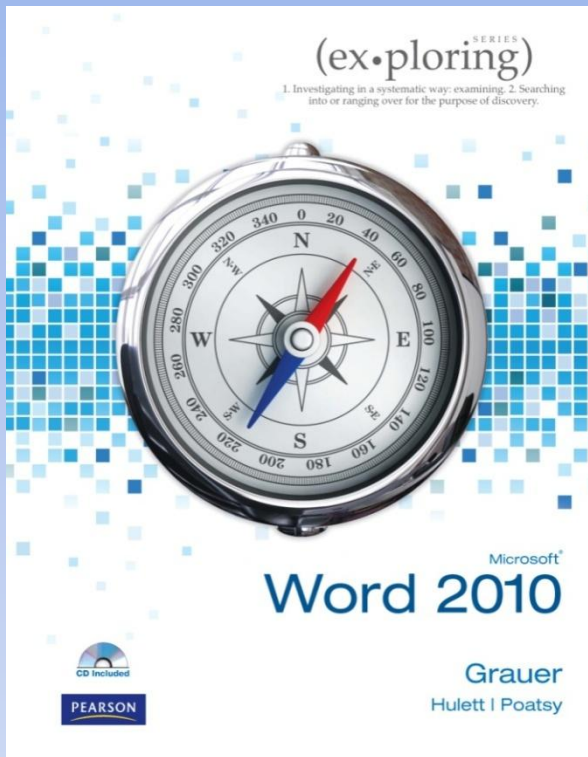


Exploring Microsoft Office Word 2010

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

The Word Window

Quick Access Toolbar

Title bar

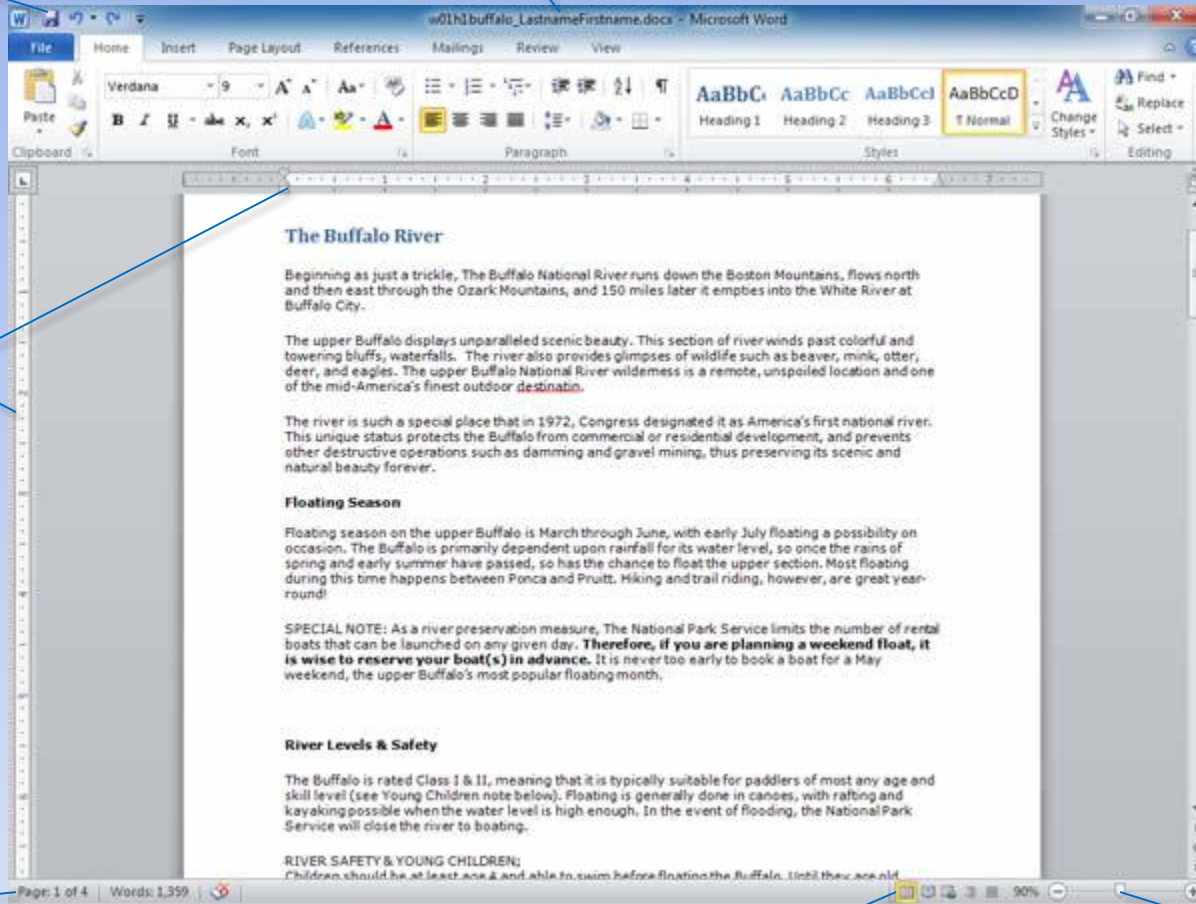
Rulers

Scroll bar

Status bar

View buttons

Zoom slider



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.

Soft returns

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.

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.

Soft returns

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

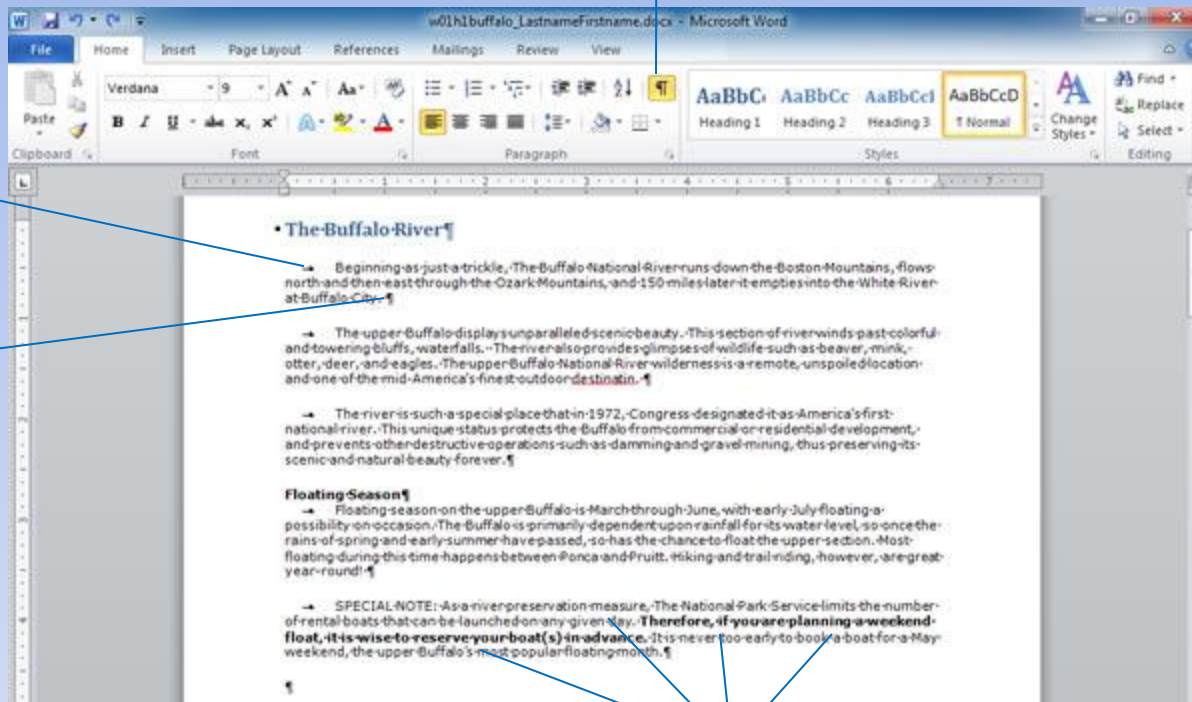


Toggle Switches

Show/Hide

Tab

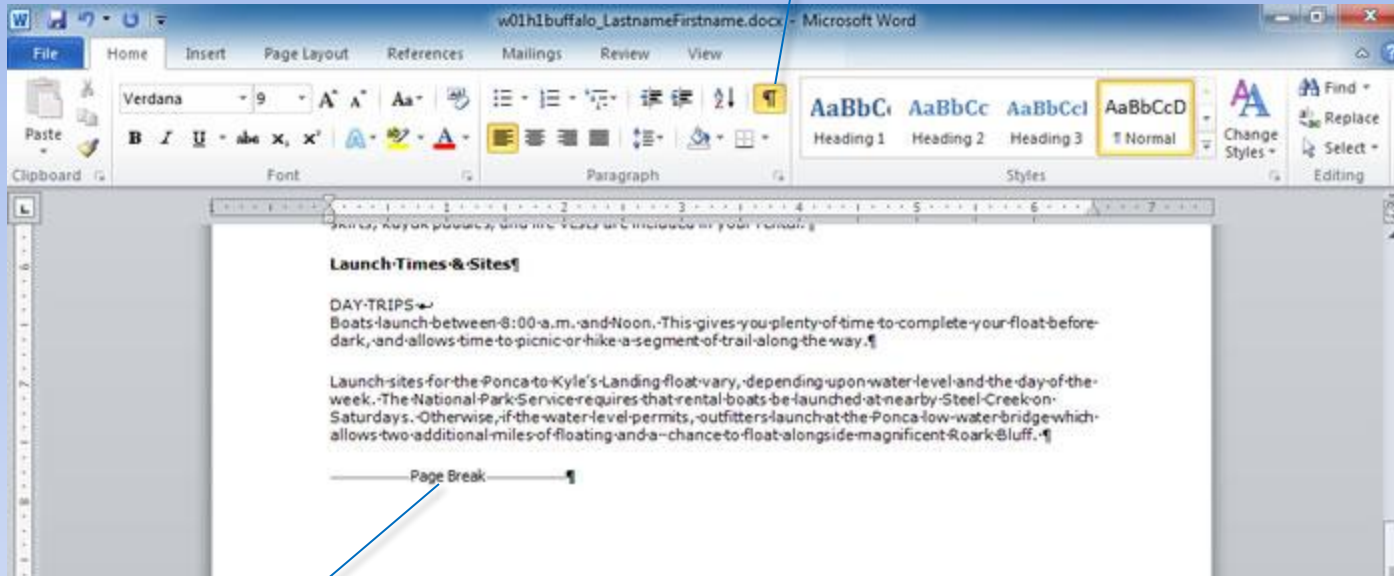
Hard return



Space between words

Page Breaks

Show/Hide on



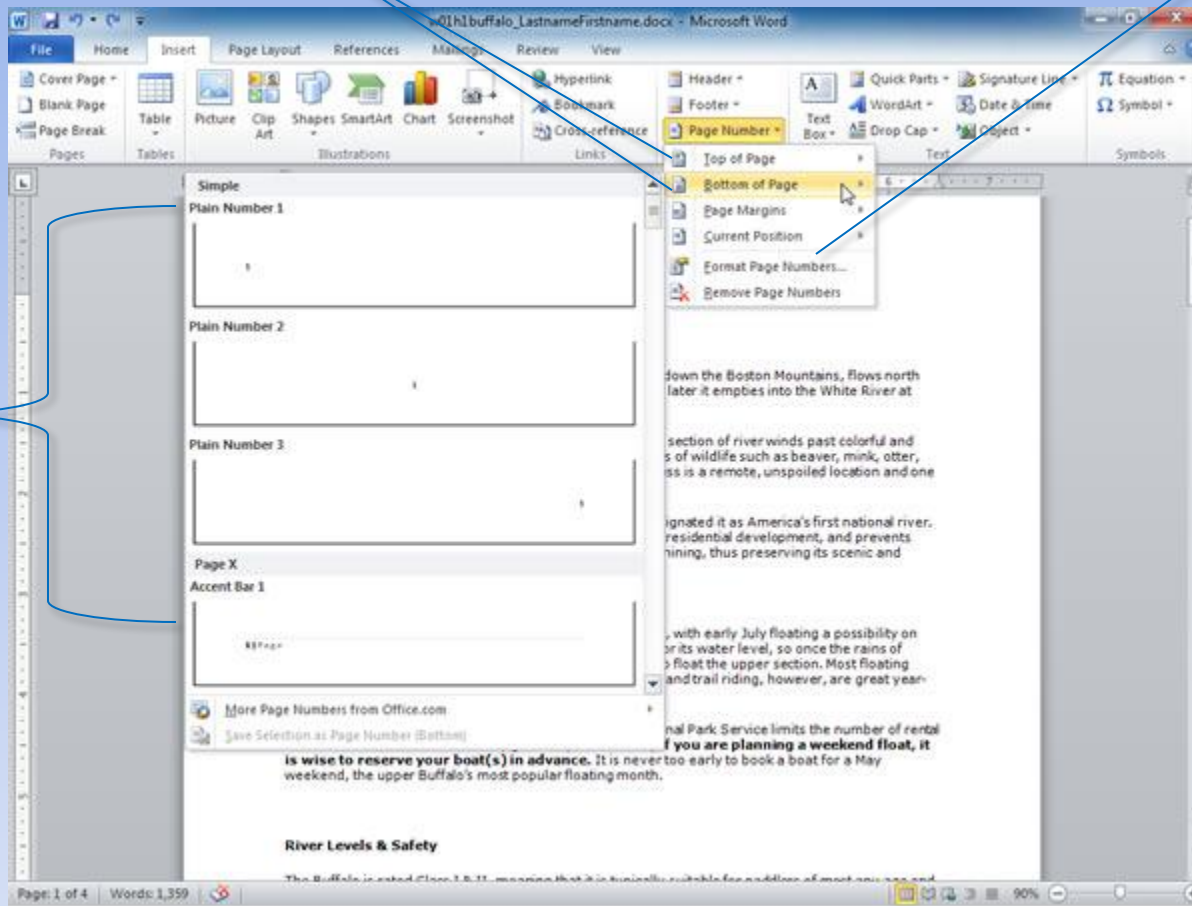
Hard page break marker

Page Numbers

Placement options

Format Page Numbers

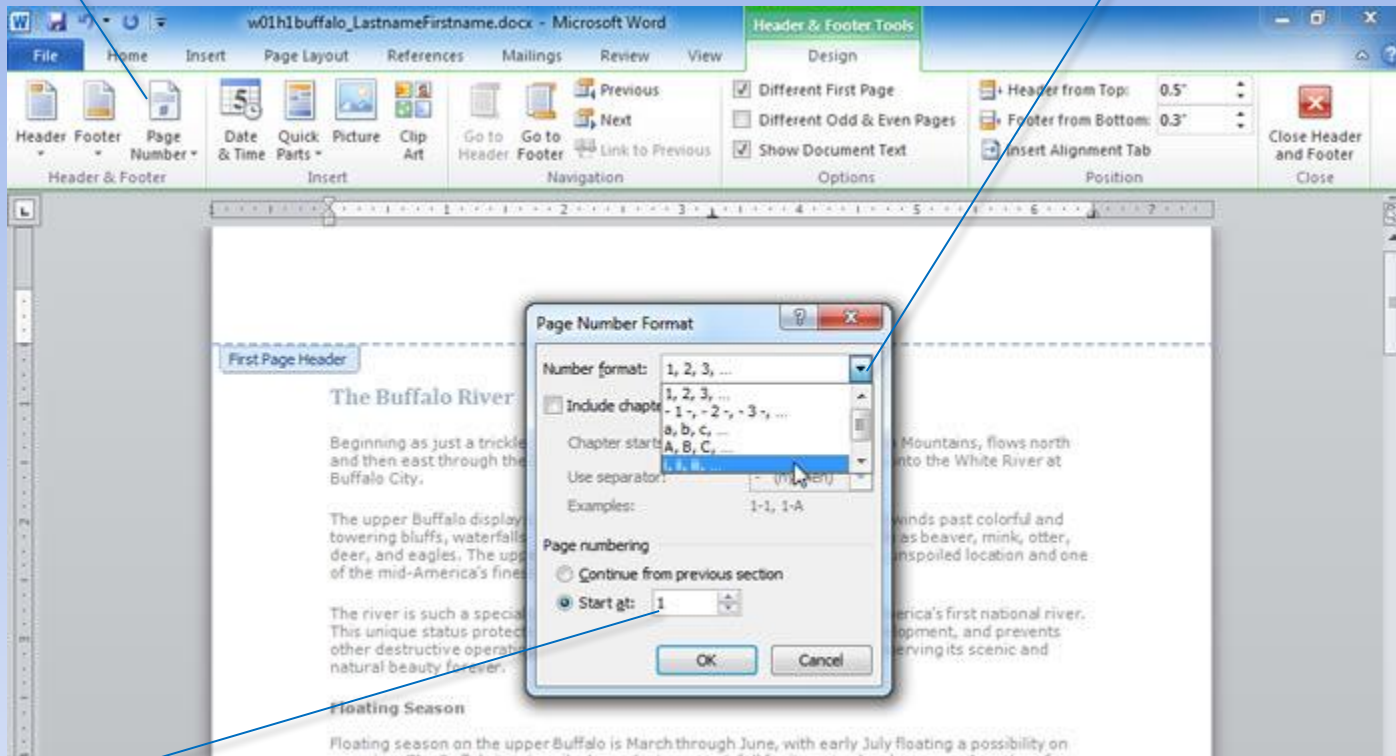
Gallery



Page Numbers (continued)

Page Number

Click to display formats



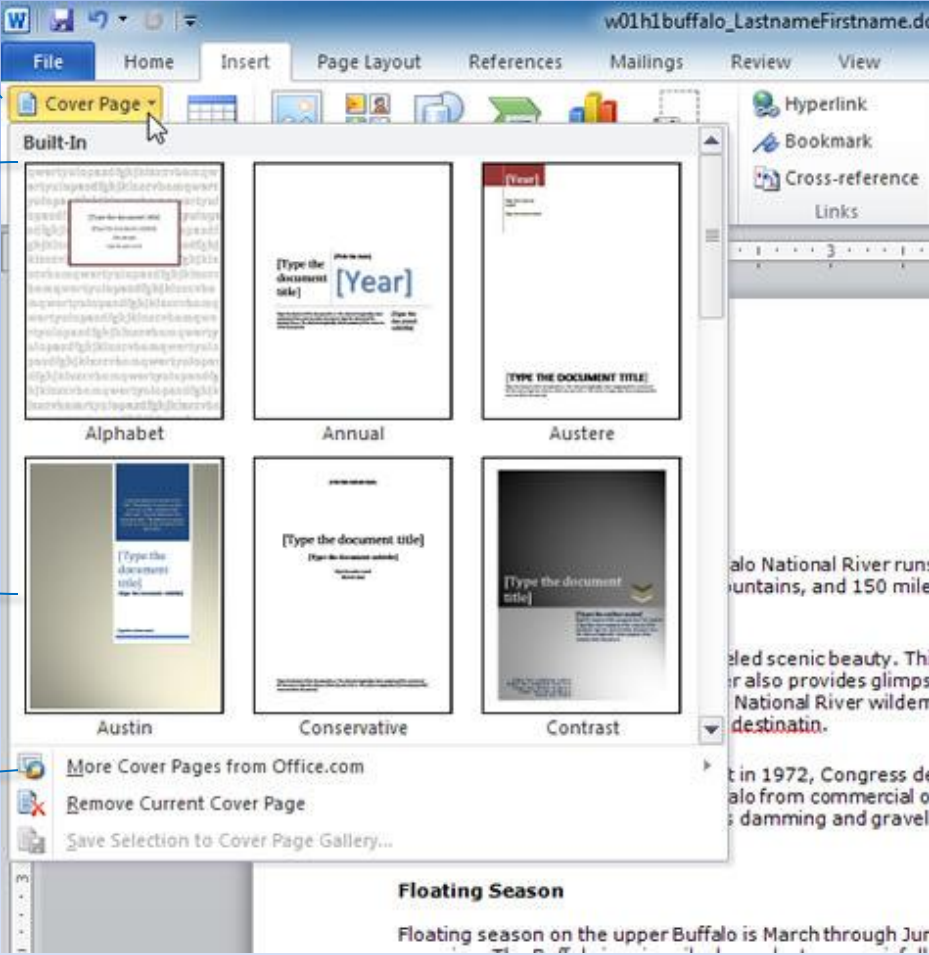
Start numbering on page

Cover Page

Cover Page

Gallery

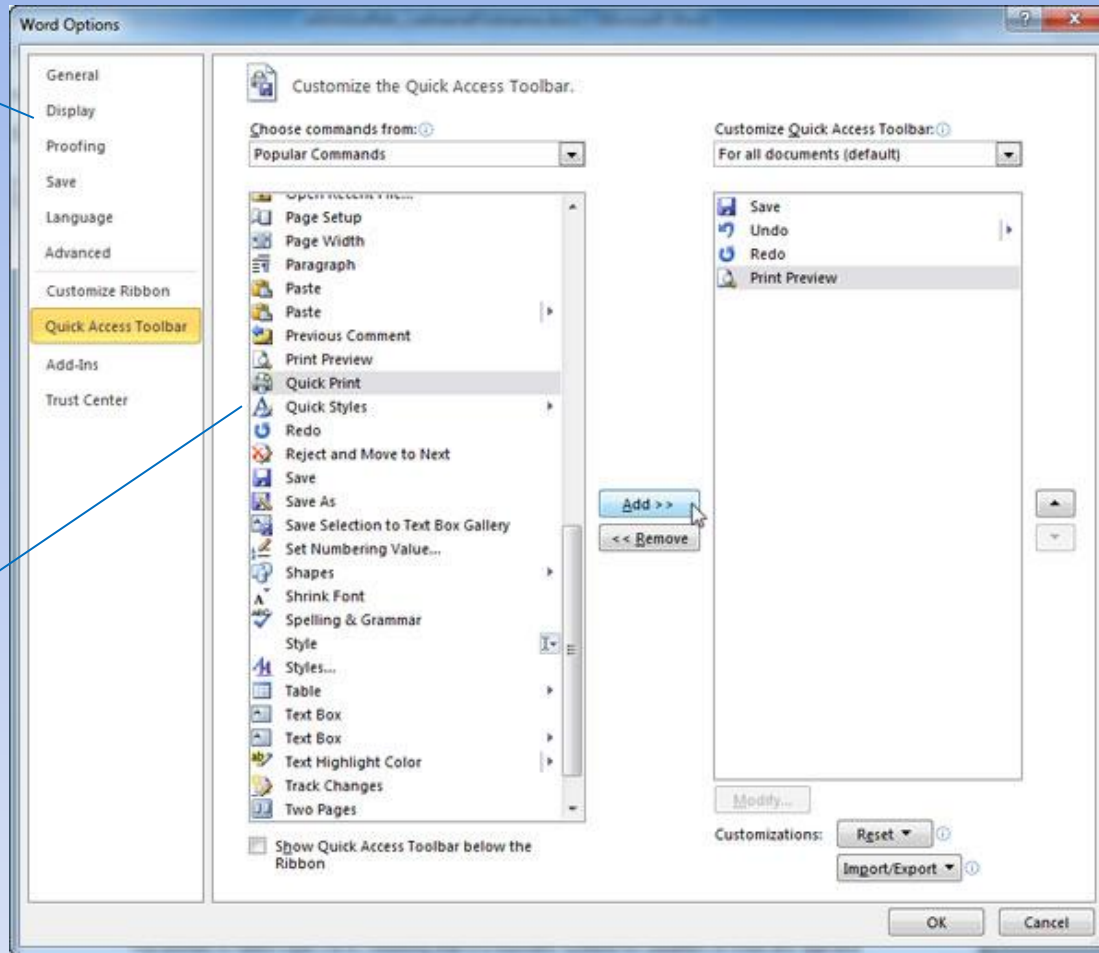
More cover pages



Customize Word

Categories

Descriptions



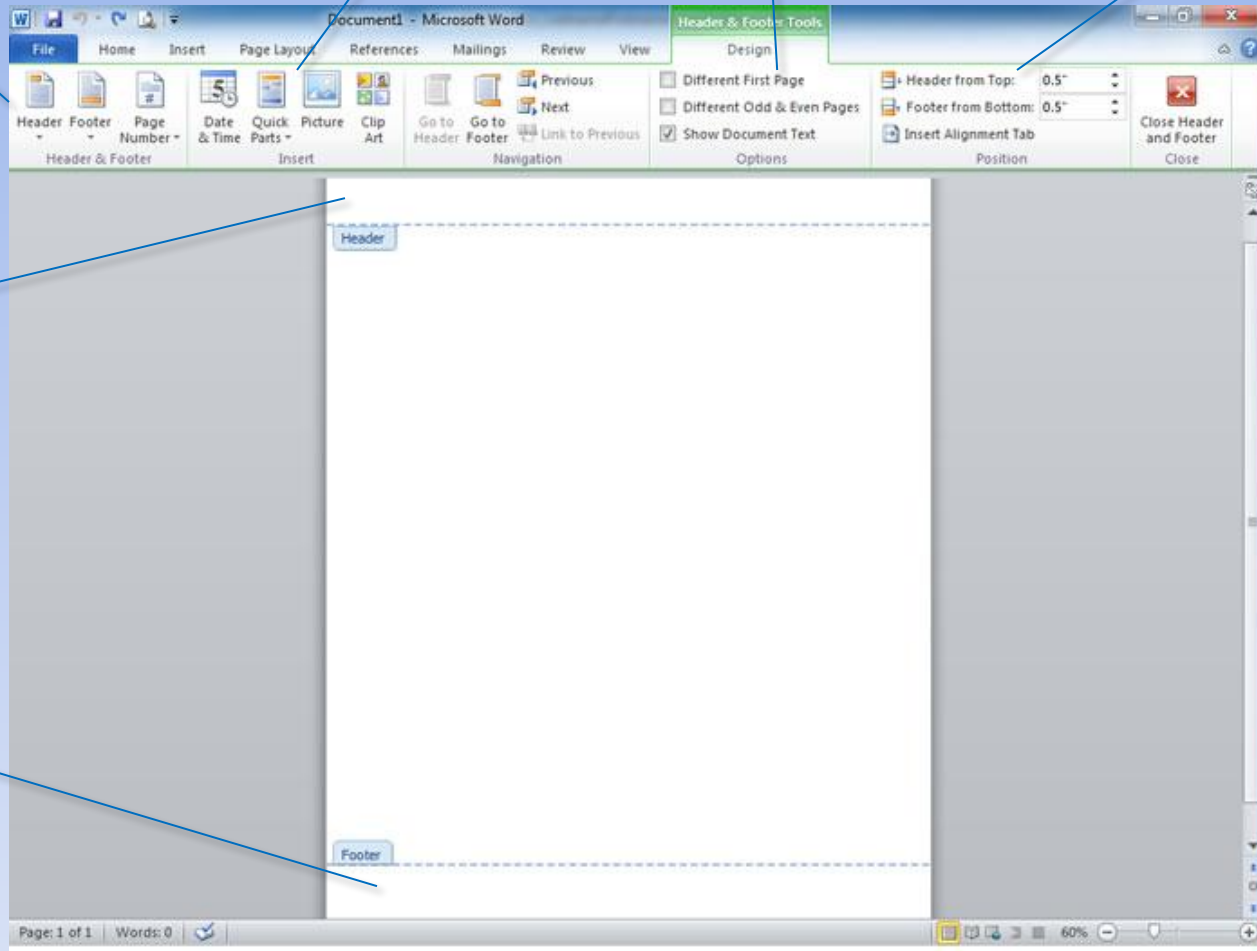
Headers and Footers

Formatting options

Fields to insert

Display options

Position options



Header area

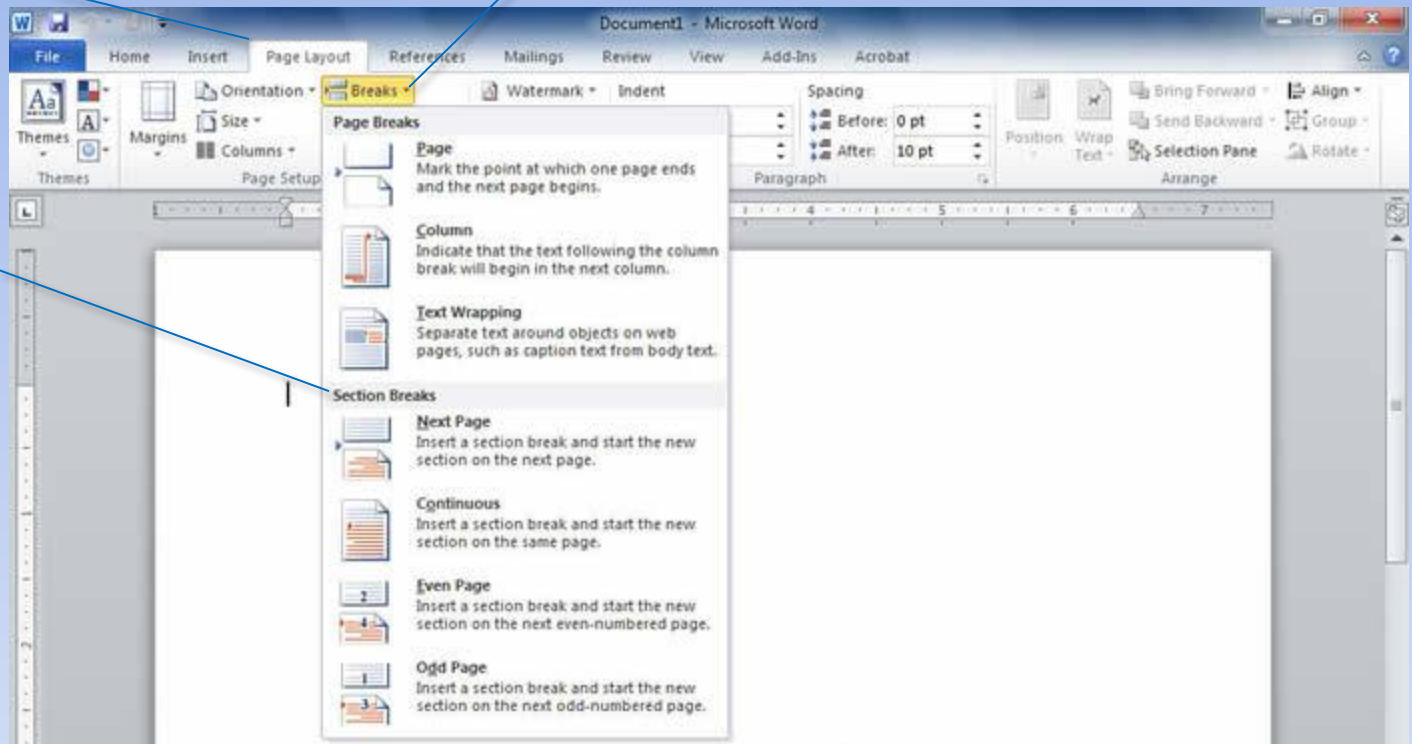
Footer area

Sections

Page Layout tab

Breaks

Section Breaks



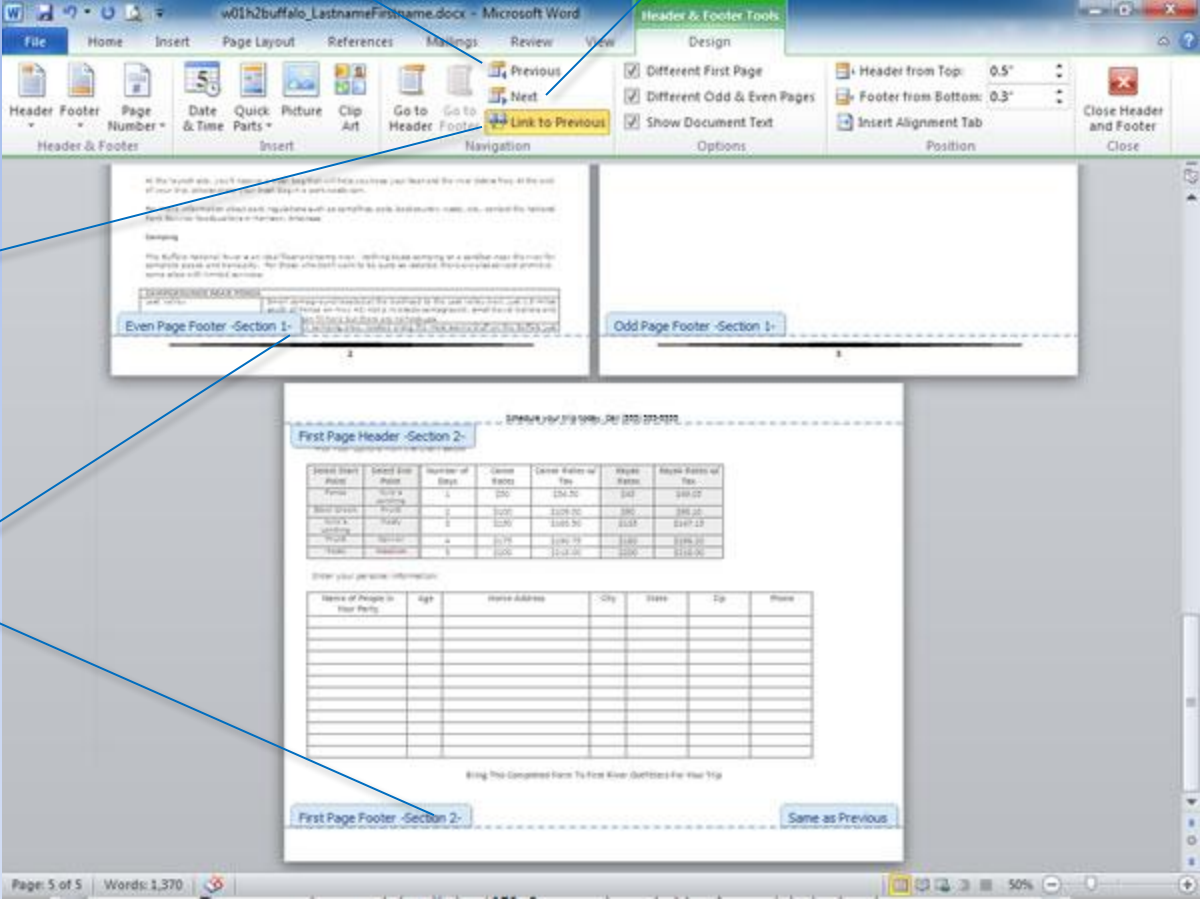
Sections (continued)

Previous

Next

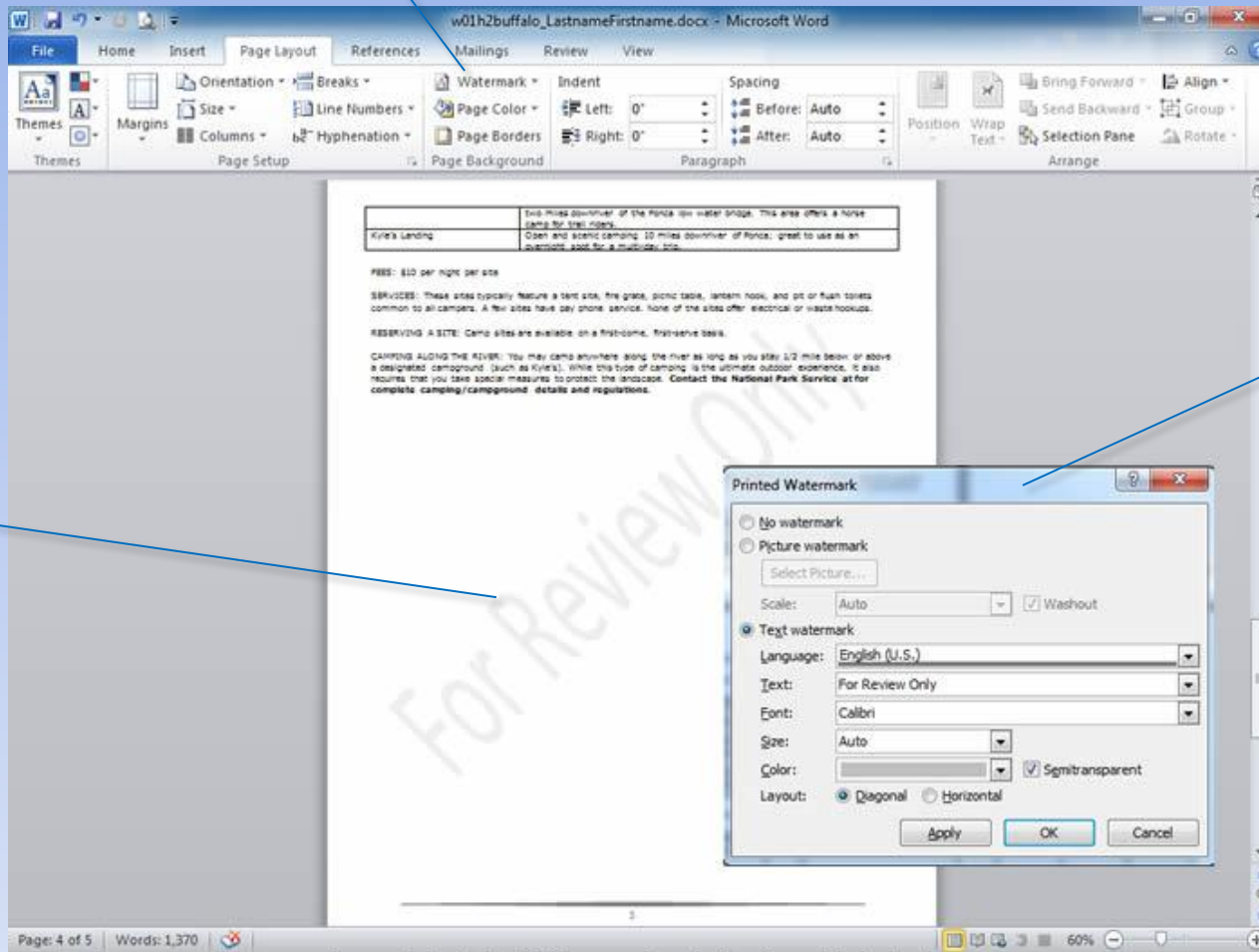
Link to Previous active

Section number



Watermarks

Watermark



Watermark options

Watermark

Spelling and Grammar

Contextual spelling error

Microsoft Word interface showing a document with a contextual spelling error. The error is highlighted by a blue callout box pointing to the word "Ponca" in the text: "The most popular multi-day trip is Ponca to Pruitt, a 25-mile float that takes a minimum of two days to complete." The word "Ponca" is underlined with a red squiggly line, indicating a spelling error.

The document content includes:

MULTI-DAY TRIPS
The most popular multi-day trip is Ponca to Pruitt, a 25-mile float that takes a minimum of two days to complete. However, with 150 miles of River to explore, there are many ways to enjoy a multi-day trip. Call First River Outfitter for expert assistance with planning an overnight float trip.

River Mileage
This reference chart shows the most popular float trips. Please note that the "Time Required" to complete a trip can vary due to water level, weather conditions, and the speed and skill with which you paddle.

1

Schedule your trip today. Call (555) 555-5555

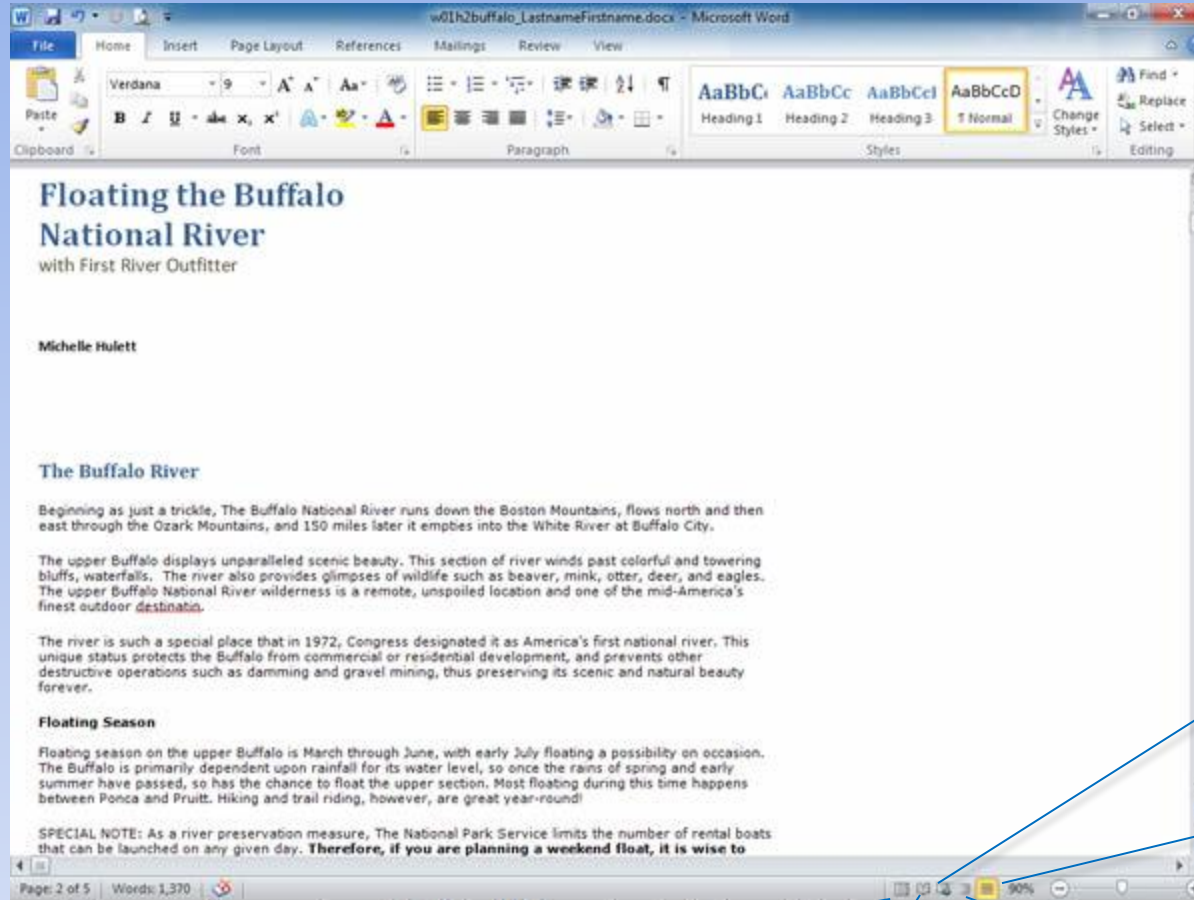
River Trip	# of Miles	Time Required
Ponca to Kyle's Landing	10 miles	4 to 6 hours
Steel Creek to Kyle's	8 miles	4 to 5 hours
Ponca to Pruitt	25 miles	2 days (min)
Pruitt to Hasty	7 miles	4 to 5 hours
Pruitt to Carver	11 miles	6 to 7 hours
Pruitt to Woolum	26 miles	2 days (min.)

Boat Rental
BOATS & EQUIPMENT
Canoes, rafts, and kayaks are available for rent. Paddles, life vests, and trash bags are included in your rental.

HOW MANY BOATS YOU'LL NEED
We recommend floating with two adults per canoe. This provides good balance and adequate space for gear. However, it is not uncommon for three small-frame adults or parents with one or two average-sized children to share a canoe.

Possible spelling error

Document Views



Web Layout

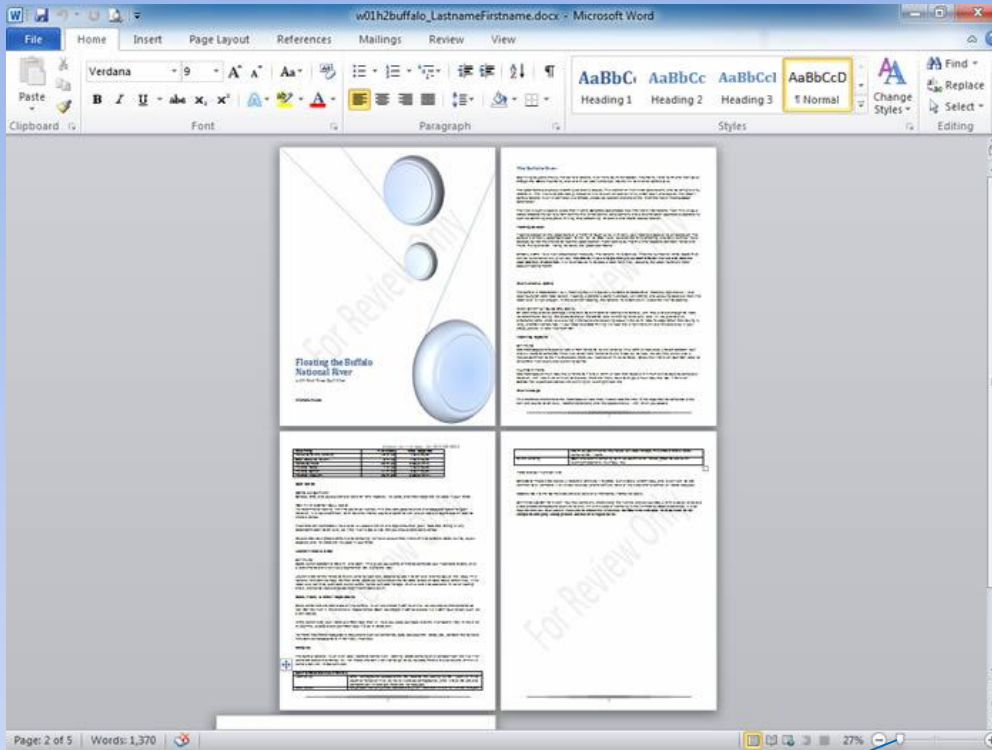
Draft

Print Layout

Full Screen Reading

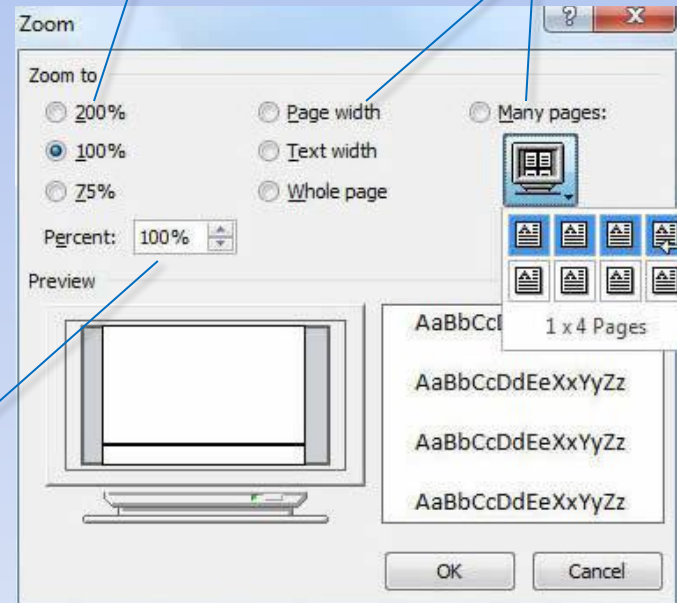
Outline

Zoom



Magnification

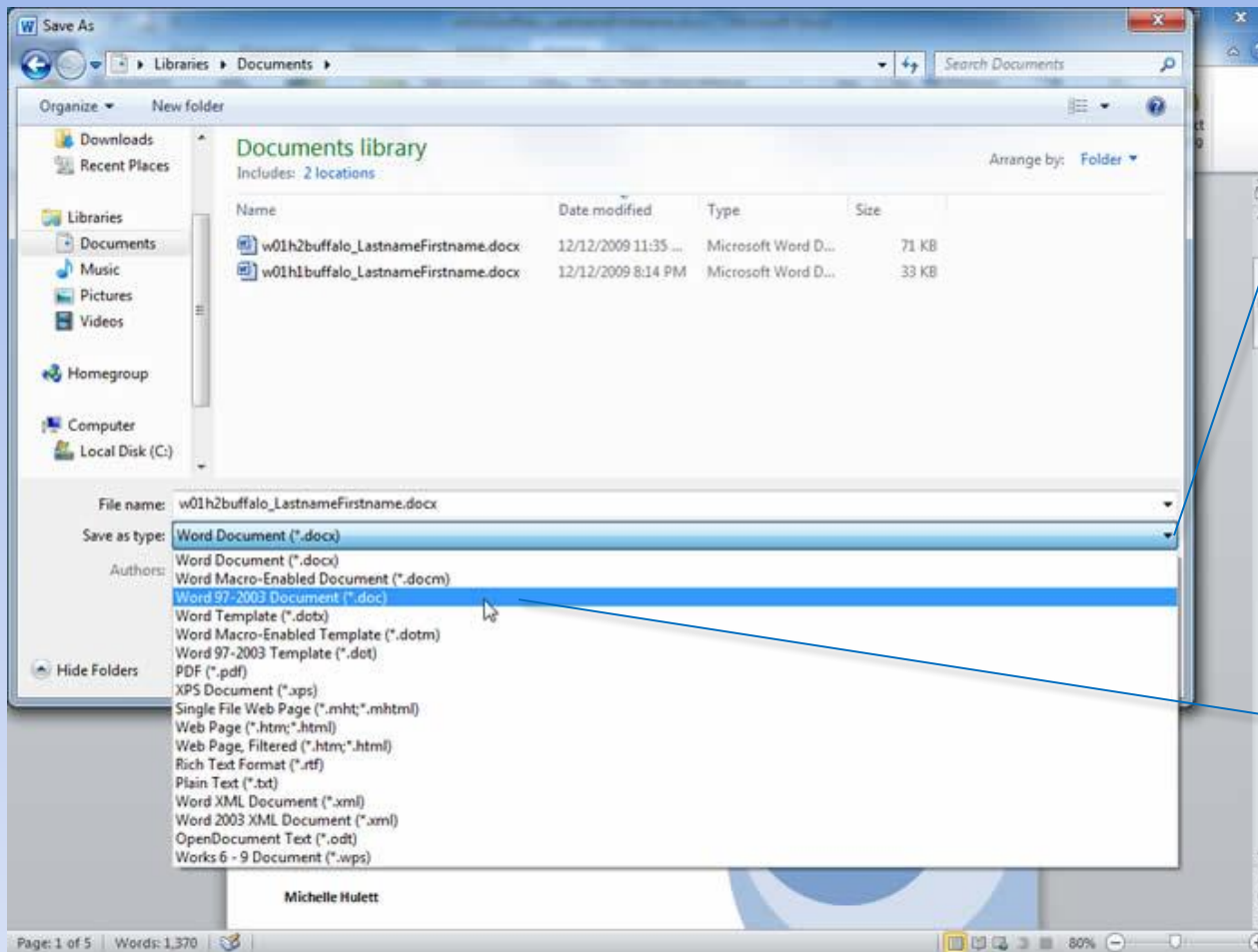
Page view layout



Zoom slider

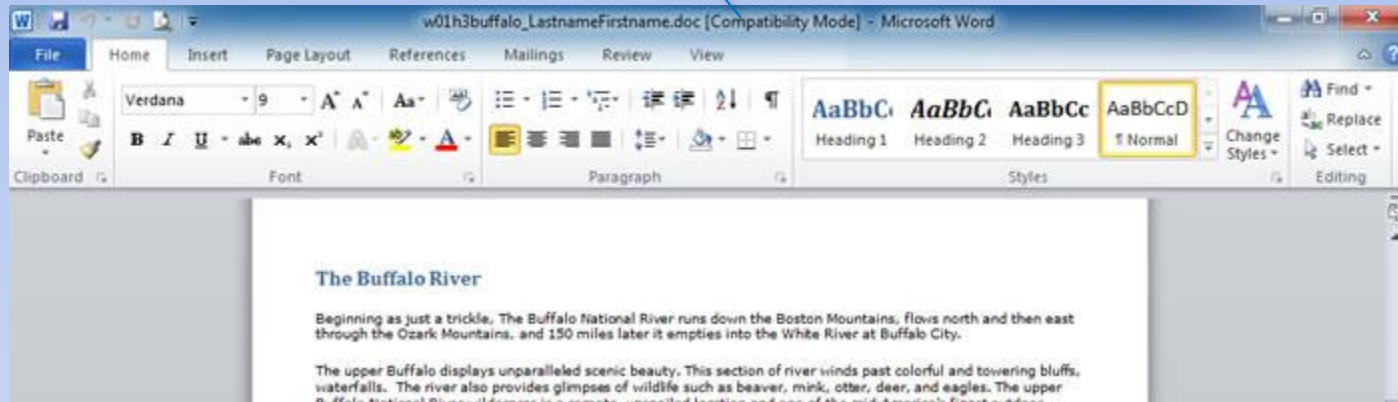
Percent

Save a Document

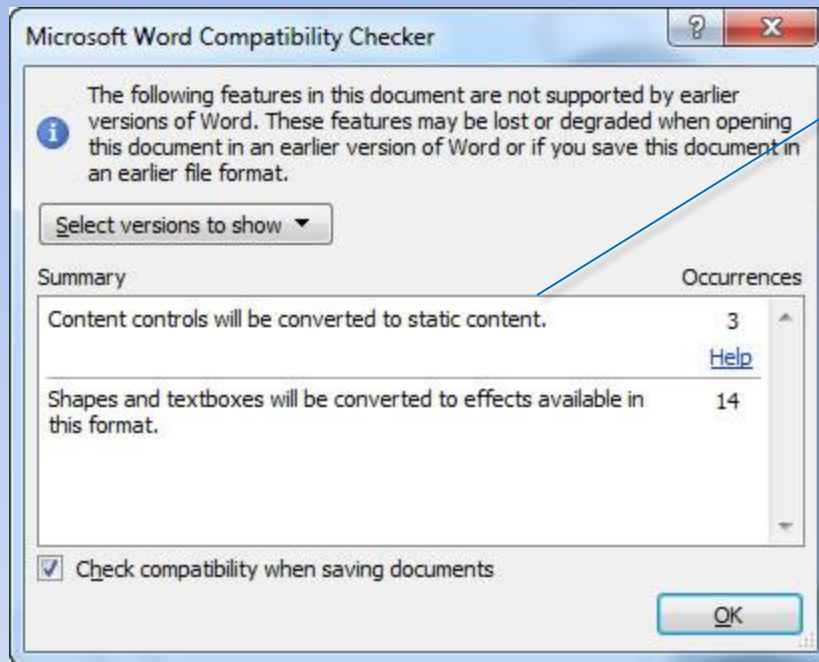


Compatibility Mode

Compatibility Mode



Compatibility Checker



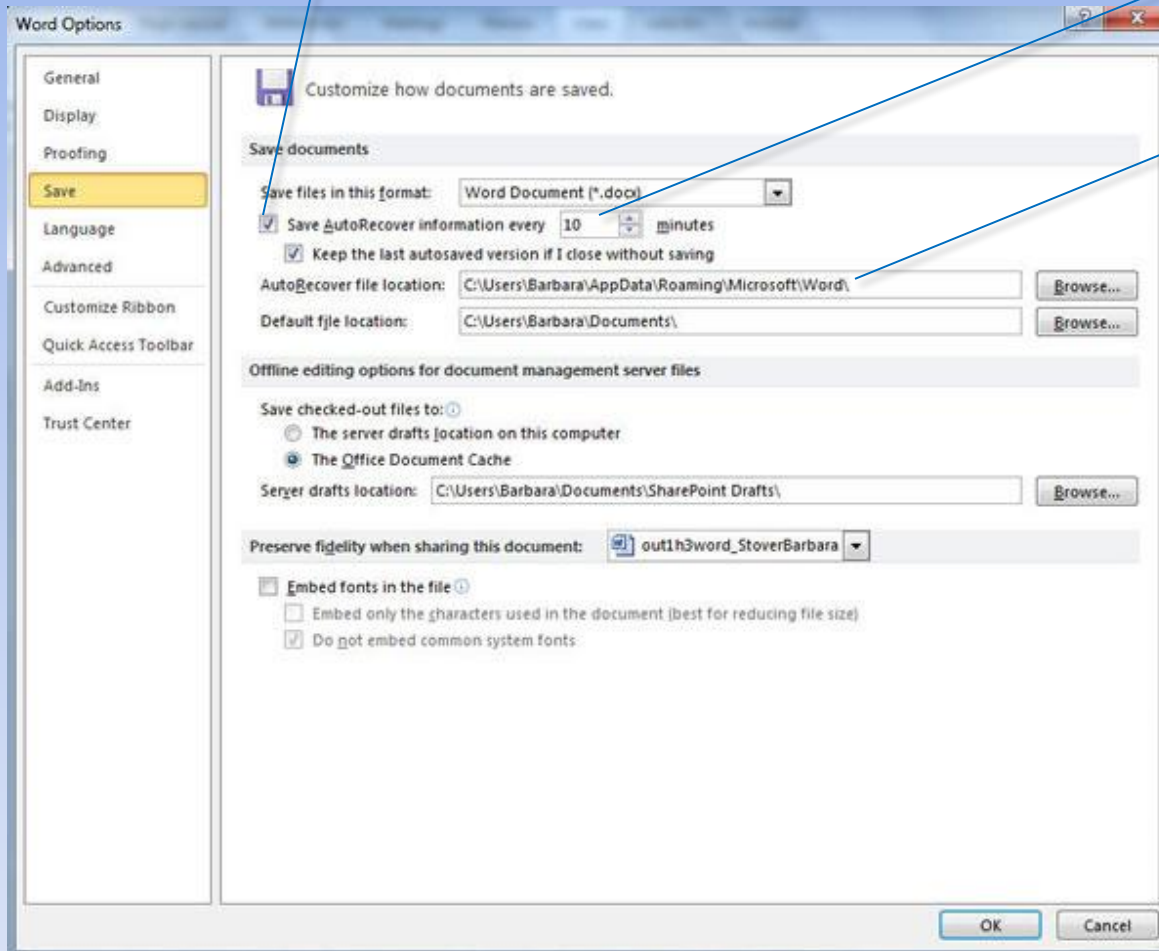
List of incompatible items

Backup Options

Check to enable AutoRecover

Time between AutoRecover saves

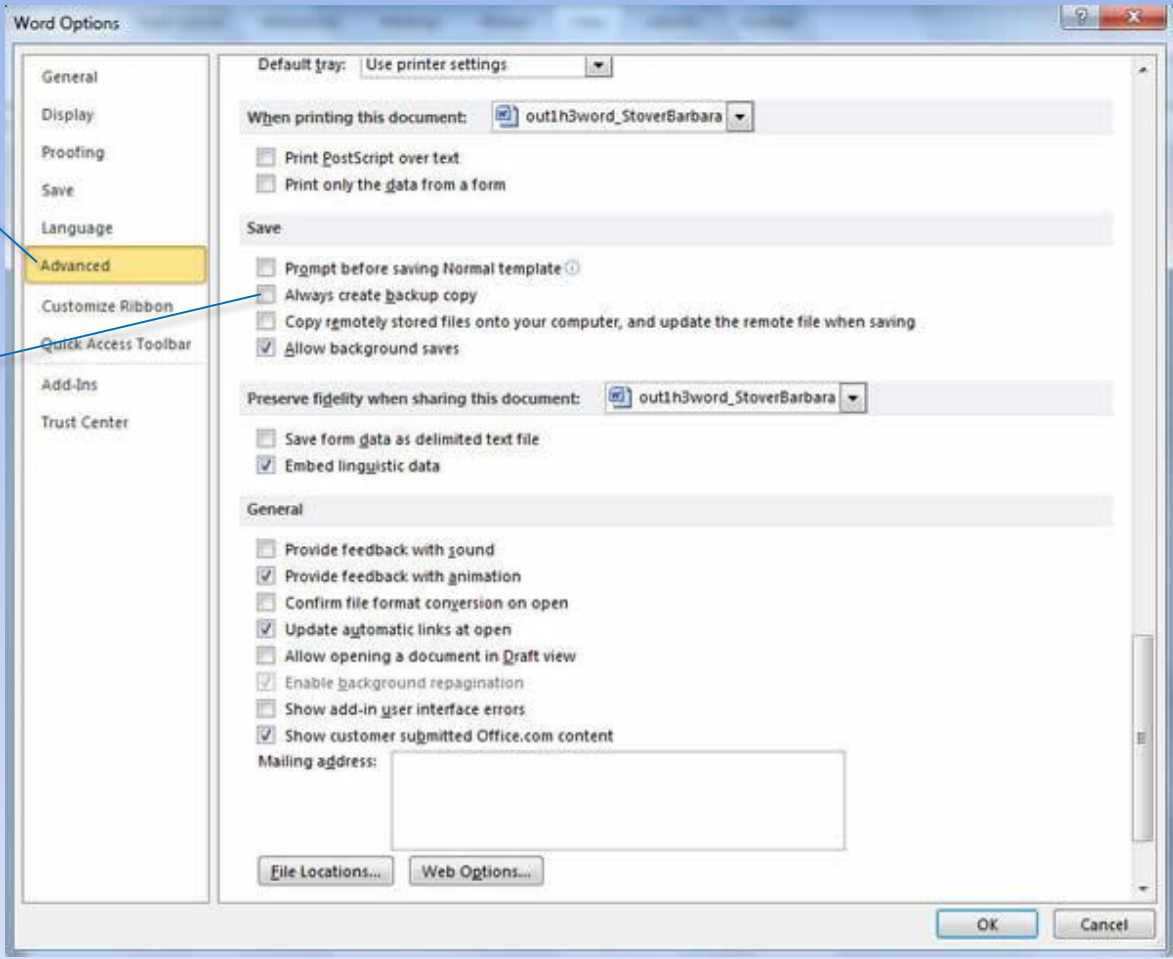
Location of the AutoRecover file



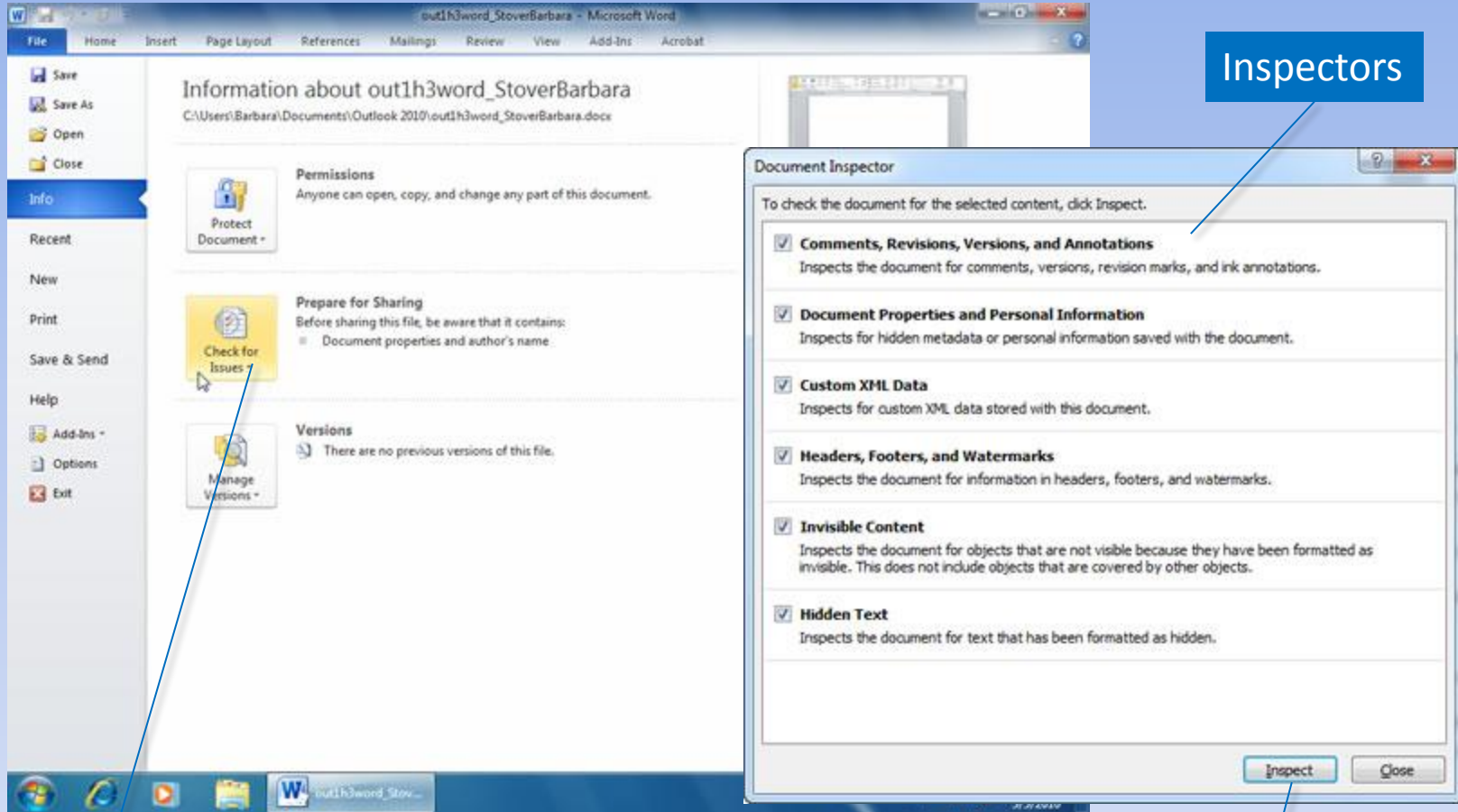
Backup Options (continued)

Advanced

Backup option



Document Inspector



Check for Issues

Inspect

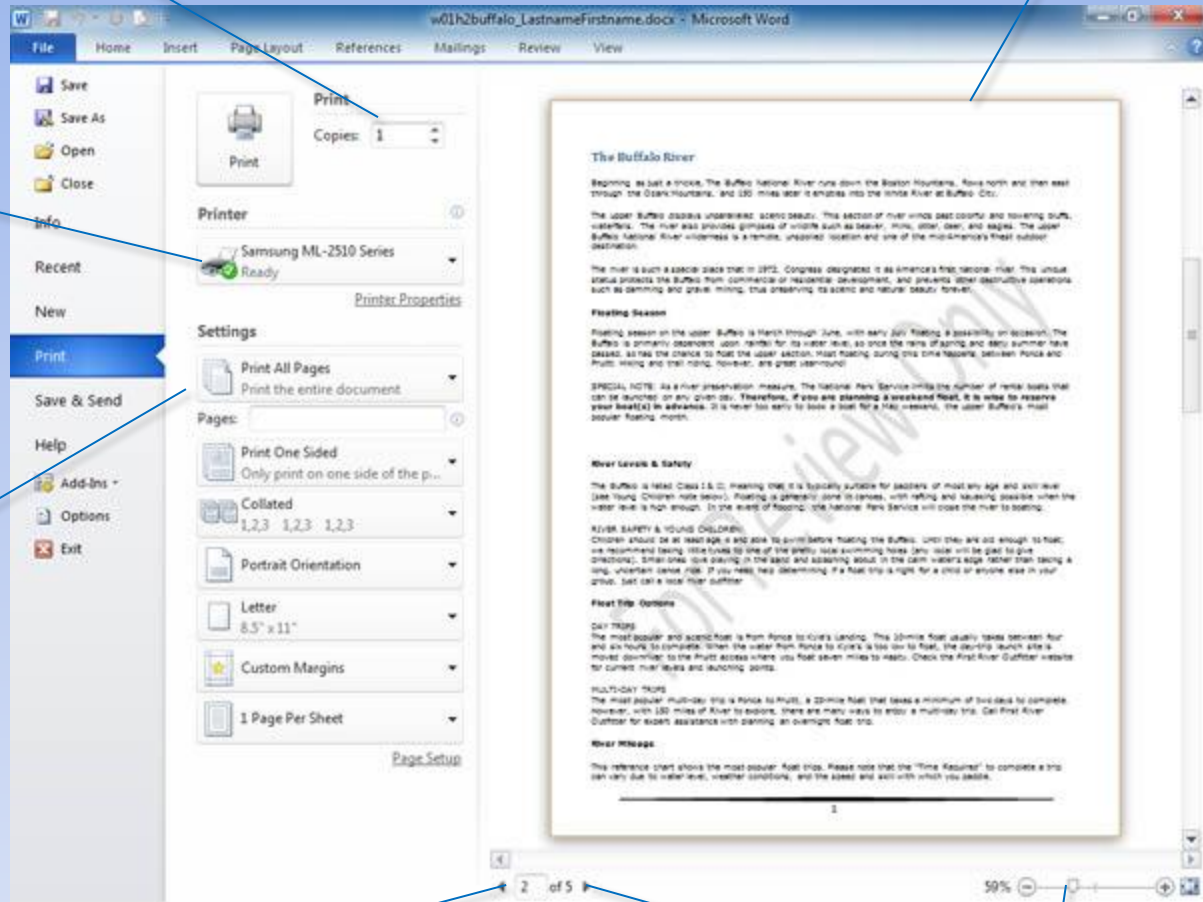
Printing Options

Number of copies

Preview

Select printer

Settings



Previous

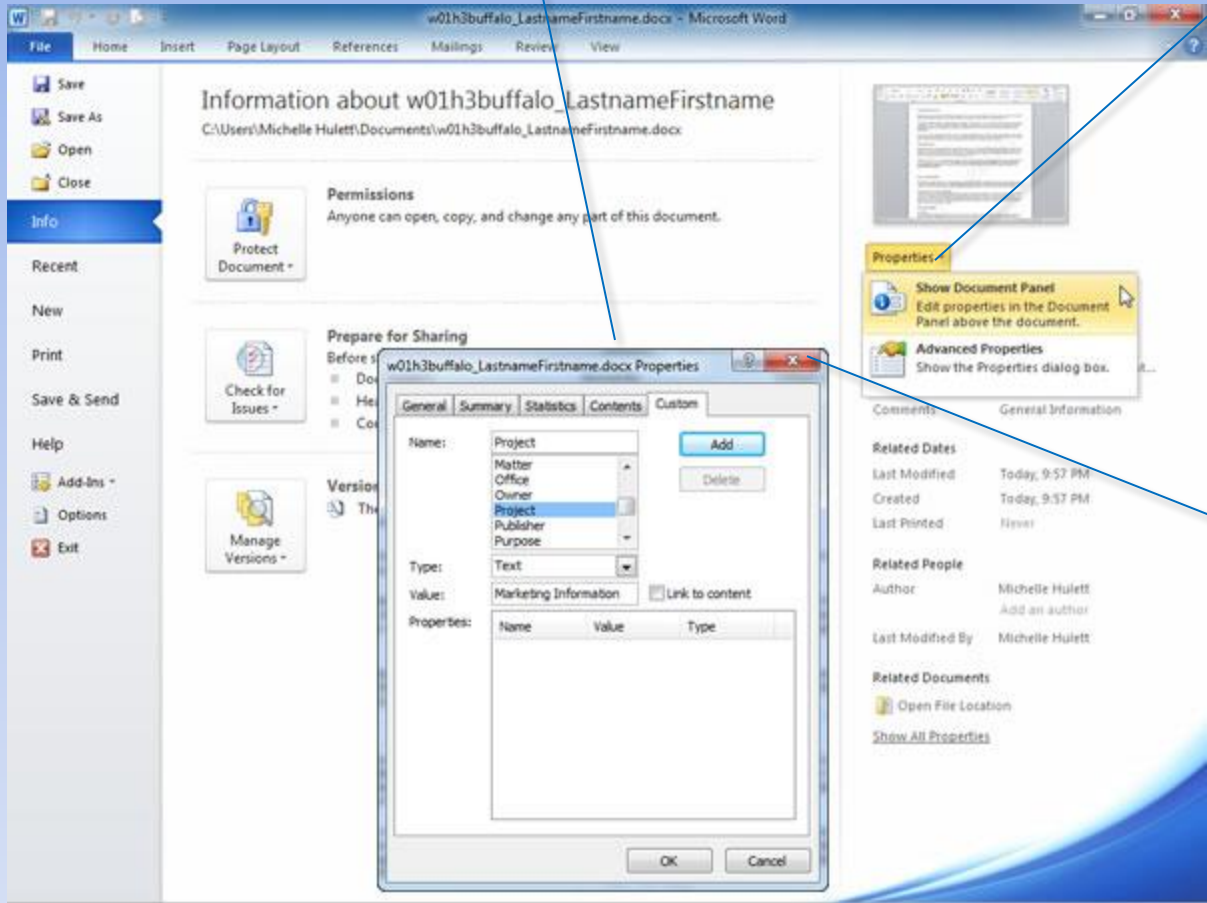
Next

Zoom

Document Properties

Document Properties panel

Properties arrow



Close

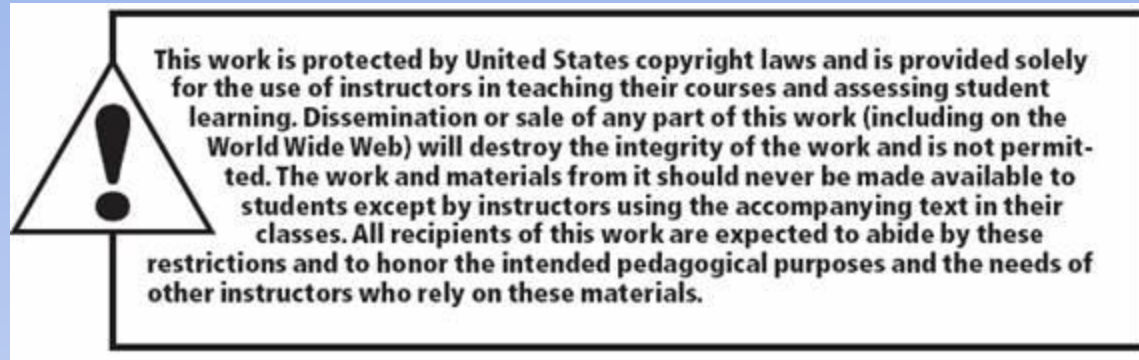
Summary

- 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



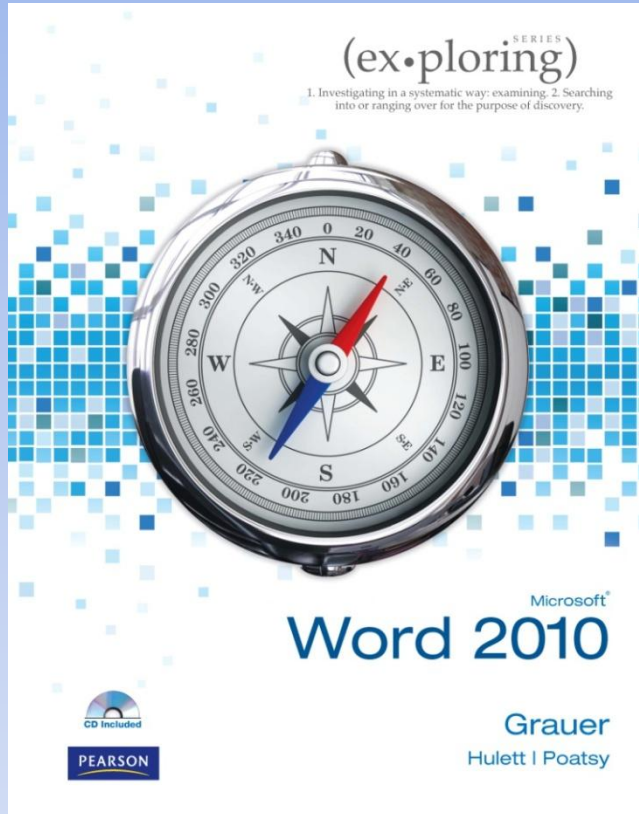
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Chapter 2 Document Presentation

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

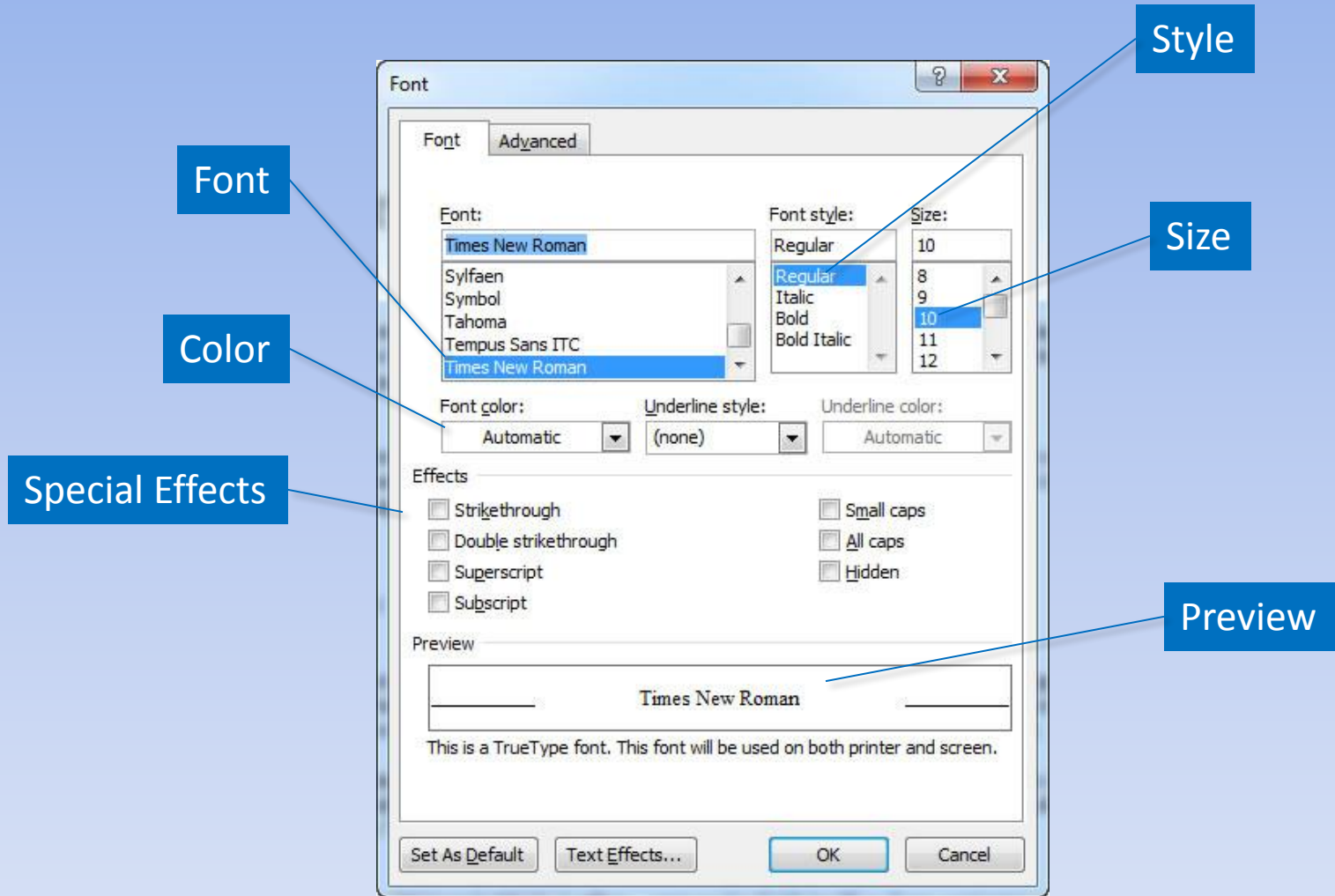
Typeface or font

- **Serif**
- Sans serif
- Monospaced
- Proportional

Type Style

- Regular
- **Bold**
- *Italic*
- ***Bold italic***

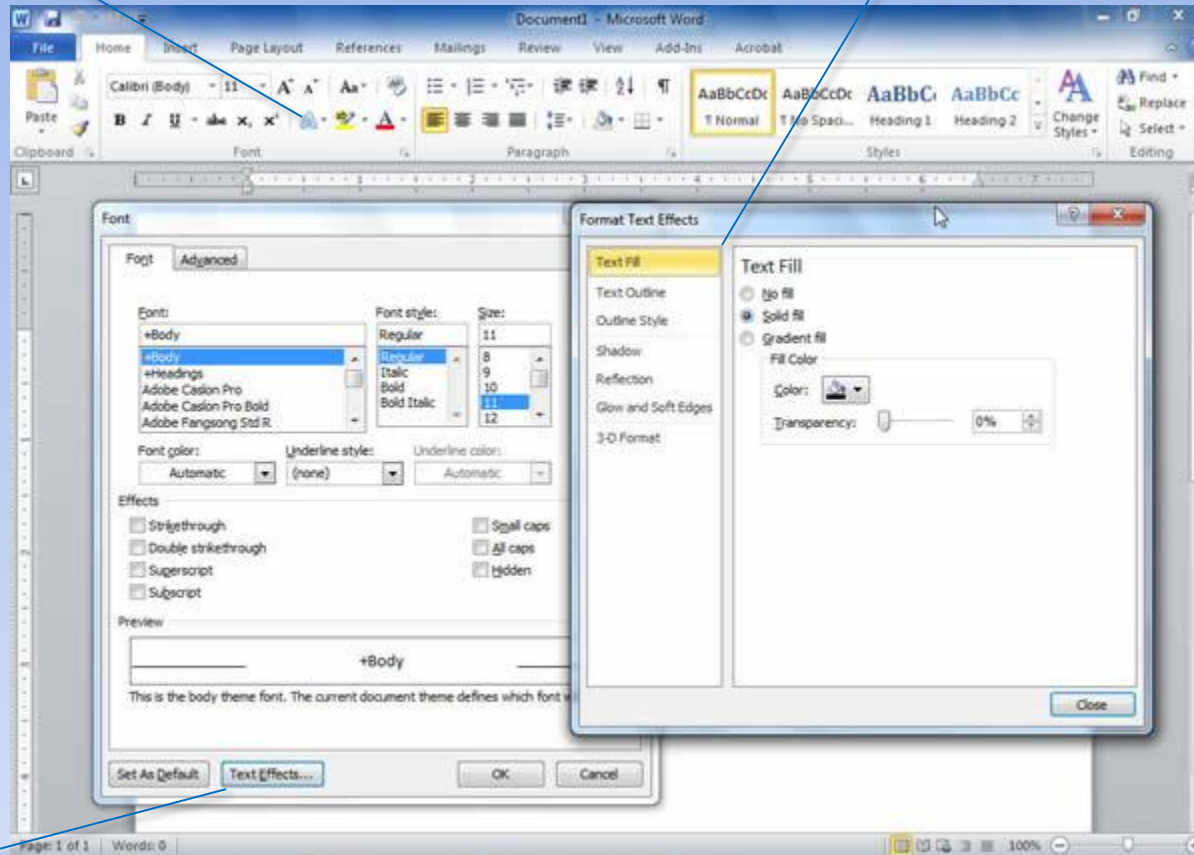
Font Attributes



Font Attributes (continued)

Text Effects

Effects



Text Effects

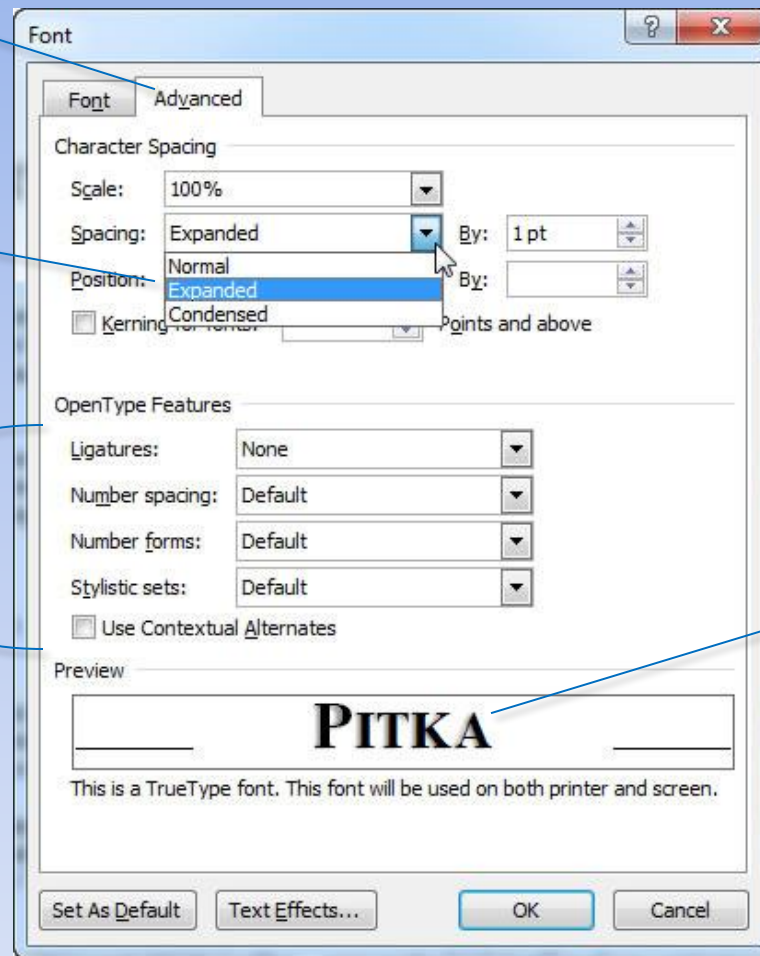
Character Spacing

Advanced

Spacing

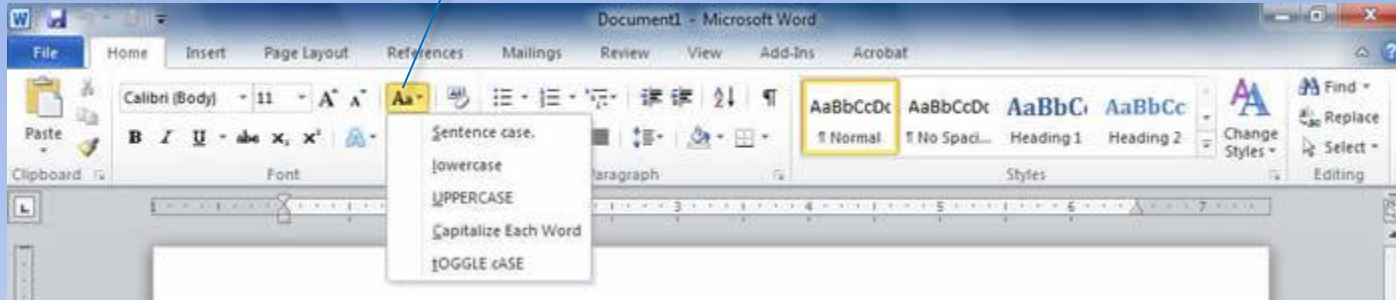
OpenType settings

Preview



Change Text Case

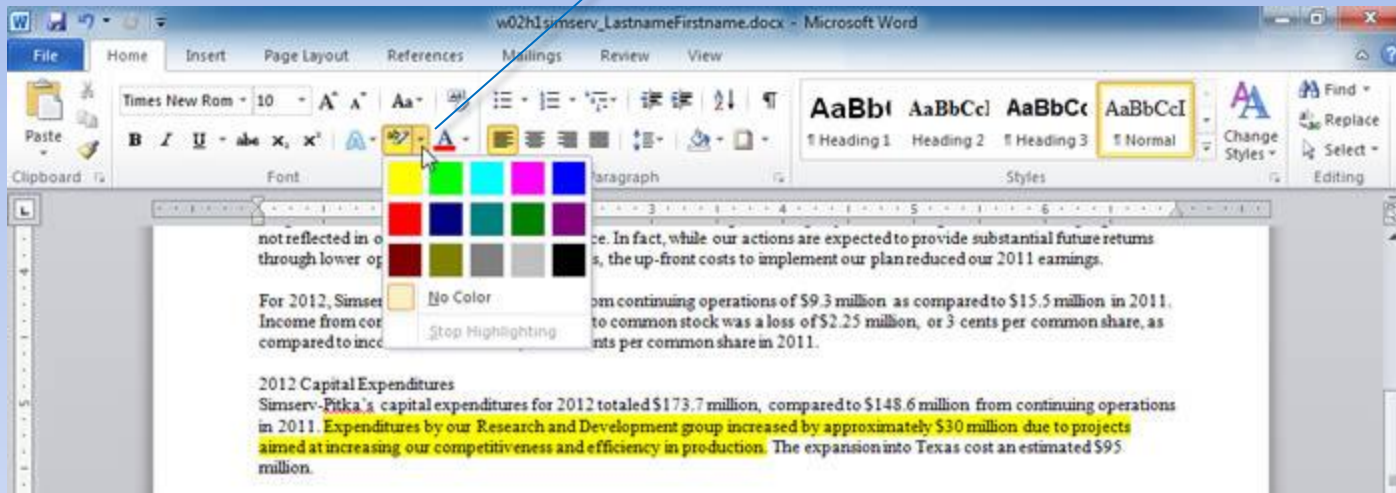
Change Case



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

Text Highlighting

Text Highlight Color arrow



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:

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.

Date wrapping

Phone number wrapping

Nonbreaking space

Nonbreaking hyphen

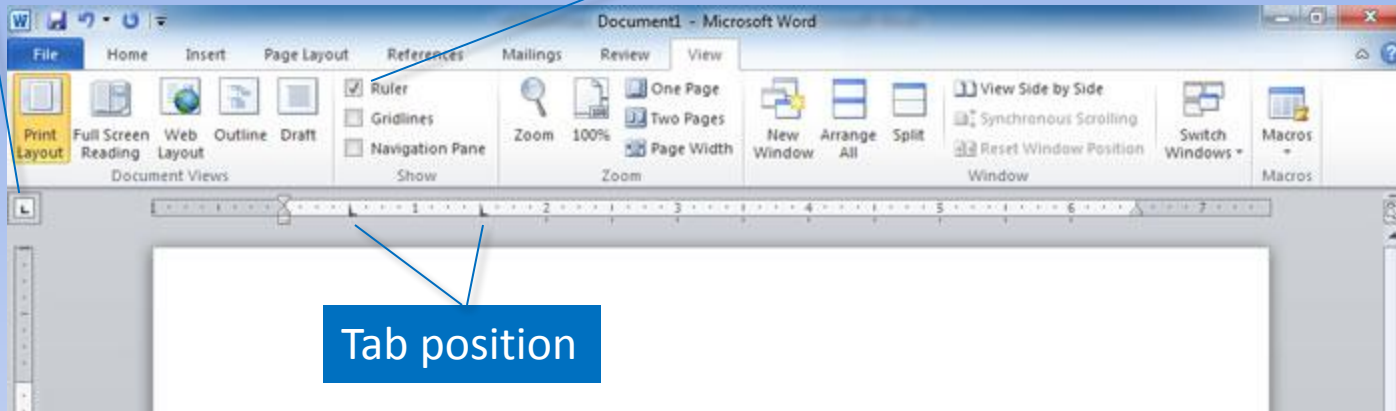
Paragraph Formatting

- Alignment
- Indentation
- Tab stops
- Line spacing
- Pagination
- Borders
- Shading

Set Tabs

Tab selector

Show or hide ruler



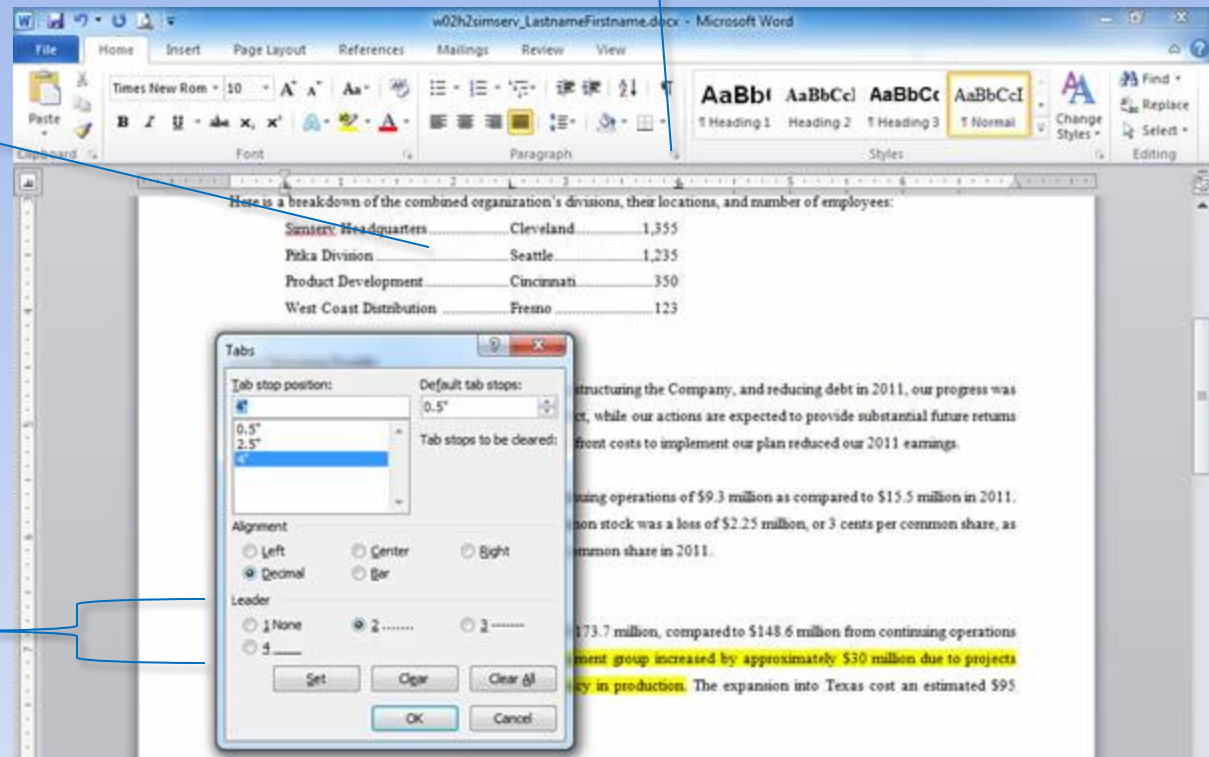
Tab Selector Icon	Type of Tab
	Left tab
	Center tab
	Right tab
	Decimal tab
	Bar tab

Leaders Characters

Paragraph Dialog Box Launcher

Dot leaders

Leader characters



Borders and Shading

Borders tab

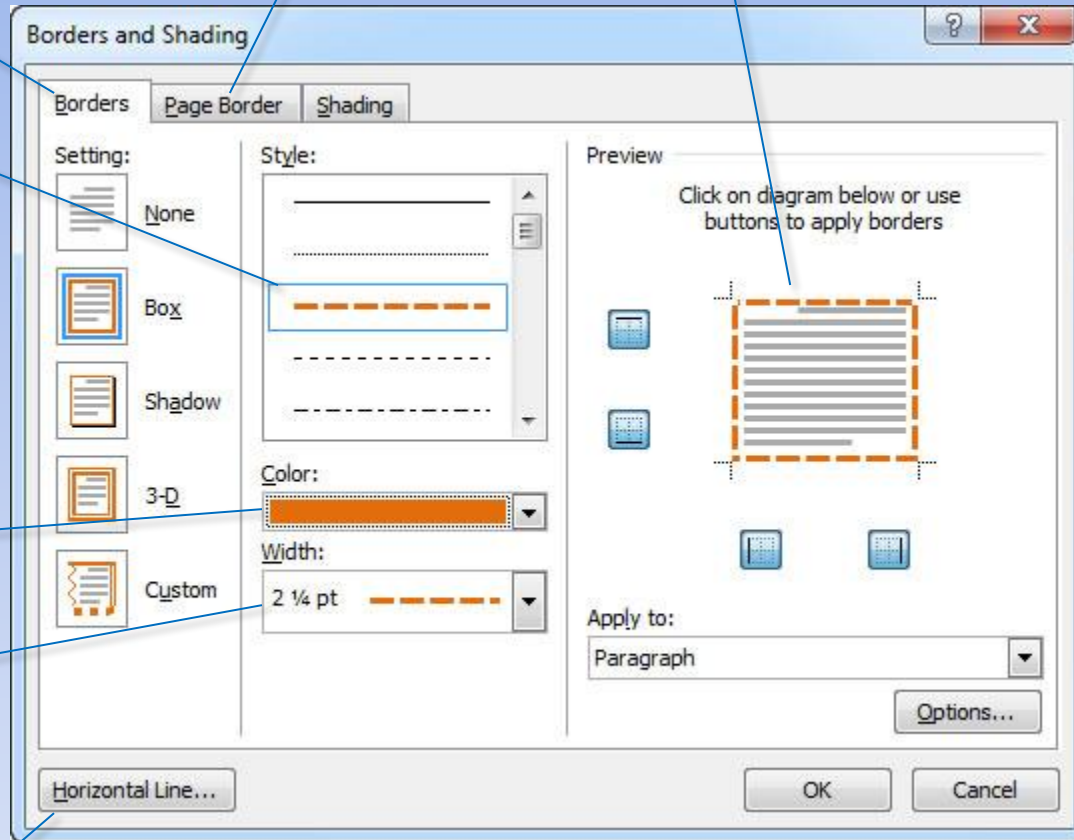
Page Border tab

Preview

Line style

Line color

Line width



Horizontal Line

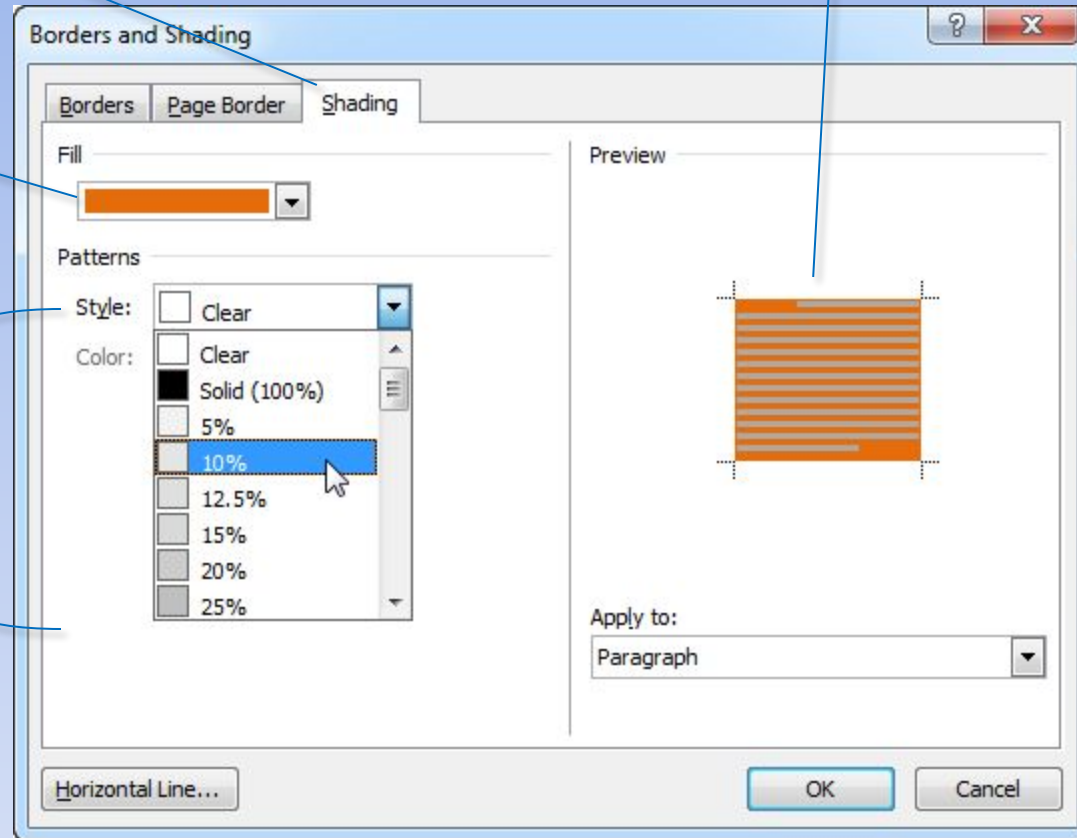
Borders and Shading (continued)

Shading tab

Preview

Fill color

Shading options



Bullets and Numbers

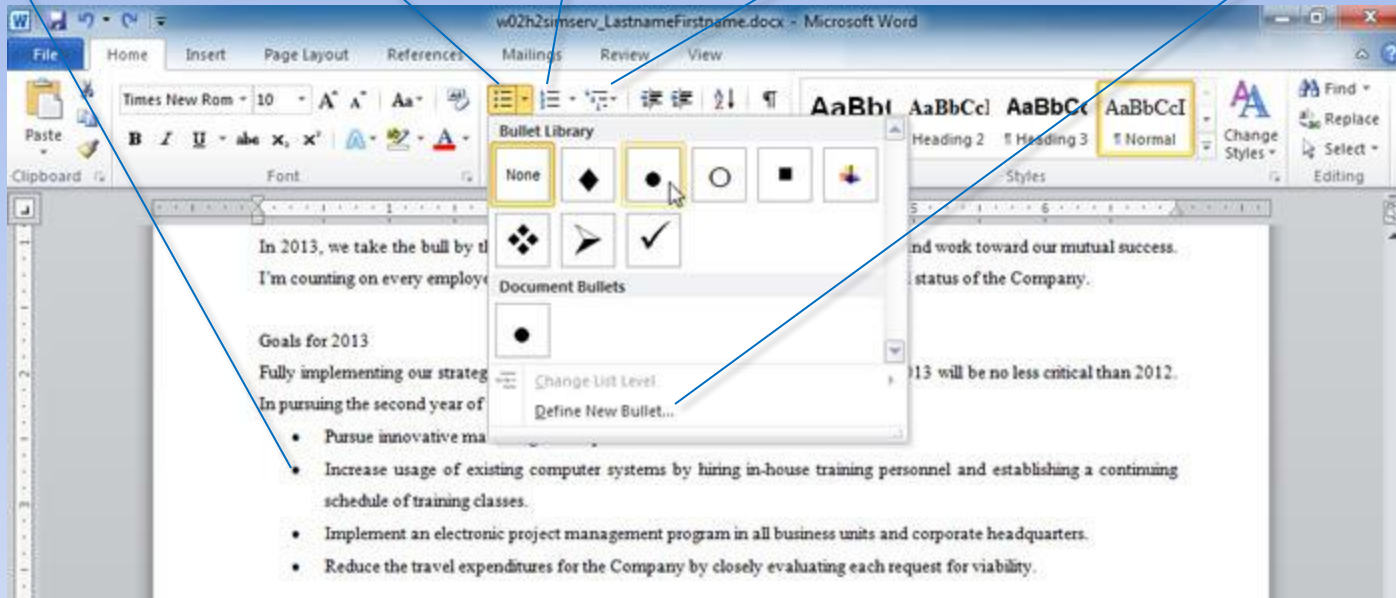
Live Preview

Bullets

Numbering

Multilevel List

Define New Bullet



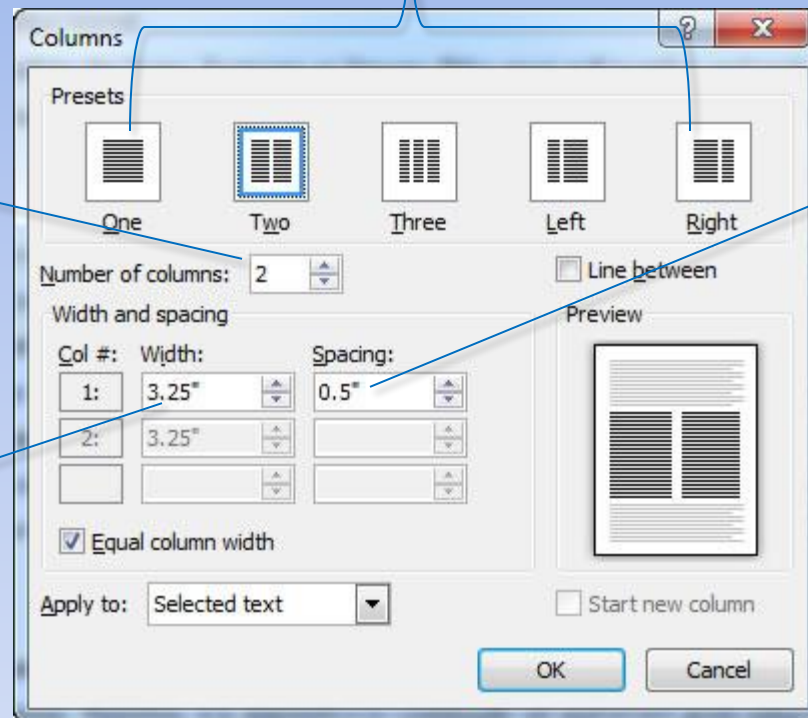
Columns

Preset columns

Number of columns

Spacing between columns

Column width

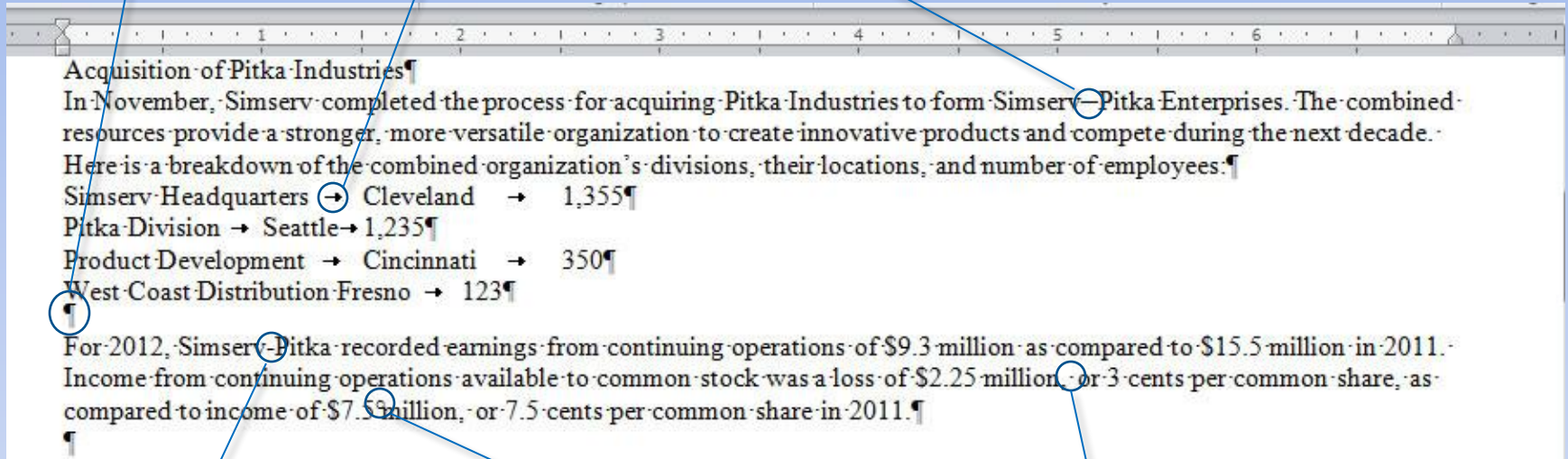


Nonprinting Formatting Marks

End of paragraph

Tab

Nonbreaking hyphen



Regular hyphen

Nonbreaking space

Regular space

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)

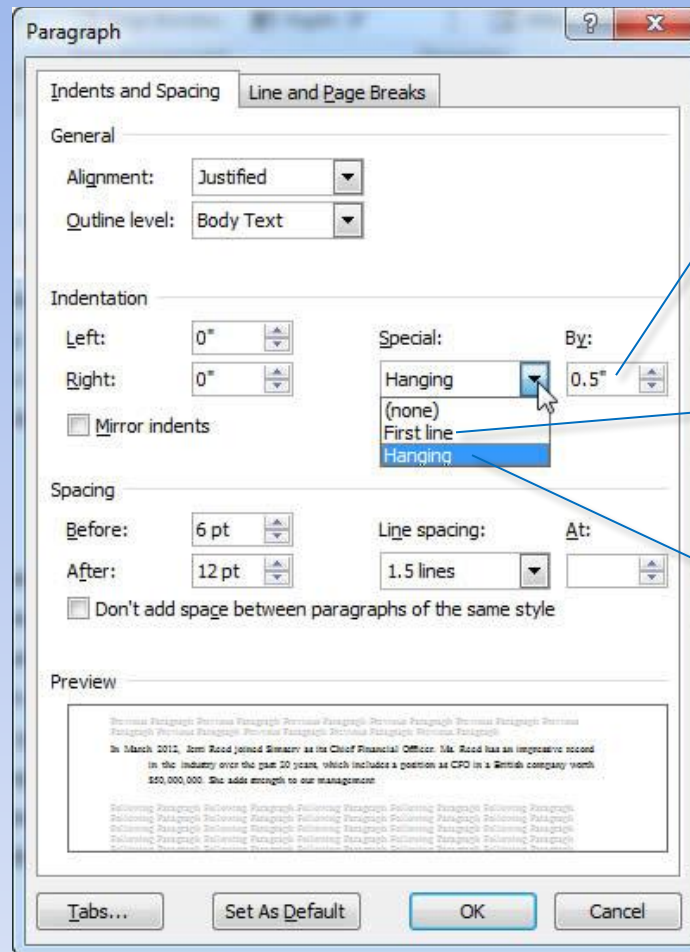
We, the people of the United States, in order to form a more perfect Union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the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

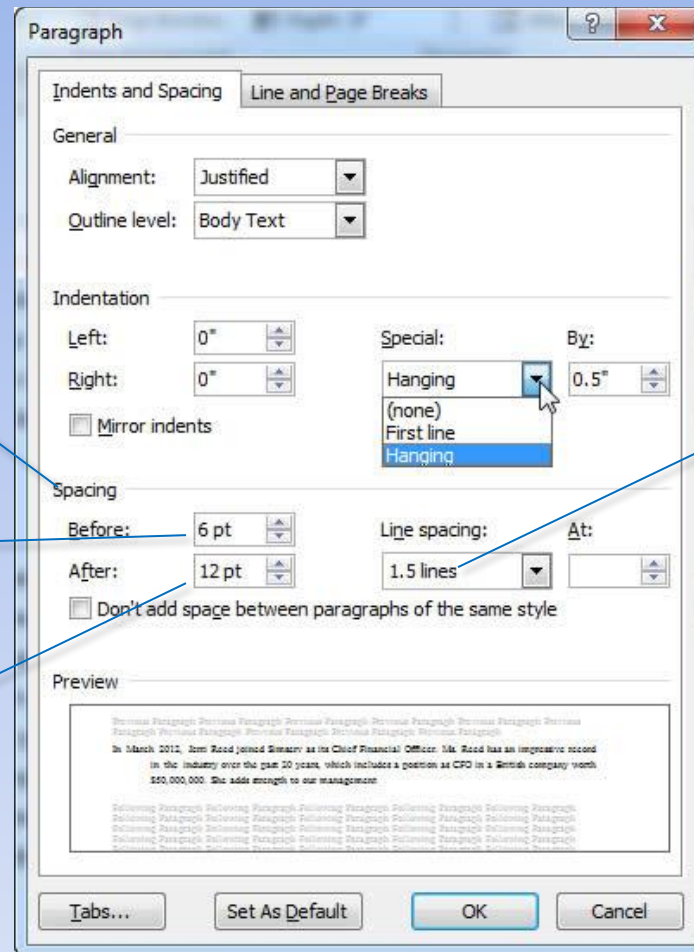


Measurement for indent

First line indent

Hanging indent

Line and Paragraph Spacing



Paragraph spacing

Before the paragraph

After the paragraph

Line spacing

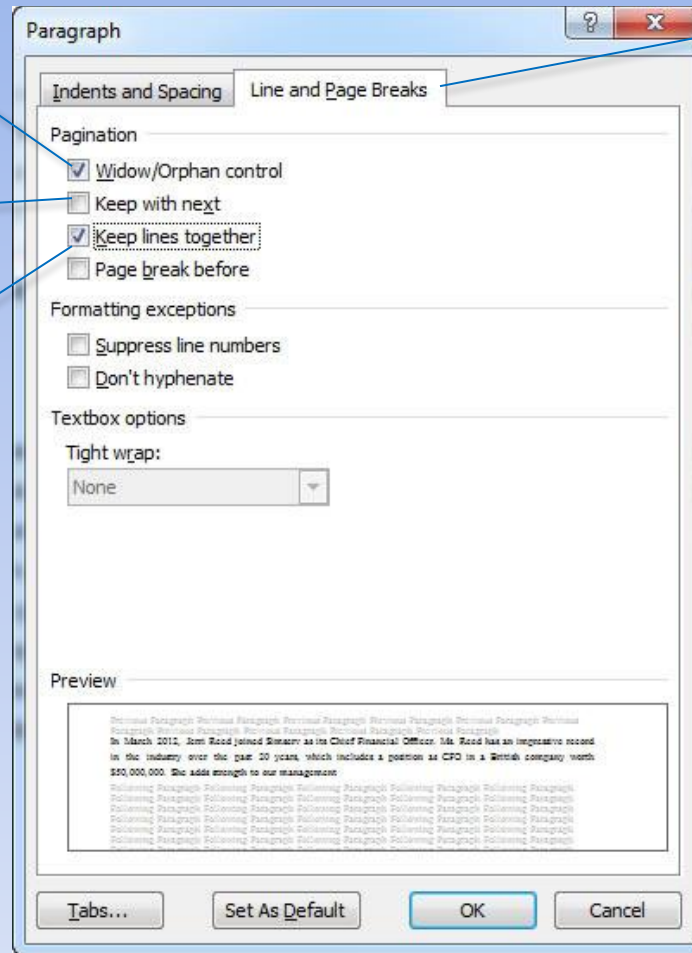
Widows and Orphans

Widow/Orphan Control

Keep with next

Keep lines together

Lines and Page Breaks tab



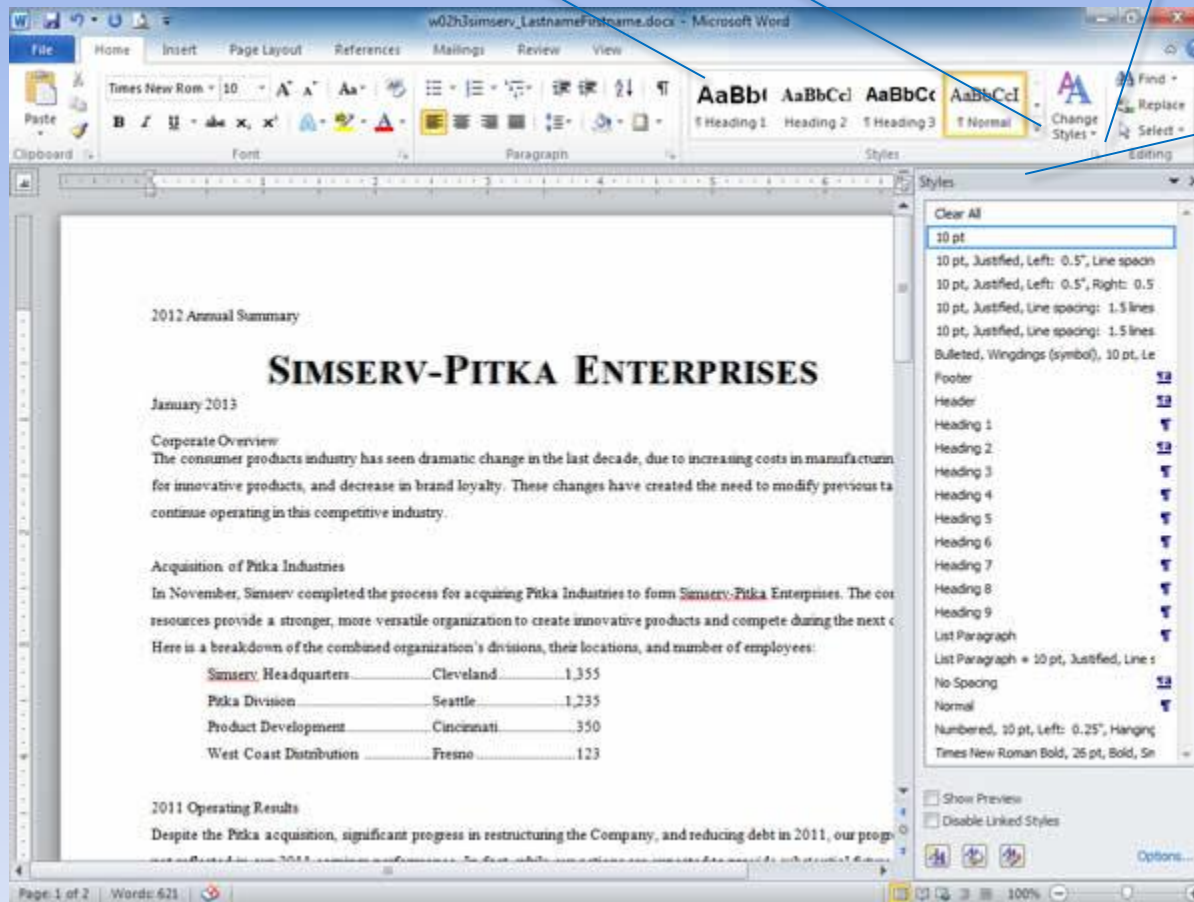
Styles

Quick Style

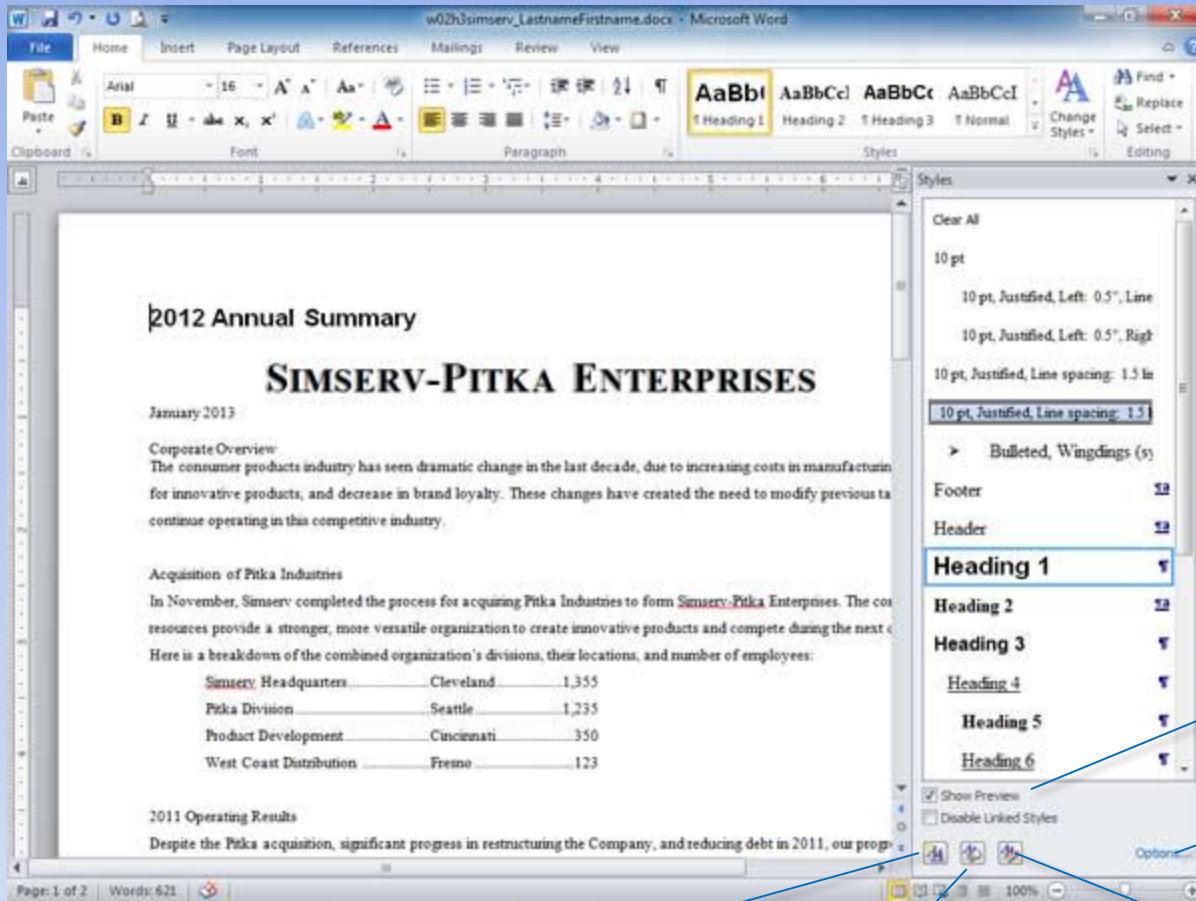
More

Styles Dialog Box Launcher

Styles pane



Styles (continued)



Show Preview

Options

New Style

Style Inspector

Manage Styles

Modify Styles

The screenshot shows the 'Modify Style' dialog box with the following components:

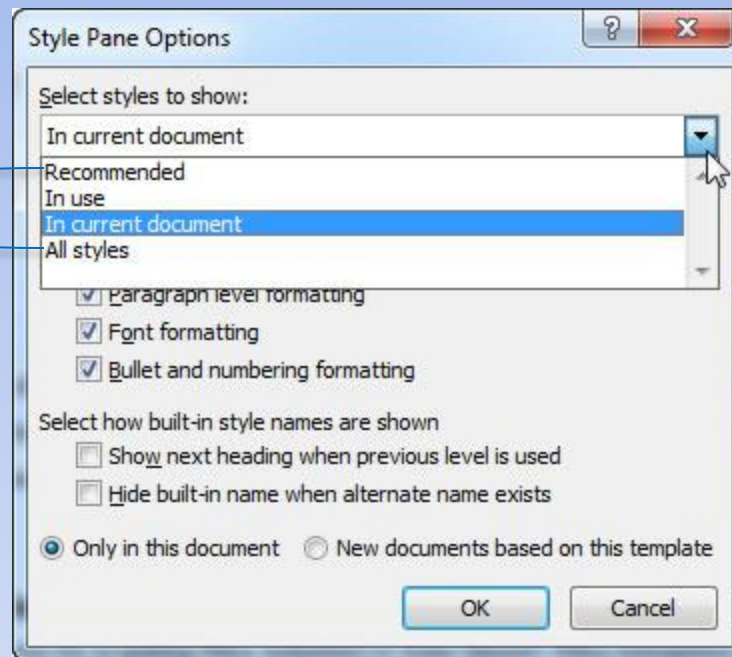
- Style name:** A text field containing 'Heading 1'.
- Style type:** A dropdown menu set to 'Paragraph'.
- Style based on:** A dropdown menu set to 'Normal'.
- Style for following paragraph:** A dropdown menu set to 'Normal'.
- Formatting:** A section containing font face (Arial), size (18), bold (B), italic (I), underline (U), and a color dropdown (Automatic). Below these are icons for text alignment, bullet points, and numbering.
- Preview:** A large text area showing the style applied to the text '2012 Annual Summary'.
- Format:** A section showing the current font settings: '(Default) Arial, 18 pt, Bold, Shadow, Centered, Space After: 14 pt, Keep with next, Level 1, Style: Quick Style'. It also shows 'Based on: Normal' and 'Following style: Normal'.
- Options:** Checkboxes for 'Add to Quick Style list' (checked) and 'Automatically update'. Radio buttons for 'Only in this document' (selected) and 'New documents based on this template'.
- Buttons:** 'Format', 'OK', and 'Cancel' buttons at the bottom.

Four blue callout boxes with white text point to specific parts of the dialog:

- 'Style name' points to the 'Name' field.
- 'Format specifications' points to the 'Formatting' section.
- 'Preview' points to the preview text area.
- 'Format' points to the 'Font' information section.

Style Pane Options

Styles to show

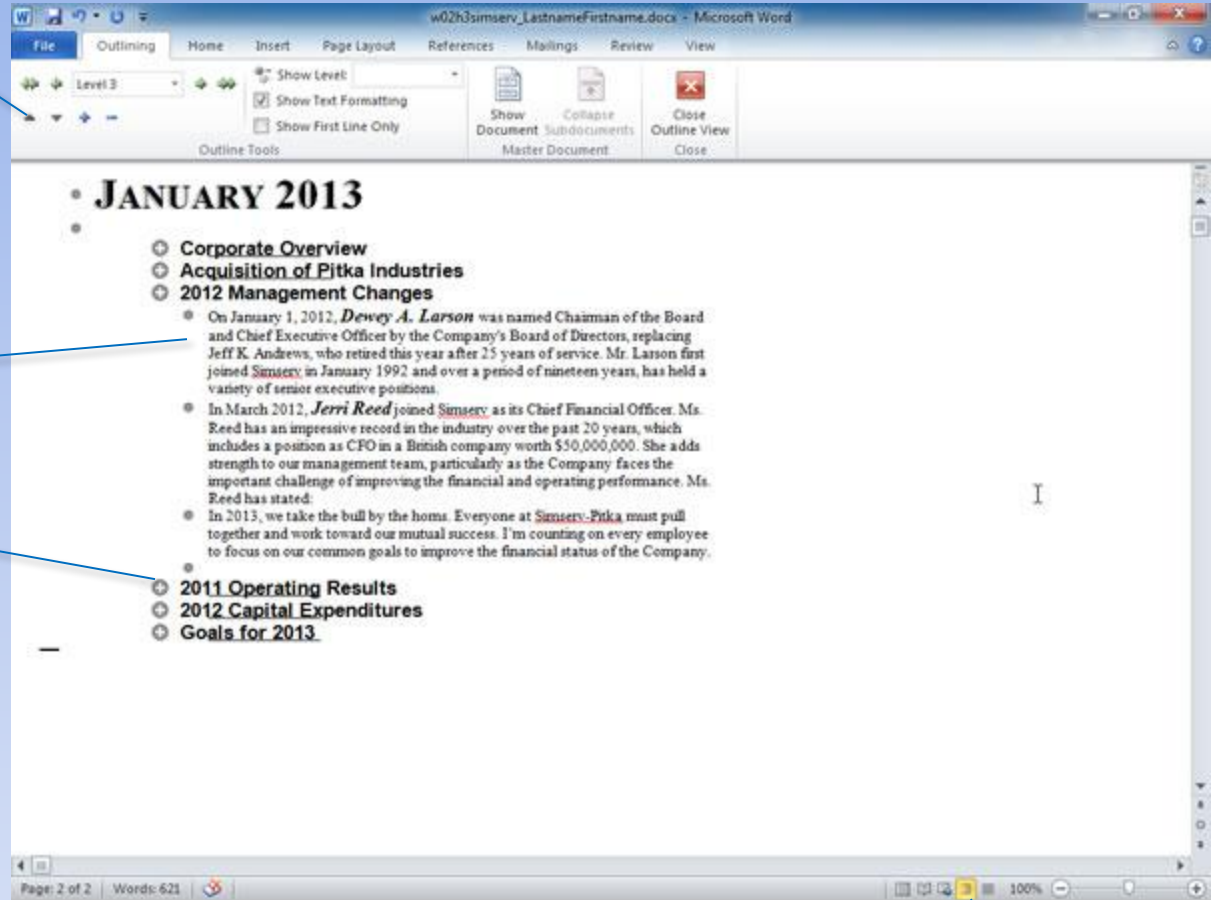


Outline View

Outline view controls

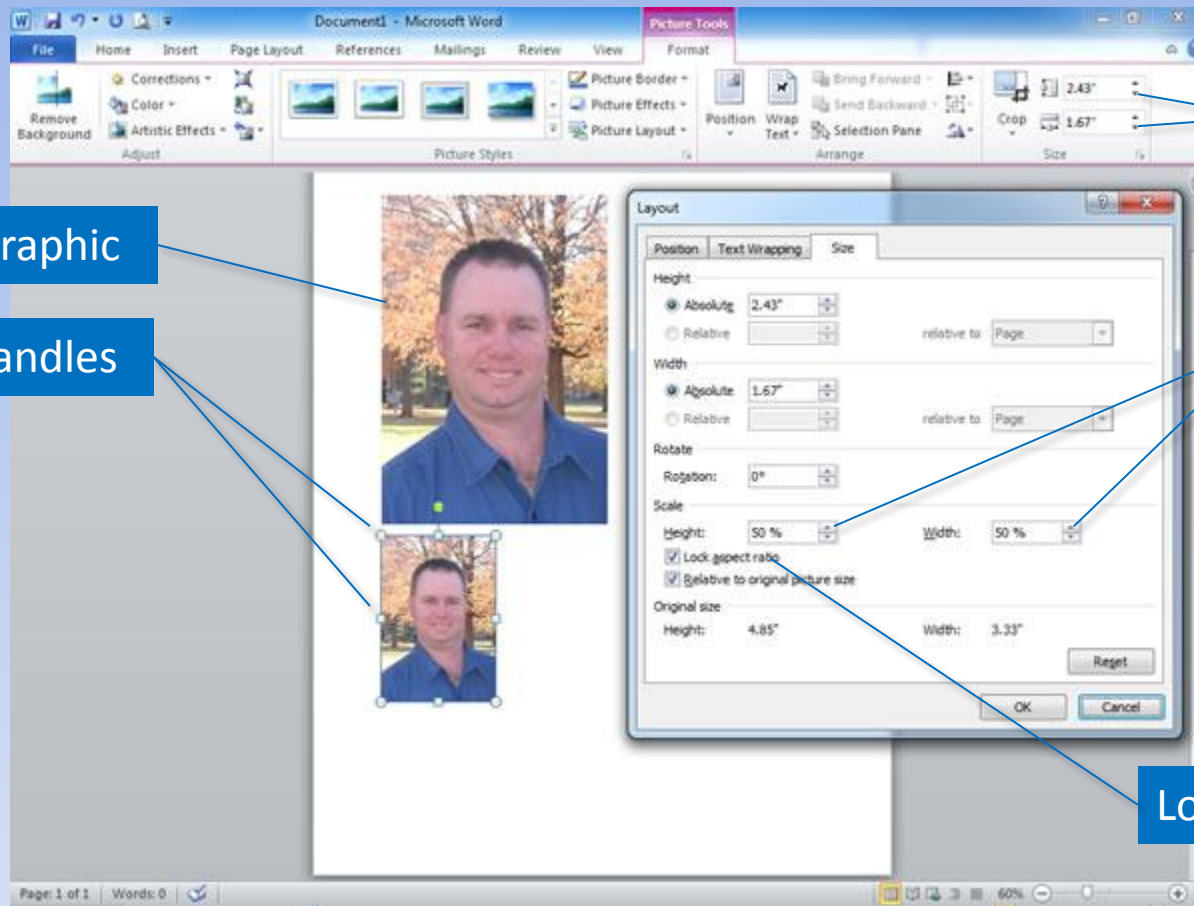
Paragraph expanded

Paragraph collapsed



Outline

Graphical Objects



Original size graphic

Sizing handles

Size group

Scale

Lock proportions

Text Wrapping

Wrap
Text



Picture Quick Styles

Pictures Styles

More arrow

Soft Edge Oval

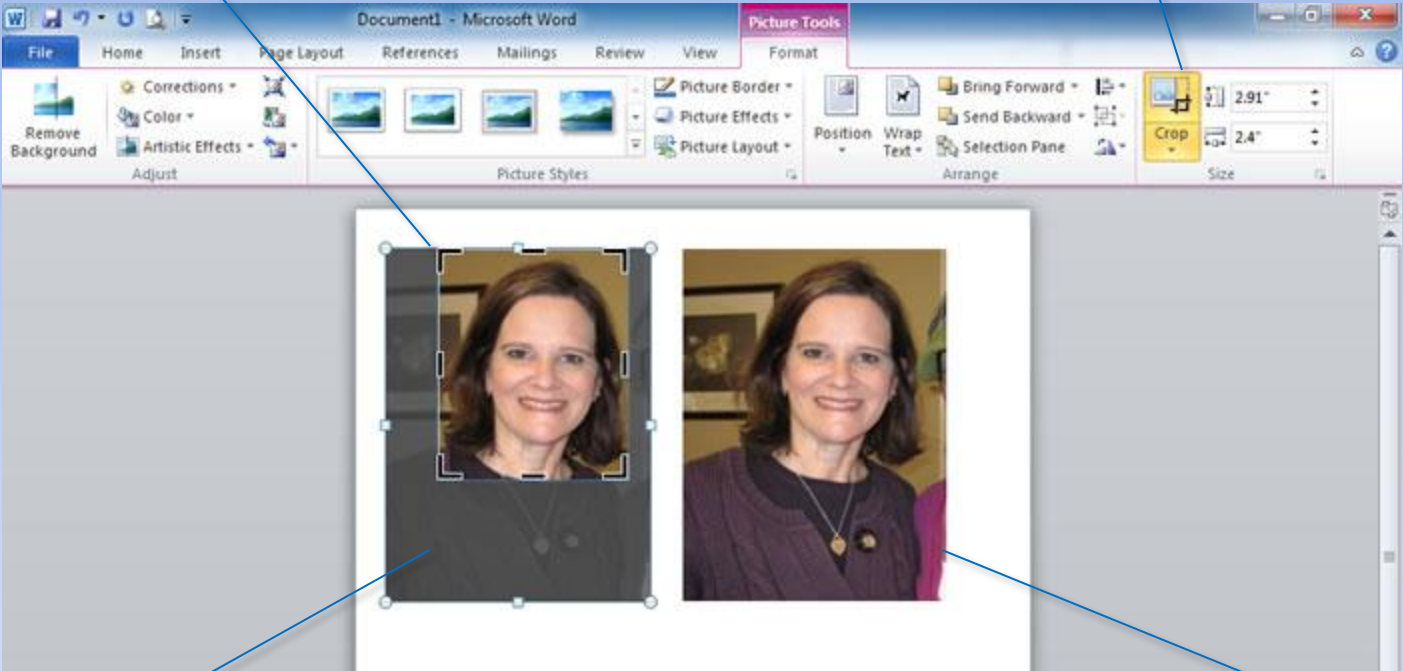


Original

Cropping

Cropping handles

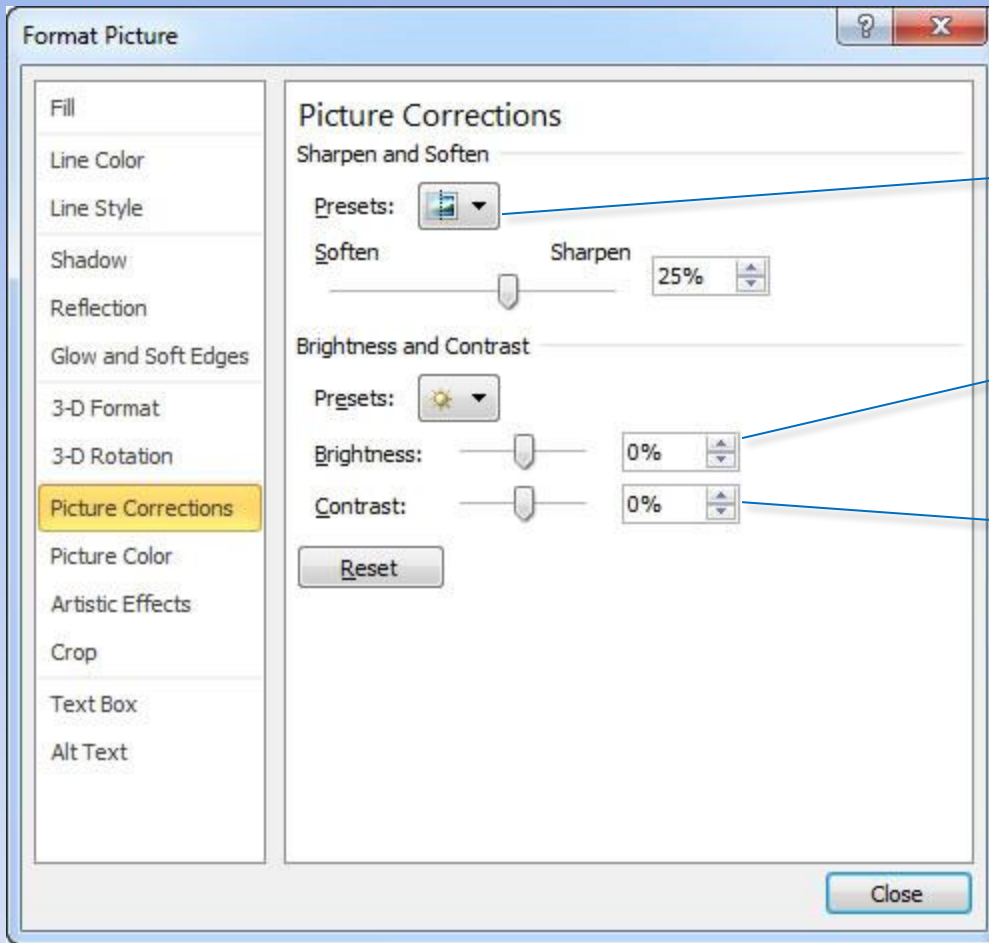
Crop



Portion to discard

Original photograph

Contrast and Brightness

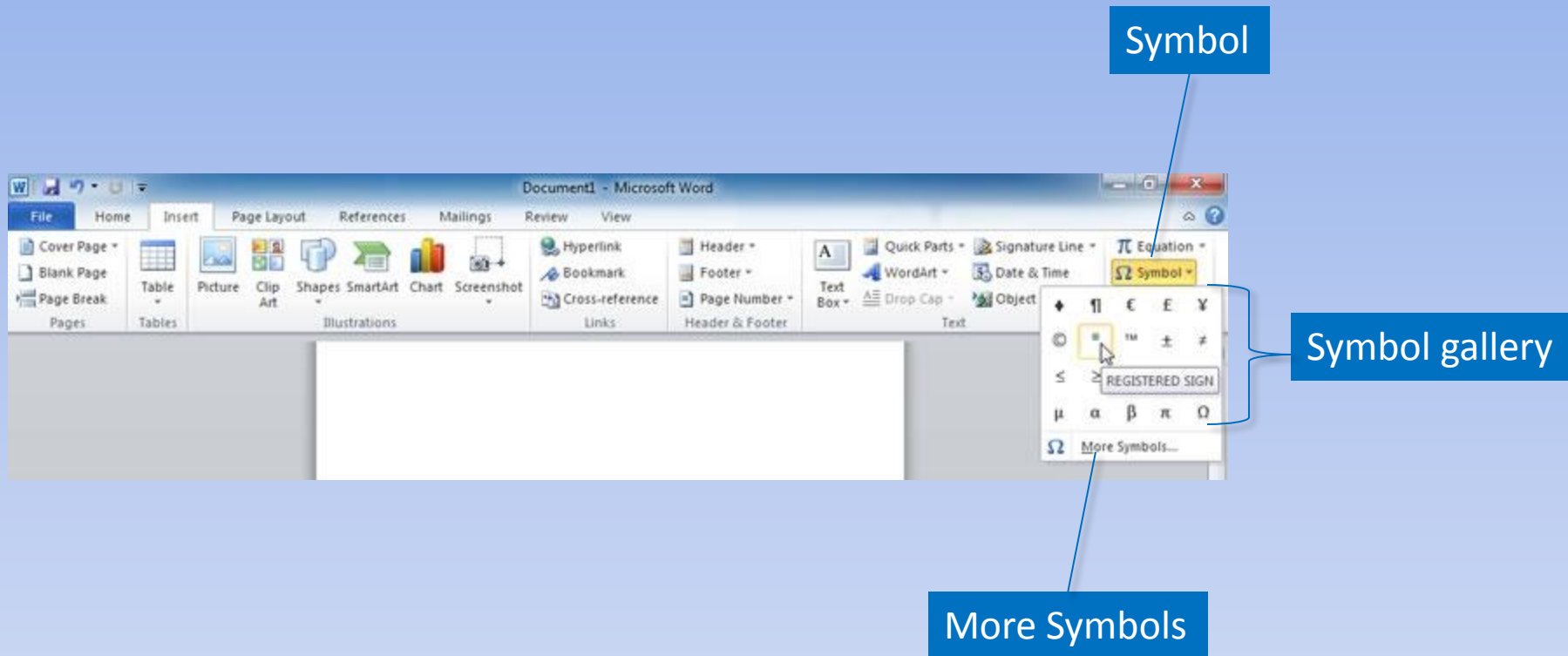


Presets

Brightness

Contrast

Symbols



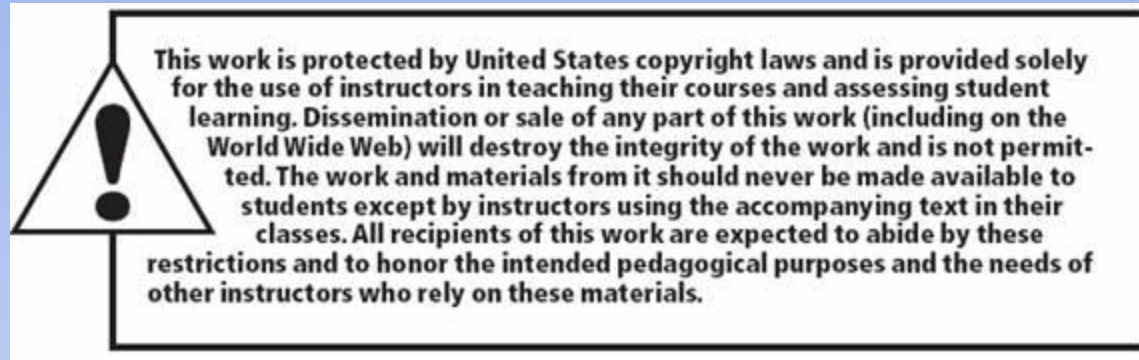
Summary

- 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



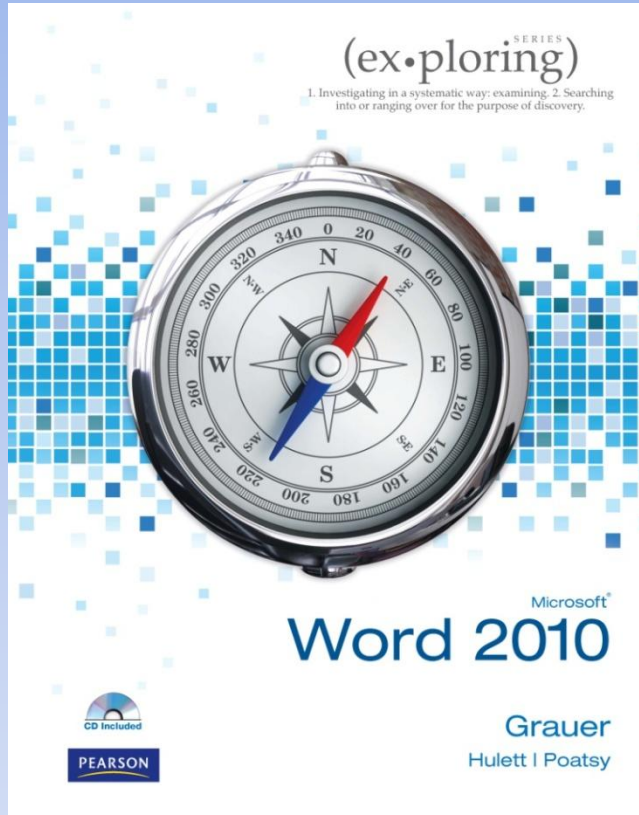
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Chapter 3 Collaboration and Research

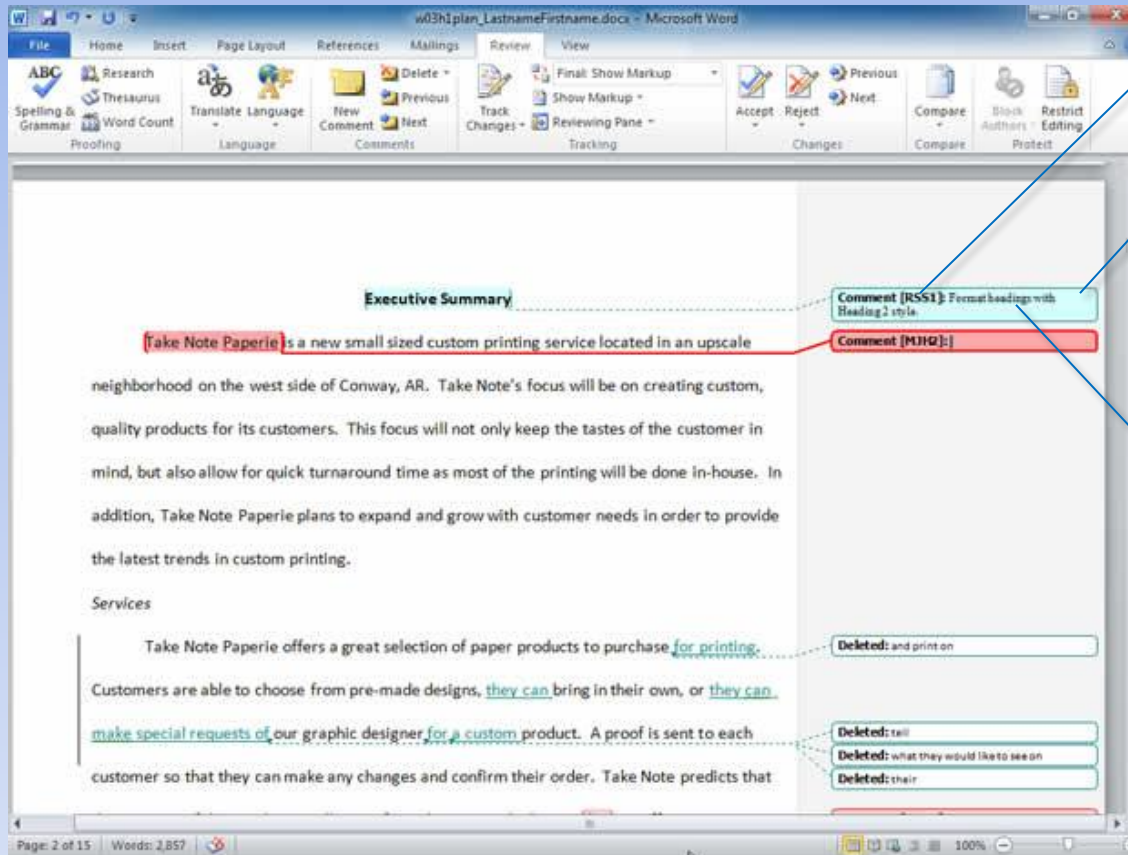
Objectives

- 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



Initials of reviewer

Markup balloon

Comment

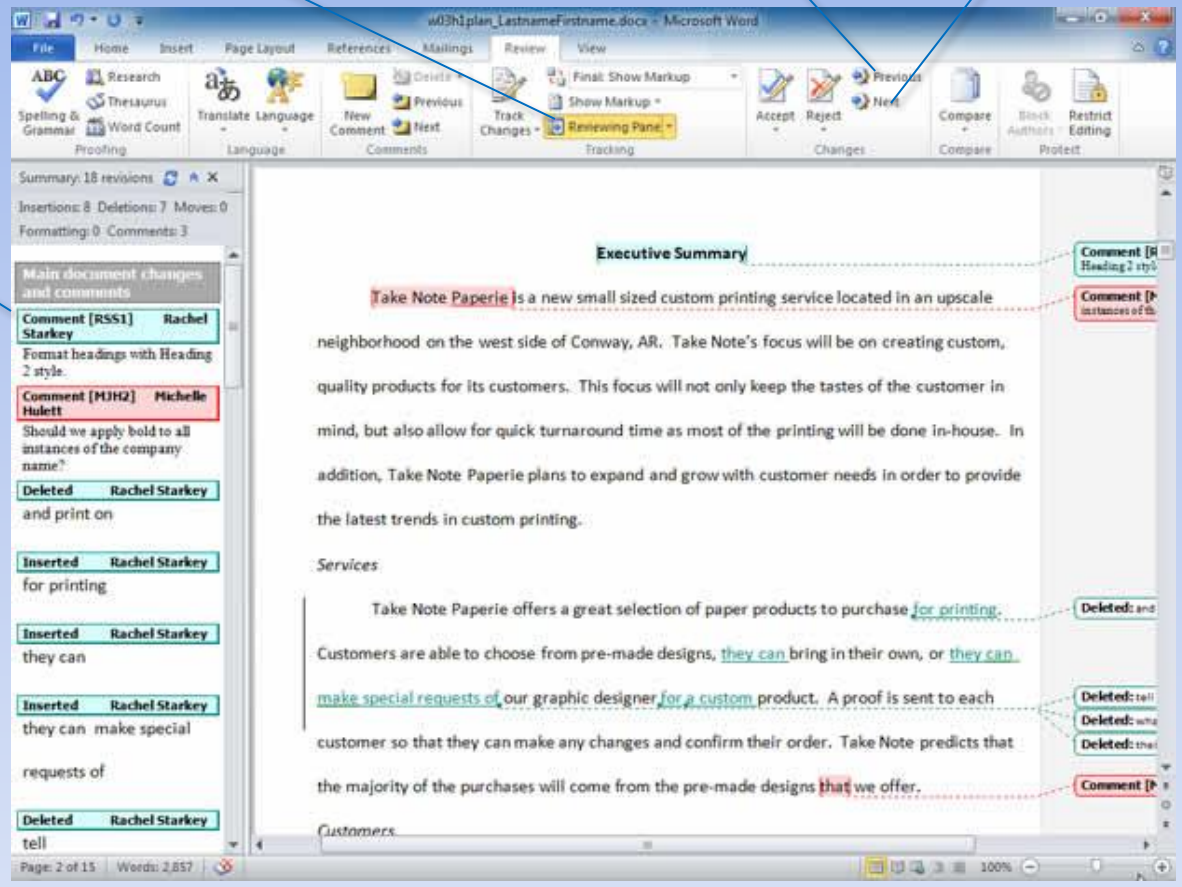
Reviewing Pane

Reviewing Pane arrow

Previous

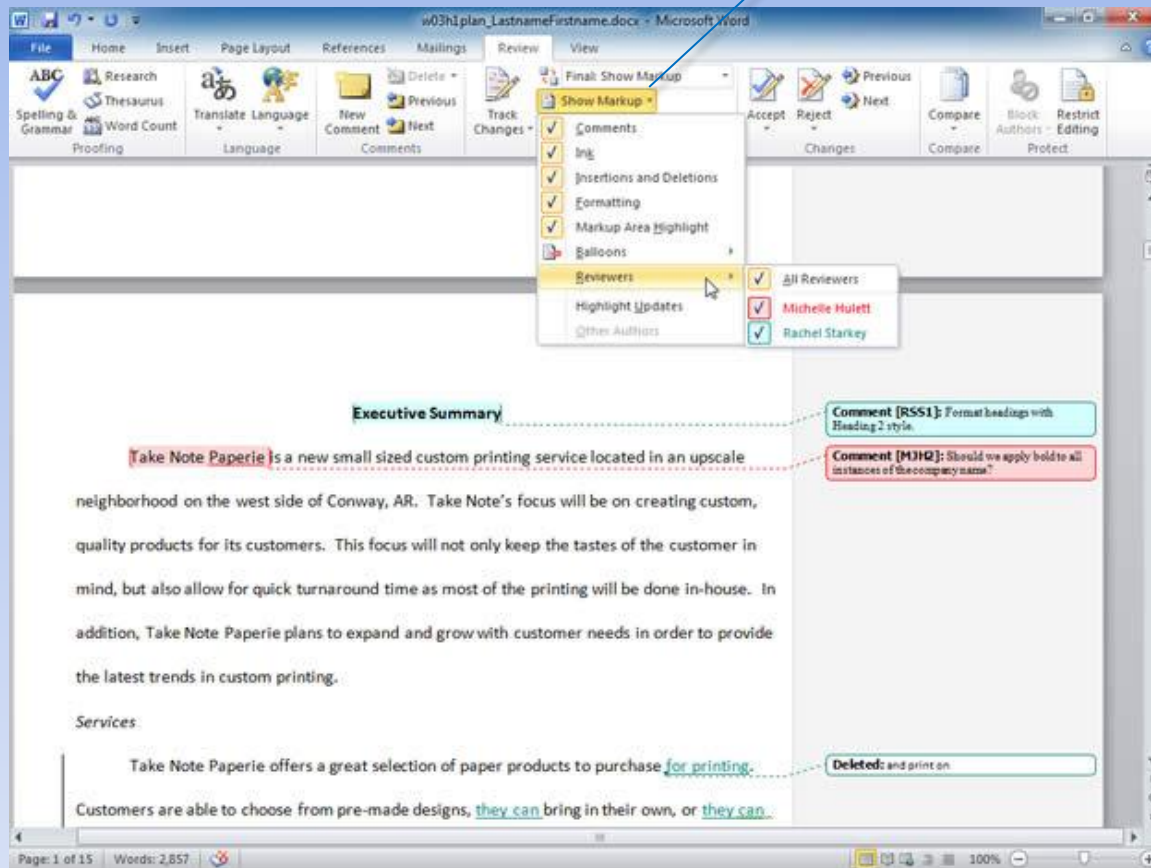
Next

Reviewing Pane



Show Markup

Show Markup

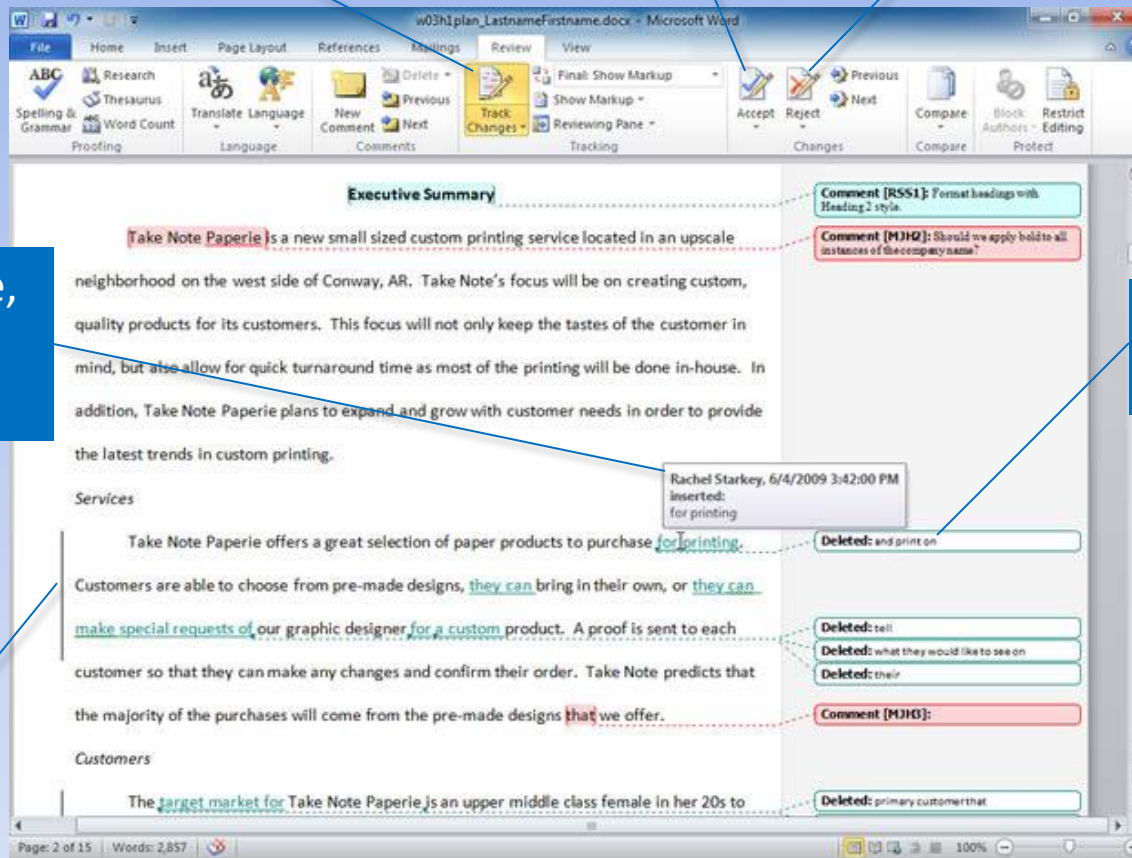


Tracking Changes

Track Changes active

Accept

Reject



Reviewer's name, date and time of revision

Markup balloon for deletion

Changed lines

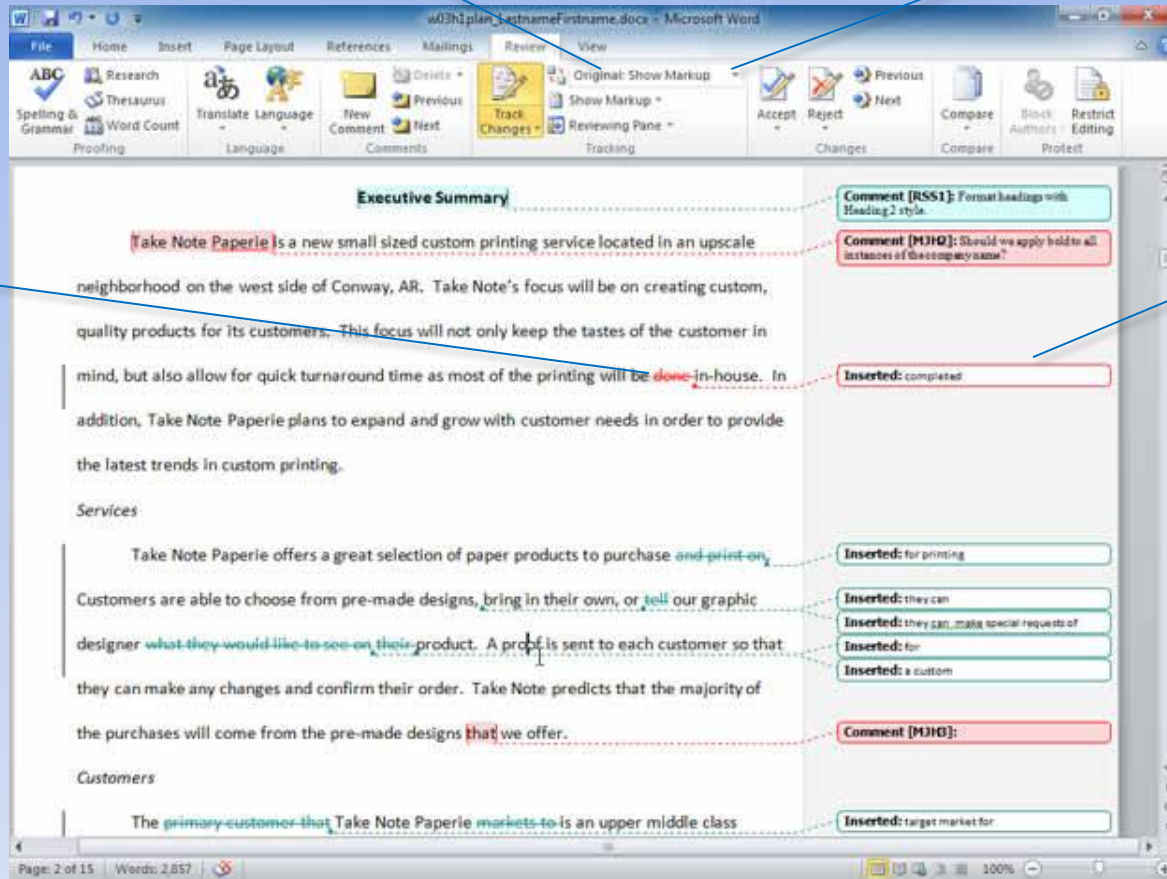
Markup Views

Original: Show Markup selected

Display for Review arrow

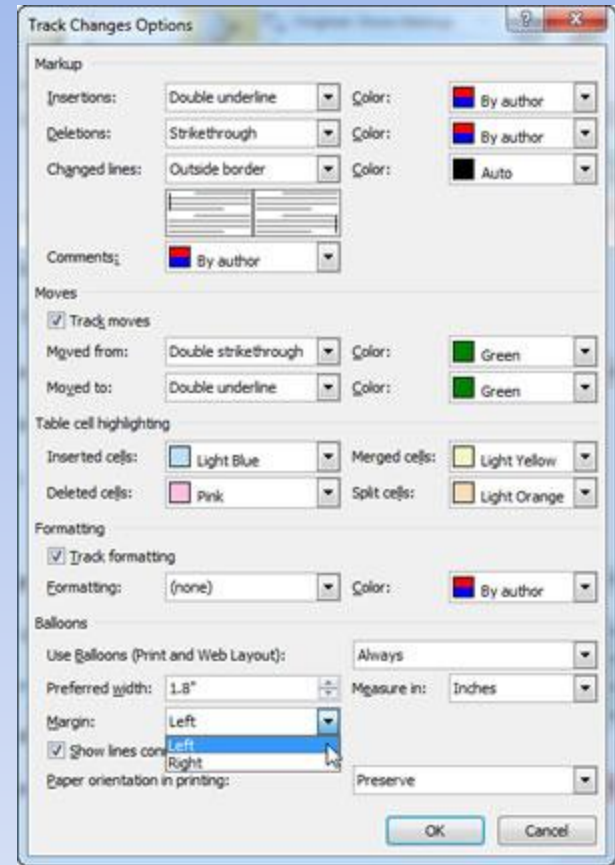
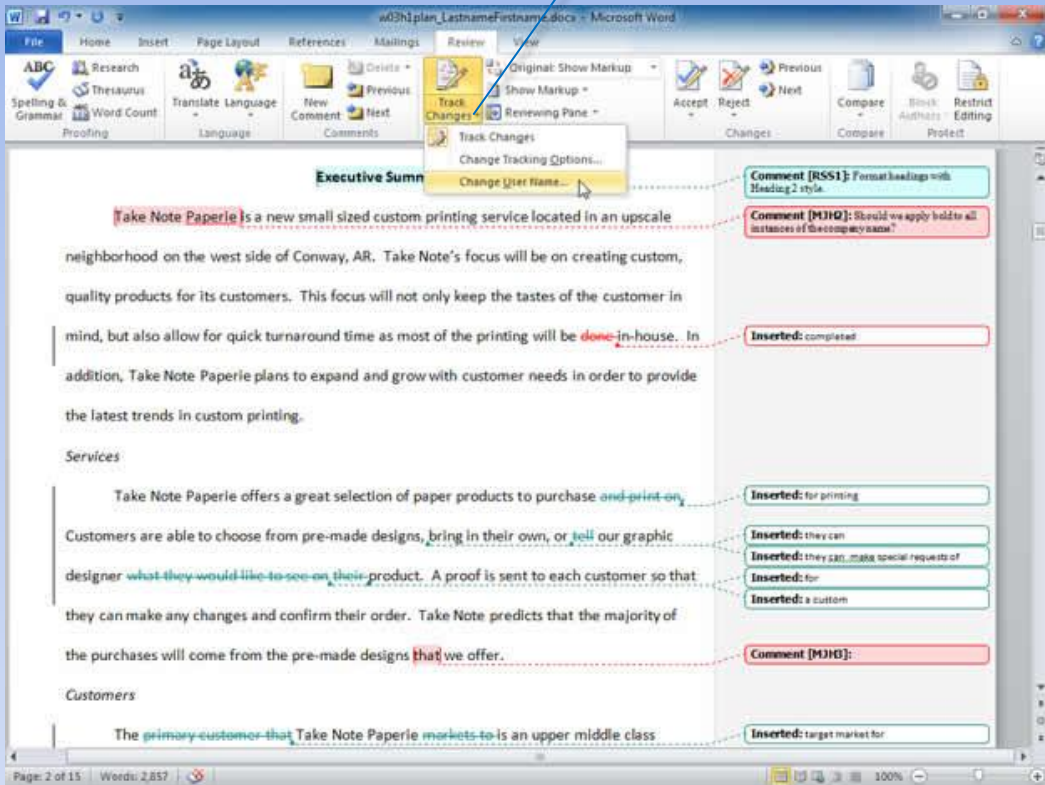
Deleted text

Inserted text



Customize Track Changes

Track Changes arrow



Acknowledging a Source

Insert Citation

Type of Source

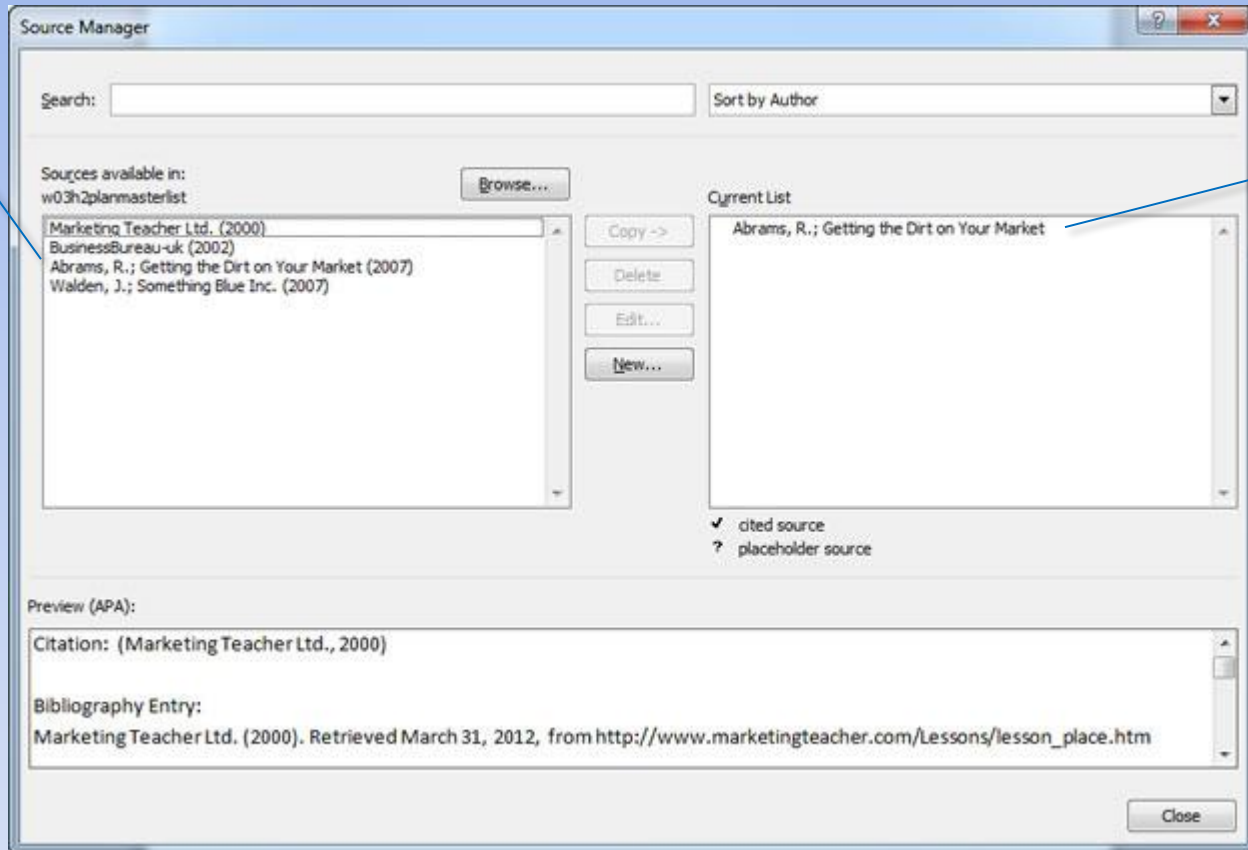
Fields for bibliography



Share and Search for Source

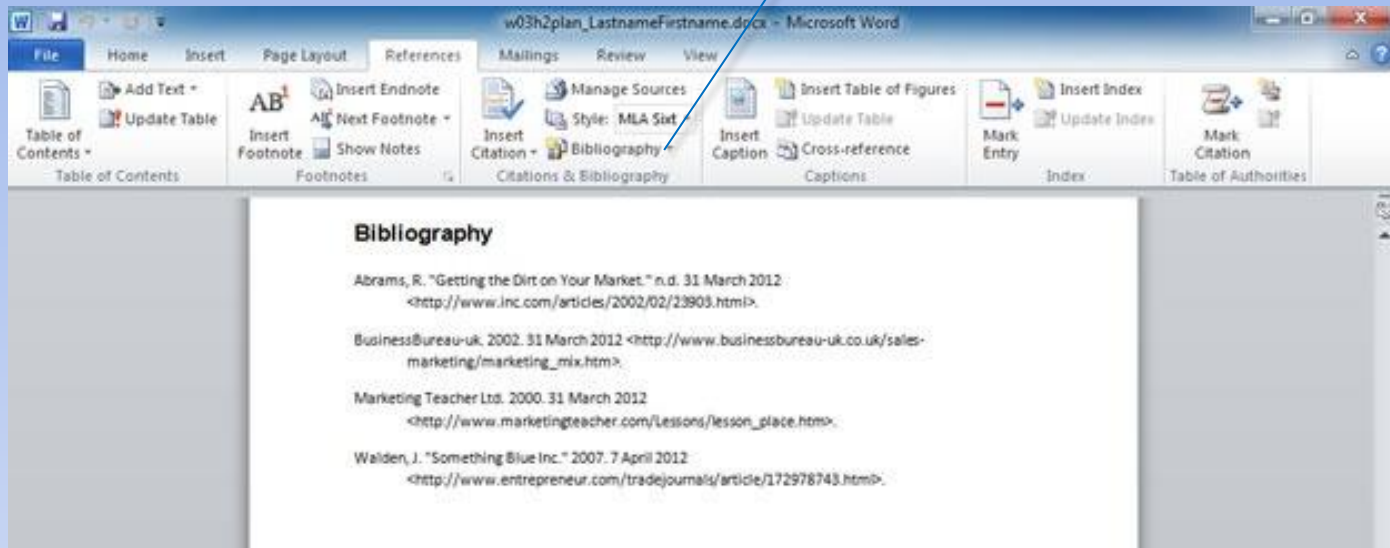
Master List

Current List



Bibliography

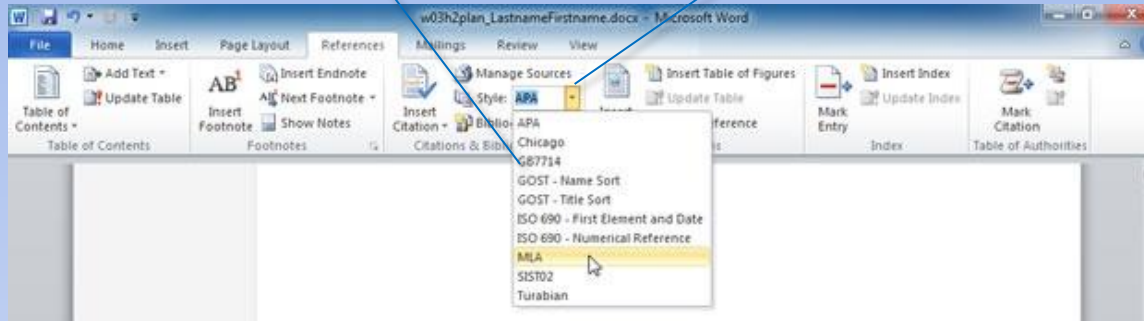
Bibliography



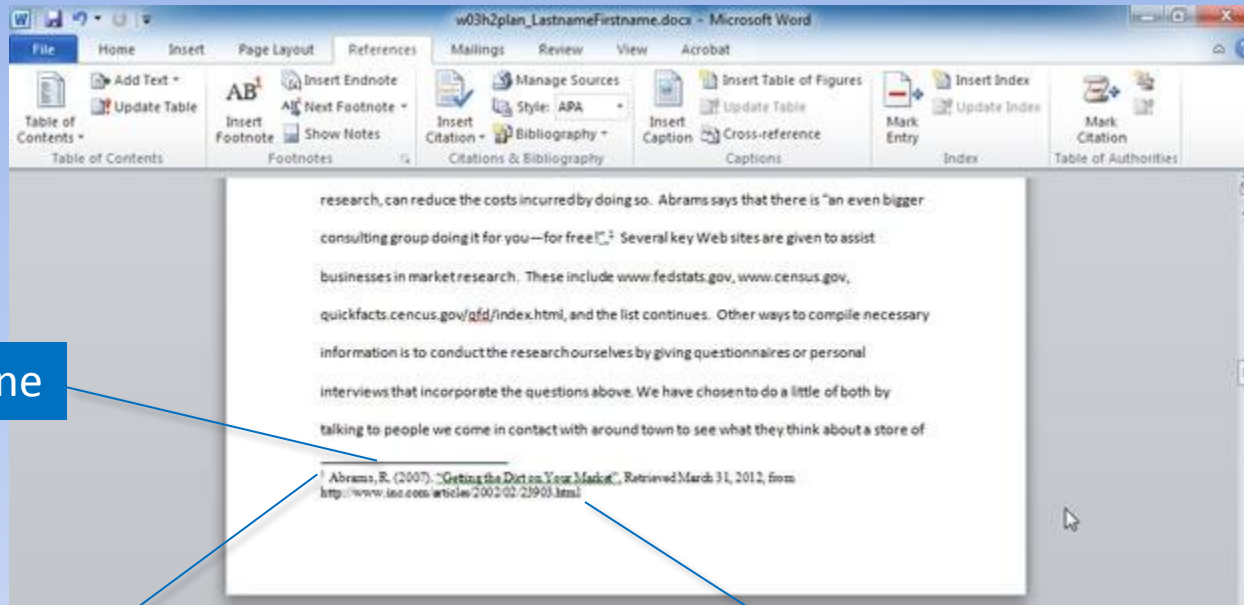
Writing Styles

Common writing styles

Style arrow



Footnotes and Endnotes



Separator line

Footnote number

Footnote text

Footnotes and Endnotes

Footnotes & Endnotes Dialog Box Launcher



Table of Contents

Fancy

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

Formal

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

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

Simple

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

Index

Fancy

Index

C

Custom printing, 3, 4

M

Marketing plan, 5

P

Product, 3

Q

Quality, 3

Formal

Index

C

Custom printing 3, 4

M

Marketing plan 5

P

Product 3

Q

Quality 3

Modern

Index

C _____

Custom printing - 3, 4

M _____

Marketing plan - 5

P _____

Product - 3

Q _____

Quality - 3

Simple

Index

Custom printing, 3, 4

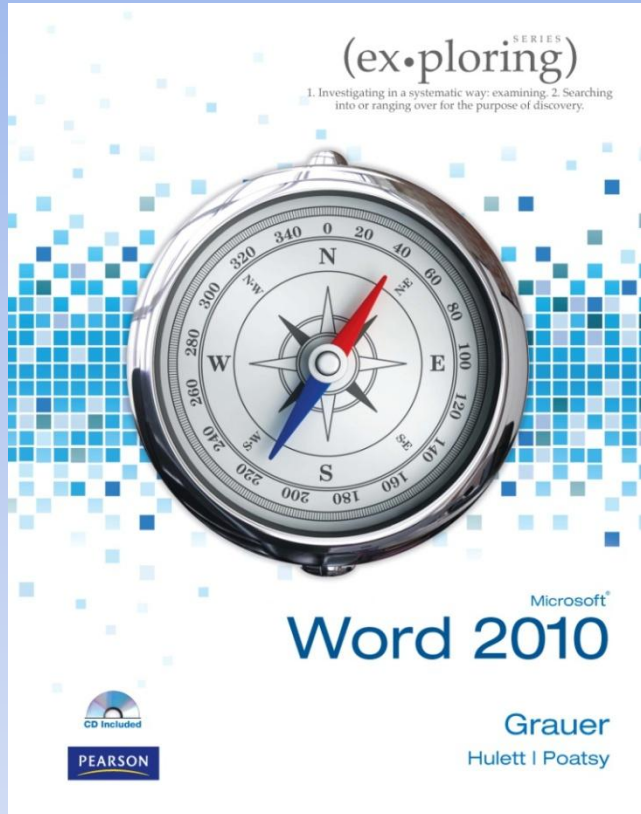
Marketing plan, 5

Product, 3

Quality, 3

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

Column

Row

Donor Registry							
FirstName	LastName	Street	City	State	Zip	Donation	Date
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bernett	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012
Anna	Szweda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
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 Hillman 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	Mcconle		Greensboro	NC	27492	325.00	8/26/2012
Paul	Robichaud		Greensboro	NC	27493	20.00	8/28/2012
						\$3,695.00	

Cell

Insert a Table

Select cells for table size



Insert Table



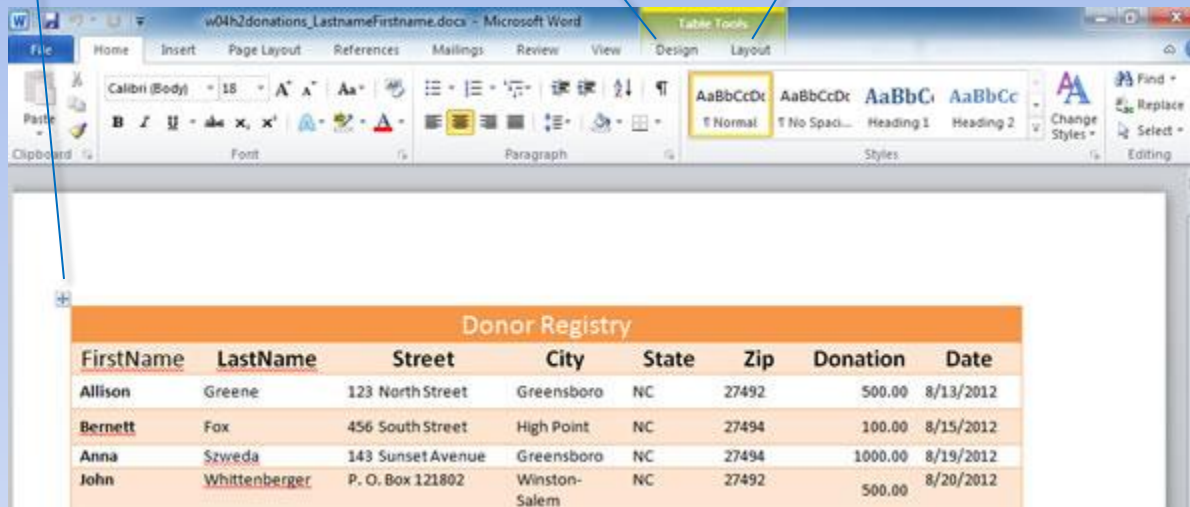
Size in rows and columns

Select a Table

Table Move handle

Design

Layout

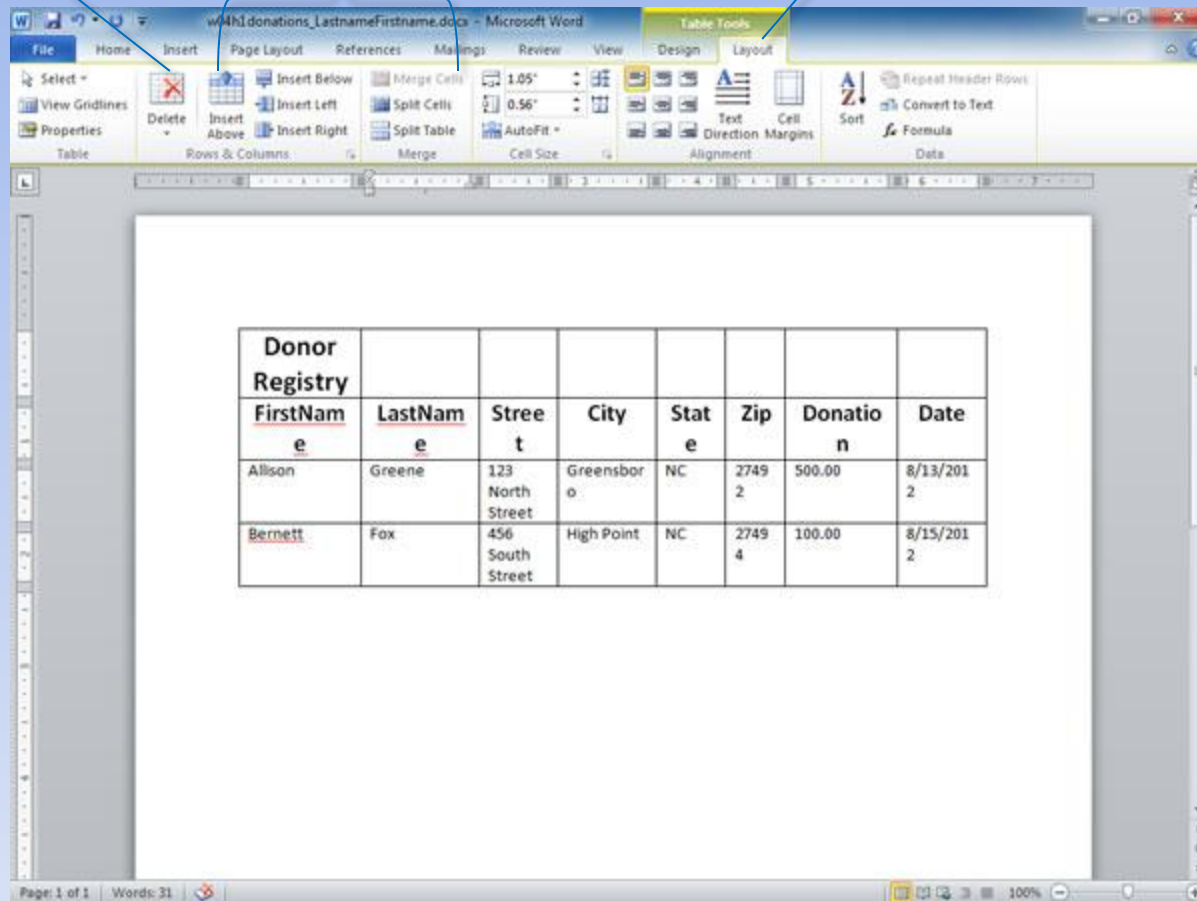


Insert and Delete

Delete

Insert commands

Layout

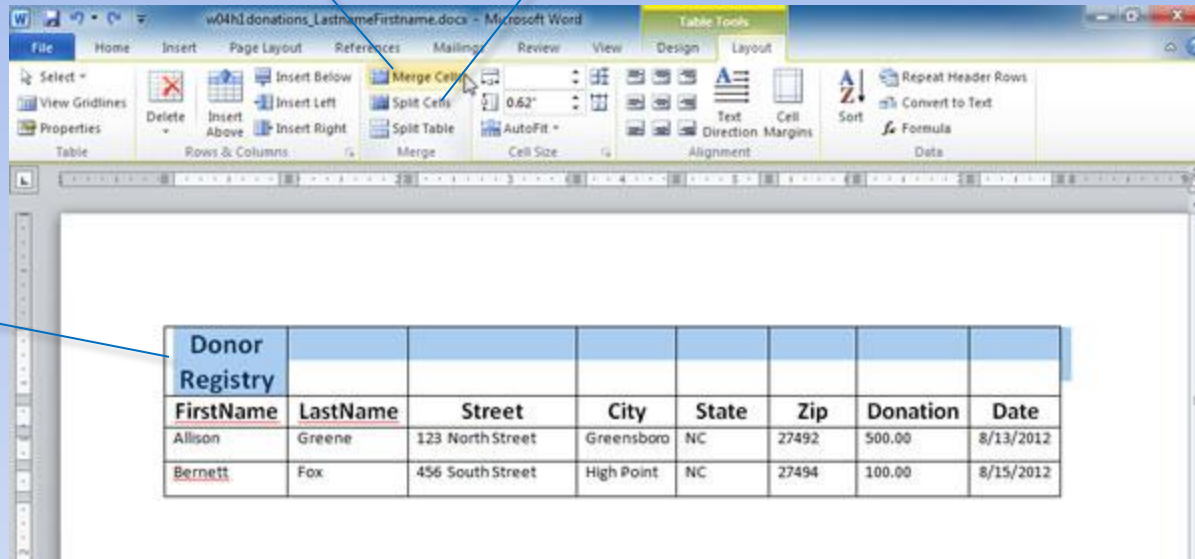


Merge and Split Cells

Merge Cells

Split Cells

Selected cells



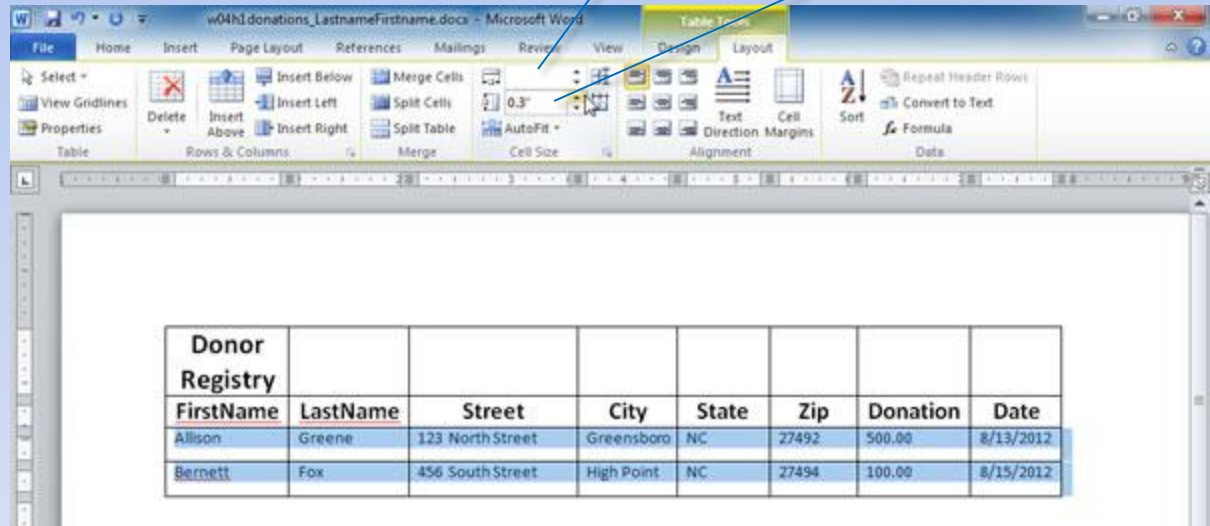
Change Height and Width

Donor Registry							
FirstNam	LastNam	Stree	City	Stat	Zip	Donatio	Date
e	e	t					
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bernett	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012

Wrapped data

Table Row Width

Table Column Width



Formatting a Table

Table Tools Design

Styles More Shading Borders

The screenshot shows the Microsoft Word interface with the Table Tools Design ribbon active. The ribbon includes a 'Table Style Options' section on the left with checkboxes for Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns. The 'Table Styles' section in the center displays several style thumbnails. A blue callout box labeled 'Styles' points to these thumbnails. To the right, the 'Shading' and 'Borders' sections are visible, with blue callout boxes labeled 'Shading' and 'Borders' pointing to their respective controls. A blue callout box labeled 'More' points to the 'More' button in the Table Styles section. Below the ribbon, a table is displayed with a live preview of a new style. A blue callout box labeled 'Live Preview' points to the table. The table has a title 'Donor Registry' and the following data:

FirstName	LastName	Street	City	State	Zip	Donation	Date
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bernett	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012

Table Position and Alignment

Properties

Cell alignment options

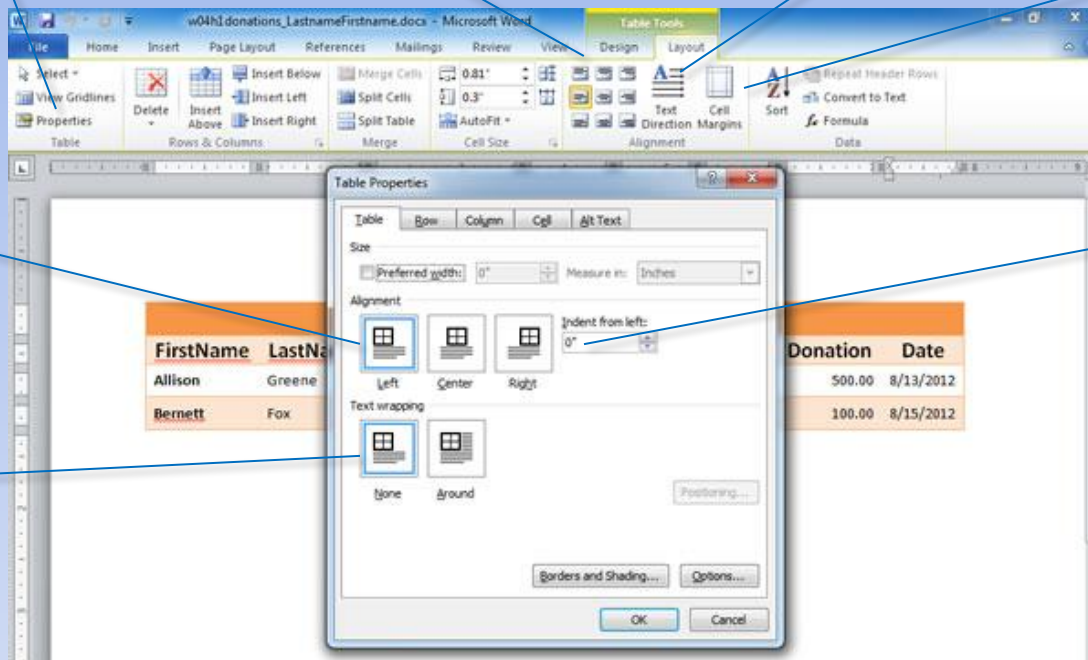
Text Direction

Cell Margins

Table alignment options

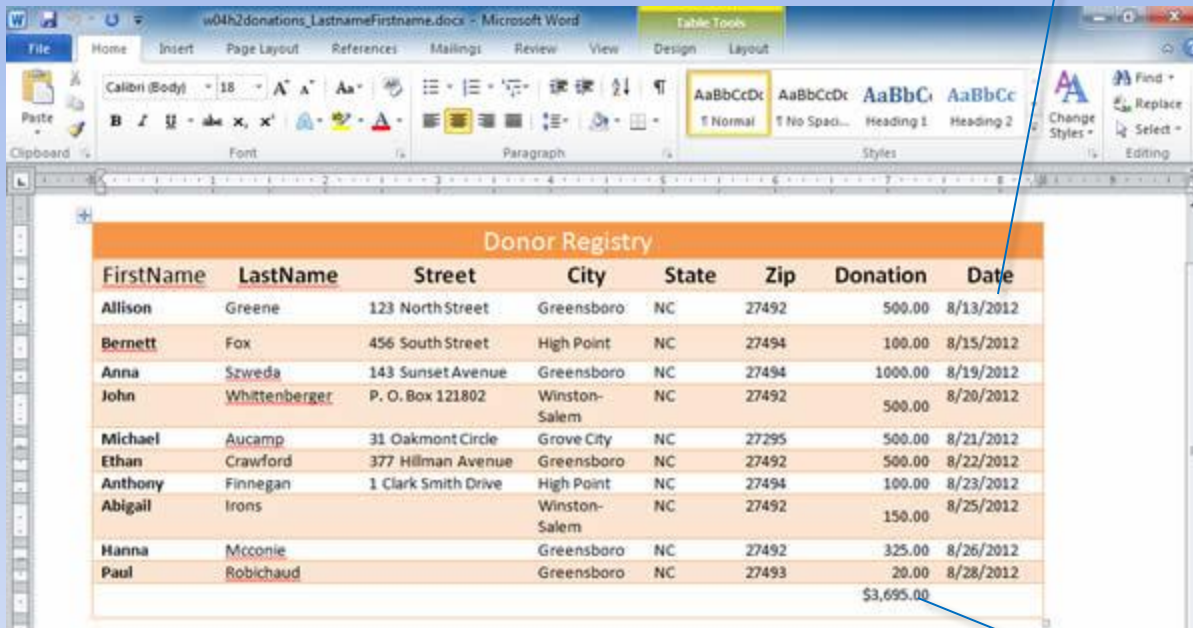
Custom indent

Text wrapping options



Sorting and Applying Formulas

Sorted by date



The screenshot shows a Microsoft Word document with a table titled "Donor Registry". The table has 8 columns: FirstName, LastName, Street, City, State, Zip, Donation, and Date. The data is sorted by date in ascending order. A formula is applied to the bottom row of the Donation column, calculating the total amount as \$3,695.00.

FirstName	LastName	Street	City	State	Zip	Donation	Date
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bernett	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012
Anna	Szweda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
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 Hillman 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	

Formula calculates total

Calculate with Table Formulas

FirstName	LastName	Street	City	State	Zip	Donation	Date
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bernett	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012
Anna	Szweda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
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 Hillman 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	8/26/2012

Formula

G3

G12

Formula to calculate total

Number format

Sort Data

Sorted in ascending order by date

The screenshot shows a Microsoft Word document with a table titled "Donor Registry". The table is sorted by the "Date" column in ascending order. The table has 8 columns: FirstName, LastName, Street, City, State, Zip, Donation, and Date. The data rows are as follows:

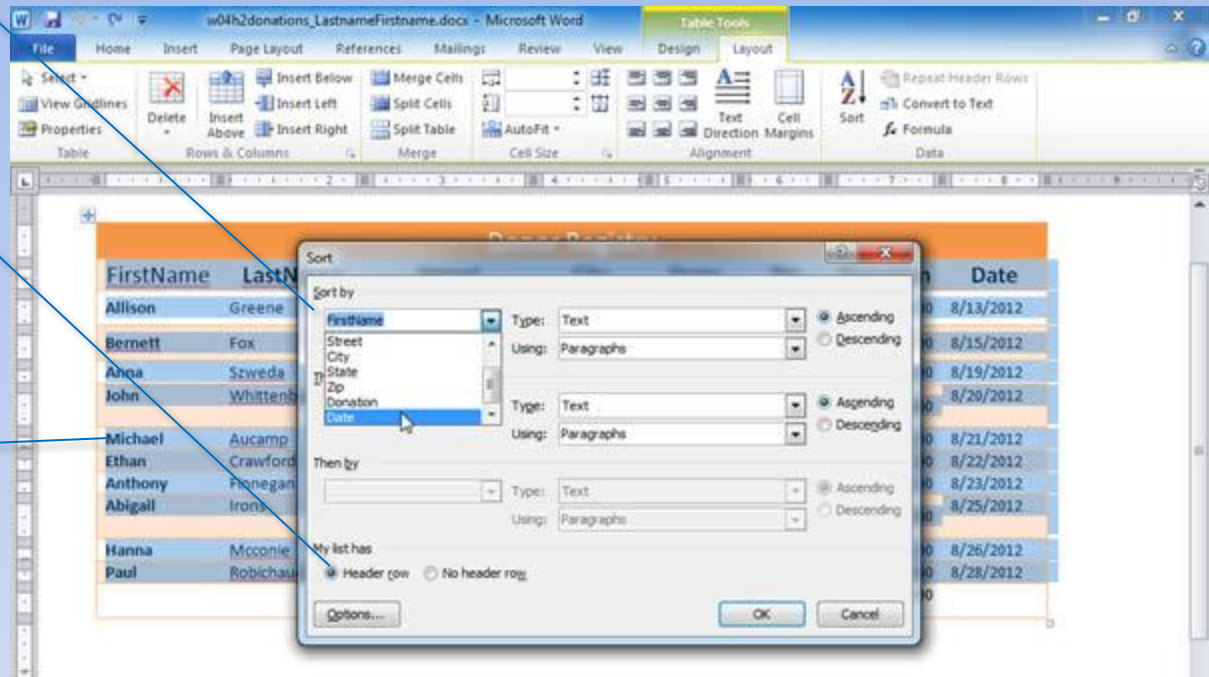
FirstName	LastName	Street	City	State	Zip	Donation	Date
Allison	Greene	123 North Street	Greensboro	NC	27492	500.00	8/13/2012
Bernett	Fox	456 South Street	High Point	NC	27494	100.00	8/15/2012
Anna	Szweda	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
John	Whittenberger	P. O. Box 121802	Winston-Salem	NC	27492	500.00	8/20/2012
Michael	Aucamp	31 Oakmont Circle	Grove City	NC	27295	500.00	8/21/2012
Ethan	Crawford	377 Hillman 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)

Sort by list

Header row selected

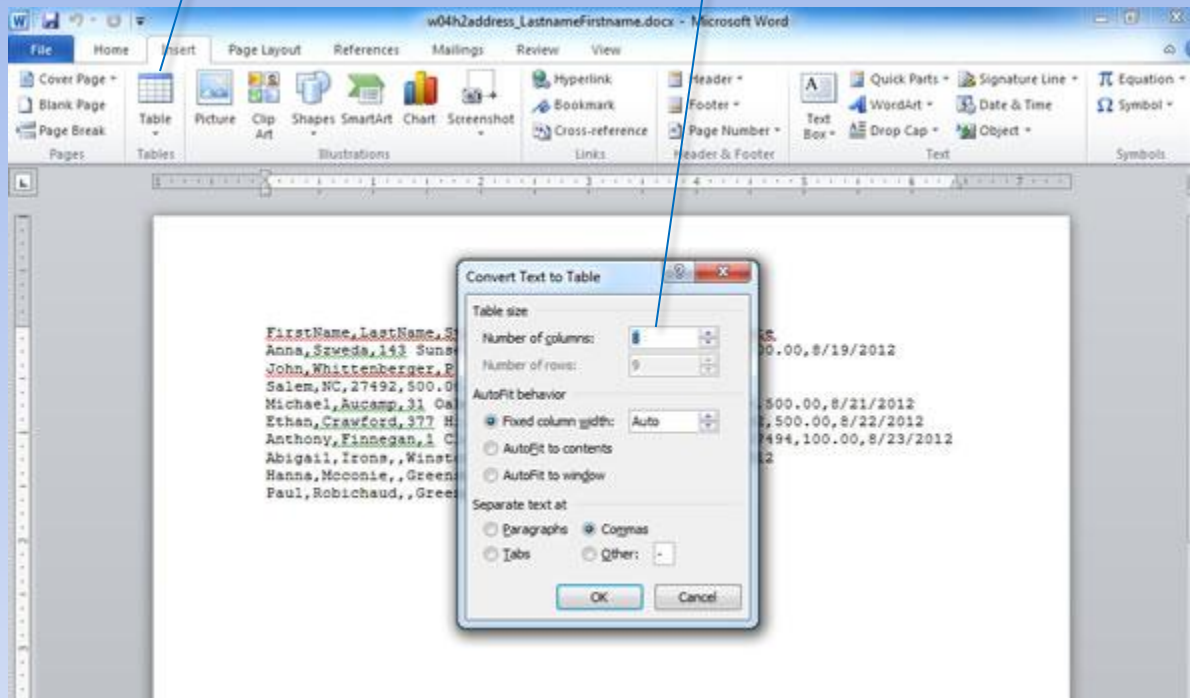
Table data selected



Convert Text to Table

Table

Number of columns



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 Relief 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

1111 Huntington Drive, Greensboro, NC 27494 • (336) 555-4321 •
COMMUNITY DISASTER RELIEF

Merge fields

Mail Merge (continued)

Fields to merge

<u>FirstName</u>	<u>LastName</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Donation</u>	<u>Date</u>
John	<u>Whittenberger</u>	P. O. Box 121802	Winston-Salem	NC	27492	500.00	8/20/2012
Anna	<u>Szweda</u>	143 Sunset Avenue	Greensboro	NC	27494	1000.00	8/19/2012
Paul	<u>Robichaud</u>		Greensboro	NC	27493	20.00	8/28/2012
Hanna	<u>Mconie</u>		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	<u>Aucamp</u>	31 Oakmont Circle	Grove City	NC	27295	500.00	8/21/2012

Mail Merge (continued)



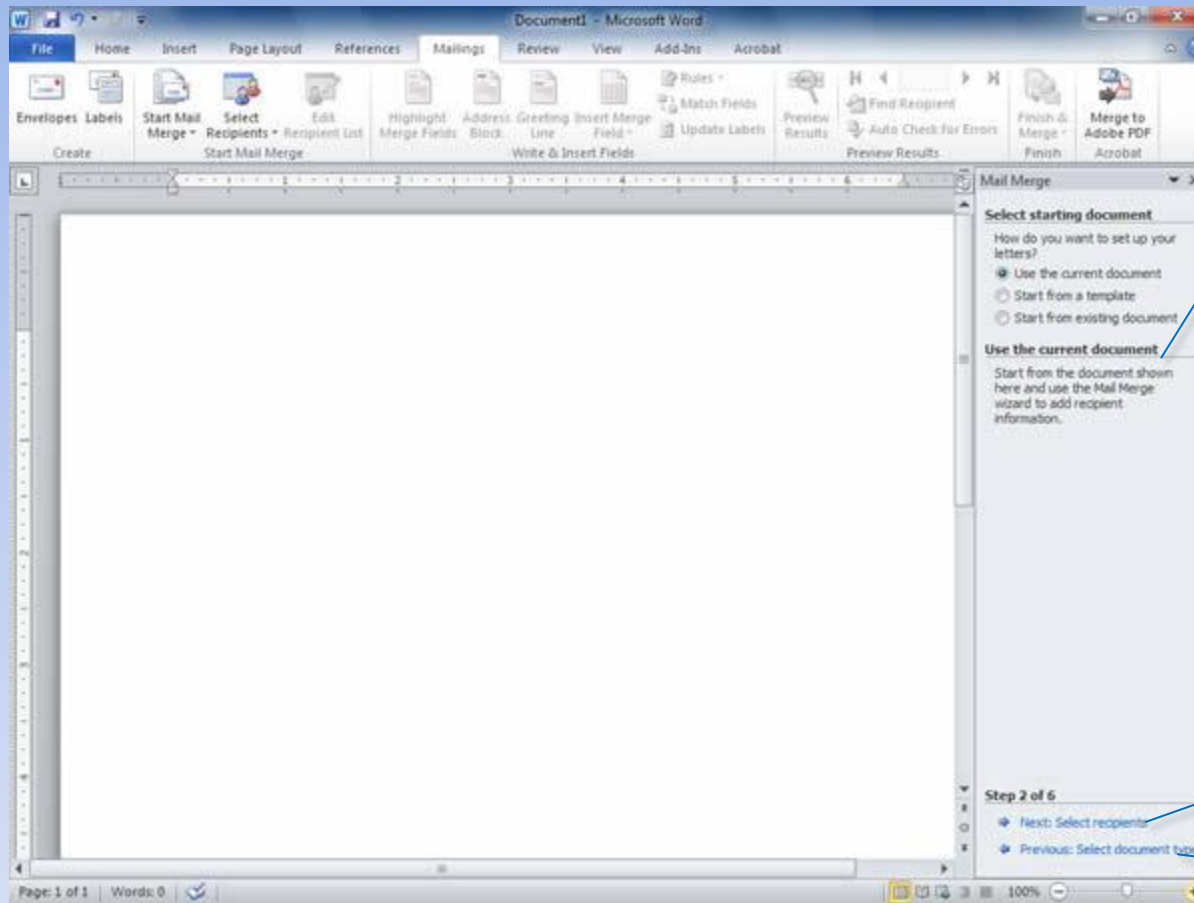
Selecting a Main Document

Categories of documents

Wizard



Using the Wizard



Directions

Next

Previous

Selecting Recipients

The image shows a screenshot of Microsoft Excel with a data table. A blue box labeled "Fields" has lines pointing to the column headers: "FirstName", "LastName", "Address", "City", "State", "Zip", and "Donation Date". A blue box labeled "Header row" points to the first row of the table. A blue box labeled "Record" points to the second row of the table. The data table is as follows:

	FirstName	LastName	Address	City	State	Zip	Donation	Date
2	Clay	Hayes	678 North Street	Greensboro	NC	27492	50	8/1/2012
3	Cordle	Collins	901 North Street	Winston-Salem	NC	27492	150	8/2/2012
4	Eaton	Wagner	P.O. Box ABC	Greensboro	NC	27492	325	8/3/2012
5	Kwasi	Williams	555 Kaminini Street	High Point	NC	27494	700	8/4/2012
6	Natasha	Simpson	2216 Catharine Street	Greensboro	NC	27493	20	8/5/2012
7	Joy	Jones	31 Oakmont Circle	Winston-Salem	NC	27493	100	8/6/2012
8	John	Nunn	15709 Holly Grove Rd.	Greensboro	NC	27494	1000	8/1/2012
9	Laura	Peterson	3509 Carla Drive	Winston-Salem	NC	27492	500	8/2/2012
10	Julia	Rogers	123 North Street	Grove City	NC	27295	500	8/3/2012
11	Andrew	Dorn	456 North Street	Greensboro	NC	27492	500	8/4/2012
12	Christopher	Foley	678 North Street	High Point	NC	27494	100	8/5/2012
13	Matthew	Caponie		Grove City	NC	27295	500	8/6/2012
14	Daniel	Dunne		Winston-Salem	NC	27492	500	8/1/2012
15	Joseph	Grant		Greensboro	NC	27492	100	8/2/2012
16	Madison	Horan		High Point	NC	27494	50	8/3/2012
17	Isabella	Lotz		Greensboro	NC	27493	150	8/4/2012
18	Ava	Oconnell		Winston-Salem	NC	27493	325	8/5/2012
19	Christine	Rierson		Greensboro	NC	27494	700	8/6/2012
20	Scott	Schuessler		Winston-Salem	NC	27492	20	8/3/2012
21	Julie	Staier		Grove City	NC	27295	100	8/4/2012
22								

Create a Data Source

The image shows a screenshot of a software dialog box titled "New Address List". The dialog box contains a table with the following columns: Title, First Name, Last Name, Company Name, and Address Line 1. The table is currently empty. Below the table, there are four buttons: "New Entry", "Find...", "Delete Entry", and "Customize Columns...". At the bottom right of the dialog box, there are "OK" and "Cancel" buttons. Four blue callout boxes with white text are pointing to specific elements: "New record" points to the first row of the table; "New Entry" points to the "New Entry" button; "Delete Entry" points to the "Delete Entry" button; and "Customize Columns" points to the "Customize Columns..." button.

New record

New Entry

Delete Entry

Customize Columns

Editing a Data Source

Edit Recipient List

The screenshot shows the Microsoft Word Mail Merge Recipients dialog box. The 'Data Source' field is highlighted with a blue box and labeled 'Name of Data Source'. The 'Edit...' button is highlighted with a blue box and labeled 'Edit'. The 'Mail Merge Recipients' table is shown below.

Data Source	LastName	FirstName	Street	City
C:\...\w04h2dono...	Aucamp	Michael	31 Oakmont Circle	Grove City
C:\...\w04h2dono...	Crawford	Ethan	377 Hillman Avenue	Greensboro
C:\...\w04h2dono...	Finnegan	Anthony	1 Clark Smith Drive	High Point
C:\...\w04h2dono...	Fox	Bennett	456 South Street	High Point
C:\...\w04h2dono...	Greene	Allison	123 North Street	Greensboro
C:\...\w04h2dono...	Szweda	Anna	143 Sunset Avenue	Greensboro
C:\...\w04h2dono...	Whittenberger	John	P. O. Box 121802	Winston-Salem

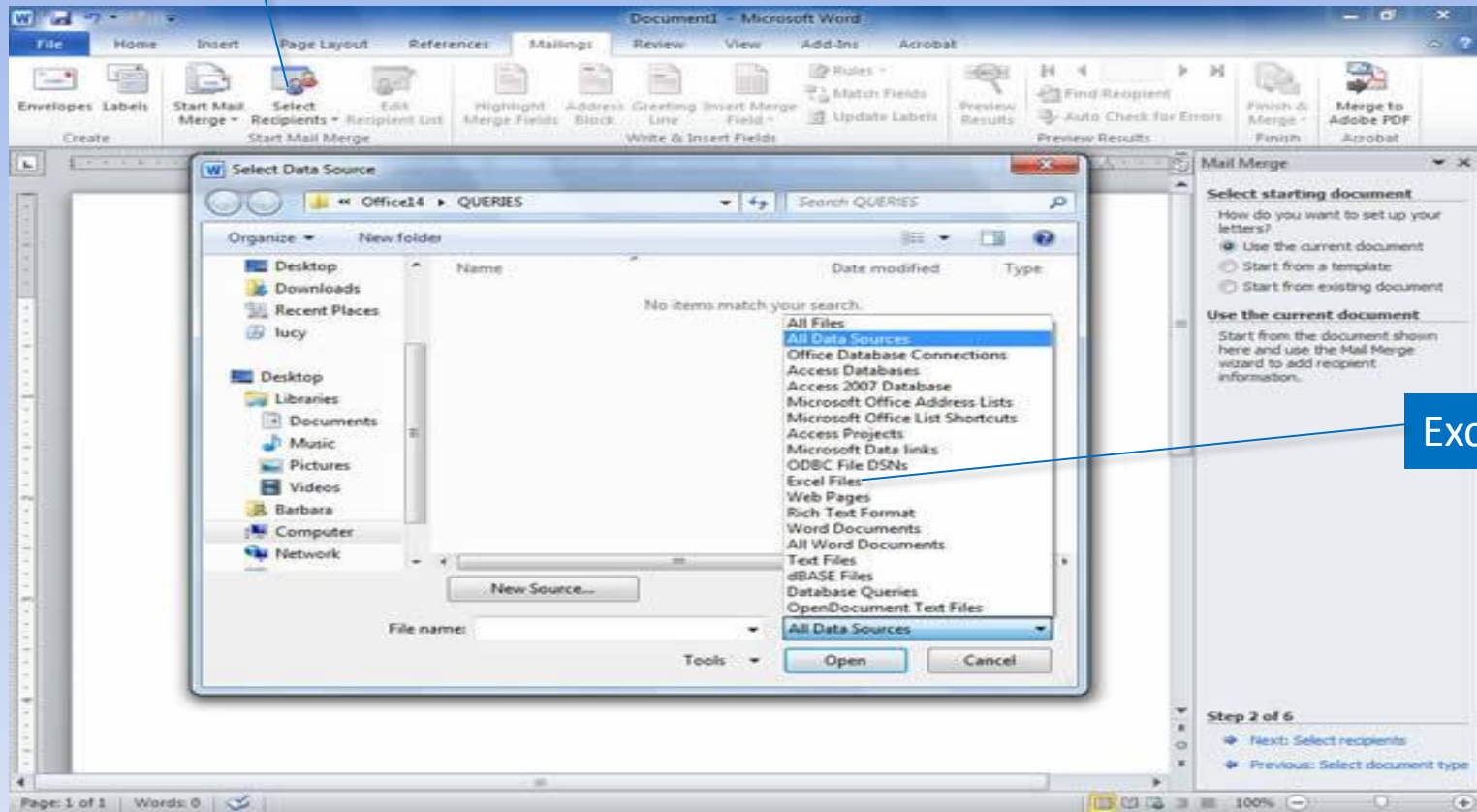
The 'Data Form' dialog box is also visible, showing fields for FirstName, LastName, Street, City, State, Zip, Donation, and Date. The 'Add New' button is highlighted with a blue box.

Name of Data Source

Edit

Using an Excel Worksheet

Select Recipients



Excel Files

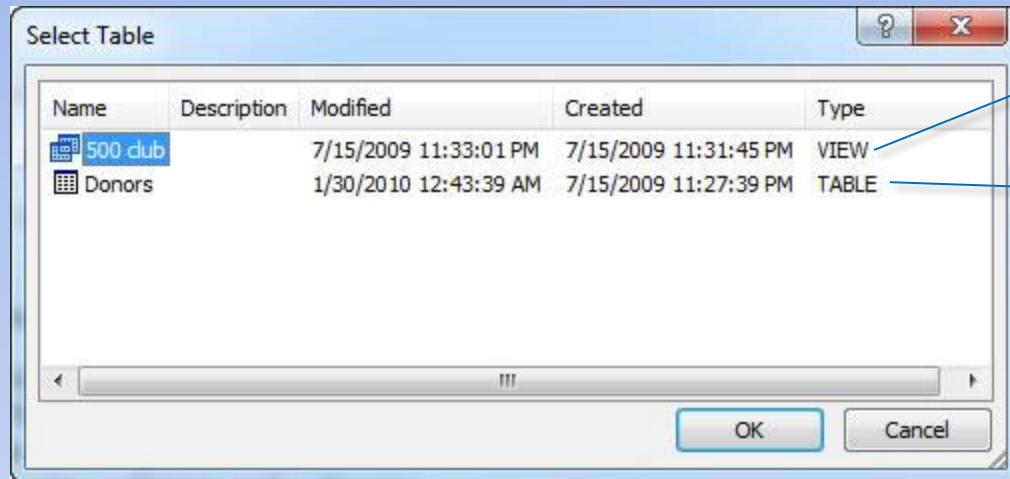
Using an Access Database

Field names

ID	FirstName	LastName	Street	City	State	Zip	Donation
1	Emma	Hall	901 North Street	Greensboro	NC	27492	50
2	Olivia	Kowalchick	P.O. Box ABC	Winston-Salem	NC	27492	150
3	Samantha	Neuhaus	2216 Catharine	Greensboro	NC	27492	325
4	Charles	Reinthaler	3646 Seton Hall	High Point	NC	27494	700
5	Sandra	Schiessl	800 North Street	Greensboro	NC	27493	20
6	Brian	Slater	9507 Sandy Elm	Winston-Salem	NC	27493	100
7	John	Whittenberger	P. O. Box 1218C	Winston-Salem	NC	27492	500
8	Emily	Gruchot	1661 Cardinal E	Greensboro	NC	27492	50
9	Ashley	Reilly		High Point	NC	27494	700
10	Deborah	Sieben		Winston-Salem	NC	27493	100
11	Timothy	Strader		Greensboro	NC	27494	1000
12	Lisa	Veazey		Winston-Salem	NC	27492	500
*	(New)						

Data in table format

Database Tables and Queries



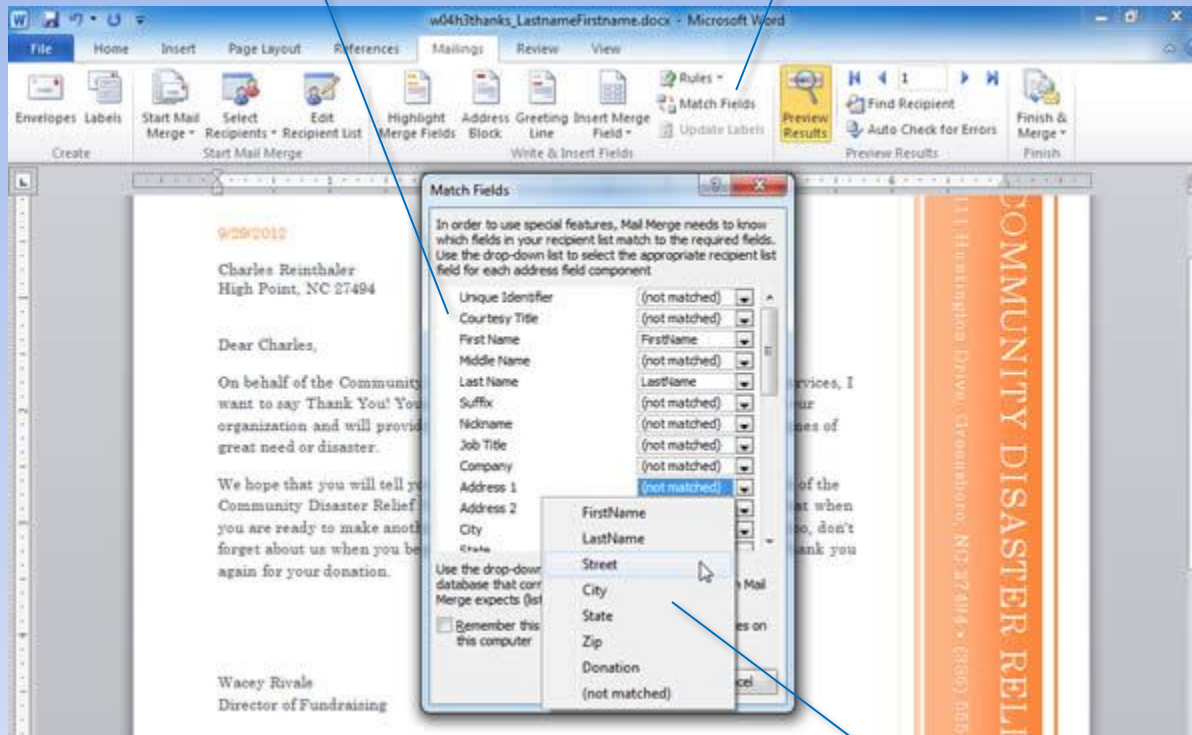
Query results

Database table

Match Fields with Database

Database fields

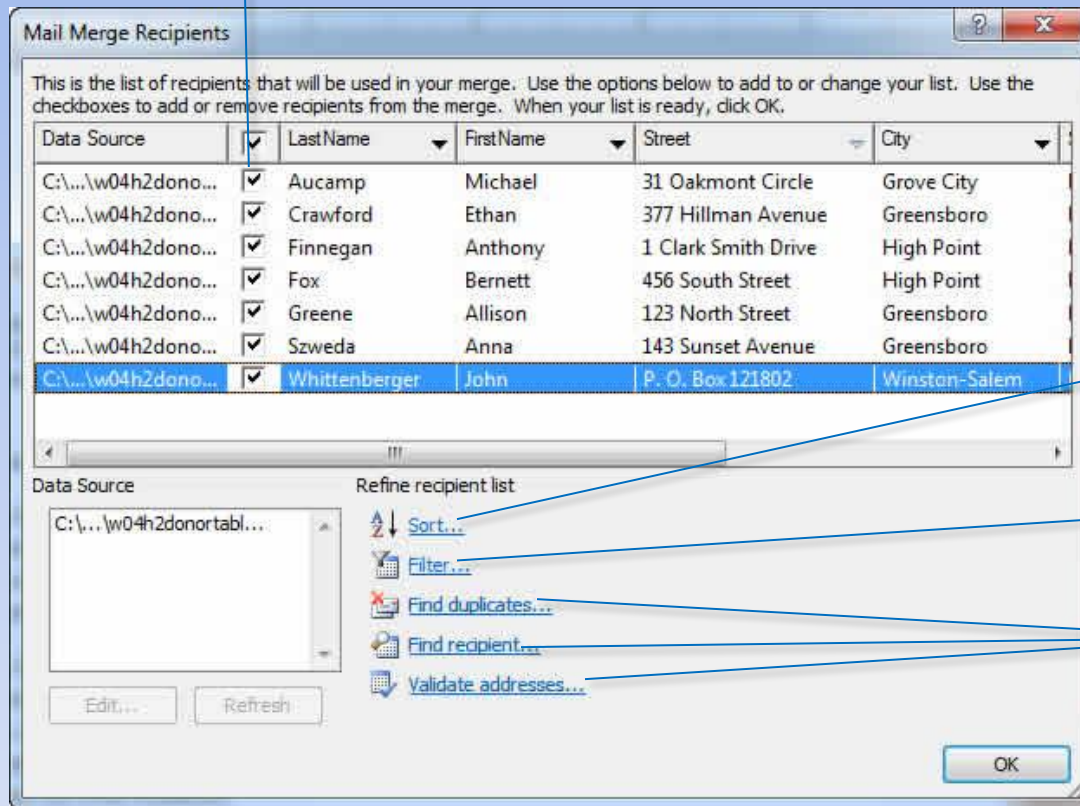
Match Fields



Fields in the recipient list

Sorting and Filter Records

Remove check to omit recipient



Sort

Filter

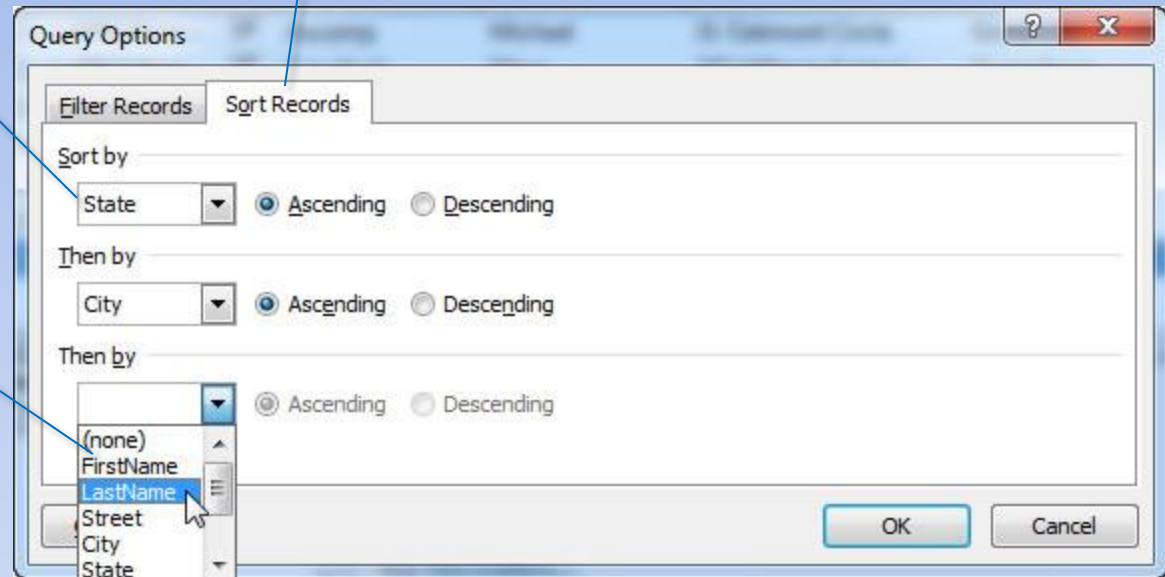
Additional options

Sorting the Data Source

Sort order

Sort Records

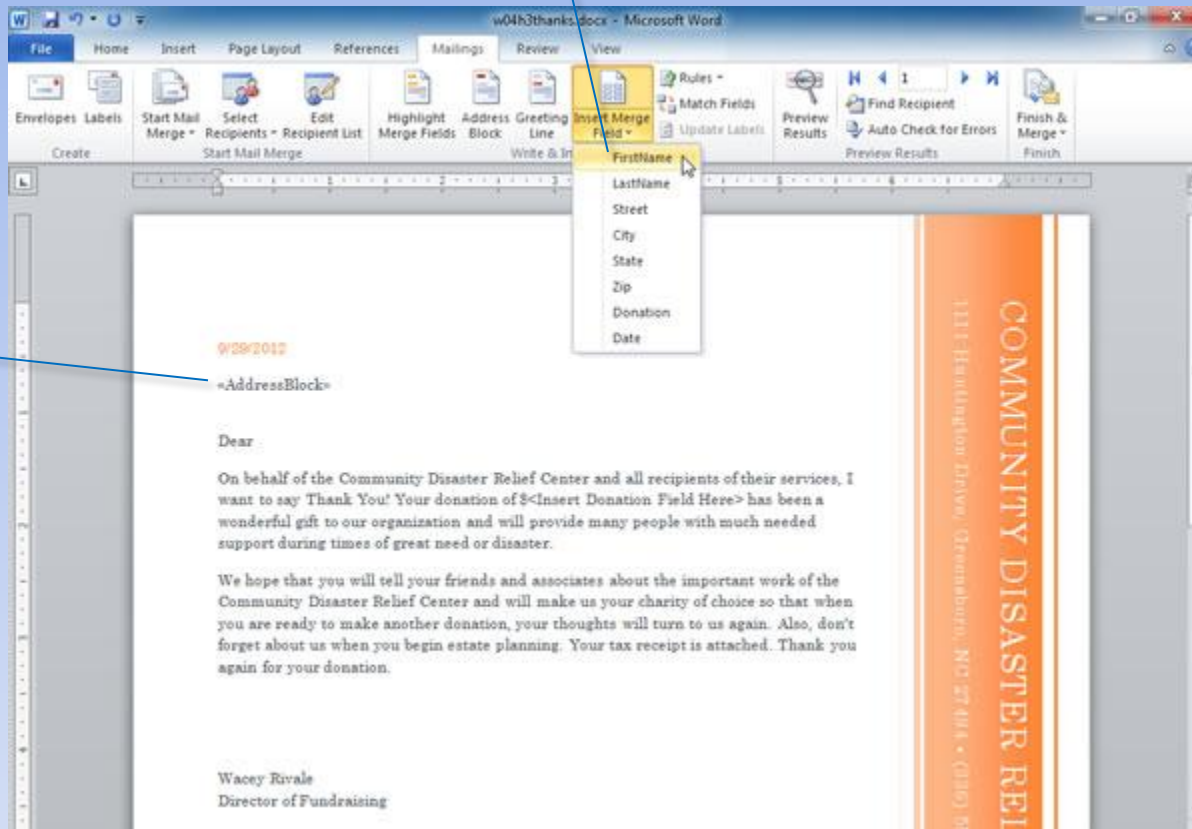
Available fields



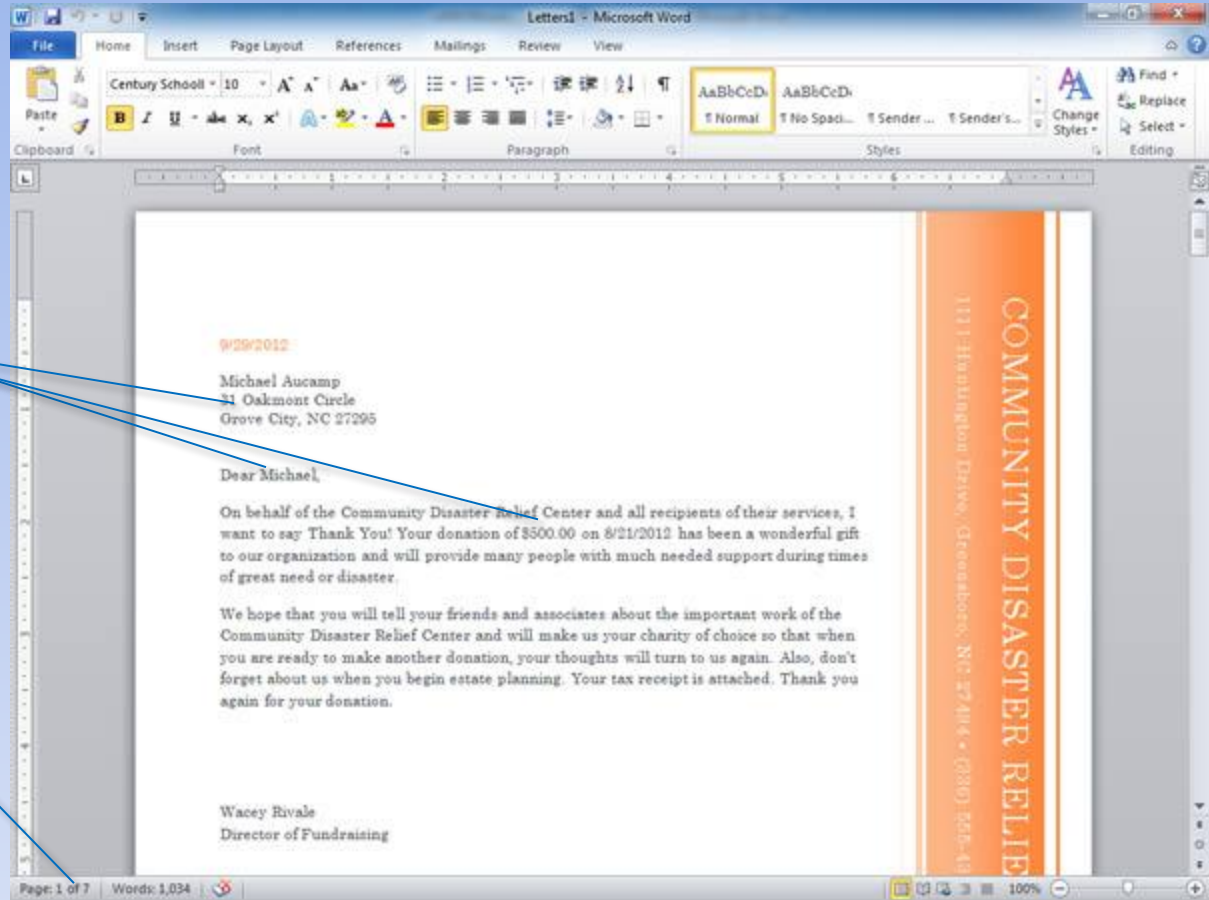
Inserting Merge Fields

Available fields in data source

Merge field



Merging



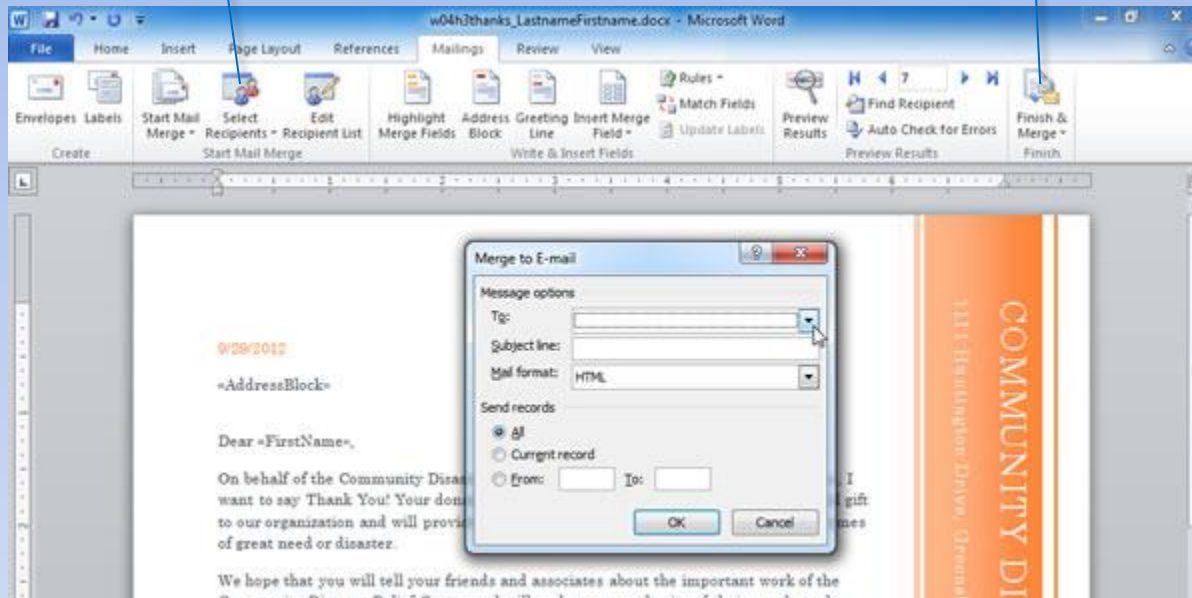
Merged fields

Documents merged

Merging to E-mail

Select Recipients

Finish & Merge



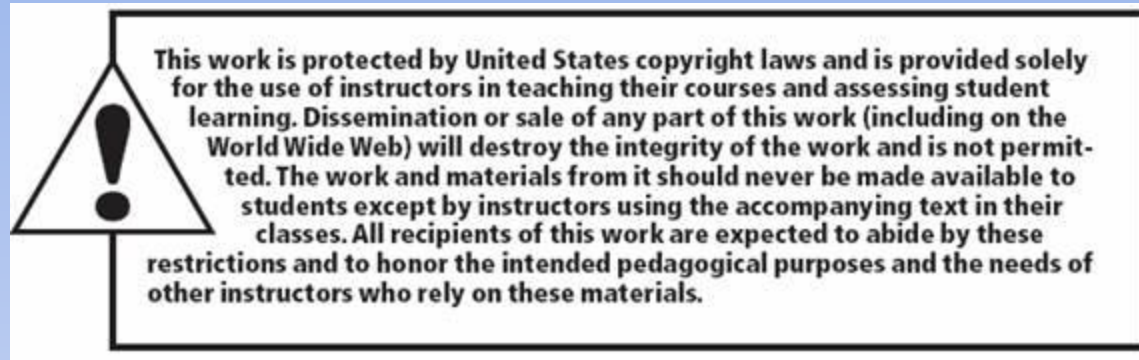
Summary

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

Questions



Copyright



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Figure Captions

Insert Caption

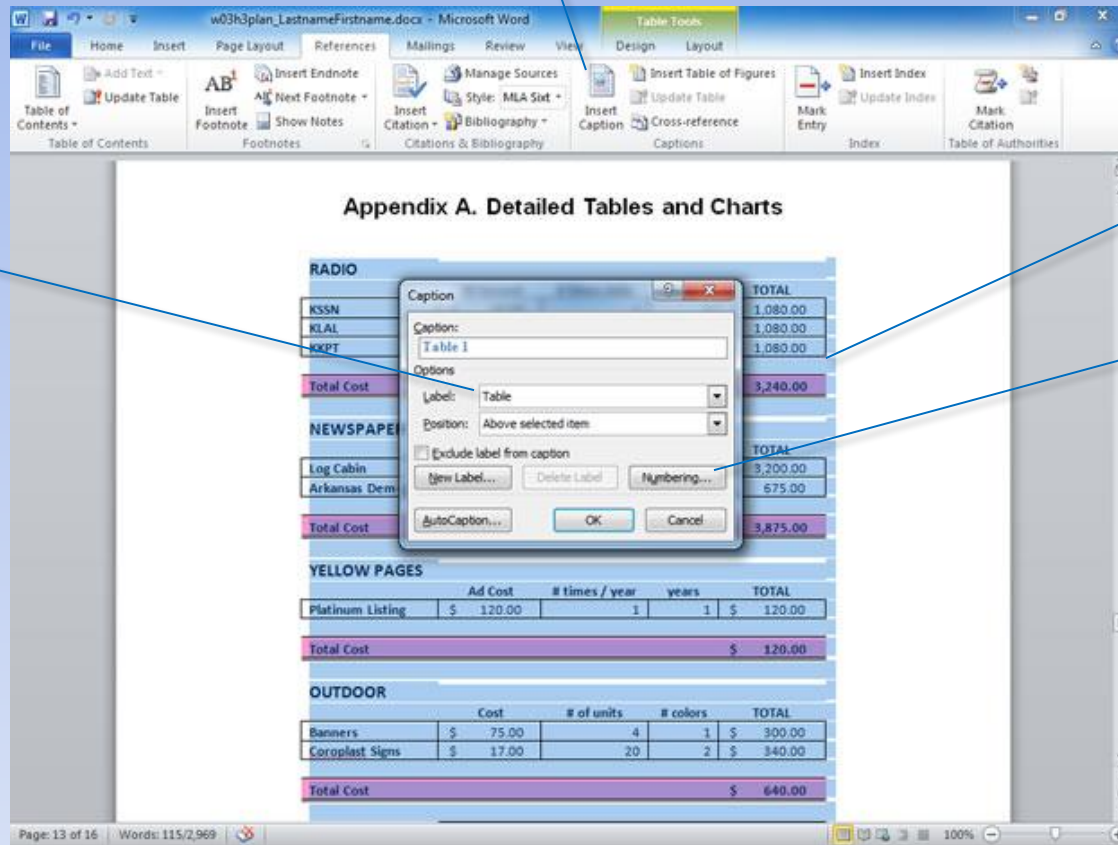


Chart selected

Numbering

Label

Table of Figures

Insert Table of Figures

Tab leader style

Formats

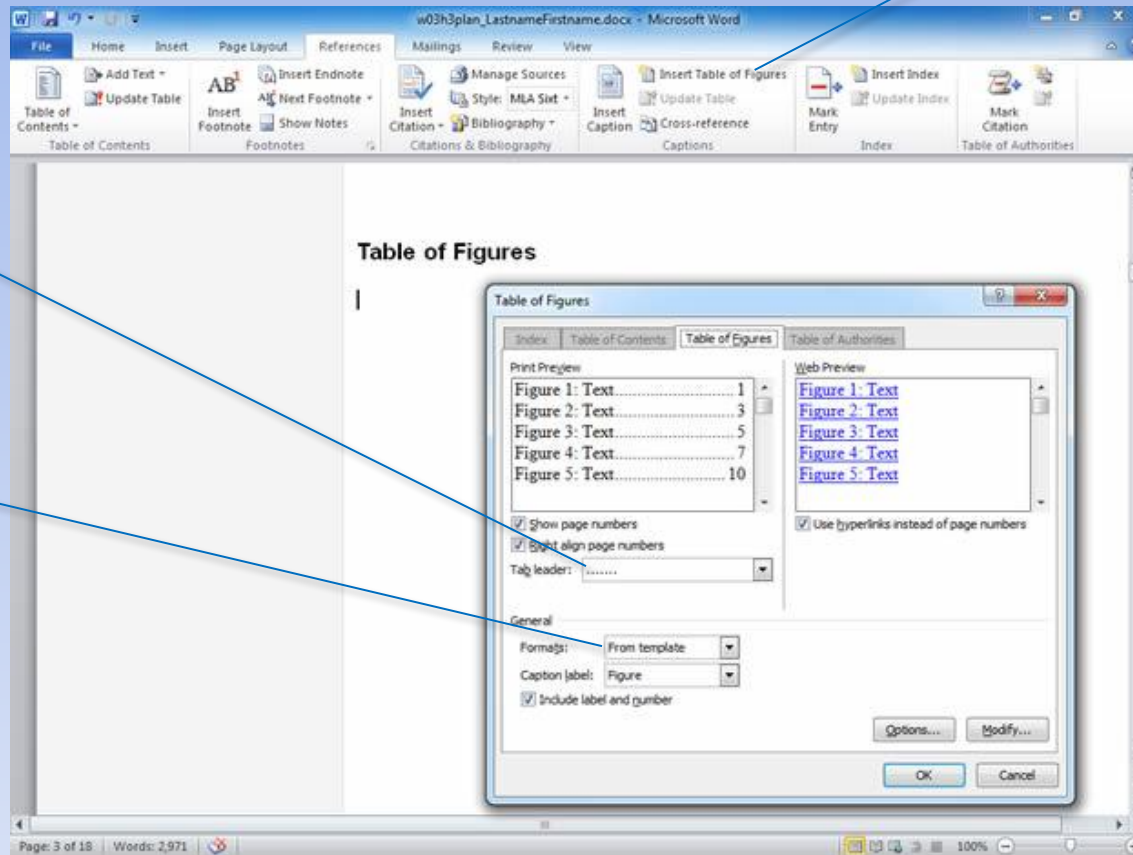


Table of Authorities

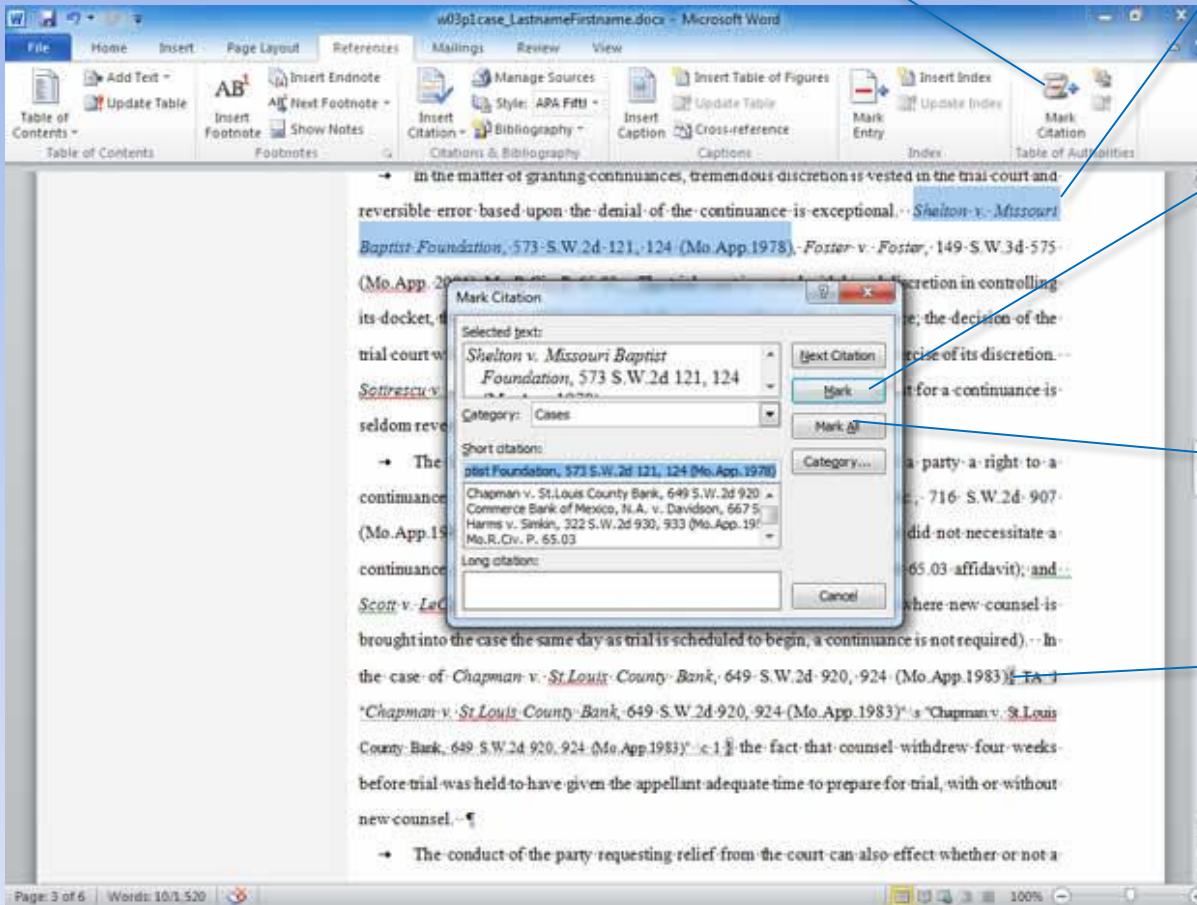
Mark Citation

Selected text

Mark the selected entry

Mark all entries to the same case in document

Case denoted by braces



Cross-References

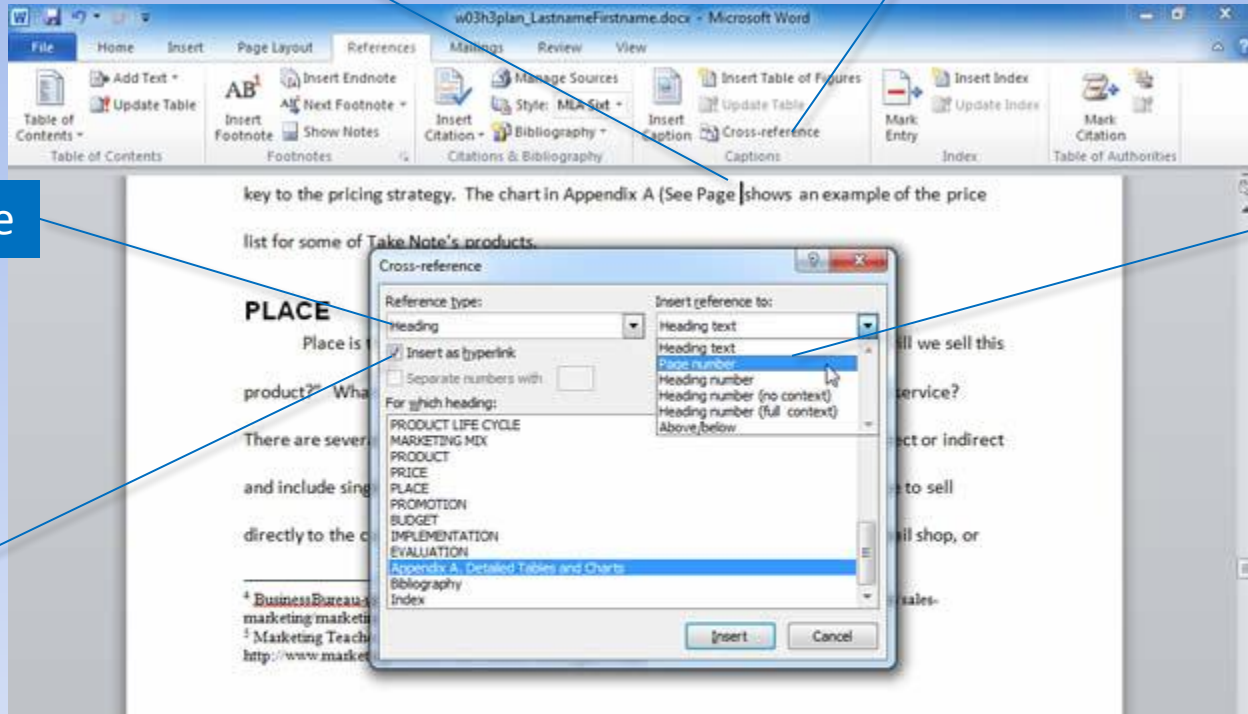
Insertion point where page number will display

Cross-reference

Reference type

Reference element

Hyperlink



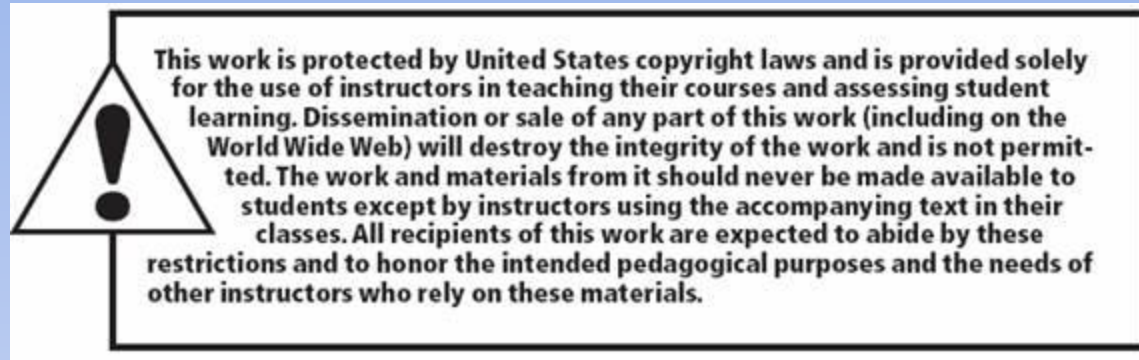
Summary

- 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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