Brightness**

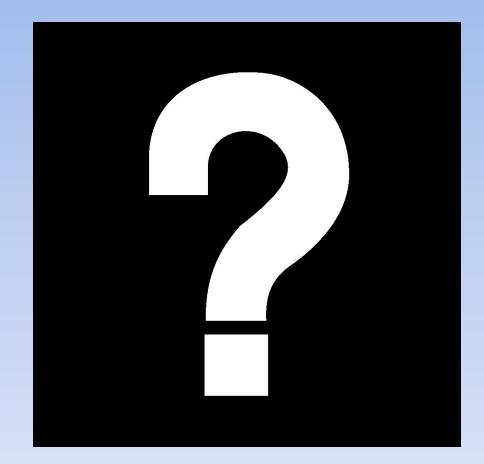
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### Summary

- Typography gives your document a polished, professional look.
- Alignments, indentation, and line spacing make the document readable.
- Styles provide consistency.
- Graphics enhance the document.

#### Questions



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Exploring Microsoft Office Word 2010 by Robert Grauer, Michelle Hulett, and Mary Anne Poatsy

#### Chapter 3 Collaboration and Research

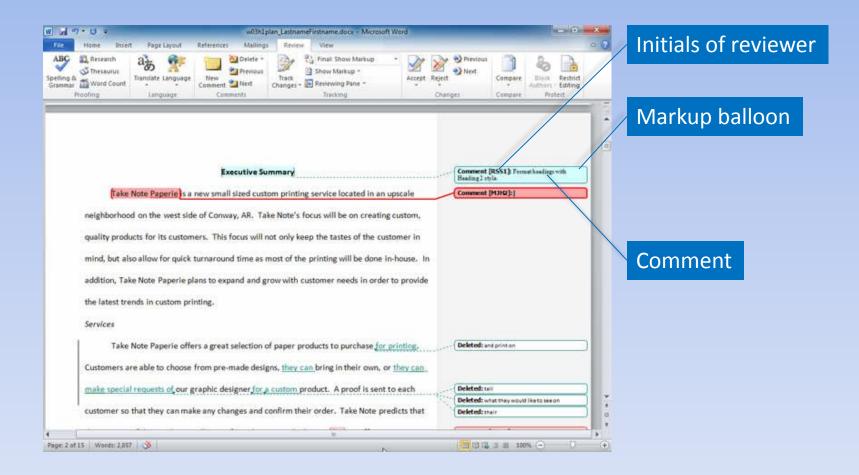
## Objectives

- Insert comments in a document
- Track changes in a document
- Acknowledge a source
- Create and modify footnotes and endnotes

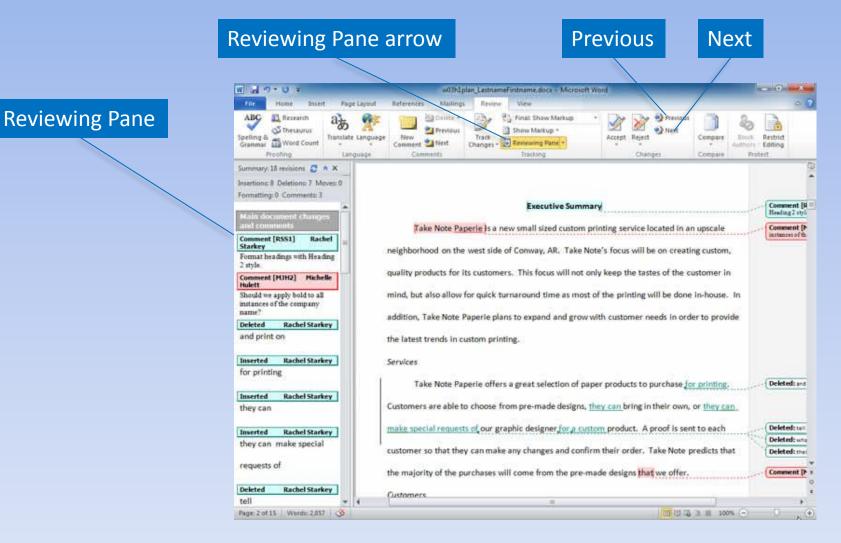
## **Objectives** (continued)

- Insert a Table of Contents and Index
- Add other reference tables
- Create cross-references

## **Inserting Comments**

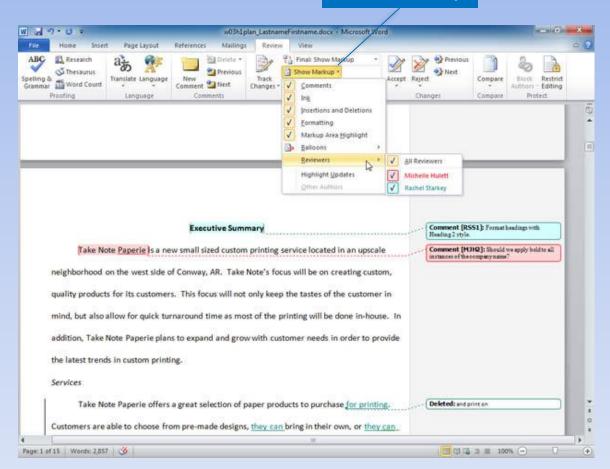


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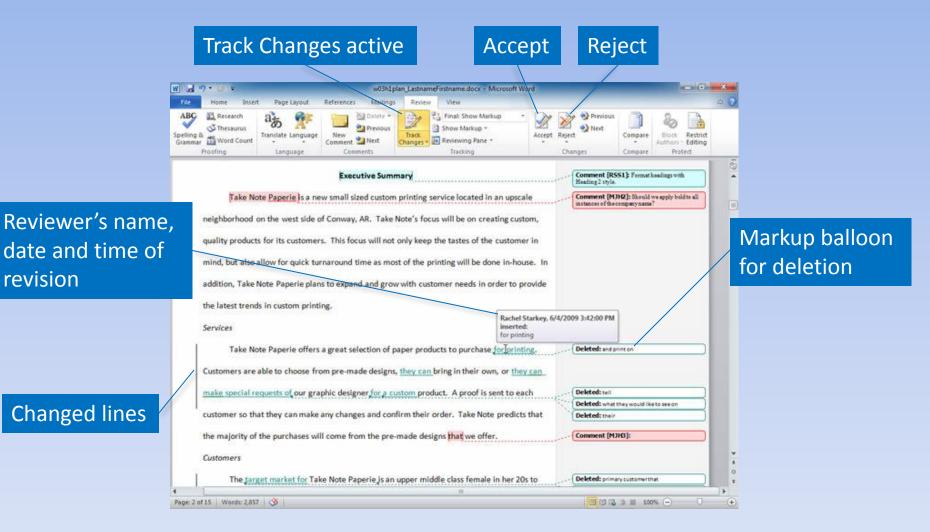
## Show Markup

#### Show Markup



# **Tracking Changes**

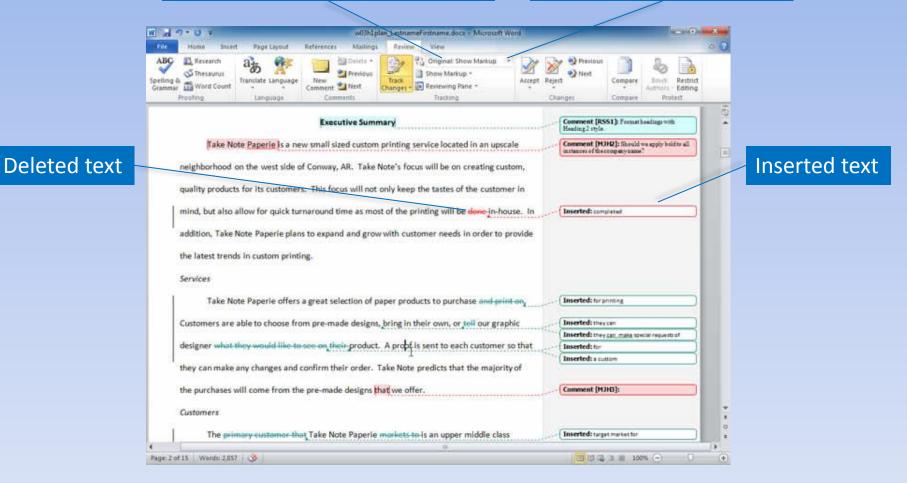
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## Markup Views



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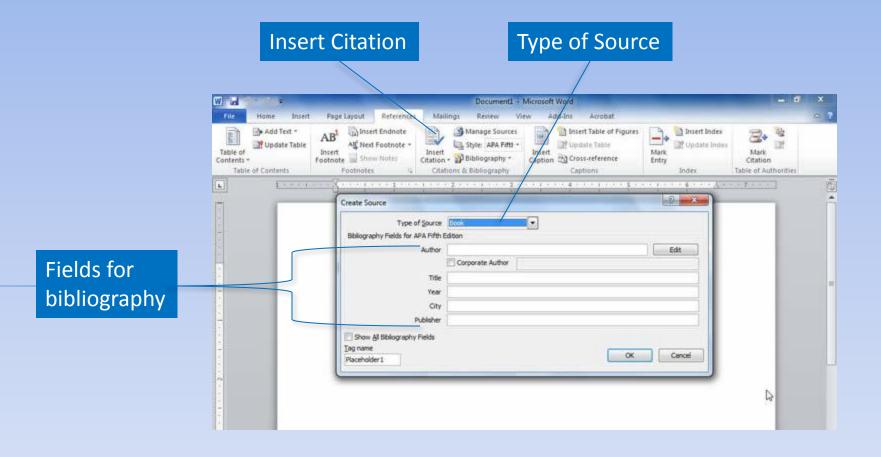


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# Bibliography

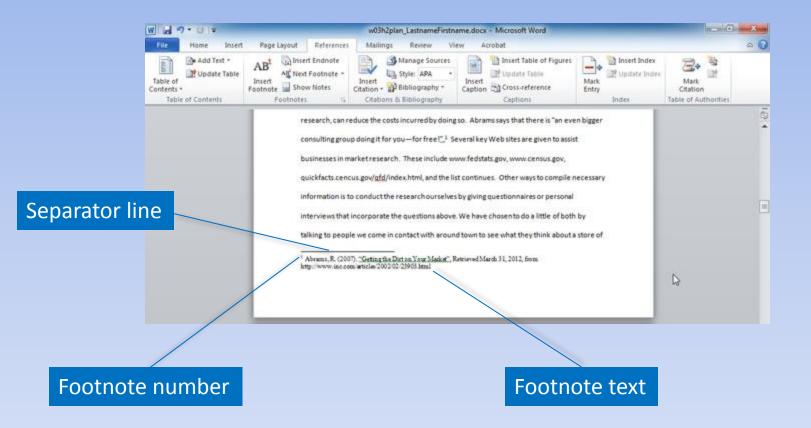




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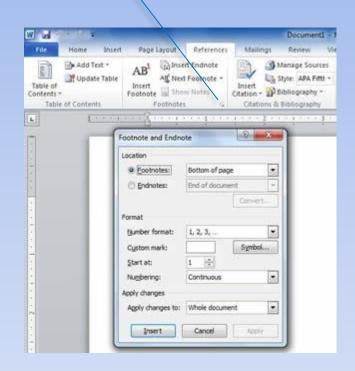
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### Footnotes and Endnotes



## Footnotes and Endnotes

#### Footnotes & Endnotes Dialog Box Launcher



### **Table of Contents**

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#### **Table of Contents**

EXECUTIVE SUMMARY	3
ORGANIZATIONAL OVERVIEW	4
MISSION STATEMENT	4
goals	4
IMPLEMENTATION	5
EVALUATION	5
APPENDIX A. DETAILED TABLES AND CHARTS	<u> </u>
BIBLIOGRAPHY	10

#### Formal

#### **Table of Contents**

EXECUTIVE SUMMARY	
DRGANIZATIONAL OVERVIEW	
MISSION STATEMENT	4
50ALS	4
MPLEMENTATION	5
EVALUATION	5
APPENDIX A. DETAILED TABLES AND CHARTS	7
BIBLIOGRAPHY	10

#### Modern

Table of Contents	
Executive Summary 3	
ORGANIZATIONAL OVERVIEW 4	
MISSION STATEMENT 4	
GOALS 4	
IMPLEMENTATION 5	
EVALUATION 5	
Appendix A. Detailed Tables and Charts 7	
Bibliography 10	
	Executive Summary 3 ORGANIZATIONAL OVERVIEW 4 MISSION STATEMENT 4 GOALS 4 IMPLEMENTATION 5 EVALUATION 5 Appendix A. Detailed Tables and Charts 7

#### Table of Contents

Executive Summary 3 ORGANIZATIONAL OVERVIEW 4 MISSION STATEMENT 4 GOALS 4 IMPLEMENTATION 5 EVALUATION 5 Appendix A. Detailed Tables and Charts 7 Bibliography 10

#### Simple

### Index

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### Exploring Microsoft Office Word 2010 by Robert Grauer, Michelle Hulett, and Mary Anne Poatsy

Chapter 4 Document Productivity

## Objectives

- Insert a table
- Format a table
- Sort and apply formulas to table data
- Convert text to a table

# **Objectives (continued)**

- Select a main document
- Select or create recipients
- Insert merge fields
- Merge a main document and data source

### Tables

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	Anna	Szweda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
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	Michael	Aucamp	31 Oakmont Circle	Grove City	NC	27295	500.00	8/21/2012
	Ethan	Crawford	377 Hilman Avenue	Greensboro	NC	27492	500.00	8/22/2012
	Anthony	Finnegan	1 Clark Smith Drive	High Point	NC	27494	100.00	8/23/201
	Abigail	Irons		Winston- Salem	NC	27492	150.00	8/25/2013
	Hanna	Mcconie		Greensboro	NC	27492	325.00	8/26/2012
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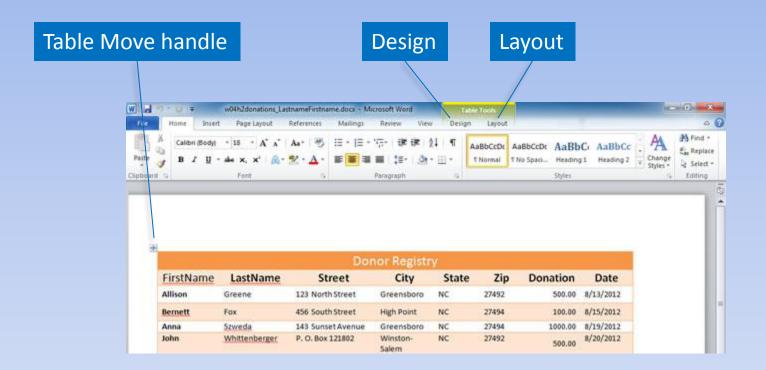
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### Insert a Table

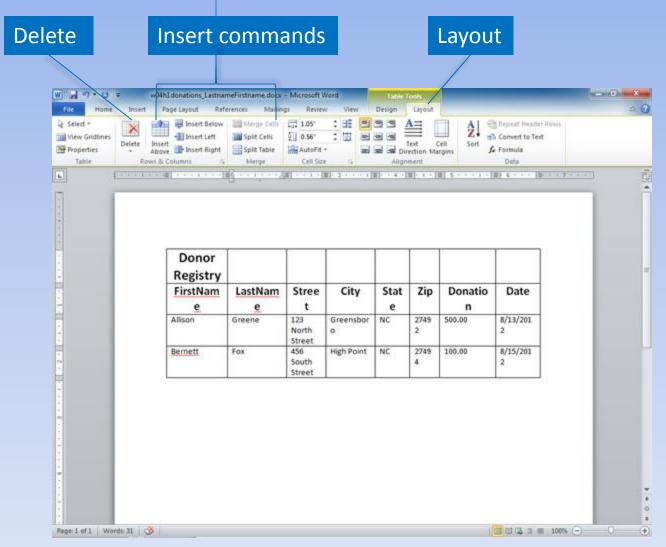
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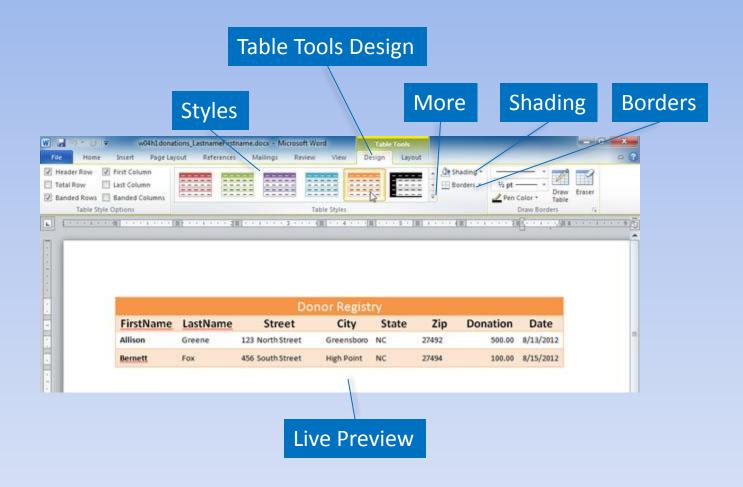
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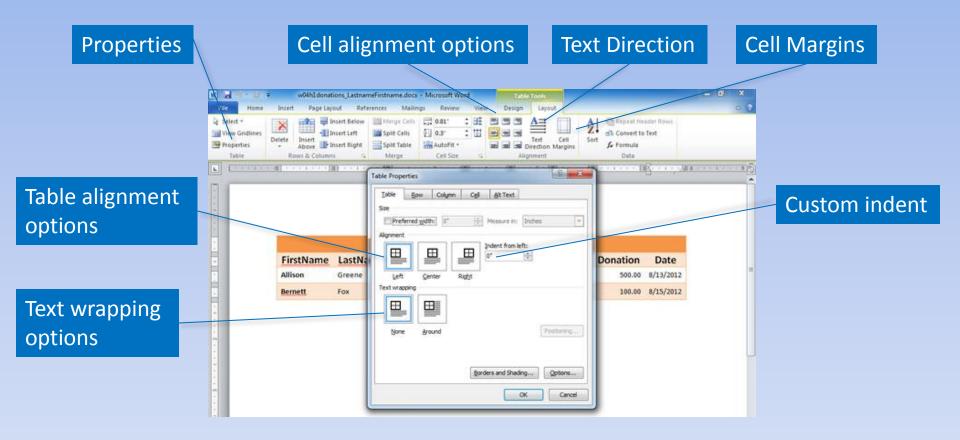
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# Formatting a Table



## **Table Position and Alignment**



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### **Calculate with Table Formulas**

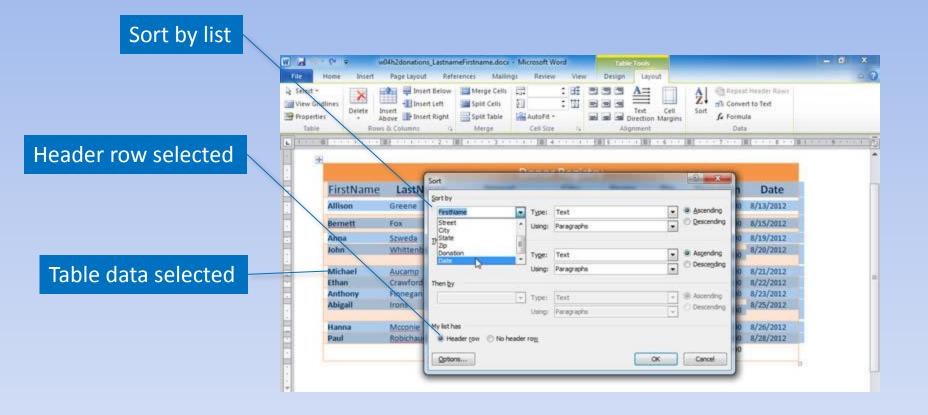
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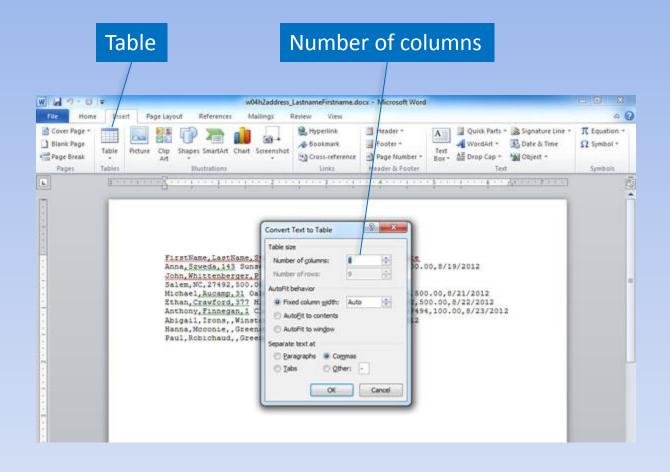
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	John	Whittenberger	P. O. Box 121802	Winston- Salem	NC	27492	500.00	8/20/2012		
	Michael	Aucamp	31 Oakmont Circle	Grove City	NC	27295	500.00	8/21/2012		
	Ethan	Crawford	377 Hilman Avenue	Greensboro	NC	27492	500.00	8/22/2012		
	Anthony	Finnegan	1 Clark Smith Drive	High Point	NC	27494	100.00	8/23/2012		
	Abigail	Irons		Winston- Salem	NC	27492	150.00	8/25/2012		
	Hanna	Mcconie		Greensboro	NC	27492	325.00	8/26/2012		
	Paul	Robichaud		Greensboro	NC	27493	20.00	8/28/2012		
							\$3,695.00			

# Sorting Data (continued)



### **Convert Text to Table**



### Mail Merge

#### 1/29/2010

«AddressBlock»

Dear «FirstName»,

On behalf of the Community Disaster Relief Center and all recipients of their services, I want to say Thank You! Your donation of & Donation» on «Date» has been a wonderful gift to our organization and will provide many people with much needed support during times of great need or disaster.

We hope that you will tell your friends and associates about the important work of the Community Disaster Rehef Center and will make us your charity of choice so that when you are ready to make another donation, your thoughts will turn to us again. Also, don't forget about us when you begin estate planning. Your tax receipt is attached. Thank you again for your donation.

#### Merge fields

Wacey Rivale Director of Fundraising COMMUNITY DISASTER RELIEF

# Mail Merge (continued)

Fields to merge

FirstName	LastName	Street	City	State	Zip	Donation	Date
John	Whittenberger	P. O. Box 121802	Winston- Salem	NC	27492	50 <mark>0.</mark> 00	8/20/2012
Anna	Szweda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
Paul	Robichaud		Greensboro	NC	27493	20.00	8/28/2012
Hanna	Mcconie		Greensboro	NC	27492	325.00	8/26/2012
Abigail	Irons		Winston- Salem	NC	27492	150.00	8/25/2012
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
<u>Bernett</u>	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012
Anthony	Finnegan	1 Clark Smith Drive	High Point	NC	27494	100.00	8/23/2012
Ethan	Crawford	377 Hillman Avenue	Greensboro	NC	27492	500.00	8/22/2012
Michael	Aucamp	31 Oakmont Circle	Grove City	NC	27295	500.00	8/21/2012

## Mail Merge (continued)

#### 9/29/2012

Michael Auramp 31 Oakmont Circle Grove City, NC 27295

#### Dear Michael,

On behalf of the Community Disaster Relief Center and all recipients of their services, I want to say Thank You! Your donation of \$500.00 on \$721/2012 has been a wonderful giff to our organization and will provide many people with much needed support during times of great need or disaster.

We hope that you will tell your friends and associates about the important work of the Community Disaster Relief Cemter and will make us your charity of choice so that when you are ready to make another donation, your thoughts will turn to us again. Also, don't forget about us when you begin estate planning. Your tax receipt is attached. Thank you again for your donation.

Wacey Rivale Director of Fundraising OMMUNITY DISASTER RELIEF CENTER

#### 9/29/2012

Ethan Crawford 377 Hillman Avenue Greensboro, NC 27492

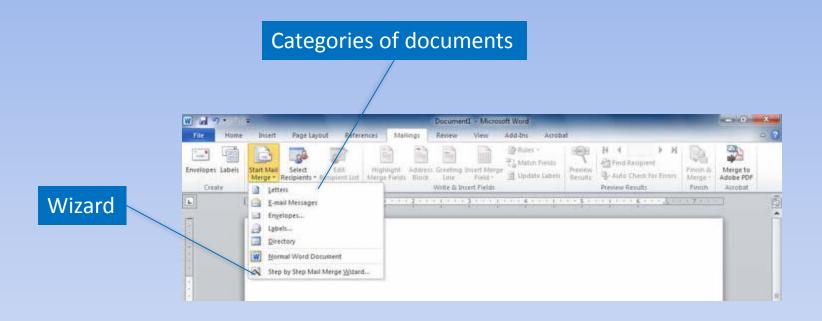
#### Dear Ethan,

On behalf of the Community Disaster Relief Center and all recipients of their services, I want to say Thank You! Your donation of \$500.00 on \$/22/0012 has been a wonderful gift to our organization and will provide many people with much needed support during times of great need or disaster.

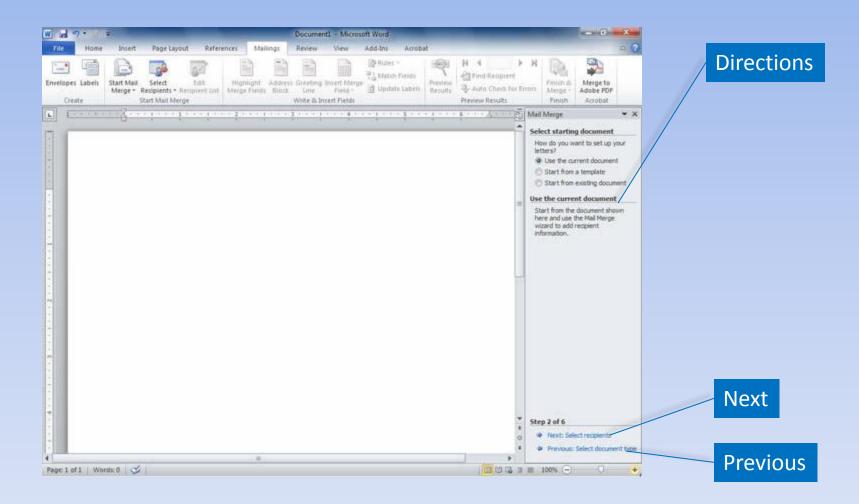
We hope that you will tell your friends and associates about the important work of the Community Disaster Felief Center and will make us your charity of choice so that when you are ready to make another donation, your thoughts will turn to us again. Also, don't forget about us when you begin estate planning. Your tax receipt is attached. Thank you again for your donation.

Wacey Rivale Director of Fundraising OMMUNITY DISASTER RELIEF CENTER

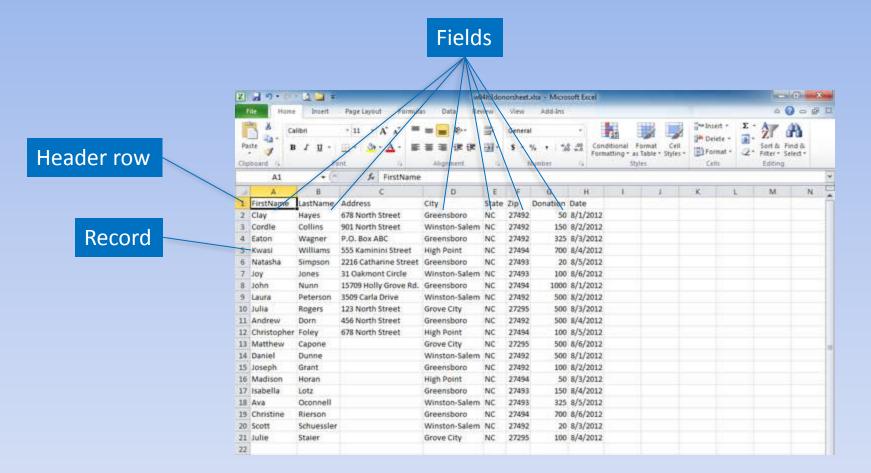
# Selecting a Main Document



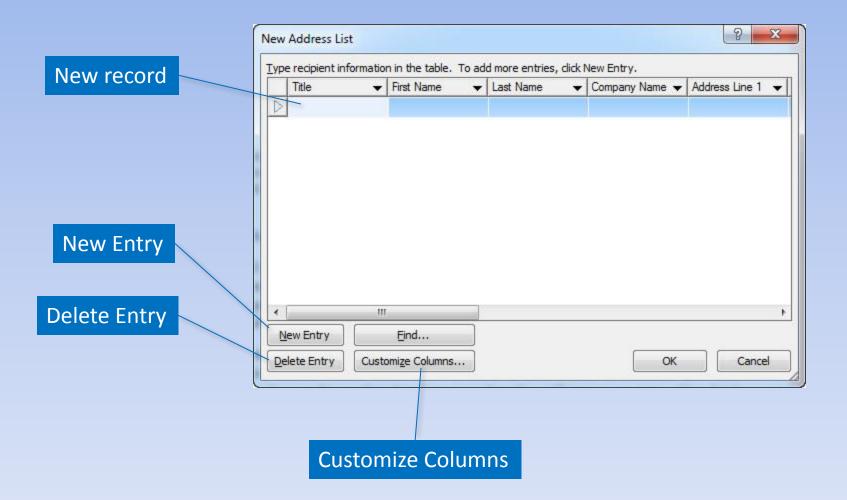
# Using the Wizard



# **Selecting Recipients**



### Create a Data Source



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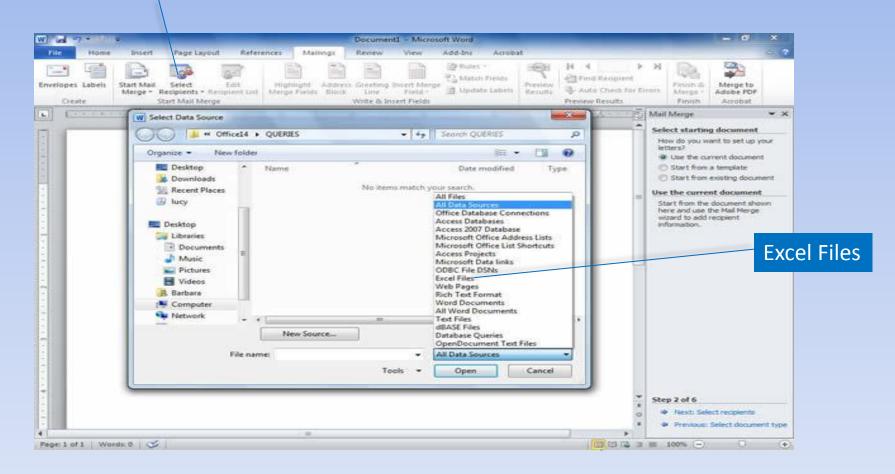
# Editing a Data Source

#### Edit Recipient List

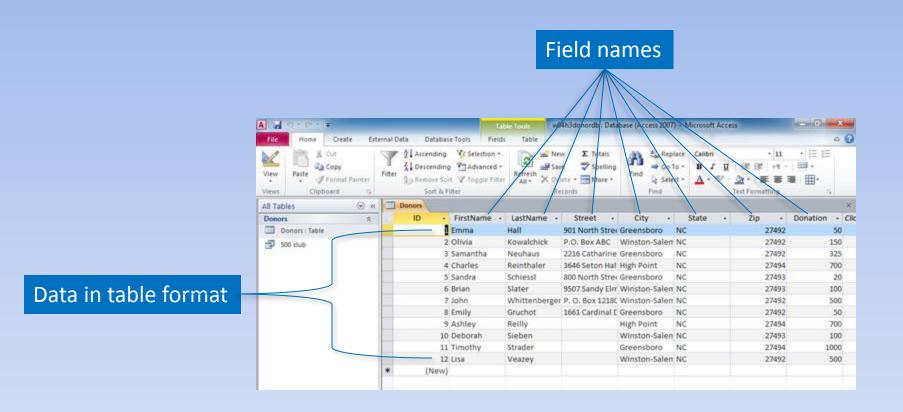
	Home Insert Page Layou References Mailings Review View	- • × ~ ?
Name of Data Source	Mail Merge Recipients     Image: Construction of the constru	
Edit	Data Source     Refine receptent list     Image: Source     Image: Source <t< th=""><th></th></t<>	

### Using an Excel Worksheet

**Select Recipients** 



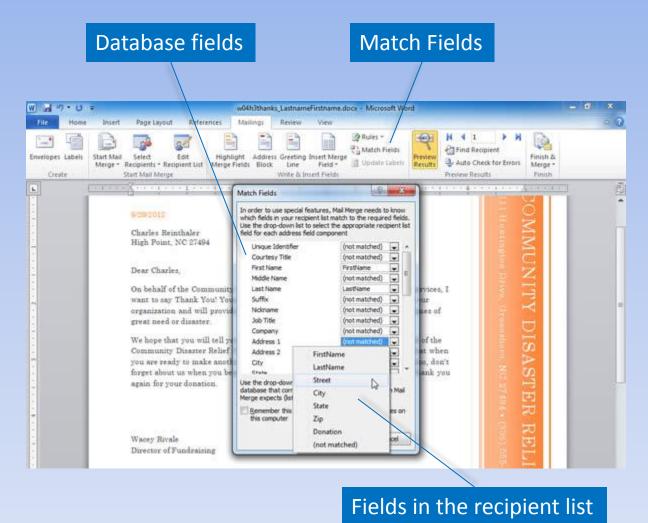
## Using an Access Database



#### **Database Tables and Queries**

S	elect Table				8 X	Query results
	Name	Description	Modified	Created	Туре	
	Donors			7/15/2009 11:31:45 PM 7/15/2009 11:27:39 PM	VIEW TABLE	Database table
			III	OK	Cancel	

#### Match Fields with Database



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## Sorting and Filter Records

#### Remove check to omit recipient

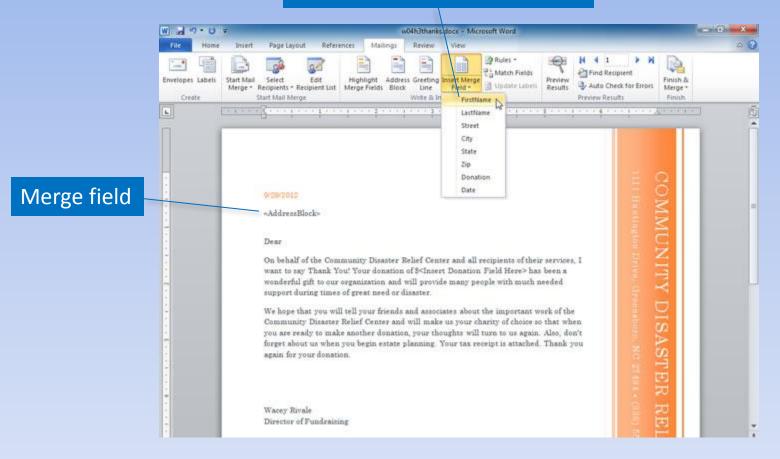
Aail Merge Recipients				Constant in	2	x	
This is the list of recipier checkboxes to add or re	nts th move	at will be used in your recipients from the n	merge. Use the opti nerge. When your lis	ons below to add to or char t is ready, dick OK.	nge your list. Use	the	
Data Source	4	LastName 👻	FirstName 👻	Street	City	-	
C:\\w04h2dono	~	Aucamp	Michael	31 Oakmont Circle	Grove City		
C:\\w04h2dono	7	Crawford	Ethan	377 Hillman Avenue	Greensboro	1	
C:\\w04h2dono	1	Finnegan	Anthony	1 Clark Smith Drive	High Point	1	
C:\\w04h2dono	$\overline{\mathbf{v}}$	Fox	Bernett	456 South Street	High Point		
C:\\w04h2dono	~	Greene	Allison	123 North Street	Greensboro	1	
C:\\w04h2dono	$\overline{\mathbf{v}}$	Szweda	Anna	143 Sunset Avenue	Greensboro		Sort
C:\\w04h2dono	7	Whittenberger	John	P. O. Box 121802	Winston-Saler	m	
9		III					
Data Source		Refine recip	pient list			10	
C:\\w04h2donorta	Ы	A Sort.					Filter
		Tilter	M.				
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		End C	duplicates				
		- Cind.	recipient				Additional optior
			ate addresses				
Edit,	kenre	511)					
					0	~	

## Sorting the Data Source

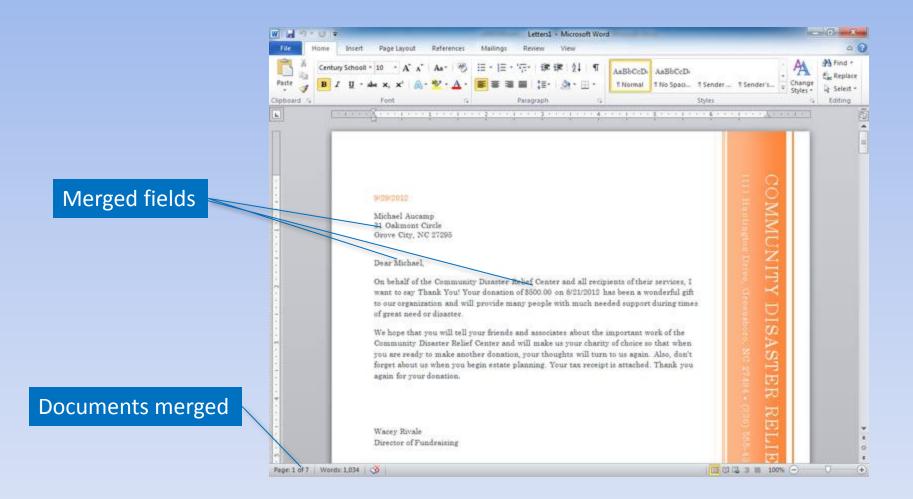
Sort order	Sort Records
	Query Options
	Eilter Records Sort Records
	State State Ascending
Available fields	Intern by       City       Image: City       Image: City       Image: City         Image: City
Available fields	Then by
	(none) FirstName LastName Street City State

## **Inserting Merge Fields**

#### Available fields in data source



# Merging



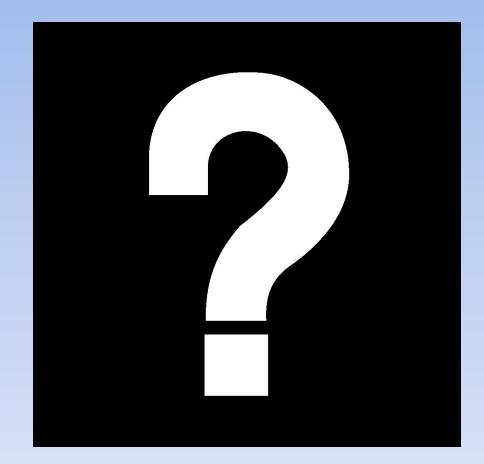
## Merging to E-mail

Select Re	cipients	Finish &	Merge
		Block Line Field - 🔄 Update Labelt Results 🏺 Auto Check for Errors Mer	- 0' X 0 ?) a a get ub
	9 <mark>/29/2012</mark> *AddressBlock* Dear =FirstName*, On behalf of the Community Diss	Merge to E-mail	
	want to say Thank You' Your do to our organization and will prov of great need or disastez. We hope that you will tell your fr	ends and associates about the important work of the	

### Summary

- Tables organize information, making it easy to read and understand.
- Mail merges save time and energy when preparing personalized documents.

#### Questions

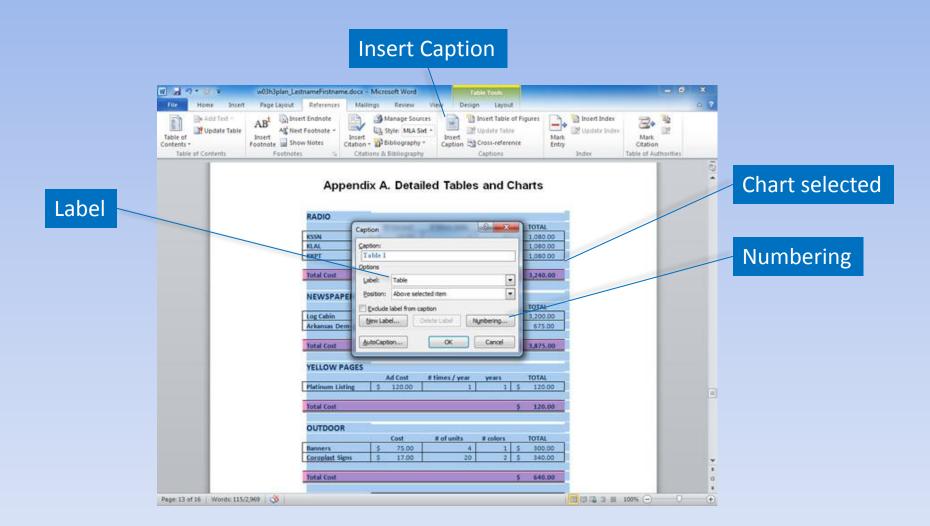


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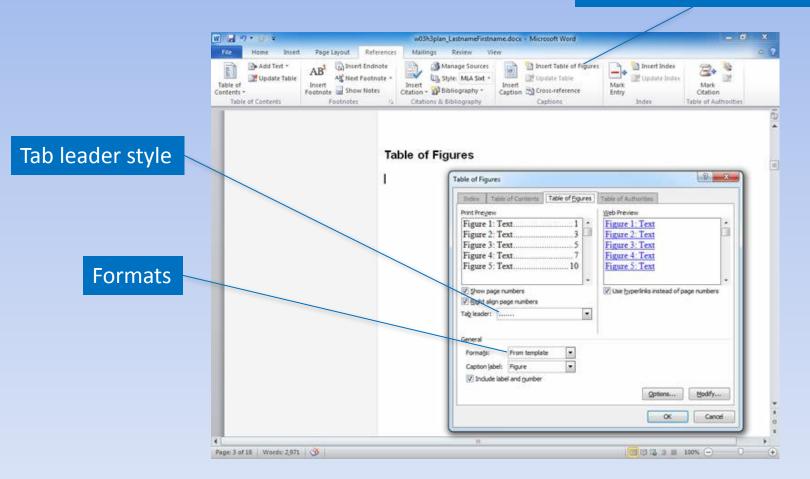
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## **Figure Captions**

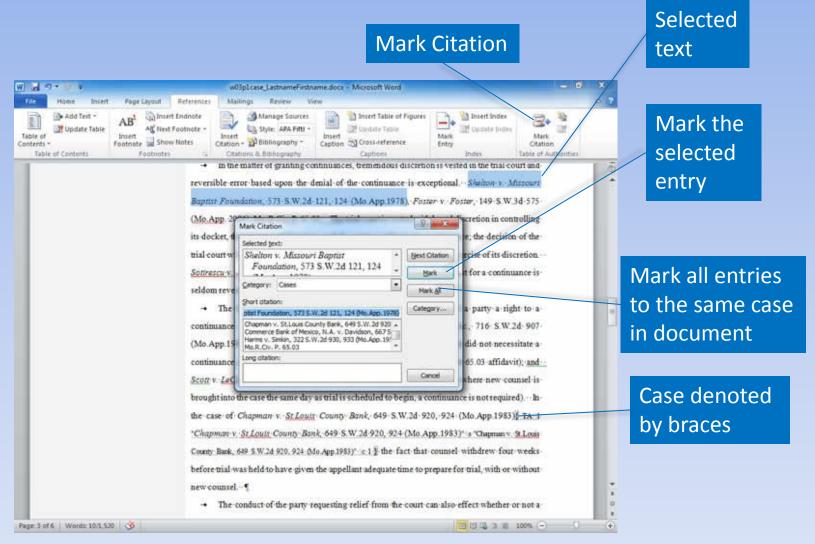


### **Table of Figures**

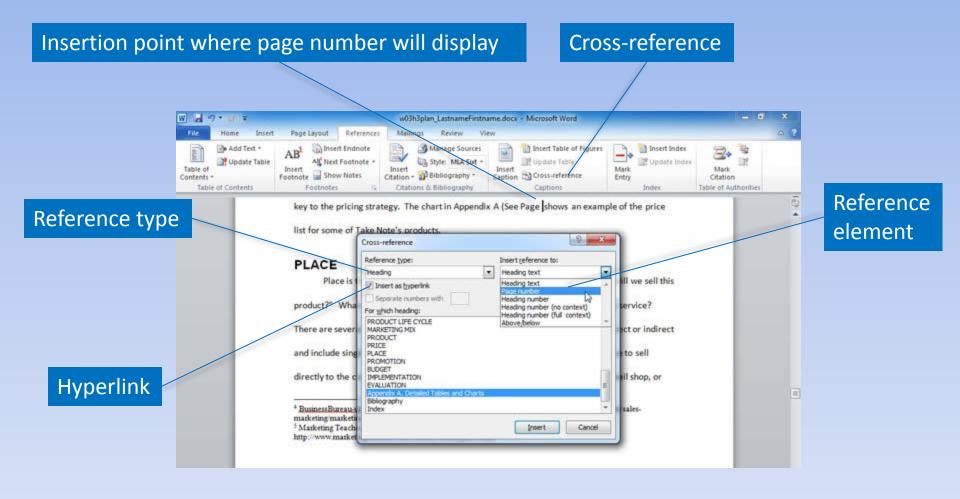
#### Insert Table of Figures



#### **Table of Authorities**



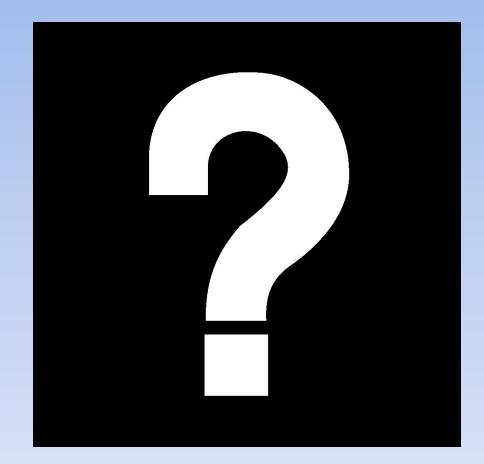
#### **Cross-References**



### Summary

- Collaboration features enable you to insert comments and track changes in a document.
- Tools, such as footnotes, endnotes, and bibliographies, enable you to acknowledge sources.
- Supplemental document components assist readers in finding information.

#### Questions



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