

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

Chapter 1 Introduction to Word

1

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-Pitka 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

| Sizzerv Headquarters | Cleveland | 1,355 |
|-------------------------|-----------|-------|
| Pirka Division | Searcle | 1,235 |
| Product Development | Cincimati | 350 |
| Wast Caser Distribution | Destro | 122 |

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, w 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 team, 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 homa Everyone at Simsery-Picka must pull together and wok. reward our manual success. I'm counting on every employee to focus on our common goals to

| - | | Supply List | | |
|--------|---------------------|-------------|--------|-------------------|
| | Item | Quantity | Price | Cost of Materials |
| | Cabinet | 1 | 200.00 | \$ 200.00 |
| | Ceramic tile | 100 | 1.00 | \$ 100.00 |
| 7 | Drill | 1 | 45.00 | \$ 45.00 |
| 2 | Drywall (Gypsum) | 3 | 7.00 | \$ 21.00 |
| | Faucet | 1 | 75.00 | \$ 75.00 |
| | Flashlight | 1 | 12.00 | \$ 12.00 |
| | Grout | | 20.00 | 5 20.00 |
| 2 | Hammer | 3 | 10.00 | \$ 30.00 |
| > | Lumber (2x4) | 10 | 3.50 | \$ 35.00 |
| T. | Measuring tape | 3 | 8.50 | \$ 25.5 |
| R. | Nails | 150 | .02 | \$ 3.00 |
| - | Paint | 5 | 15.00 | \$ 75.00 |
| F | Painttrushes | 9 | 4.00 | \$ 16.00 |
| 1 | PVC pipe | 6 | 3.00 | 5 18.00 |
| - | Saw | 2 | 25.00 | \$ 50.00 |
| Care - | | | | |

ALONG THE GREENWAYS

our membership is suily reporter How important' Without our members. The Green was vould: to issue the granted, and in fact, we wantly to yo that we're a successful citizent' meren. We can are quickly and take

The reduction in sales tax revenues

Pirct Chief Donations

has forced the city to cut back on ther support of our organization. We need YOU to help sustain this great

tat governmental agencies dos luxury of But even the mo Corportation useds outside suppor process facting pervided by the Cit ad other associes in this region.

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organization

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Della estantiation (and the second se surface and devices a new realised at National School. The work the real for a few days and should begin around May 1. Strong spring strong his several sections of the real uniform could. Device represents school of the finance mass are true definit, has been realised and voltaments are school problem west that 10. Opping argumer school of the finance bolland replacement, bedge inserticients age, adversed must be bolland replacement, bedge inserticients age.

25,000 is new consider on alternative warporation and by d ranging with several initiatives. The latest is the emmune how-to booklet which picks up on the "De opaign. This was finded by a grant from the Comm \$ 335,000 Participating in fundraising events Volunteering your time on improvement ater County, with writing and design by Ossenways m accions. It's smallable at local bike shops and our office. Inde "Bike for Hope" and a bike initiative petition at loc ting Siends and families to becom

Committee manthers presented a particle hat year to city cour genere consideration for biles an our resear. The courd seem the perform and it engines are possible in particle and the set who impossible performance in the new perform the Let us know if you'd like to join the advocat



ITP Monthly Board Meeting



The Word Window

Quick Access Toolbar Title bar W - 6 X w01h1buffalo_LastnameFirstname.docs - Microsoft Word Insert Page Layout References Mailings Review View A Find + Verdana 课外们 AaBbCi AaBbCc AaBbCcl AaBbCcD En Replace Paste Heading 1 T Normal Change Heading 2 Heading 3 4 Select -Styles = Clipboard 1 Ford Editing Paragraph Shyles . The Buffalo River Beginning as just a trickle, The Buffalo National River runs down the Boston Mountains, flows north and then east through the Ozark Mountains, and 150 miles later it empties into the White River at Buffalo City. The upper Buffalo displays unparalleled scenic beauty. This section of river winds past colorful and towering bluffs, waterfalls. The river also provides glimpses of wildlife such as beaver, mink, otter, Scroll bar Rulers deer, and eagles. The upper Buffalo National River wildemess is a remote, unspoiled location and one of the mid-America's finest outdoor destinatin. The river is such a special place that in 1972, Congress designated it as America's first national river. This unique status protects the Buffalo from commercial or residential development, and prevents other destructive operations such as damming and gravel mining, thus preserving its scenic and natural beauty forever. Floating Season Floating season on the upper Buffalo is March through June, with early July floating a possibility on occasion. The Buffalo is primarily dependent upon rainfall for its water level, so once the rains of spring and early summer have passed, so has the chance to float the upper section. Most floating during this time happens between Ponca and Pruitt. Hiking and trail riding, however, are great yearround! SPECIAL NOTE: As a river preservation measure, The National Park Service limits the number of rental boats that can be launched on any given day. Therefore, if you are planning a weekend float, it is wise to reserve your boat(s) in advance. It is never too early to book a boat for a May weekend, the upper Buffalo's most popular floating month. **River Levels & Safety** The Buffalo is rated Class I & II, meaning that it is typically suitable for paddlers of most any age and skill level (see Young Children note below). Floating is generally done in cances, with rafting and kayaking possible when the water level is high enough. In the event of flooding, the National Park Service will close the river to boating. RIVER SAFETY & YOUNG CHILDREN: Children should be at least ane & and able to sum before Boating the Buffalo. Lichil they are old Status bar Page: 1 of 4 | Words: 1,359 | 3 1 (1 12 11 H 90% (-) Zoom slider View buttons

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.

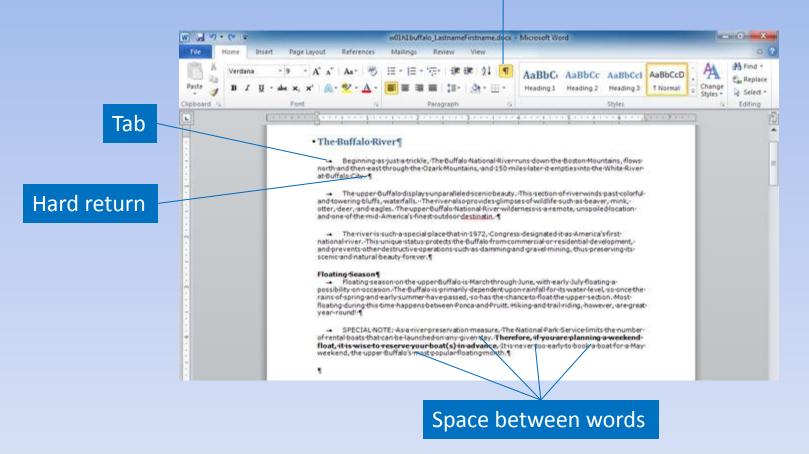
The position of the soft returns is changed automatically as you make changes in the text or the document formatting. The position of the hard returns always remains the same, unless you intentionally insert or delete them.

Keyboard Shortcuts

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

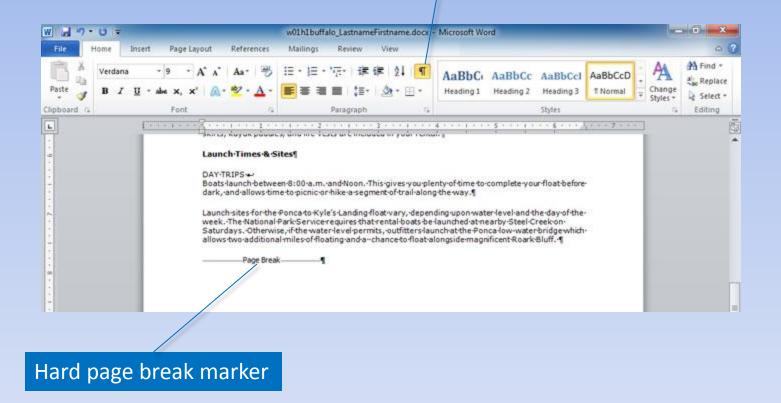
Toggle Switches

Show/Hide



Page Breaks

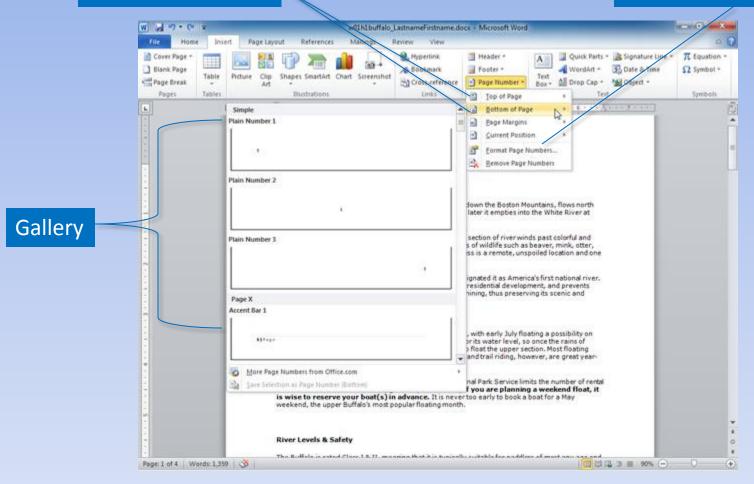
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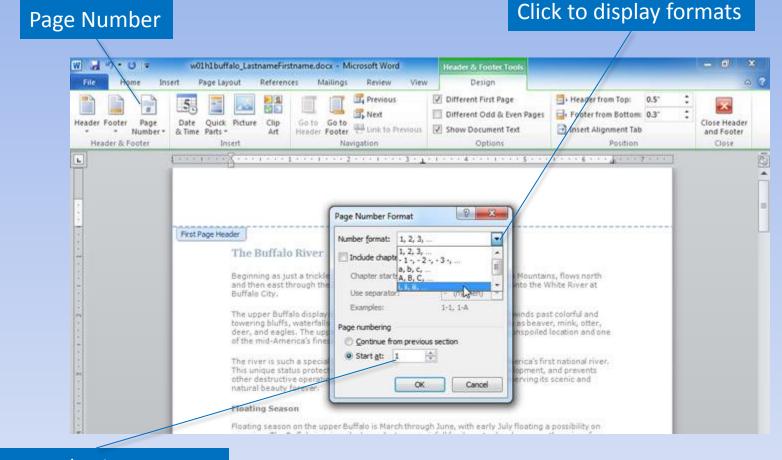
Page Numbers

Placement options

Format Page Numbers

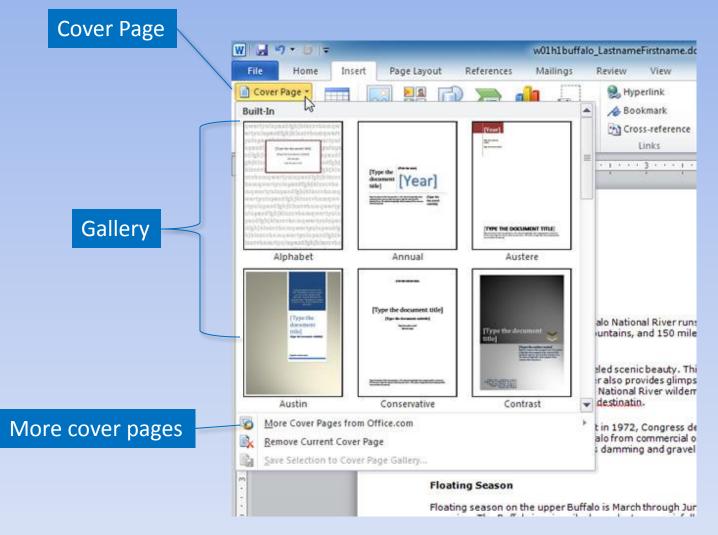


Page Numbers (continued)

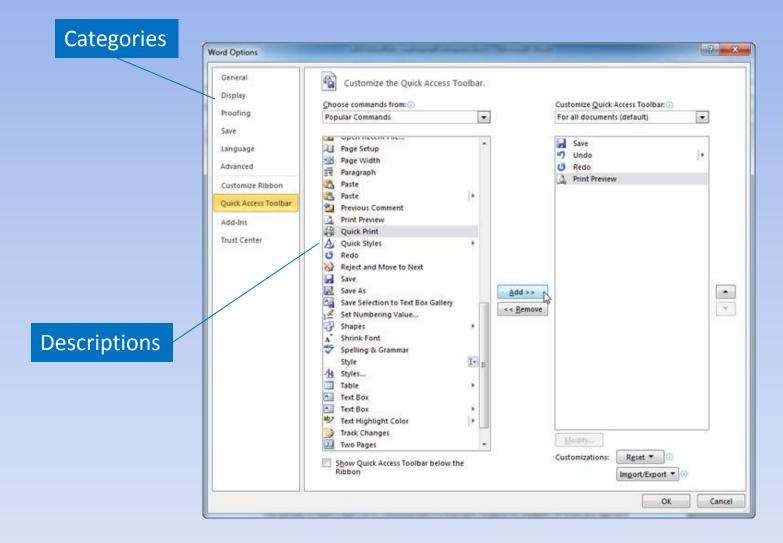


Start numbering on page

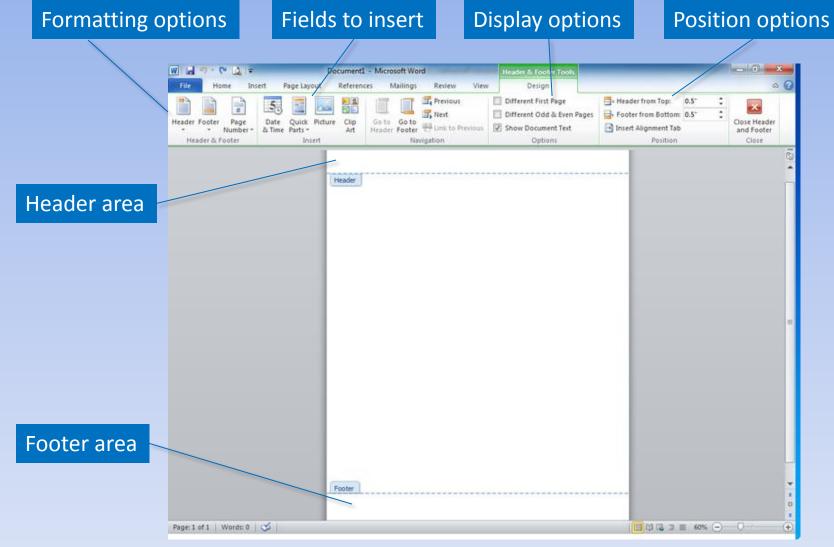
Cover Page



Customize Word

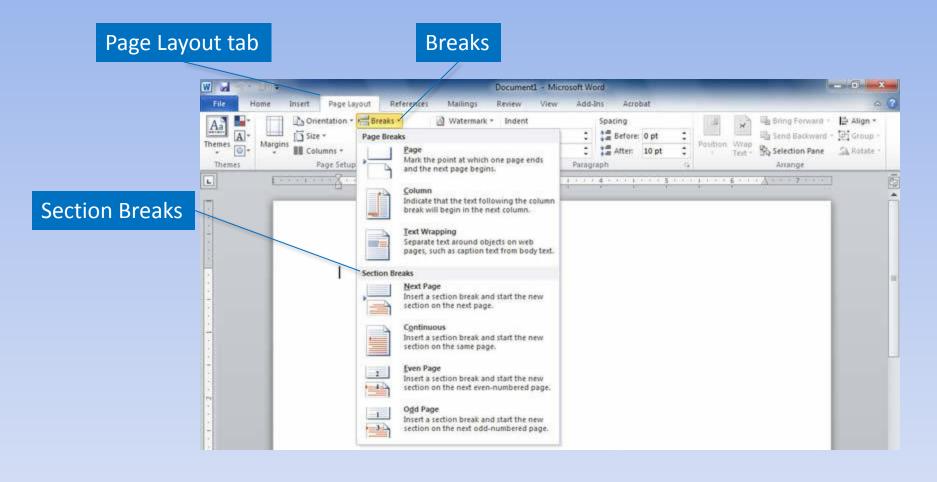


Headers and Footers

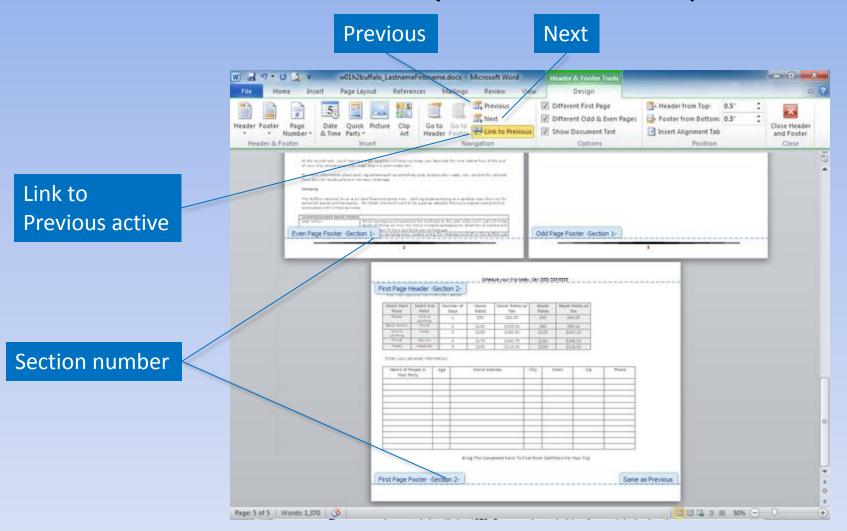


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Sections

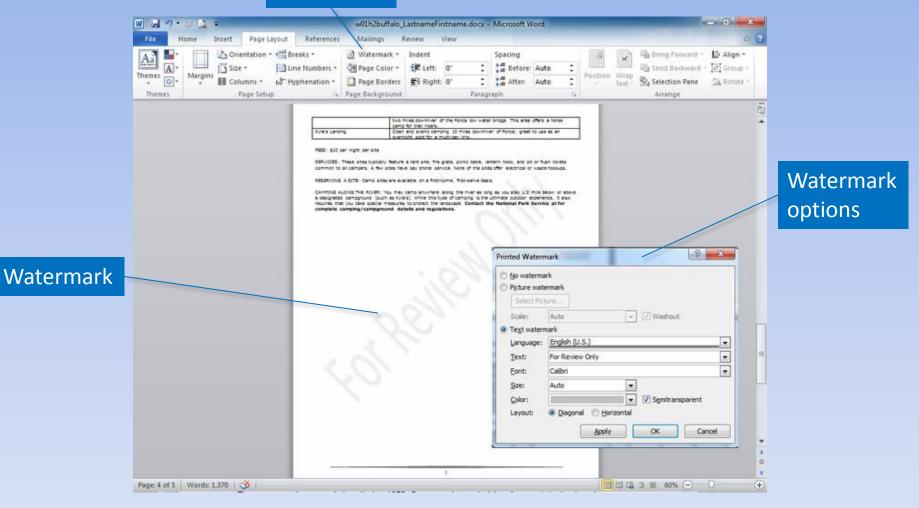


Sections (continued)



Watermarks

Watermark



Spelling and Grammar

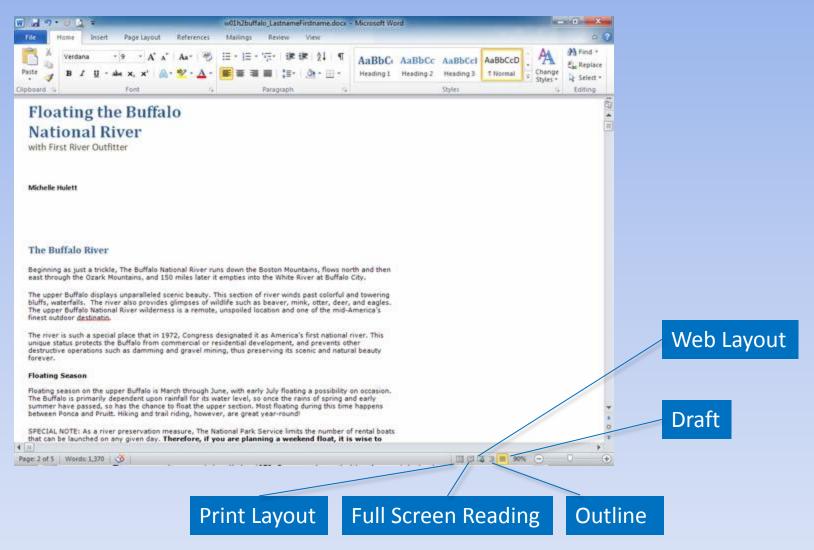
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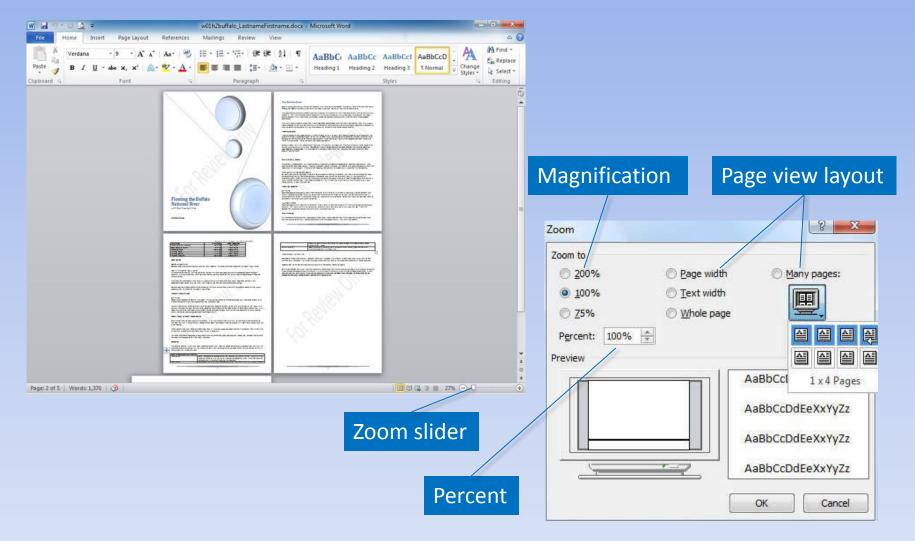
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| | | | | | 1 | | | | | 1 |
| | | River Trip | | | Schedule y | our trip today. Time Regul | | 55-5555 | | |
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Document Views

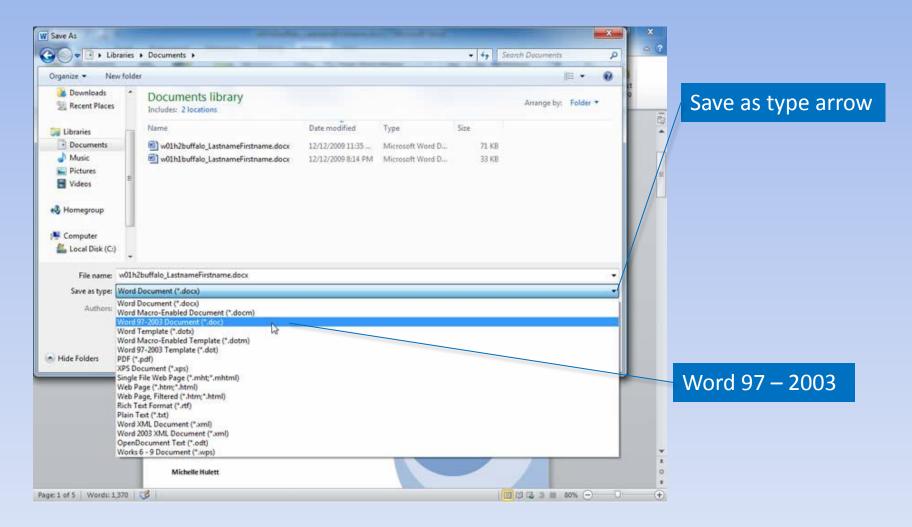




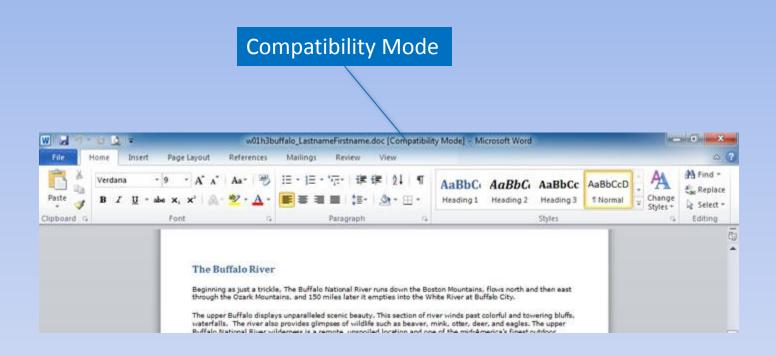


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Save a Document



Compatibility Mode



Compatibility Checker

| versions of Word. These features may be lost this document in an earlier version of Word or i an earlier file format. | | pening |
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| Select versions to show 🔻 | | |
| Summary | Oca | urrences |
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List of incompatible items

Backup Options

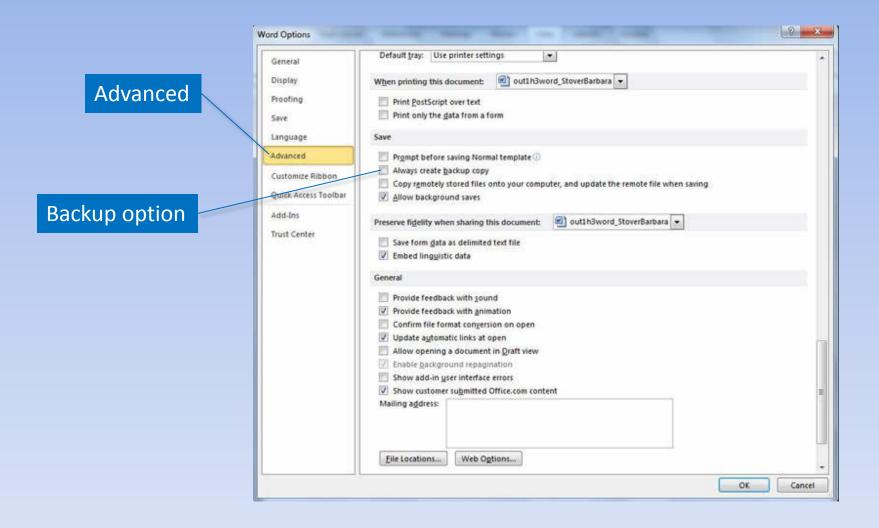
Check to enable AutoRecover

Time between AutoRecover saves

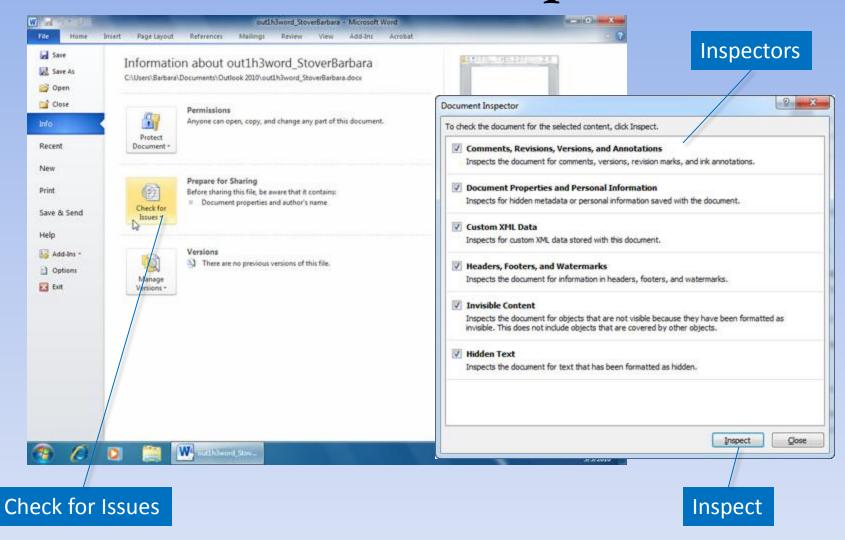
| General | Customize how documents are saved. | Location of the |
|--|---|------------------|
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| Proofing | Save documents | AutoRecover file |
| Save | Save files in this format: Word Document (*.doc) | |
| Language | Save AutoRecover information every 10 🔅 minutes | |
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| Add-Ins Trust Center | Offline editing options for document management server files Save checked-out files to: The server drafts jocation on this computer The Offlice Document Cache | |
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| | | OK Cancel |

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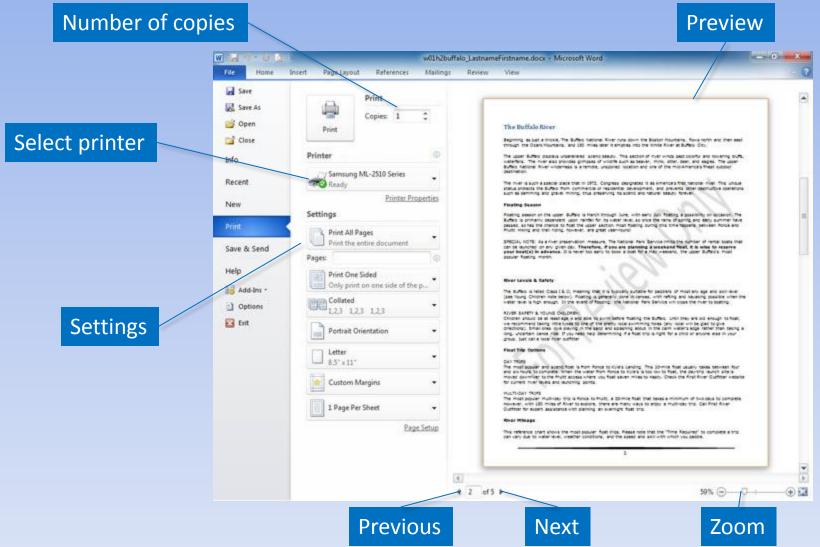
Backup Options (continued)



Document Inspector



Printing Options

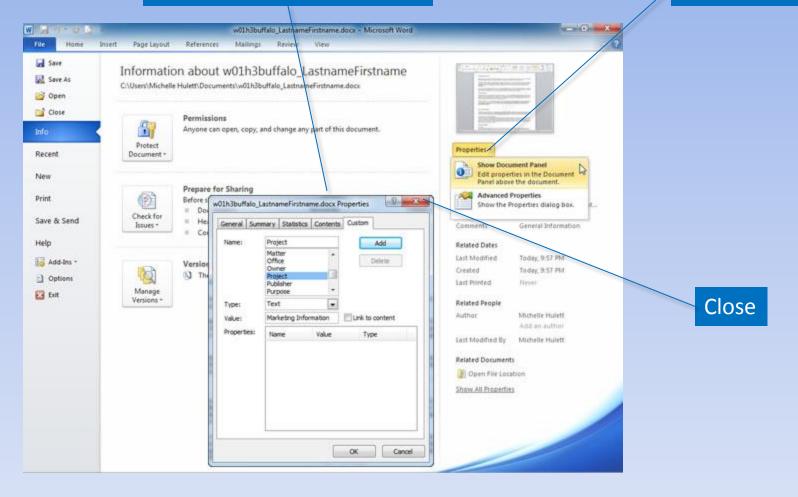


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Document Properties

Document Properties panel

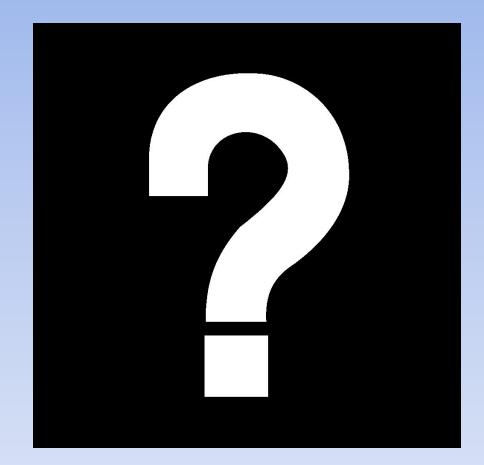
Properties arrow



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.

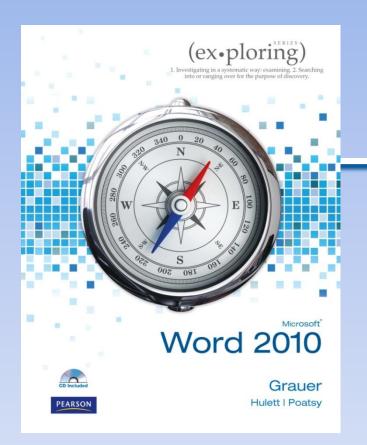
Questions



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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

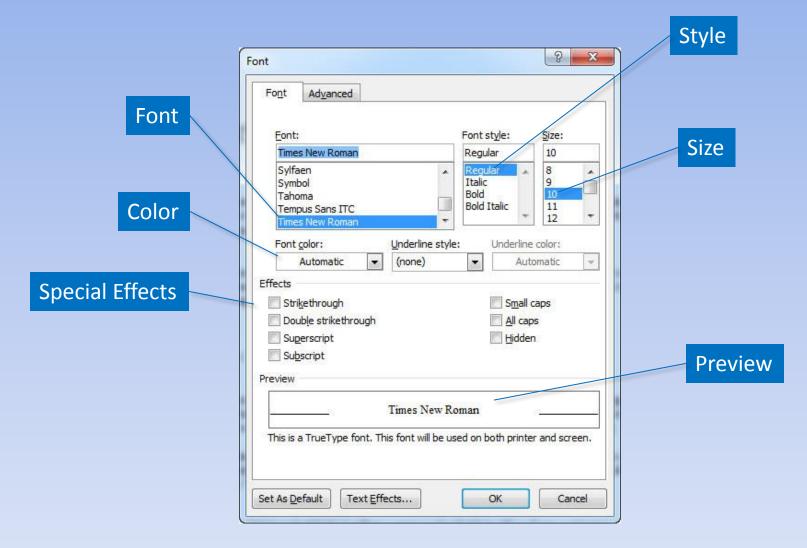
Typeface or font

- •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) -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 capes 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 Fage 1 of 1 Words 0 \rightarrow

Character Spacing

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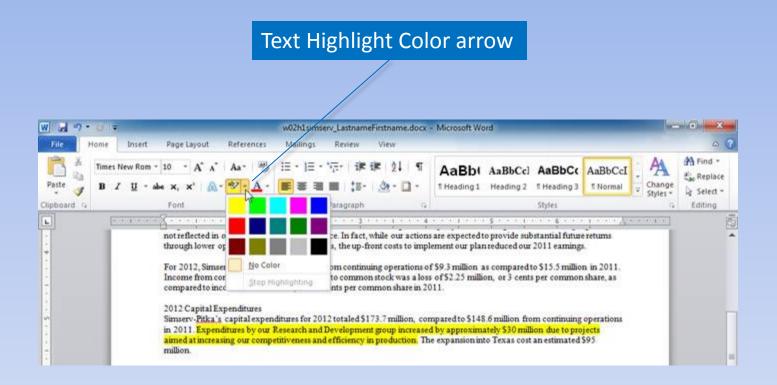
Change Text Case

Change Case

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- Sentence case
- lowercase
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- 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

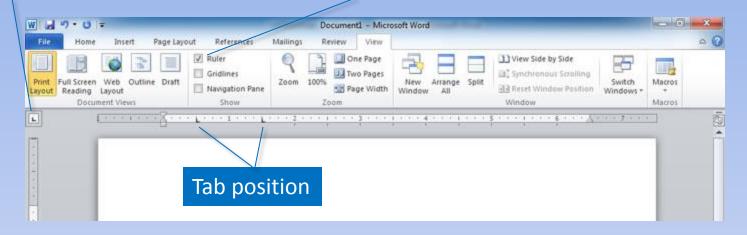
- Alignment
- Indentation
- Tab stops
- Line spacing

- Pagination
- Borders
- Shading

Set Tabs

Tab selector

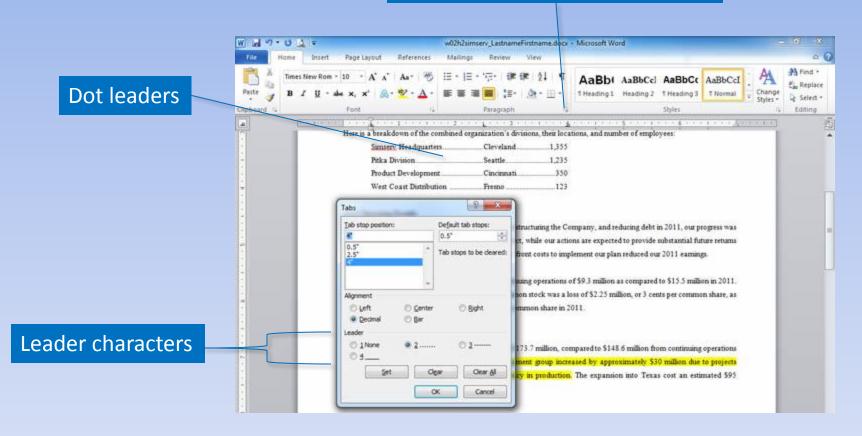
Show or hide ruler



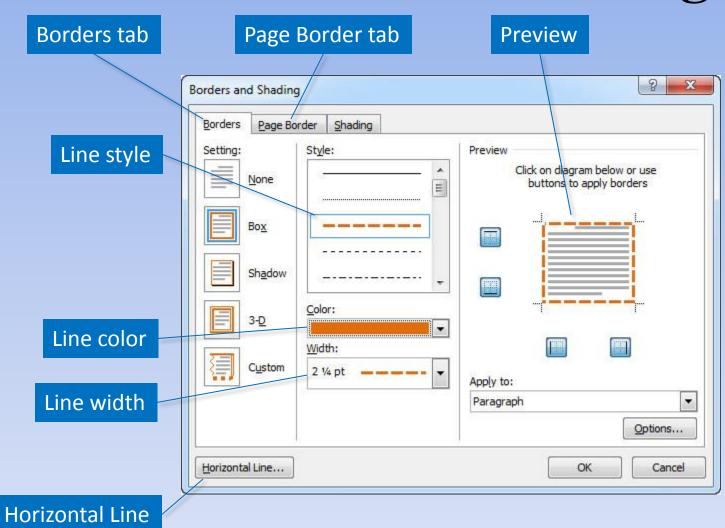
| Tab Selector Icon | Type of Tab |
|-------------------|-------------|
| L | Left tab |
| L | Center tab |
| L | Right tab |
| Ŀ | Decimal tab |
| 1 | Bar tab |

Leaders Characters

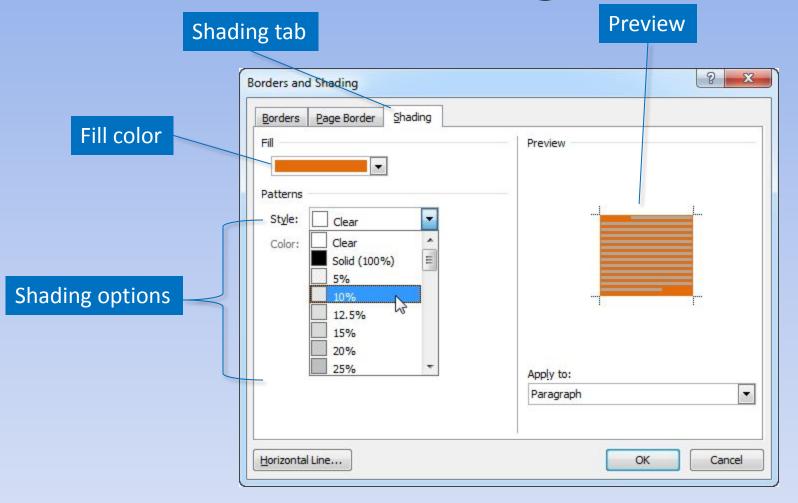
Paragraph Dialog Box Launcher



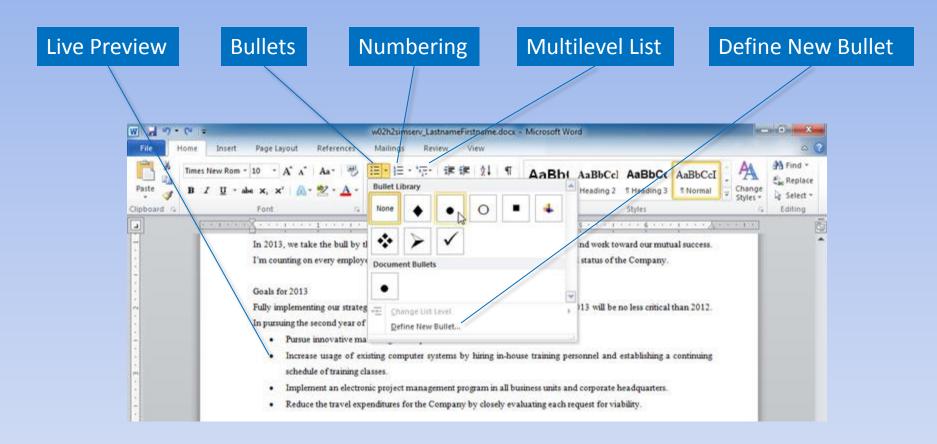
Borders and Shading

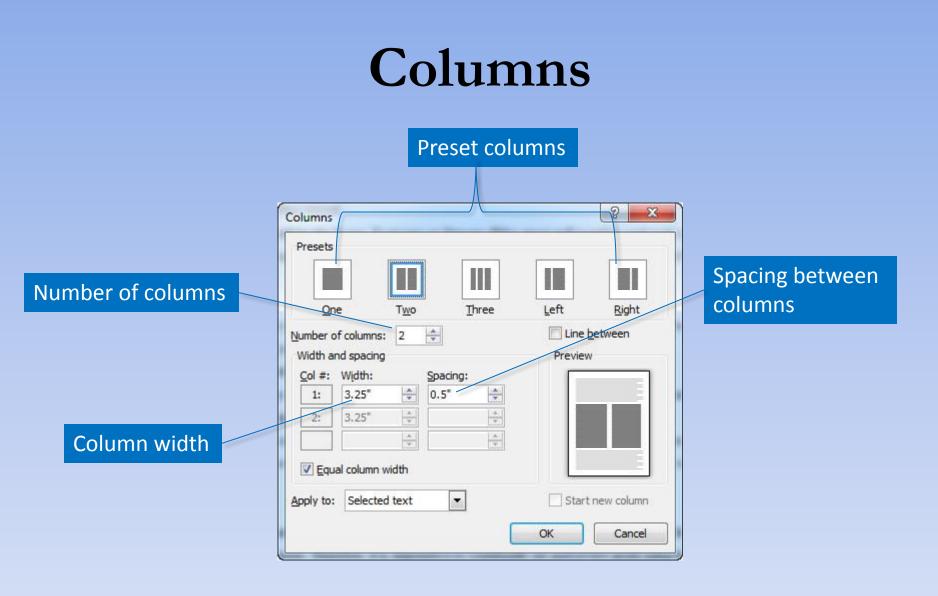


Borders and Shading (continued)

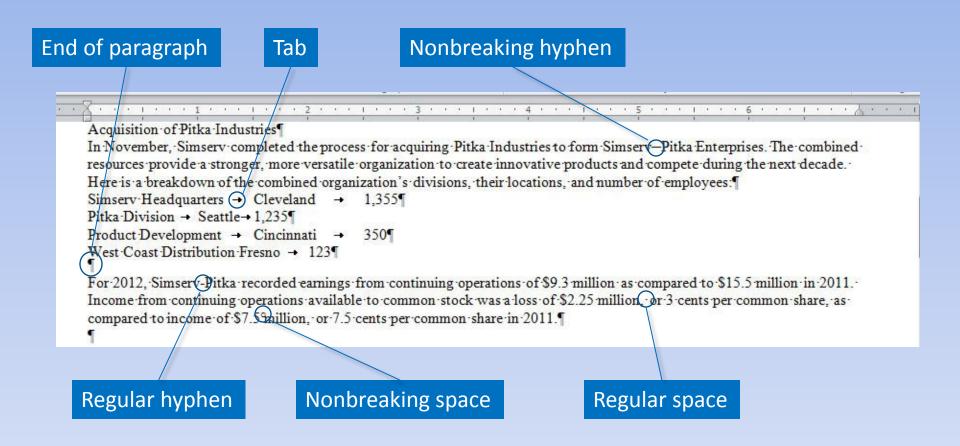


Bullets and Numbers





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 Spa | acing Line and E | age Breaks | | | |
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Line and Paragraph Spacing

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Widows and Orphans

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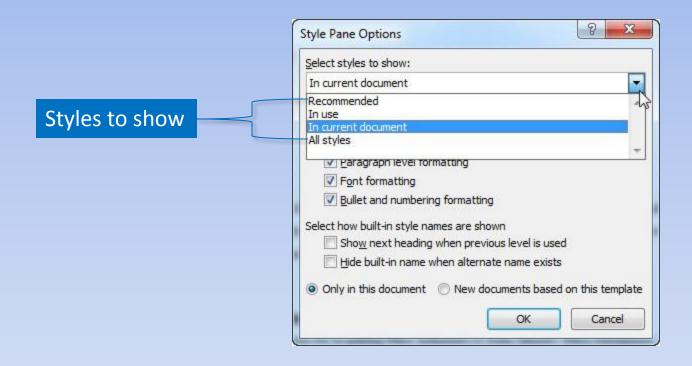
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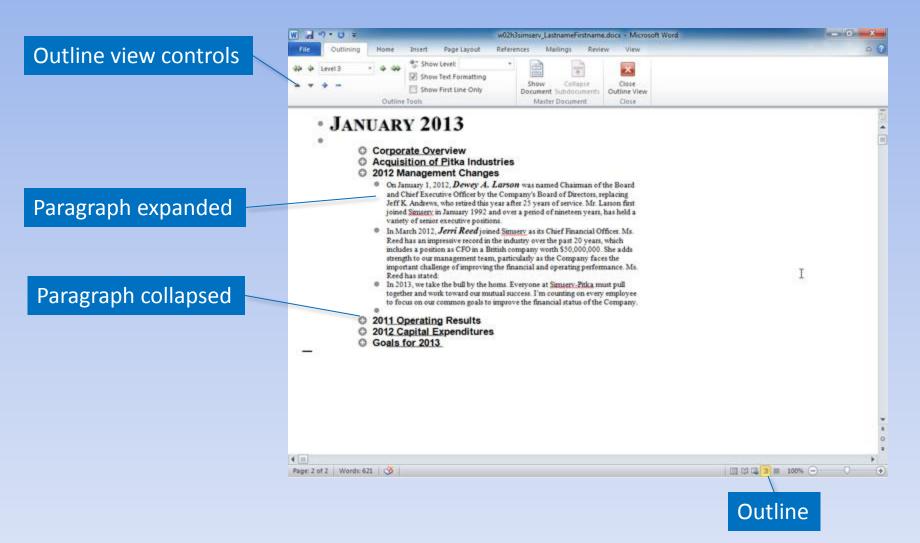
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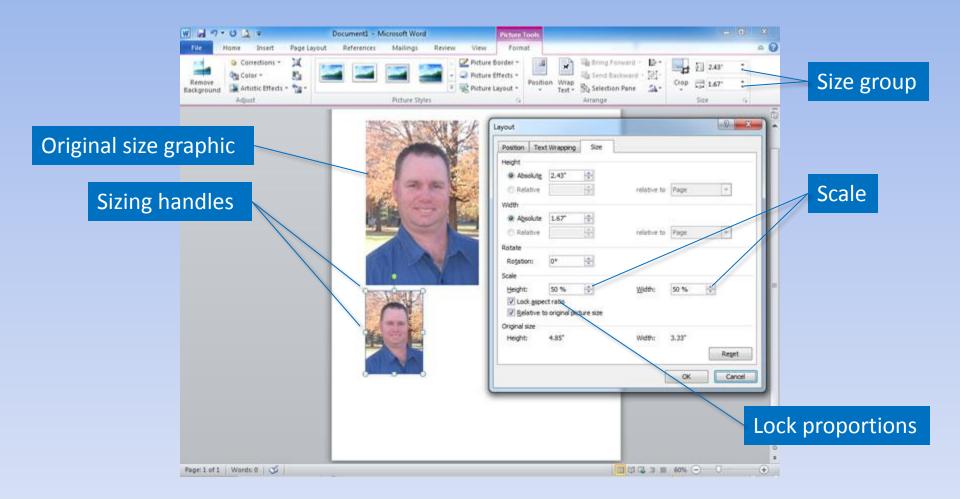
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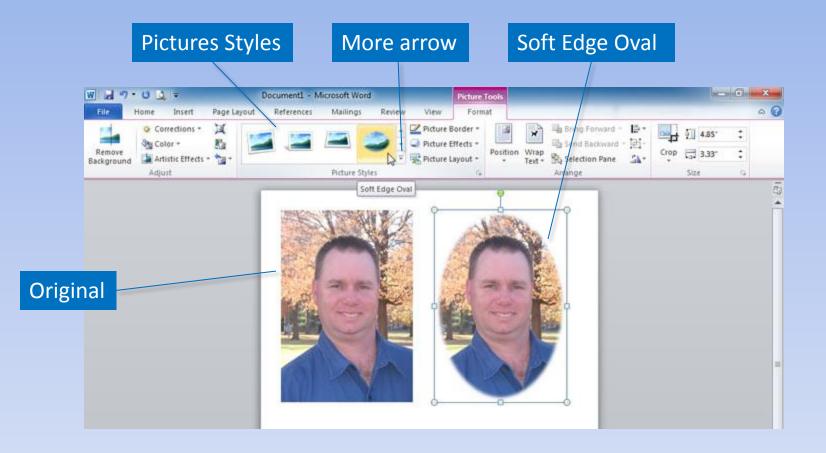


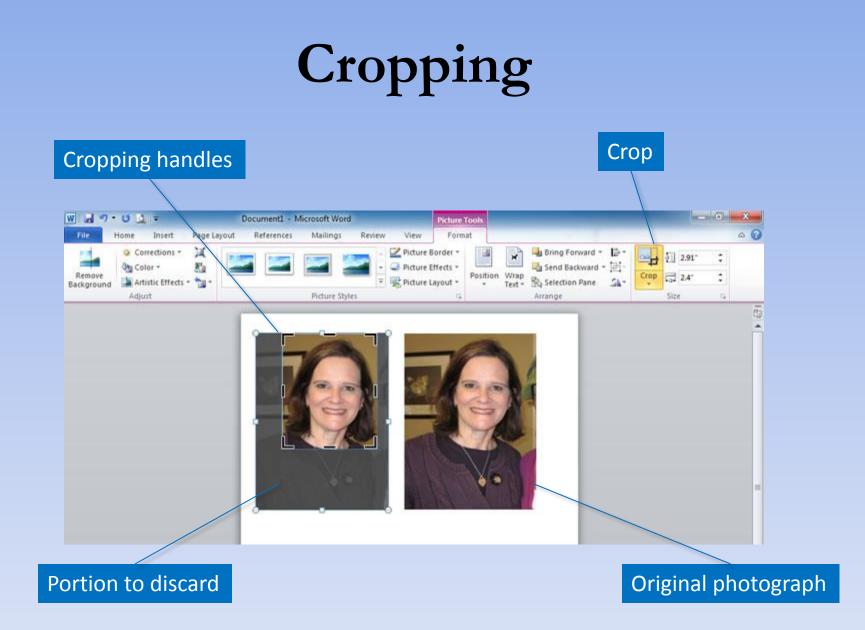
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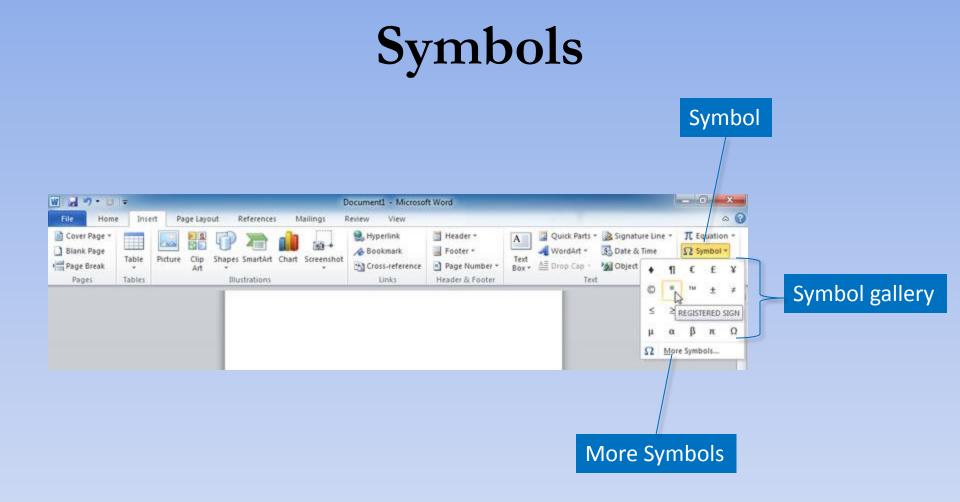
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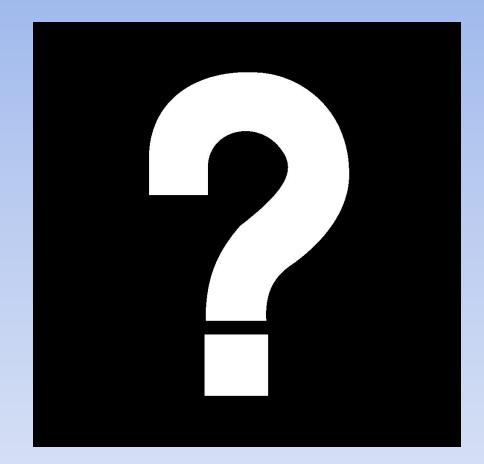
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- Alignments, indentation, and line spacing make the document readable.
- Styles provide consistency.
- Graphics enhance the document.

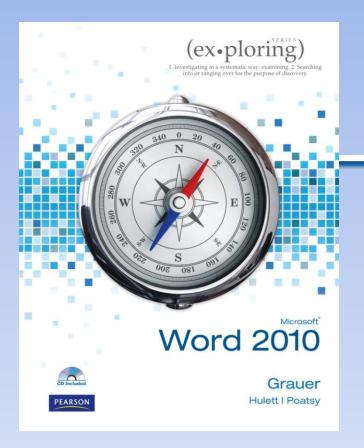
Questions



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

Chapter 3 Collaboration and Research

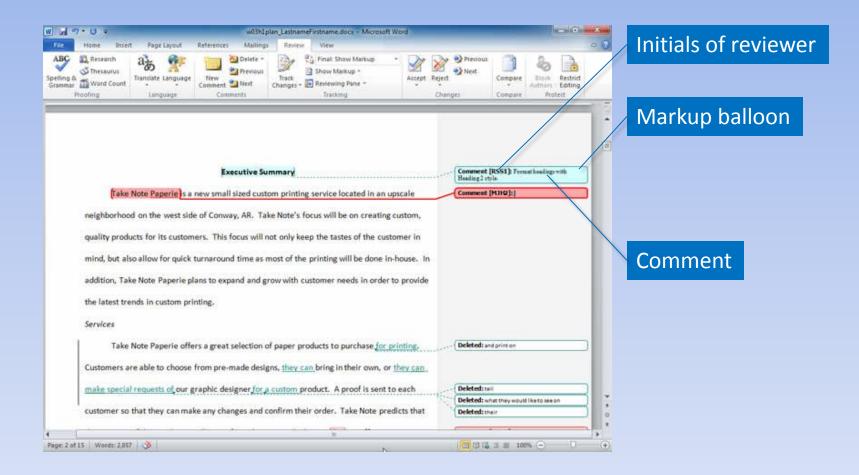
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- Track changes in a document
- Acknowledge a source
- Create and modify footnotes and endnotes

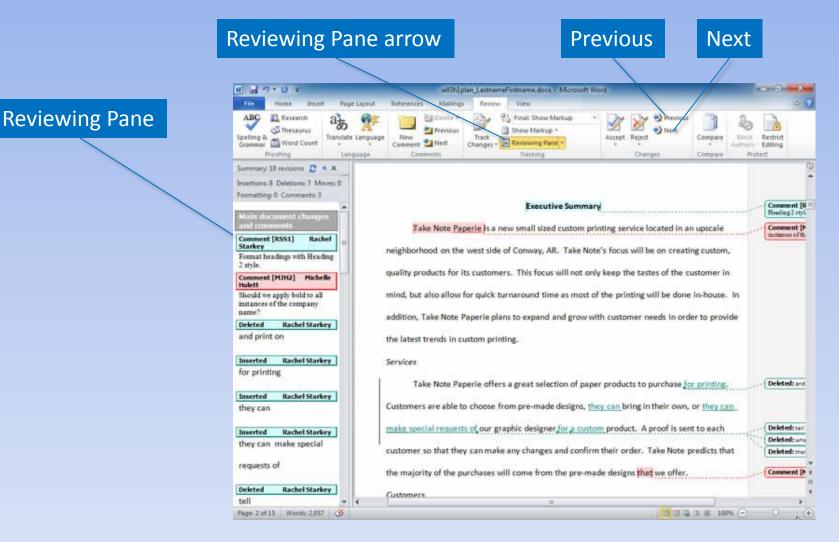
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- Add other reference tables
- Create cross-references

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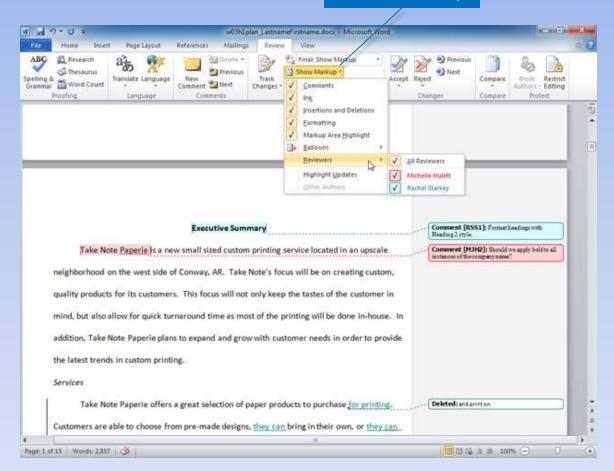


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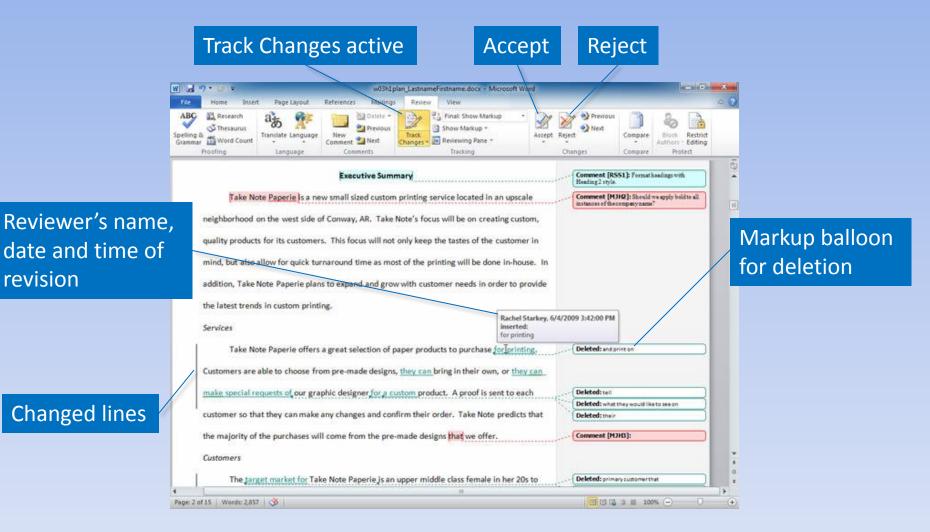
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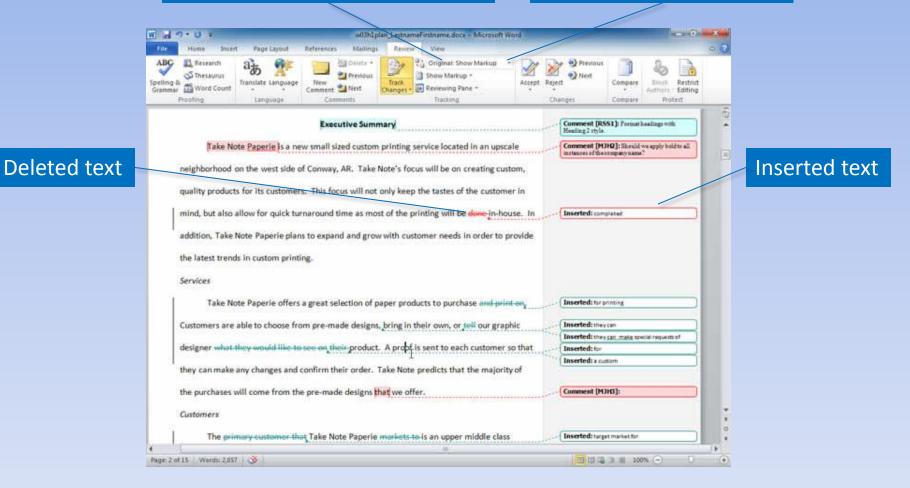
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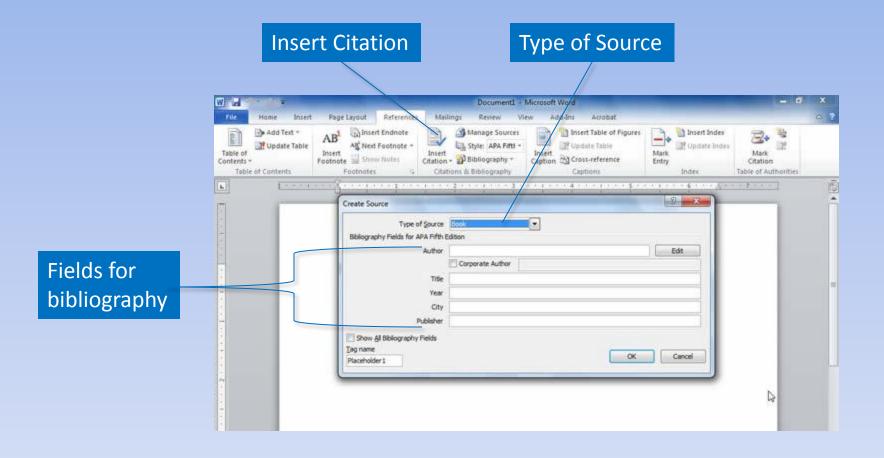


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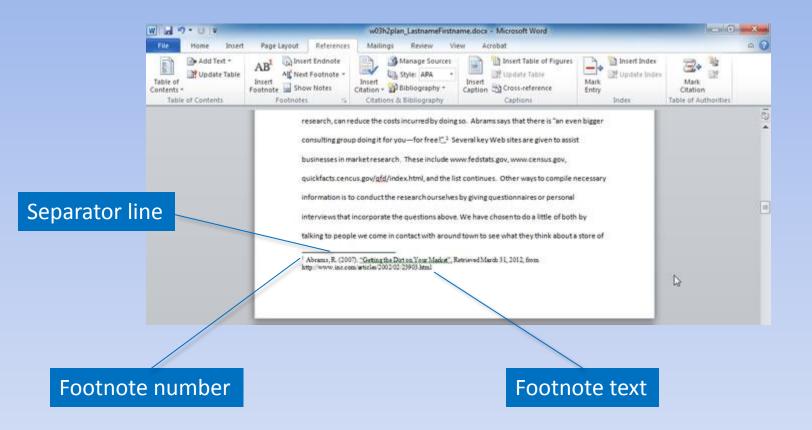




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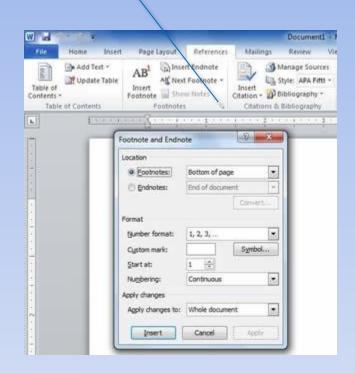


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Exploring Microsoft Office Word 2010 by Robert Grauer, Michelle Hulett, and Mary Anne Poatsy

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

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| | 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 |
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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 |
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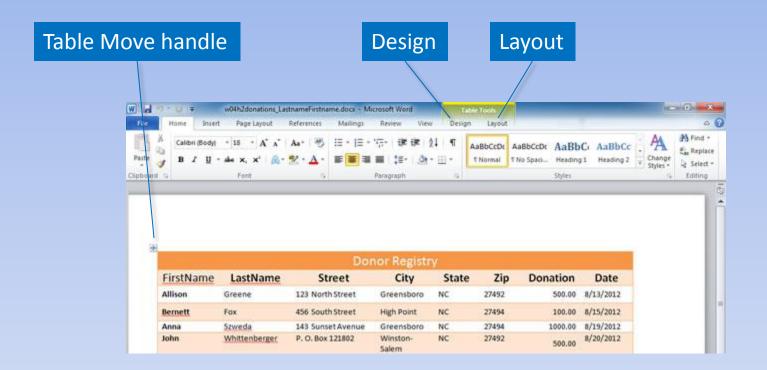
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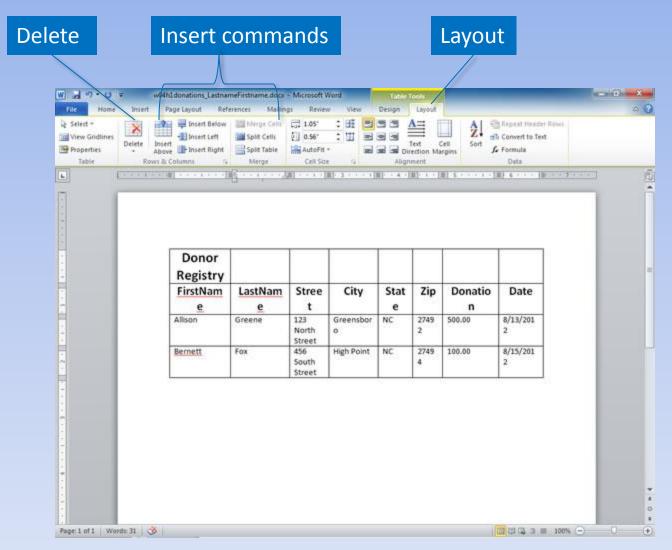
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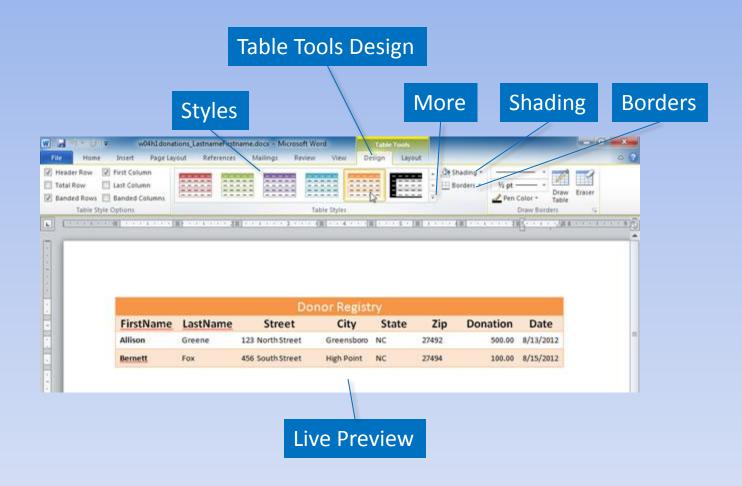
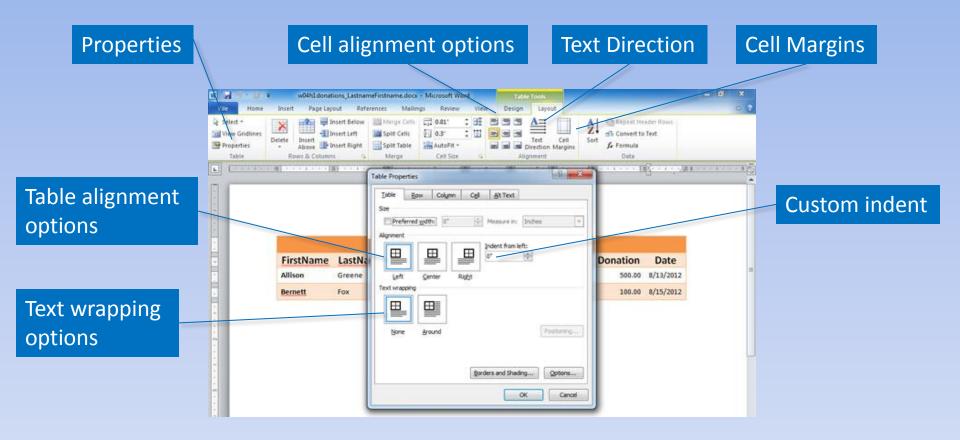


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| Anthony | Finnegan | 1 Clark Smith Drive | High Point | NC | 27494 | 100.00 | 8/23/2012 | | |
| Abigail | Irons | | Winston- Salem | NC | 27492 | 150.00 | 8/25/2012 | | |
| Hanna | Mcconie | | Greensboro | NC | 27492 | 325.00 | 8/25/2012 | | |
| Paul | Robichaud | | Greensboro | NC | 27493 | 20.00 | 8/28/2012 | | |
| | | | | | | \$3,695.00 | | | |

Formula calculates total

Calculate with Table Formulas

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| FirstName | LastName | Street | City | State | Zip | Donation | Date | | - G3 |
| Allison | Greene | 123 North Street | Greensboro | NC | 27492 | 500.08 | 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 | | | |
| iohn | 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 | A THE PARTY IN THE PARTY INTERPARTY | | |
| Anthony | Finnegan | 1 Clark Smith Drive | High Point | NC | 27494 | 100.00 | | | |
| Abigail | Irons | | Winston- Salem | NC | 27492 | 150.00 | 8/25/2012 | | _ |
| lanna | Mcconie | | Greensboro | NC | 27492 | 325.00 | | | C12 |
| Paul | Robichaud | | Greensboro | NC | 27493 | 20.00 {=SUM(ABOVE)\# "\$#,##0.00;(\$#,##0.00)" } | 8/28/2012 | | G12 |
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| | Number fo | rmat: | | | | | | | |

Sort Data

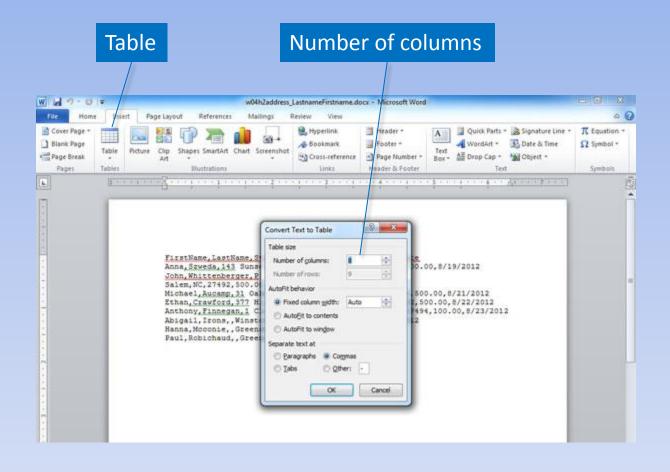
Sorted in ascending order by date

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| | | | Dor | nor Registr | | | | | | |
| | 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 | 61 B | |
| | 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 | 6 T | |
| | 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 Behef 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

| | | C 1 | C ¹ | C 1-1 | | D | 5.1 |
|----------------|---------------|---------------------|-----------------------|--------------|-------|----------|-----------|
| FirstName | LastName | Street | City | State | Zip | Donation | Date |
| John | Whittenberger | P. O. Box 121802 | Winston- Salem | NC | 27492 | 500.00 | 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 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 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

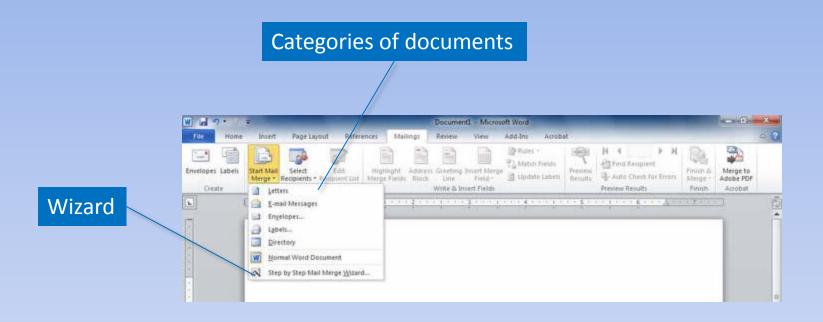
Dear Ethan,

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 \$222012 has been a wonderful gift to our organization and will provide many people with much needed support during times of great need or disaster.

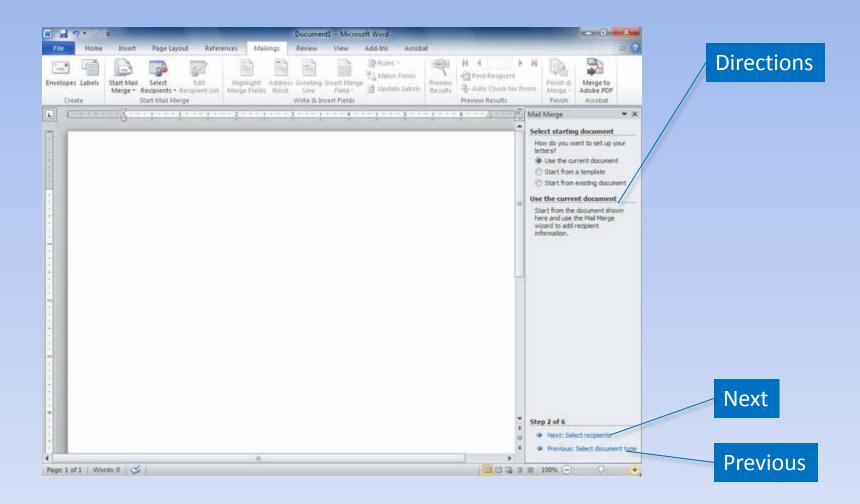
We hope that you will tell your friends and associates about the important work of the Community Disaster Felief Center and will make us your charity of choice so that when you are ready to make another donation, your thoughts will turn to us again. Also, don't forget about us when you begin estate planning.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

Wacey Rivale Director of Fundraising

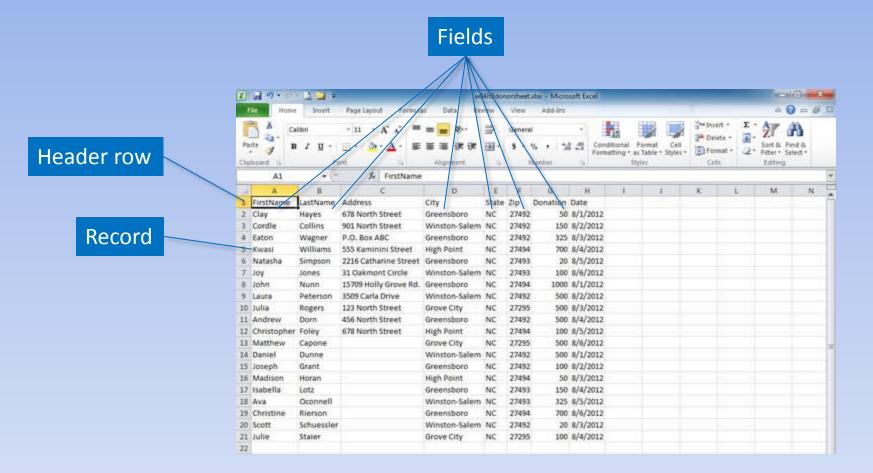
Selecting a Main Document



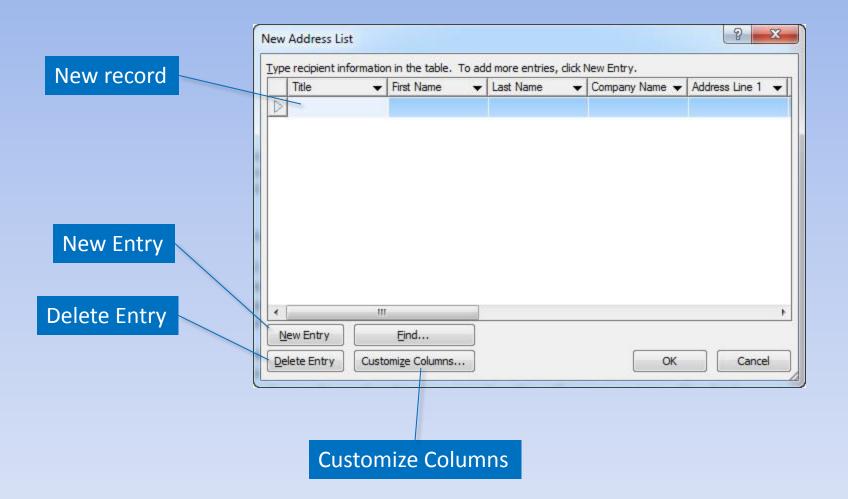
Using the Wizard



Selecting Recipients



Create a Data Source



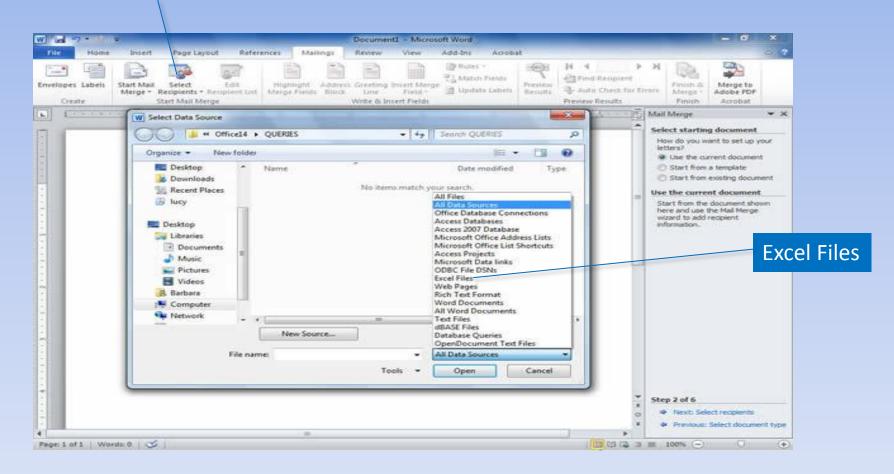
Editing a Data Source

Edit Recipient List

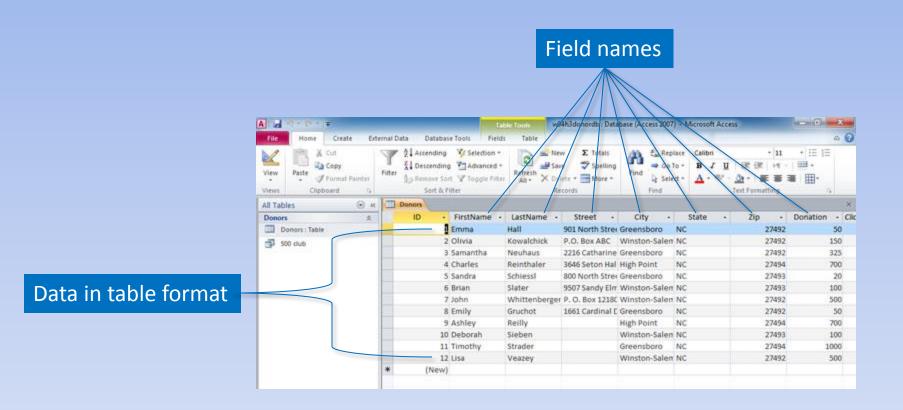
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Using an Excel Worksheet

Select Recipients



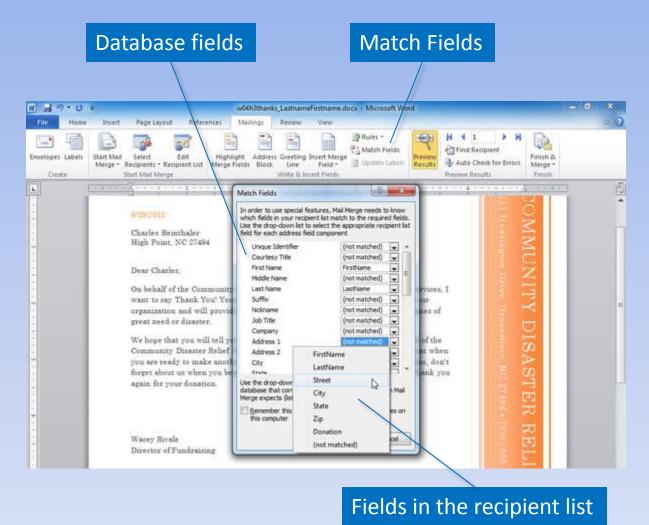
Using an Access Database



Database Tables and Queries

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Match Fields with Database



Sorting and Filter Records

Remove check to omit recipient

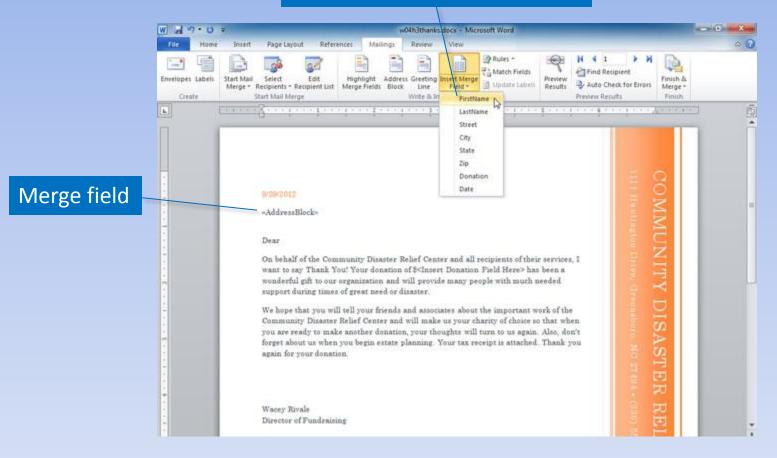
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Sorting the Data Source

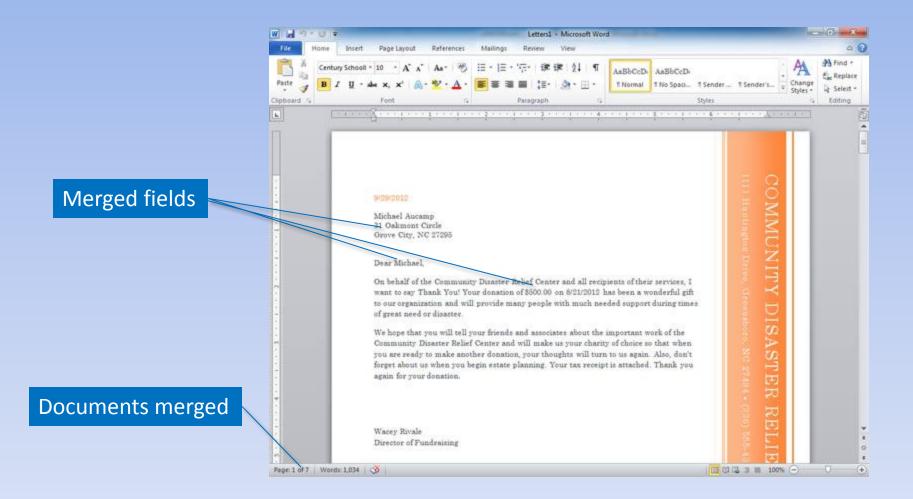
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Inserting Merge Fields

Available fields in data source



Merging



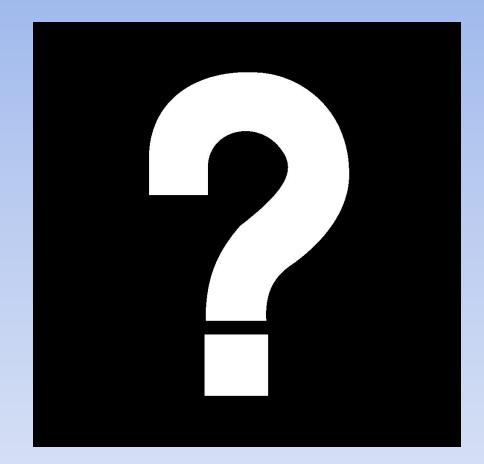
Merging to E-mail

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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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Figure Captions

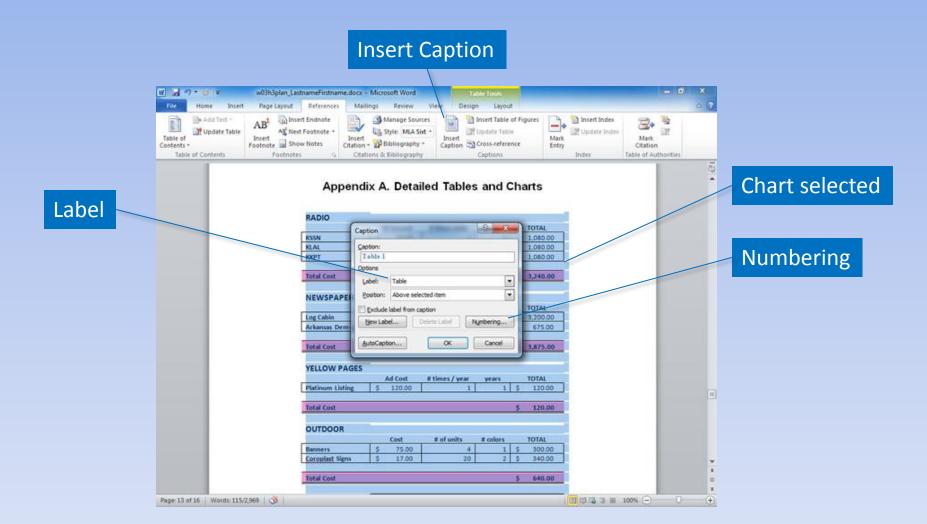


Table of Figures

Insert Table of Figures

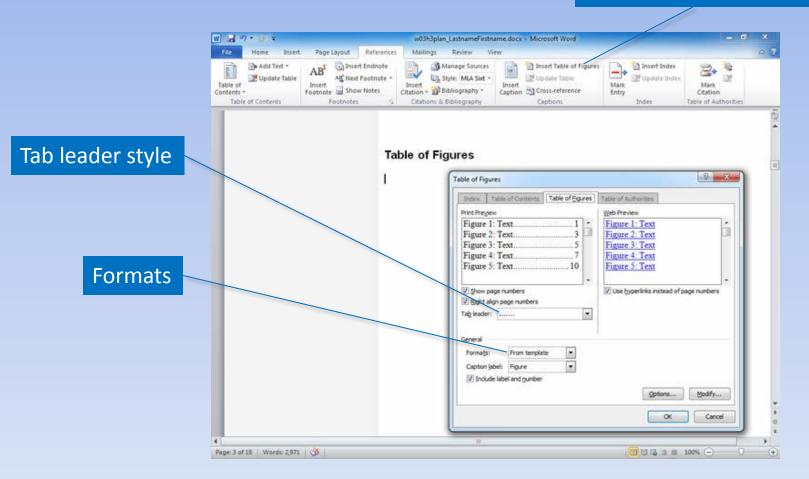
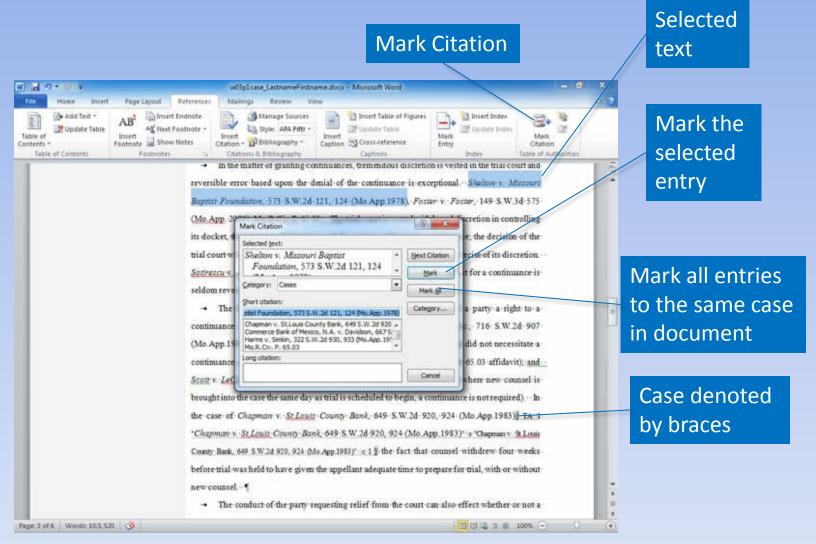
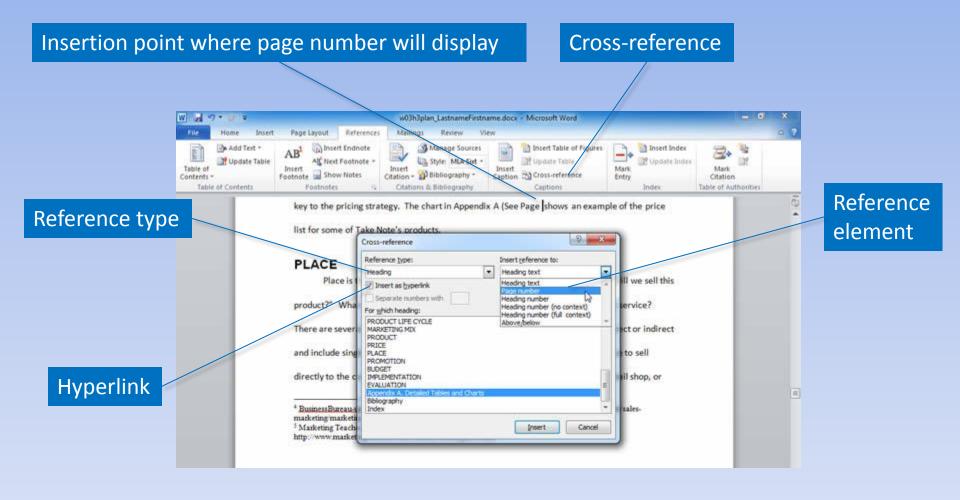


Table of Authorities



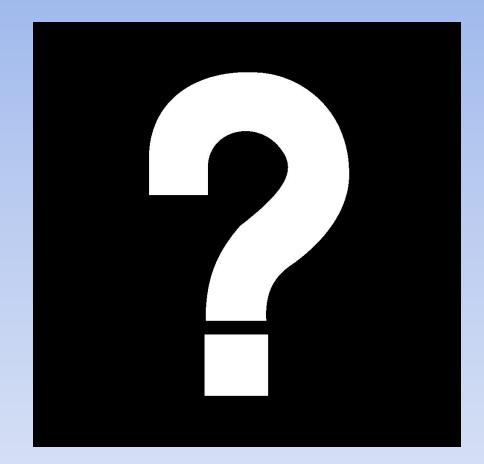
Cross-References



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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