

Word Stuff part II

by Dick Evans, www.rwevans.com

We will be review how to print envelopes, labels, and do a mail merge. And using and creating templates. Examples will shown in Word 2003 and Word 2007.

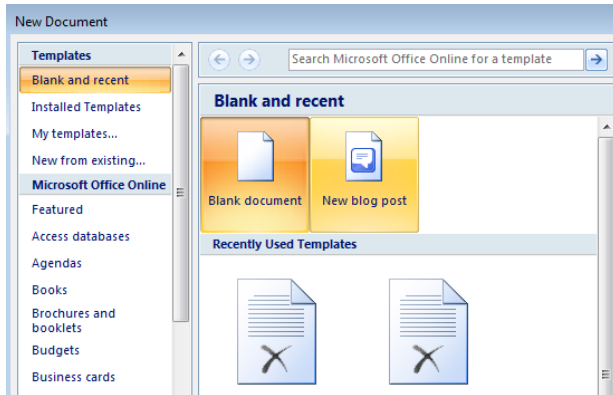
Basic Functions

In MS Office there are over one thousand different commands. We are only covering a few in this paper and you will probably never learn them all. Here are the basic functions we will cover:

- Menu bar, Tool bar, and Ruler bar
- Start a new document
- The insertion point
- Typing with word wrap
- Saving a document
- Closing a document
- Opening a saved document
- Bold, Italic, Underline
- Left, Center, Right, Justify
- Font size
- Font color
- Copy, Cut, Paste
- Undo, Redo
- Print Preview
- Printing
- Inserting an image
- Making a bulleted or numbered list
- Tabs
- Links
- Copying text from the Web
- Copying images from the Web
- Spellcheck -- red, green, and blue squiggles
- Research (Alt+Click)

Templates

A template is a premade document you can use as a starting point to create your own. Word comes with a library of the to get you started, but you can also create your own.

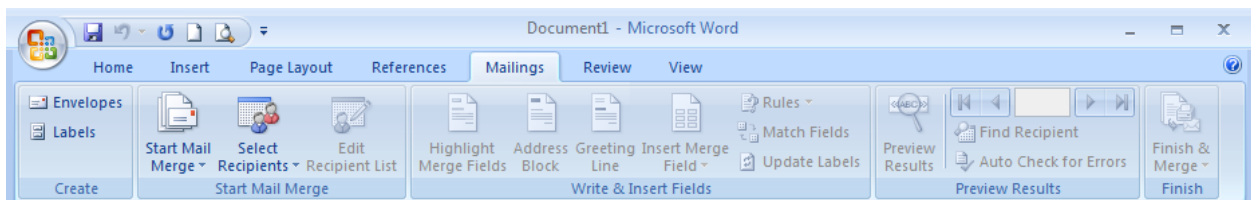


File > New and pick a template or create your own by saving a document as a template.

Let's create a simple template to see how easy it is.

Mail Merge

This function allows you to take a list of items like names and addresses and merge them into a document to create a unique document for each entry in the list. Great for sending out invitations, Christmas card, creating name tags, and more.



Select the Mailings ribbon or in 2003 Tools > Letters and Mailings > Mail Merge

The database of information can be an Excel file or a Word document built in a table. You can create the table in the Mail Merge section or can have one already created.

There is lots you can do with this feature. Lets do a simple merge to send out an invitation to a number of people on our list.