Take One

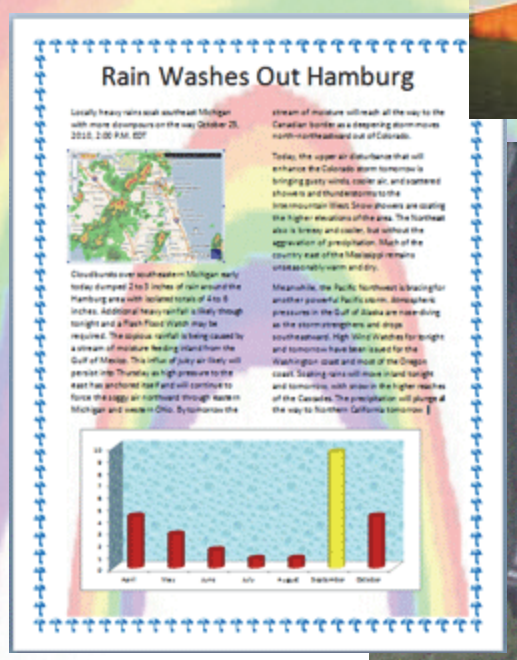
Word 2010: Business Documents

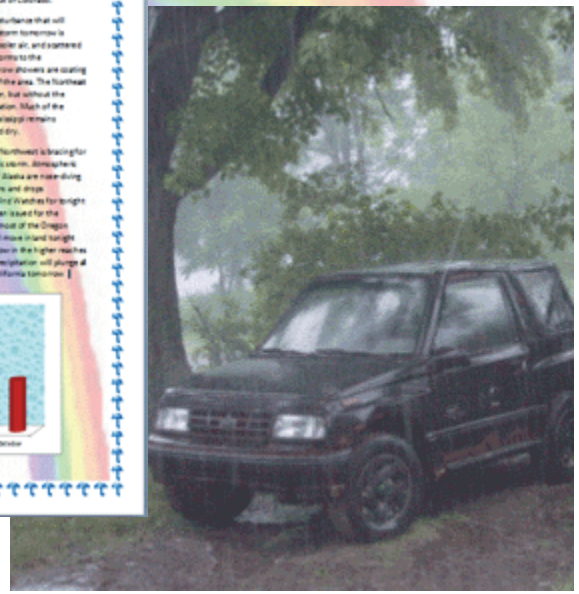
Rain Washes Out Hamburg

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Enter, select and format headlines
2. Locate and insert a document
3. Identify the Show/Hide option and what it reveals
4. Use the Page Layout Ribbon to format two columns
5. Review how to insert and format Pictures
6. Use the Picture Tools to create a Watermark
7. Use the Page Layout Ribbon to add a Page Border
8. Investigate Paste Special options on the Home Ribbon
9. Update a Chart in Word





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Lesson 1: Rain Washes Out Hamburg

1. Readings
Read Lesson 1 in the Intermediate Word guide, page 11-37.

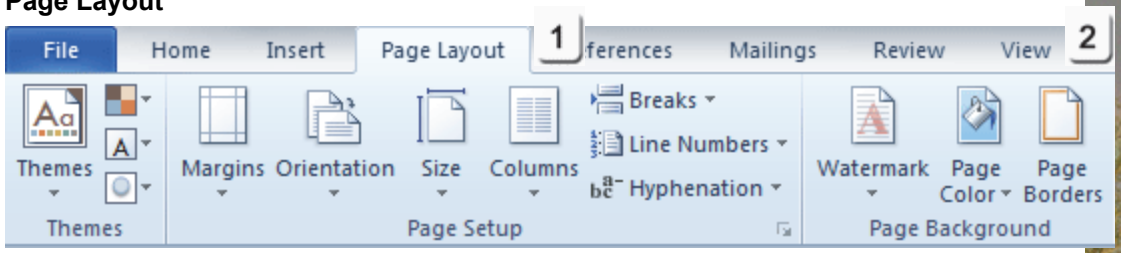
Project
A newsletter formatted with two columns. The graphics include a satellite photo and a chart designed in Excel.

Downloads
Files used in the lesson:
Locally heavy rains soak southeast Michigan.doc
Satellite2010.gif, Rainbow.jpg
Rainbow-over-barn.jpg
Rainfall 2010.xlsx
Microsoft Office 2010 Article.docx
Microsoft Office 2010 Pricing.xlsx

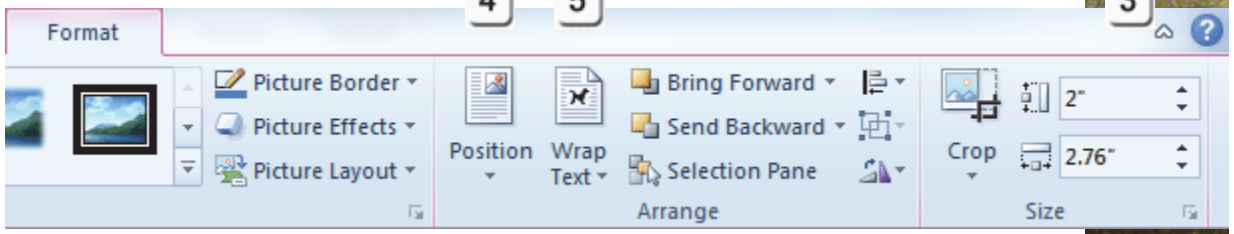
2. Practice
Complete the Practice Activity, page 38.

3. Assessment
Review the Test questions, page 39.

Page Layout



Picture Tools->Format



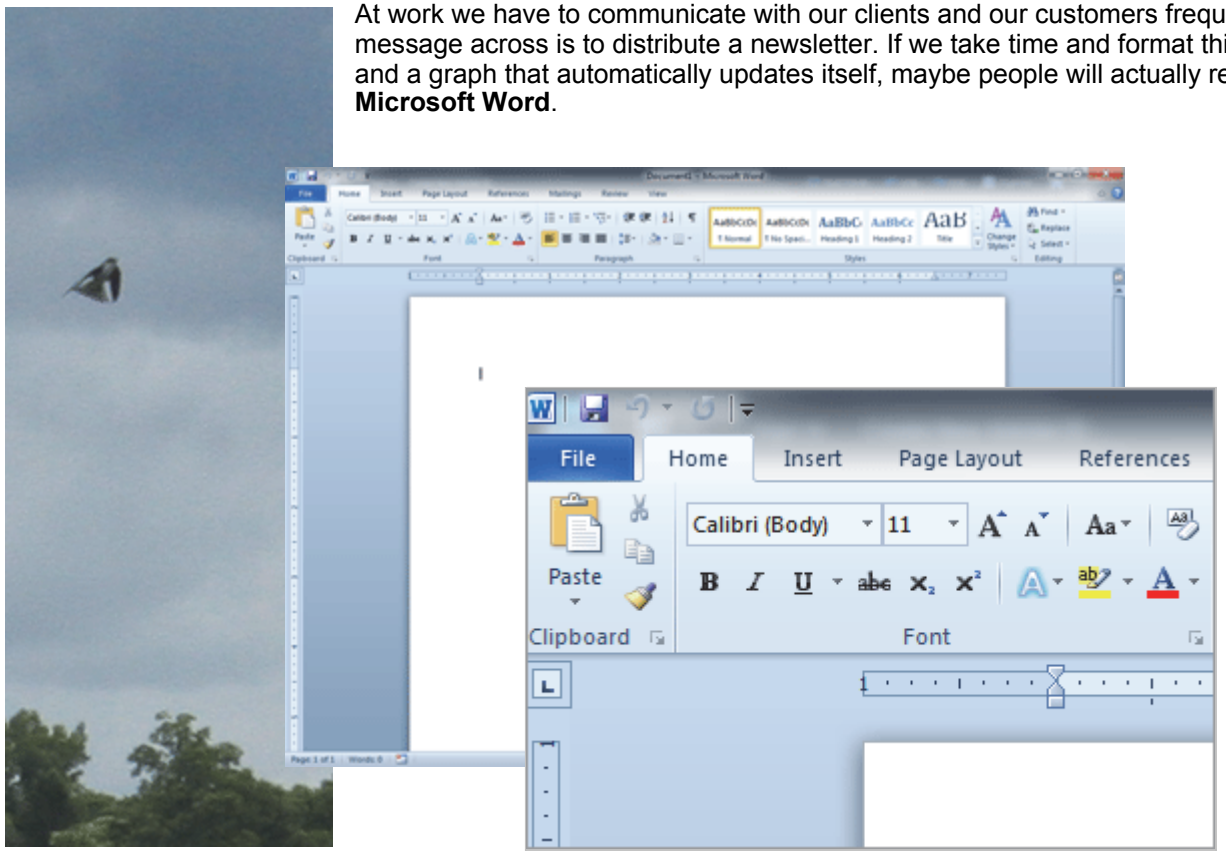
Menu Maps

This lesson shows options on the **Page Layout** and **Picture Tools Format** Ribbons.

1. Page Layout-> Columns, page 20
2. Page Layout-> Page Borders, page 28
3. Picture Tools-> Format-> Size, page 22
4. Picture Tools->Format->Arrange->Position, page 23
5. Picture Tools->Format->Arrange->Text Wrapping, page 26

Rain Washes Out Hamburg

At work we have to communicate with our clients and our customers frequently. One good method of getting the message across is to distribute a newsletter. If we take time and format this document with color, watermarks, and a graph that automatically updates itself, maybe people will actually read it. <grin> So, **Start** the **Program Microsoft Word**.



What do you see, from the top of the screen? Is there a **Title Bar** that says Microsoft Word? Yes.

Is there a **Home** Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.

Take One

Create a Newsletter

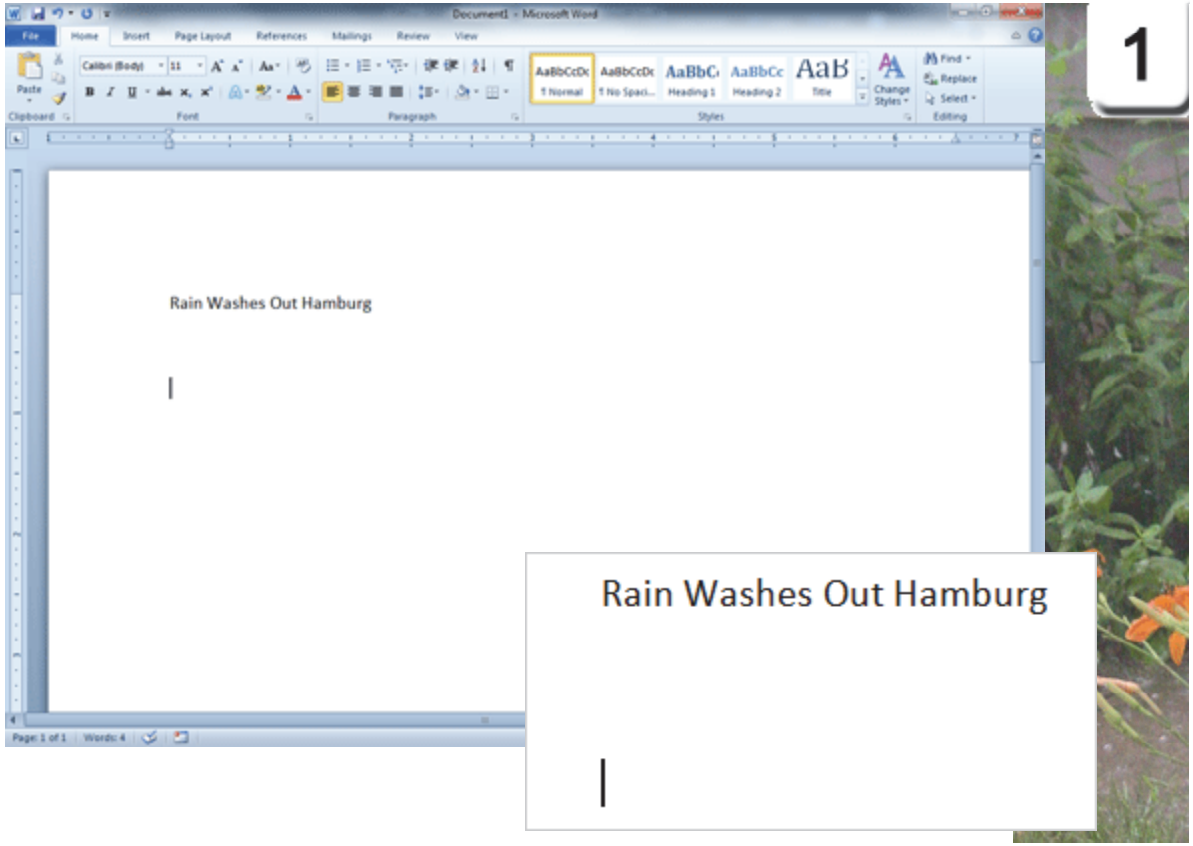
Business runs better on collaboration. Many talented people need to work together. Microsoft Word is an excellent "container" to gather type, graphics and photos into a marketing message.

This demonstration shows the steps required to create a newsletter. The exercise begins by typing the headline and inserting a text file with the weather news already typed up.

1. Try it: Type the headline
Type: Rain Washes Out Hamburg,

Hit the Enter key on your keyboard twice to give some room between the headline and the body text.

Start -> All Programs -> Microsoft Word



Take One

Insert a File

2. Try It: Insert a File

Click here to find the Sample File

Save the file in the Documents folder.

In Microsoft Word:

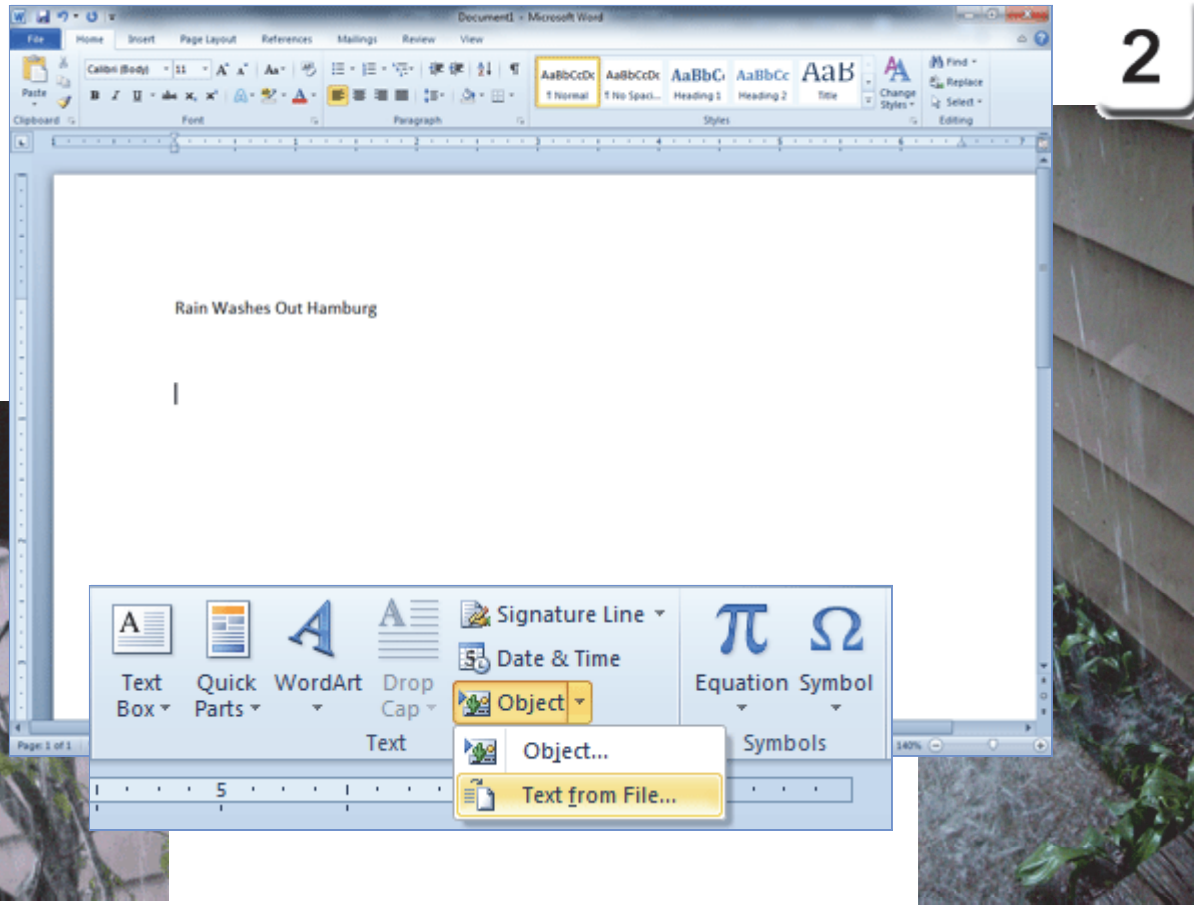
Go to **Insert ->Text.**

Click on **Object**

Select **Text from File.**

Keep going...

Insert ->Text-> Object ->Text from File



Exam 77-881: Microsoft Word 2010 Core

3. Applying Page Layout and Reusable Content

3-3. Construct content in a document by using the Quick Parts tool

Take One

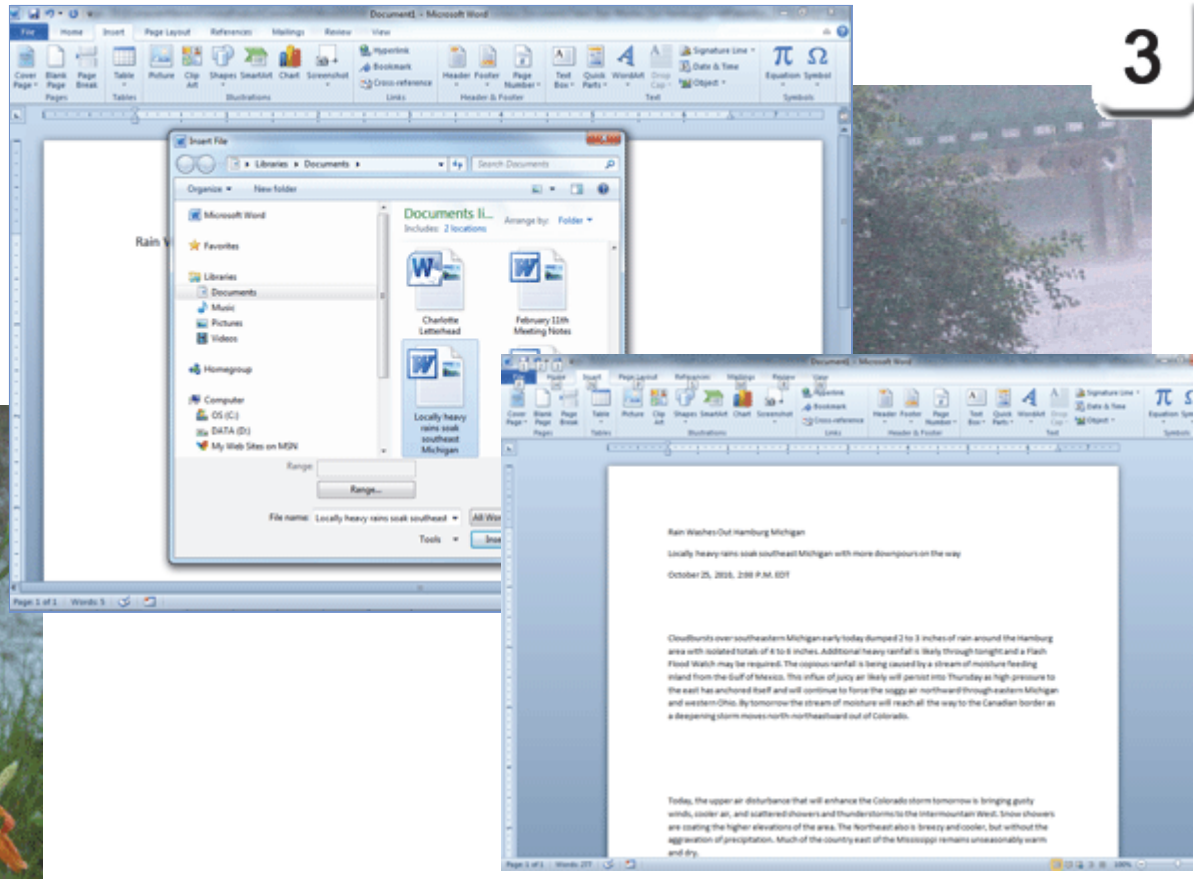
Find the File

3. Try it: Browse for a sample file
Go to the **Documents** folder
Find the sample file: Locally Heavy Rains Soak Southeast Michigan.

Double click on the sample file to insert it. The sample file should open in Microsoft Word.

Keep going....

Insert ->Object ->Text from File



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-3. Construct content in a document by using the Quick Parts tool

Take One

Show/Hide

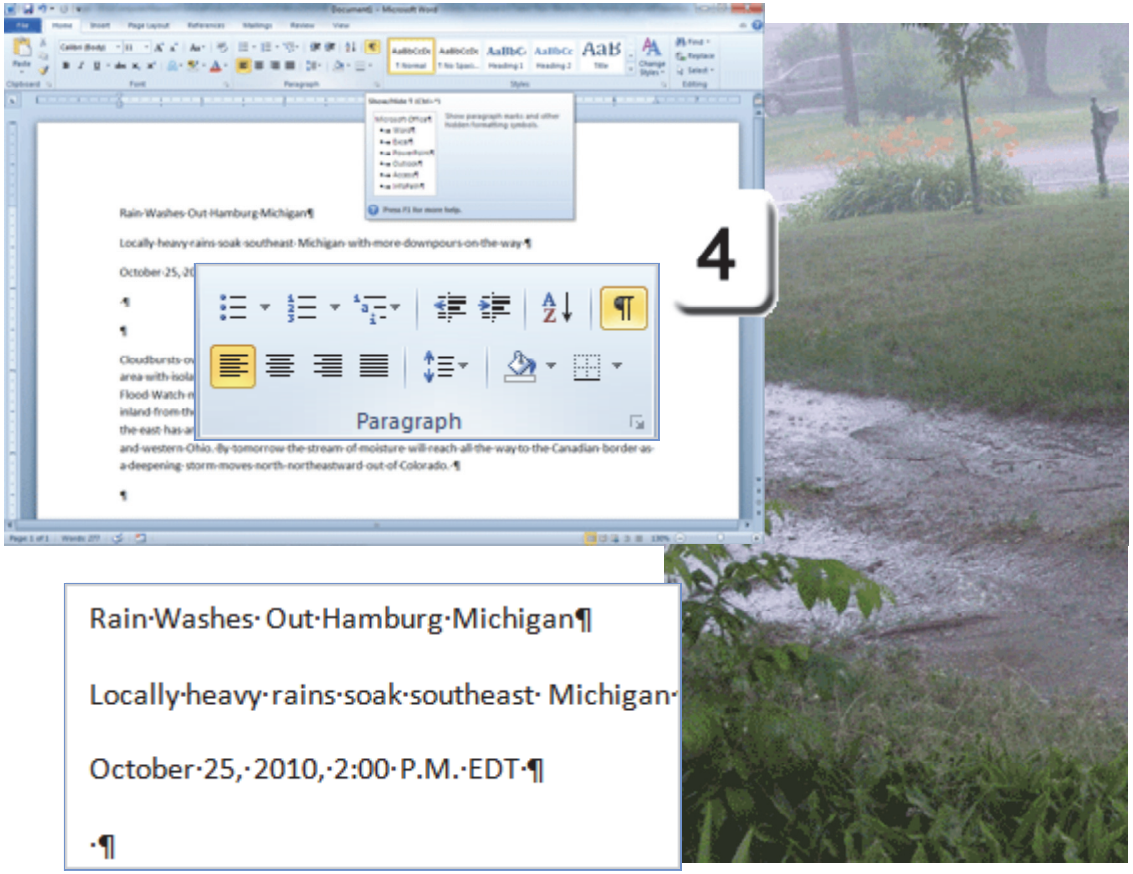
All word processors are text based. Think of the old-fashioned electric typewriters. If you wanted your name by the signature, you had to enter enough blank lines to get down to the bottom of the letter.

When you select **Show/Hide,** Word displays the formatting codes. Notice, each time you hit the Enter key on the keyboard, you have a new blank line. When you are working with Microsoft Word, the text is anchored to a line, just like a typewriter.

4. Try it: Proof the Paragraphs
Go to the **Home** Ribbon
Find the **Paragraph** Group
Click on the **Show/Hide** option
Delete the extra blank lines

There should be only one paragraph mark, or blank line, between the paragraphs. When you are done, you can turn off the **Show/Hide** option.

Home -> Paragraph ->Show/Hide



Take One

Format the Text

5. Try it: Format the headline
Select the first line
Go to the **Home** Ribbon
Format the **Font**:
Calibri, 36 point, Bold, Centered, Blue

Home ->Font

Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-1. Apply font and paragraph attributes: Format Text Color

Take One

Page Layout

6. Try This: Format two columns
First, select all of the text EXCEPT for the headline.

Go to **Page Layout->Page Setup.** Select **Columns** and click on **Two**

Page Layout ->Page Setup->Columns

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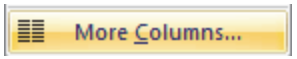
Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-1. Apply and manipulate page setup settings: Format Columns

Take One

Format the Columns

There are several more options you can use to format the columns in your newsletter.

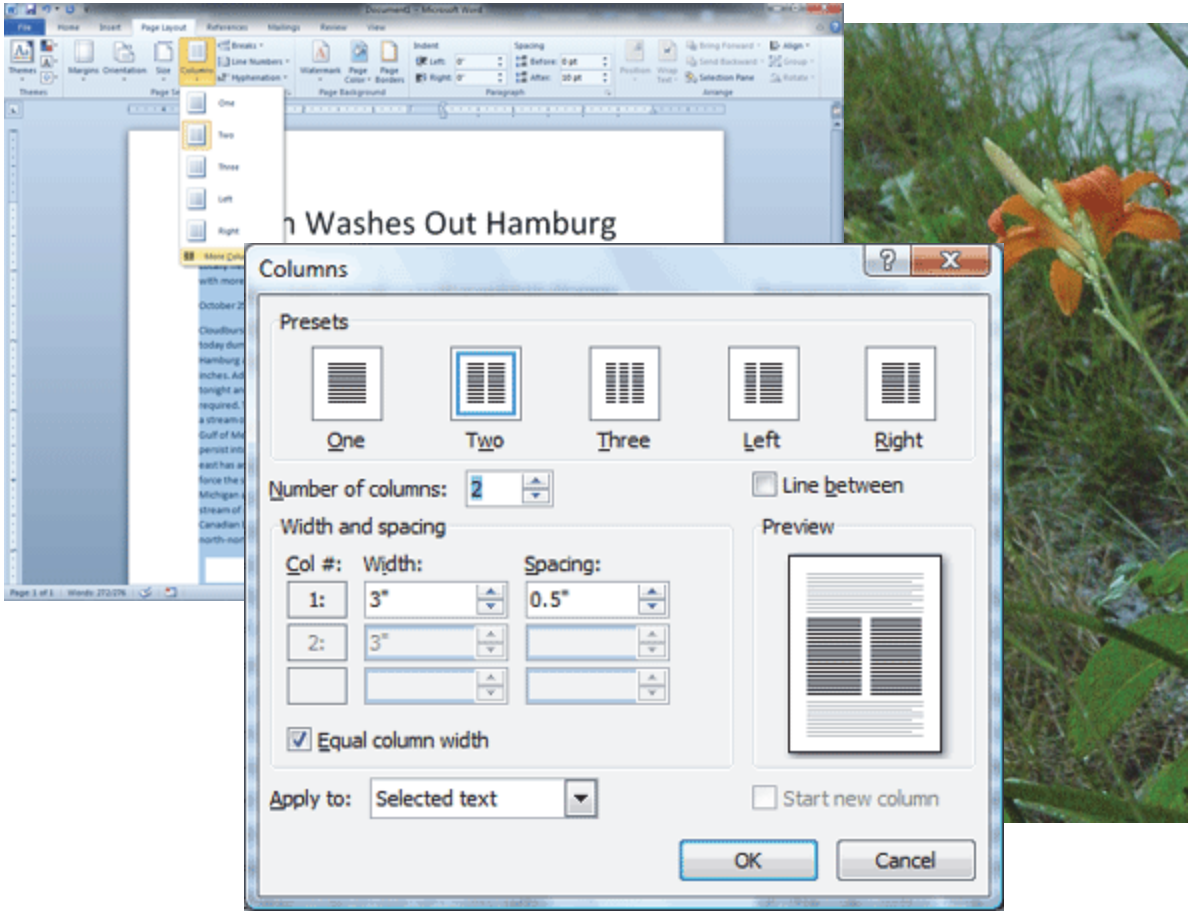
Try This: Edit the Columns
Before your begin, select the two columns of type.
Go to the **Page Layout** Ribbon.
Go to **Page Setup ->Columns.**
Select **More Columns**.



What Do You See? You can adjust the **Column Width** and **Spacing**. By default, there is a half inch (.5") space or gutter between the columns. You can choose to add a line between the columns if you wish.

These two columns are equal in size, but you can also make the columns different widths.

Page Layout ->Page Setup ->Columns -> More Columns



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-1. Apply and manipulate page setup settings: Format Columns

Take One

Insert Pictures

7. Insert a Picture from File.
This lesson has **Sample Files.** You can save them to your **Documents** folder and use them to create this newsletter.

Try it: Insert a Picture
Go to **Insert** and click on **Picture**
Browse to the Documents folder

Select the Satellite photo to insert it the newsletter.

Sample satellite photos
Copyright© the Weather channel.

Insert ->Picture -> From File

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Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document

Take One

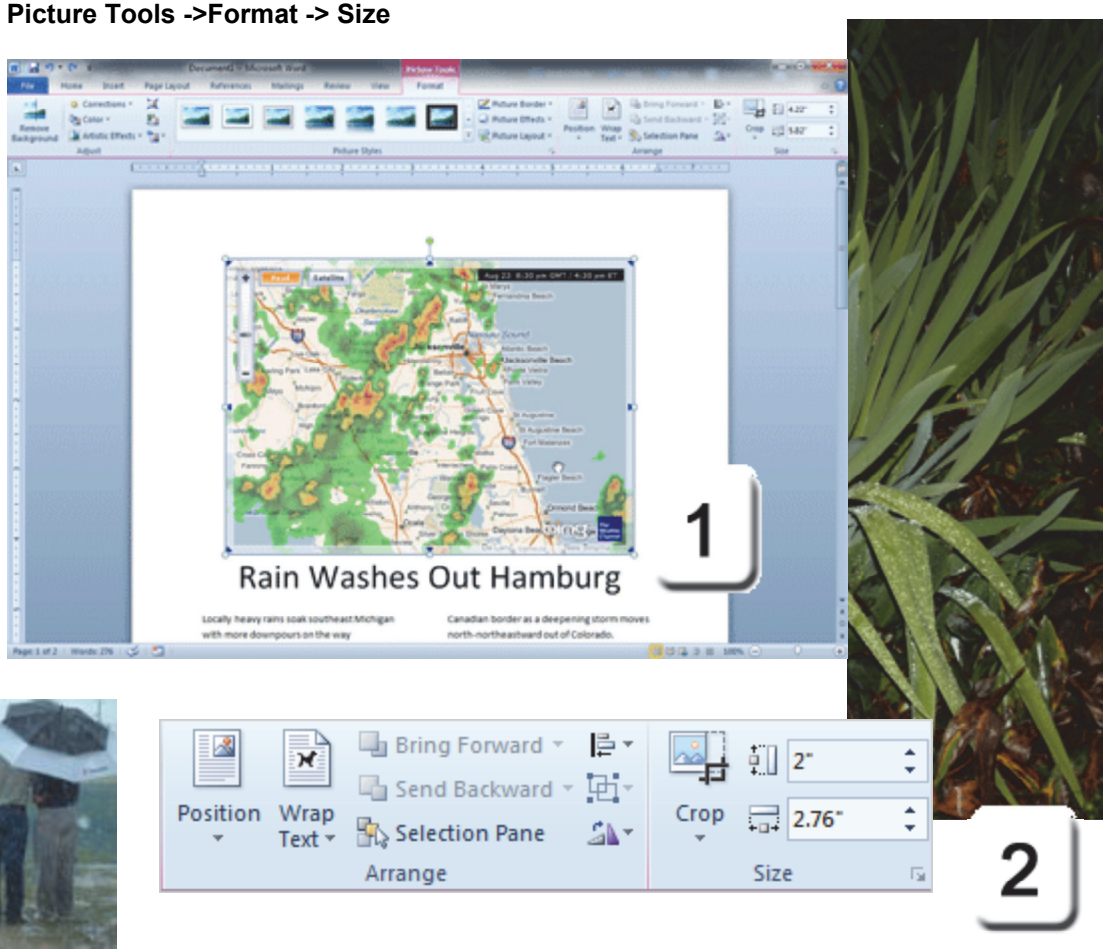
Format Options

Microsoft Word offers several **Picture Tools** to enhance the design and layout of your illustrations. Here are two options.

1. Try It: Resize the Picture
Click once on the picture to **select** it.
Move your mouse over the corner **Handle.**
Look for the two headed arrow.
Drag and Drop to resize the picture.

2. Try This, Too: Format the Size
Go to the **Format** Ribbon
Go to **Size** and type 2" for the height.
When you ENTER or TAB, the width will update as well.

Picture Tools ->Format -> Size



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Format Size

Take One

8

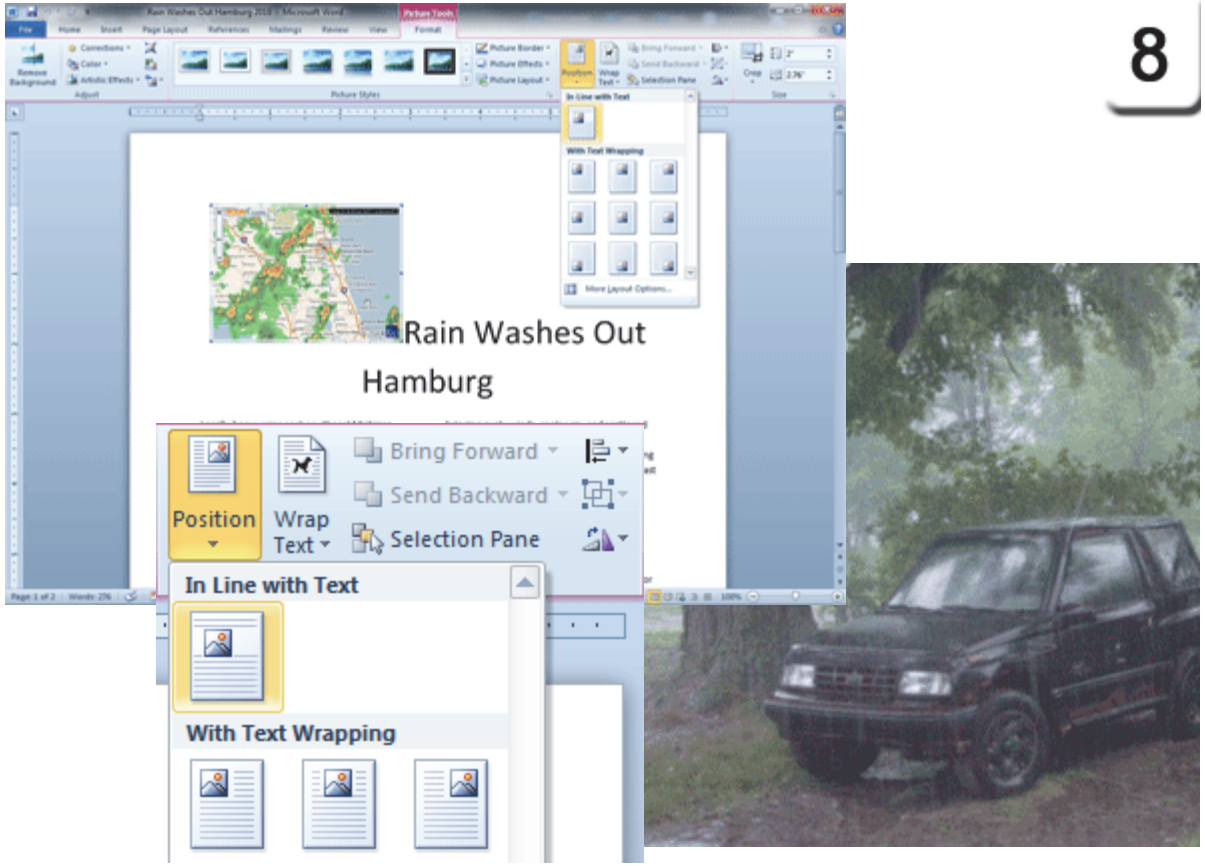
Format the Position

8. Arrange the Picture Position
By default, most of the new pictures that you insert in your document will be **In Line With Text**. That means, your pictures will behave like a big letter.

What Do You See? When a picture is **In Line With Text**, it is part of the TEXT. You can drag and drop it with the same mouse moves you use to move words or paragraphs.

Where Have You Seen This Before? Think of the Medieval prayer books that began the readings with a stylized and ornamented letter. Important days began with a red icon, hence the term "Red Letter Days."

Picture Tools ->Format -> Arrange ->Position



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Arrange Position

Take One

Text Wrapping

The picture in this example is **In Line with Text**. It moves like a big letter.

Text Wrapping controls how the Text behaves around the Pictures.

Text Wrapping creates a Picture Frame that can be Square, Tight, Top and Bottom. You can also use Text Wrapping to place a picture behind the text or in front of the text.

9. Format the Text Wrapping

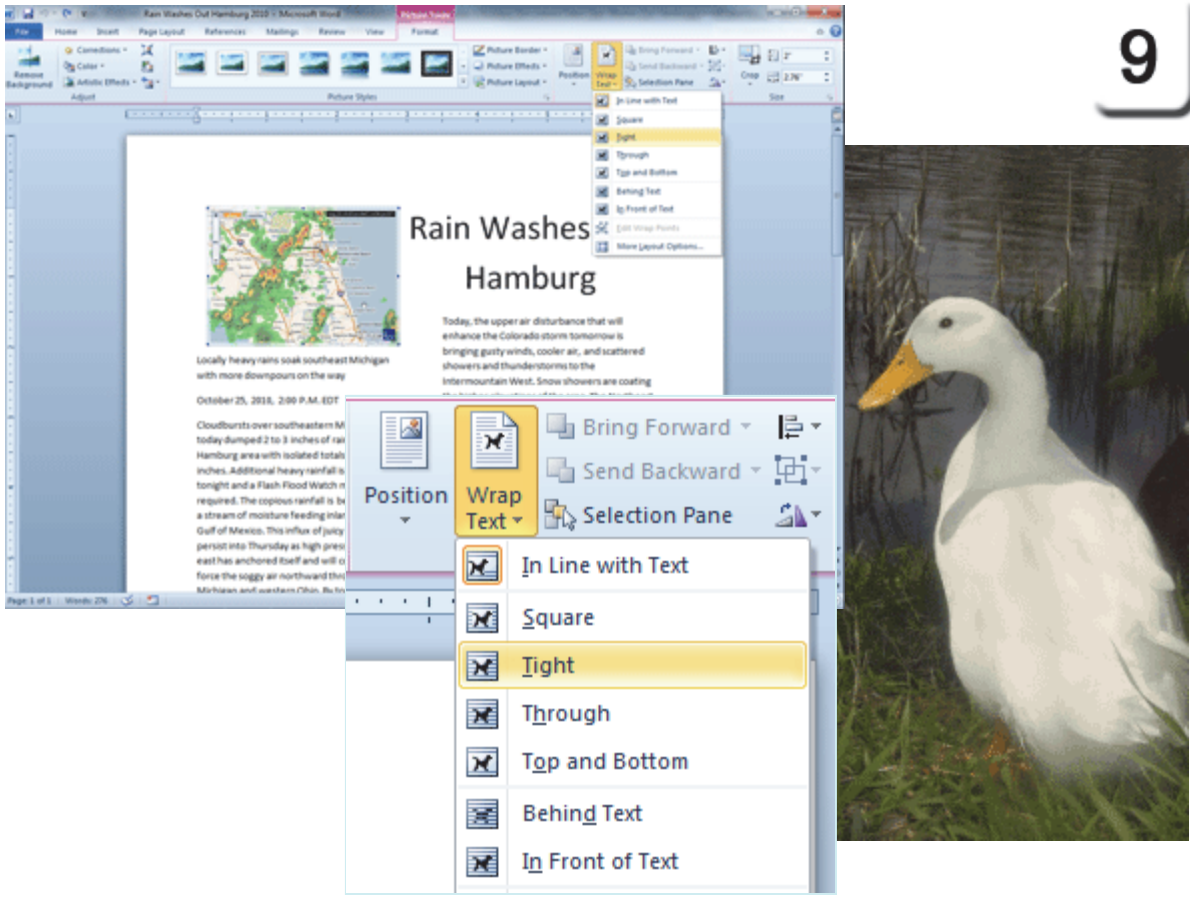
Select the picture.

Go to **Picture Tools.**

Go to **Format -> Wrap Text.**

Choose **Tight** Text Wrapping.

Picture Tools ->Format -> -> Arrange -> Text Wrapping



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Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Format Text Wrapping

Take One

Add A Second Picture

This newsletter has two columns of text and a picture that has been formatted with Tight Text Wrapping. What happens if you add a second picture to this newsletter?

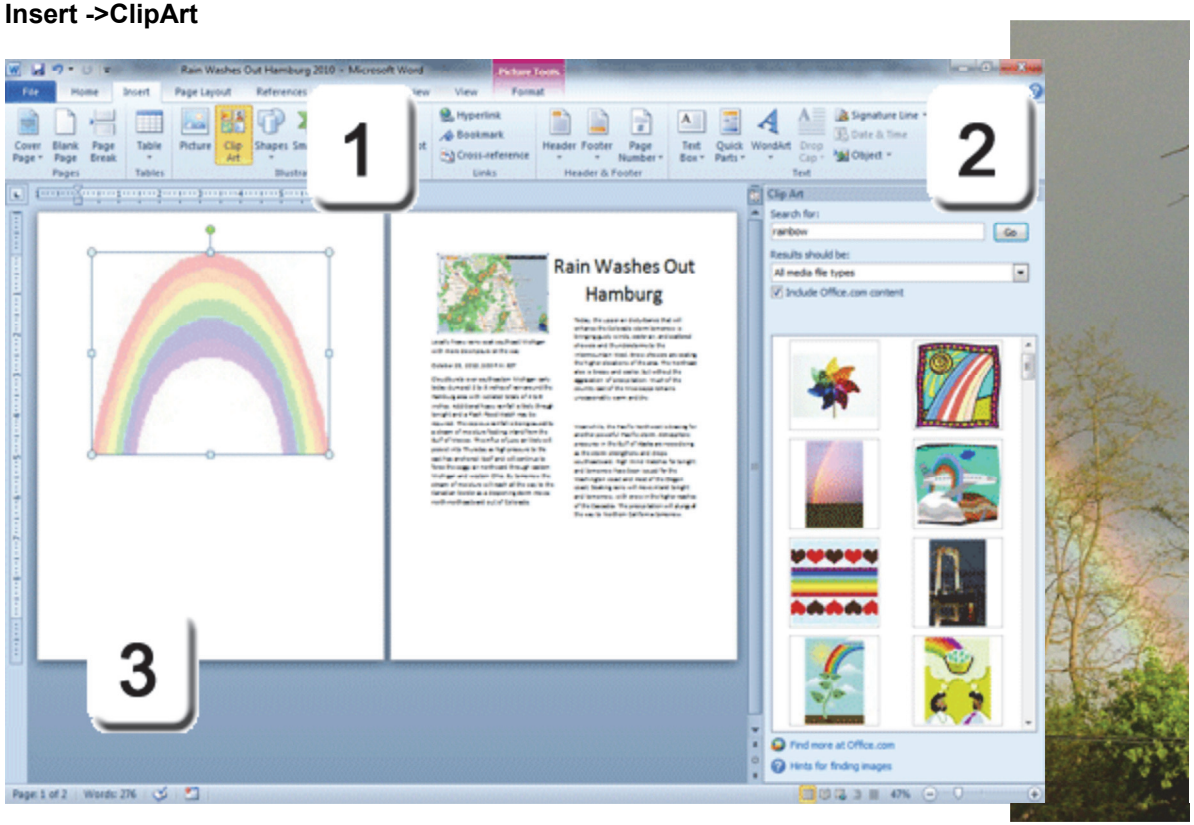
1. Try it: Insert ClipArt
Go to **Insert ->ClipArt.**
Search for: rainbow.

2. Select a Clip from the Gallery
Please browse through the ClipArt Search Results and click on any rainbow to add it to this newsletter.

3. What Do You See? Adding a second picture may scramble your design and layout.
;-(

Keep going. Let's look at some of the **Picture Tools** that can help you arrange the pictures better.

Insert ->ClipArt



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document

Take One

Send Behind Text

Arranging Text and Graphics makes more sense if you know that Microsoft Word has layers. Text is always on its own layer. The background is the bottom layer. You may have many layers if you have a many graphics.

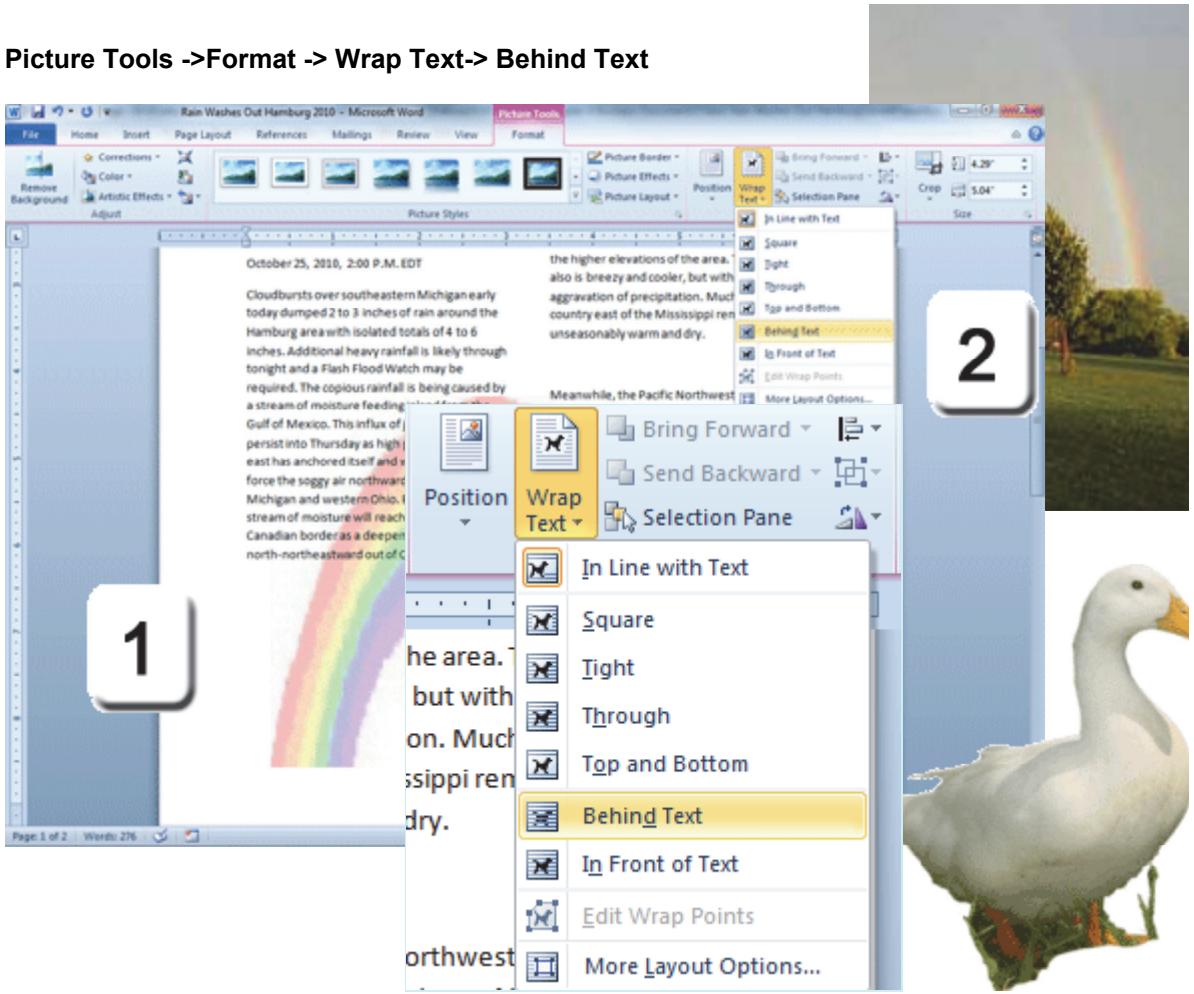
1. Try It: Select the Picture
The **Picture Tools** should be available.

2. Try This: Send Bend Text
Go to **Picture Tools ->Format .**
Go to **Wrap Text -> Behind Text.**

The picture should be behind the text, now. It may not be behind the other pictures. Keep going...

Memo to Self: Send to Back and Behind Text work best if the pictures, graphics and text overlap.

Picture Tools ->Format -> Wrap Text-> Behind Text



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Send Behind Text

Take One

Send to Back

Send to Back is different than **Send Behind Text**. If there are several pictures, Send to Back will place your picture behind the others.

1. Try It: Change the Page Layout
Click the Rainbow picture to select it.

2. Try This, Too: Send to Back
Go to **Page Layout ->Arrange.**
Go to **Send Backward.**
Click on **Send to Back.**

3. What Do You See? Send to Back will place the rainbow picture behind the satellite photo.

Have You Seen This Before?
Microsoft PowerPoint also uses Layers to create the Slide Master as well as to arrange objects in front or in back of each other.

Page Layout ->Arrange -> Send to Back

Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Send to Back

Take One

Add a Page Border

A page border adds elegance to your design, much as a picture frame surrounds a good image. Here are the steps to format a page border.

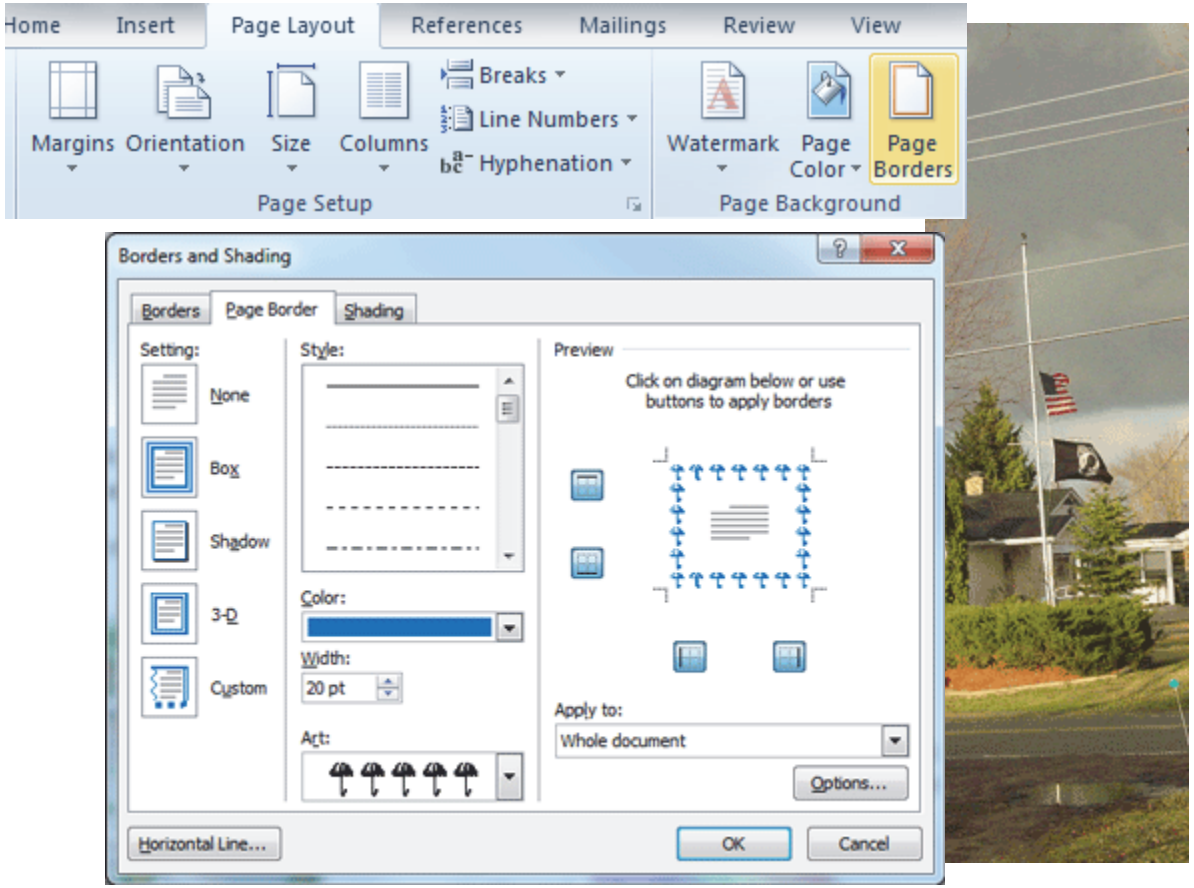
Try This: Add a Page Border
Go to **Page Layout ->Page Borders**.

What Do You See? The Borders and Shading has three tabs and you are on the Page Borders. Edit the following:

Setting: Select Box
Color: Select blue.
Width: 20 pt
Art: Find the umbrellas.
Click **OK**.

Save your work. You can name this document: *Your Name Newsletter*.

Page Layout ->Page Borders



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-4. Create and manipulate page backgrounds: Add a Page Border

Word and Excel

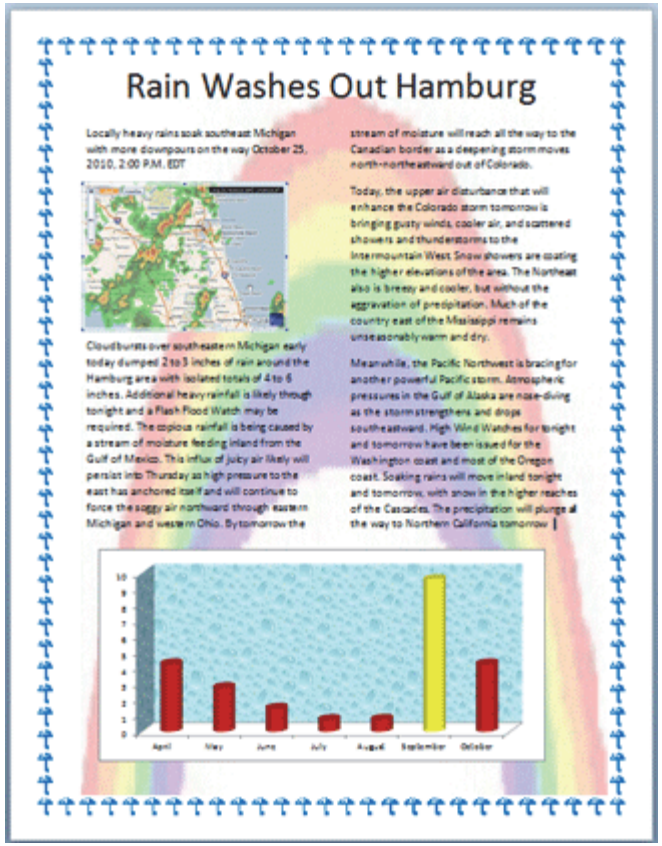
The example on this page shows a graph from Microsoft Excel copied, pasted and **linked** to Microsoft Word.

Linking a chart to a newsletter or report is an excellent example of how to use Microsoft Office effectively. Say someone corrected the data in the spreadsheet. The chart in Microsoft Excel will change. The chart that you **linked** with **Paste Special** in Word will update, too.

Before You Begin

The Beginning Guide to Excel demonstrates how to create charts. Those steps are available online here. You can also make your own chart for this demo if you wish.

View ->One Page



Rain Washes Out Hamburg

Locally heavy rains soak southeast Michigan with more downpours on the way October 25, 2010, 2:00 P.M. EDT

Cloudbursts over southeastern Michigan early today dumped 2 to 3 inches of rain around the Hamburg area with isolated totals of 4 to 6 inches. Additional heavy rainfall is likely though tonight and a Flash Flood Watch may be required. The copious rainfall is being caused by a stream of moisture feeding inland from the Gulf of Mexico. This influx of juicy air likely will persist into Thursday as high pressure to the east has anchored itself and will continue to force the soggy air northward through eastern Michigan and western Ohio. By tomorrow the stream of moisture will reach all the way to the Canadian border as a deepening storm moves north-northeastward out of Colorado.

Today, the upper air disturbance that will enhance the Colorado storm tomorrow is bringing gusty winds, cooler air, and scattered showers and thunderstorms to the Intermountain West. Snow showers are coating the higher elevations of the area. The Northeast also is breezy and cooler, but without the aggravation of precipitation. Much of the country east of the Mississippi remains unseasonably warm and dry.

Meanwhile, the Pacific Northwest is bracing for another powerful Pacific storm. Atmospheric pressures in the Gulf of Alaska are nose-diving as the storm strengthens and drops southeastward. High Wind Watches for tonight and tomorrow have been issued for the Washington coast and most of the Oregon coast. Soaking rains will move inland tonight and tomorrow, with snow in the higher reaches of the Cascades. The precipitation will plunge all the way to Northern California tomorrow.

Exam 77-882: Microsoft Excel 2010 Core
2. Creating Cell Data
2.1. Construct cell data

Take One

Welcome to Excel

This is a simple exercise that points out the similarities of the toolbars in both Microsoft Word and Excel.

1. Try It: Open a Sample Spreadsheet

Go to **Start ->Microsoft Office**.

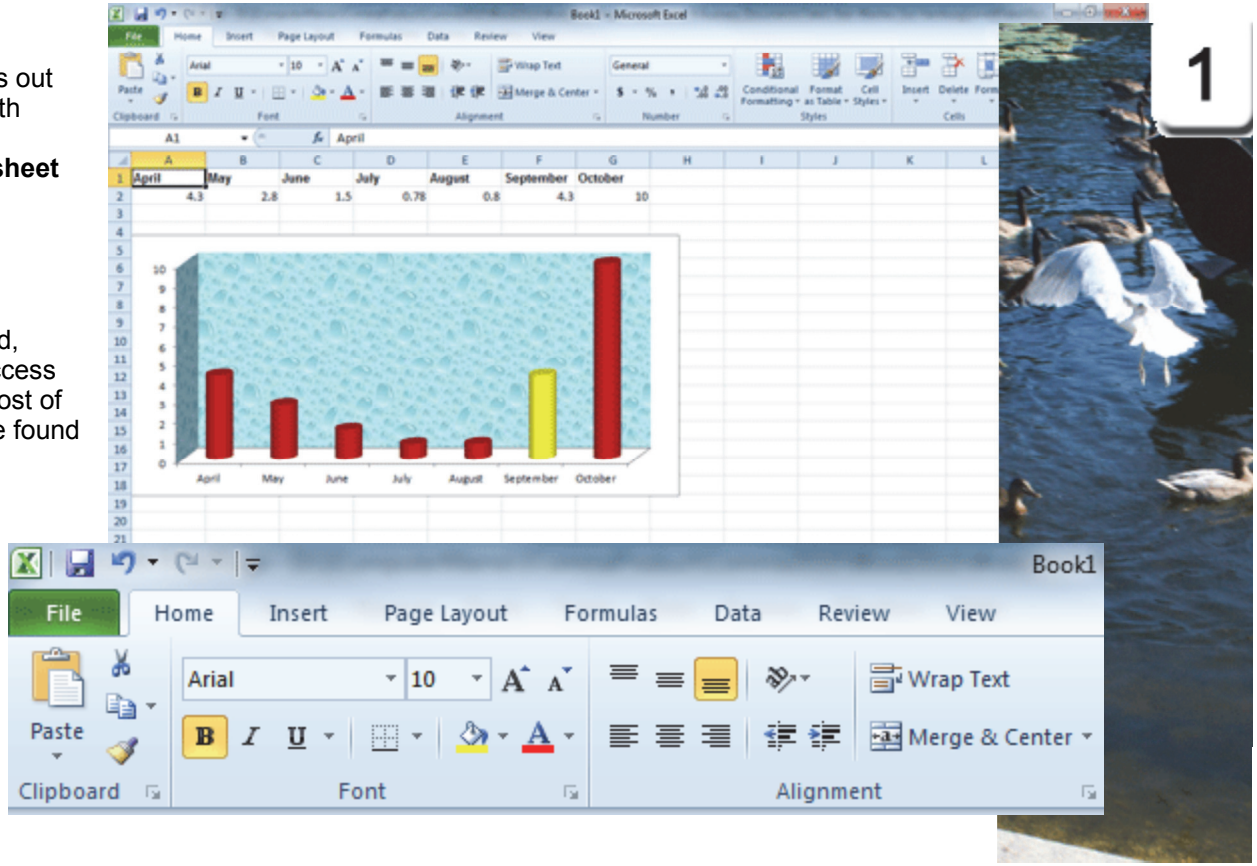
Select **Microsoft Excel 2010**.

Open [Rainfall 2010.xlsx]

What Do You See? Microsoft Word, Excel, PowerPoint, Outlook and Access were designed to work together. Most of the options you use in Word can be found on the same Ribbons in Excel.

Keep going...

Start ->All Programs -> Microsoft Office -> Microsoft Excel 2010



Exam 77-882: Microsoft Excel 2010 Core
2. Creating Cell Data
2.1. Construct cell data

Take One

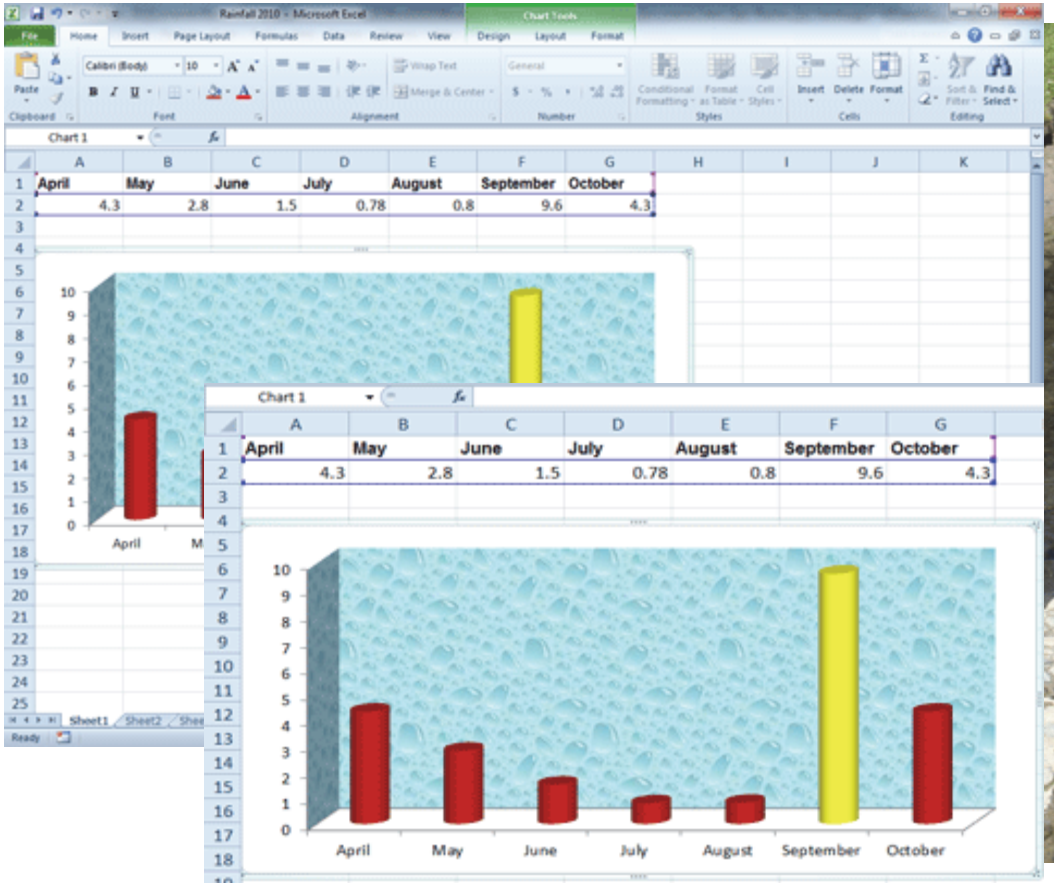
Copy and Paste

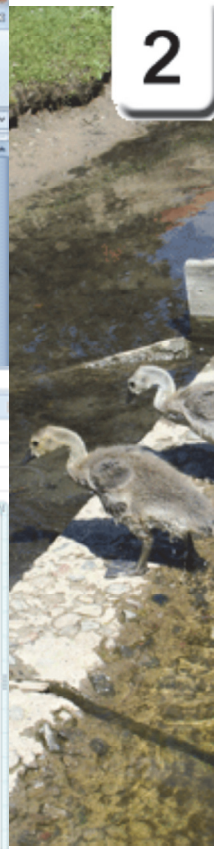
2. Try it: Copy the Chart
Click once on the chart to select it. You should see a light border surrounding the chart. This border has handles in the corners, just like a picture in Word when you select it.

Go to **Home -> Copy**.

Keep going...

Microsoft Excel-> Home -> Copy





Exam 77-882: Microsoft Excel 2010 Core
2. Creating Cell Data
2.1. Construct cell data

HOME

Take One

Paste Special in Word

In the next steps, you will be working in Microsoft Word. You do not have to close Excel. You can have both programs open at the same time.

If the newsletter is still open in Microsoft Word, you should see it on the Task bar at the bottom of your screen. Click on the Task bar to restore the window for Word.

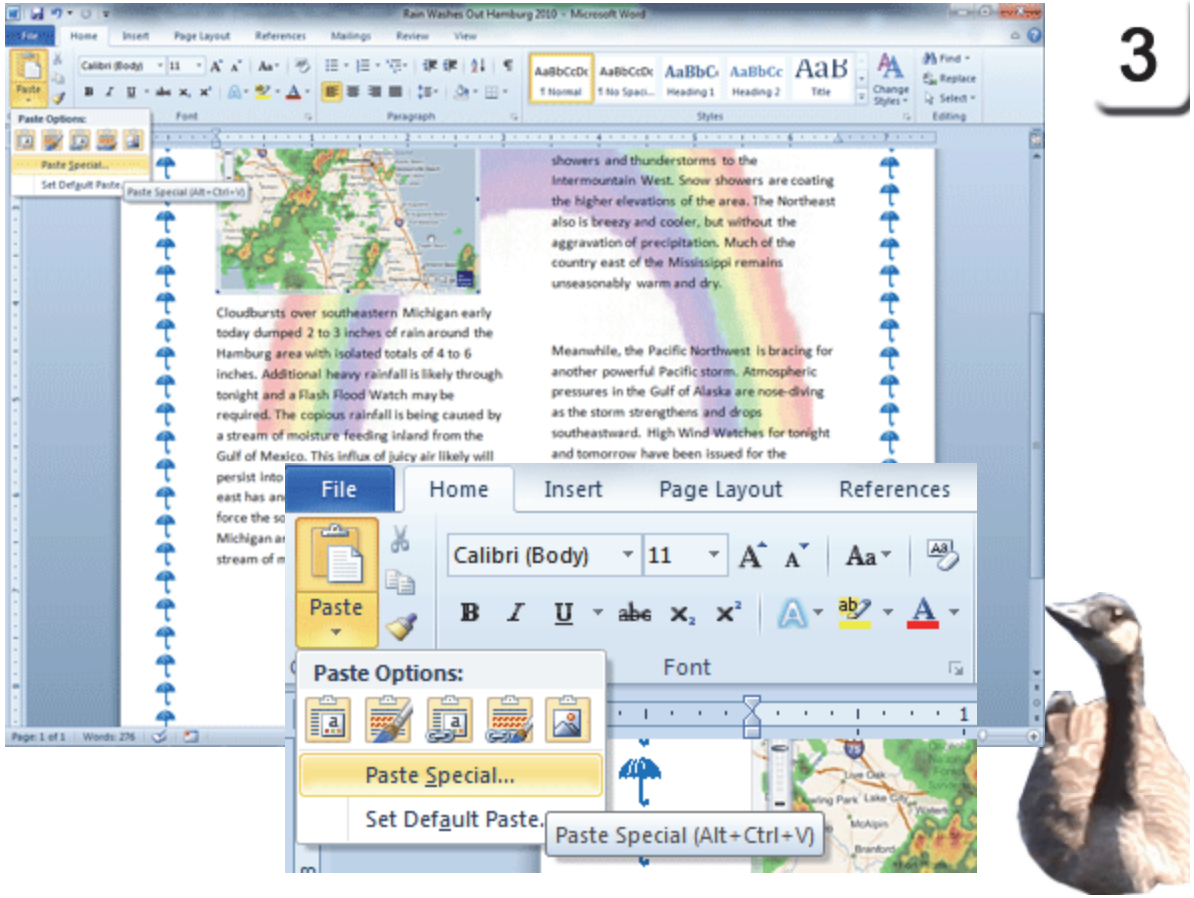
3. Try it: Paste Special

In Word go to **Home**.

Select **Paste Special**.

Keep going...

Microsoft Word ->Home ->Paste Special



3

Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Paste Special

Take One

Paste Special

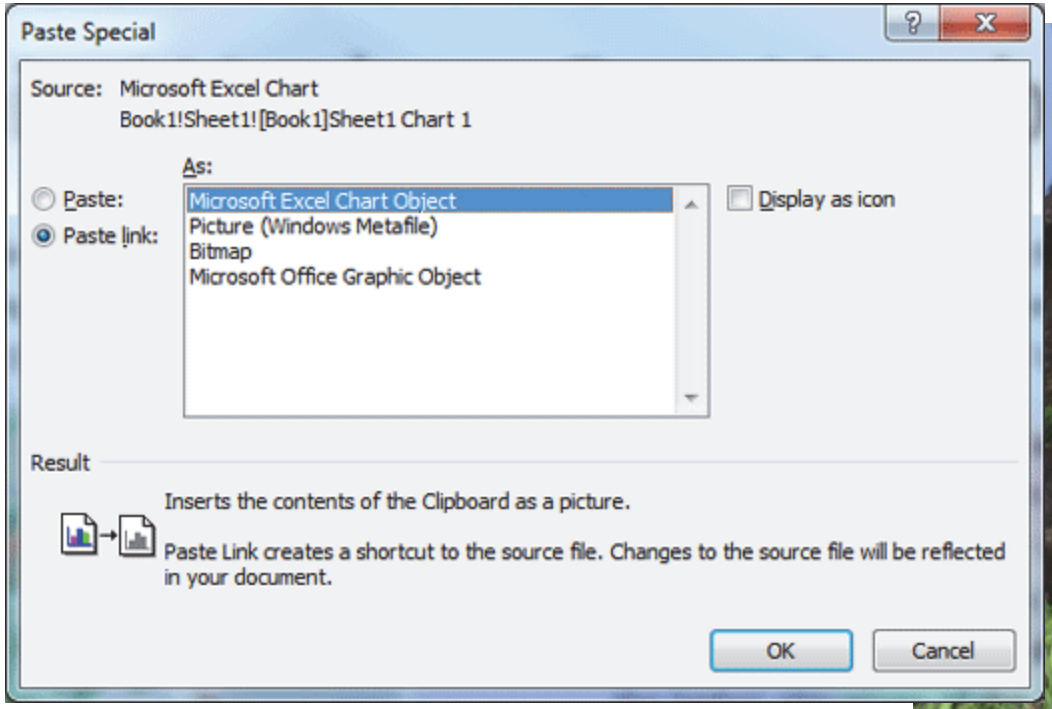
Paste Special asks two questions: First, what kind of object do you want to paste? You can paste this chart as a Picture, a Bitmap, or as an embedded Microsoft Excel Chart Object.

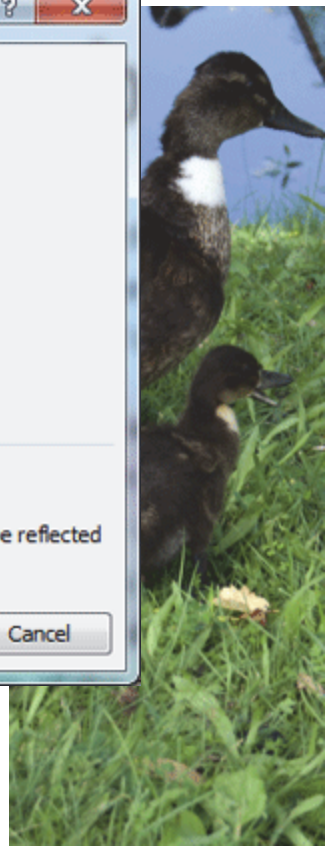
Second, how do you want to paste this Chart? If you choose **Paste Link**, the Chart in Word will look up the values in your Excel Spreadsheet.

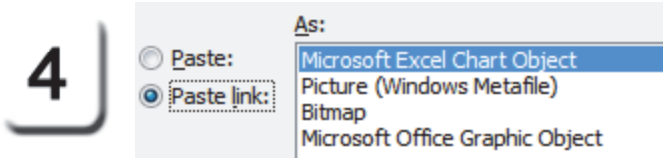
4. Try it: Choose the Link
Please select: **Microsoft Office Excel Chart Object**.
Choose: **Paste link**.
Click OK.

Keep going...

Microsoft Word ->Home ->Paste Special







Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Paste Special

Take One

Paste Special

What Do You See? You should see a Microsoft Excel Chart in your newsletter. It worked, <grin>

However, the chart may be so big that is ends up on the second page.

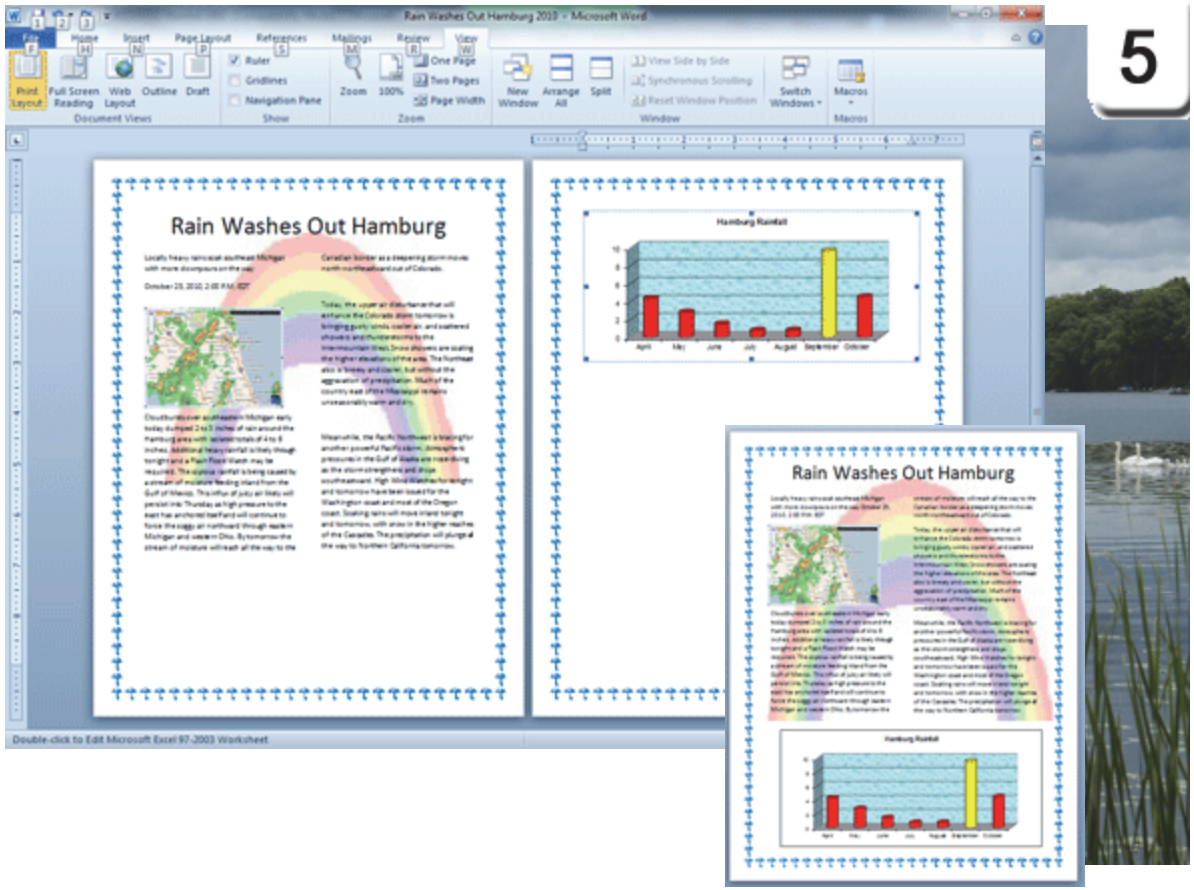
5. Try it: Format the Chart
Click once on the Chart to select it. **Resize** the Chart with the handles, as if it is just like one of your pictures.

Edit the Text Wrapping:
Go to **Page Layout -> Text Wrapping.** Select: **Tight**.

Arrange the Layout:
You can place the Chart wherever it looks best in your newsletter.

Save your work, please.

Microsoft Word ->Home ->Paste Special



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Paste Special

Take One

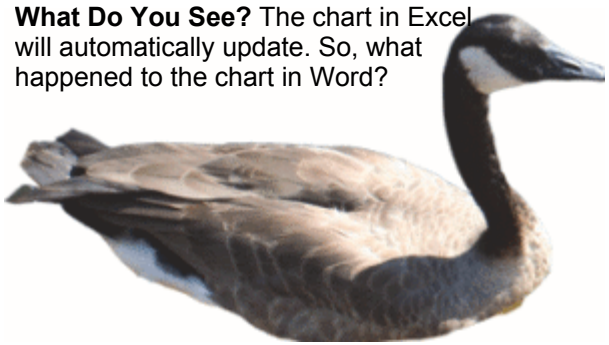
Change the Data

The chart in Word is linked to your data in Excel. The technical term for this relationship is: **OLE: Object Linking and Embedding.** Now, edit the data in Excel and watch what happens. ;-)

6. Try This: Edit the Data in Excel
Go to the rainfall spreadsheet in Microsoft Excel.

Select: Cell G2.
Type the number: 10.
Hit the Enter key on your keyboard.

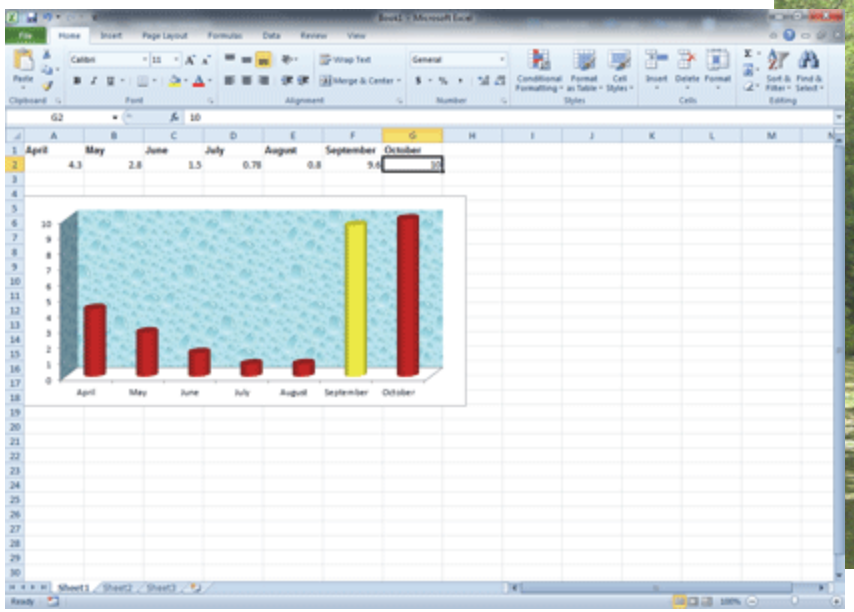
What Do You See? The chart in Excel will automatically update. So, what happened to the chart in Word?



Microsoft Excel

	A	B	C	D	E	F	G
1	April	May	June	July	August	September	October
2	4.3	2.8	1.5	0.78	0.8	9.6	4.3

	A	B	C	D	E	F	G
1	April	May	June	July	August	September	October
2	4.3	2.8	1.5	0.78	0.8	9.6	10



6

Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document

Take One

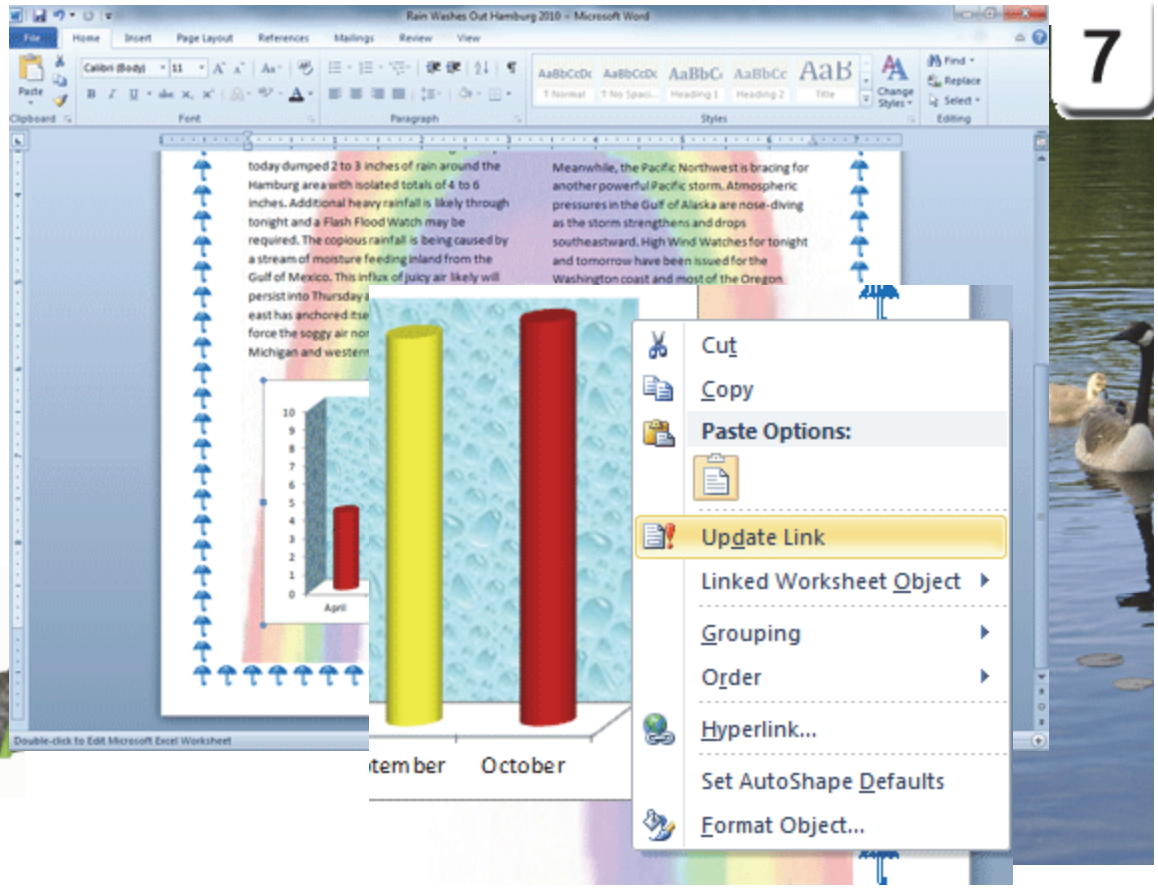
Update the Chart in Word

When you return to the newsletter in Microsoft Word, the chart should show the new data. Way cool.

7. OK, Try This: Update Link
Sometimes, the chart in Word does not update. Here is how you can do the update by hand.

Right click the chart to select it.
Select: **Update Link**.

Microsoft Word ->Right Click -> Update Link



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Update the Chart

Take One

Save It For a Rainy Day

This newsletter was developed using the **Home, Insert** and **Picture Tool** Ribbons. The goal of the lesson was to design an appealing **newsletter** that will encourage our users to read the articles or at least browse the important information.

The lesson also demonstrated the effectiveness of linking Word and Excel with Paste Special.

You done good.
You get the cookie.

Practice Activities

Rain Washes Out Hamburg

Before You Begin: Start Microsoft Word 2010. You should see a new, blank document.

Try This: Do the following steps

1. Open a New Word document
2. Insert the text from the sample article Microsoft Office 2010.
3. Insert a picture from ClipArt of a person working at a computer.
4. Format the Text Wrapping to be Top and Bottom
5. Format the text to have three columns.
6. Insert a second picture from ClipArt.
7. Format the second picture to have Text Wrapping Tight.
8. Move and resize the second picture so that it overlaps the edge of the first picture.
9. Insert a third picture from ClipArt.
10. Format the picture to have text wrapping Through.
11. Format the picture: edit the Brightness and Contrast.
12. Format the picture to be Behind Text.
13. Insert a chart from the Spreadsheet Microsoft Office 2010 Pricing.
14. Format the Text Wrapping on the Chart to be Tight.
15. Move and Resize the chart so that it is at the bottom of the third column.
16. Adjust text and picture sizes so that everything fits on one page.
17. Add a page border.
18. Save the file as My Name Intermediate Word Practice 1.docx

Test Yourself

1. Which of the following is true about the Show/ Hide button?
(Select all correct answers.)
a. Located on the Home Ribbon
b. Located in the View Group
c. Shows formatting codes, such as paragraph marks ¶
Tip: Intermediate Word, page 17

2. Which of the following is true about columns? (Select all correct answers.)
a. The command to create columns is on the Insert Ribbon
b. The command to create columns is on the Page Layout Ribbon
c. The More Columns command opens a box with more options for creating columns
d. Two columns can be different widths
Tip: Intermediate Word, page 20

3. Which of the following is true about resizing a picture in Word?
(Select all correct answers)
a. Can be done by dragging the handles on a picture
b. Can be done using the Size command on the Picture Tools Format Ribbon
c. Cannot be done to specific measurements
Tip: Intermediate Word, page 22

4. Which of the following is Text Wrapping option?
(Select all correct answers)
a. In Line with Text
b. Square
c. Top & Bottom
d. Behind Text
Tip: Intermediate Word, page 23

5. Send to Back works the same as Send Behind Text
a. True
b. False
Tip: Intermediate Word, page 27

6. Which of the following is true about a Chart pasted into Word?
(Select all correct answers.)
a. It can have Text Wrapping
b. It can be resized using handles
c. It can be linked so it automatically updates if changes are made to the original Excel file.
Tip: Intermediate Word, page 34

7. Which Ribbon has the command for adding a border to a document?
a. Page Layout
b. Insert
c. View
d. Picture Tools
Tip: Intermediate Word, page 28

Test Yourself

8. How do you format two columns of text in Word 2007?
a. Go to Page Layout ->Columns
b. Go to Insert ->Columns
c. Go to Format ->Columns
Tip: Intermediate Word, page 19

9. Indicate the ways you can format two columns. (Select all that apply)
a. Column width
b. Column spacing
c. Equal or different column width
Tip: Intermediate Word, page 20

10. There are two pictures overlapping each other in your newsletter. Both pictures are formatted with the Text Wrapping at Tight.

How would you place a rainbow picture behind a satellite photo? (Select all that apply)
a. Click the rainbow and go to Page Layout ->Arrange ->Send to Back.
b. Right-click the rainbow and select Send to Back.
c. Click the rainbow and go to Picture Tools ->Format ->Send to Back.
Tip: Intermediate Word, page 26

Take Two

Word 2010: Business Documents

Open for Business

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Open a new document from template.
2. Edit Building blocks in a template.
3. Add content to customize a template.
4. Apply a Theme to a document.
5. Save a document as a Template.
6. Use a blog template to post to a blog.
7. Use blog tools with a document created from a blog template.

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Lesson 2: Open for Business

1. Readings
Read Lesson 2 in the Intermediate Word guide, page 41-68.

Project
A customized FAX template and a Blog Post.

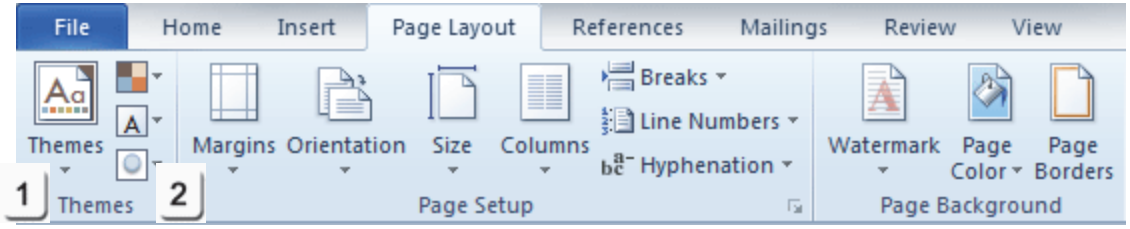
Downloads
Charlotte FAX.docx

Graphic files used in the lesson:
HamburgFestival1,HamburgFestival2, HamburgFestival3, HamburgFestival4, HamburgFestival5, 1Logo, Farm

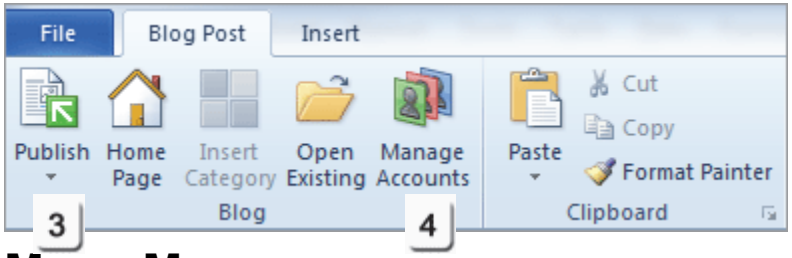
2. Practice
Do the Practice Activity on page 68.

3. Assessment
Review the Test questions, page 68.

Page Layout



Blog Post



Menu Maps

This lesson shows the **Page Layout** and **Blog Post** Ribbons.

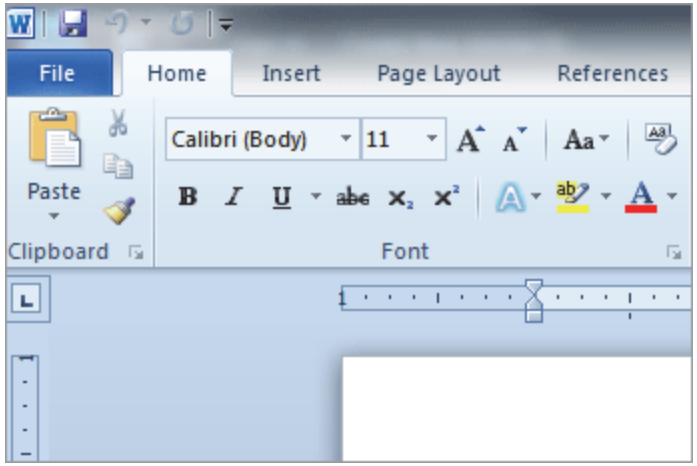
1. Page Layout-> Themes
2. Page Layout-> Themes-> Theme Colors
3. Blog Post-> Publish
4. Blog Post-> Manage Accounts

Open for Business

When you open a new business there are a million things you need to setup. When the Computer Mama opened the office, she got 15 computers, 15 monitors, 15 keyboards, mice and 15 chairs...but no tables. OK, where is the business-in-a-box so a newbie can figure out what's needed?

Microsoft Office Templates

Microsoft Office 2010 has a rich library of business templates that make it easy to gather all of the documents you need for work. A template is a business document that is already formatted with a lot of options. This lesson will demonstrate how to find business templates. And how to customize the template with your own content. **So, Start the Program Microsoft Word.**



What do you see, from the top of the screen? Is there a Title Bar that says Microsoft Word? Yes.

Is there a **Home** Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.

Take Two

New Document

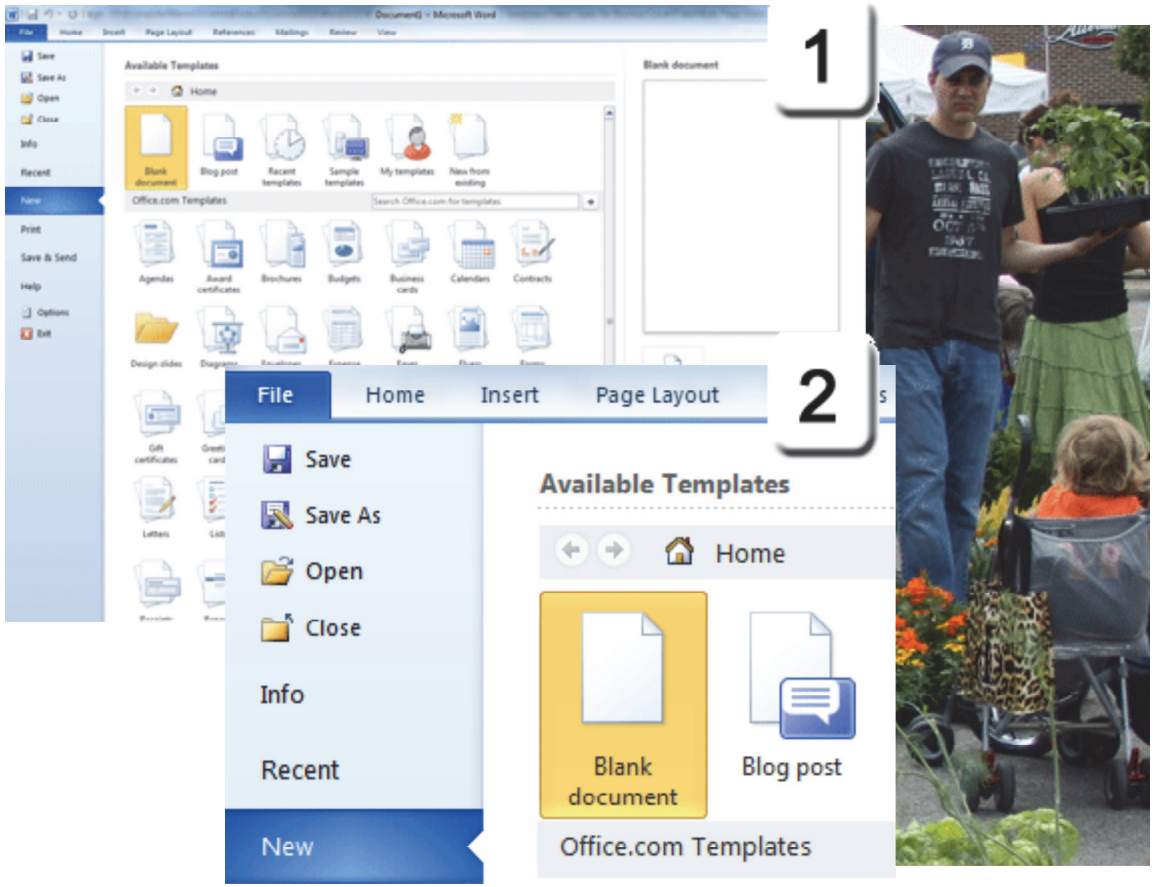
A **Template** can be a document, spreadsheet or presentation that includes formatting, layout and design. A template gives you a place to start, instead of beginning with a blank page. **Microsoft Office** offers many, many templates that you can use.

1. Try This: Open A New Document
Go to **File->New**.

2. What Do You See? Microsoft Word displays a **Blank Page**. The name, "Blank" is misleading. A plain piece of paper in Word is actually loaded with built in Quick Parts and formatting.

Please close this document and keep going...

File ->New ->Blank Document



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document

Take Two

New Templates

3. Try This, Too: Open a Template
Go to **File ->New**.
Select **Samples Templates**.
Choose the **Meridian Fax template**.

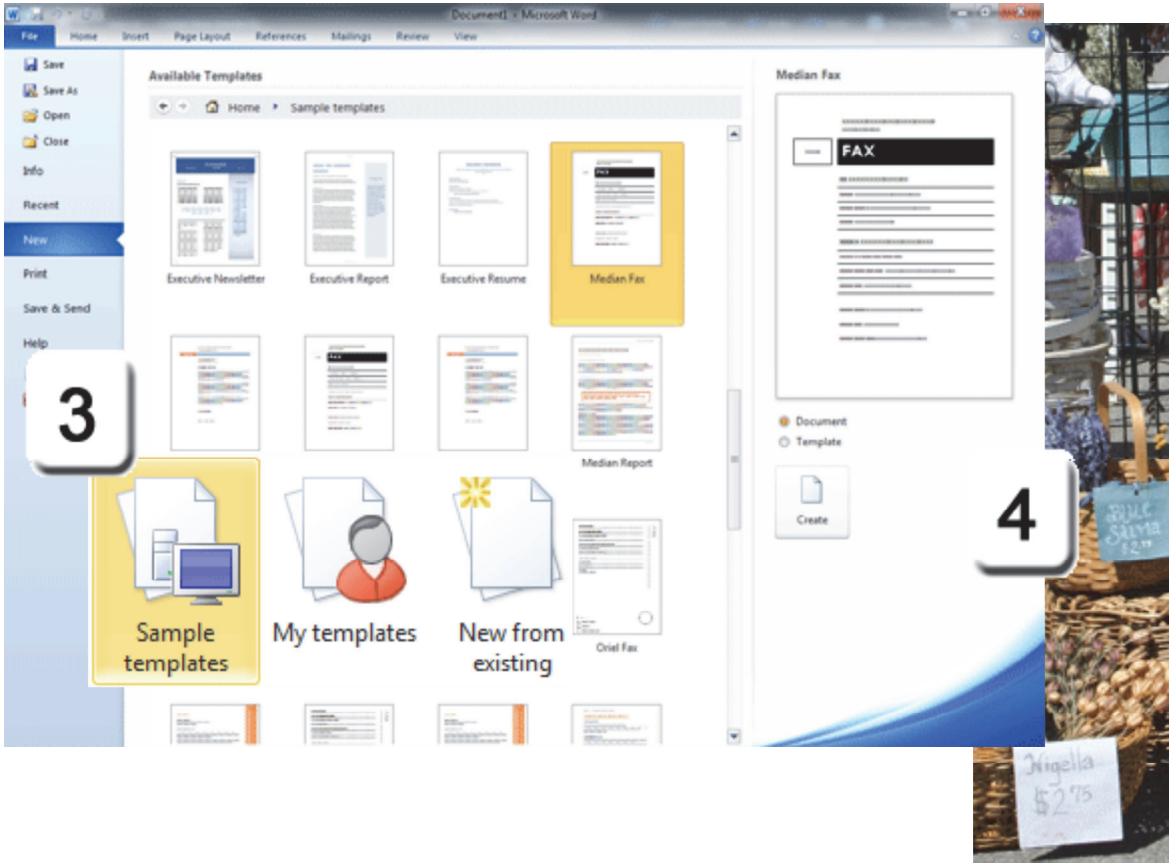
4. What Do You See, Now? The samples templates include letters, fax cover sheets, resumes, reports and sample Mail Merge documents.

There are additional templates online including many designs for brochures, calendars and newsletters. Most of the online templates are free.

Keep going...

Memo to Self: When you open a new template, you make a copy of the file, just like the Blank Document you open each time you start Word, you need to save your changes.

File ->New ->Sample Templates



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document

Take Two

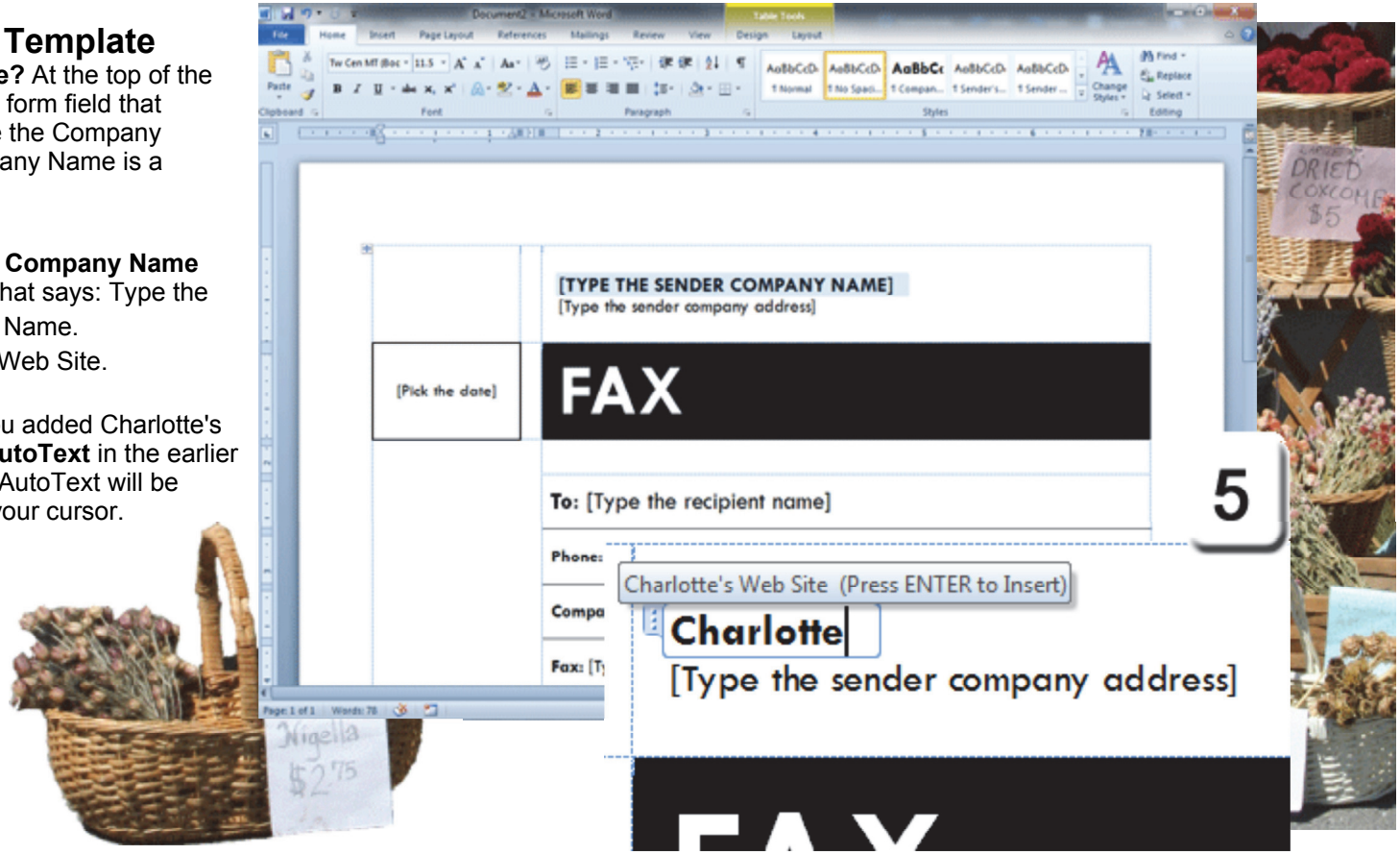
File ->New ->Sample Templates -> Meridian FAX

Edit the Fax Template

What Do You See? At the top of the FAX template is a form field that invites you to type the Company Name. The Company Name is a **Building Block**!

5. Try it: Edit the Company Name
Click on the field that says: Type the Sender Company Name.
Type: Charlotte's Web Site.

Look Again: If you added Charlotte's Web Site to the **AutoText** in the earlier lessons, then the AutoText will be displayed above your cursor.



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document

Take Two

Add Your Own Content

A Template is just the beginning-like a pattern or a rough cut. You can add your own graphics to the Fax.

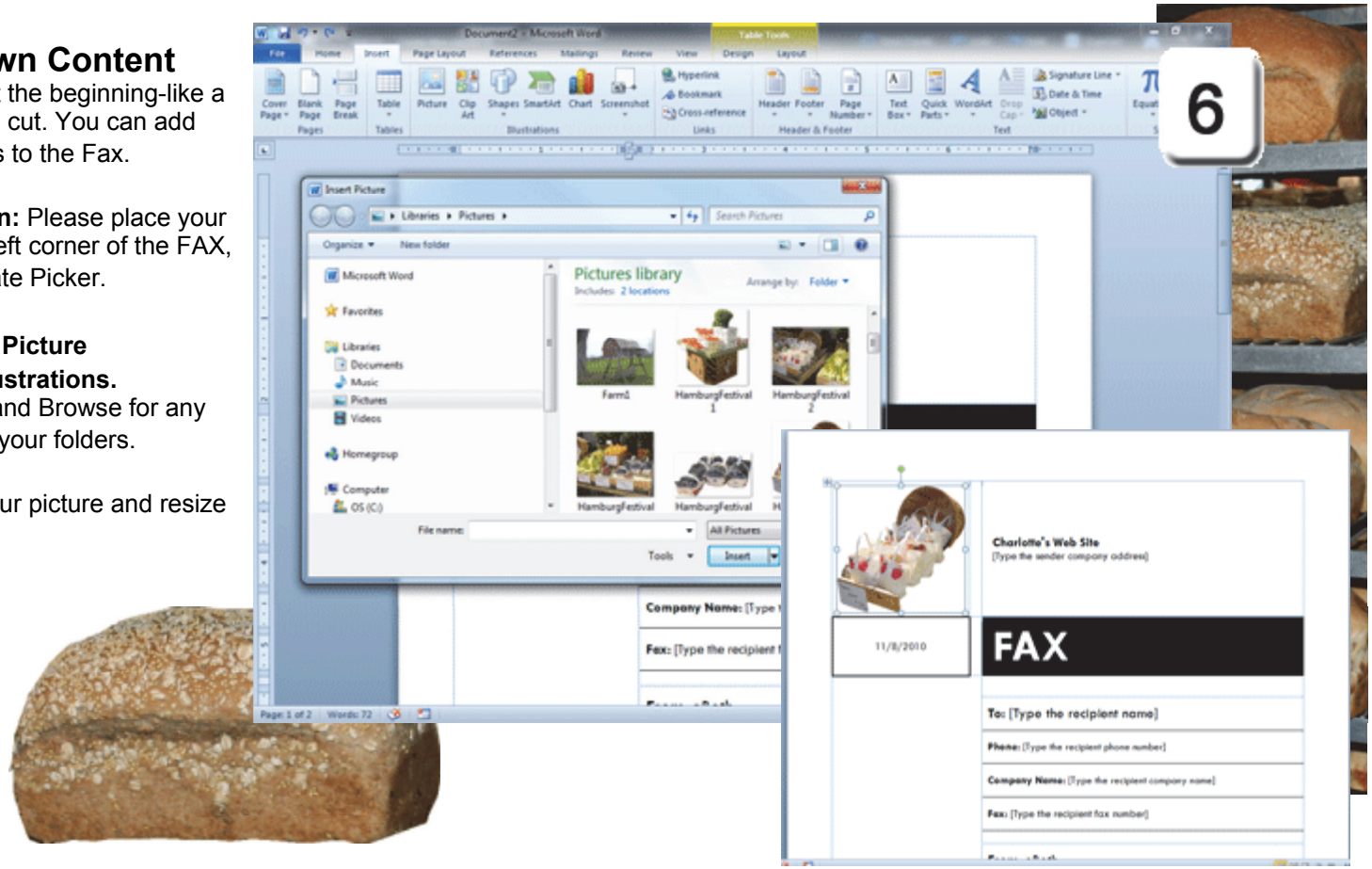
Before You Begin: Please place your cursor in the top left corner of the FAX, above the little Date Picker.

6. Try It: Insert a Picture

Go to **Insert-> Illustrations.**
Click on **Picture** and Browse for any sample picture in your folders.

You can select your picture and resize it if you wish.

Insert ->Illustrations ->Picture



Exam 77-887: Microsoft Word Expert 2010
1. Sharing and Maintaining Documents
1.3. Apply a template to a document.

Take Two

Choose a Theme

The next pages will show several options on the **Page Layout** Ribbon. Each of these options can help customize the sample templates so that they represent your company's logo, color and slogans.

Before You Begin: Open a Template

Go to **File->New ->Sample Templates**. The example in this lesson continues with the **Meridian Fax template**.

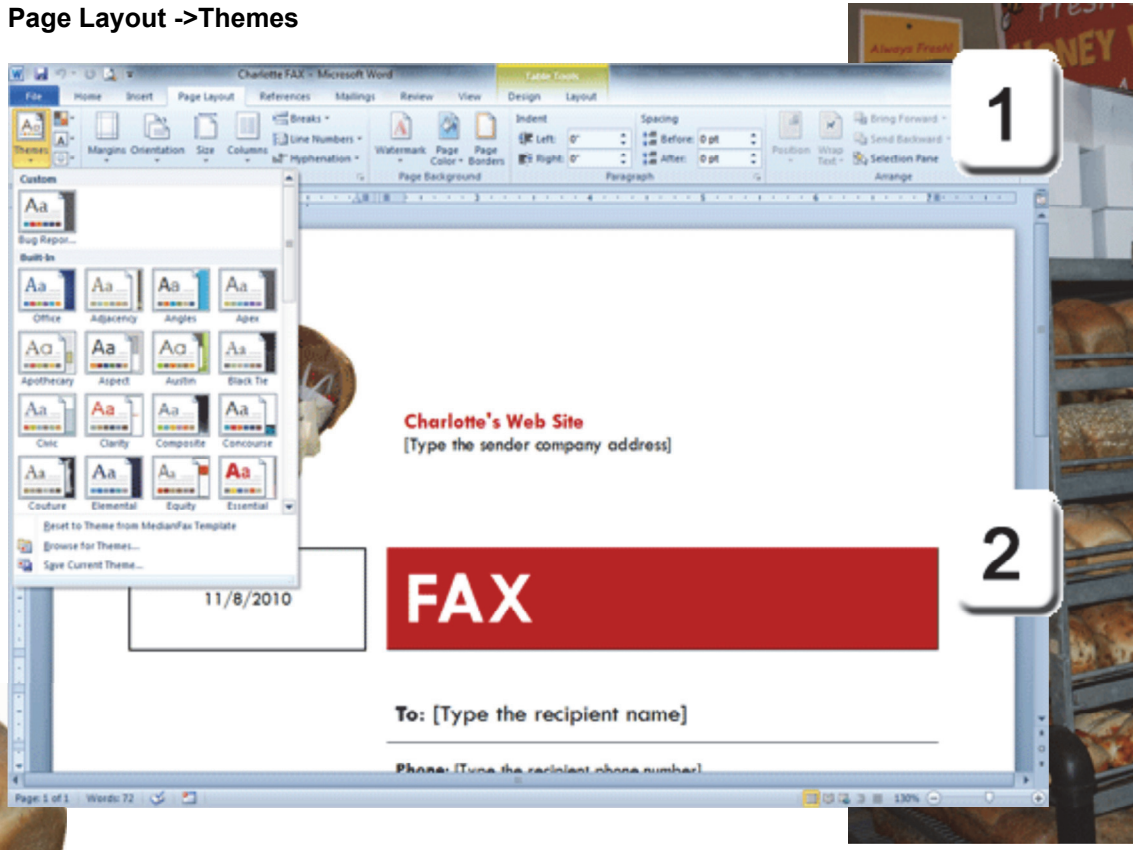
1. Try It: Change the Theme

Go to **Page Layout ->Themes**. Choose one of the **Built-In Themes**.

2. What Do You See? The **Theme** formats the text, paragraphs and page layout.

Keep going...

Page Layout ->Themes



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-2. Apply Themes

Take Two

Enhance the Theme

Look again at the **Theme** options. You can choose a different color palette.

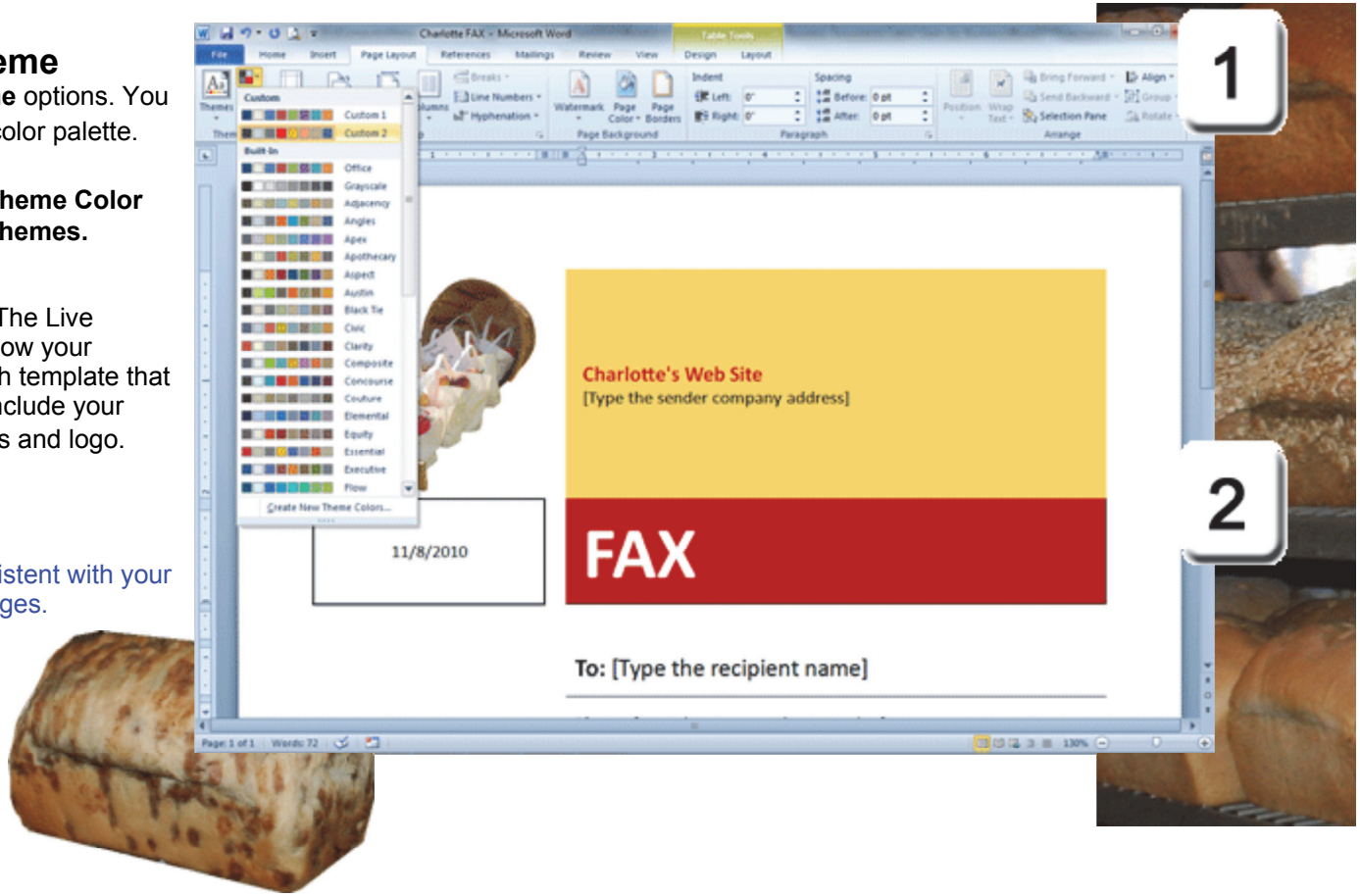
1. Try It: Change the Theme Color
Go to **Page Layout ->Themes.**
Go to **Theme Colors.**

2. What Do You See? The Live Preview will show you how your document will look. Each template that you customize should include your company name, address and logo.

Keep going...

Memo to Self: Be consistent with your Themes, Fonts and images.

Page Layout ->Themes -> Theme Colors



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-2. Apply Themes: Theme Colors

Take Two

Save Your Work

Please review the main points to keep in mind when you save a file.

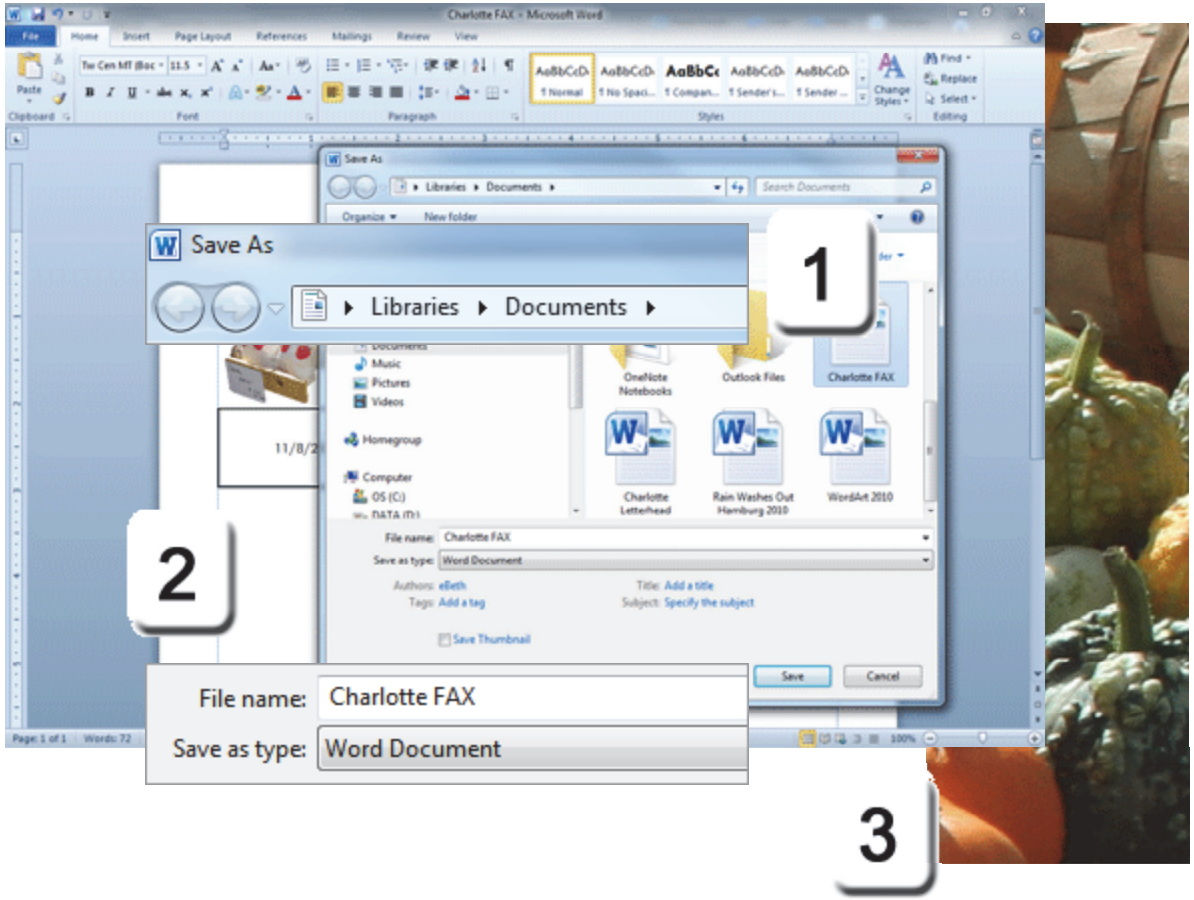
1. Where Are You Saving It?
Go to the **Documents** folder.

2. What Is The File Name?
Charlotte's FAX

What Do You See?
Save as type: Word Document
The new file type in Microsoft Word 2007 and 2010 is the docx format.

3. What Are You Doing?
Click on **Save.**

File ->Save



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-5. Save a Document

Take Two

Save As a Template

Say you wanted to use the letterhead you designed for Charlotte's Website to create your own template.

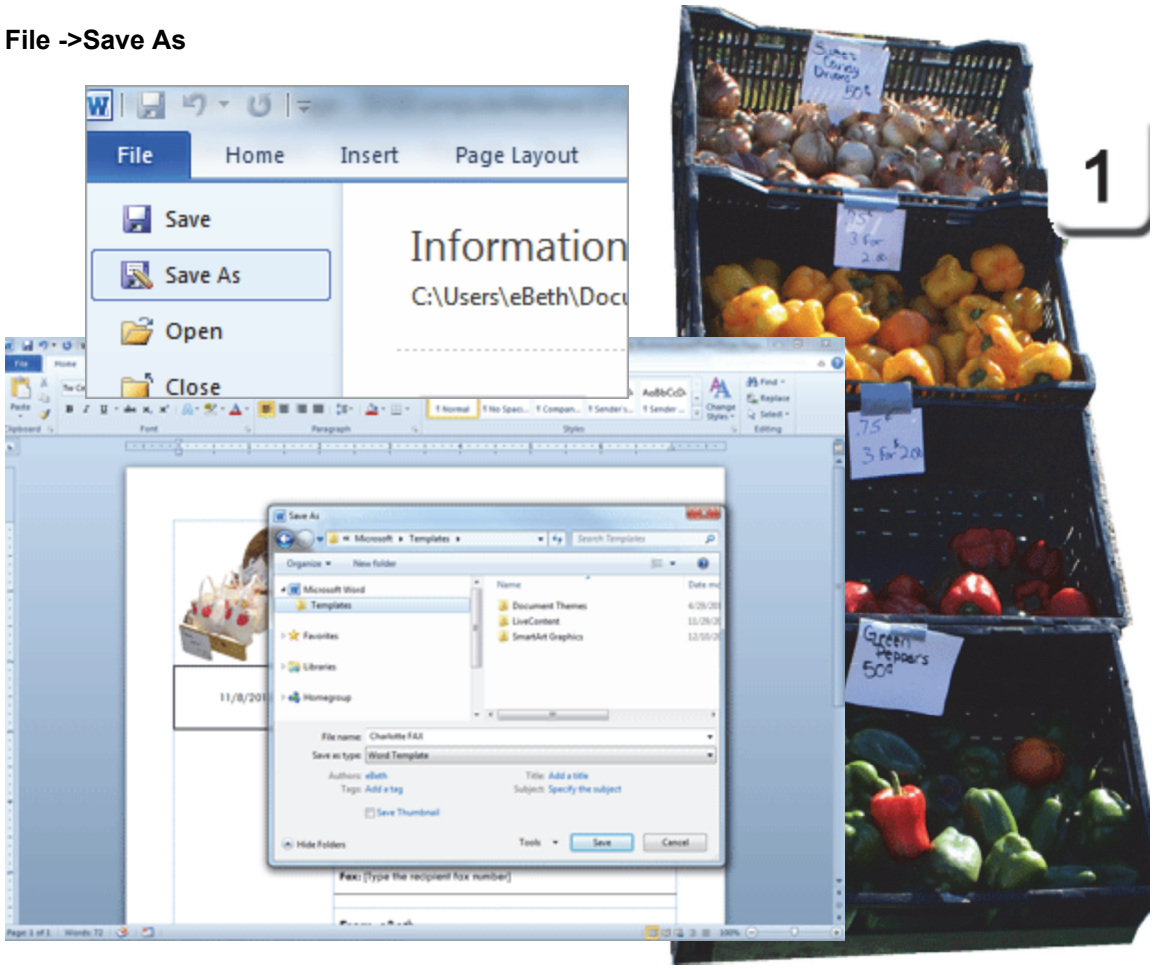
Good, very good. Using your own template saves a lot of time and gives your business or department a professional image.

Before You Begin:
Open the sample business FAX you designed previously: **Charlotte FAX.**

1. Try This: Save As Template
Go to **File-Save As.**

Keep going...

File ->Save As



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-5. Save a Document

Save As a Template

2. Where Are You Saving It:
Select the **Templates** Folder.

3. What Is The File Name?
Charlotte FAX.

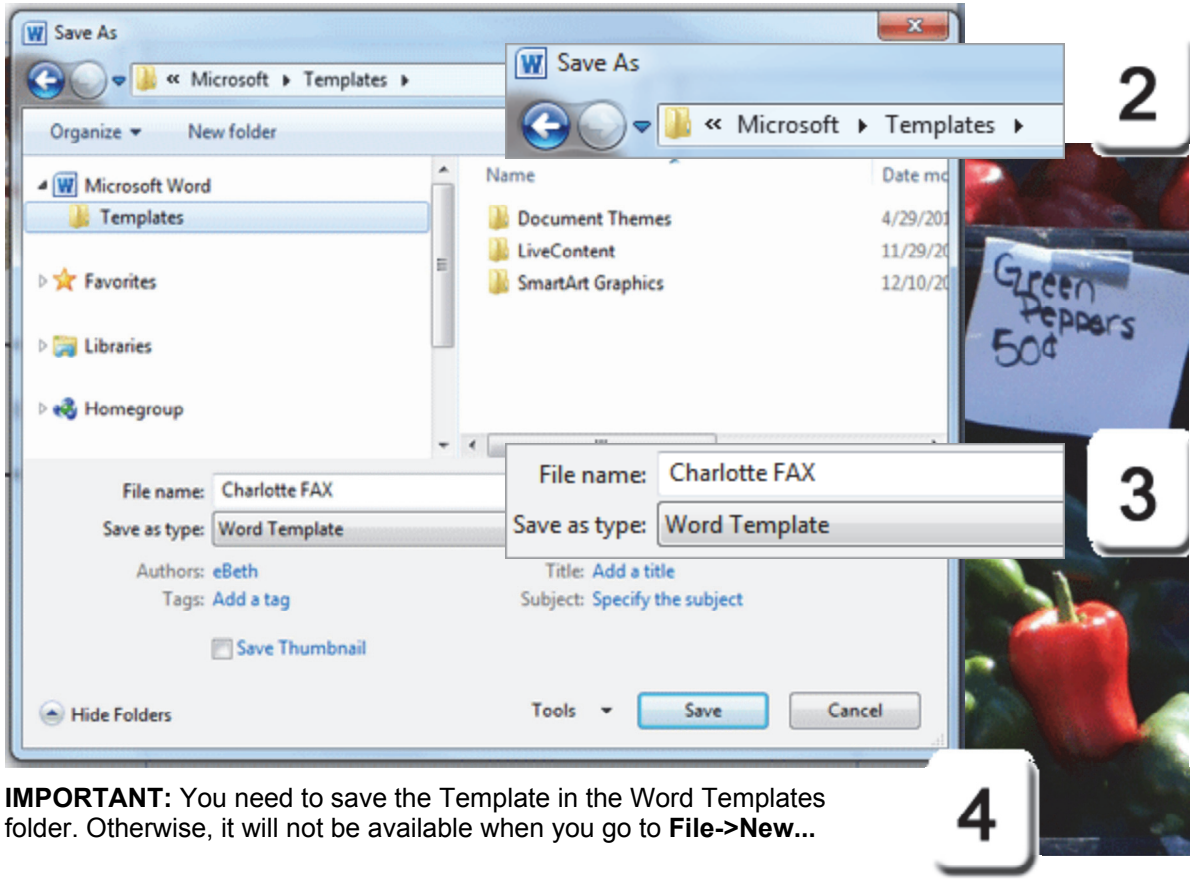
What Do You See?
The default file type is the new Word (docx.) format.

You need to choose **Word Template** from the extensive list of file types that Microsoft Office 2010 supports. A Word Template is a *.dotx file type.

4. What Are You Going to Do?
Click on **Save**, please.

Keep going...

File ->Save As -> Word Template



IMPORTANT: You need to save the Template in the Word Templates folder. Otherwise, it will not be available when you go to **File->New...**

Exam 77-887: Microsoft Word Expert 2010
1. Sharing and Maintaining Documents
1.3. Apply a Template to a document.

Take Two

Use Your Template

So, how do you use your own templates? Here are the steps! ;-)

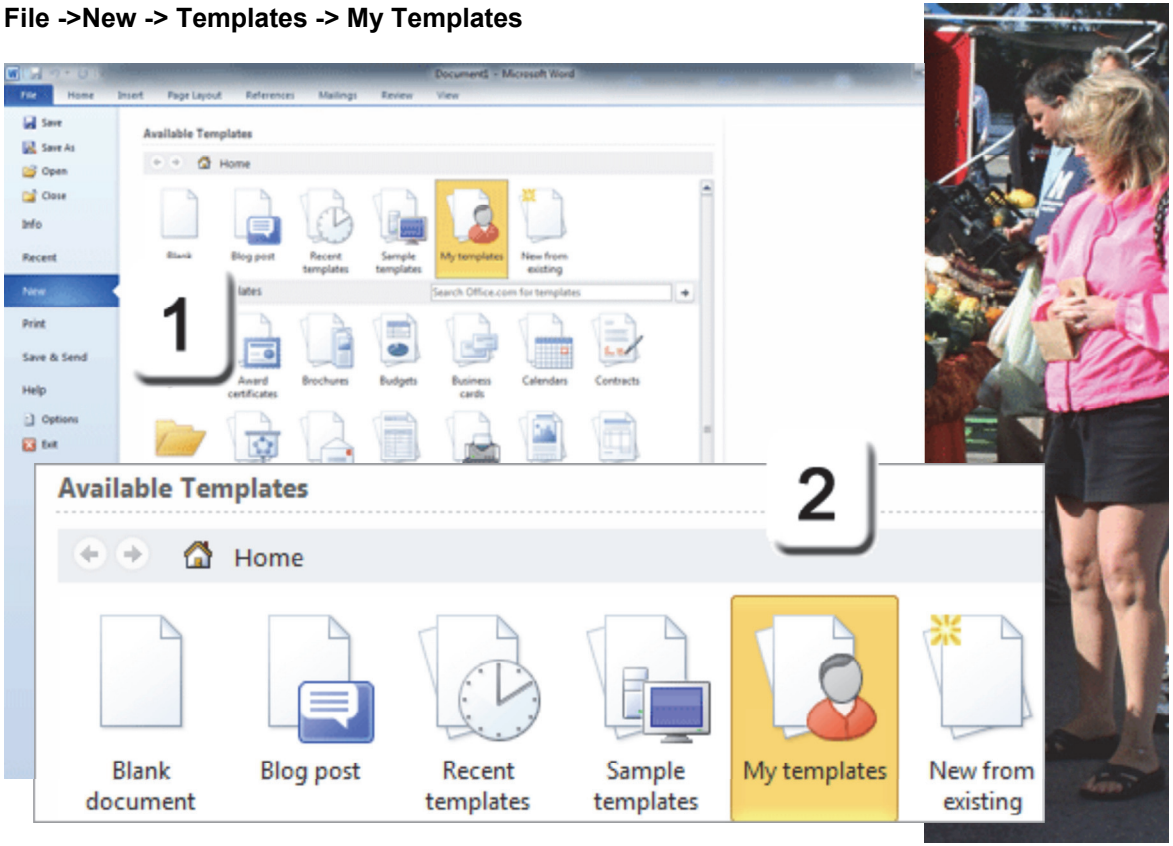
1. You Gotta Try This:
Go to **File ->New**

2. What Do You See? The New **Backstage** window will open.

What Are Your Choices?
The list of **Available Templates** includes:
Blank Document
Blog Post
Recent Templates
Sample Templates
Select **My Templates**.

Keep going...

File ->New -> Templates -> My Templates



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a Template to a document: Open a Template

HOME

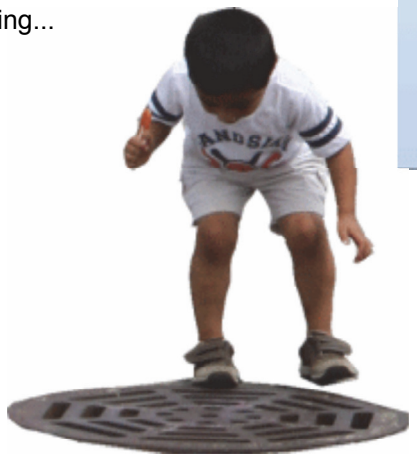
Take Two

A New Document

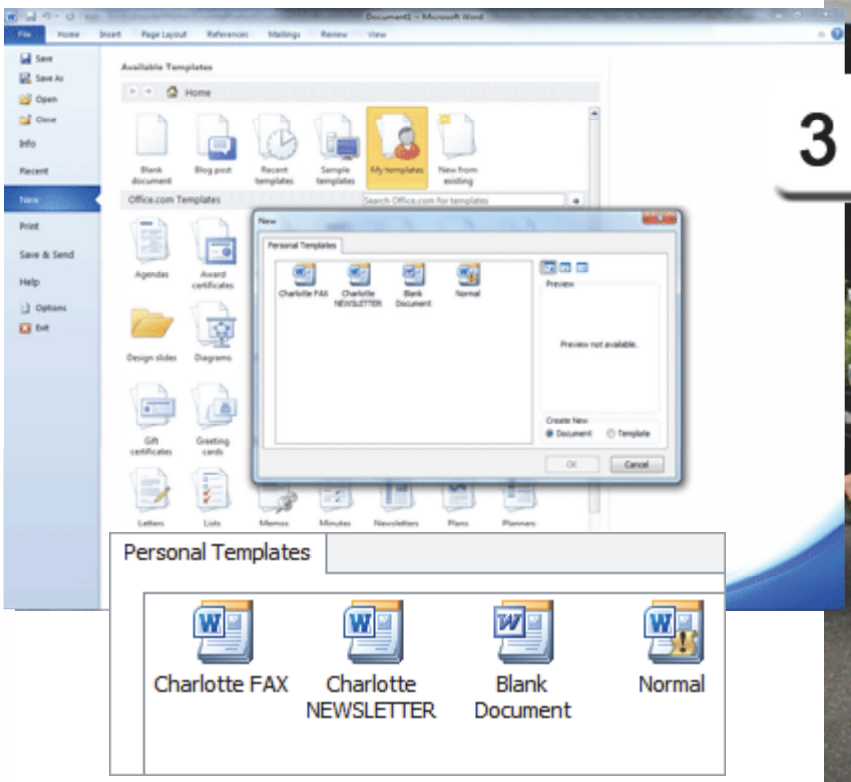
3. New Personal Templates When you saved your own business template, you were prompted to select the **Templates** folder as a place to put it. Now, when you go to **File -> New**, you should see your business letter in My Templates.

Double click the Charlotte FAX template. A new document should open: formatted with pictures, themes and Quick Parts.

Keep going...



File ->New -> Templates -> My Templates



3

Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a Template to a document: Open a Template

Take Two

Working with Templates

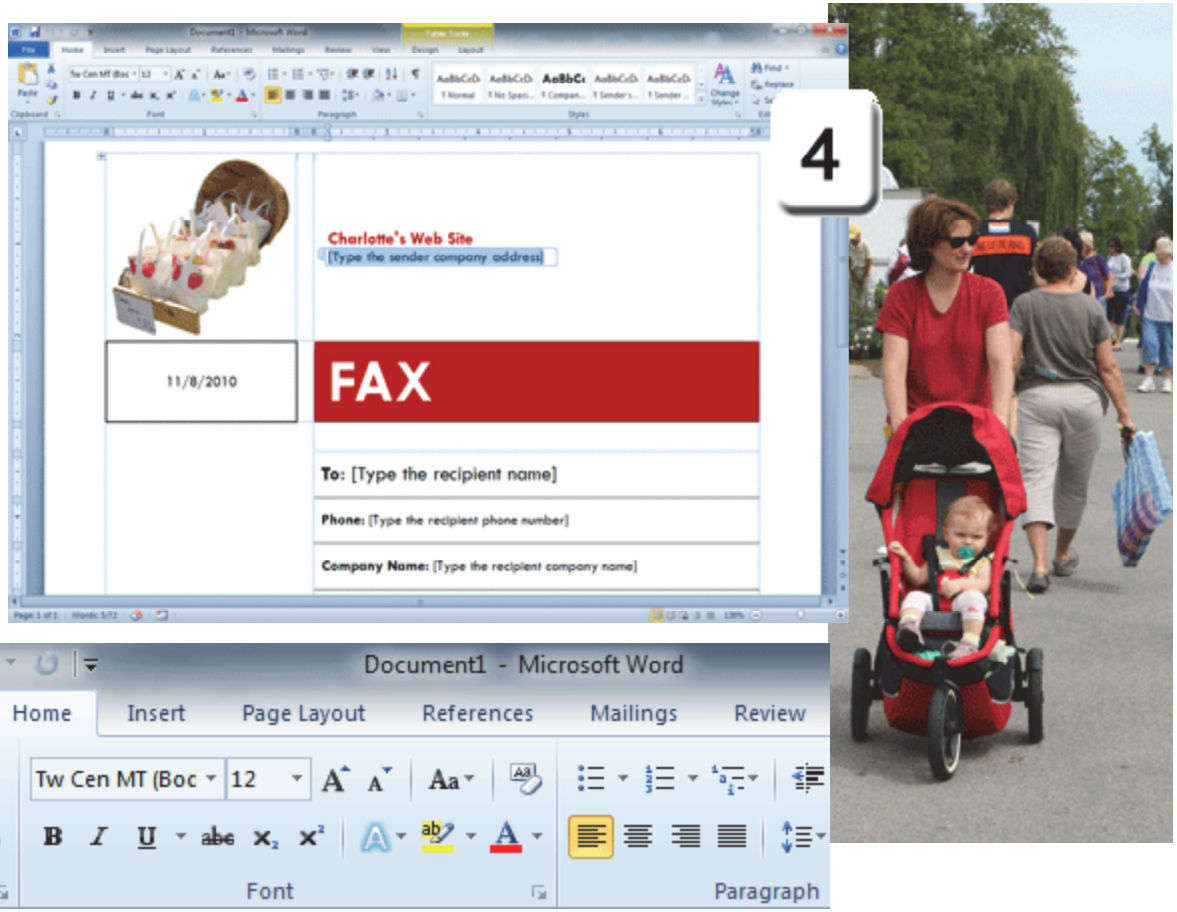
4. What Do You See? Please look at the **Title Bar** at the top of Microsoft Word. Does it say: Document1?

This is the clue that you are working on a new document which you can save if you wish to keep your changes.

Document1 - Microsoft Word

Memo to Self: It may or may not say Document1 depending on how many other files you opened this time. ;-)

File ->New -> Templates -> My Templates



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a Template to a document: Open a Template

Take Two

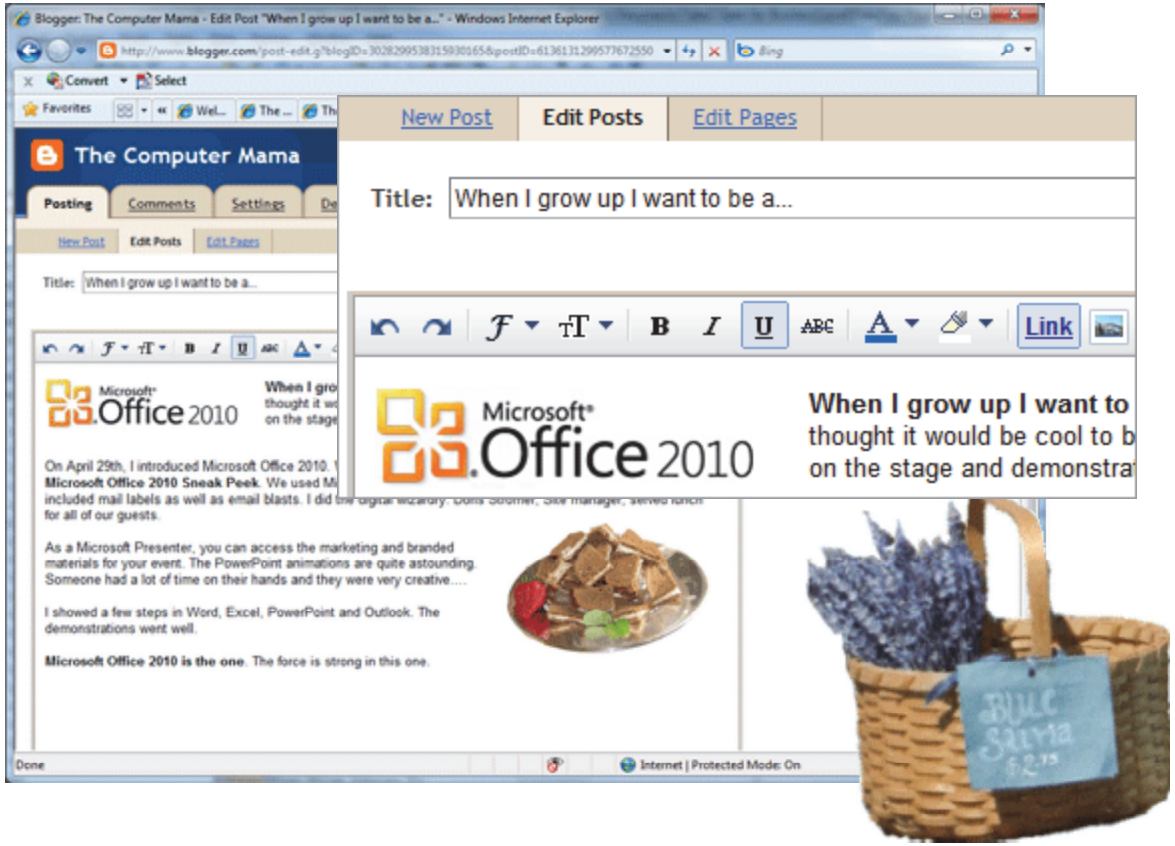
More Templates

Blogs: Many businesses publish information to a Blog, or Weblog. For example, the Computer Mama has a Blog for technical evangelization. Blogs, unlike business newsletters or web pages, can have personalities and opinions.

Blog Template
After you use a product like Microsoft Office, you may find that the tools for editing a Blog are rather limited.

Worse, some online Blogs timeout while you are "thinking," editing the online text box.

File ->New -> Templates ->Blog



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a Template to a document

Take Two

Edit the Blog Template

Microsoft Word 2010 includes a template fro formatting Blog entries.

1. Try It: Create a Blog Post

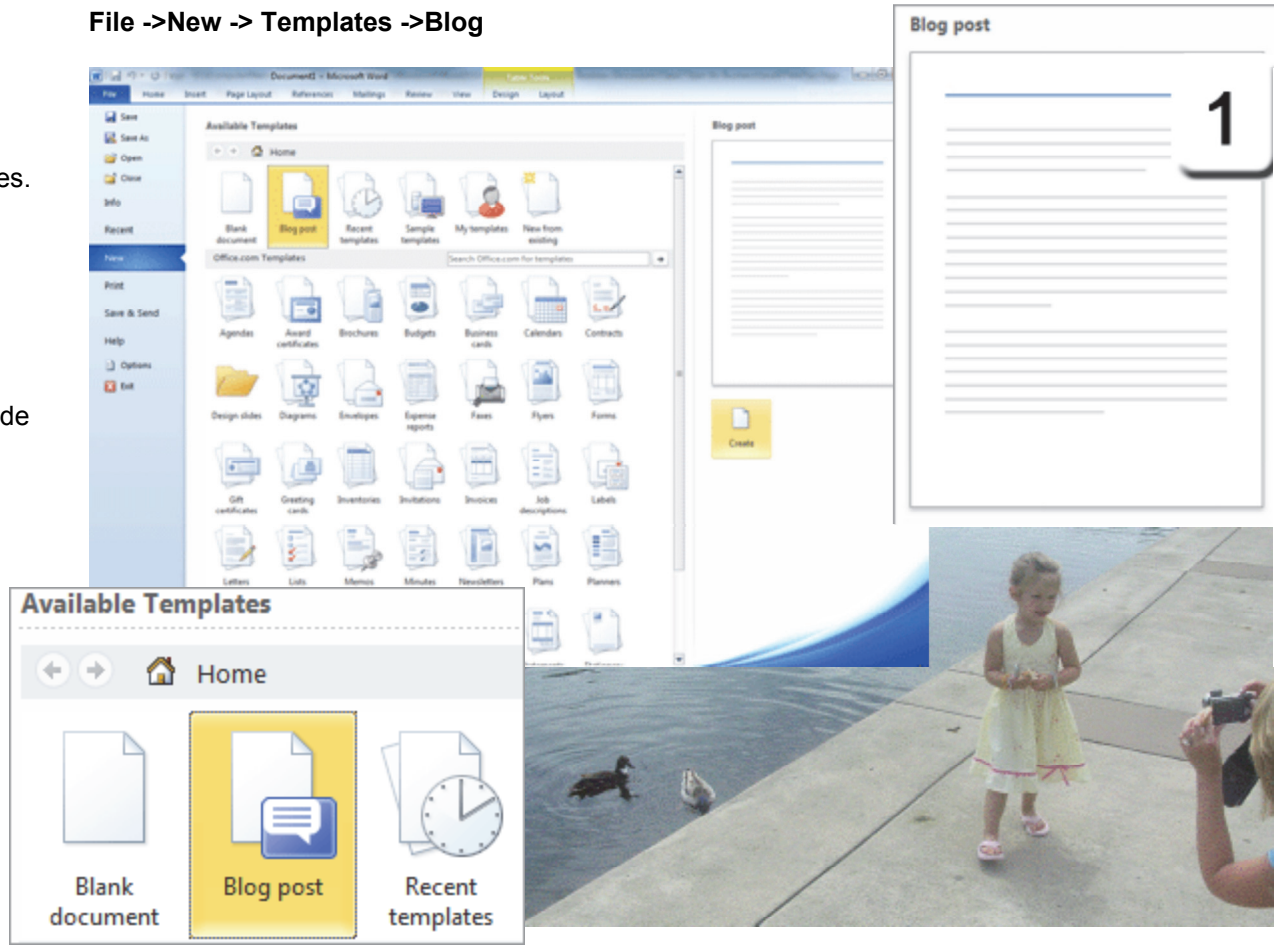
Go to **File->New.**

Select **Blog Post.**

You should see a Preview of the Blog Post template on the right side of the Backstage screen.

Keep going...

File ->New -> Templates ->Blog



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Create a Blog Post

Take Two

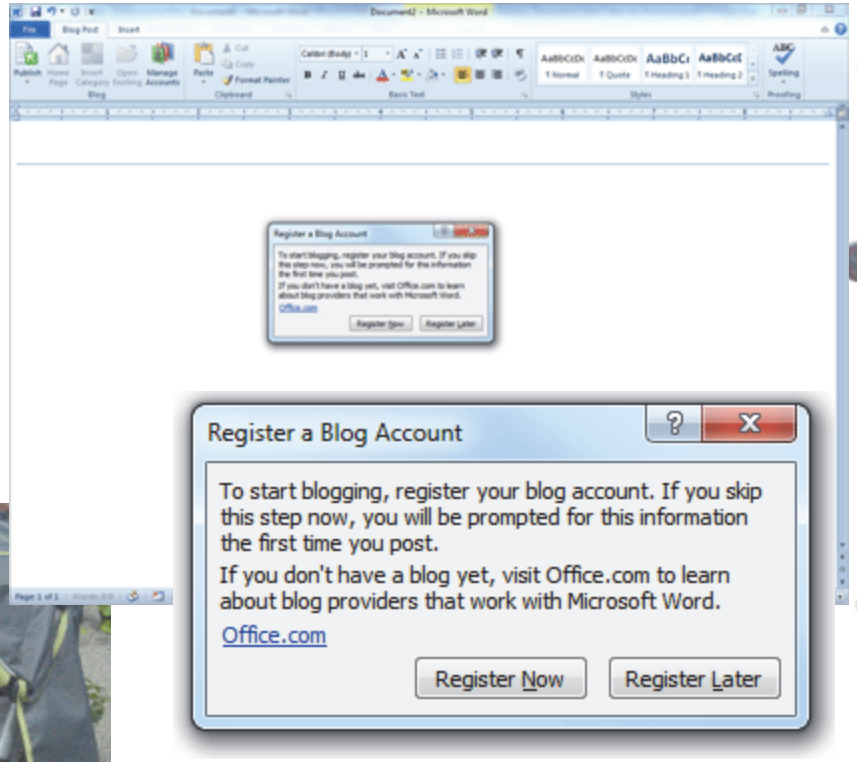
Register a Blog Account

The first time that you set up your Blog template, you will be prompted to **Register a Blog Account**.

2. Try It: Register a Blog Account
Go to **File ->New -> Blog Post**.
Register a Blog Account: **Register Now**.

Keep going...

File ->New -> Templates ->Blog Post -> Register a Blog Account



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Register a Blog Account

Take Two

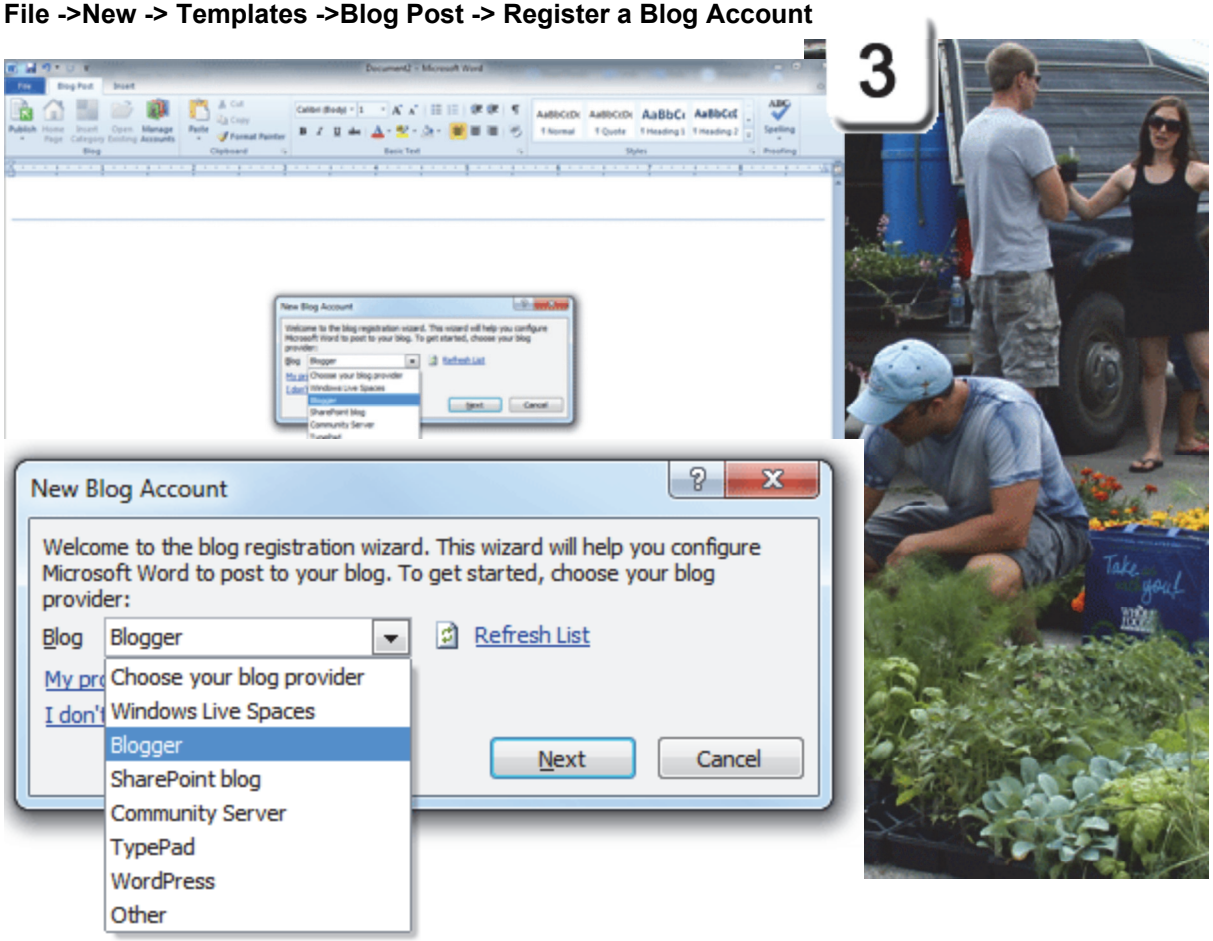
Register a Blog Account

The registration Wizard has several **Blog Providers** listed including Windows Live Spaces, Blogger, SharePoint Blog, Community Server, TypePad, and WordPress. The example in these pages uses Blogger.

3. Try It: Pick a Blog Provider
Choose a Blog Provider from the list. You can **Refresh** the list and look online for additional providers if you wish.

Go **Next**...

File ->New -> Templates ->Blog Post -> Register a Blog Account



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Register a Blog Account

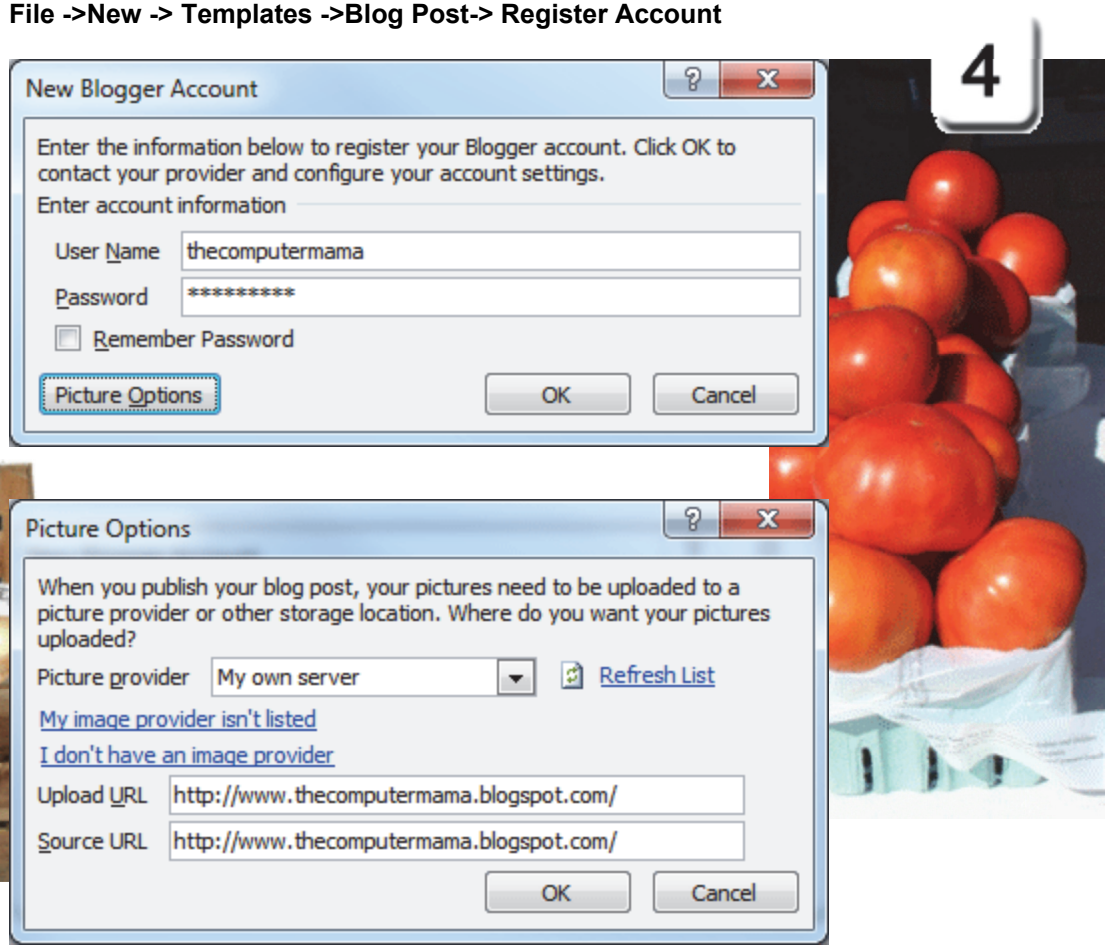
Take Two

Connect to a Blog

4. Try it: Connect to the Blogger Account
The registration Wizard will prompt you for the User Name and Password for your Blogger Account. You can choose to check the option to Remember Password if you wish.

Review the Picture Options
Blogs include text as well as graphics. You can choose an image provider or type the pathway to your blog's address.

File ->New -> Templates ->Blog Post-> Register Account



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Register an Account

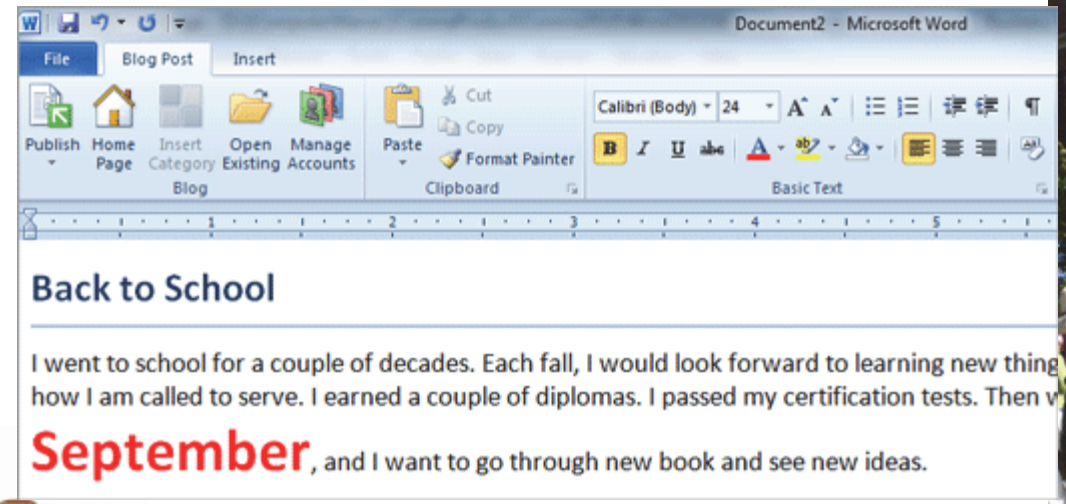
Take Two

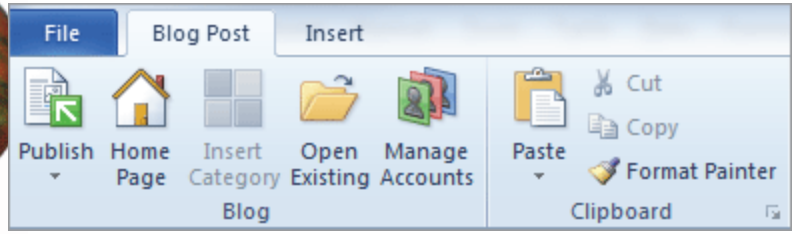
Edit a Blog Post

The **Blog Post** Ribbon has many of the formatting tools that you appreciate in Microsoft Word as well as options for managing and publishing your weblog.

5. Try It: Edit the Blog Post
At the top of the Blog is a Building Block, a placeholder that says: **[Enter Post Title Here].**

File ->New -> Templates ->Blog Post





Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Edit a Blog Post

HOME

Take Two

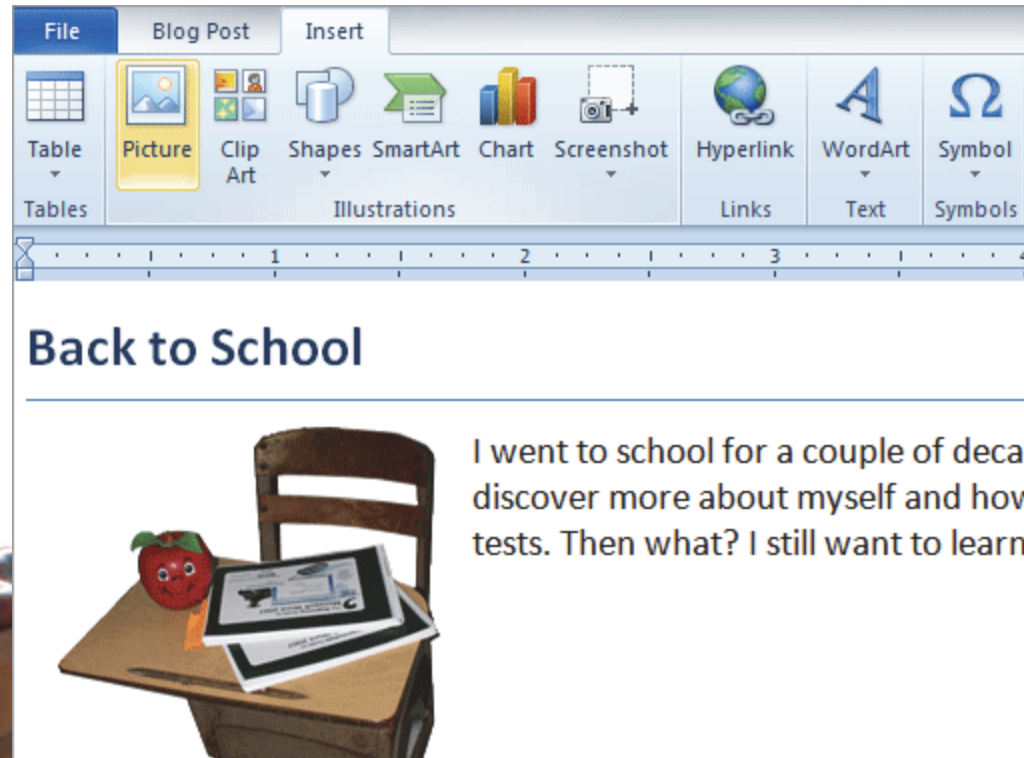
Insert Options

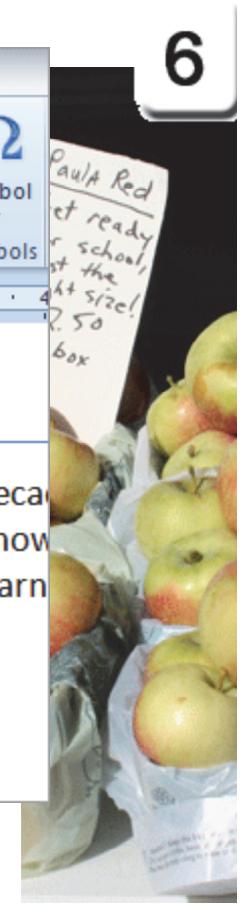
6. Try This, Too: Insert Pictures
Go to **Insert ->Illustrations.**
Click on **Picture**.
You will be prompted to browse for your picture.

What Do You See? You can also insert **Illustrations** (Pictures, Clipart, Shapes, SmartArt, Charts and Screenshots**), Links**, **WordArt**, and **Symbols**.

Keep going...

File ->New -> Templates ->Blog Post





Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Edit a Blog Post

Take Two

Picture Tools

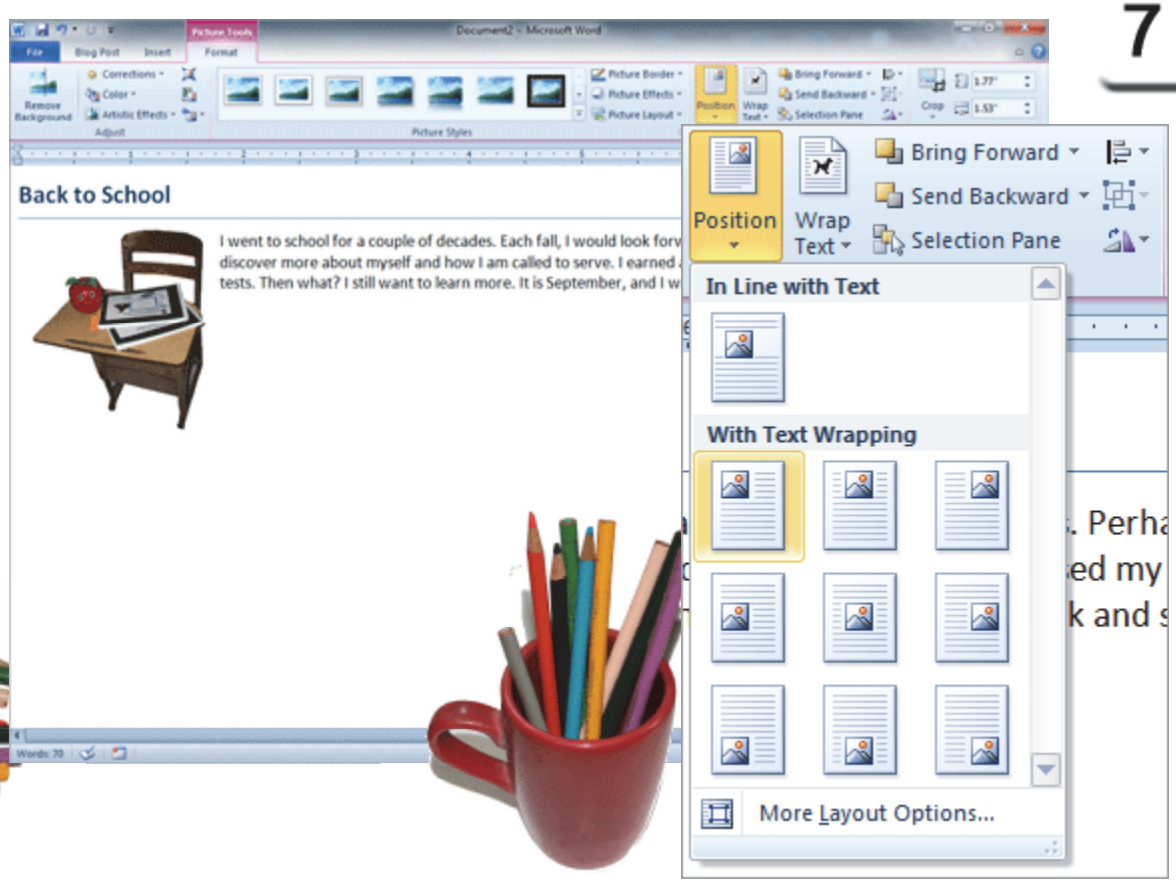
By default, when you insert a picture into a Blog, it is **In Line With Text**: that means it acts like a big letter. You can change the formatting with either the **Position** or the **Wrap Text** buttons if you wish.

Before You Begin: Click once on your picture to select it. You should see the **Picture Tools** at the top of Microsoft Word.

7. Try It: Change the Position
Go to **Picture Tools ->Format.**
Go to **Position ->Wrap Text**.

Picture Tools ->Format ->Arrange ->Position

7



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Edit a Blog Post

Take Two

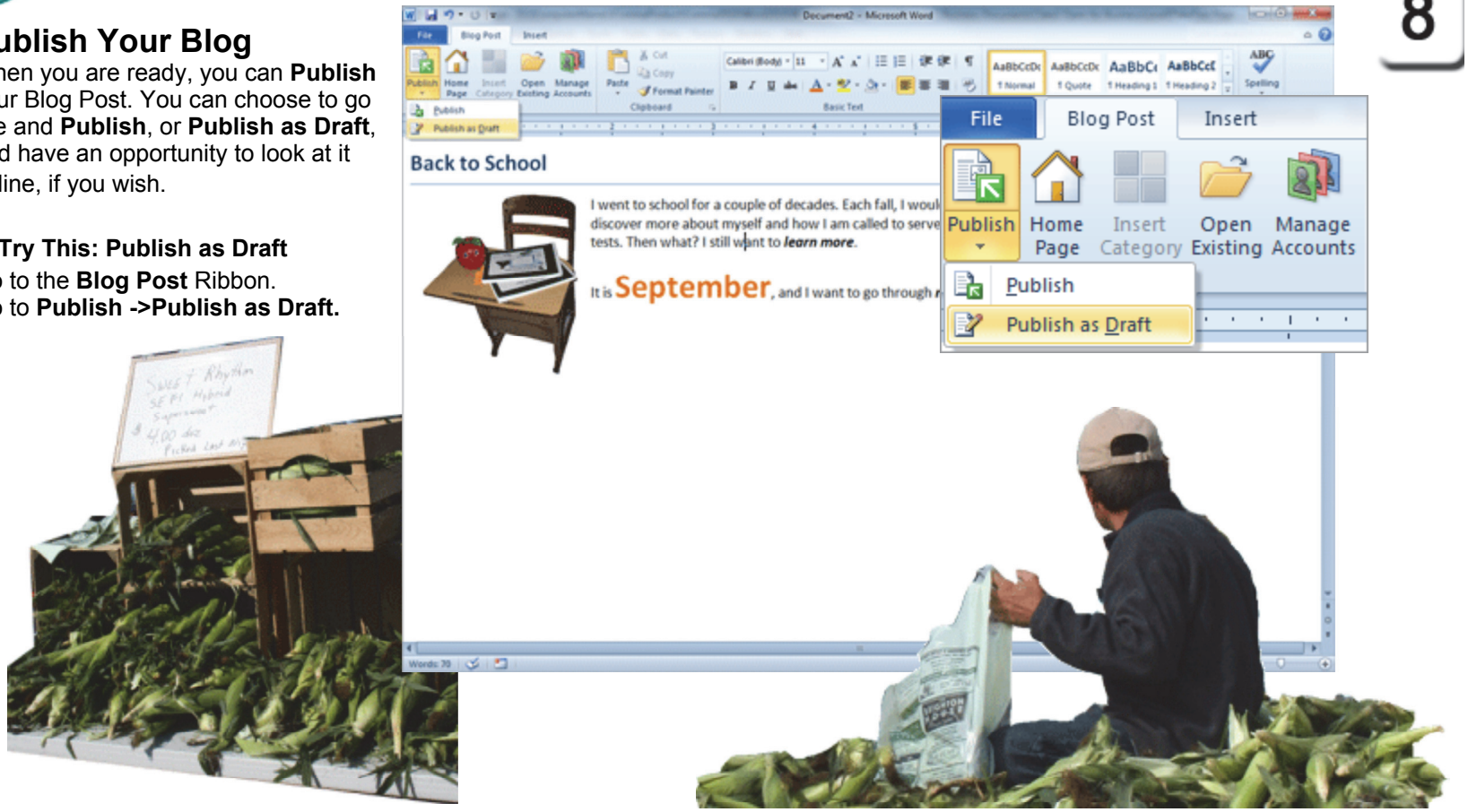
Publish Your Blog

When you are ready, you can **Publish** your Blog Post. You can choose to go live and **Publish**, or **Publish as Draft**, and have an opportunity to look at it online, if you wish.

8. Try This: Publish as Draft

Go to the **Blog Post** Ribbon.
Go to **Publish ->Publish as Draft.**

Blog Post ->Publish as Draft



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Publish a Blog Post

Take Two

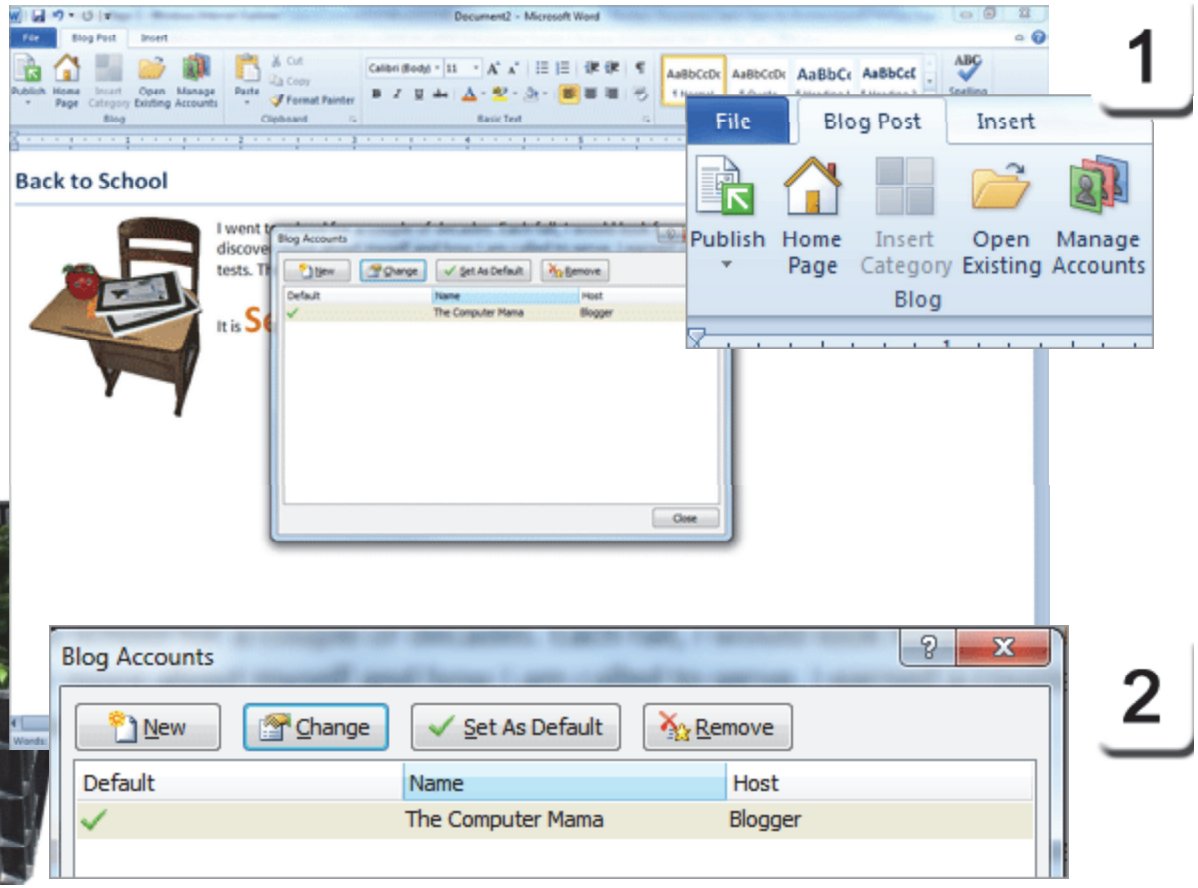
Manage Accounts

If you have more than one Blog, you can create a separate Blog Account for each one that you publish.

1. Try This: Review the Accounts
Go to **Blog Post ->Manage Accounts**.

2. What Do You See? Each Blog Account is listed. When you double click on any account, you can edit the the Blog Provider, address, username and password.

Blog Post ->Manage Accounts



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Manage Blog Accounts

Take Two

More Templates

Microsoft Office 2010 is loaded with **Templates**. In addition to the sample Templates, there are many more templates online at Office.com.

You Gotta Try This: Find Templates

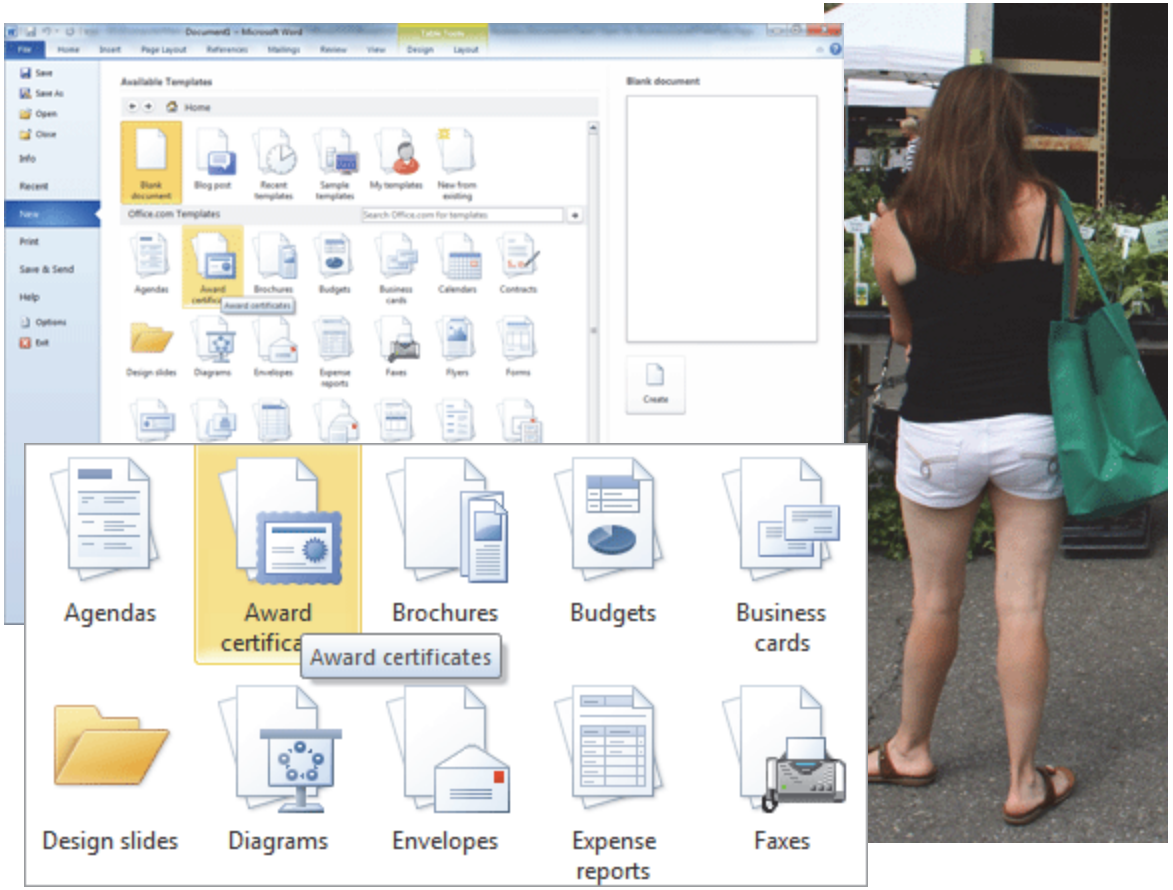
Go to **File ->New -> Templates.**

What Do You See? The templates are listed alphabetically. When you chose a category, say Awards, you will see a collection of plain and fancy awards.

When you select a template you can see a preview of it on the right side of the Backstage screen before you download it.

There are many Way Cool template designs here: for business as well as social networking.

File ->New -> Templates



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document

Take Two

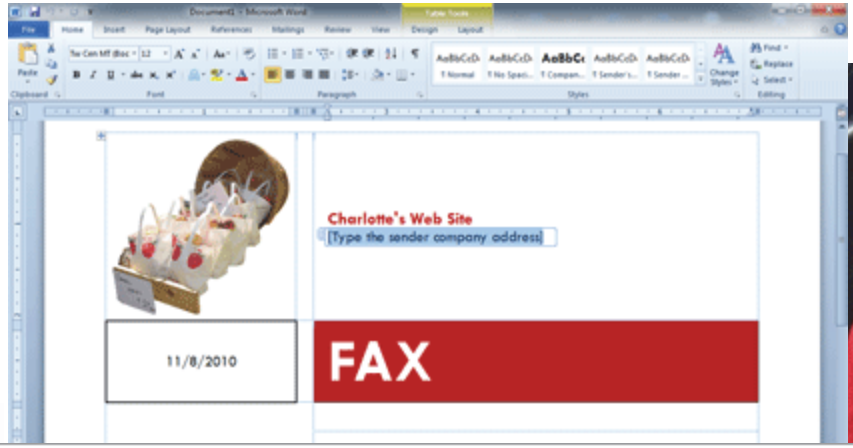
Business Documents

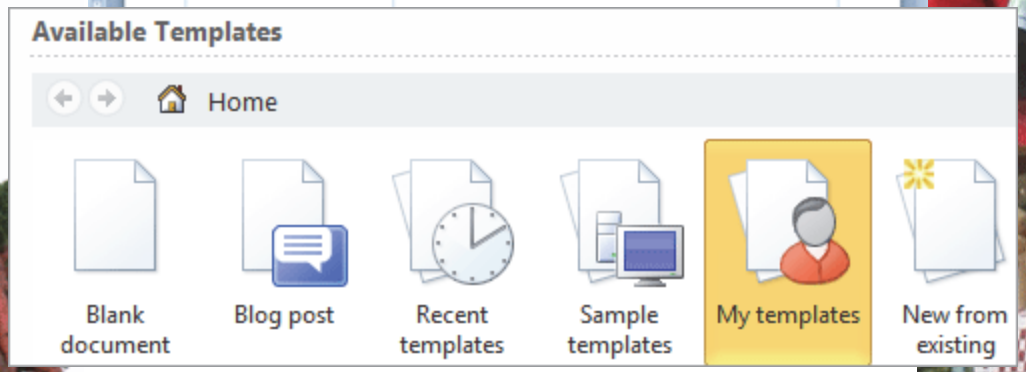
When you open a business you need to create and use many documents: from FAX sheets to Blog posts.

Microsoft Office 2010 has an extensive collection of Templates that can get you started.

Well, you done good.
You can get two cookies.

File ->New -> Templates





Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-6. Apply a template to a document

Practice Activities

Lesson 2: Opening Day

Before You Begin: Start Microsoft Word 2010.

Try This: Do the following steps

1. Open the sample template: Essential Resume
2. Enter your Name, address, email and website.
3. Edit the Theme: Austin
4. Edit the Theme Colors: Agency
5. Select your Name. Format the type: 18 pt Bold
6. Save as a Template:

Use the default location for Templates

File Name: YOUR NAME Resume Template

Save as Type: Word Template (dotx)

7. Close Microsoft Word.
8. Start Word and open a new template: YOUR NAME Resume Template.
9. Format your name: Blue
10. Save as YOUR NAME Opening Day Practice.docx

Test Yourself

1. Themes apply formatting to which of the following?
(Select all correct answers.)
a. Text
b. Paragraphs
c. Page Layout
d. All of the Above
Tip: Intermediate Word, page 48

2. The Theme Color can be changed.
a. True
b. False
Tip: Intermediate Word, page 49

3. Which Ribbon is the command for Themes on?
a. Home
b. Format
c. Page Layout
d. Insert
Tip: Intermediate Word, page 48

4. Which of the following is the file type for a Word Template?
a. .doc
b. .docx
c. .dotx
d. .temp
Tip: Intermediate Word, page 52

5. Templates include preset formatting, layouts and design
a. True
b. False
Tip: Intermediate Word, page 44

Take One

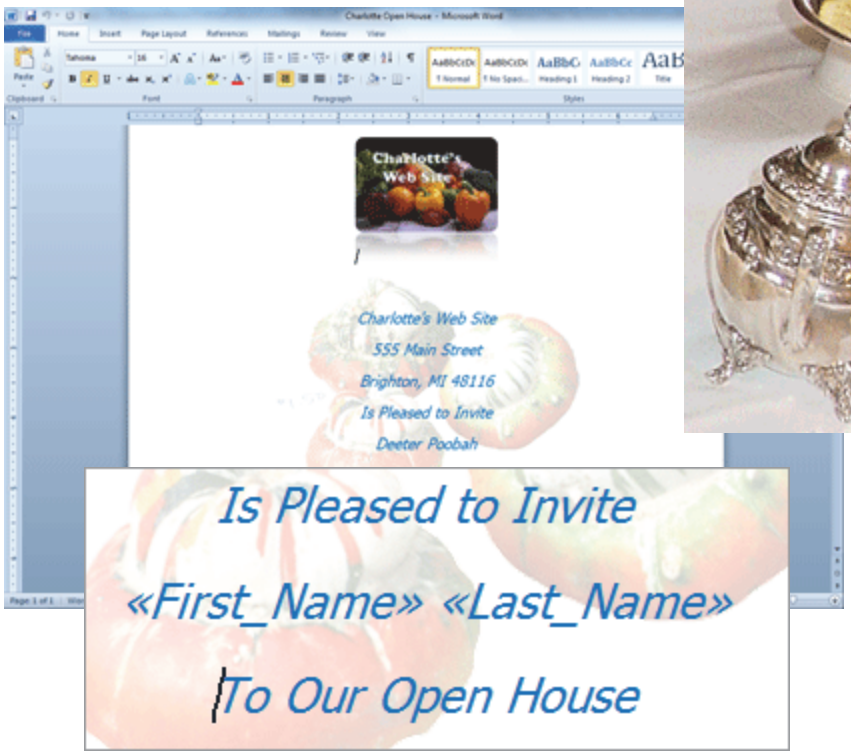
Word 2010: Mail Merges

The Guests Are Invited

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Create a Mail Merge
2. Identify and Access the Mailings Ribbon
3. Use Mailing Ribbon to create a new data source
4. Locate and add Mail Merge fields to a document
5. Identify Mail Merge options for Envelopes and Labels
6. Create custom watermarks



Lesson 3: The Guests Are Invited

1. Readings
Read Lesson 3 in the Intermediate Word guide, page 69-108.

Project
Several mail merge documents to publicize your business including letters, envelopes, labels and custom notes.

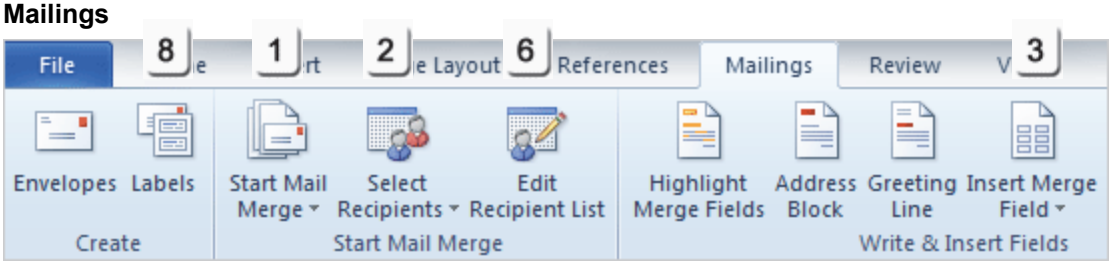
Downloads
Charlotte Open House.docx
Charlotte Envelope.docx
Sample Client List.docx
Friends and Family.xlsx

Graphic files used in the lesson:
1Logo, Farm, FarmersMarket1.gif, FarmersMarket2.gif, FarmersMarket23.gif

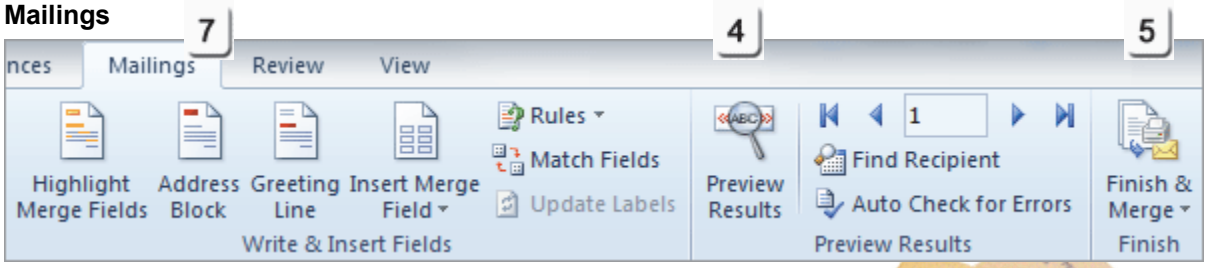
2. Practice
This lesson has no Practice Activity.

3. Assessment
Review the Test questions, page 108.

Mailings



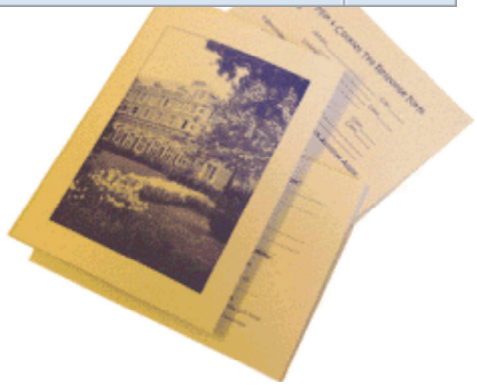
Mailings



Menu Maps

This lesson shows the **Mailings** Ribbon.

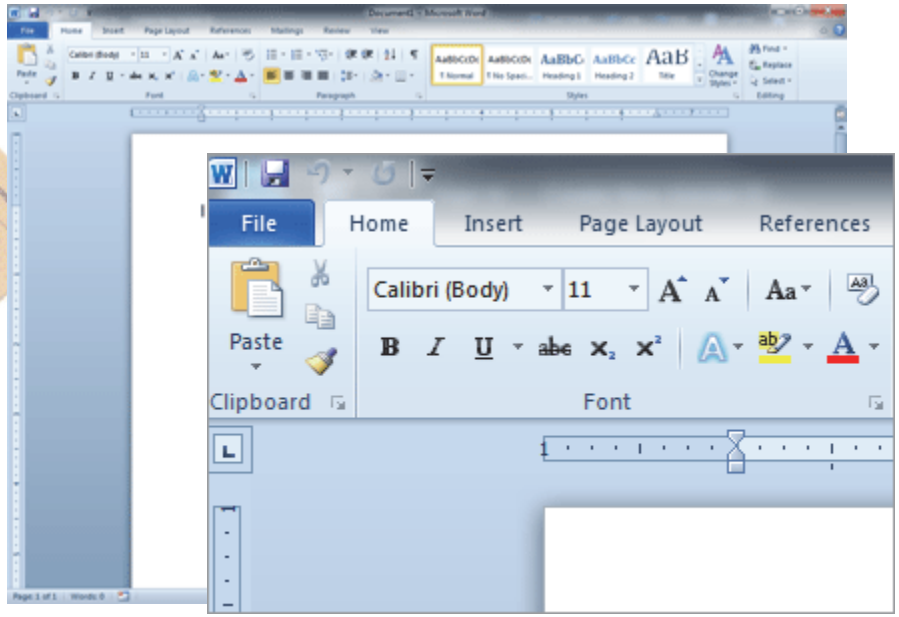
1. Mailings-> Start Mail Merge, page 78
2. Mailings-> Select Recipients, page 79
3. Mailings-> Insert Merge Field, page 81
4. Mailings-> Preview Results, page 83
5. Mailings-> Finish and Merge, page 84
6. Mailings-> Edit Recipient List, page 91
7. Mailings-> Write and Insert Fields->Address Block, page 92
8. Mailings->Labels, page 97



Creating A Mail Merge

We are open for business! It's time to send an announcement. Today we're going to create an Open House flier and automatically customize this flier for each of our clients. This is called a Mail Merge. It is an effective way of advertising and it's simple to do. When you are ready: **Start the Program: Microsoft Word.**

Start -> All Programs ->Microsoft Word



What do you see? From the top of the screen: is there a blue **Title Bar** that says Microsoft Word? Yes.

Is there a **Home Ribbon** with Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.

Take One

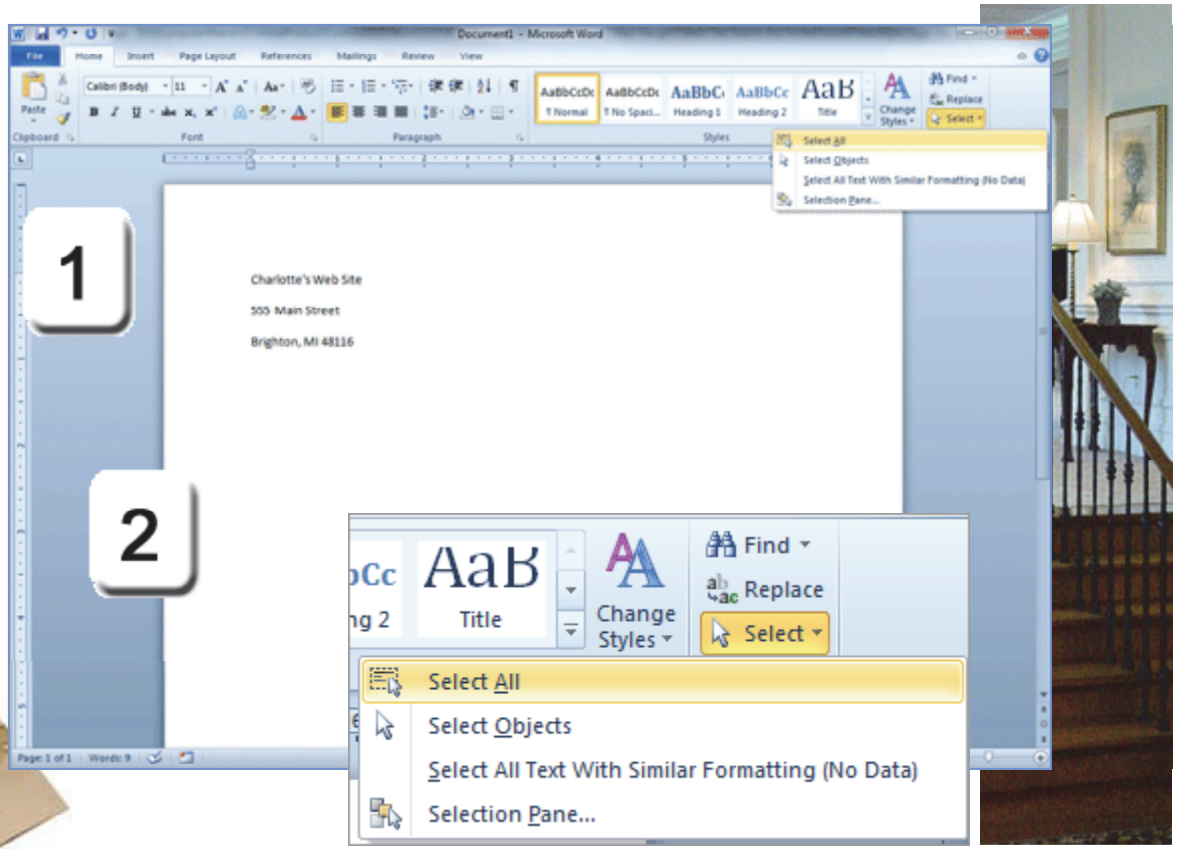
The Main Document

A Mail Merge has three parts: the main document, the data, and the merged document. A merge is where I marry the data—in this case the customer list—with the main document.

1. Try This: Enter the type
Type in the company name and address. Our company is Charlotte's Web Site. We are located at 555 Main Street in Brighton MI. The zip is 48116.

2. Try This, Too: Select the type
Before we can format the type, we need to select it. Go to the **Home** Ribbon. You will find **Select All** on the right side of the screen.

Home -> Editing ->Select -> Select All



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-1. Apply font and paragraph attributes: Select All

Take One

Format the Text

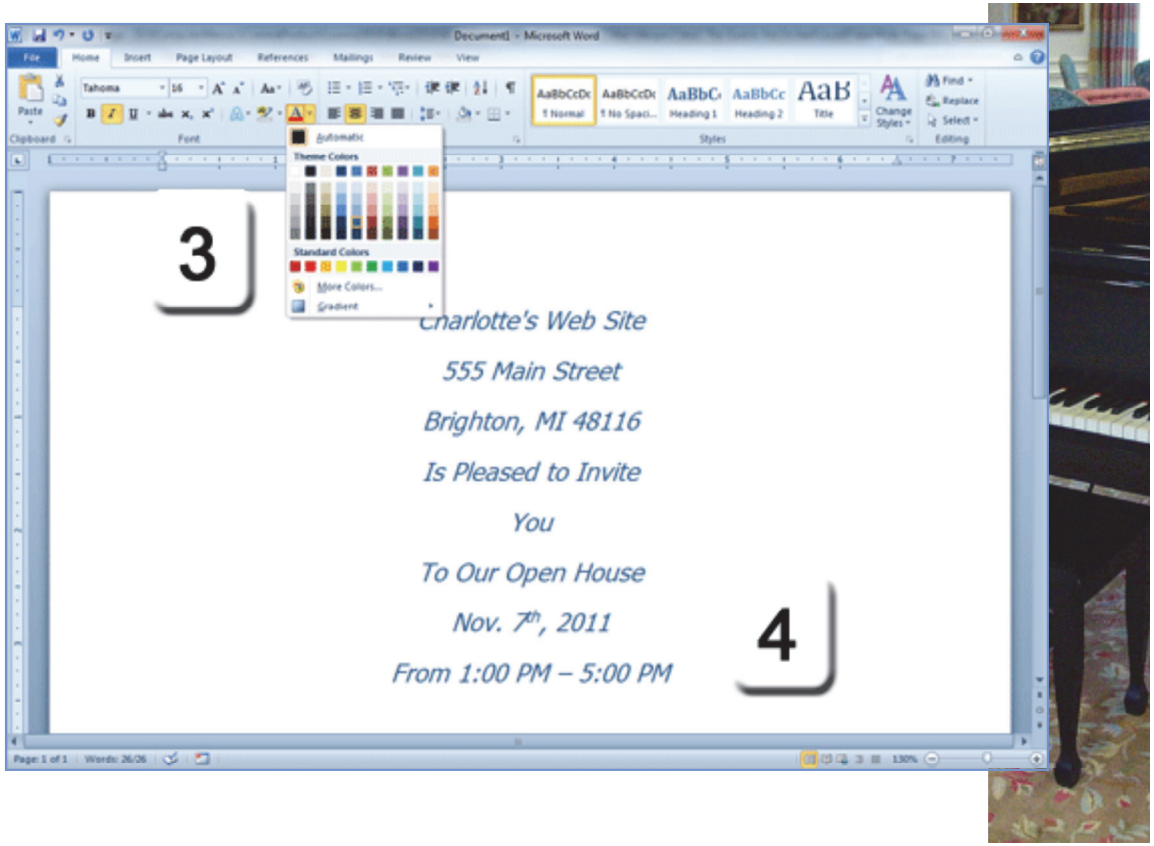
3. Try This: Format the text
Go to **Home->Font.**
Change the type to Tahoma, 16 Point, Italic, Centered, Blue.

Now, let's invite our customers to an Open House.

4. Type the following text:
Is Pleased to Invite
You
To Our Open House
Nov 7th 2011
From 1:00 PM – 5:00 PM

Keep going...

Home -> Font



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-1. Apply font and paragraph attributes

Take One

Add a Logo

We need to add a picture for the company logo. You can get pictures from the Microsoft Design Gallery.

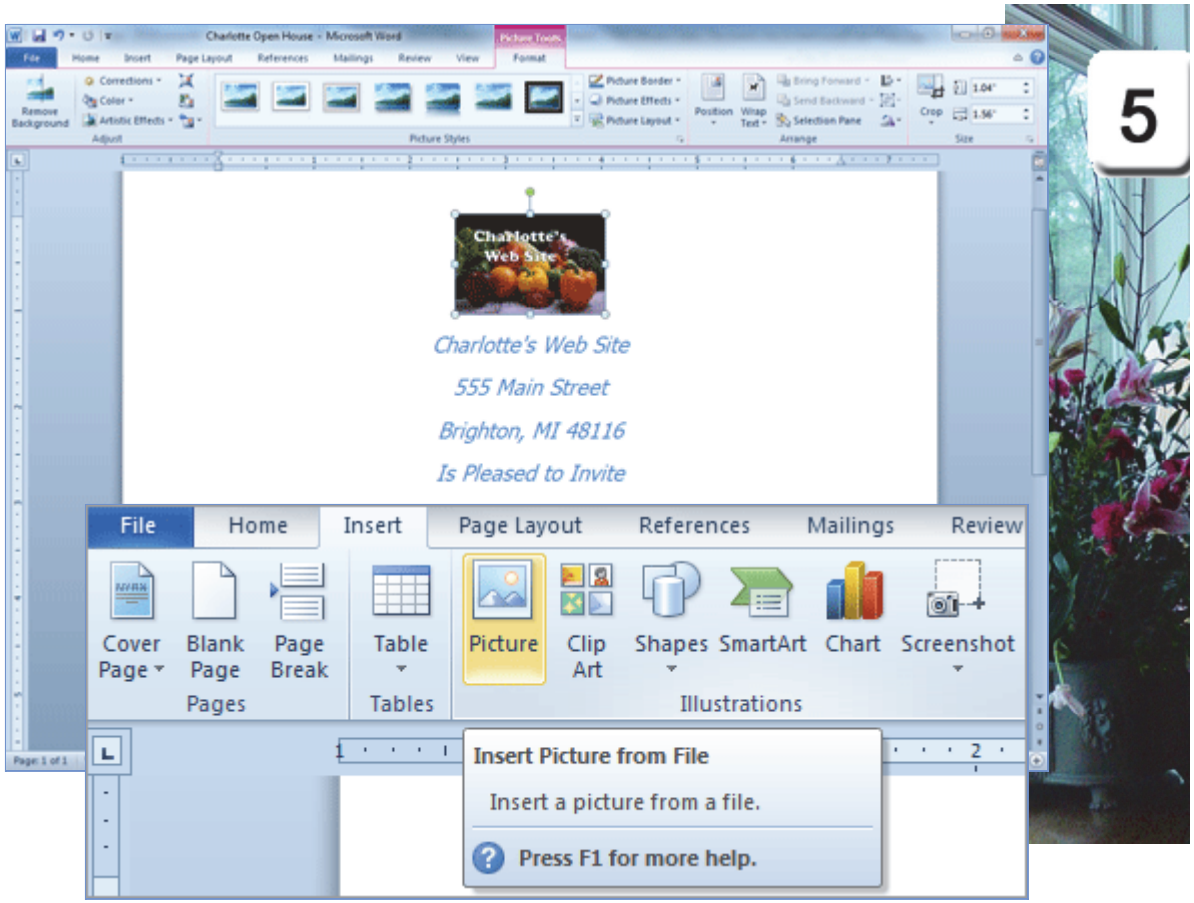
You can also use the Sample files. Please follow the directions to download the samples.

5. Try It: Insert a Picture
Insert a Picture from File.

Try This, Too: Resize the picture
Click once on the picture to select it. Then, click and hold your mouse on one of the corner handles. Now you can drag and drop the picture to resize it.

Don't worry about where the type moves. We'll get to that.

Insert -> Picture ->From File



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document

Take One

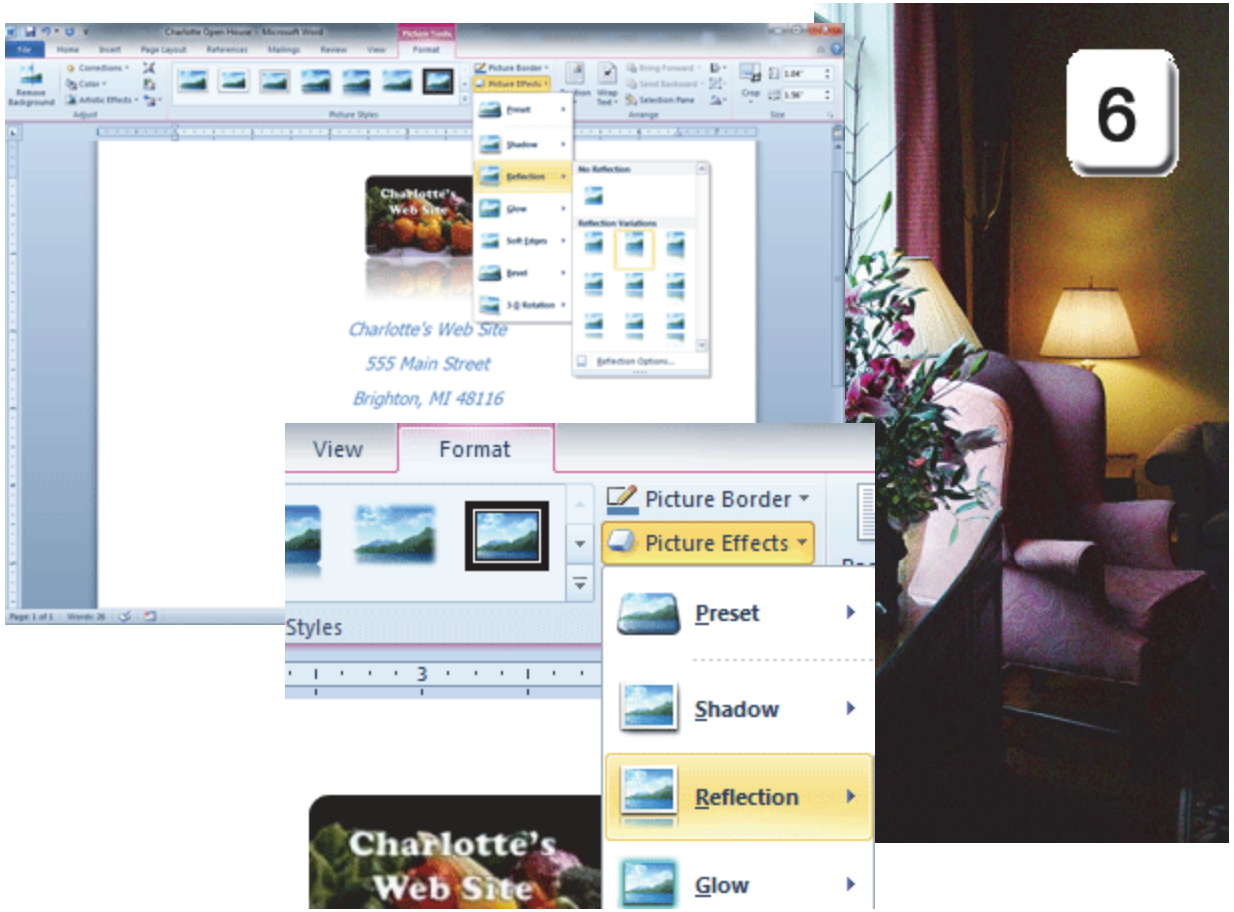
Format the Logo

There are a many new things that Word can do with pictures. Today, let's focus on 3 options:
Reflections
Color
Text Wrapping

6. Try it: Create a picture effect
Select the logo. The Picture Tools should be available.
Go to **Picture Tools**->**Format.**
Go to **Picture Effects**
Select a **Reflection.**

Keep going, please...

Picture Tools->Format -> Picture Effects



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Picture Effects

Take One

Adjust the Color

Brightness changes how much light is shining on the picture. **Contrast** is the difference between absolute black and absolute white.

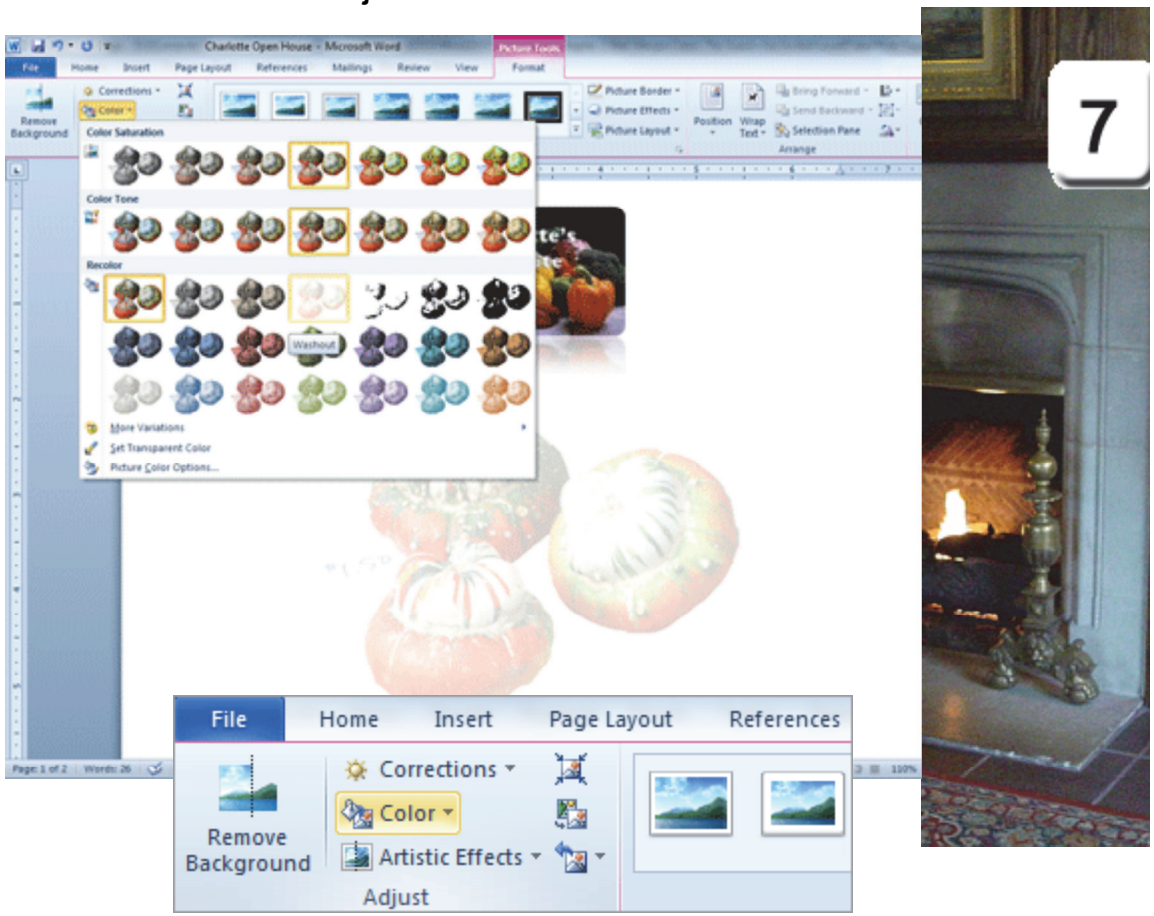
You can make a **Washout** by adjusting the Brightness and Contrast. There are several interesting options in the Color menu.

Before You Begin: Insert a new picture from File. You can choose a sample picture or one of your own if you wish.

7: Try it: Create a Washout
Select the new picture.
Go to **Picture Tools->Format->Adjust**.
Click on **Color**. Choose **WASHOUT**..

What Do You see? There are three types of Color options:
Saturation: how much color
Tone: Warm (more red) or Cold (more blue color)
Recolor: This option applies a color filter to your image.

Picture Tools->Format -> Adjust ->Recolor



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Adjust Color

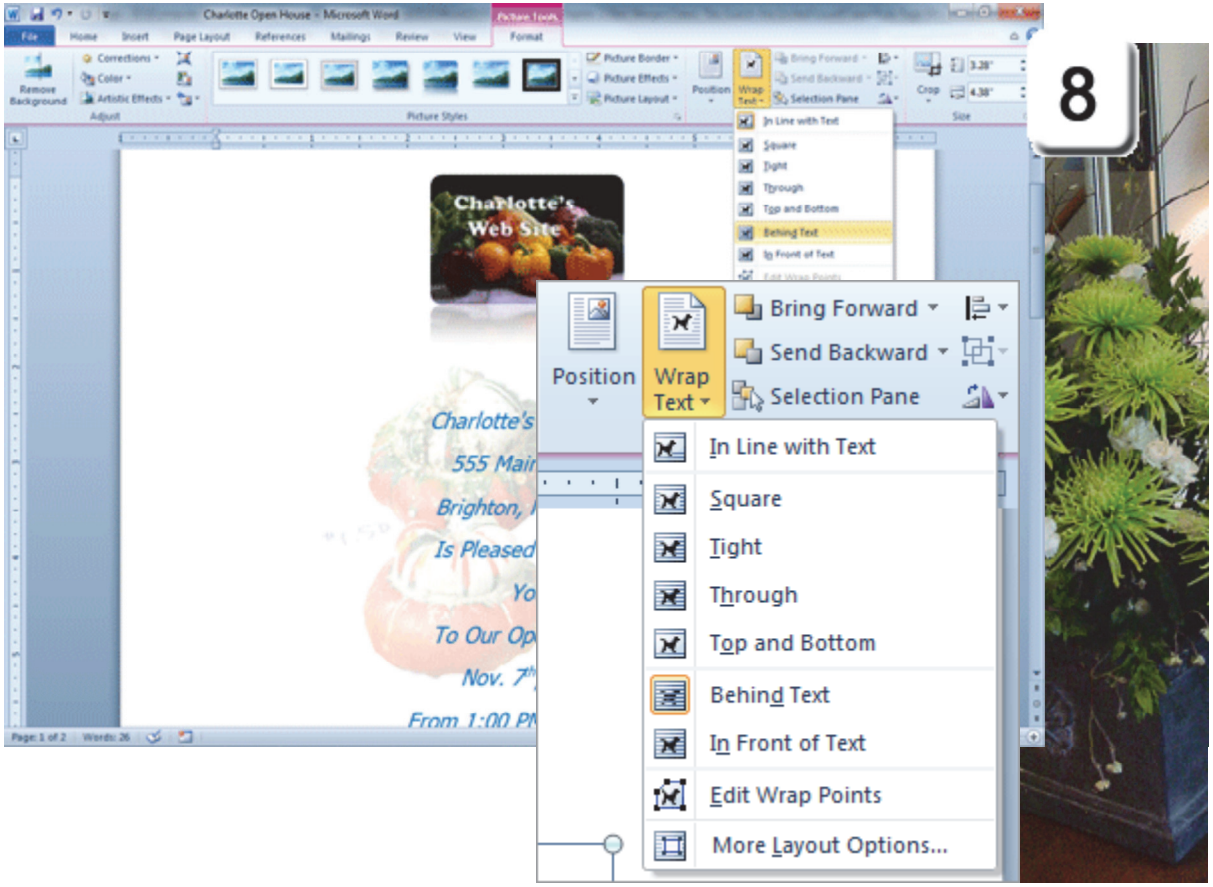
Take One

Use Text Wrapping

Text wrapping is how the words flow around the pictures. By default, words go above and below the image. For this invitation, the picture will be placed **Behind** the Text.

8. Try it: Change the Text Wrap
Select the WASHOUT picture.
Go to **Picture Tools->Format**.
Look for the **Arrange** group
Go to **Wrap Text.**
Click on **Behind Text**.

Picture Tools->Format -> Arrange ->Wrap Text



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-1. Apply font and paragraph attributes: Arrange Text Wrapping

Take One

Start the Mail Merge

Now, the Main Document is ready for the Mail Merge.

A Mail Merge has three parts:
1. The Main Document
2. The Data
3. The Merged Document

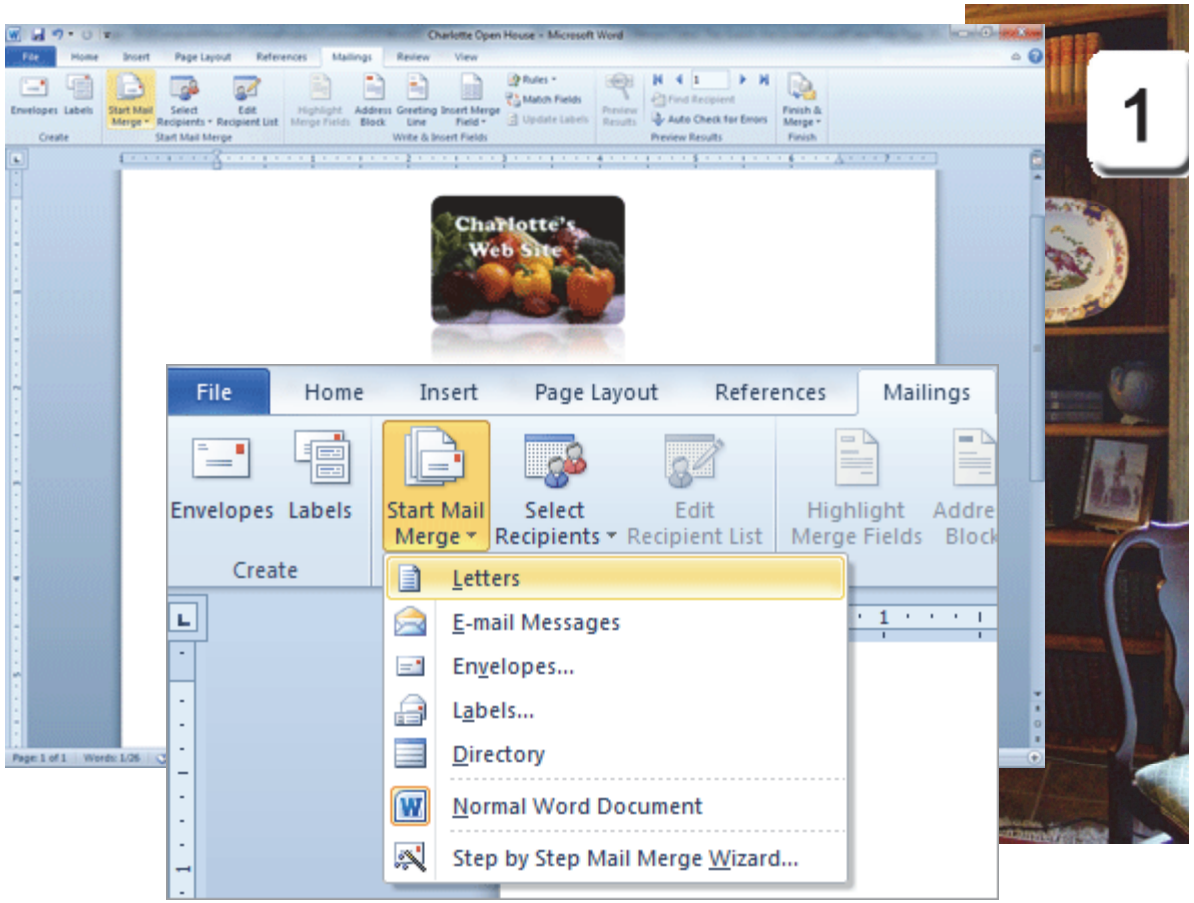
The **Main Document** is complete.
We are ready to begin the Mail Merge.

Review the **Mailings Ribbon**.
This is a good Task bar. The tools you need to create the data and make a mail merge are presented in a logical sequence from left to right.

1. Try This: Start Mail Merge
Go to **Mailings -> Start Mail Merge.**
Choose **Letters** from the list.

Keep going...

Mailings -> Start Mail Merge ->Letters



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Start the Merge

HOME

Take One

Select Recipients

Now the Mail Merge Wizard asks, “Where is the data?”

Do you already have a list of names and addresses in Word, Excel, or Access?

Do you want to use your Contacts from Outlook?

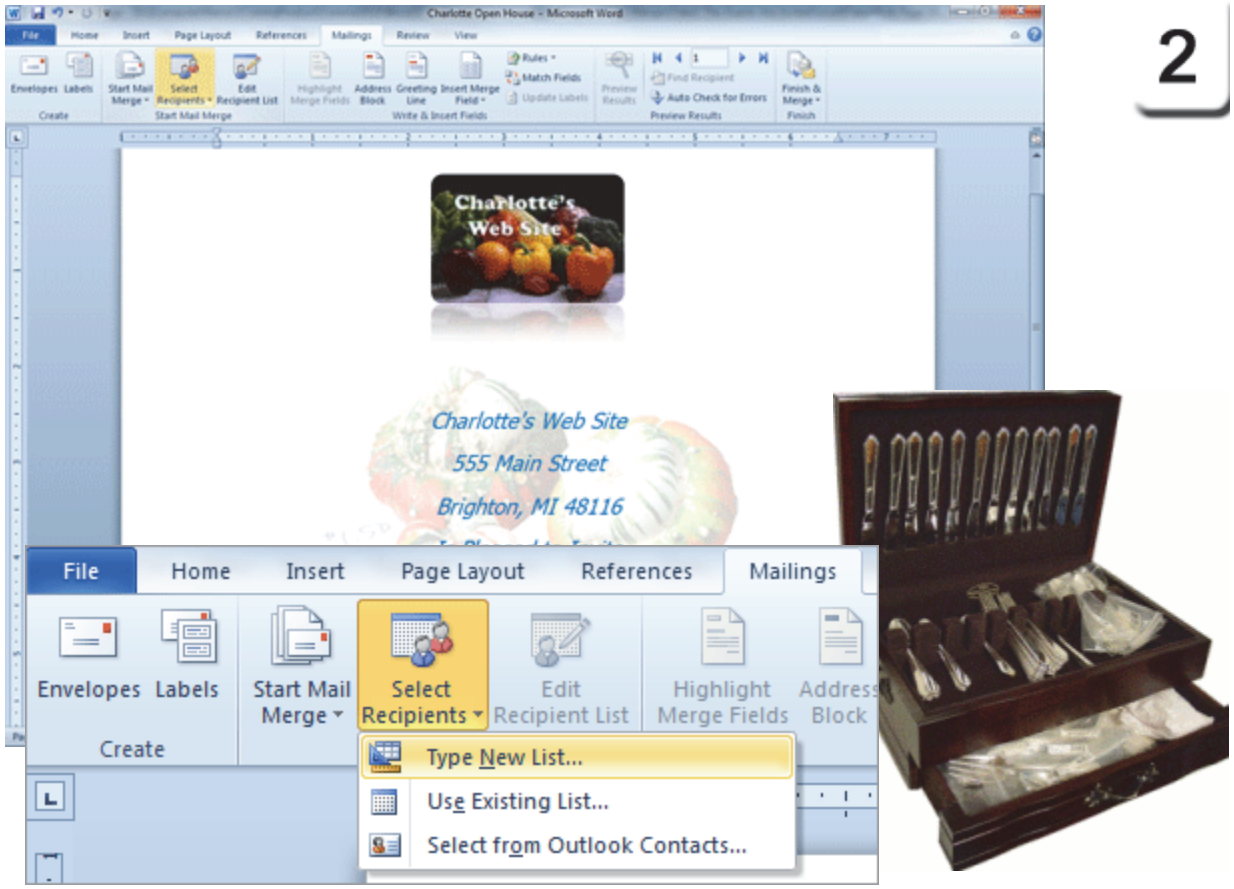
In this sample, we will create a new list. Here are the steps.

2. Try This: Select Recipients
Select **Type New List** to start a new list of client names and addresses for the Open House.

Keep going...

Mailings ->Select Recipients ->Type New List

2



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Type New List

Take One

Add Recipients

This is the database form that Microsoft Word offers when you create a new list. There are about a dozen fields that you can use to type the name, address, phone number and email.

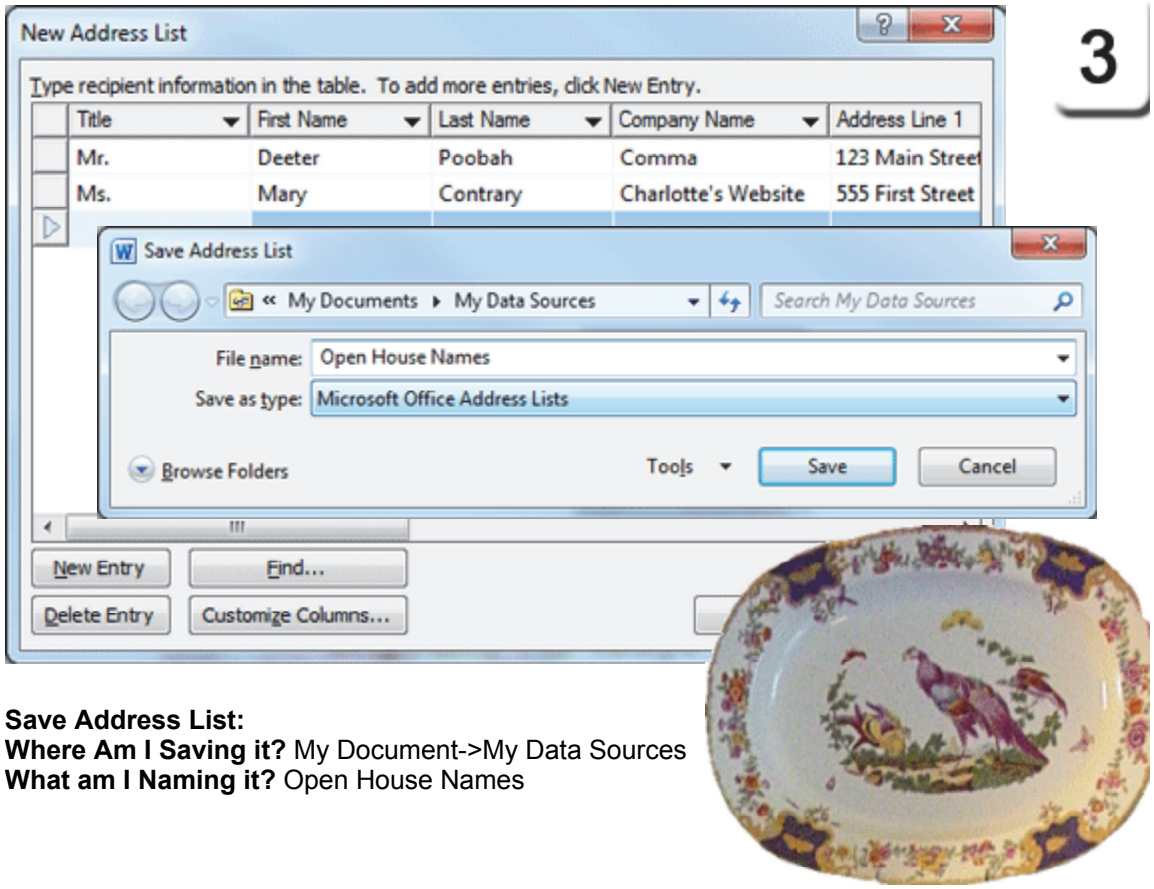
The **fields** at the top of the list--Title, First Name, etc.--can be used to sort and filter the Address List.

3. Try it: Create an Address List
Please add four or five sample names to this list. **New Entry** adds another name to the list. **Delete Entry** deletes a name from the list.

When you are done with the names, click OK. You will be asked to **Save** the database.

Keep going. The next step adds the Merge Fields to this invitation.

Mailings ->Select Recipients ->Type New List



Save Address List:
Where Am I Saving it? My Document->My Data Sources
What am I Naming it? Open House Names

Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Type New List

Take One

Insert Merge Field

Each **Field** on this list came from the database form you just filled out and saved. You can use these fields to **Write** the Mail Merge.

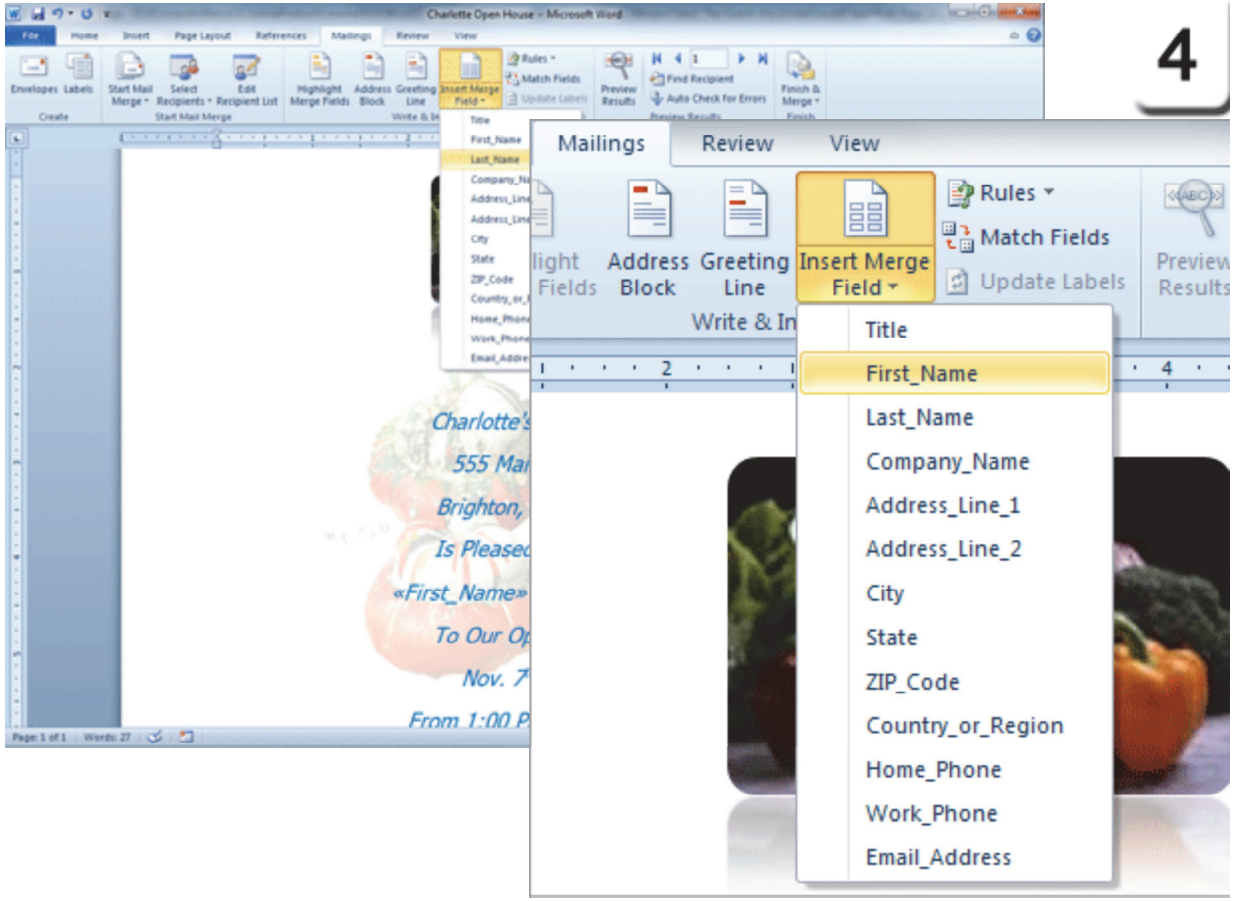
4. Try It: Insert Merge Fields: Double click the word "You" in the Open House Flyer and delete it. This is where I want to insert the Merge Fields.

Click on **Insert Merge Fields** and select First_Name and Last_Name. Please add a space between the two fields.

Address block is another way to add Mail Merge Fields to your Main Document. The Address Block is a super field that includes the title, name, address, city, state and zip.

Keep going, please...

Mailings -> Insert Merge Field



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Insert Merge Fields

Take One

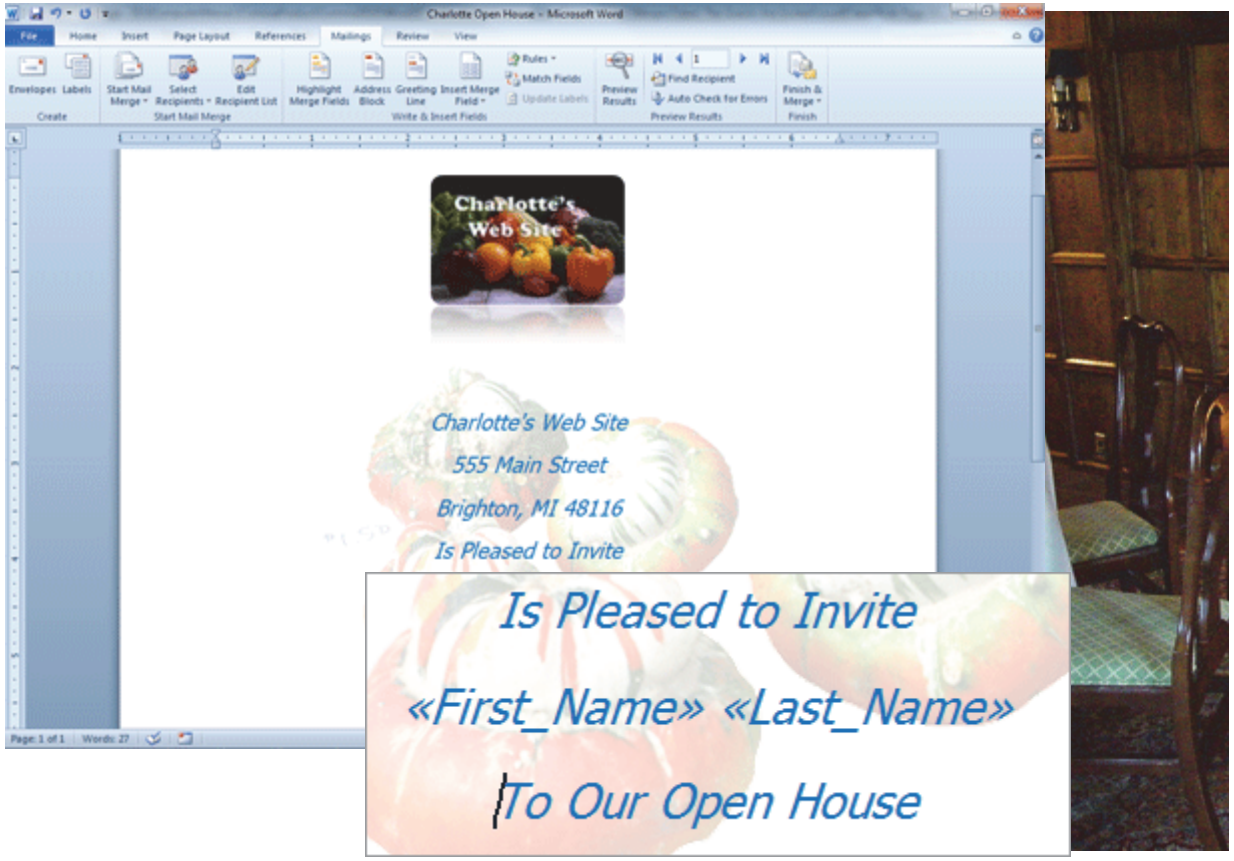
The Mail Merge Field

What Do You See? A Merge Field connects the Main Document to the Open House Names in the little database you saved in the My Data Sources folder.

The Fields are Visual Basic for Applications (VBA) code.

Memo to Self: You cannot create a Mail Merge Field by merely typing the carrots:<< >>

Mailings -> Insert Merge Field



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Insert Merge Fields

Take One

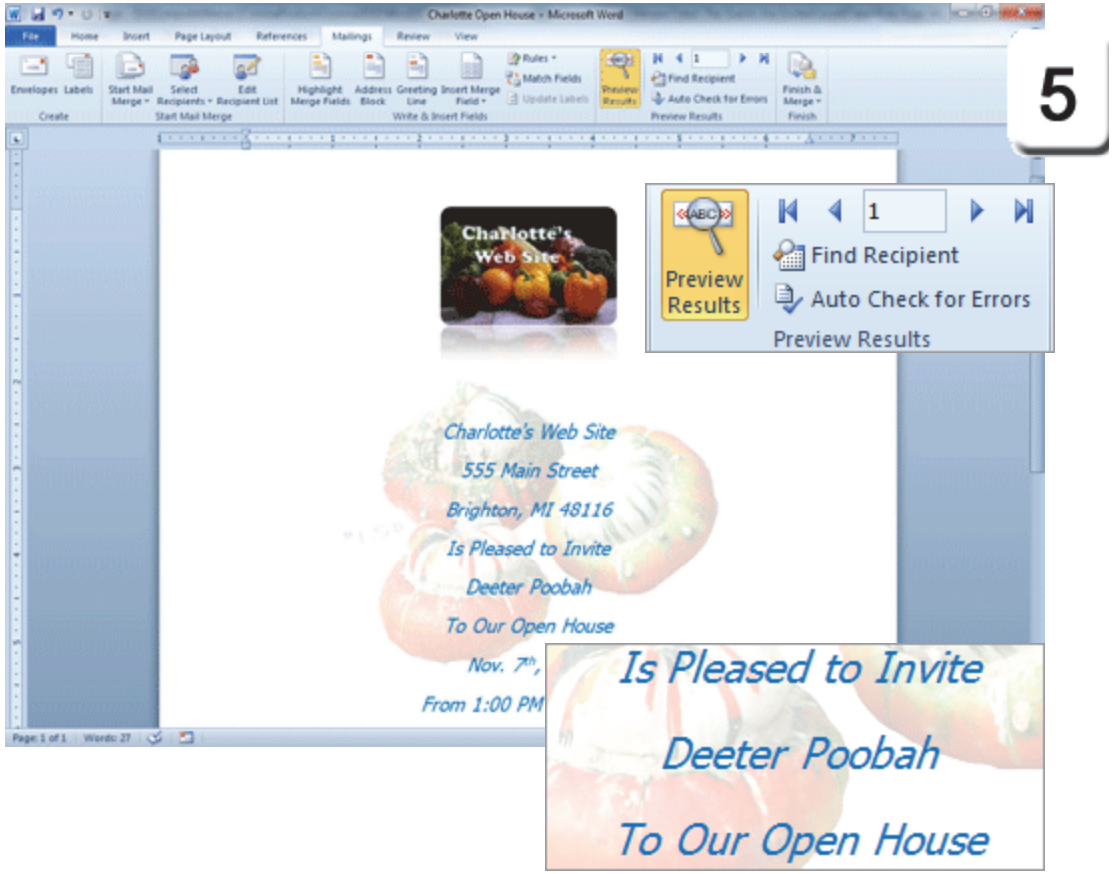
Mail Merge Preview

This is a good place to proof your work. The **Mailings** Ribbon lets you preview the results before you run the mail merge.

5. Try It: Preview the Results
Go to the **Mailings** Ribbon and select **Preview Results**.

Memo to Self: If you need to change the names or addresses, you can go to **Edit Recipient List.** Keep going-we'll show how to edit the database in a few pages.

Mailings -> Preview Results



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Preview Results

Take One

Finish the Mail Merge

If it all looks good, go to the next step and complete the merge. There are three options for completing the Mail Merge. Edit, Print and E-mail.

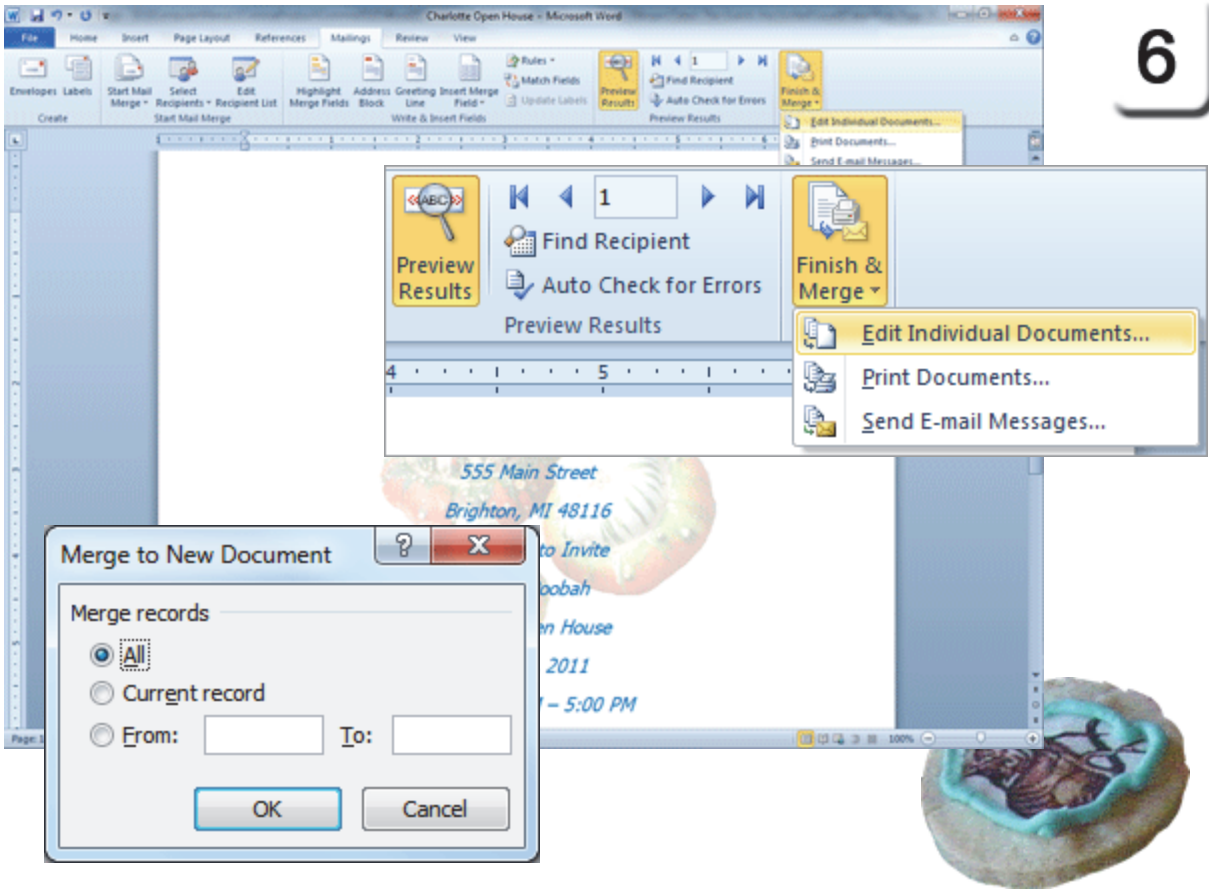
I usually choose to **Edit Individual Letters**. Microsoft Word will create a new, merged document that I can edit, save and print.

6. Try it: Finish & Merge
Go to the **Mailings** Ribbon and select **Finish & Merge**. Choose the option to **Edit Individual Documents**.

You've merged the data with the main document. Each client will get a flier with his own name on it. Totally cool…That took a few steps, but it was worth it.

Done and done. **Save** your work. Name it: Charlotte Open House.

Mailings -> Finish & Merge



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-2. Execute mail merge: Finish the Mail Merge

Take One

Mail Merge Options

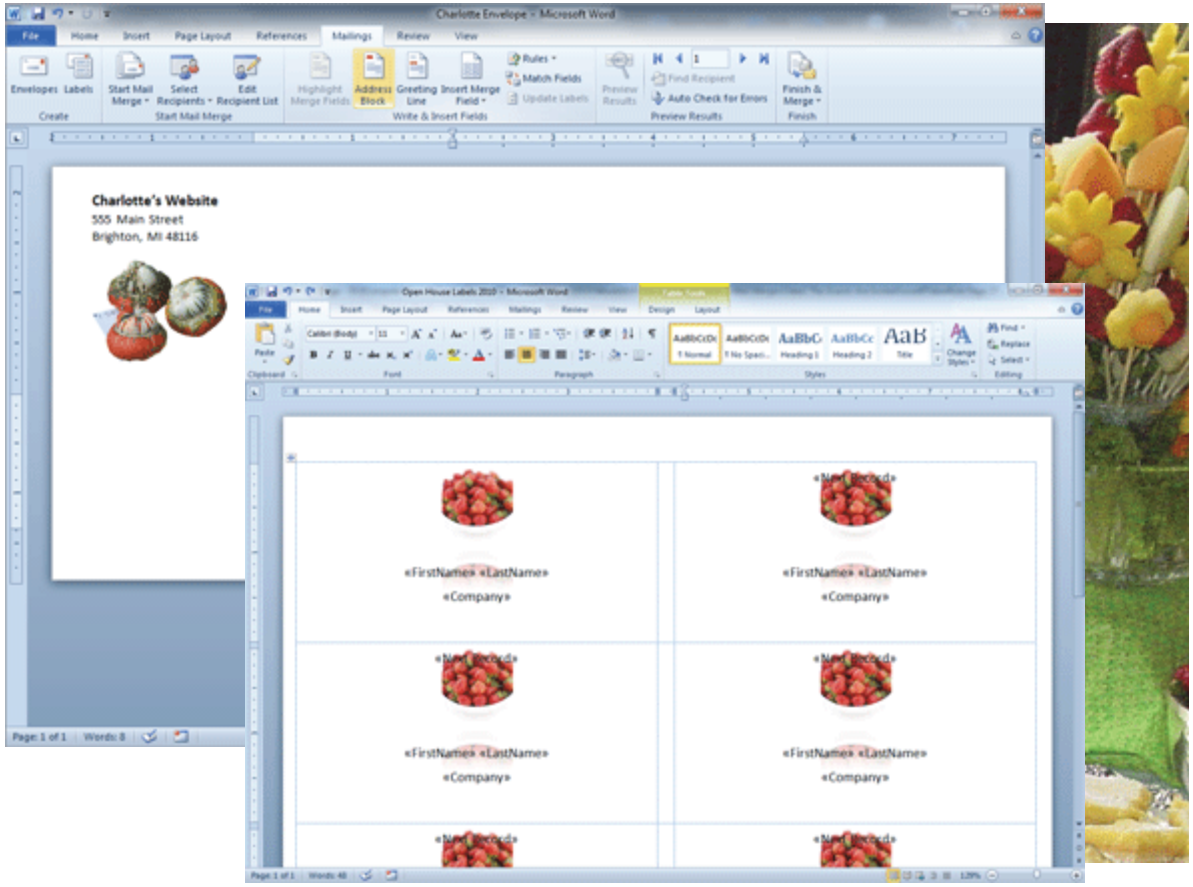
Your marketing campaign is off to a good start. The following pages demonstrate how to create the other documents that are often used with an event or meeting:
Envelopes
Labels
Tent-fold Place cards.

The lesson on envelopes will illustrate how to create a Mail Merge with names listed in a Microsoft Excel spreadsheet.

You can create a spreadsheet similar to the ones pictured on these pages.

Please note: It is important that the first row of labels in your spreadsheet MATCH the way it is spelled in this computer Guide.

Start -> All Programs ->Microsoft Office -> Microsoft Word



Take One

Mail Merge

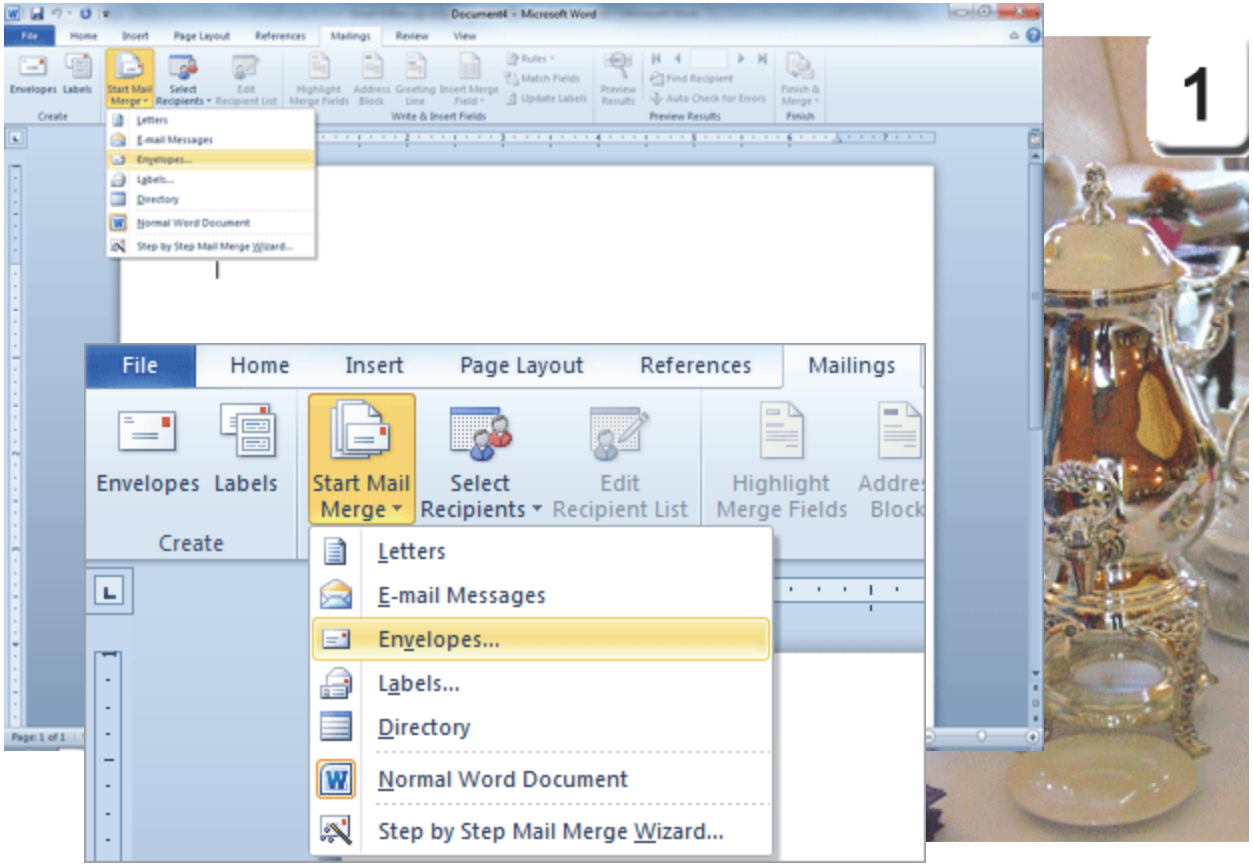
Start by switching from the **Home** Ribbon to the **Mailings** Ribbon. There are two methods for making envelopes. The first option that you see on the Mailings Ribbon, **Envelopes**, is a quick way to type in a name and address for your recipient. This process gives you one envelope that you can print. Done & done.

The second method makes a Mail Merge. We use the list of names in the sample Friends and Family spreadsheet.

1. Select Document Type.
Go to: **Start the Mail Merge**.
Select: **Envelopes**...

Before You Begin: There is a sample spreadsheet available online for this lesson.

Mailings -> Start Mail Merge ->Envelopes



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Create Envelopes

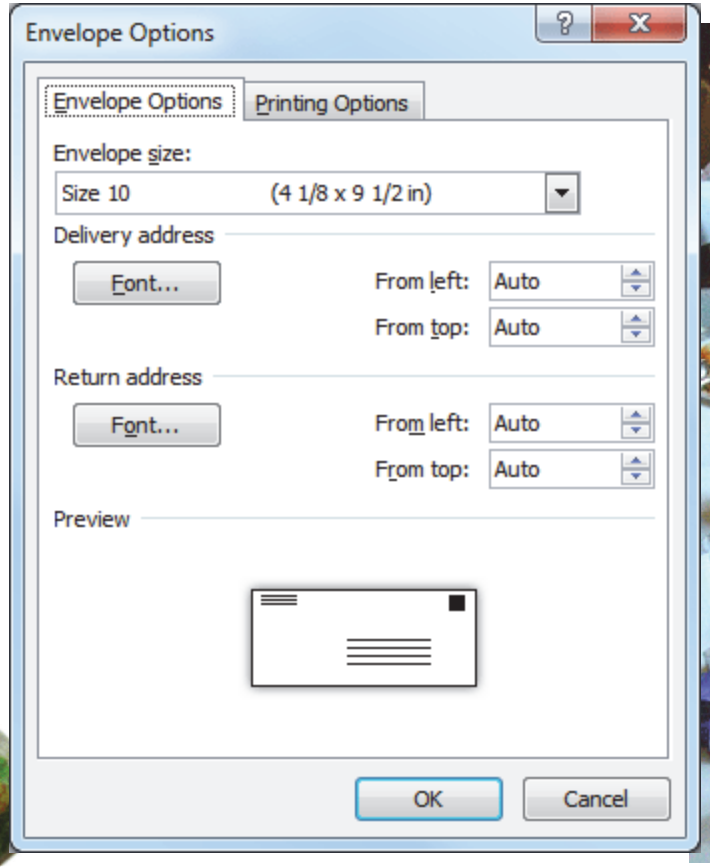
Take One

Mailings -> Start Mail Merge ->Envelopes

2: Envelope Options
A Size 10 envelope fits a sheet of paper folded in thirds. This is a standard business size. There are other sizes on the drop down list.

When you click on **OK**, MS Word will automatically format the layout and margins of your document to fit a Size 10 business envelope.

Keep going...



2

Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Create Envelopes

Take One

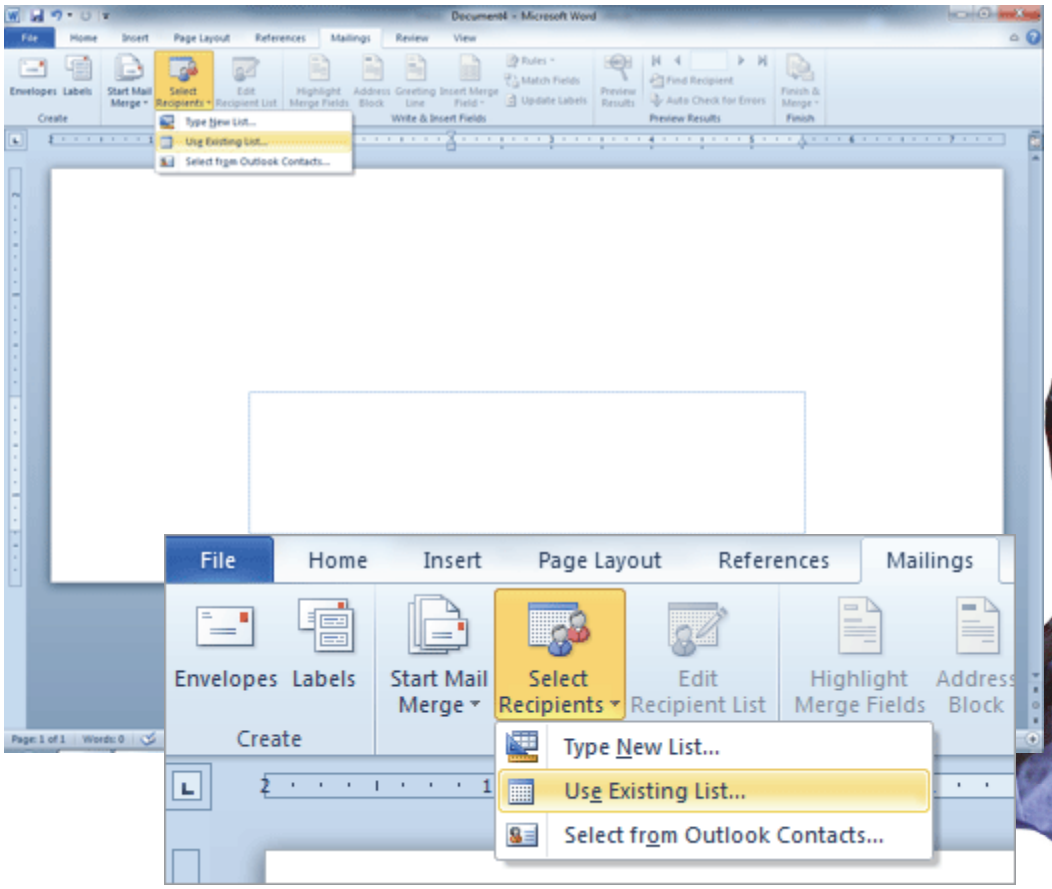
3: Select Recipients
There are three options for adding data to this Mail Merge:

- Type a New List
- Use an Existing List
- Select from Outlook Contacts

Try it: Use Existing List
Go to the **Mailing** Ribbon.
Click on **Select Recipients.**
Click on **Use Existing List.**

Keep going, please...

Mailings -> Start Mail Merge ->Select Recipients



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Use Existing List

Take One

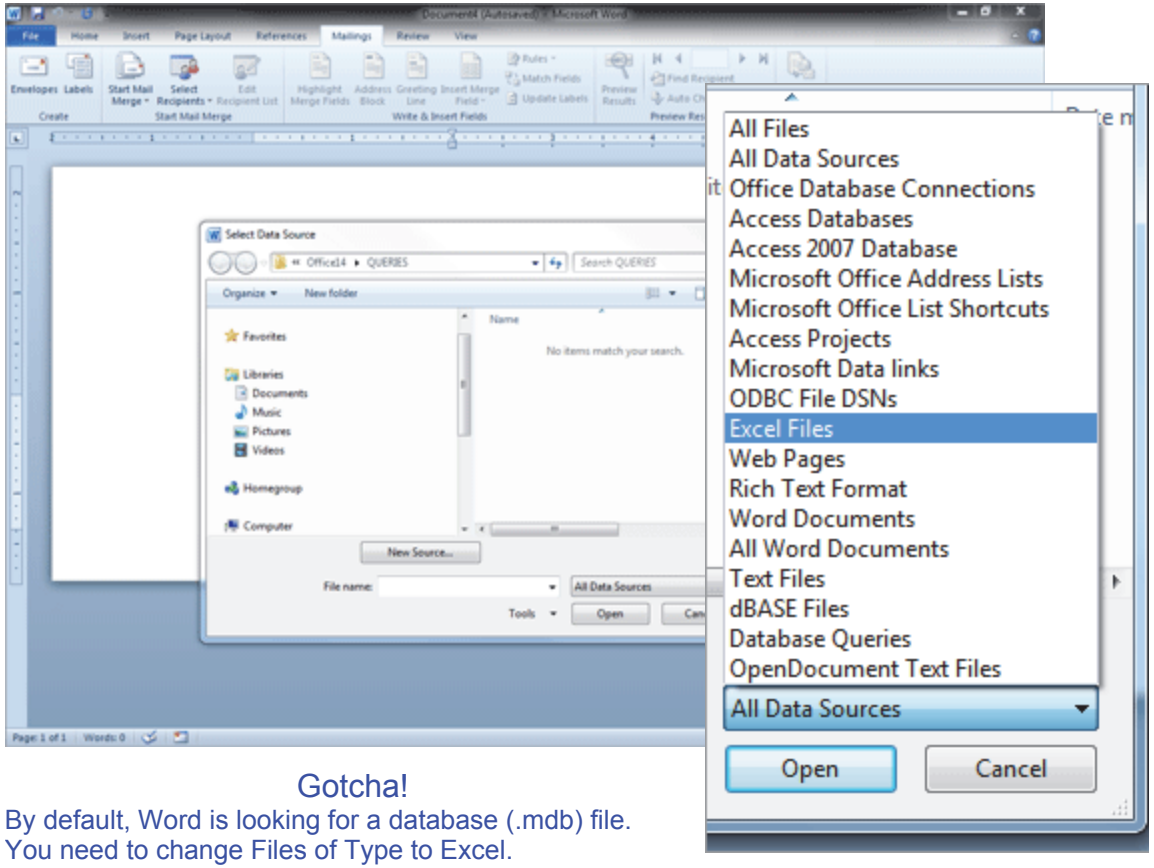
Where are the Recipients?
By default Microsoft Word looks for a **database**. The browser may take you to **Office14->Queries** folder because that is the default location for the database queries. This is useful to know, but it is not where we are headed right now.

In this example, we already have a data source: our Friends and Family spreadsheet in Excel. In these screen shots, the spreadsheet has been saved in the **Documents** folder.

What Do You See? Look at All Data Sources: Microsoft Excel is just one of many, many Data Sources you can use in a Mail Merge.

Keep going...

Mailings -> Start Mail Merge ->Select Recipients



Gotcha!
By default, Word is looking for a database (.mdb) file.
You need to change Files of Type to Excel.

Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Use Existing List

Take One

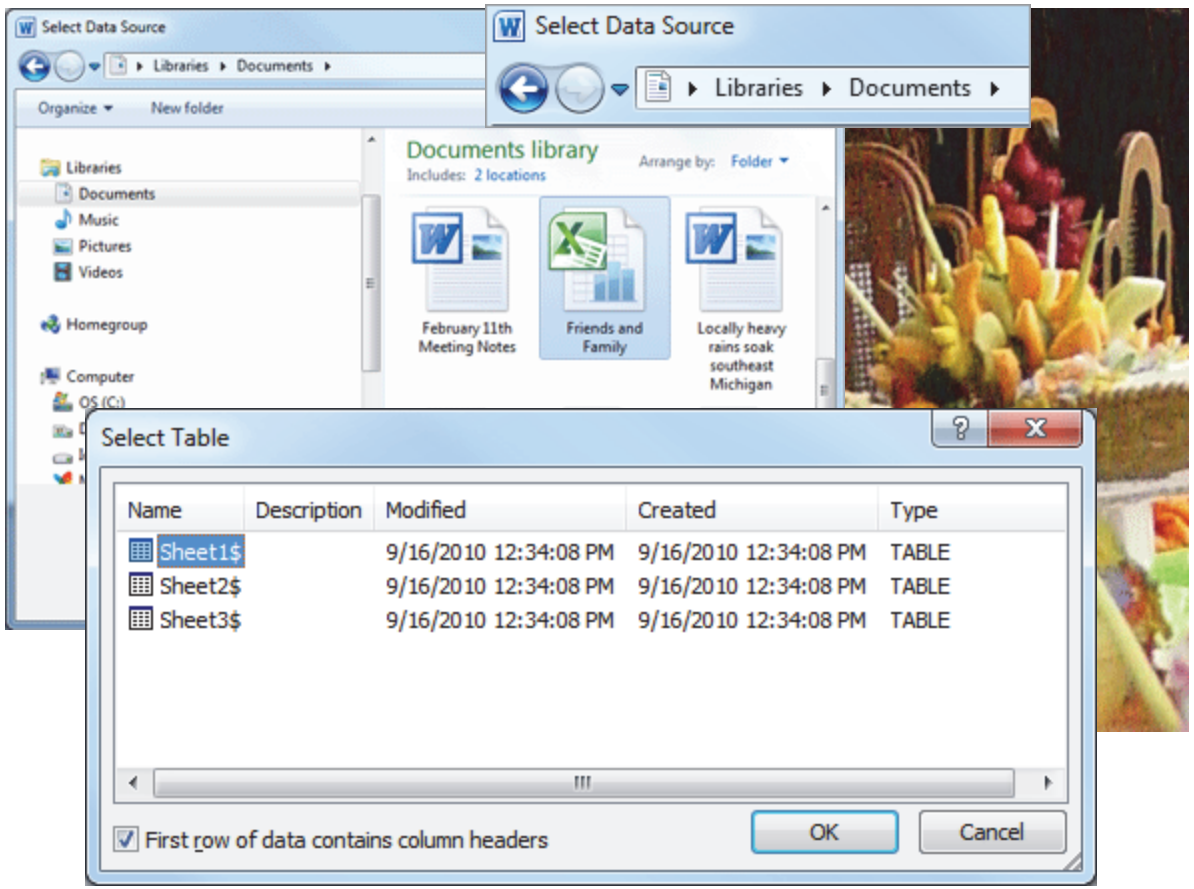
Try It: Find the File
Go to the **Documents** Folder.
Go to **All Data Files**.
Select **Excel** for the File Type.
Double click the Friends and Family spreadsheet to select it.

Open the Recipients Table
After you find and select the Excel file, the Mail Merge Wizard will ask you to **Select a Table**. By default, the first spreadsheet in any Excel workbook is named "Sheet1$." The dollar sign means get all the data, everything.

What Do You See? There is a check mark where it says **First row contains column headers**. Column headers are the labels-first name, last name that are typed in the top row of the our Friends and Family list.

Click **OK**. Keep going...

Mailings -> Start Mail Merge ->Select Recipients



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Use Existing List

Take One

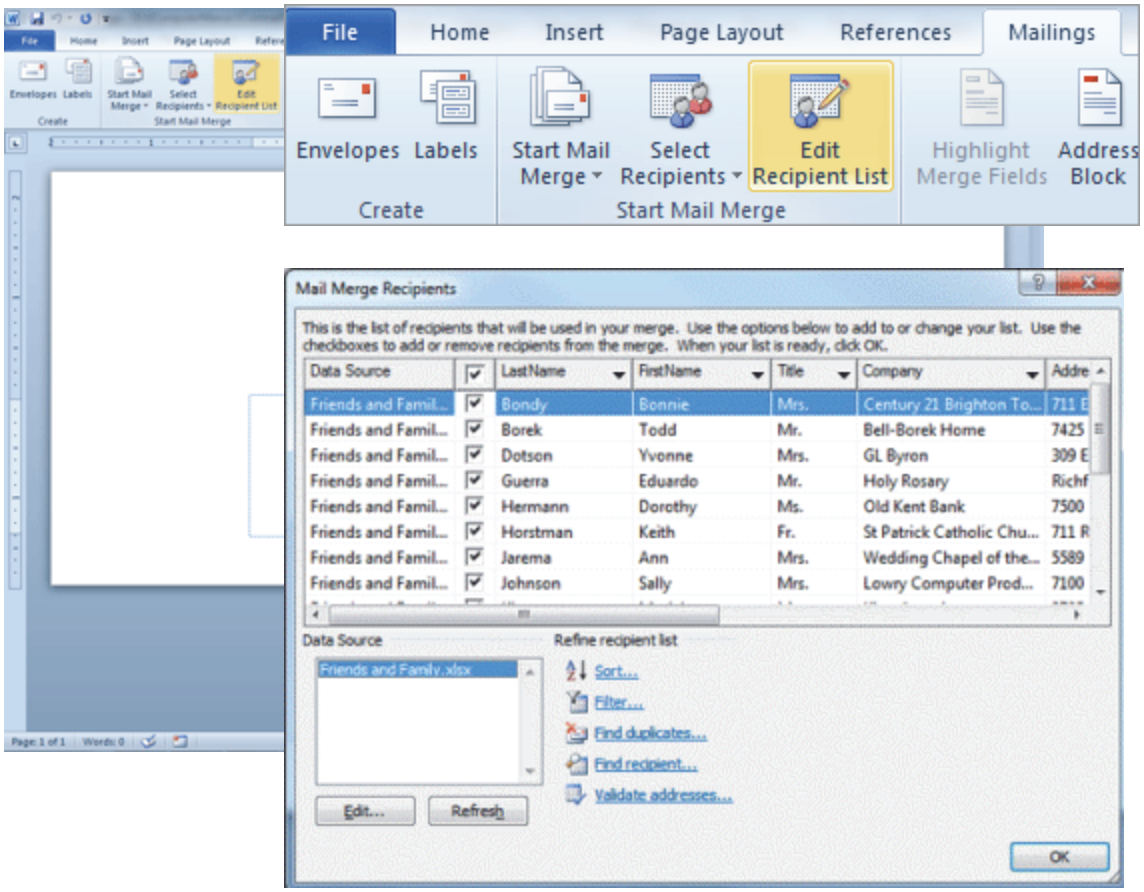
Edit the Recipients List
This Mail Merge now has a real-time, dynamic link from Microsoft Word to Microsoft Excel. When you edit, sort, and filter this data, you are actually modifying and updating the data.

Try This: Edit the Recipient List
By default, every name should have a check mark. You can use the check marks to select specific recipients that you want to include in the Mail Merge. Each name that has a check mark in front of it will be included in our merged document.

The other options include:
Sort, Filter (choose everyone from one city or state), Find Duplicates, and Find a Recipient.

Keep going...

Mailings -> Start Mail Merge -> Edit Recipient List



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Edit the Recipient List

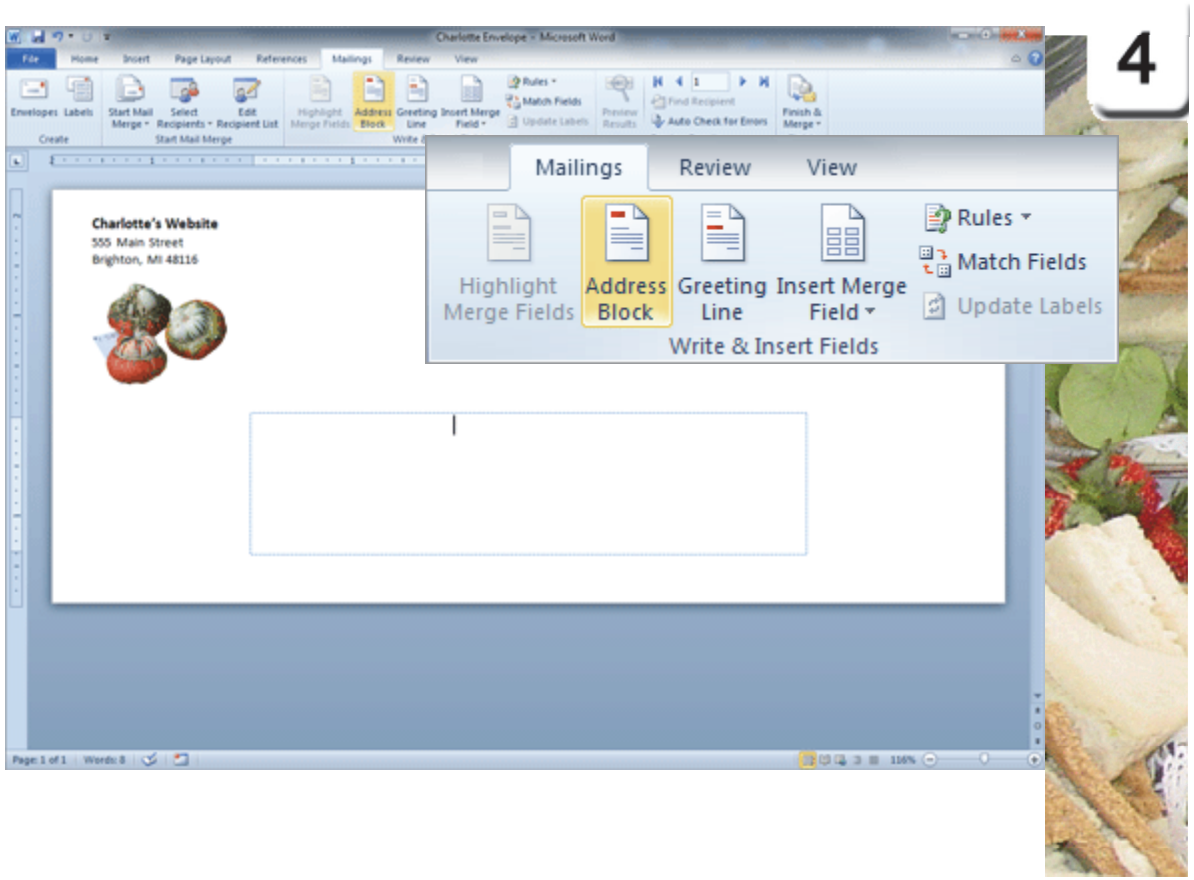
Take One

4: Layout the Main Document
Let's spend some time on this step. There are several things to think and do. At this stage in the game, you can add the logo and return address to the upper corner of the envelope.

Now, click in the center of the envelope. You should see a Text box. The borders are light blue. You want to put the mail merge fields here.

Memo to Self: Please do not move the Text Box for the addresses. This Text Box is specifically placed according to US Postal guidelines so that the addresses can be scanned with a bar code reader.

Mailings -> Write & Insert Fields ->Address Block



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Add an Address Block

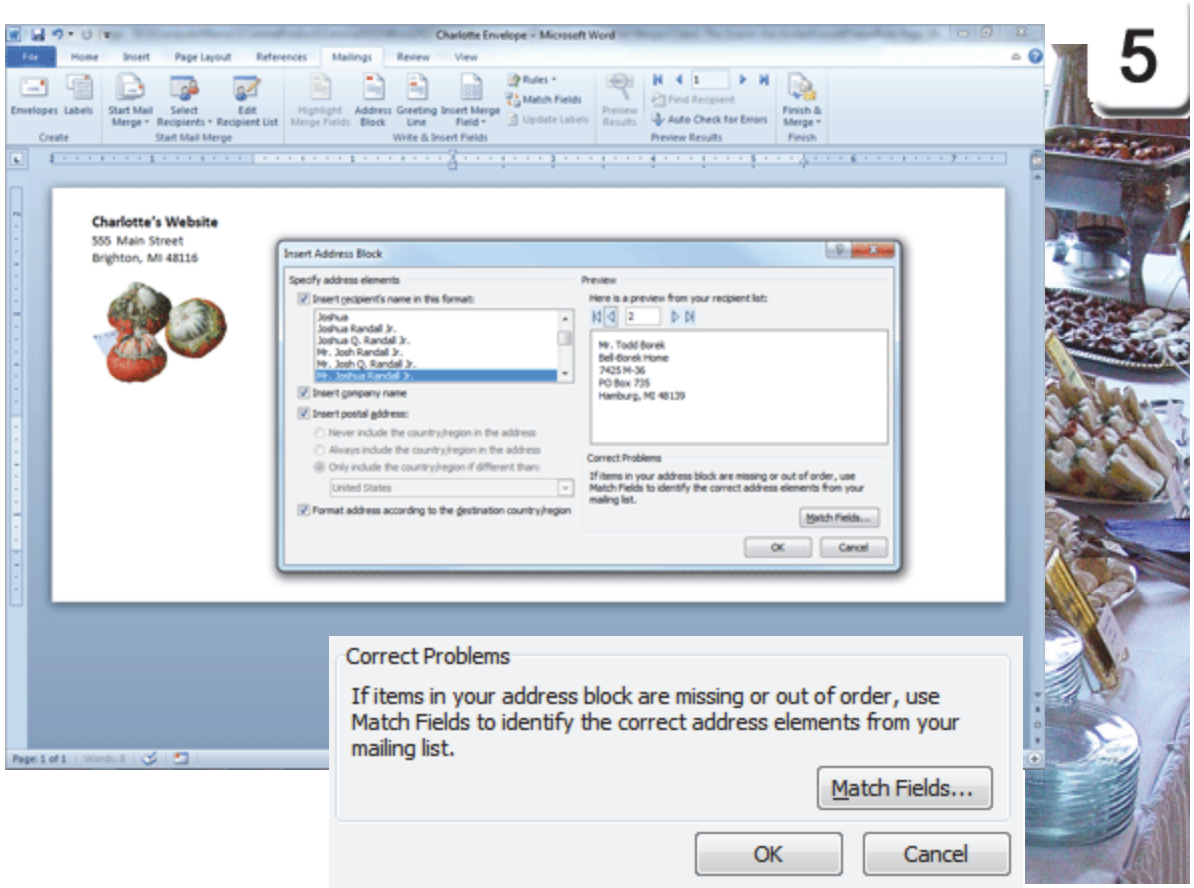
Take One

5: Write & Insert Fields
Try it: Add the Address Block
The **Address Block** is a combination of many merge fields. The merge fields are the column headers in our data: in our example, it's the **labels** in Row 1 in the Excel spreadsheet.
If you select Address Block, you will see a screen that offers you choices on how the names will be printed.

Match Fields: Look at the bottom right corner of the **Insert Address Block** window for a button called **Match Fields**. If the column headers or labels in your Excel list do not match the default fields in the Address Block, you can match them up. In this example, the Address Block City is paired with the header called City.

Memo to Self: There will be a more detailed discussion of errors and corrections in the next lesson.

Mailings -> Write & Insert Fields ->Address Block



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Add an Address Block

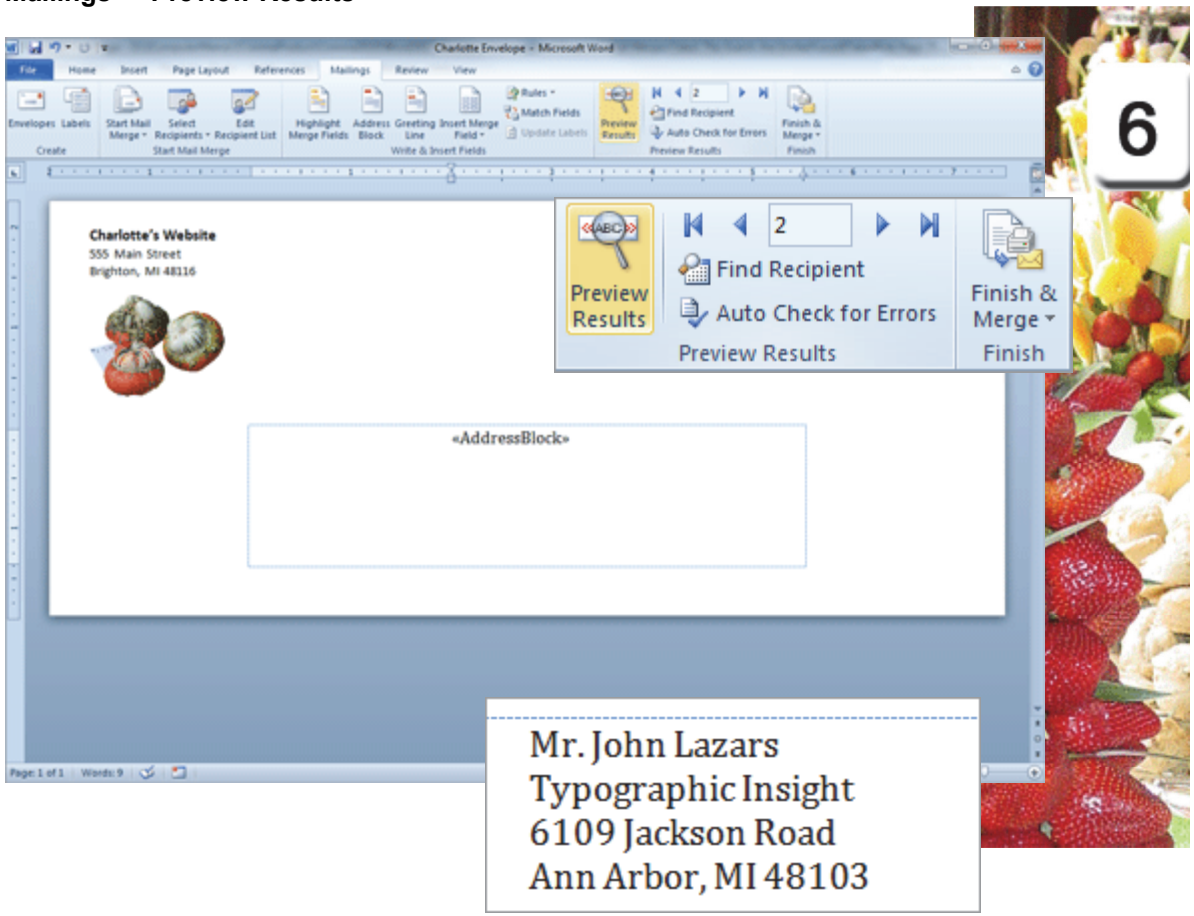
Take One

6: Preview Results
Look on the **Mailings Ribbon** for **Preview Results**. This group of options lets you browse through the results with the record selectors. The record selectors are the arrows going left and right.

What Do You See? When you select **Preview Results**, you will see the Mail Merge with your recipient's name and address as it should look when you print these envelopes. When you click off the Preview, you will see the Mail Merge Field. In this example, it is the <<AddressBlock>>.

Keep going, please. The Merge is almost done...

Mailings -> Preview Results



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Preview Results

Take One

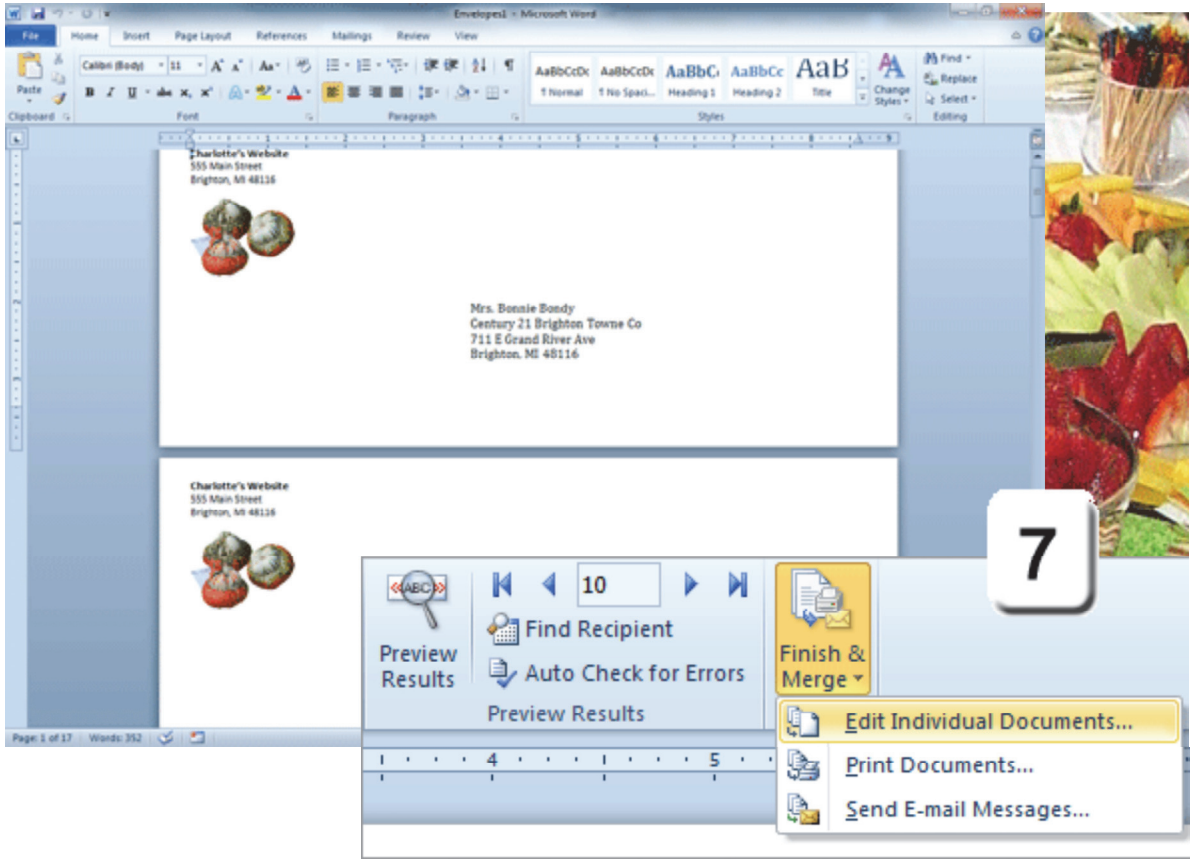
7: Finish the Mail Merge
The Mail Merge creates a **new** document by combining the mail merge fields from the main document with data in an Excel Spreadsheet.

In this example, it will be a Size 10 business envelope with one page for each recipient selected from the Friends and Family list.

You can Save and Close your work.

Did You Notice: the new merged document, Envelopes1, does NOT have any data linked to it. It does NOT have any merged fields. It is a new Word document without any mail merge formatting.

Mailings -> Finish and Merge



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-2. Execute mail merge: Finish the Mail Merge

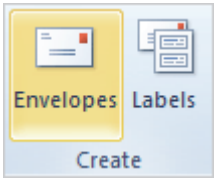
Take One

Just One Envelope

Say you wanted to print just one envelope and not a stack of envelopes for everyone in the recipients list. Here are the steps.

Before You Begin: The example on this page shows the Open House invitation however any sample document will work.

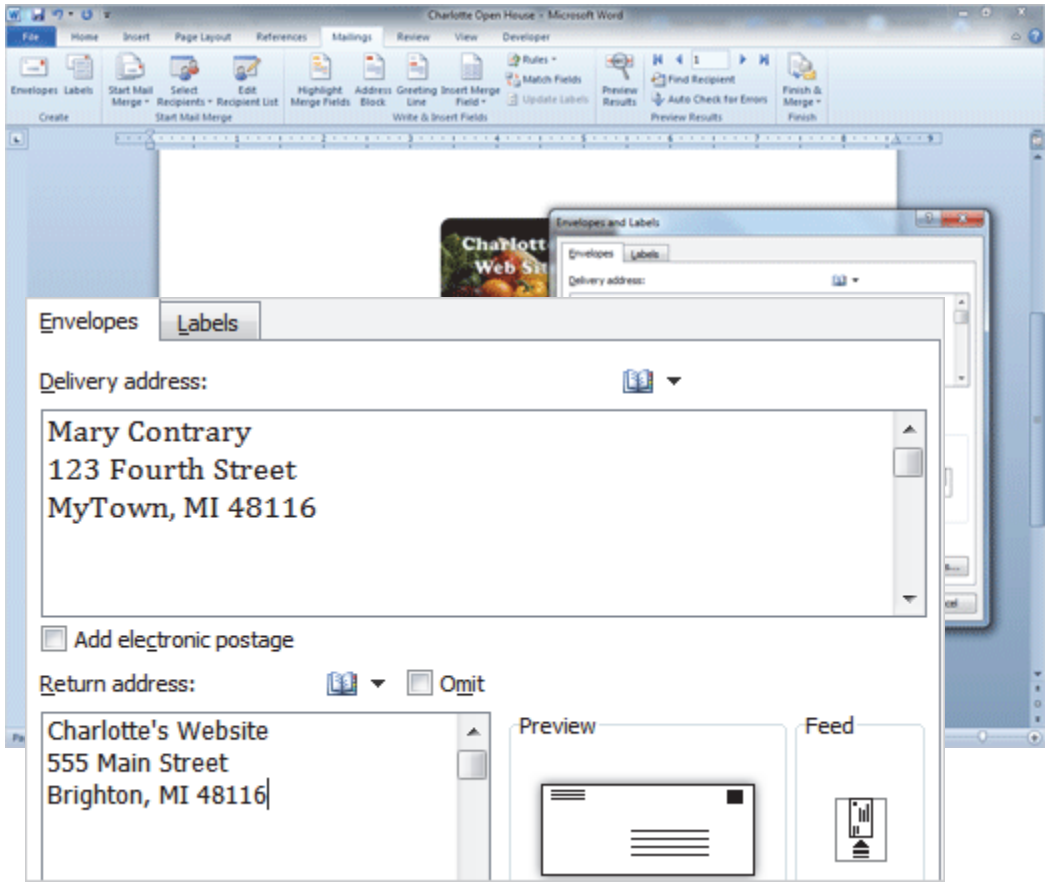
Try This: Create One Envelope
Go to **Mailings->Create->Envelope.**



What Do You See? There are two tabs.
You should be on the Envelopes tab.
Type the **Delivery Address**.
Type the **Return Address**.

The **Envelope** options include:
Print, Add to Document, and E-Postage.

Mailings -> Create -> Envelope



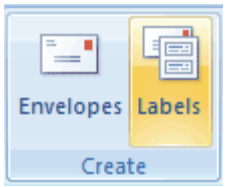
Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup Mail Merge: Create Envelopes

Take One

Just One Label

There are always last-minute arrivals and substitutions with any event or meeting. Here are the steps you can take to create just one label.

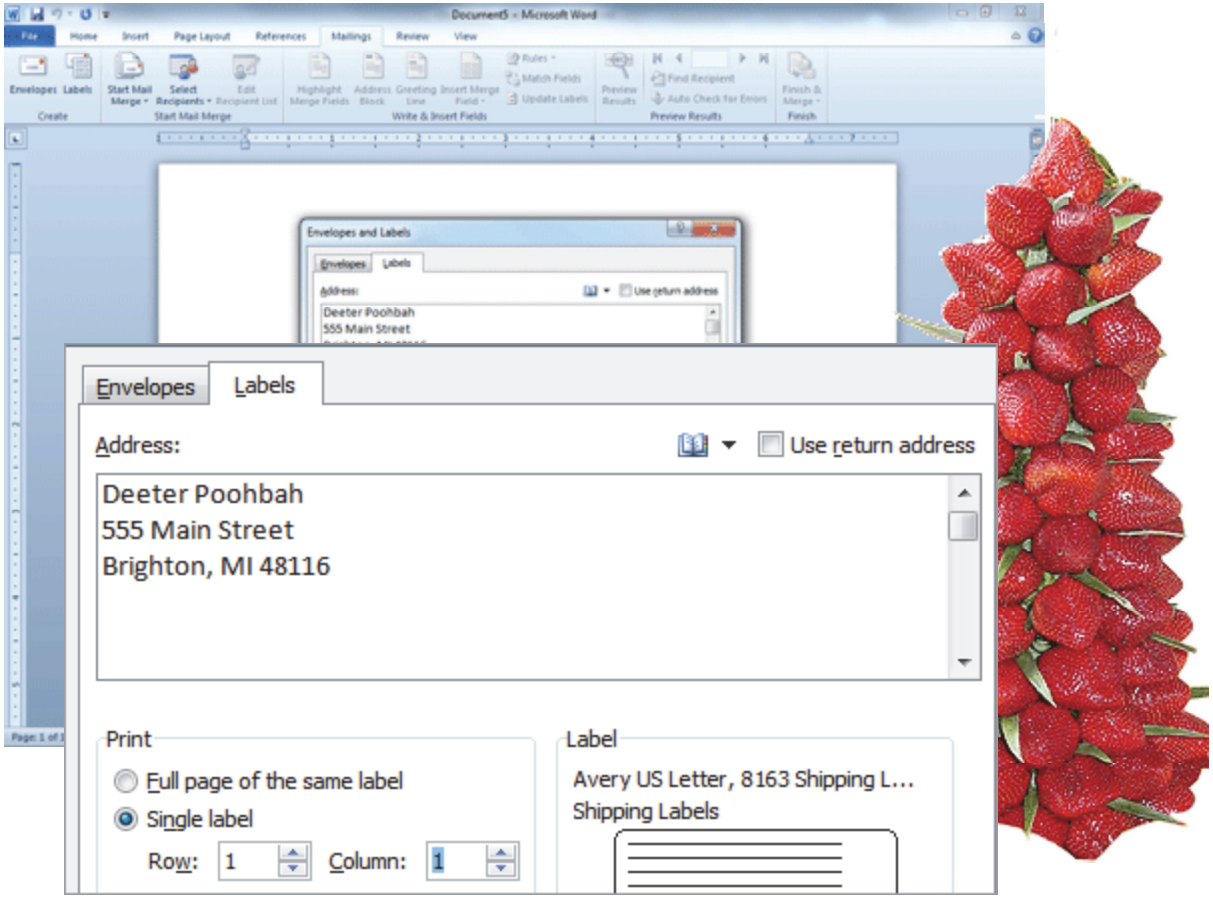
Try it: Create a Single Label
Go to **Mailings->Create->Labels**.



What Do You See? There are two tabs. You should be on the one for labels. You can type in a sample name and address.

Print What? This option lets you print one label on a sheet of stickers. You can select, say, the next blank label on row 3, column 1. When you click **OK**, your label will print.

Mailings->Create->Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup Mail Merge: Create Labels

Take One

Custom Thank You Notes

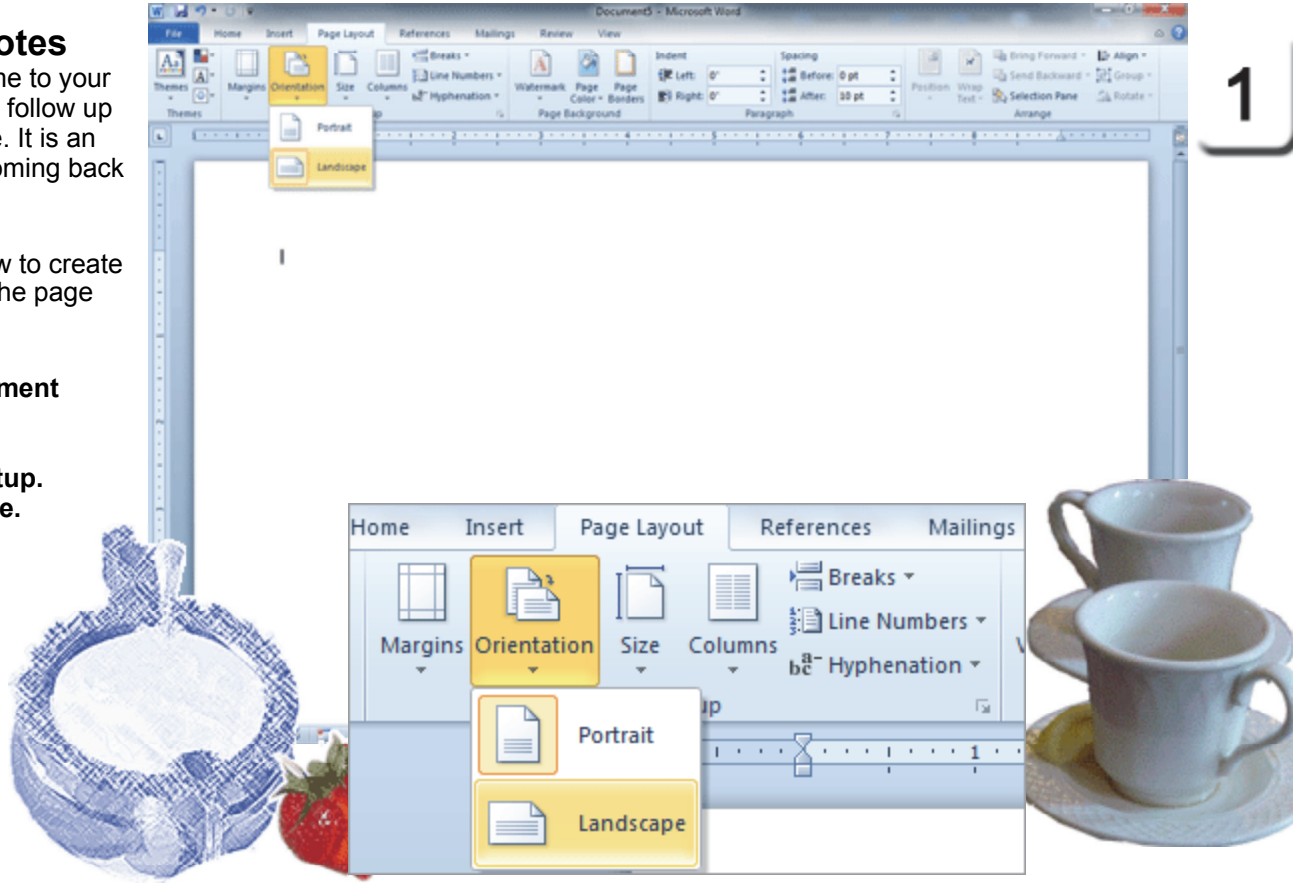
If someone took the time to come to your event or open house, you could follow up with a personal Thank You note. It is an old-fashioned concept that is coming back into favor.

This example demonstrates how to create a custom document by editing the page layout, size and background.

Try it: Create a Custom Document
1: Change the Orientation
Open a new, blank document.
Go to **Page Layout ->Page Setup.**
Go to **Orientation ->Landscape.**

Keep going...

Page Layout->Page Setup -> Orientation



1

Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-1. Apply and manipulate page setup settings: Page Orientation

Take One

Custom Size

A Thank You note can be a different size to draw attention to itself. You can choose a size that matches a pre-cut invitation or card stock that is available at the local office supply store.

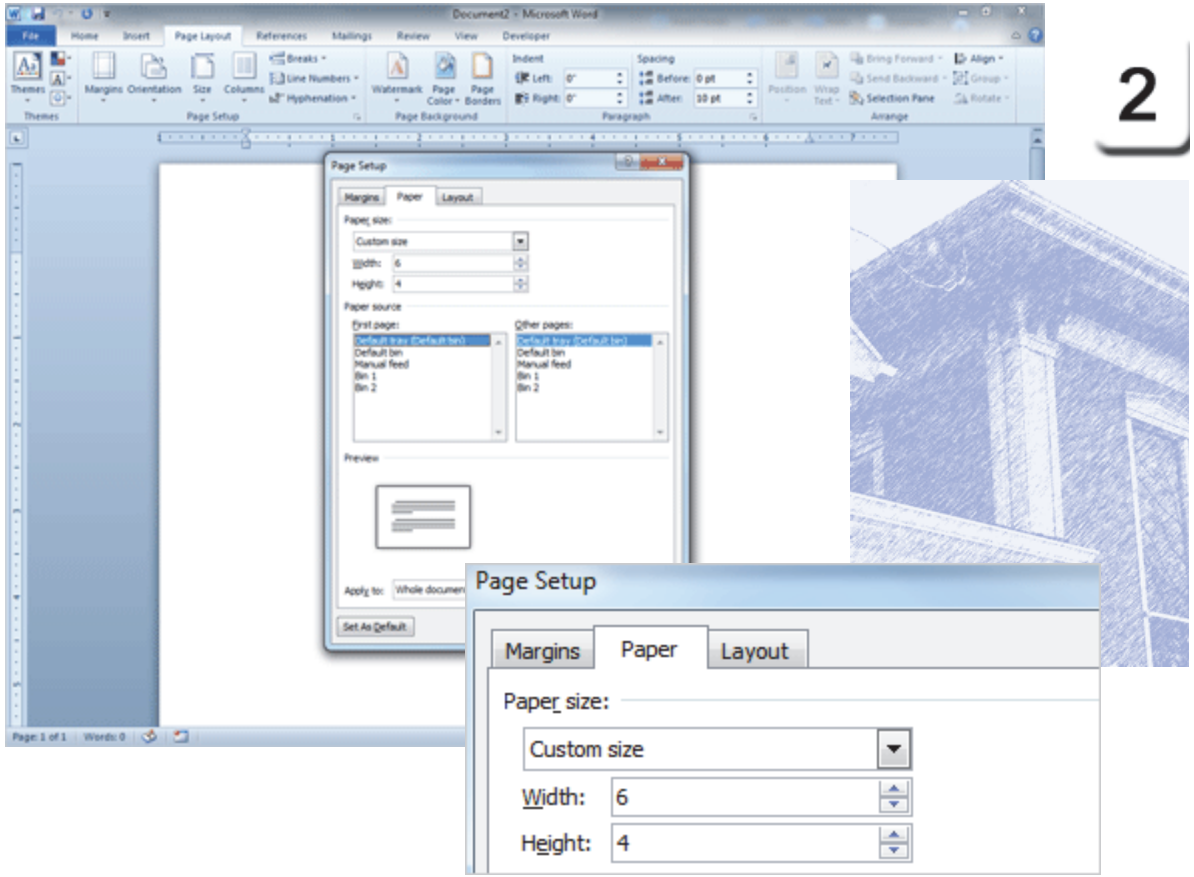
2. Change the Size

Go to **Page Layout ->Page Setup.**
Go to **Size-> More Paper Sizes**.

What Do You See? There are three tabs. You should be on the Paper tab. Please edit the following:
Paper Size: Custom Size
Width: 6
Height: 4

Memo to Self: By default, a new page in MS Word is 8 1/2" x 11" in the US, or the standard metric equivalent in other countries.

Page Layout->Page Setup ->Size



2

Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-1. Apply and manipulate page setup settings: Page Size

Take One

Custom Margins

By default, the **Margins** are 1" on the Top, Bottom and both sides. When you select a different page size, the 1" margins may not adjust automatically .

3. Change the Margins

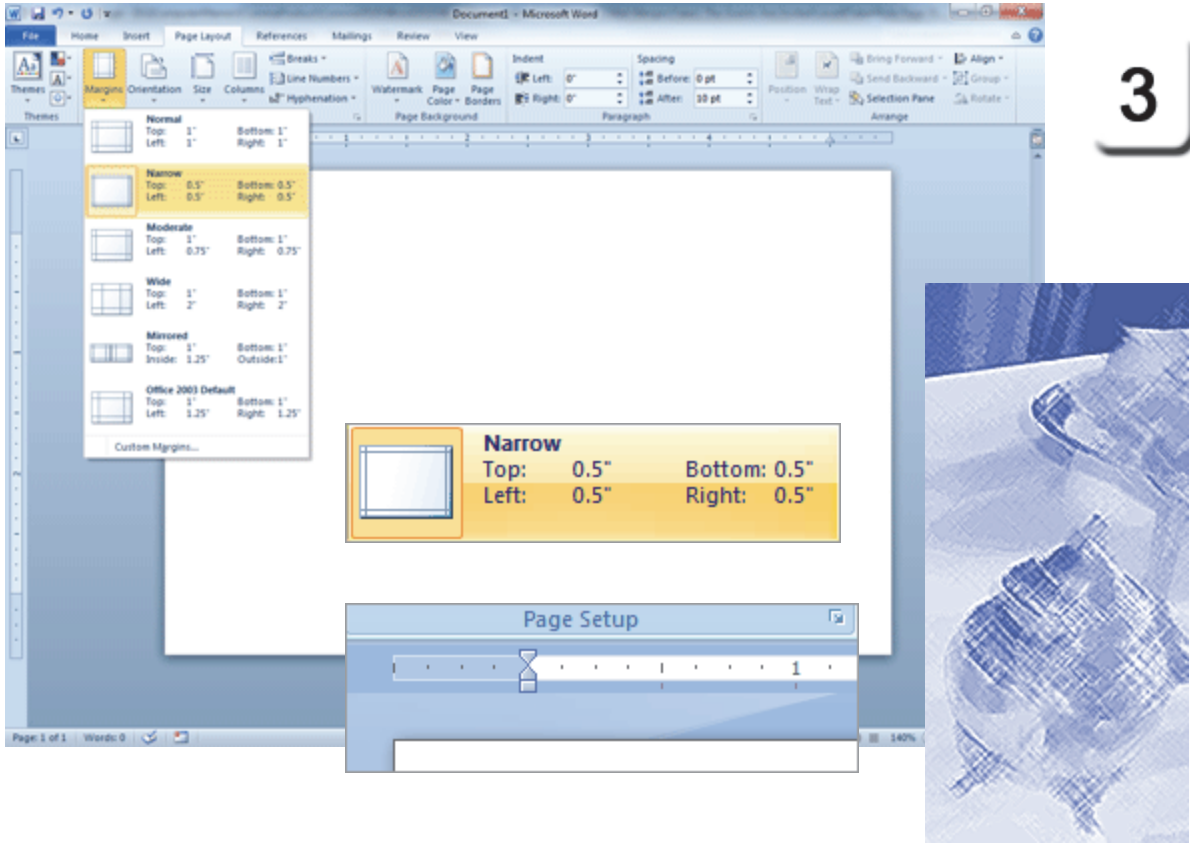
Go to **Page Layout -> Page Setup.**
Click on **Margins.**
Select: Narrow.

What Do You See? Look at the ruler on the top of your document. The ruler starts at the edge of the paper. The **Margin** is marked by blue and there is a cluster of controls at 0.5"

The ruler on the left side of your screen should show a 0.5" Margin, too.

Memo To Self: If you do NOT see any rulers, please go to **View -> Ruler** and select it with a check mark.
;-)

Page Layout->Page Setup ->Margins



3

Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-1. Apply and manipulate page setup settings: Custom Margins

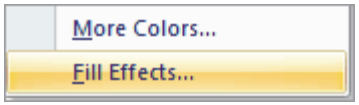
Take One

Custom Page Colors

4. Change the Page Color

Go to **Page Layout -> Page Setup.**
Click on **Page Color**.
You should see a palette of colors.

Select : **Fill Effects**.

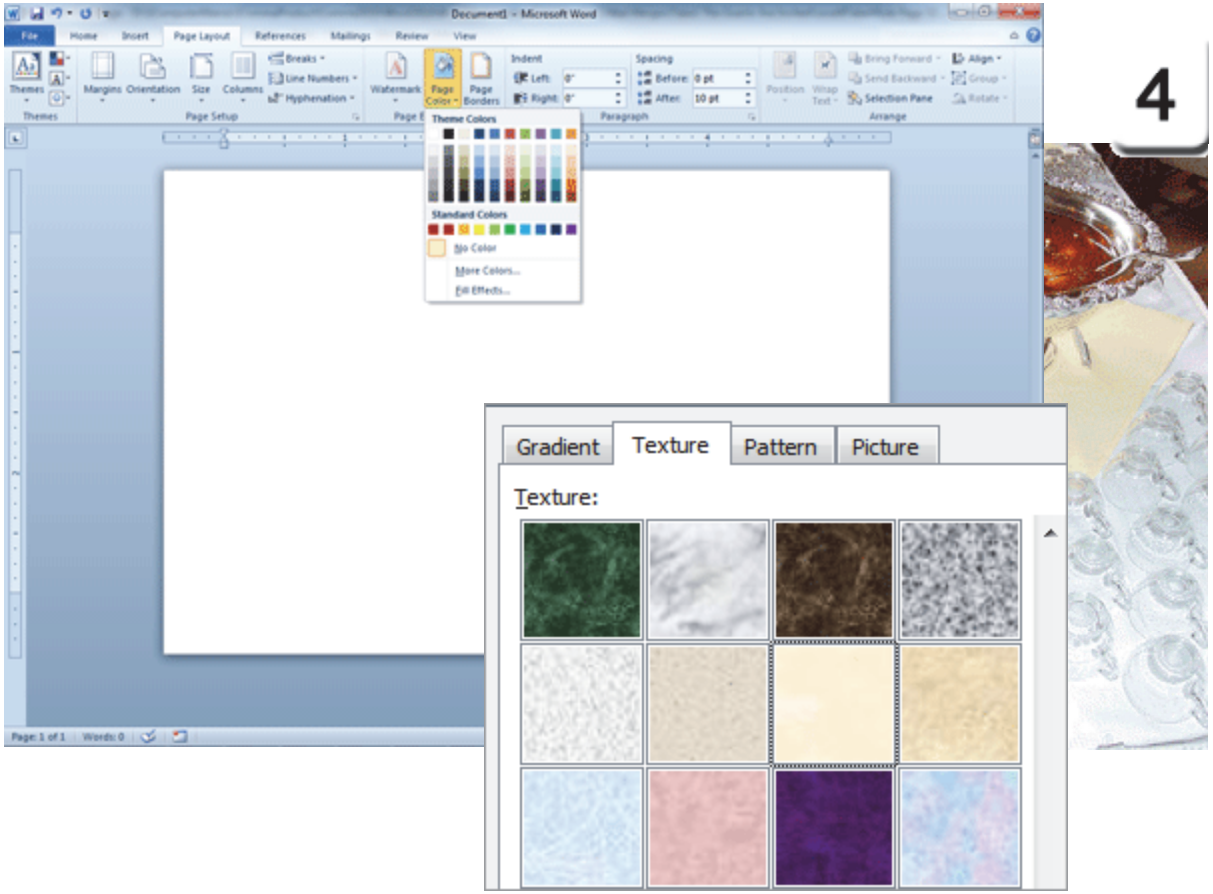


Microsoft Office has a wonderful set of effects that you can play with. Each **Texture** invokes an image. For example, banks are solid as marble.

For this example, please select a light background so that it will be easy to read the text in this note.

Keep going...

Page Layout->Page Setup ->Page Color



4

Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-1. Apply and manipulate page setup settings: Custom Page Colors

Take One

Add a Watermark

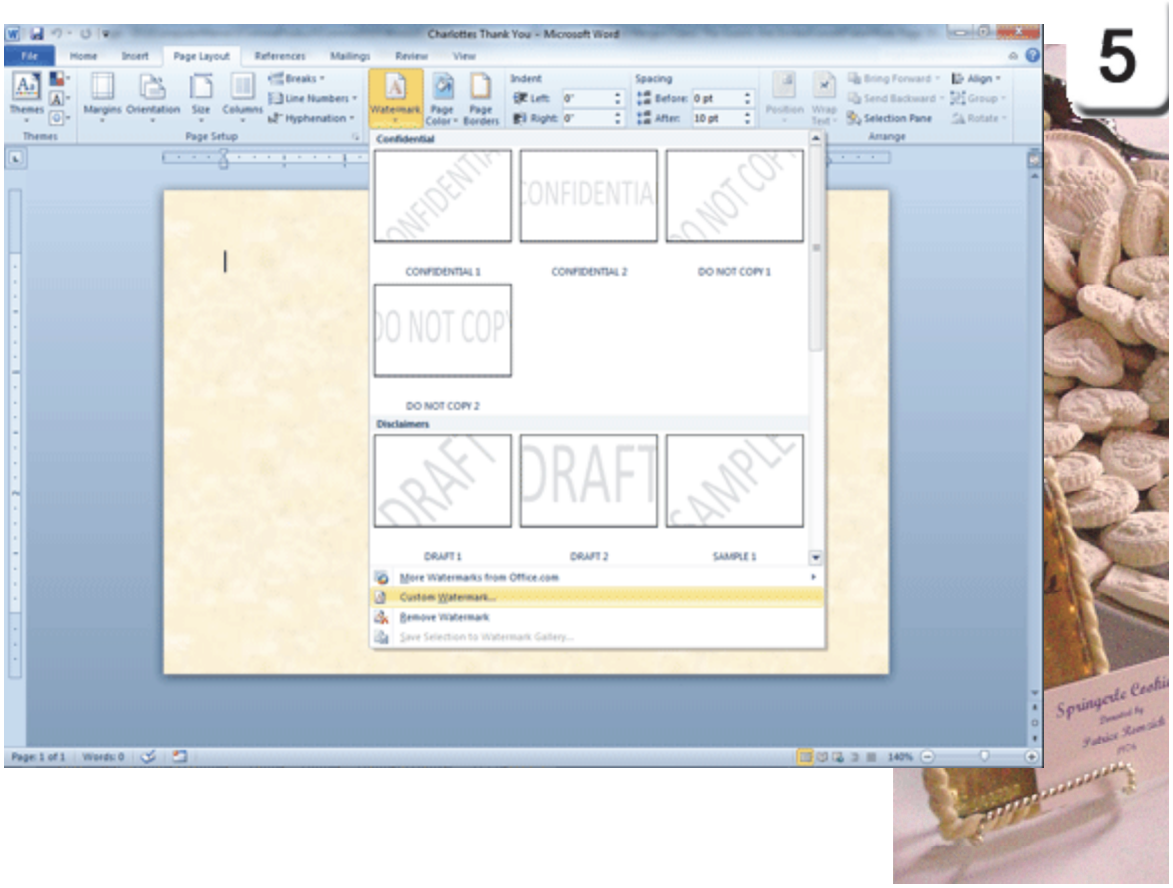
5. Add a Custom Watermark
Go to **Page Layout -> Page Layout.**
Go to **Watermark**.
Select: **Custom Watermark**.

In general, a **Watermark** refers to a light text message that is added to the page background. Some of the common watermarks include:
Confidential
Do Not Copy
Draft
Sample

You can create your own message in the Watermark and format the type as well as the color.

Keep going...

Page Layout->Page Background ->Watermark



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-4. Create and manipulate page backgrounds: Add a Watermark

Take One

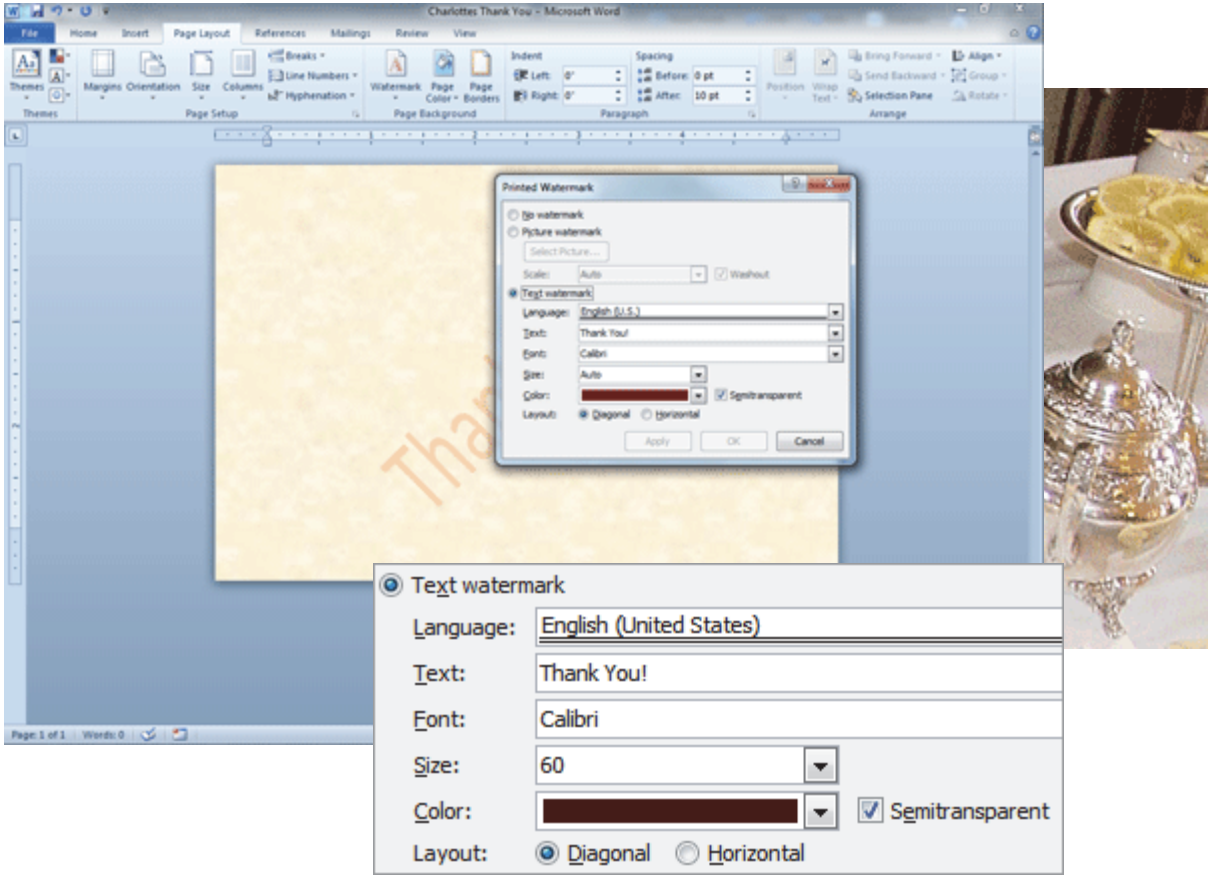
Custom Watermarks

Enter the Text: Thank You!
Select a **Font**: Calibri.
Change the **Size**: 60.
Choose a **Color**: Brown.
Layout: Diagonal.

You can select a picture for your watermark. Many first responders mark their documents with their official County or State logos.

What Do You See? Notice the check marks for Washout or Semi-transparency. This makes the **Picture** or **Text** watermark subtle and not overpowering.

Page Layout->Page Background ->Watermark -> Custom Watermark



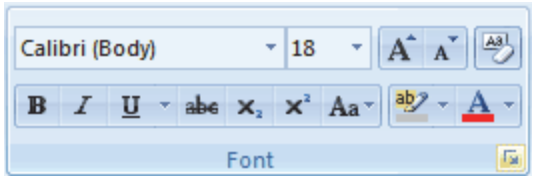
Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-4. Create and manipulate page backgrounds: Custom Watermarks

Take One

Custom Formatting

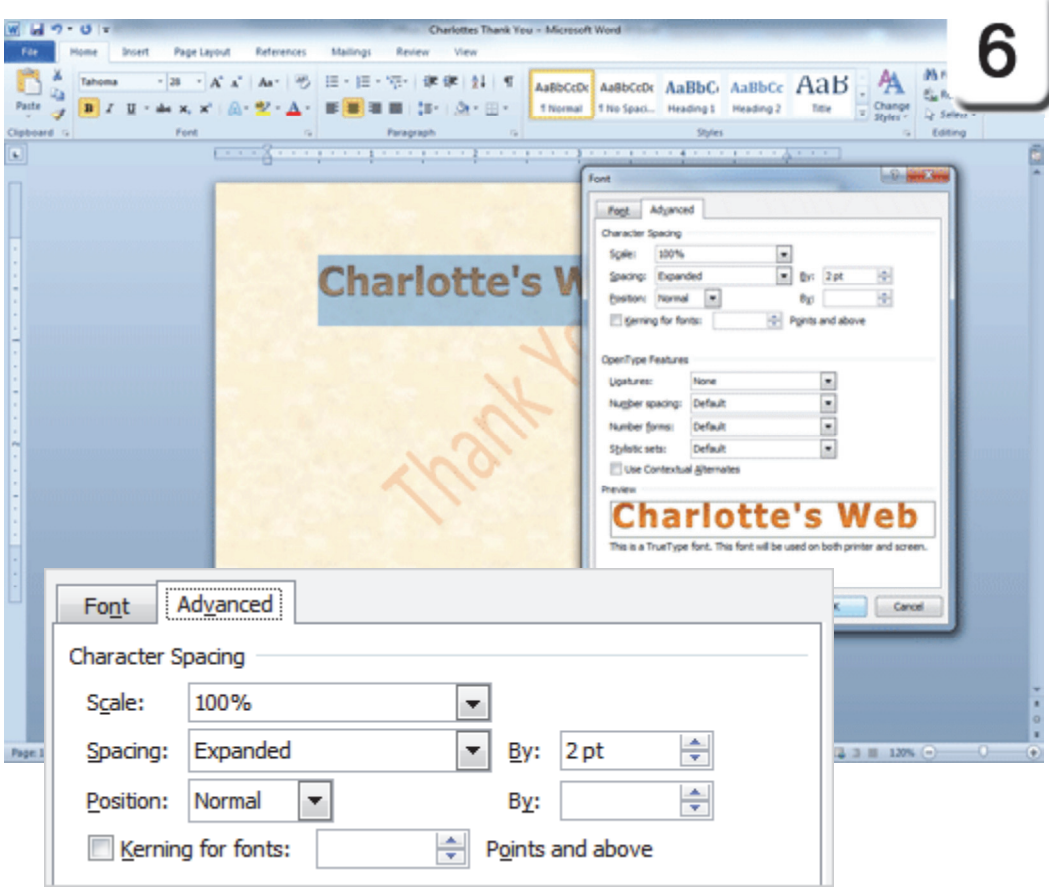
Character spacing determines how much white space is between the letters. In technical terms, this is the Kerning. (Think of it like the spaces between kernels of corn.) The trends in recent times is to add more space, whereas a few years ago the kerning was set as TNT: Tight Not Touching.

6. Edit the Character Spacing
Please add the text: Charlotte's Website.
Go to **Home ->Font**.
Format the Font: Tahoma, 28 pt.
Look for the **Option arrow** in the bottom right corner of the Font group.



What Do You See? The first tab has options for the Font size, color and effects.
Go to the **Advanced** tab.
Choose: **Expanded** by 2 pts.

Home-> Font ->Character Spacing



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-4. Apply spacing settings to text and paragraphs: Character Spacing

Take One

Custom Page Border

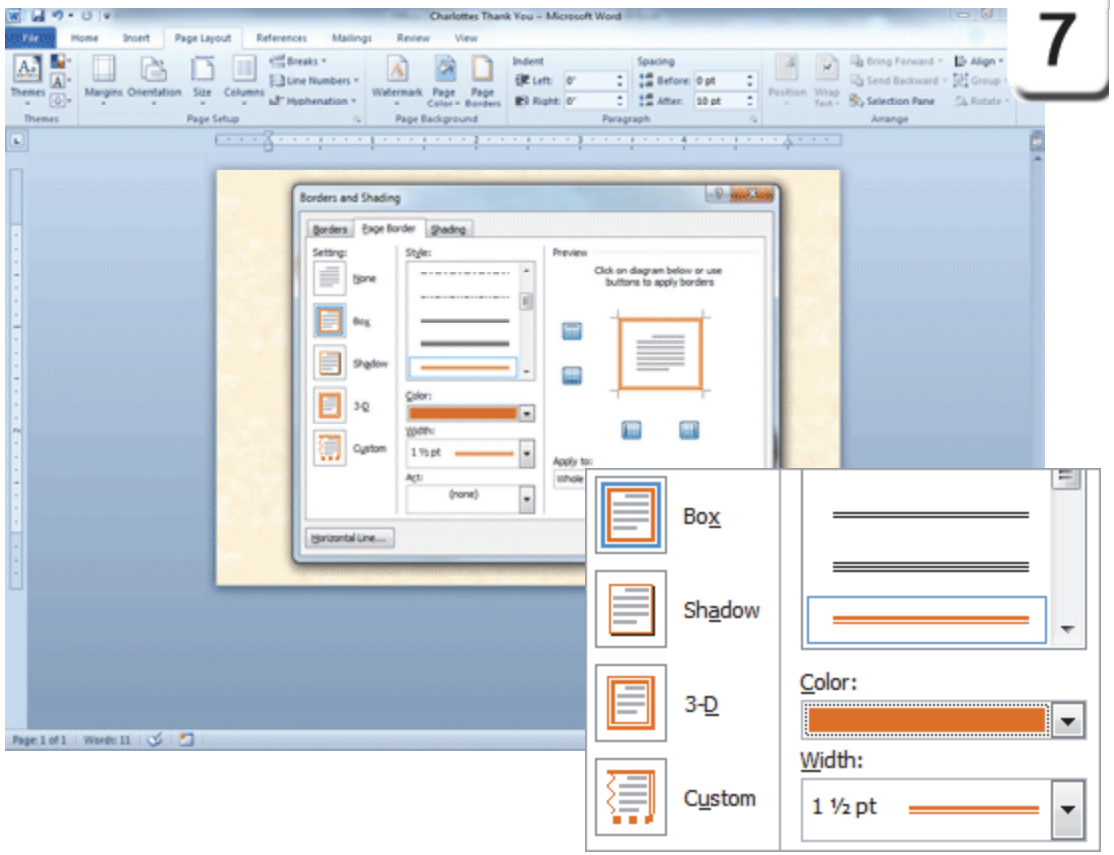
A **Page Border** surrounds an invitation or thank you note. It is as elegant as placing a picture in a frame.

7. Edit the Borders
Go to **Page Layout -> Page Background.**
Go to **Page Border.**
Please select the following:
Setting: Box
Style: Scotch Rule (thick and thin lines)
Color: organe
Width: 1 1/2 pt
Apply to: Whole document.

What Do You See? You should see a **Preview** of your Page Border.

Page Layout->Page Background->Page Border

7



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-4. Create and manipulate page backgrounds: Custom Page Borders

HOME

Take One

Create a Mail Merge

Before You Begin: Please edit the Thank You Note with the following:
Insert a Picture for the logo.
Enter the sample text.
Format the type.

8. Create a Mail Merge
Go to **Mailings ->Start Mail Merge** and choose **Letters.**

Go to **Mailings ->Select Recipients**. You can use the sample spreadsheet we discussed earlier in this Level, or create a new recipient list and add your own name and address.

Insert Merge Field: Select the FirstName field.

Mailings->Select Recipients

8

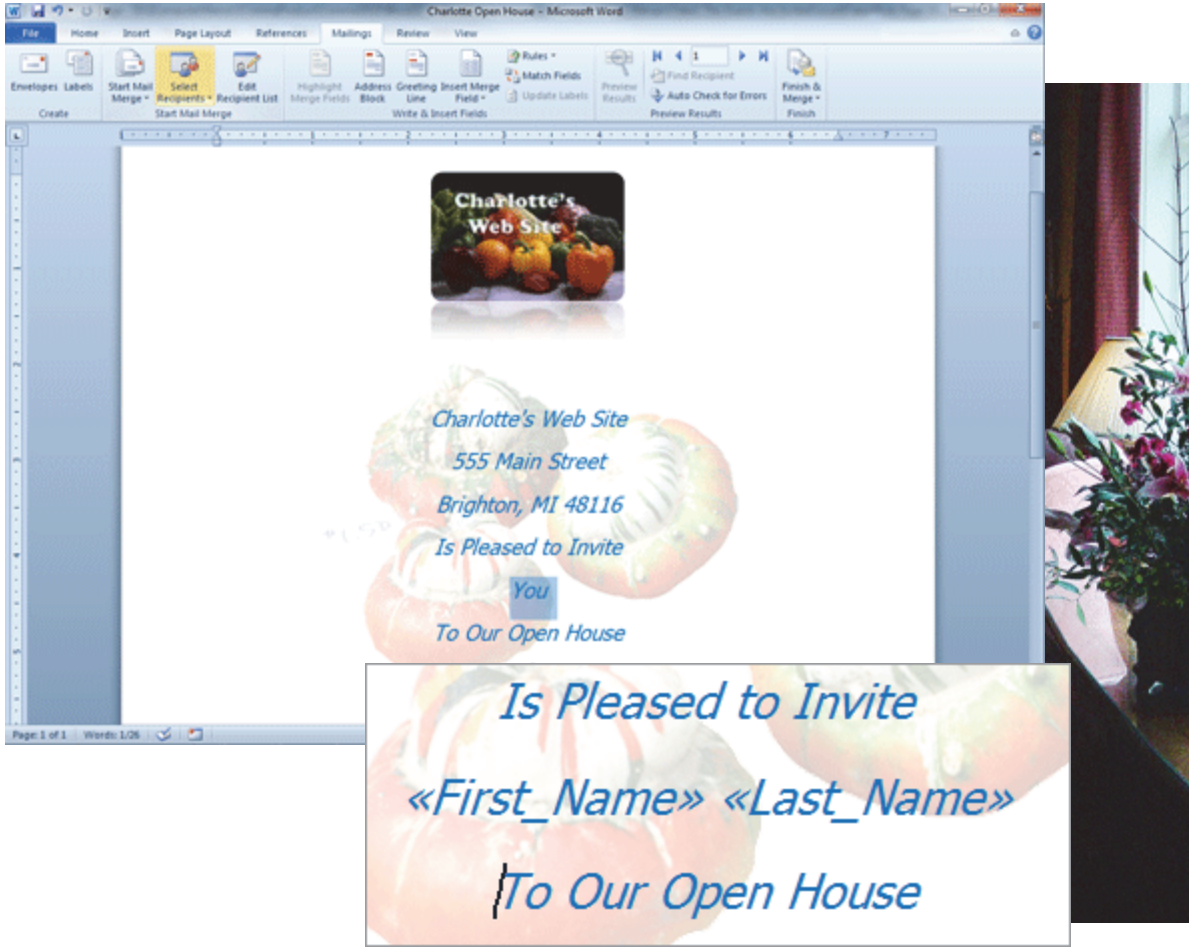
Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-2. Execute mail merge

Take One

Mail Merge Labels

A mail merge is NOT limited just to demographics: name, address or phone number. Your recipient lists, or data tables, can also have information about what your customer purchased and when it was shipped.

Done and Done.
We be good cuz we be smart!
Go get the cookies.
<grin>



Test Yourself

1. Which fields are included in the Address Block Mail Merge field? (Select all correct answers)
a. Title
b. Name
c. Address
d. City
e. State
f. Zip
Tip: Intermediate Word, page 81

2. You can insert Mail Merge fields simply by typing a field name inside carrots, such as <<name>>
a. TRUE
b. FALSE
Tip: Intermediate Word, page 82

3. What types of documents can be used for a Mail Merge? (Select all correct answers)
a. Fliers
b. Envelopes
c. Place Cards
d. Labels
e. Any Word Document
Tip: Intermediate Word, page 85

4. In the Mail Merge Recipients list, names with a checkmark will be
a. Included in the merged document.
b. Not included in the merged document
Tip: Intermediate Word, page 91

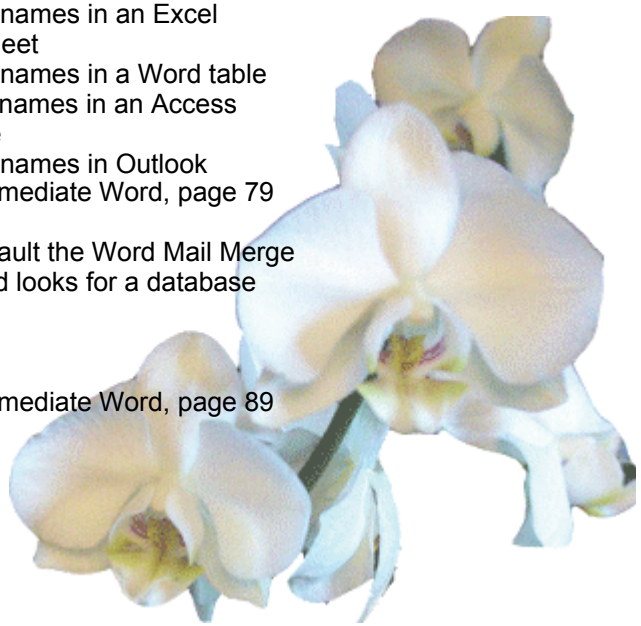
5. What is a Washout? (Select all correct answers)
a. A light image behind the text
b. Light text message added to the page background
c. Security feature that doesn't photocopy well
Tip: Intermediate Word, page 76, 102

6. How do you access the menu to change character spacing?
a. Format ->Font
b. Click the arrow at the bottom corner of the Font Group on the Home Ribbon
c. Click the arrow at the bottom of the Format Group on the Home Ribbon
d. Double click the Font Group on the Home Ribbon
Tip: Intermediate Word, page 104

7. The Mailings Ribbon is devoted to Mail Merges.
a. True
b. False
Tip: Intermediate Word, page 78

8. Which of the following can be used to create a Mail Merge? (Select all correct answers.)
a. List of names in an Excel spreadsheet
b. List of names in a Word table
c. List of names in an Access database
d. List of names in Outlook
Tip: Intermediate Word, page 79

9. By default the Word Mail Merge command looks for a database (.mdb).
a. True
b. False
Tip: Intermediate Word, page 89



Take Two

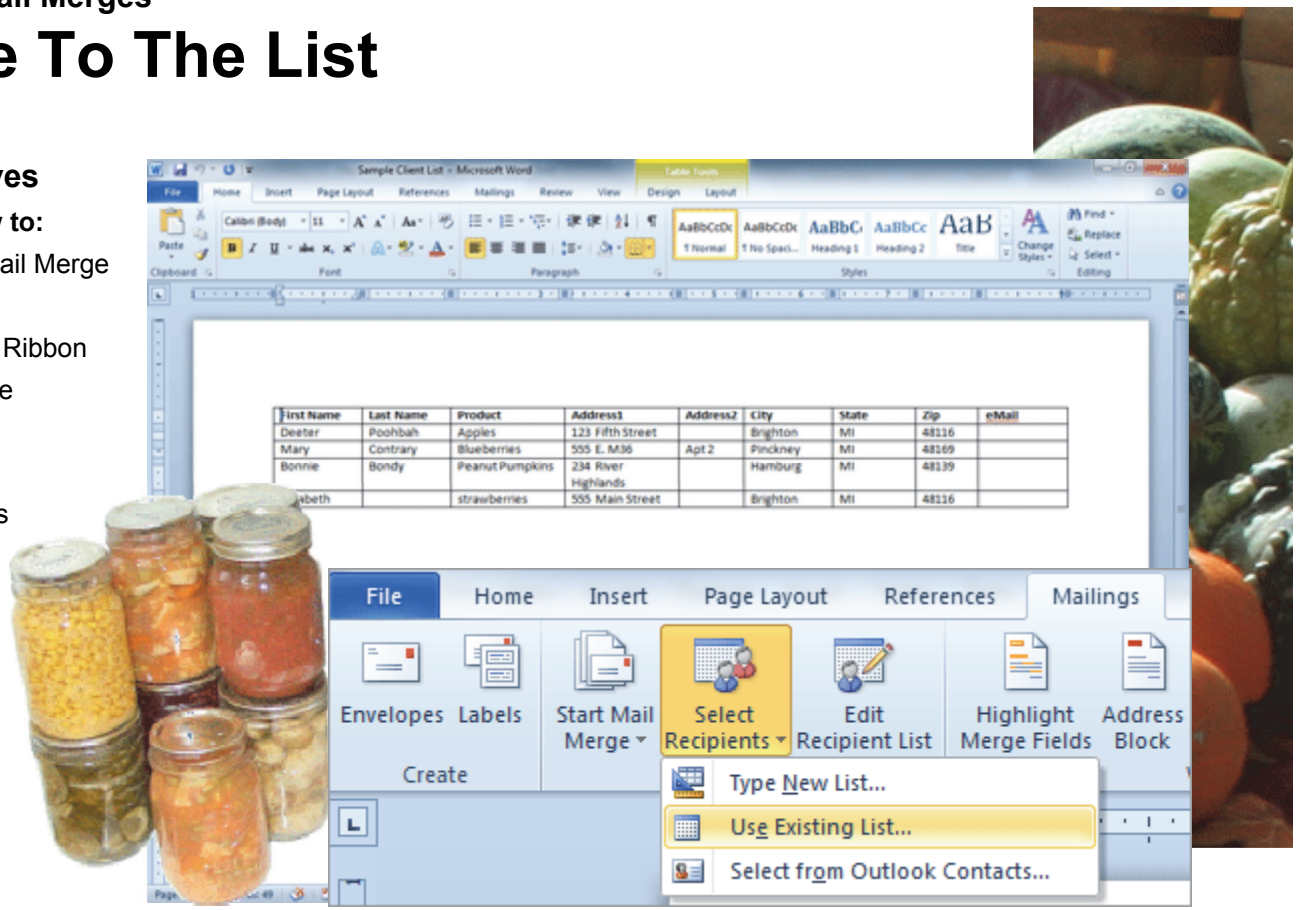
Word 2010: Mail Merges

Add Me To The List

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Edit a new Recipient List for a Mail Merge
2. Insert a Table into a document
3. Identify and Access Table Tools Ribbon
4. Add rows and columns to a Table
5. Use the Mail Merge Wizard
6. Trouble shoot Mail Merge Errors
7. Create and Use Mail Merge rules



Lesson 4: Add Me To The List

1. Readings
Read Lesson 4 in the Intermediate Word guide, page 109-144.

Project
Create Mail Merge, troubleshoot Mail Merge errors, edit Recipient list, choose alternate Recipient list, and Match Fields.

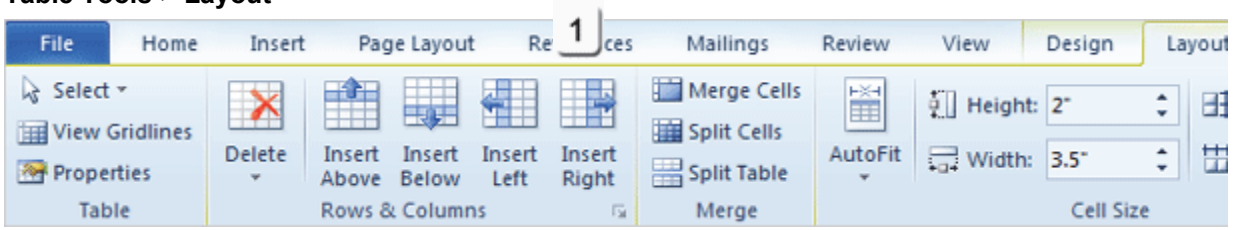
Downloads
Sample Client List.docx
Charlotte Open House.docx
Charlottes Samples Sales 2010.xlsx
Friends and Family.xlsx
Charlottes Marketing Cards.docx
Microsoft Office 2010 Pricing.xlsx

Graphic files used in the lesson:
1Logo, Farm, FarmersMarket2.gif

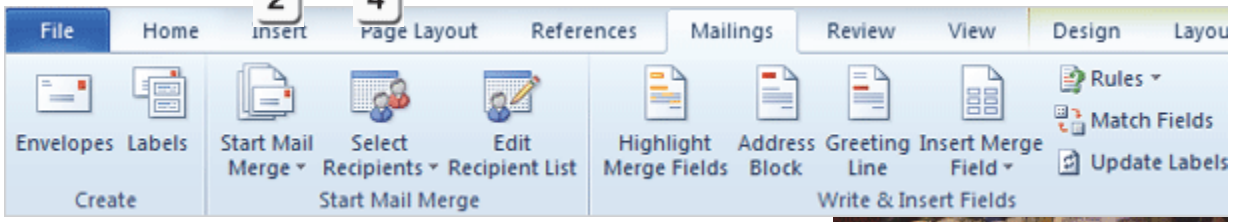
2. Practice
Complete the Practice Activity, page 142

3. Assessment
Review the Test questions, page 144.

Table Tools-> Layout



Mailings



Menu Maps

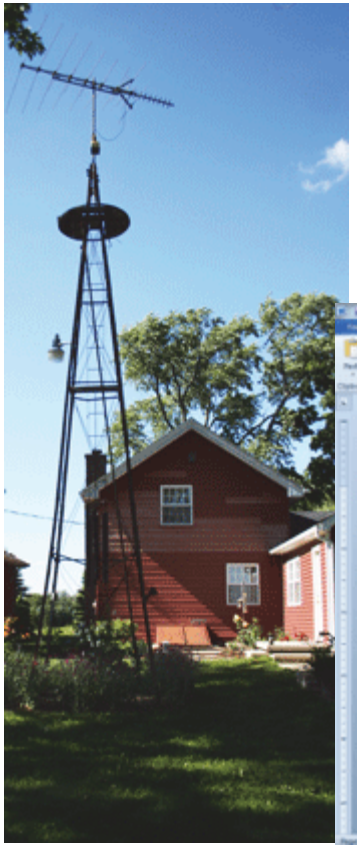
This lesson shows the **Table** and **Mailings** Ribbons.

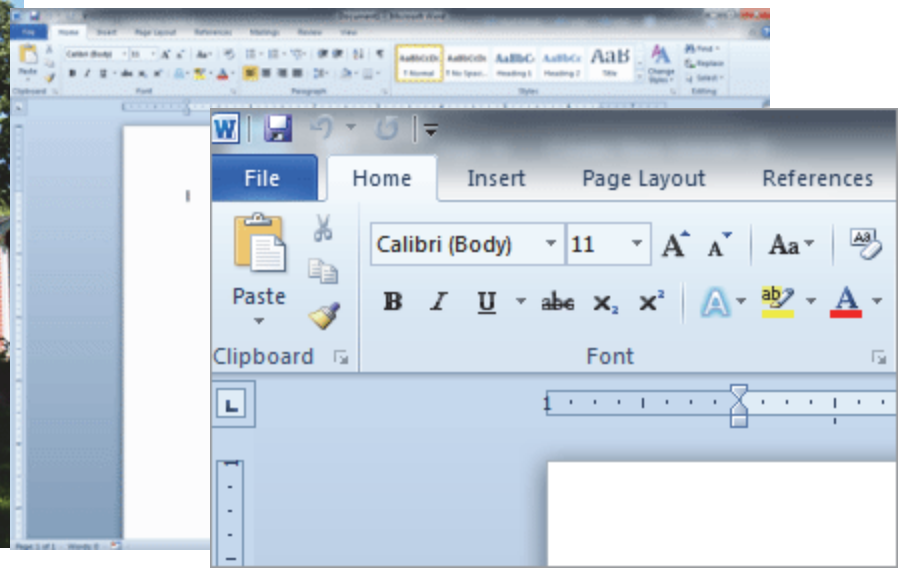
1. Table Tools-> Layout-> Insert Right, page 115
2. Mailings-> Start Mail Merge-> Step by Step Wizard, page 118
3. Mailings-> Write and Insert Fields ->Update Labels, page 129
4. Mailings-> Start Mail Merge-> Select Recipients, page 133
5. Mailings->Write and Insert Fields->Match Fields, page 137
6. Mailings->Write and Insert Fields->Rules, page 138

Add Me to the List

In the previous lesson we walked through the basic steps required to create a Mail Merge. The focus of these pages is the data: the data, the data, the data. A Mail Merge is only as good as the information you use to make the merge. We will create a couple of different data sources including tables in Word and Access.

Microsoft Office: Wizards and Demons
This lesson introduces the Mail Merge Wizard. Folks who are familiar with Word 97-2003 will recognize this Wizard. This lesson also looks at some of the problems that happen when you merge the data. And how to troubleshoot the errors. So, if you are ready, please **Start the Program Microsoft Word.**





What do you see, from the top of the screen? Is there a Title Bar that says Microsoft Word? Yes.

Is there a **Home** Ribbon with the Clipboard, Font and Paragraph Groups? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.

Take Two

Create the Recipient List

When you open a new Word document, the page layout is **Portrait**: 81/2" x 11". In this lesson, we are going to create a list of clients who purchased our products. This data will be the Recipient List for the Mail Merge.

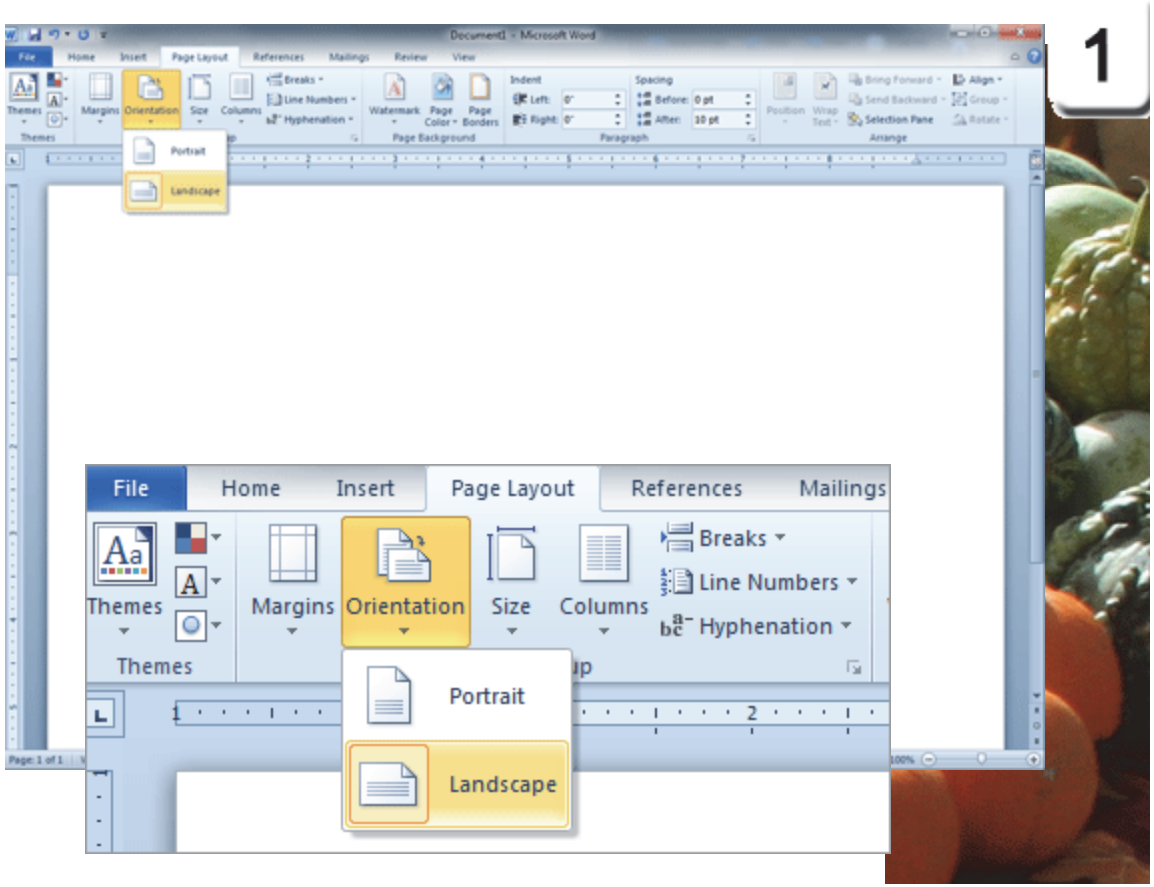
Picture in your mind the information that is needed: it is a **Table**. Each client will have a row in this table. In the first column will be the client's name. To the right of the name will be many, many columns for the address, so it makes sense to change the **Page Layout.**

1. Try This: Change the Page Layout

Go to **Page Layout ->Orientation.** Click on **Landscape**.

Keep going...

Page Layout -> Orientation -> Landscape



Exam 77-881: Microsoft Word 2010 Core
3. Applying Page Layout and Reusable Content
3-1. Apply and manipulate page setup settings: Change the Page Layout to Landscape

Take Two

Insert a Table

There are several methods for creating a new Table. Here are the basics.

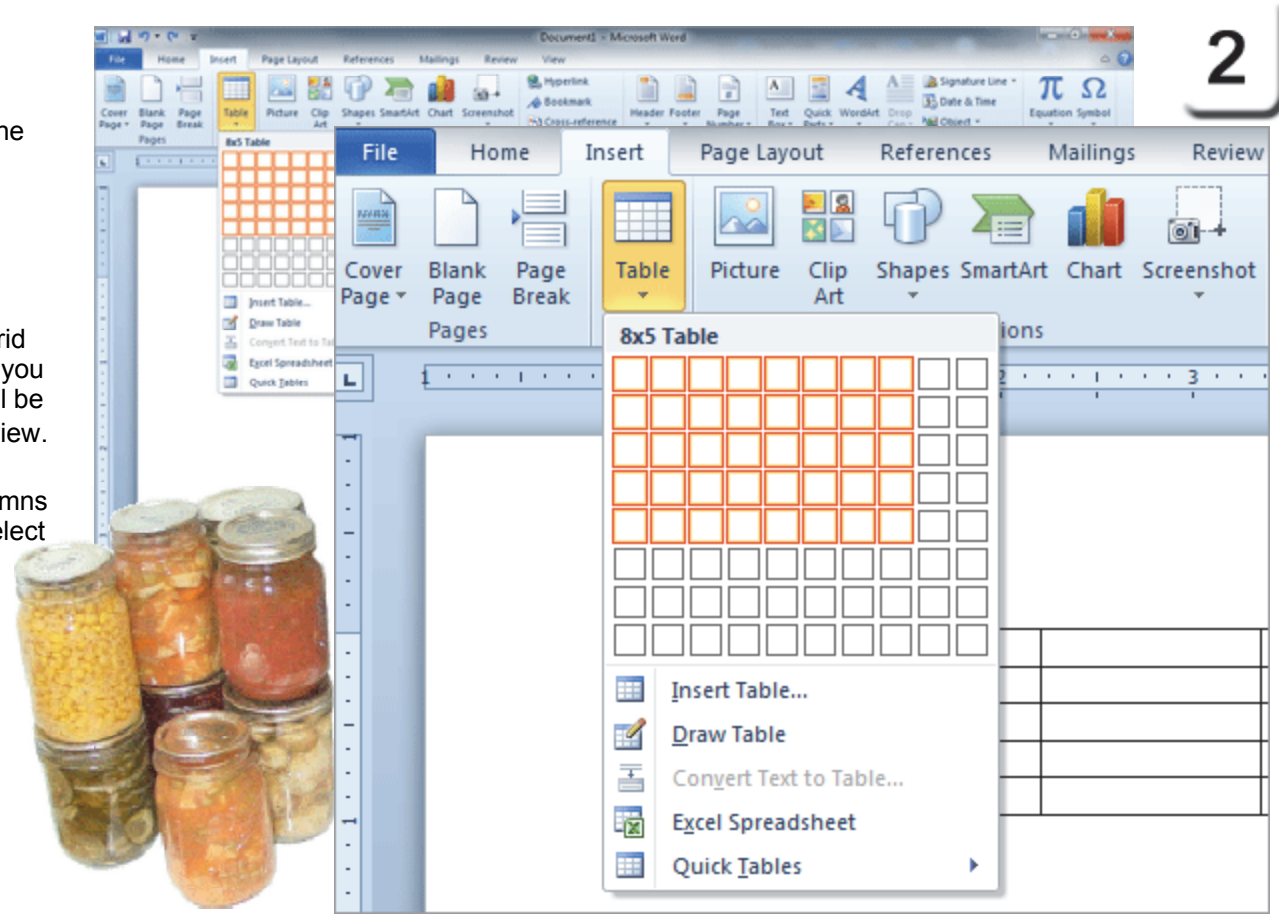
2. Try This: Insert a Table

Go to **Insert ->Table**.

What Do You see? There is a grid at the top of the Table menu. As you hover over the grid, the Table will be shown on your page in Live Preview.

Please make a Table with 8 columns and 5 rows. The cells that you select will be orange.
Keep going...

Insert -> Table



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-5. Create tables: Insert Table

Take Two

Add Sample Data

3. Try This, Too: Add Sample Data
The screen shot on the right shows several client names and addresses. You can use the data on this page or create your own if you wish.

Your sample data should include one person who does not have all of the blanks filled in. For example, Elizabeth does not have a Last Name entered into the table.

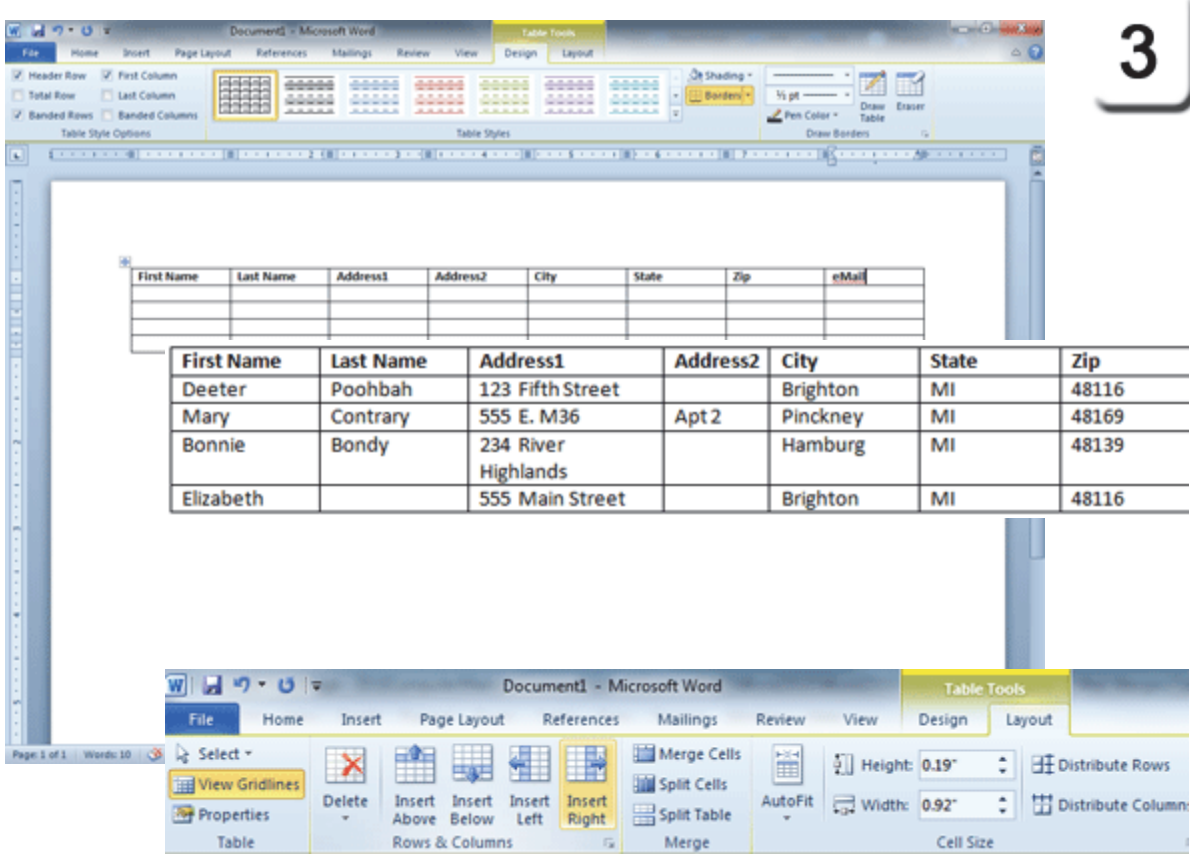
In real life, the data may not be complete. We can use this data to test the Errors and Corrections later in this lesson.

What Do You See? At the top of the screen are the **Table Tools**. There are two new Ribbons in the Table Tools: **Design** and **Layout**.

Keep going...

Table Tools -> Layout

3



First Name	Last Name	Address1	Address2	City	State	Zip
Deeter	Poohbah	123 Fifth Street		Brighton	MI	48116
Mary	Contrary	555 E. M36	Apt 2	Pinckney	MI	48169
Bonnie	Bondy	234 River Highlands		Hamburg	MI	48139
Elizabeth		555 Main Street		Brighton	MI	48116

Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-5. Create tables: Table Tools

Take Two

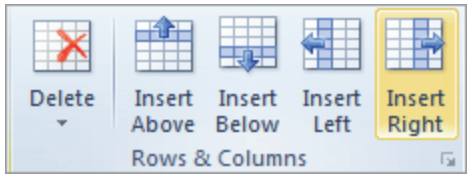
Think Outside the Box

The data in this table will be used to create a **Mail Merge**. Most people think that a Mail Merge is just for the printing the mailing address on an envelope or label. Think outside the box: You can use a Mail Merge to create unique business cards, customized for each person in your list. Here are the steps to add another column and enter custom data.

4. Try It: Add a Column

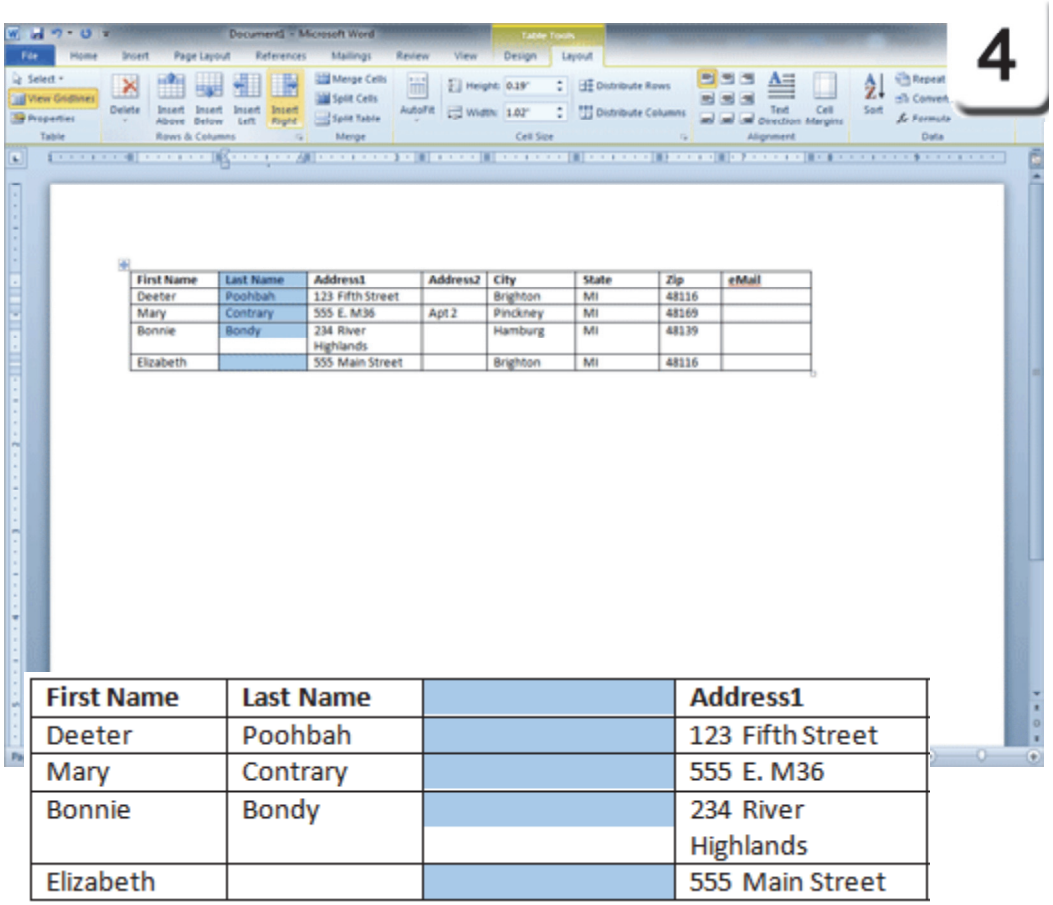
First, select the Last Name column by highlighting the cells.

Go to **Table Tools ->Layout->Rows & Columns**. Click on **Insert Right**.



What Do You See? As you add another column to the right, the table will adjust the width of the other columns so that the table stays the same width. The text in the address column may become two or three lines deep. That's OK...

Table Tools -> Layout ->Rows & Columns-> Insert Right



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-5. Create tables: Add a Column

Take Two

Edit Your Data

Say you wanted to mail a card to each customer and let them know when their favorite product is available. You can use the new column to store that information.

5. Try This: Edit the Data

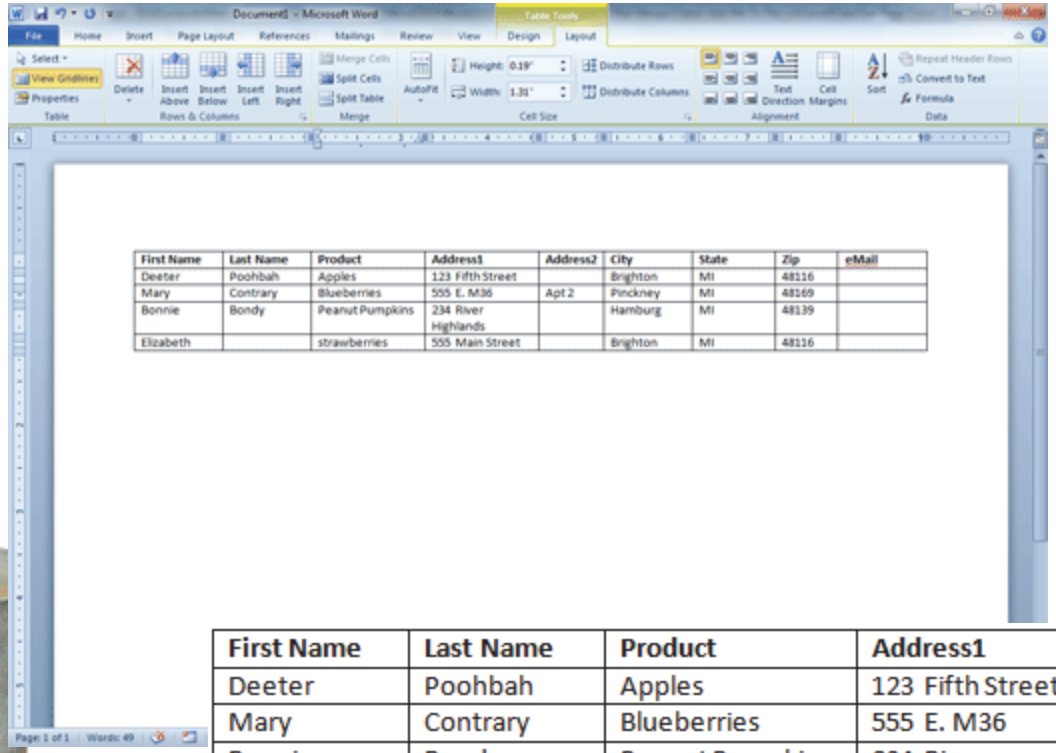
Add a label to the top row: Product.

Add sample data.

You can use the examples shown on this page or make up your own if you wish.

Keep going...

Table Tools -> Layout



First Name	Last Name	Product	Address1	Address2	City	State	Zip	eMail
Deeter	Poohbah	Apples	123 Fifth Street		Brighton	MI	48116	
Mary	Contrary	Blueberries	555 E. M36	Apt 2	Pinckney	MI	48169	
Bonnie	Bondy	Peanut Pumpkins	234 River Highlands		Hamburg	MI	48139	
Elizabeth		strawberries	555 Main Street		Brighton	MI	48116	

First Name	Last Name	Product	Address1
Deeter	Poohbah	Apples	123 Fifth Street
Mary	Contrary	Blueberries	555 E. M36
Bonnie	Bondy	Peanut Pumpkins	234 River Highlands
Elizabeth		strawberries	555 Main Street

Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-5. Create tables

Take Two

Save Your Data

Try This: Save Your Data

There are three steps to saving a file.

1. Where Are You Saving It?
By default, Microsoft Office saves your Word files to your **Document** folder. You can use the Documents folder or go to your own folders if you wish.

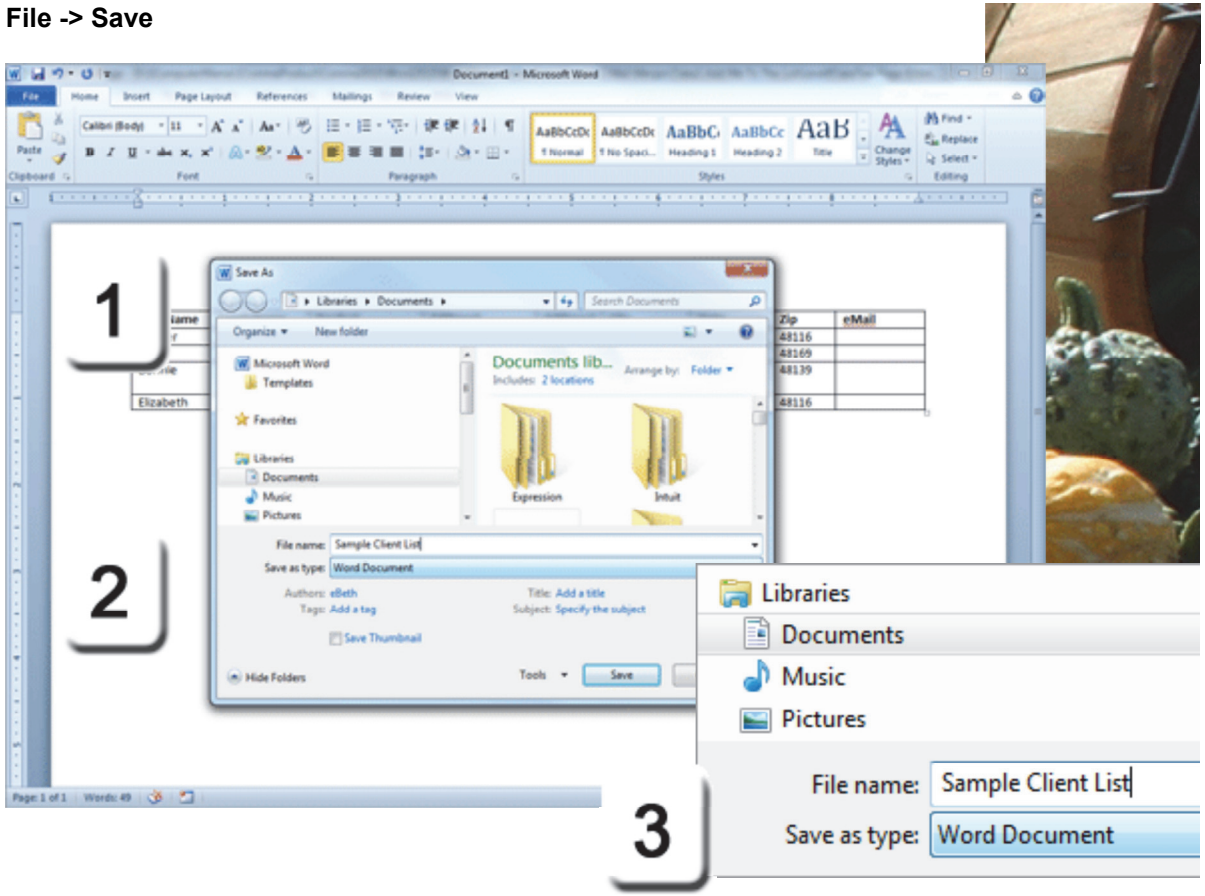
2. What Are You Naming It?
Type a File Name: Sample Client List.

3. What Are You Doing?
Click on **Save.**

What Do You See? This recipient list is a table in **Word.**

Thinking Ahead: When you create the Mail Merge, you will be prompted to look for the list of Recipients. By default, Word is looking for an Office Address List.

File -> Save



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-5. Save a Document

Take Two

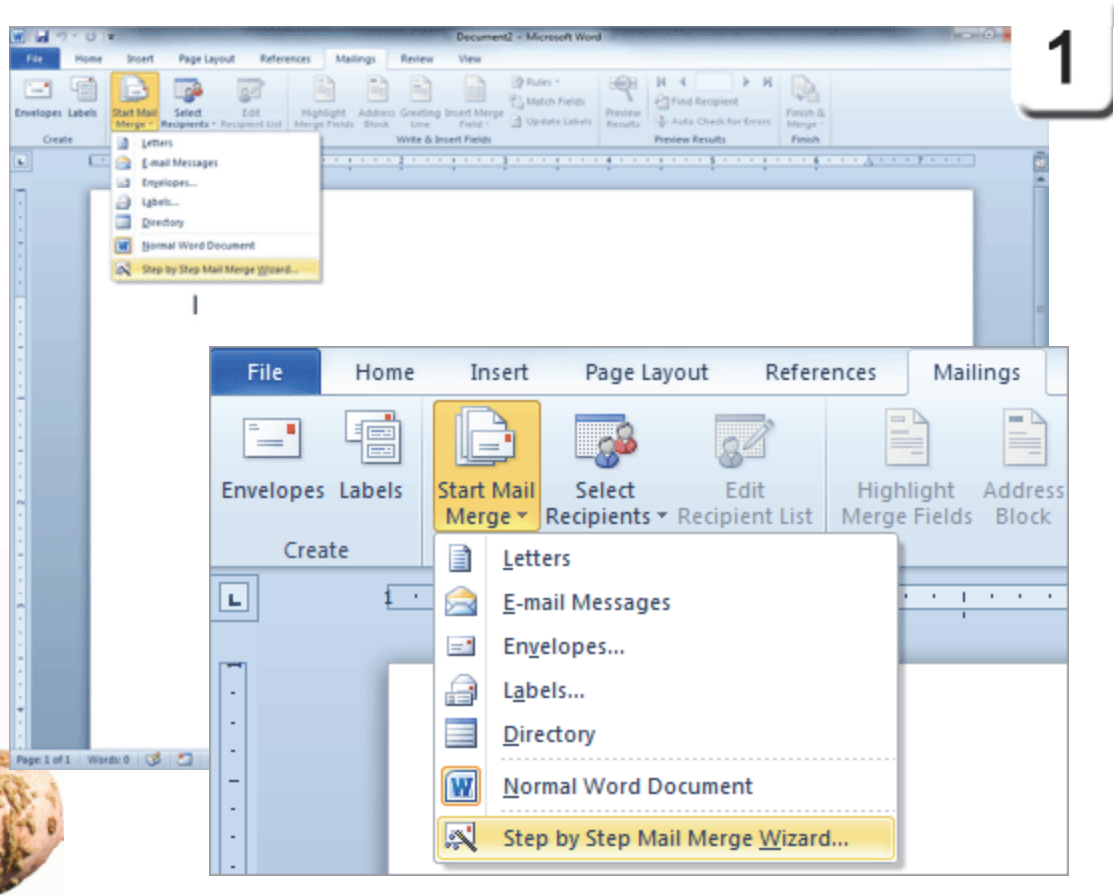
Start The Mail Merge

This example demonstrates how to create **Labels**. Labels are most often printed and stuck on envelopes. However, you can use a Mail Merge to create unique business cards, customized for each person in your list.

Before You Begin: Please open a new, blank document.

1. Try This: Start the Mail Merge
Go to the **Mailing** Ribbon.
Click on **Start Mail Merge**.
Select **Step By Step Mail Merge Wizard**.
Keep going...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard

Take Two

Working with the Wizard

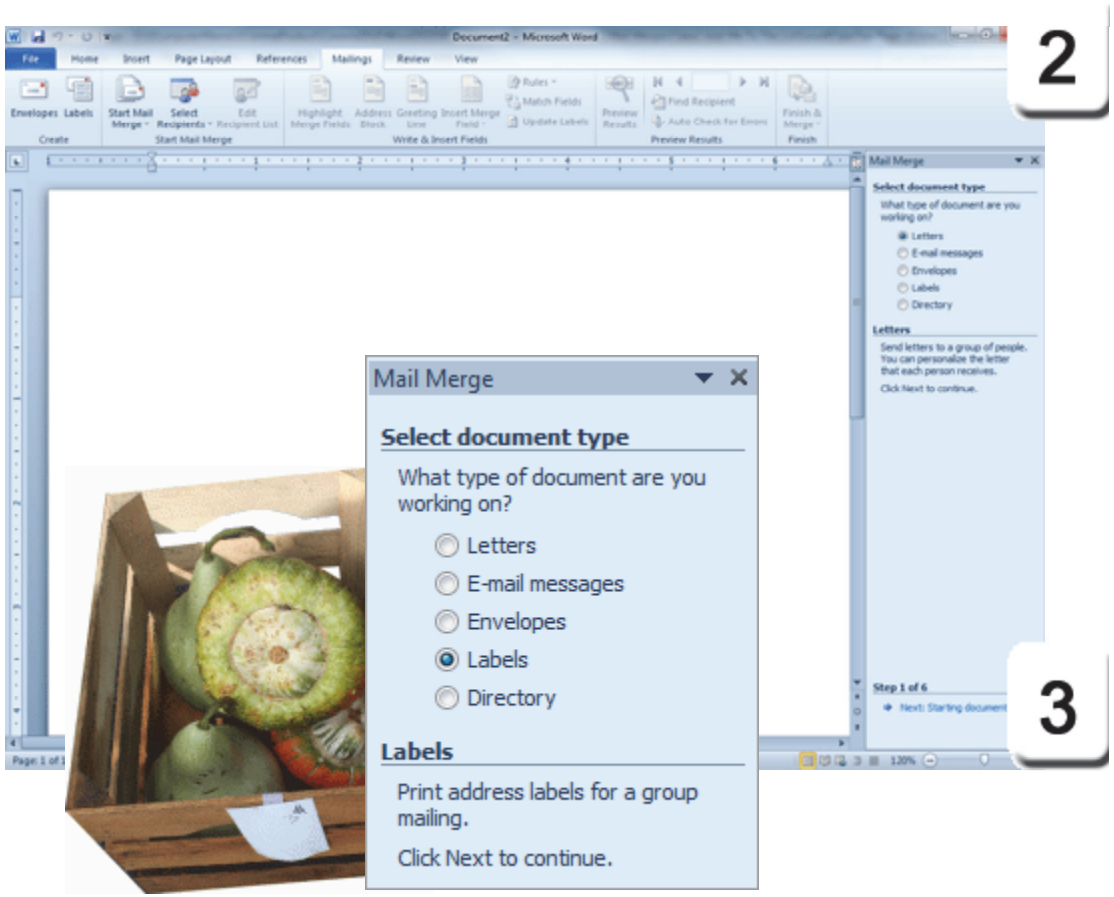
What Do You See? There should be a new, blue Task bar on the right side of your document. This is the **Mail Merge Wizard.**

The Mail Merge Wizard walks you through the same options that we used on the Mailings Ribbon. The options are presented at the top of the Wizard. The buttons for **Next** and **Back** can be found at the bottom of the Wizard.

2. Try This: Start the Wizard
Select Document Type: Labels.

3. Try This: Go to Step 2 of 6
Go to the bottom of the Wizard and click on **Next: Starting Document**.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard Labels

Take Two

Change the Layout

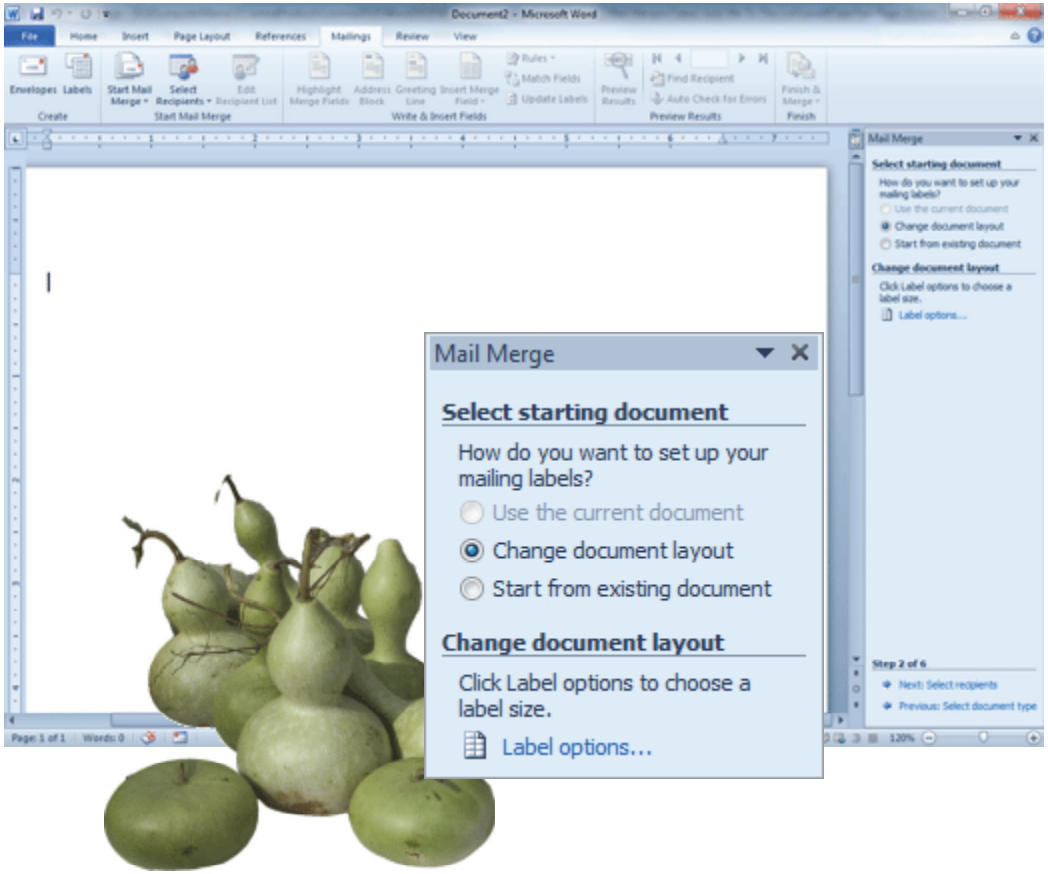
The Mail Merge Wizard prompts you to choose how you want to set up the mailing labels. There are three options:
Use the current document
Change the document layout
Start from an existing document

If you chose to change the document layout, you can use the Wizard to choose a Label Template.

4. Try This: Change Document Layout
Click on **Change Document Layout**.
Click on **Label Options**.

Keep going...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard Change Layout

Take Two

Label Options

The Label Templates are identified by the Product number. Microsoft Office includes many templates from Avery, 3m/Post-it, Compulabel, Formtec, Office Depot, Planet, Staples and many other commercial brands. There are more label templates online as well.

5. Try This: Choose a Label

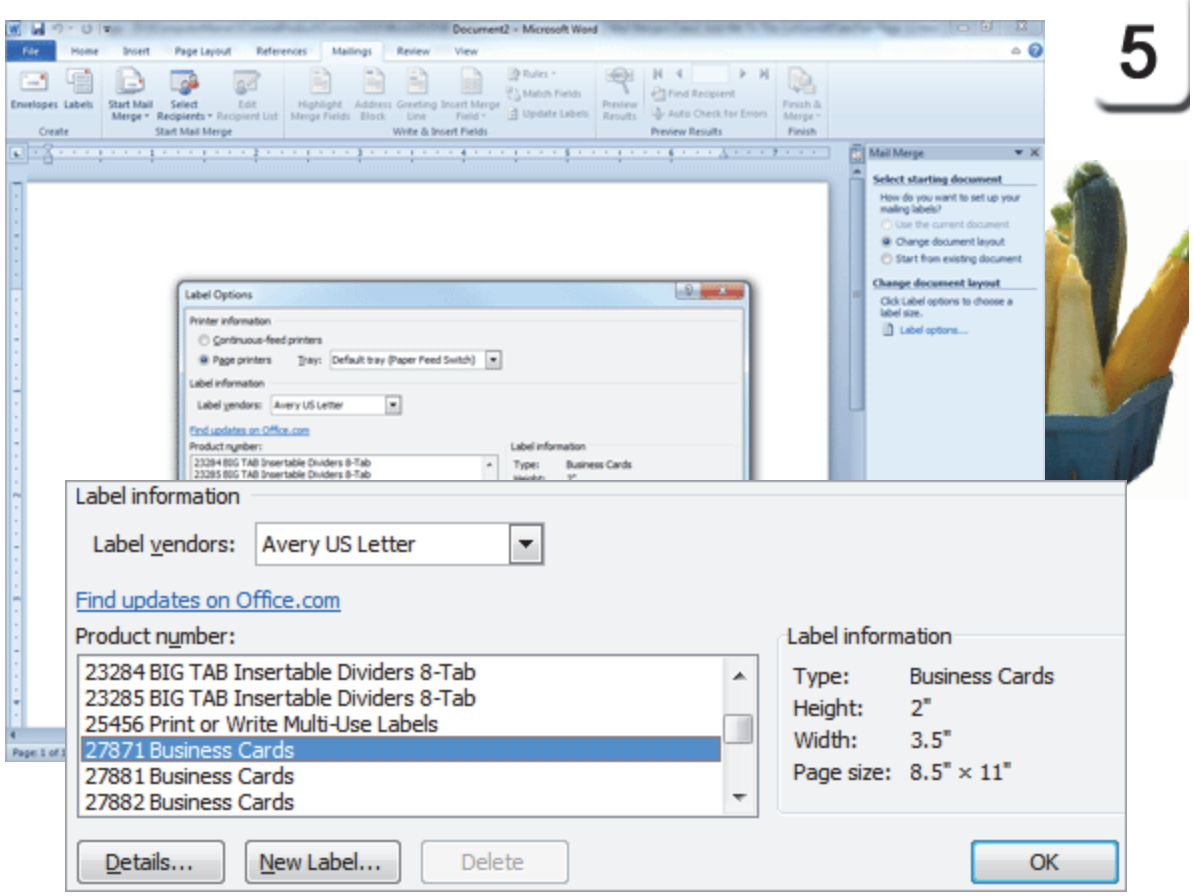
Select a **Label Vendor**: Avery.
Pick a **Product**: Scroll through the list and click on 27871 Business Cards.

What Do You See? When you select a product, the Label Information is displayed on the right side.

You can click on **Details** if you would like more information about the layout (margins, space between the columns and row, etc).

Keep going.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



5

Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard Label Options

Take Two

Review the Layout

What Do You See?

The Label Templates organize your text with a Table. This Table has two columns and five rows. The Label Template is already formatted with the right margins so that your designs will print properly on the labels.

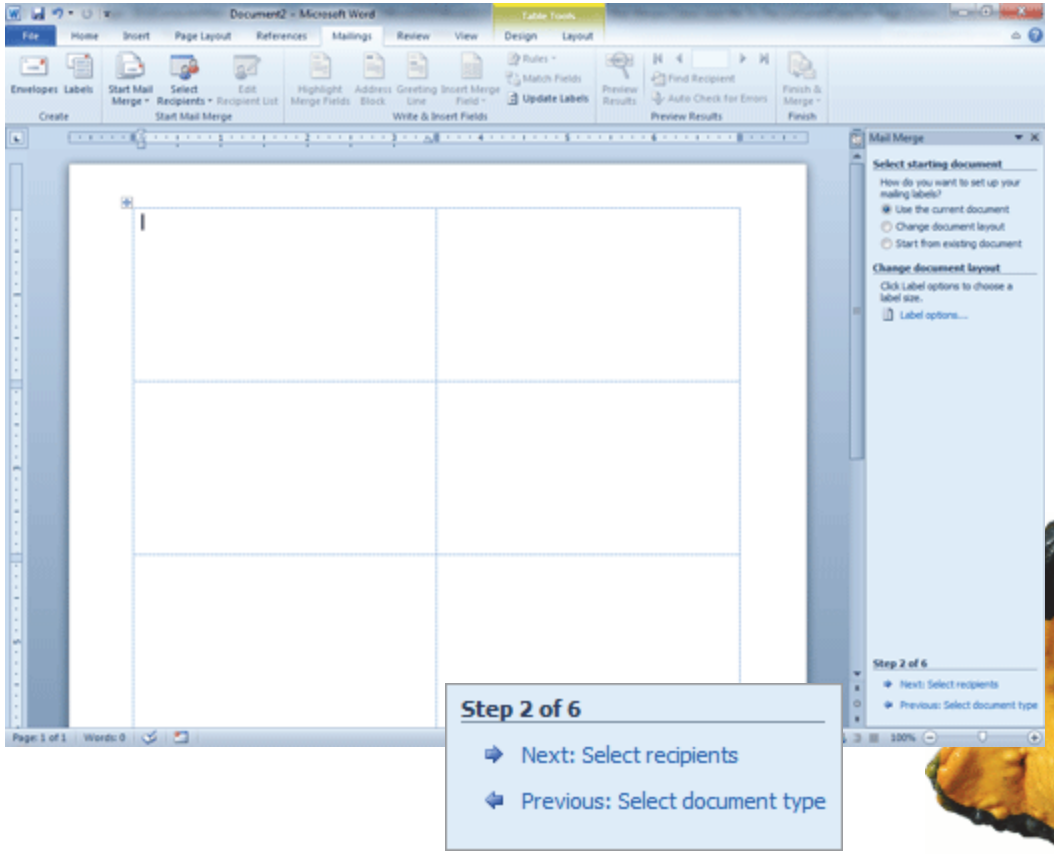
If you look at the top of the screen you should see the Table Tools, again. Very good: this is correct.

6. Try This: Go to Step 3 of 6

When you are ready, please go to the bottom of the Mail Merge Wizard and go to the next step:

Click on **Next: Select Recipients**.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



6

Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard

HOME

Take Two

7

Select Recipients

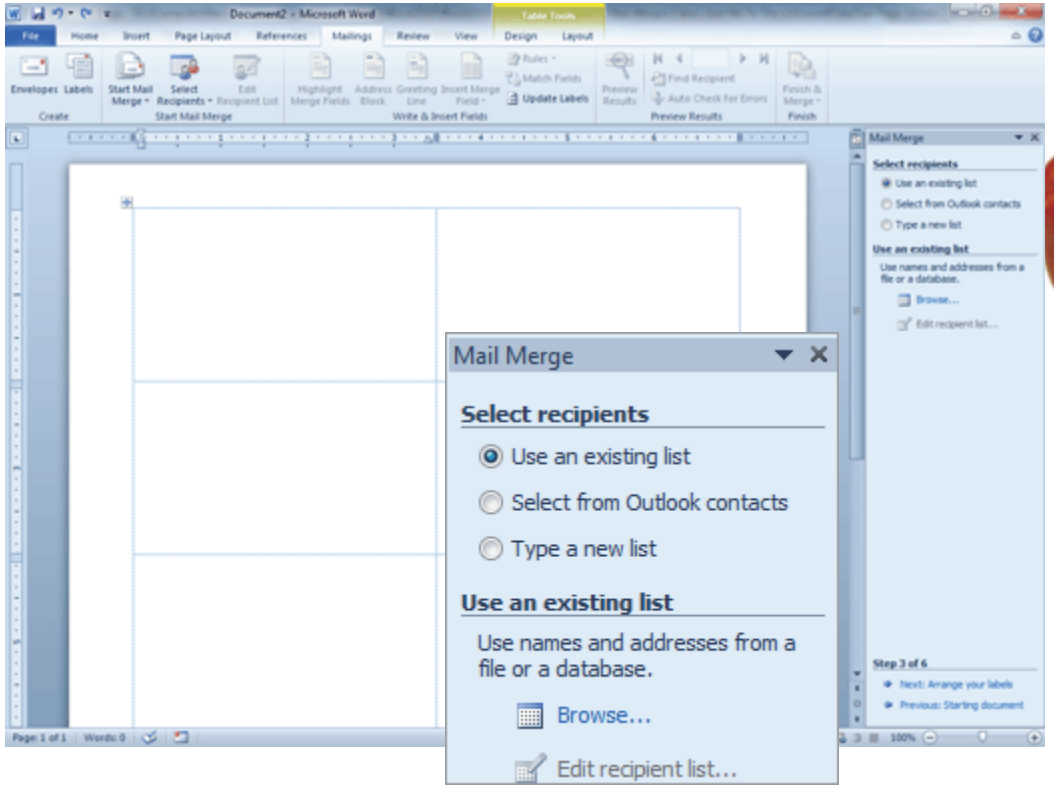
The Mail Merge Wizard asks you to select where you would like to find your recipients. The options include using a list you already have, using your Outlook contacts, or typing a new list.

Here are the steps to connect to the Sample Client List we just created.

7. Try This: Use an Existing List
Click on **Use an existing list.**
Click on **Browse**.

Keep going...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard Select Recipients

Take Two

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels

Select the Data Source

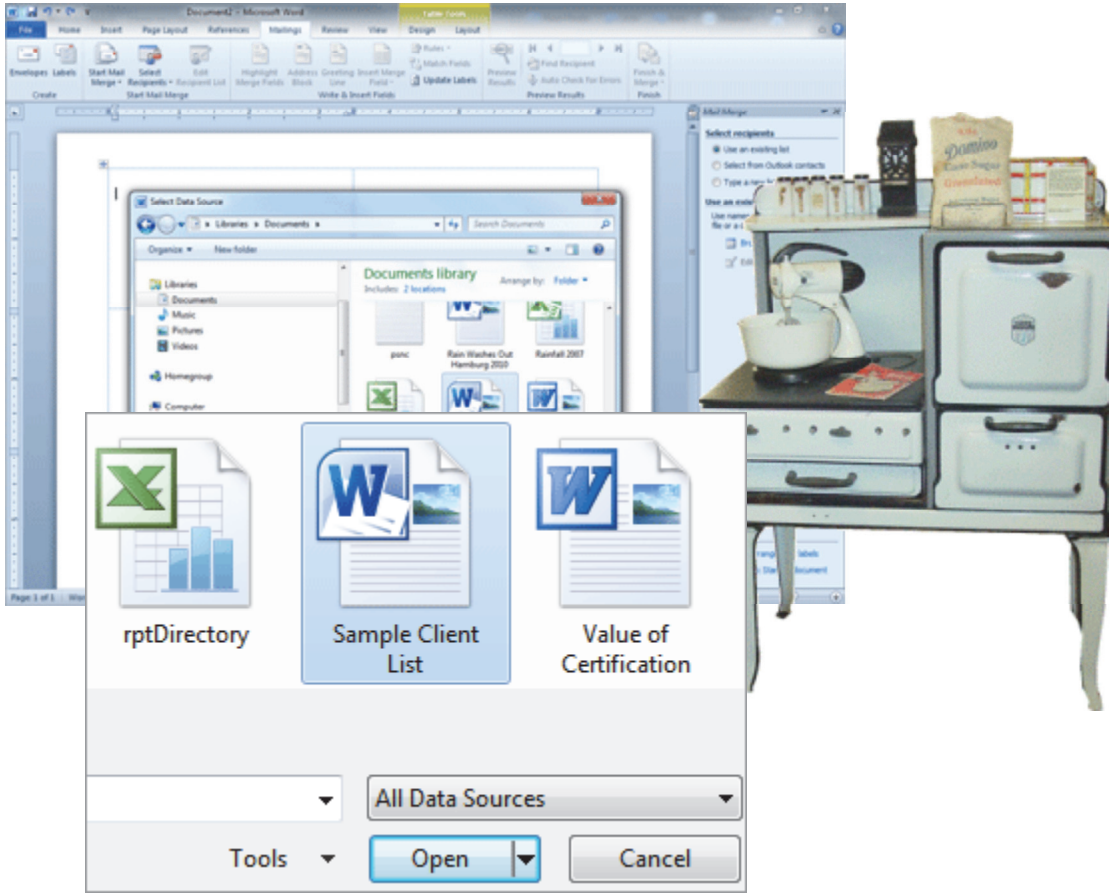
What Do You See? The **Browse** link may open a default folder. In this lesson, our Word file with the recipient names was saved in the **Documents** folder. You may need to switch to the Documents folder.

When you find the Sample Client List, please select it and click on **Open**.

What if it Doesn't Work? Older versions of Microsoft Word asked for a specific file type: perhaps an Access database. Since the File Type was predetermined, you might browse to the folder where you *know* you saved the file, and not see your work.

If that happens please try this: confirm that you did, indeed, browse to the correct folder.

If it is the right location, change the File Type. Look in the bottom right corner of the browser: Change the **File Type** to **All Data Sources**.



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard Select the Data Source

HOME

Take Two

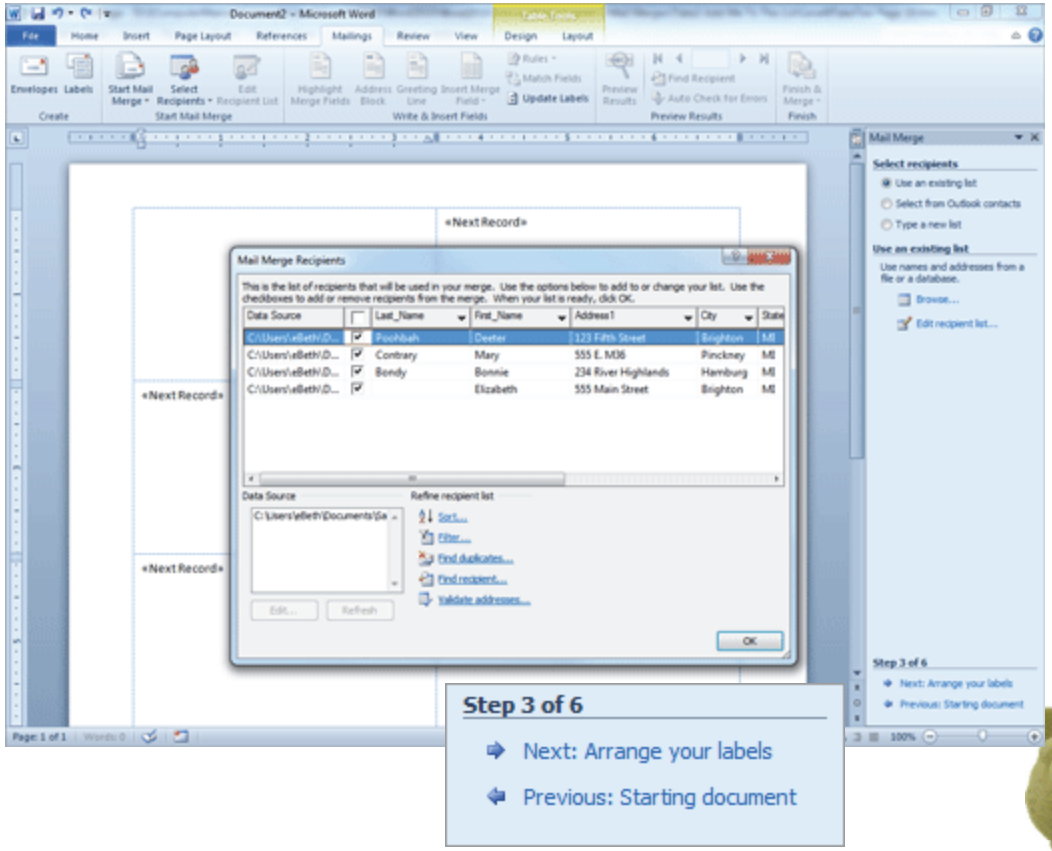
8

Edit the Recipients

When you select the Mail Merge Recipients, Microsoft Word gives you the opportunity to edit the list. Each person that has a check mark will be included in your Mail Merge.

8. Try This: Go to Step 4 of 6
When you are ready, please go to the bottom of the Mail Merge Wizard and go to the next step. Click on **Next: Arrange your labels.**

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard Edit the Recipients

Take Two

Arrange the Labels

There are four options for adding the Mail Merge fields to your document:
Address Block
Greeting Line
Electronic Postage
More Items.

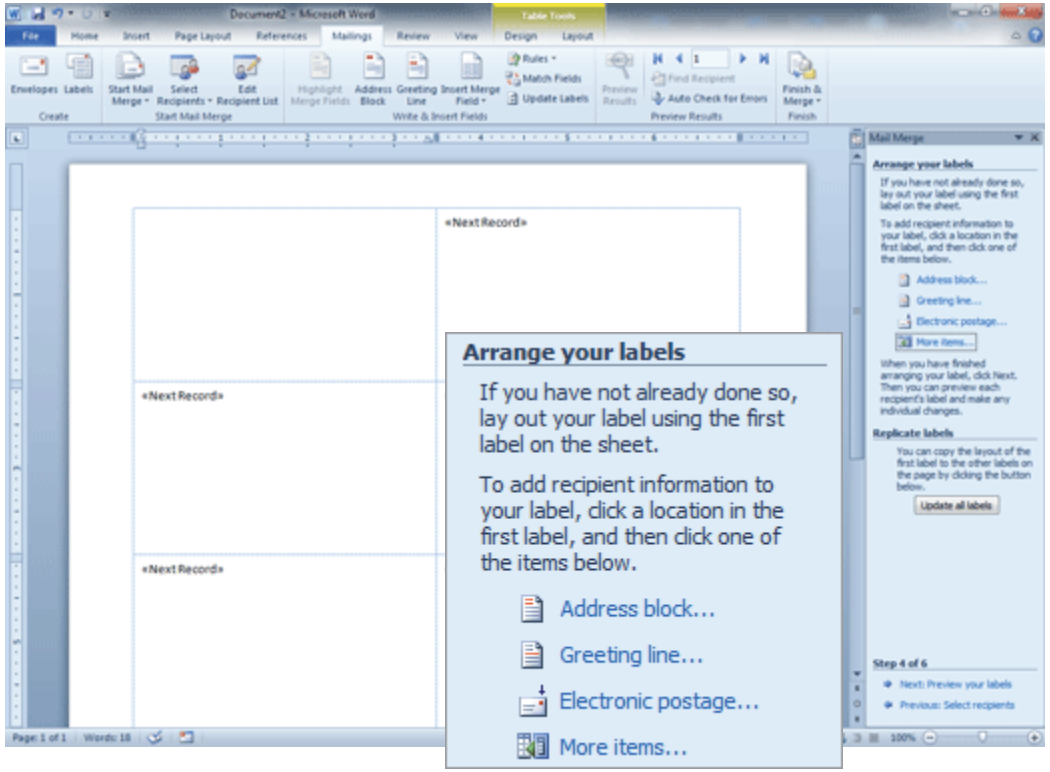
This lesson will demonstrate how to add the merge field individually with **More items**.

Before You Begin: Place your cursor in the first cell on the top left.

Try It: Arrange your labels
Click on **More items...**

Keep going, please...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard Arrange the Labels

Take Two

Insert Merge Fields

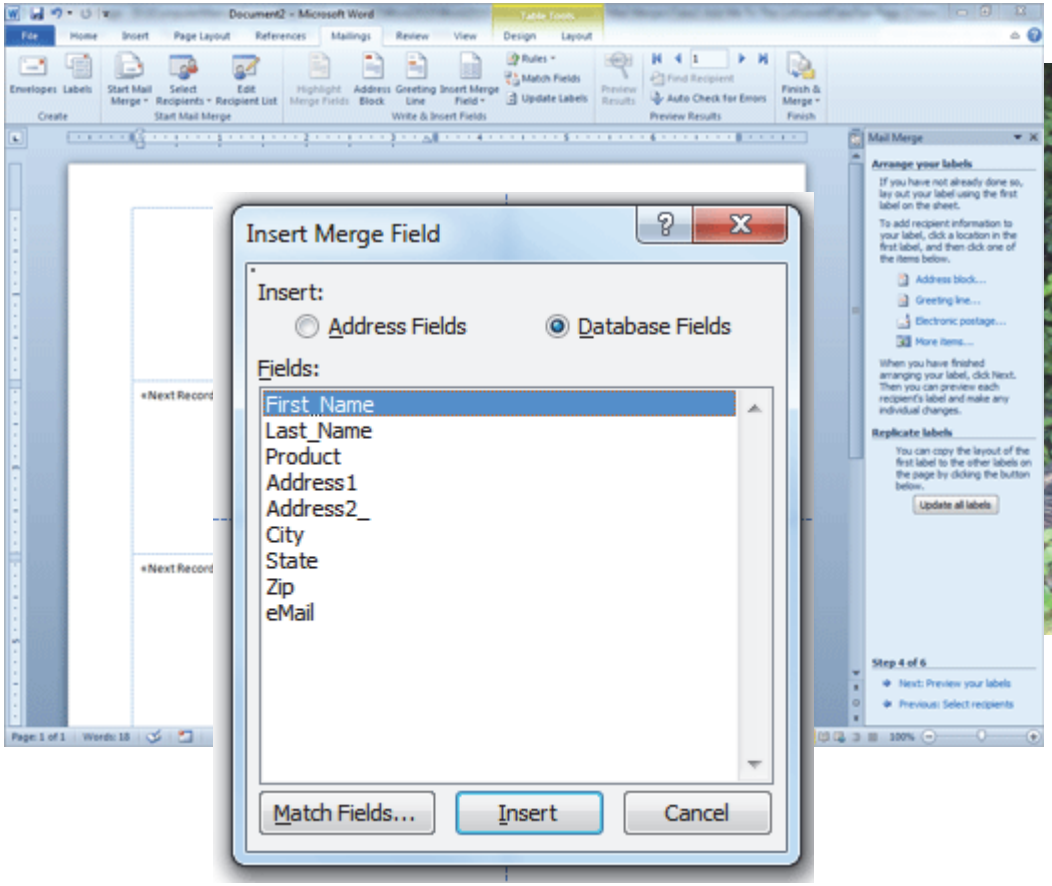
What Do You See? A little window will pop up and offer the Merge Fields.

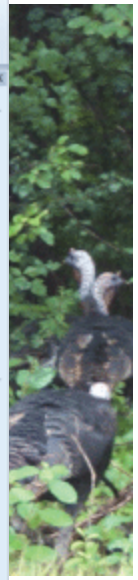
Try This, Too: Insert Merge Fields
Please add First_Name and Last_Name fields to this document.

Look Again: There are **Address Fields** as well as **Database Fields**. The topics on this list come from the top row of the Table that we created in Word. So, the Database Fields include the Product that we added to the Table.

Memo to Self: Database Fields mean the type of data, not the record source. You can create a Table in Word, Excel, Access or even Outlook.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels





Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Step by Step Wizard Insert Merge Fields

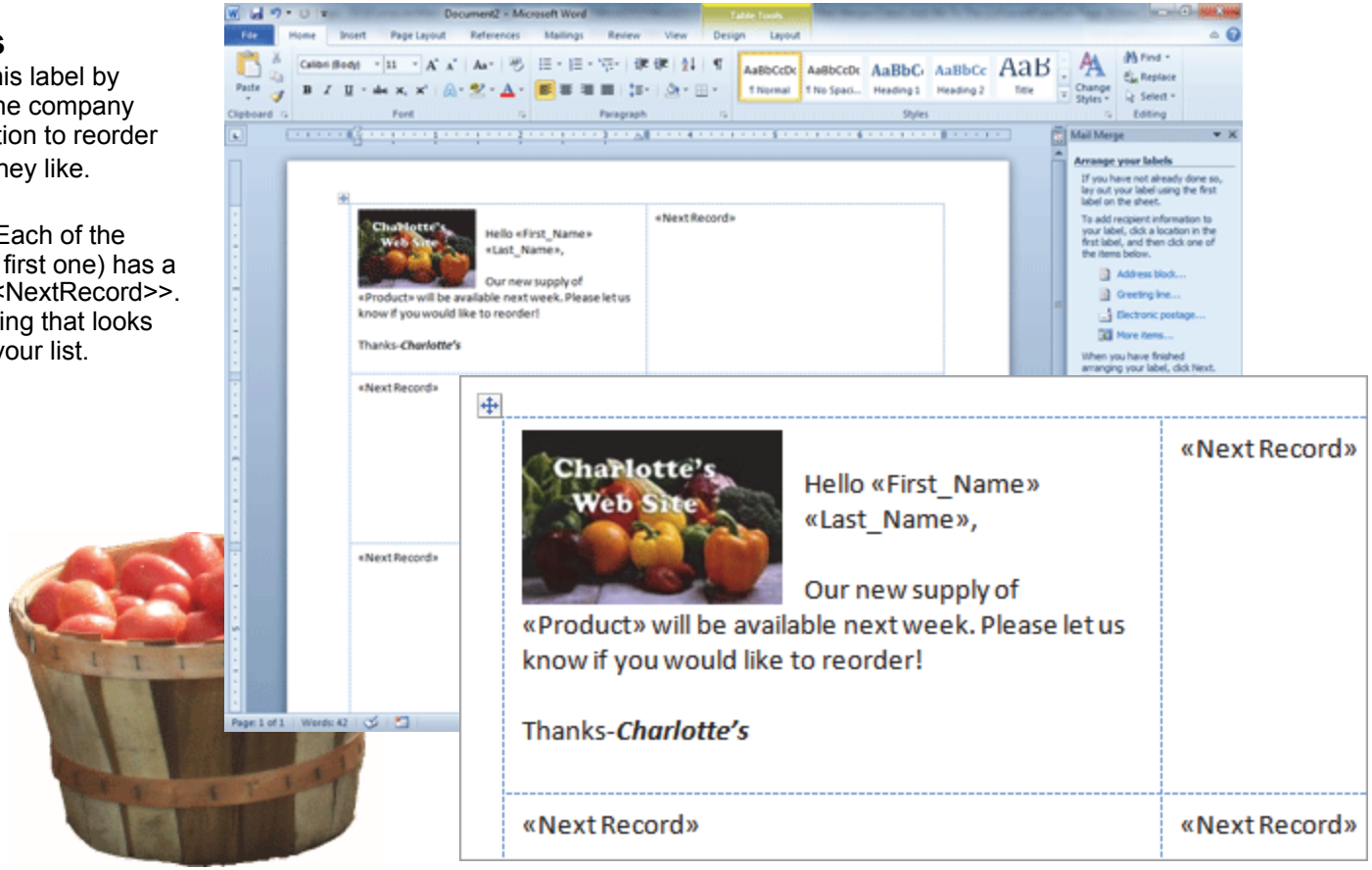
Take Two

Edit the Labels

You can customize this label by adding a picture for the company logo as well an invitation to reorder more of the product they like.

What Do You See? Each of the labels (except for the first one) has a Merge Field called <<NextRecord>>. This is the programming that looks for the next name in your list. Keep going...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge

Take Two

Update the Labels

There is a very effective method to copy and paste all of the information in the first label to all of the labels on this sheet. Try it: It works and it saves a lot of time.

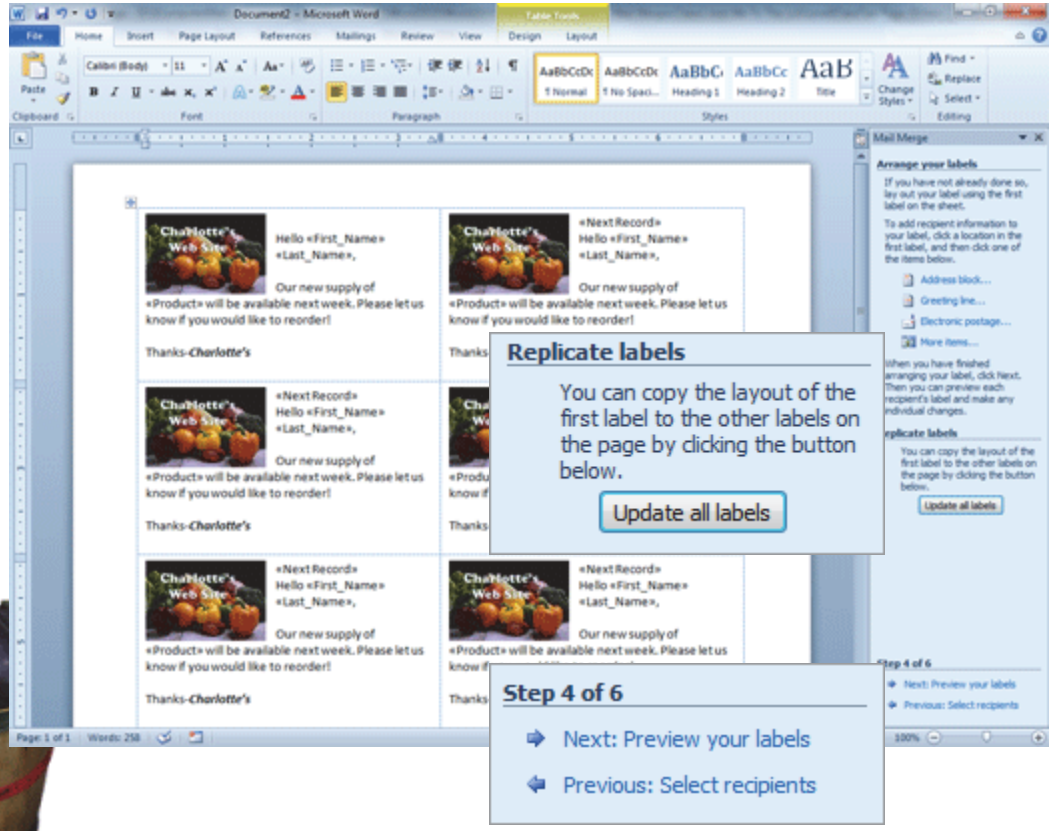
Try This: Update All Labels

Go to **Replicate labels**.
Click on **Update all labels**.

9. Try This: Go to Step 5 of 6

When you are ready, please go to the bottom of the Mail Merge Wizard and go to the next step: **Next: Preview your labels.**

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Update the Labels

Take Two

Preview Your Labels

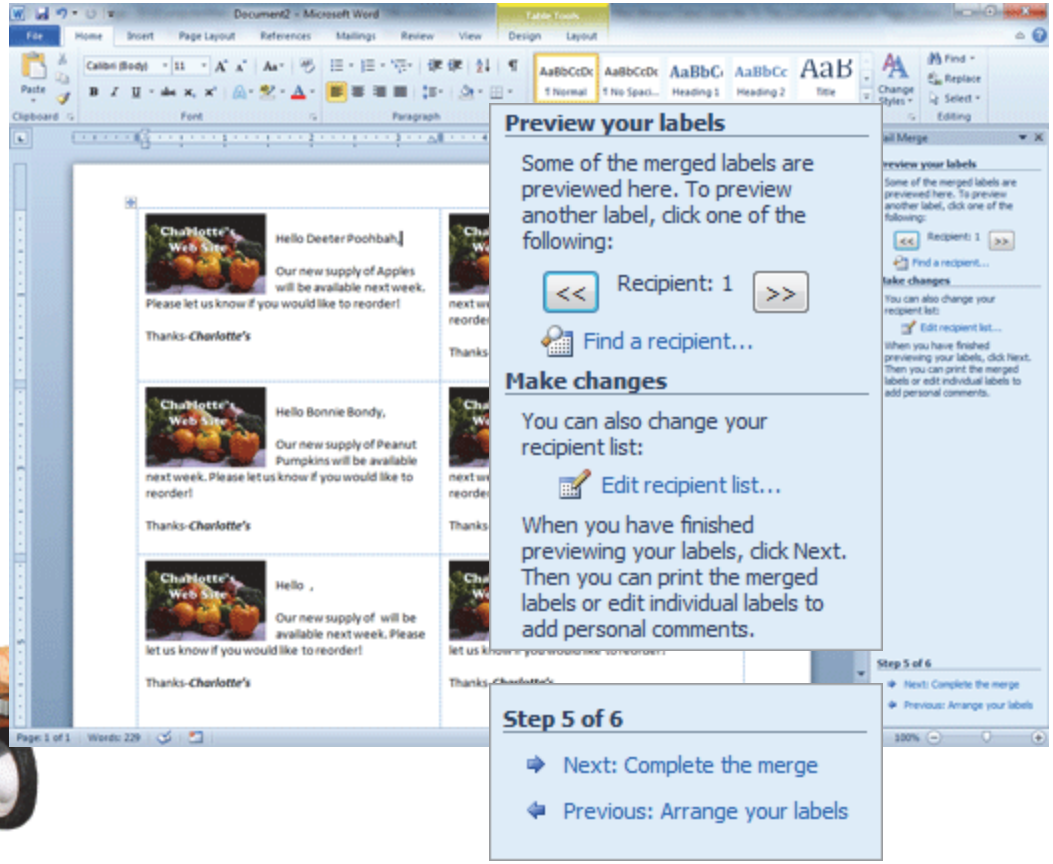
The Mail Merge Wizard gives you the option to Find a recipient. You can also change your recipient list if you wish.

Try This: Go to Step 5 of 6

When you are ready, please go to the bottom of the Mail Merge Wizard and go to the next step:

Click on **Next: Complete the merge.**

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Preview the Labels

Take Two

Print the Labels

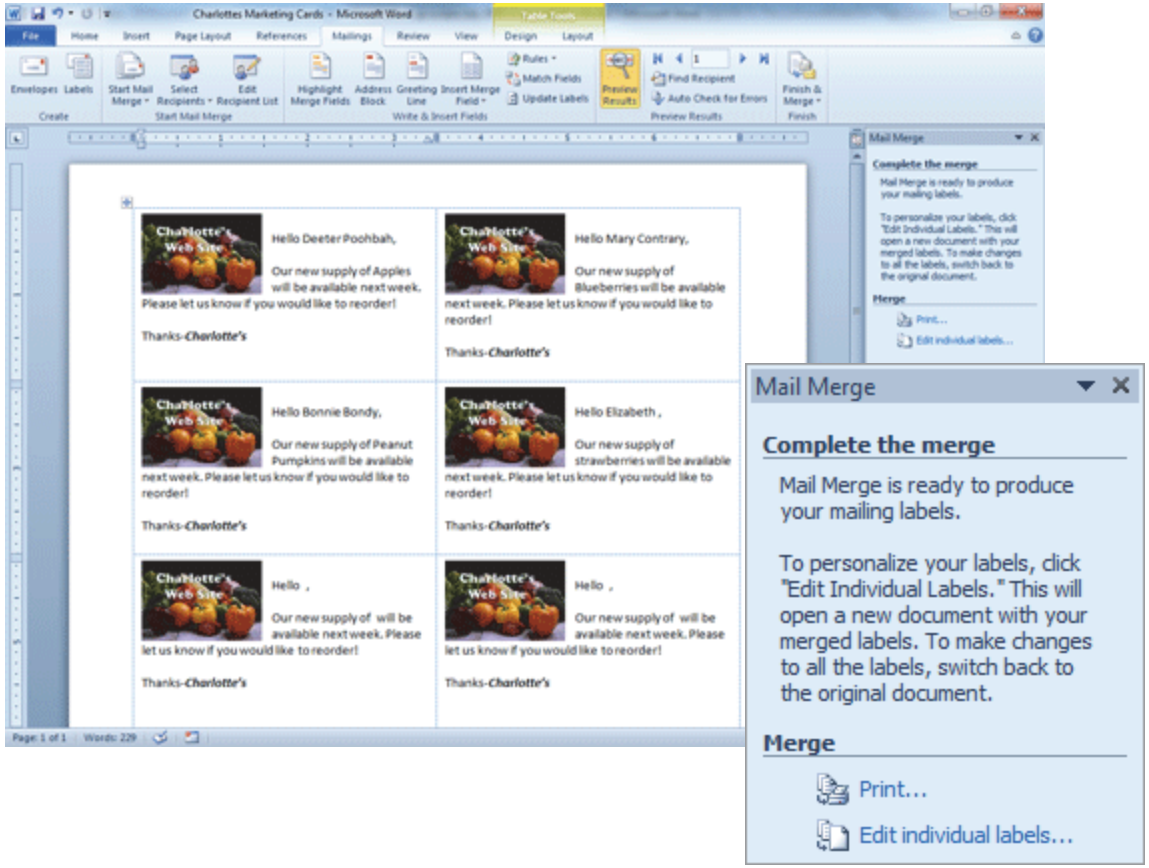
The last step of the Mail Merge Wizard asks if you would like to print the document or edit the mail merge after your run it.

Mail Merge Wizard Summary
If you look at the Mailings Ribbon you will see that the Mail Merge Wizard walks you through the Mailing options, from left to right: from Start, Select Recipients, Insert Merge Fields, Preview and Finish.

Very good. This is a demonstration of a project where everything works.

What if it doesn't work? The next pages show how to troubleshoot when things don't go as easy as it looks in a computer book.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Print the labels

Choose Other Recipients

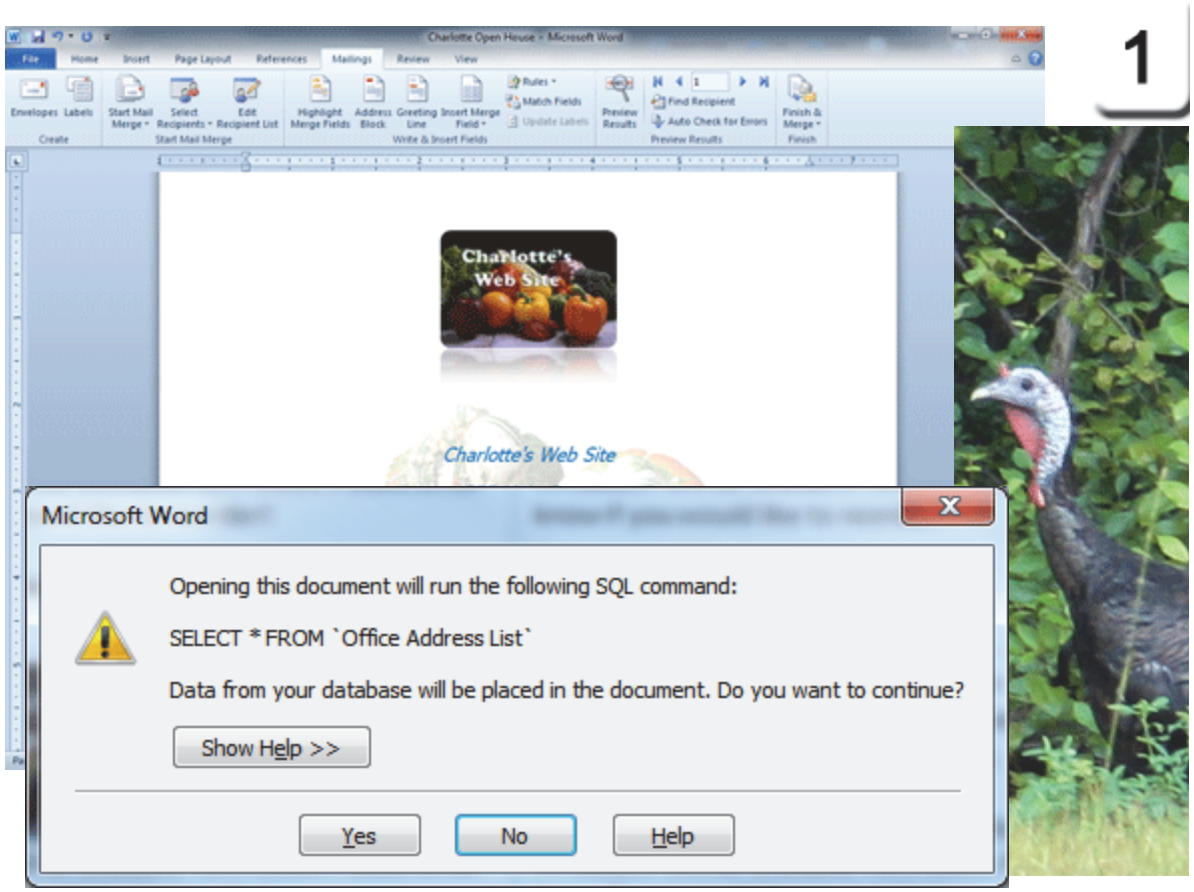
Earlier, we created a Mail Merge for our Open House. In this lesson we used the Mailings Ribbon and created a new list. The recipients' name and addresses were saved in an **Office Address List**, which is a database.

1. Try This: Open a Mail Merge
Go to the Documents folder and open the Open House Mail Merge.

What Do You See? A Mail Merge document is linked to the record source. When you open the Mail Merge, Microsoft Word will ask whether you wish to use the Office Address List.

Please say **Yes**.
Keep going...

File->Open



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Choose Other Recipients

HOME

Take Two

Use a Different List

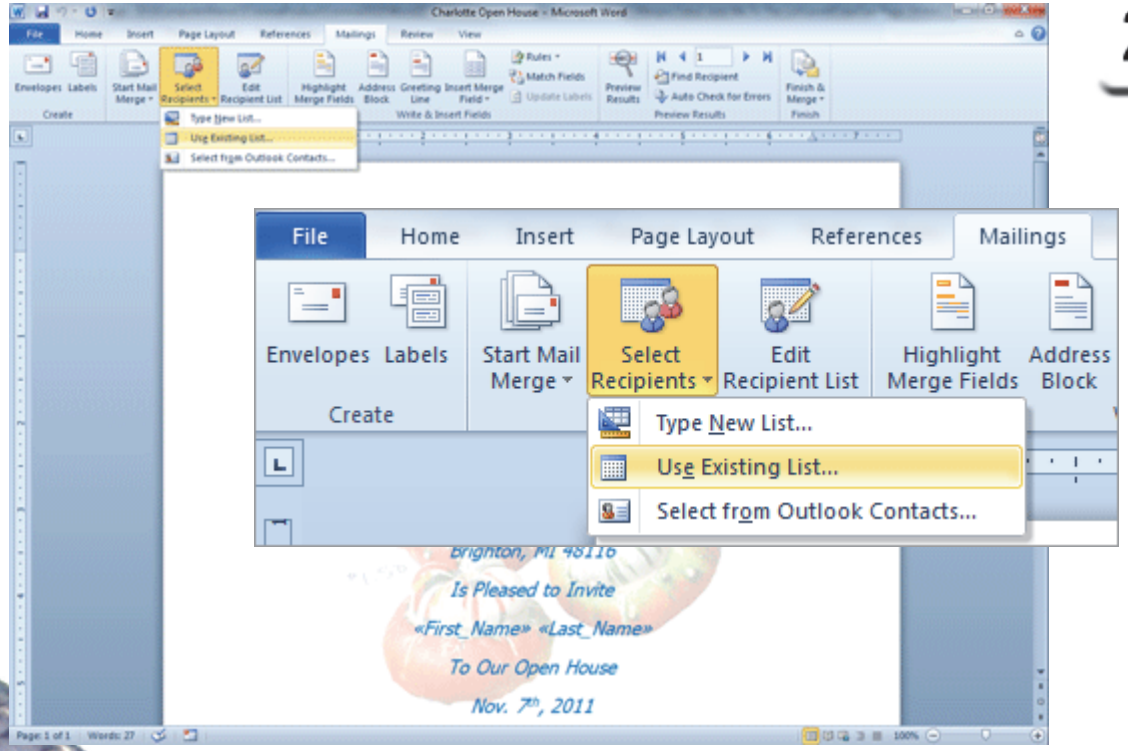
Say you wanted to run this Mail Merge with a different Recipient List. Here are the steps to switch from the Office Address List that is associated with this Mail Merge, to a different record source.

2. Try It: Select Recipients
Go to the **Mailings** Ribbon.
Go to **Select Recipients**.
Select **Use Existing List.**

Keep going...

Mailings -> Start Mail Merge -> Select Recipients

2



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Choose Other Recipients

HOME

Take Two

Mailings -> Start Mail Merge -> Select Recipients

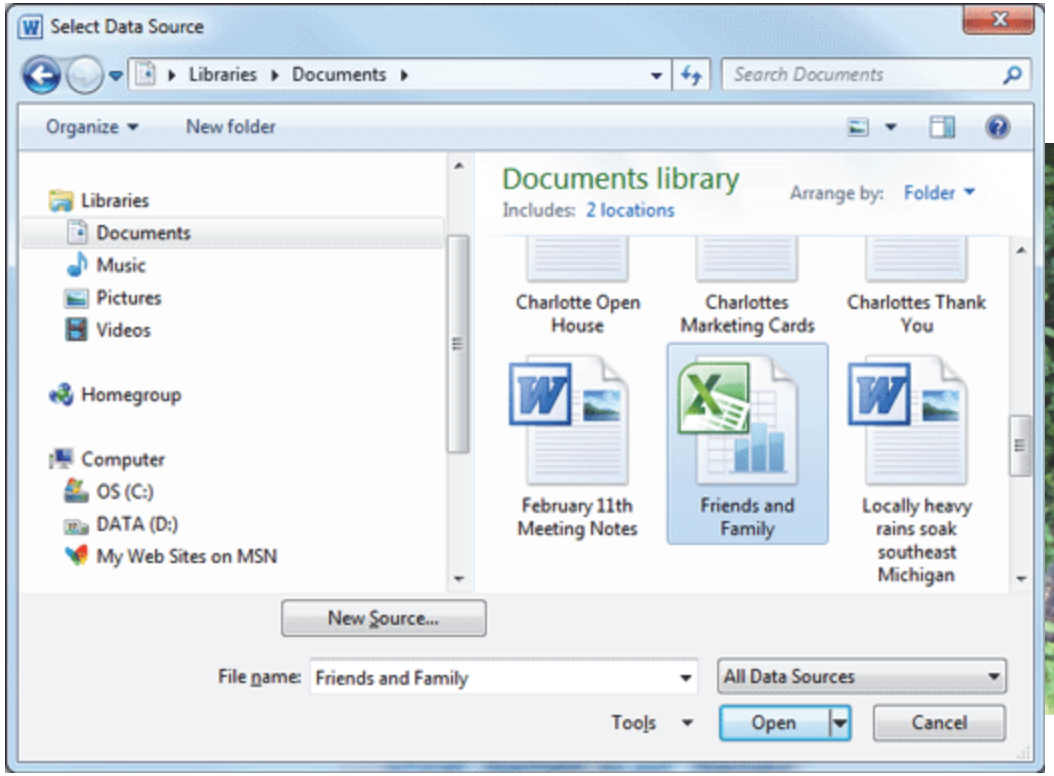
3

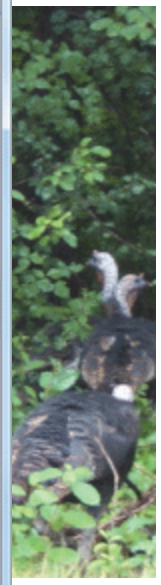
Find the Spreadsheet

3. Try It: Find the Excel Spreadsheet
Go to the **Documents** Folder.
Go to **All Data Files**.
Select **Excel** for the File Type.
Double click the Friends and Family spreadsheet to select it.

Keep going...

Memo to Self: The purpose of this exercise is to demonstrate an error. The next steps will show how Word lets you know there is a problem.





Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Choose Other Recipients

Take Two

Invalid Merge Fields

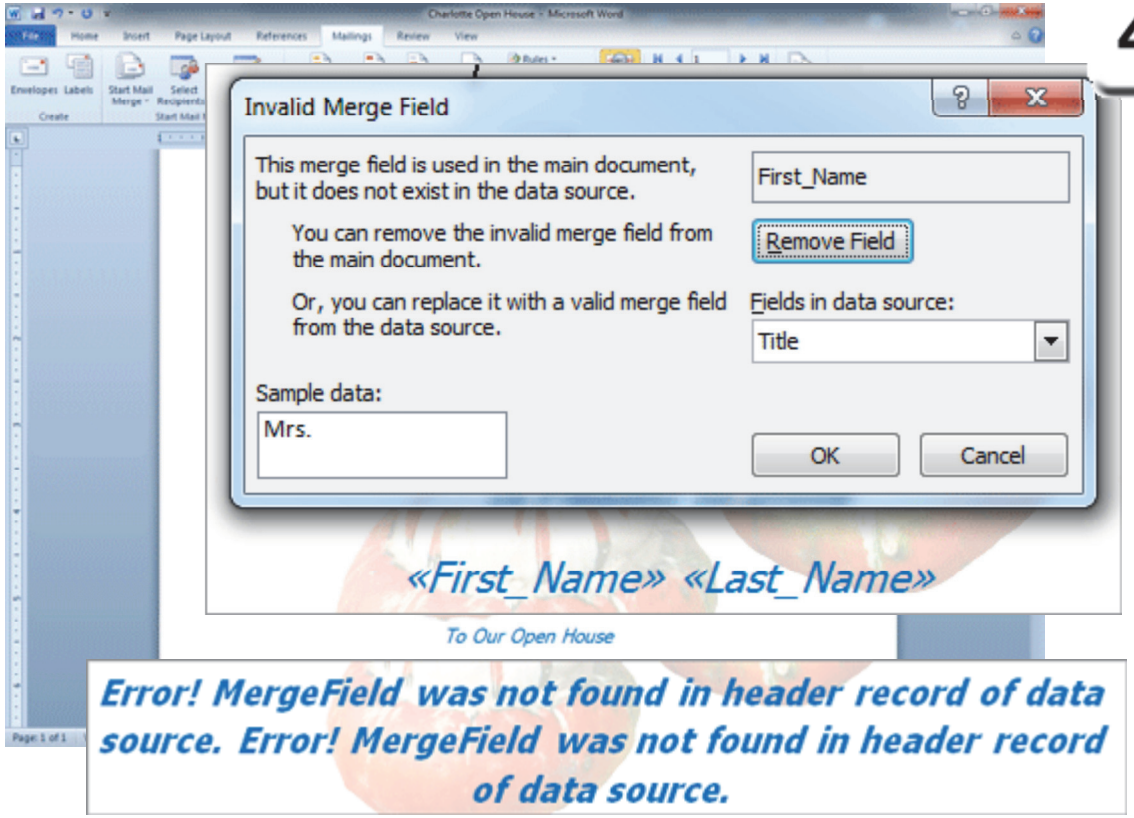
When you change the record source and choose a different Recipient List, Microsoft Word will check your document for potential problems.

4. What Do You See? Word compares your Mail Merge Fields with your new Recipient List. If there is a problem, Word will notify you with a little window. This dialogue box asks if you want to remove the Merge field from you document or replace it.

Which should you choose? Let's look at the data in the lists.

Mailings -> Start Mail Merge -> Select Recipients

4



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Troubleshoot Mail Merge Errors

Take Two

Look for a Mismatch

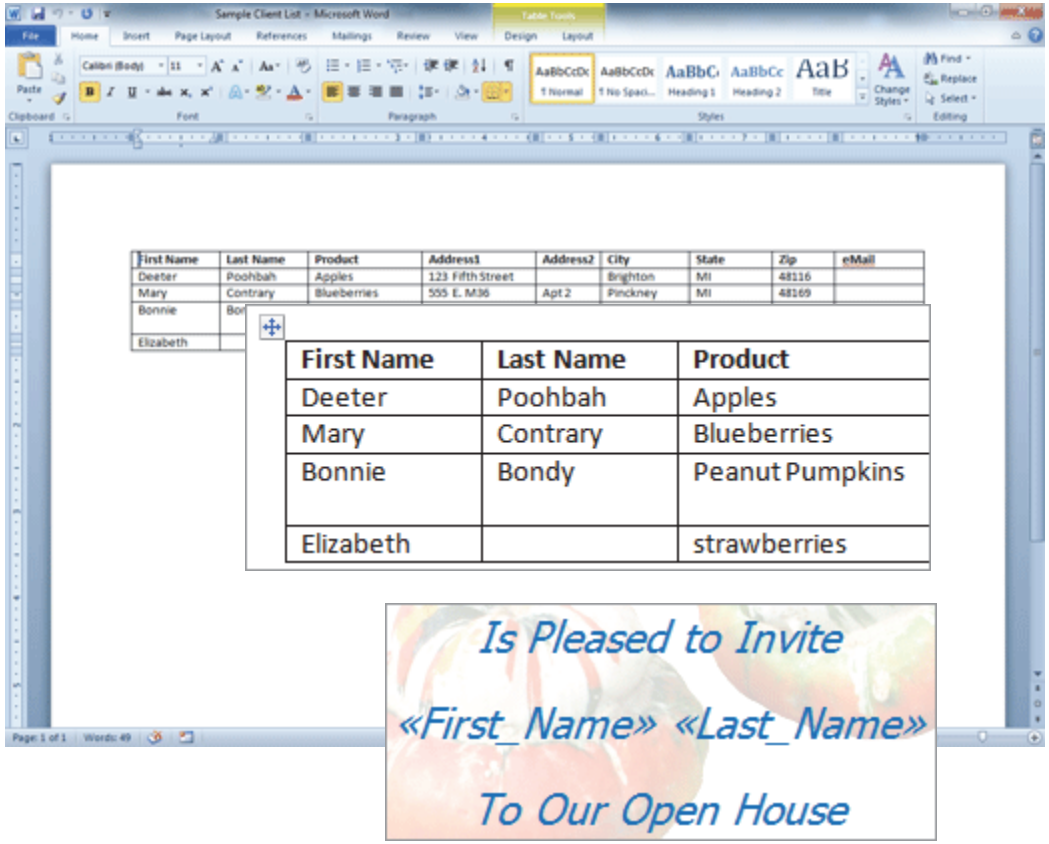
If you open the Excel spreadsheet and review the labels in the first row, you may notice that the labels are not spelled the same as the Mail Merge Fields in the Word document.

The labels in the spreadsheet have no space between First and Name. It says: FirstName.

The Mail Merge fields in our document have an underscore: <<First_Name>>.

Match, Match, Match: Its like getting the right shoes on the right kid. The fields have to match.

Mailings -> Write and Insert Fields



First Name	Last Name	Product
Deeter	Poohbah	Apples
Mary	Contrary	Blueberries
Bonnie	Bondy	Peanut Pumpkins
Elizabeth		strawberries

Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Troubleshoot Mail Merge Errors

Take Two

Make a Match

When you open the Excel spreadsheet and review the labels in the first row, you may notice that the labels are not spelled the same as the Mail Merge Fields in the Word document. This is the problem.

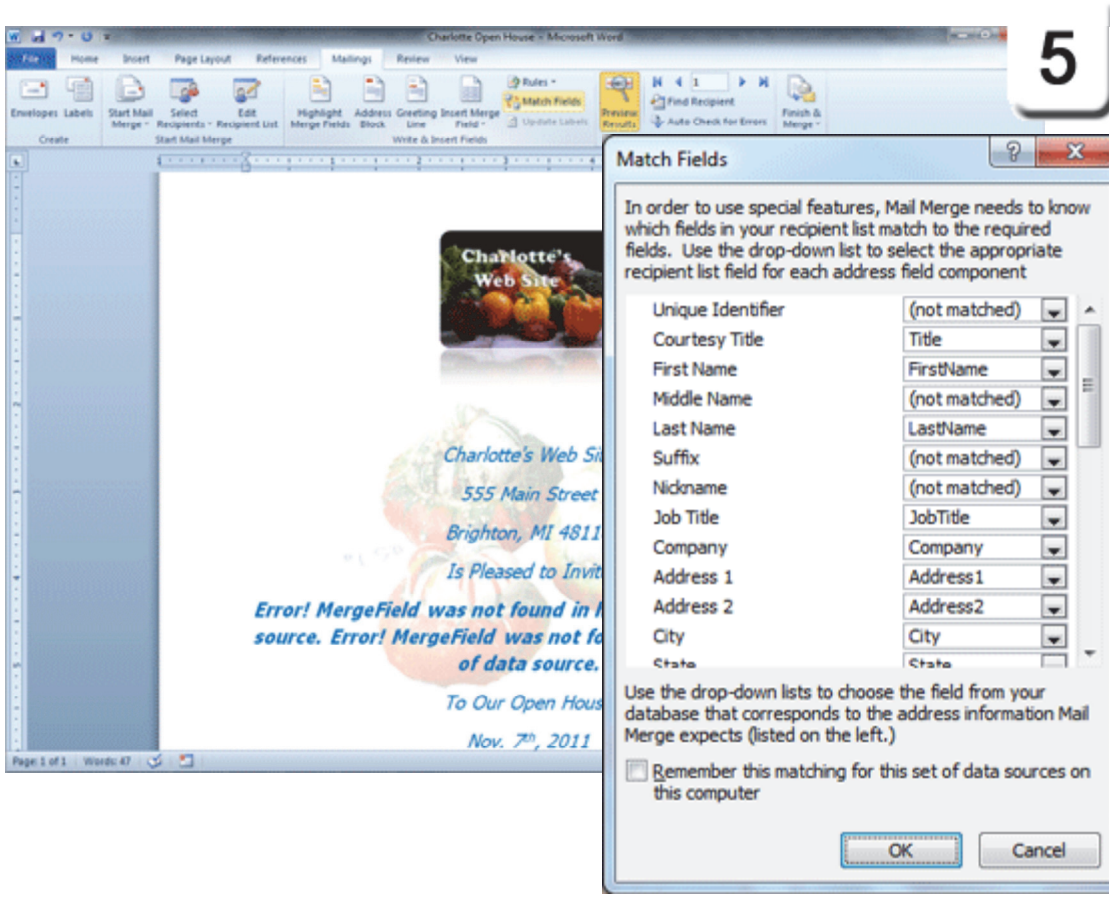
5. Try This: Match Fields
Go to the Main Document.
Go to **Mailings**.
Go to **Write and Insert Fields**.
Click on **Match**.

What Do You see? You should see the Merge fields in the document in the left column and the labels in your Recipient List shown in the right column. You can use the drop-down lists to choose the right match.

First Name	FirstName
Middle Name	(not matched)
Last Name	LastName

When you finish matching the fields, Click **OK**. It should work, now. Done and done.

Mailings -> Write and Insert Fields -> Match



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Troubleshoot Mail Merge Errors

Take Two

Mail Merge Rules

If you look at the Mail Merge labels, you will see a bit of code that says **<<Next Record>>**. This Mail Merge field reads your recipient lists and finds the next name on the list. This field was added automatically as part of the Label template.

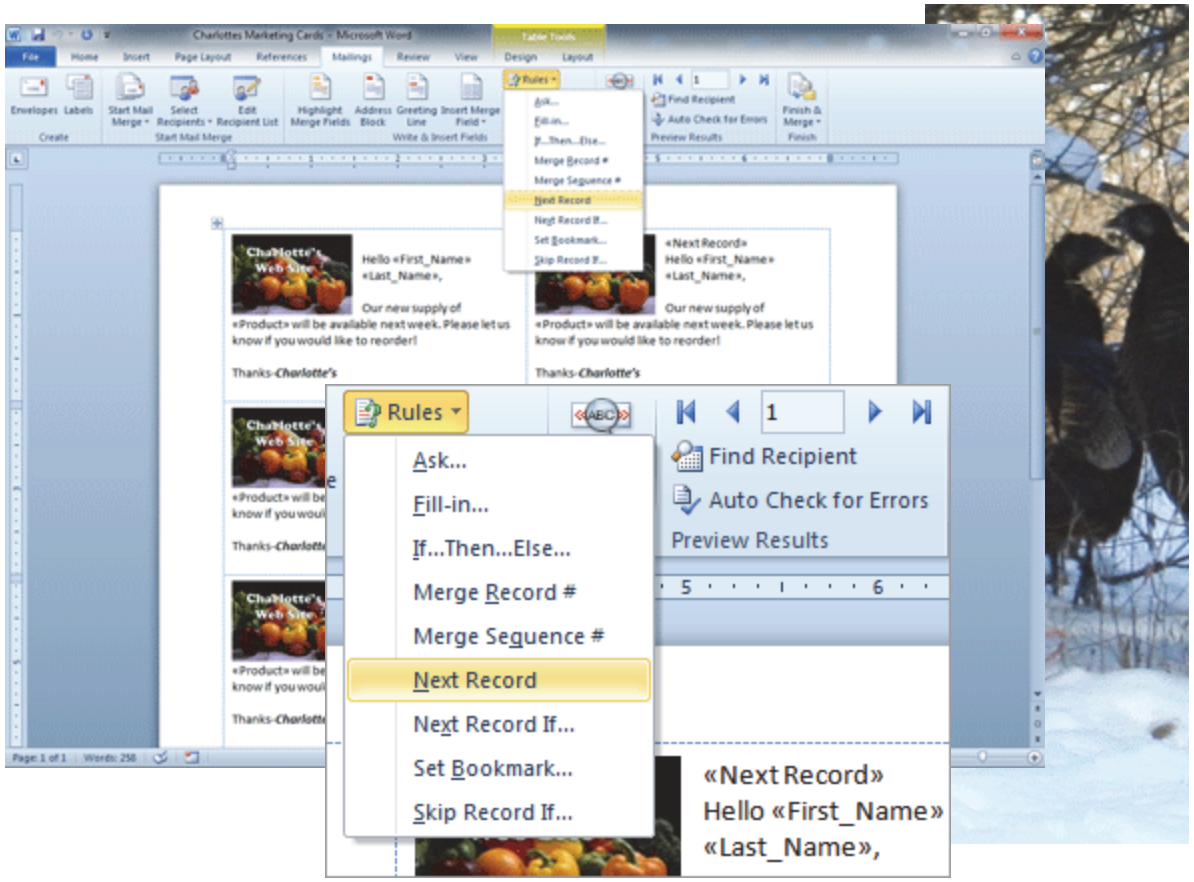
Microsoft Word 2010 has simplified the Mail Merge programming with new **Rules**. These options were available in previous versions of Microsoft Office but you had to look for them buried deep in the advanced dialogue boxes.

Try It: Find the Rules

Go to **Mailings.**
Go to **Write and Insert Fields.**
Go to **Rules.**
Click on **Next Record**.

The Next Record field will be added to your Mail Merge document.

Mailings -> Write and Insert Fields -> Rules



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Mail Merge Rules

Take Two

Conditional Rules

You can program the **Rules** to print only certain records. The Mail Merge Rules can be **conditional**: IF this condition is met, THEN print this record as part of the Merge.

Try This: Use a Different Rule
Go to **Mailings->Write and Insert Fields.**
Go to **Rules-> Next Record If.**

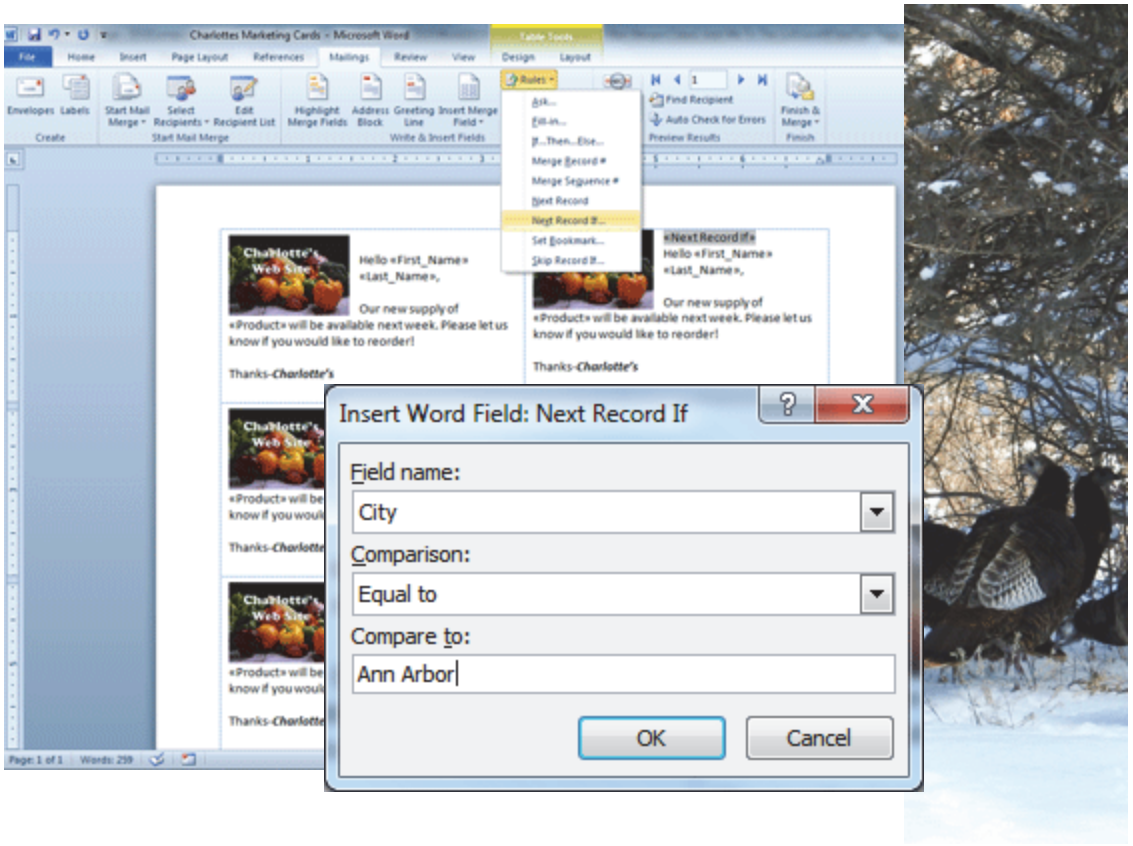
What Do You See? A little window will pop up that you can enter the conditions.

In this example, the Mail Merge will show the next record IF the city is Ann Arbor.

Where Have You Seen This Before?
Many products use Word's Mail Merge to create customer letters. QuickBooks, for example, has a set of Mail Merge Templates for billing, collections and marketing.

The **Rules** in QuickBooks Mail Merges can be set to only send notices to customers who have a balance greater than 0.

Mailings -> Write and Insert Fields -> Rules



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Mail Merge Rules

Take Two

Auto Check for Errors

The previous pages demonstrated some options for troubleshooting the Recipients list and programming your Mail Merge. Here is one last button for finding the errors before you print your Mail Merge.

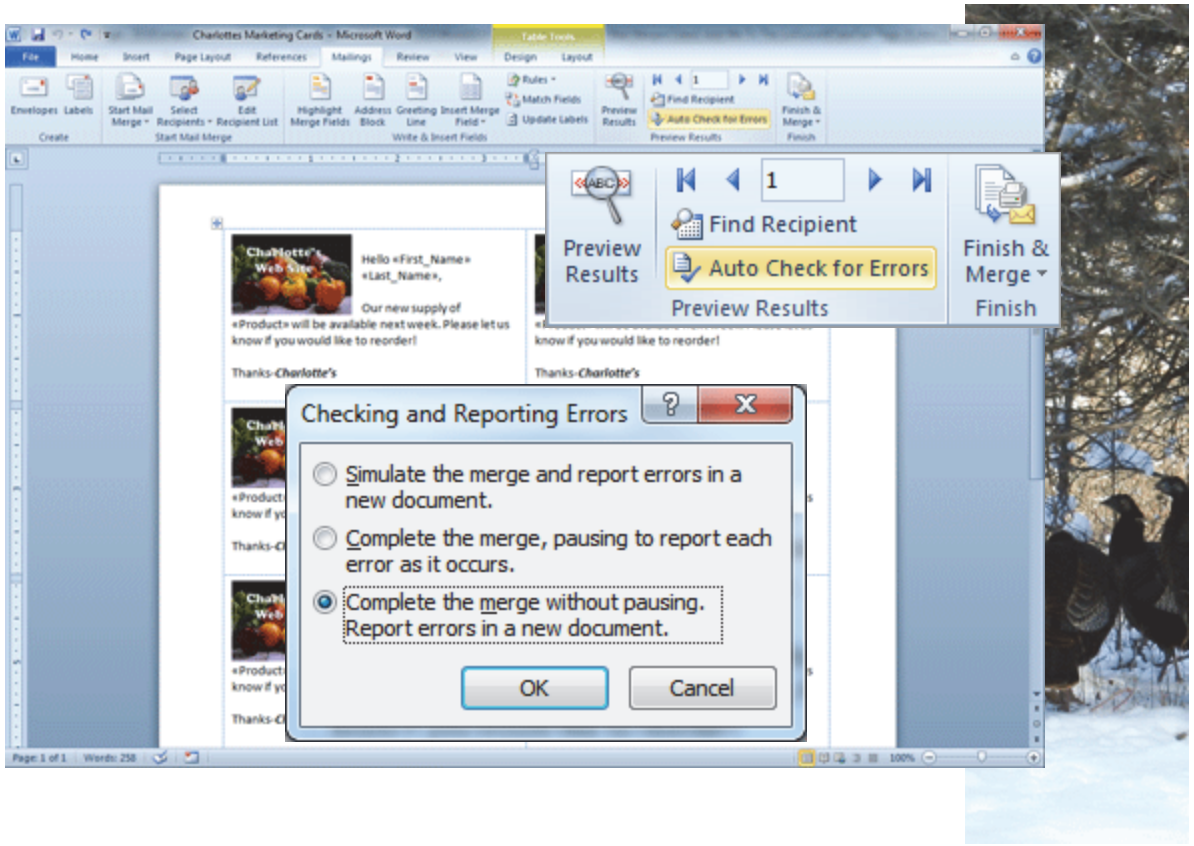
When you run a Mail Merge, you can decide how you would like to handle the errors. Here are the steps.

Try This: Use AutoCheck

Go to **Mailings.**
Go to **Preview Results.**
Go to **Auto Check for Errors.**

What Do You see? You can select whether you want the Merge to pause on each error or complete the merge and create a report of all the errors**.**

Mailings -> Preview Results -> Auto Check for Errors



Exam 77-881: Microsoft Word 2010 Core
7. Performing Mail Merge Operations
7-1. Setup mail merge: Auto Check for Errors

Take Two

Summary

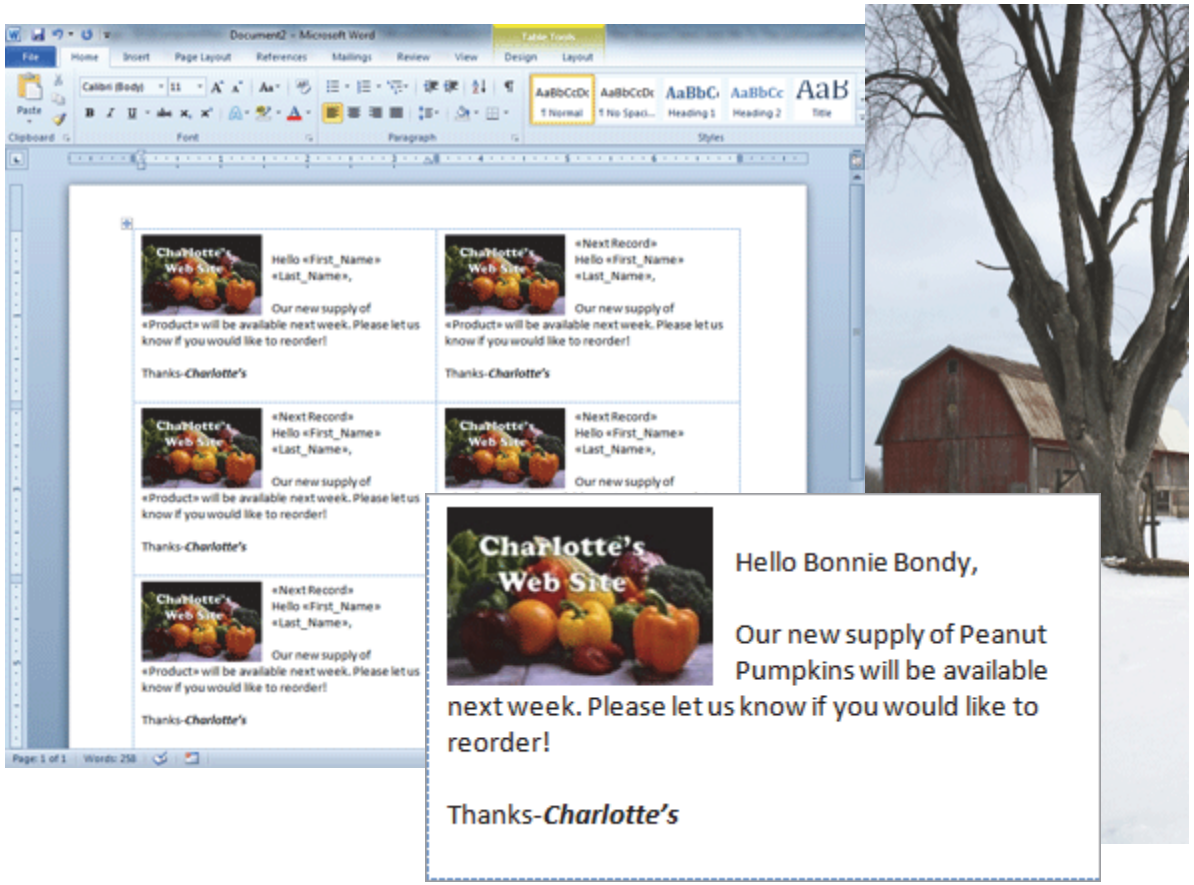
Wizards: Mail Merges are essential for working with your customers.

This lesson demonstrated how to use the Mail Merge Wizard and how to create a Recipient List in Word.

And Demons: These pages walked through the various problems that can happen when you work with Mail merges. The key concept is: Match, Match, Match. There are several options for making the Mail Merge fields Match the Recipient List.

You done real good.
You can get two cookies.

Mailings -> Start Mail Merge -> Labels



Practice Activities

Mail Merge

Before You Begin: Start Microsoft Word 2010. You should see a new, blank document.

Try This: Create your own business letter

1. Enter the business name and address:
Charlotte's Website
555 Main Street
Brighton, MI 48116

2. Insert the date and time.

3. Insert a picture for the logo.

4. Format the text and picture

5. Use the Mail Merge Options
Select Recipients and use and existing list:
Browse to the Friends and Family spreadsheet.
Choose Sheet 1.

6. EXCLUDE the following name from the Mail Merge: Todd Borek
7. Add the following mail merge fields in your greeting line:
Dear <First Name> <Last Name>.

8. Save your work: Charlottes Business Letter Practice

Practice Activities

Mail Merge

Before You Begin: Start Microsoft Word 2010. You should see a new, blank document.

Try This: Create envelopes and labels using the same data source, the Friends and Family spreadsheet

Create #10 business envelopes:

1. Include all Address Lines for the Address (Address Block).

2. Include the Company Name and Recipient Name in the Address.

3. Include a Return Address in the Upper Left Corner.

4. Save your practice document and name it: Intermediate Word Practice Envelope

Create labels: use Avery #8163

1. Include the Company Name and Recipient Name.

2. Include all Address Lines for the Address (Address, City, State, Zip).

3.Update all of the labels.

4. Save your practice document and name it: Charlottes Business Label Practice.

Test Yourself

1. Which Ribbon has the Insert Table Command?
a. Home
b. Insert
c. Table
d. Page Layout
Tip: Intermediate Word, page 113

2. How is the Table Tools Design Ribbon accessed?
a. View-> Table Tools
b. Options-> Toolbars-> Table Tools
c. Select a Table
Tip: Intermediate Word, page 114

3. Which of the following is a Table Tools Ribbon? (Select all correct answers.)
a. Table Tools Design
b. Table Tools Layout
c. Table Tools Format
Tip: Intermediate Word, page 114

4. What is the command to insert a column to the left in a Table?
a. Table Tools-> Layout->Rows and Columns->Insert Left
b. Table Tools->Format->Insert Column
c. Table->Insert->Column to Left
Tip: Intermediate Word, page 115

5. The Mail Merge Wizard includes preset label templates from popular commercial products.
a. True
b. False
Tip: Intermediate Word, page 121

6. When opening a Mail Merge document, Word will ask for permission to insert the merge data from the data source.
a. True
b. False
Tip: Intermediate Word, page 132

7. Which of the following can be done with the Select Recipients command? (Select all correct answers.)
a. Type a new list to use
b. Use existing list & use all the recipients
c. Select recipients from Outlook
d. Use existing list & pick certain recipients from the list
Tip: Intermediate Word, page 125, 133

8. Which of the following fields matches with the field <<First_Name>>?
a. <<Name>>
b. <<First_Name>
c. <<FirstName>>
d. <<First Name>>
Tip: Intermediate Word, page 136

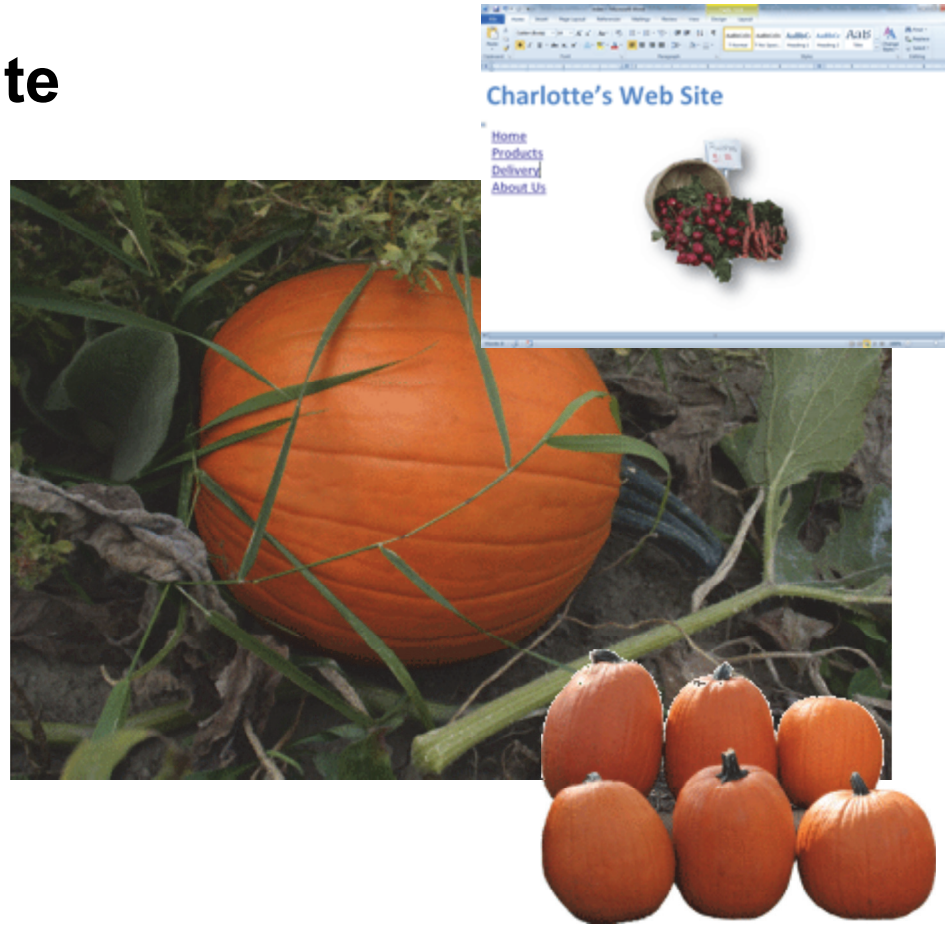
9. Which of the following is true about Mail Merge rules?
(Select all correct answers)
a. Used for filtering results
b. Used for eliminating errors before completing the merge
c. Fond on the Table Tools Ribbon-> Mail Merge group
d. Found on the Mailing Ribbon-> Write and Insert group
Tip: Intermediate Word, page 138

10. A merge field can be created by typing <<Last Name>> in a document.
a. True
b. False
Tip: Intermediate Word, page 127

Take One

Word 2010: Word and the Internet

Charlotte's Web Site



Intermediate Word Objectives

In this lesson, you will learn how to:

1. Create and format a Table
2. Save a document as a web page
3. Create hyperlinks
4. Modify borders and shading options on a Table
5. Create bookmarks and navigate a document
6. Locate and use Advanced Layout options
7. View HTML Code Source
8. Apply Quick Styles to a Table

Lesson 5: Charlotte's Website

1. Readings
Read Lesson 5 in the Intermediate Word guide, page 145-180.

Project
Create a web page using a table to organize layout, Table Tools, merge cells, insert picture, save as web page, insert hyperlink, insert hyperlink to email.

Downloads
index.mht, products.mht, delivery.mht, Fruit and Nuts.docx, Charlotte.mht
PreventPC Meltdown.doc

Graphic files used in the lesson:
1Logo, Farm, FarmersMarket2.gif

2. Practice
Complete the Practice Activity, page 179

3. Assessment
Review the Test questions, page 180.

Insert

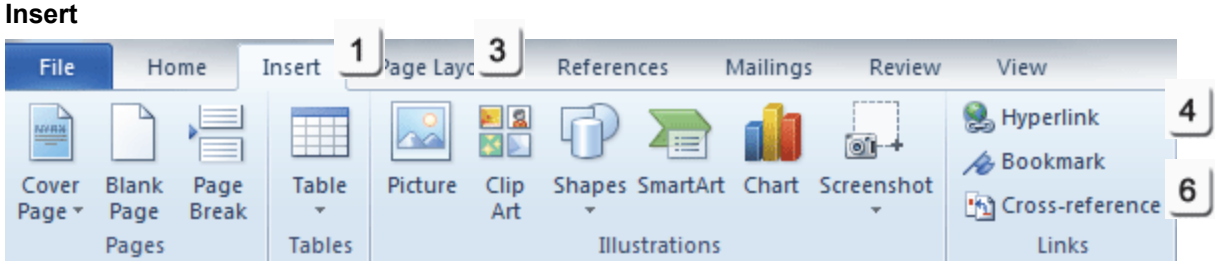
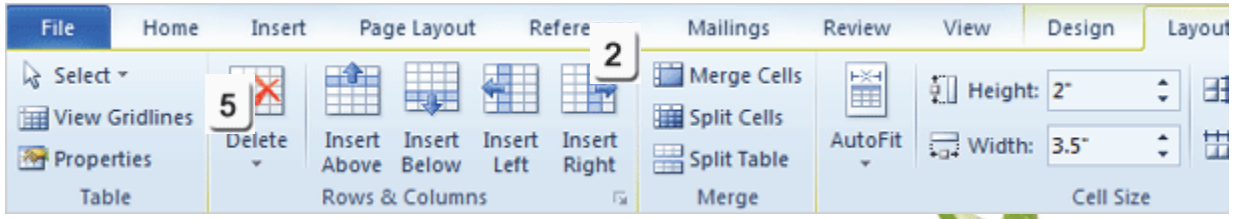


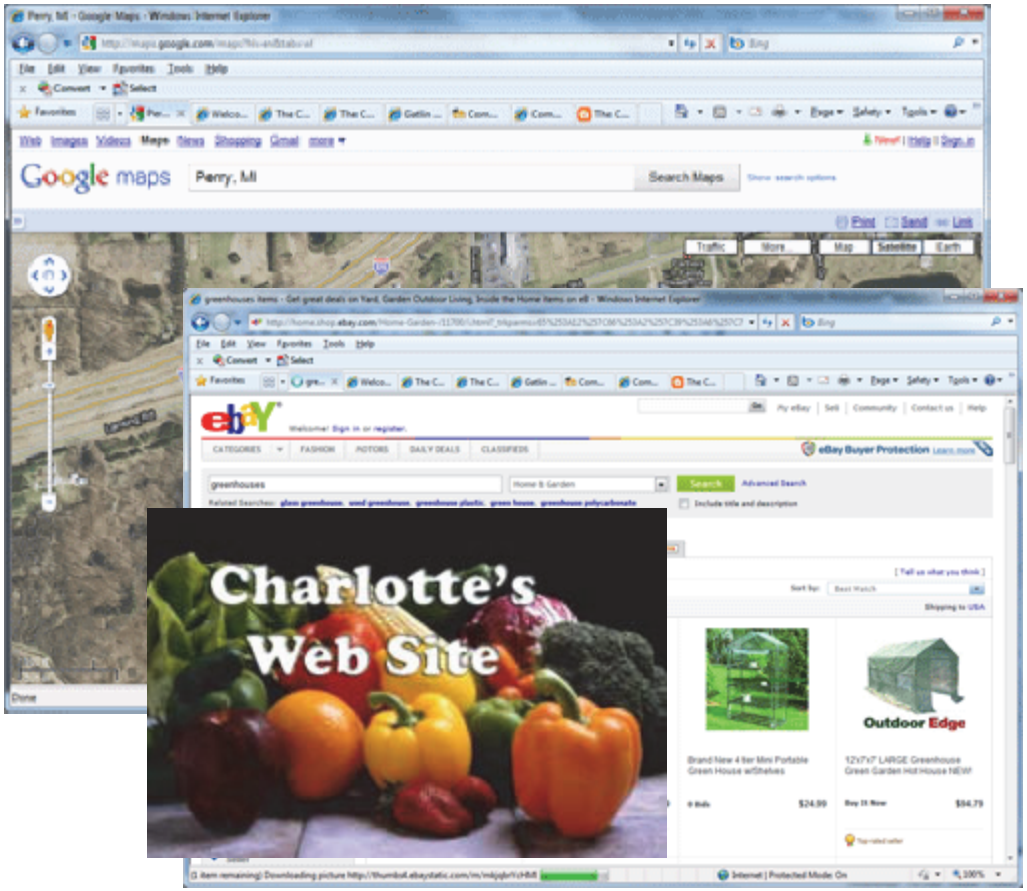
Table Tools->Layout



Menu Maps

This lesson shows the **Insert** and **Table Layout** Ribbons.

1. Insert->Table, page 150
2. Table Tools-> Layout-> Merge->Merge Cells, page 151
3. Insert->Illustrations->Clip Art, page 153
4. Insert->Links-> Hyperlink, page 162
5. Table Tools->Layout ->View Gridlines, page 166
6. Insert-> Links-> Bookmark, page 172



Welcome to the World Wide Web!

Search the Internet with Google. Make a million on the Internet with eBay. Let me email some pictures of my grandchildren. Well, it is exciting, isn't it?

The Internet as we know it—the World Wide Web—was developed at the CERN particle physics laboratory in Geneva, Switzerland in 1989. In January 1993 there were only 50 Web servers online. 1993 was also the year that the first alpha version of the Mosaic browser was tested.

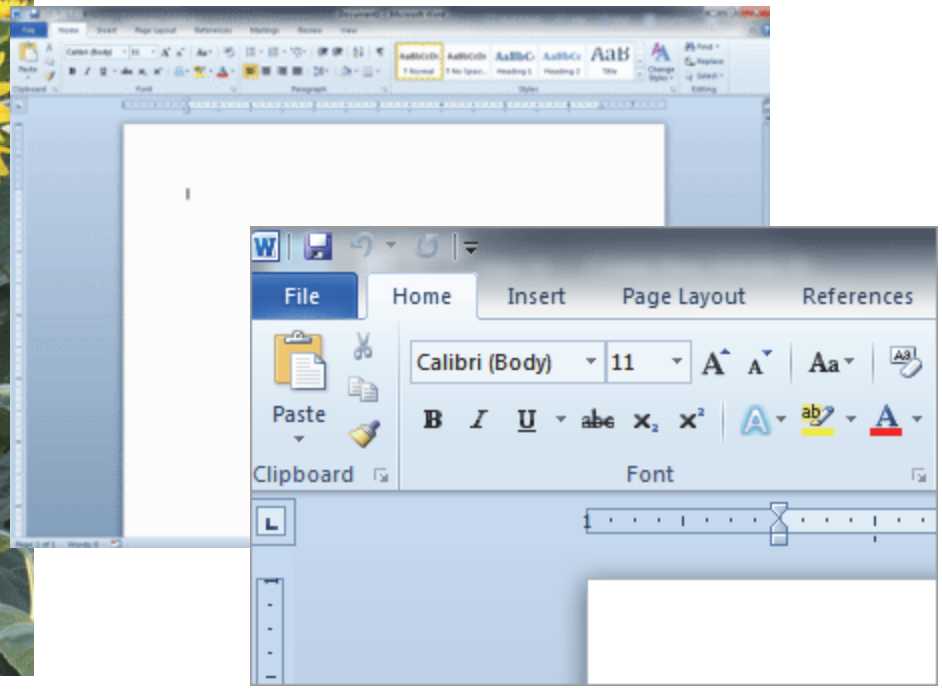
In 1995 only 8.4 million adults used the Internet in the United States. Now, that figure is well over 1 Billion. No other invention—not the car, the radio, or the television has swept the market as quickly.

It is, indeed, a revolution.

Take One

Charlotte's Website

You can create your own web pages in Microsoft Word. These pages demonstrate how to use Word to create a marketing website: "Charlotte's Website." **Microsoft Word** is a simple web page authoring tool for promoting your company and your products. So, please **Start** the **Program** Microsoft **Word**.



What do you see, from the top of the screen? Is there a blue **Title Bar** that says Microsoft Word? Yes.

Is there a **Home Ribbon** with the Clipboard, Font and Paragraph **Groups**? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.

Take One

View Web Layout

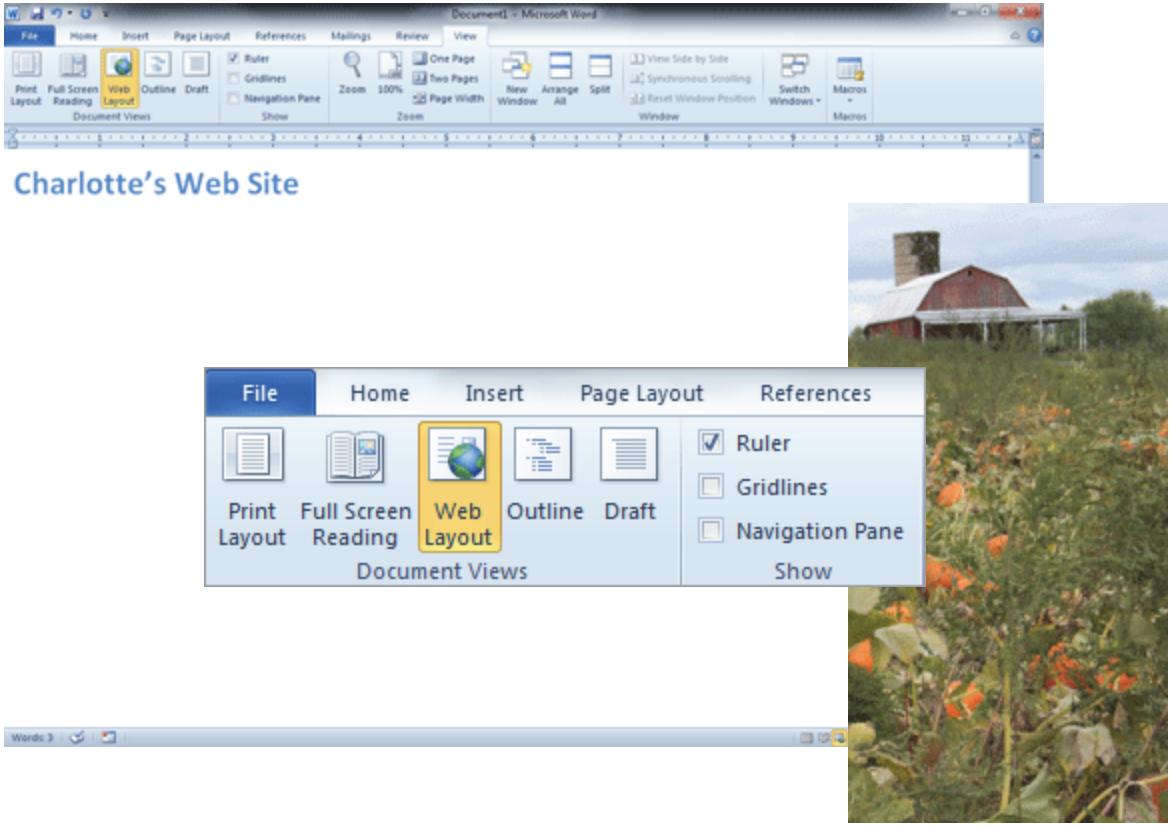
Usually we work in the Print Layout **Document View**. This is the standard view for an 8 1/2 x 11" document. A web page is not tall, it is wide like a TV.

Web pages are built with HTML-hypertext markup language. This format provides a standardized set of code for Internet browsers. Microsoft Word is a web authoring program: it will write the HTML code for us.

Try it: Change the View
Go to **View -> Document Views.**
Select **Web Layout.**

Our little company will be Charlotte's Web Site. Please type that at the top of this web page. Select the name and make it big, bold, and colorful with the **Font Group** on the **Home Ribbon**.

View-> Document Views-> Web Layout



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1.1 Apply different views to a document: View Web Layout

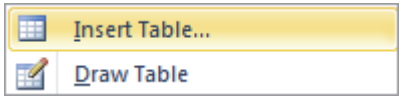
Take One

Use a Table for Web Pages

Good web pages are created with a table—or grid—to keep everything in its place.

Before You Begin: Add a Blank Line
Place your cursor after the word “site” and hit the Enter key to add a new blank line.

Try it: Insert a Table
Go to **Insert ->Table.**
Click on **Insert Table**.



What Do You see? A little window will prompt you to enter the dimensions.

Enter the Table Size:
Number of Columns: 3
Number of Rows: 2

Click **OK** and keep going...

Insert-> Table ->Insert Table

Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-5. Create tables: use a Table for Web Pages

Take One

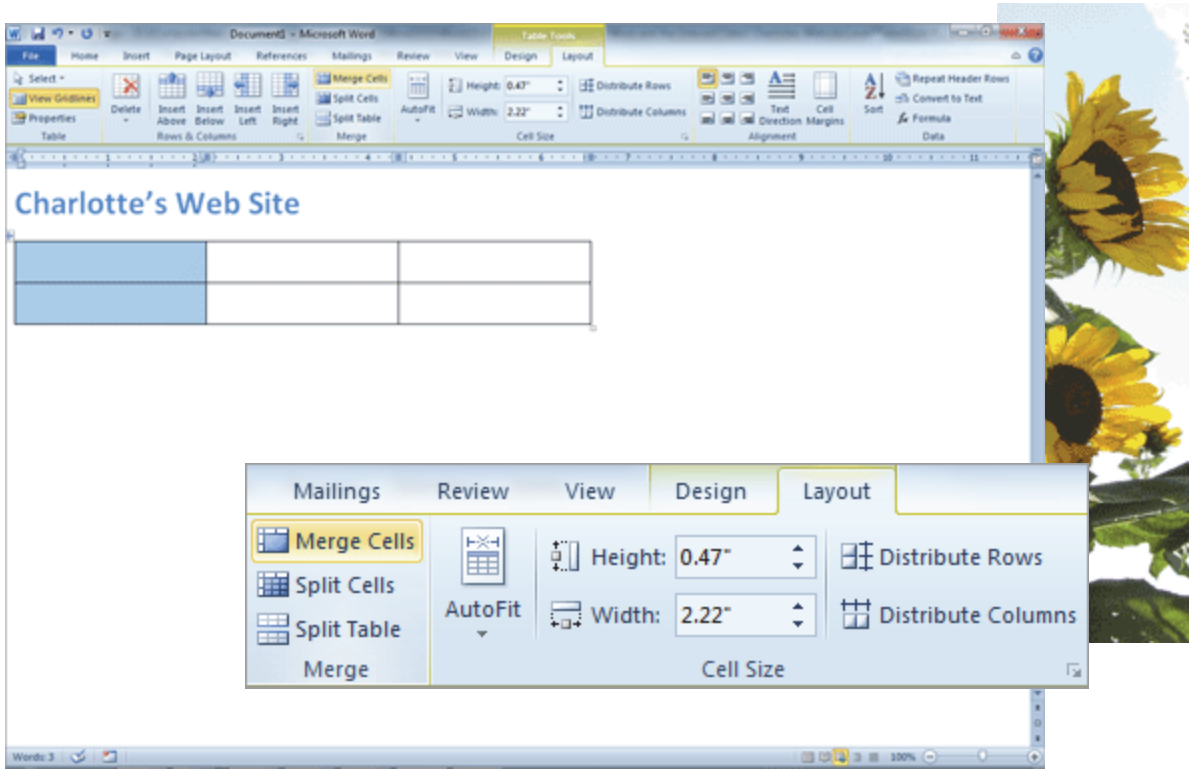
Table Design

Did you notice that Microsoft Word automatically switched from the Insert Ribbon to the Table Ribbon?

The left hand column can be merged into one super cell to use for the web site index. Come with me.

Try it: Merge the Cells
Select cells A1 and A2.
Go to the **Table Tools**-> **Layout**.
Look for the **Merge Group** and select **Merge Cells**.

Table Tools -> Layout -> Merge-> Merge Cells



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-6. Manipulate tables in a document: Merge Cells

Take One

Add and Format the Text

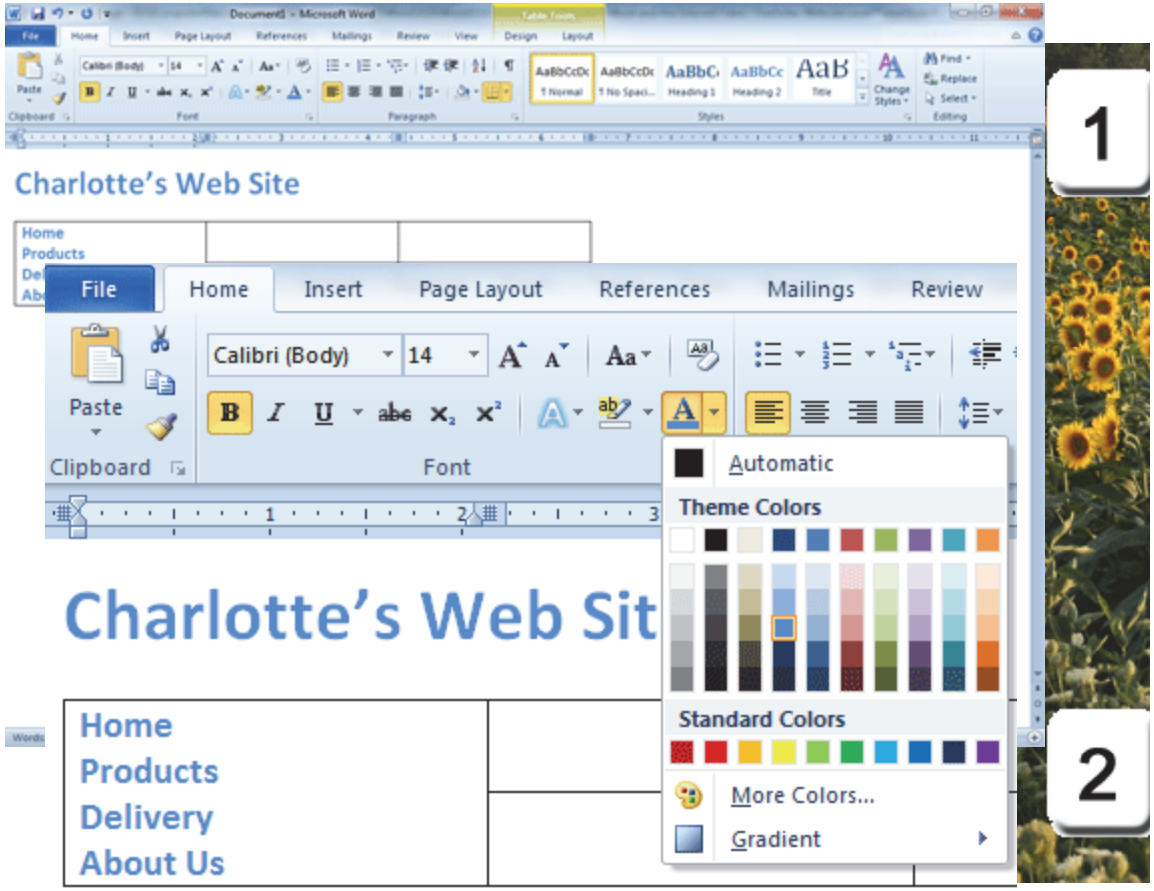
In this sample, Charlotte's Web Site sells farm fresh food delivered in gift boxes. What are we going to say on our web pages? We need to tell people about our products, our company, and our delivery.

1. Try it: Add Sample Text
Type the following text the in first cell:
Home
Products
Delivery
About Us

2. Try This, Too: Format the Text
Now, select the text and go to **Home -> Font** to format the size, alignment and color of the type.

Memo to Self: Keep the type face (the Font) simple and easy to read. The purpose of any website is to sell your products, your ideas, or your services. So, make it easy, not artsy and hard to read.

Home -> Font



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-1. Apply font and paragraph attributes

Take One

Use Pictures in a Table

Pictures are handled differently when they are inserted into a Table. The purpose of the Table is to provide a grid for the pictures and text.

All web pages use Tables to keep the layout consistent. This is true whether the Table is created in MS Word, Macromedia or just HTML programming.

Pictures in a table do not need any Text Wrapping. In fact, it is much better if you don't use Text Wrapping.

Microsoft Office Clip Art offers cartoons, photos, sounds and videos. Here is how you can find and organize them.

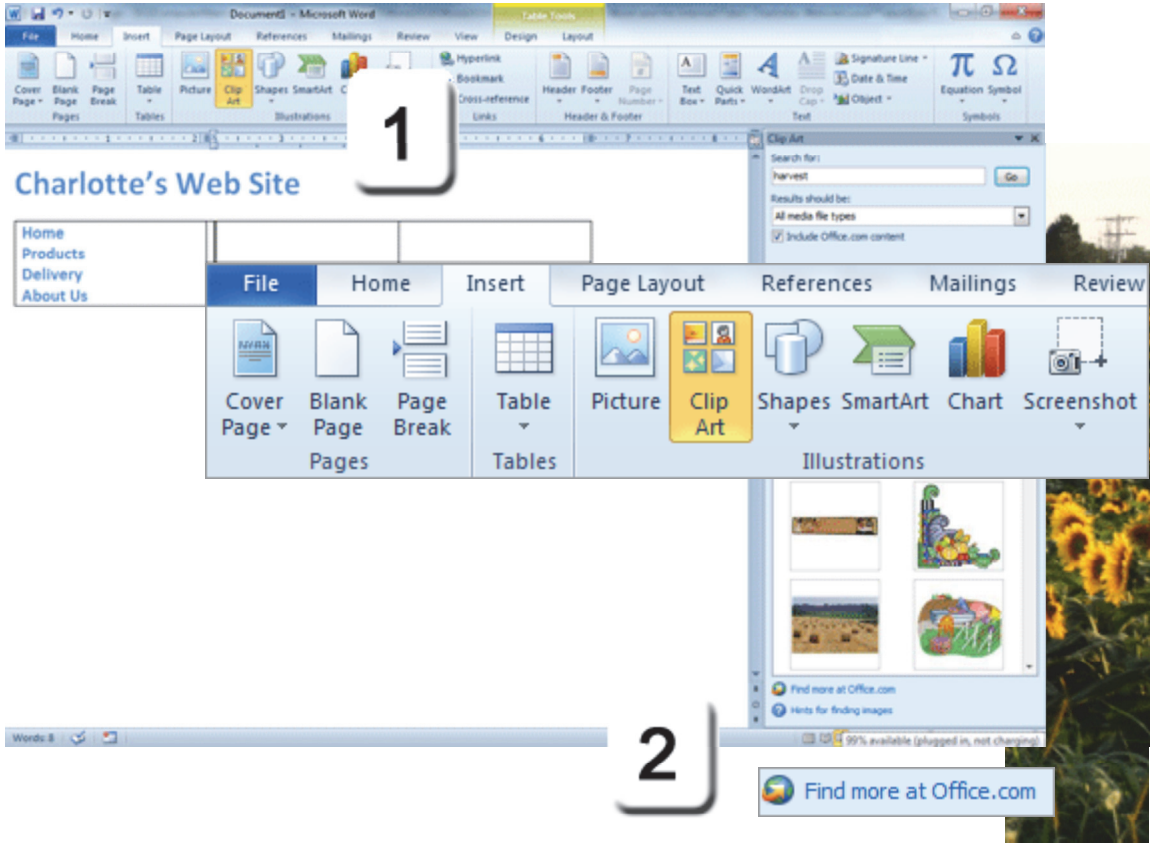
1. Try it: Insert ClipArt

Place your cursor in Cell B1 in the table. Go to **Insert ->Illustrations->Clip Art.**

2. Find Clips Online

At the bottom of the **ClipArt Taskbar** is a link for **Office.com**.

Insert -> Illustrations -> Clip Art -> Find more at Office.com



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-3. Insert and format Clip Art

Take One

Using Office.com

Office.com groups the images in categories. You can also search for a specific image if you wish.

3. Try It: Choose a Picture

Go to Office.com.

Choose a category: Food.

Pick a picture.

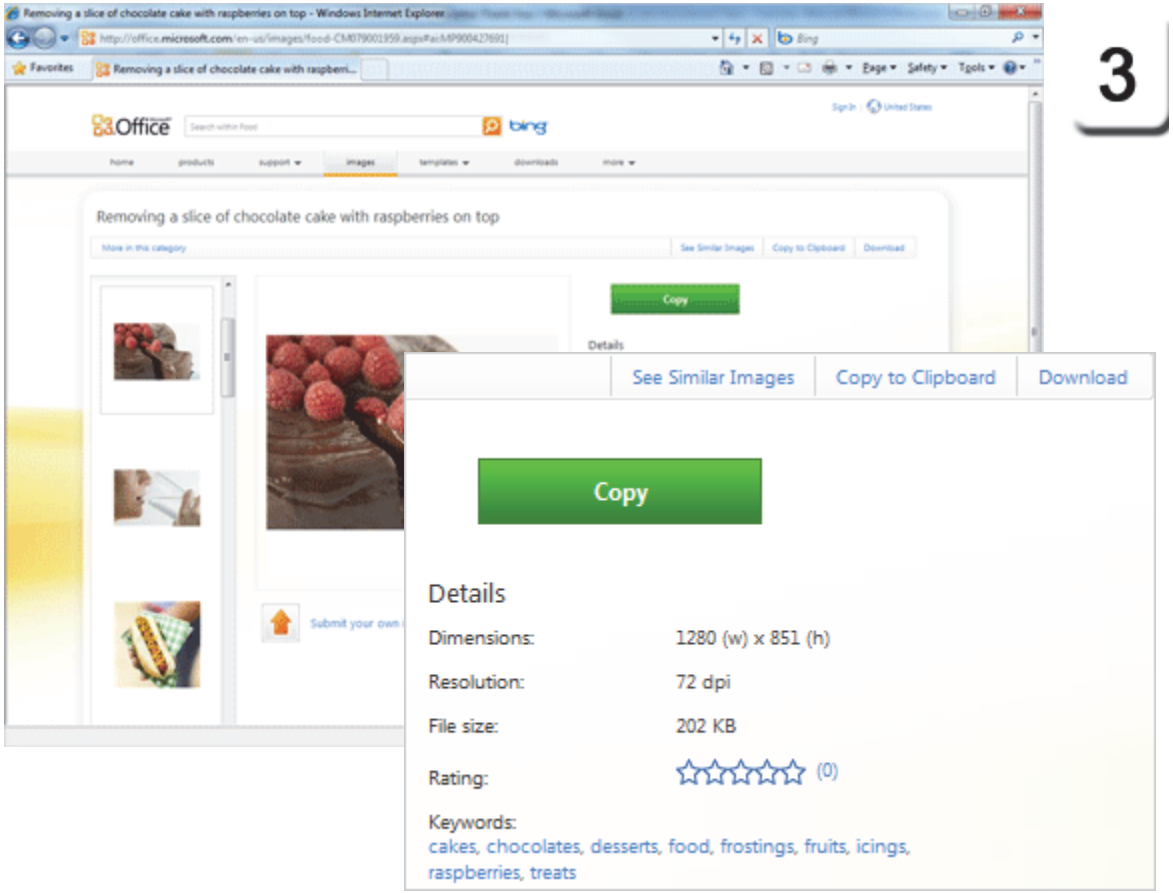
What Do You See? When you find a picture that you want, there are three options: Copy to Clipboard, See Similar Images and Add to Basket.

Copy to Clipboard lets you paste the image into your document.

See Similar Images finds images with the same theme, artist, or keywords.

Download lets you download the images to your ClipArt Gallery.

Insert -> Illustrations -> Clip Art -> Find more at Office.com



3

Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-3. Insert and format Clip Art

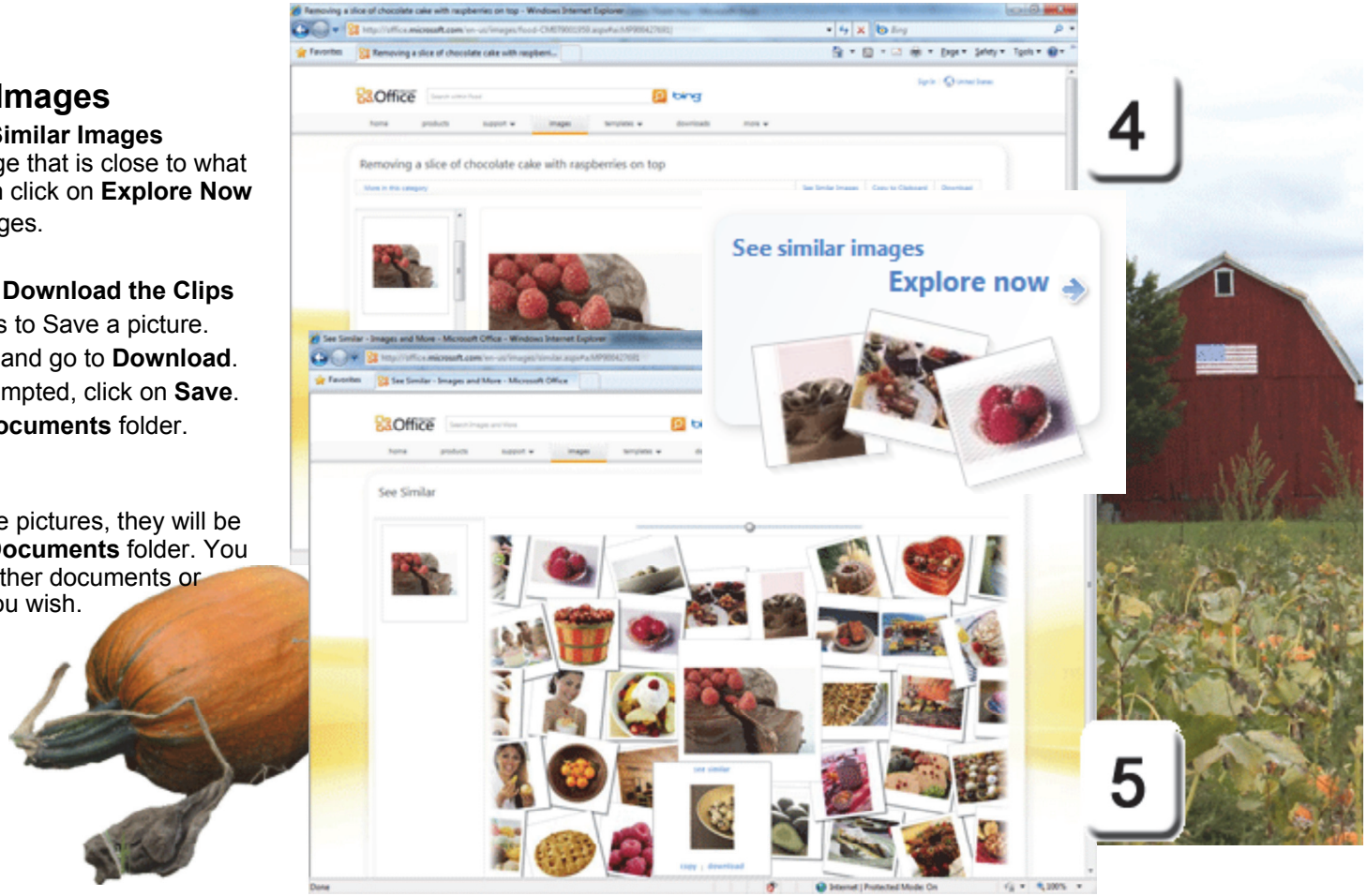
Take One

See Similar Images

4.Try This: See Similar Images
If you find an image that is close to what you want, you can click on **Explore Now** to see similar images.

5. Try This, Too: Download the Clips
Here are the steps to Save a picture.
Click on a picture and go to **Download**.
When you are prompted, click on **Save**.
Browse to your **Documents** folder.
Click on **Save**.

After you **Save** the pictures, they will be included in your **Documents** folder. You can use them in other documents or presentations if you wish.



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-3. Insert and format Clip Art: Download Clip Art

Take One

Resize the Picture

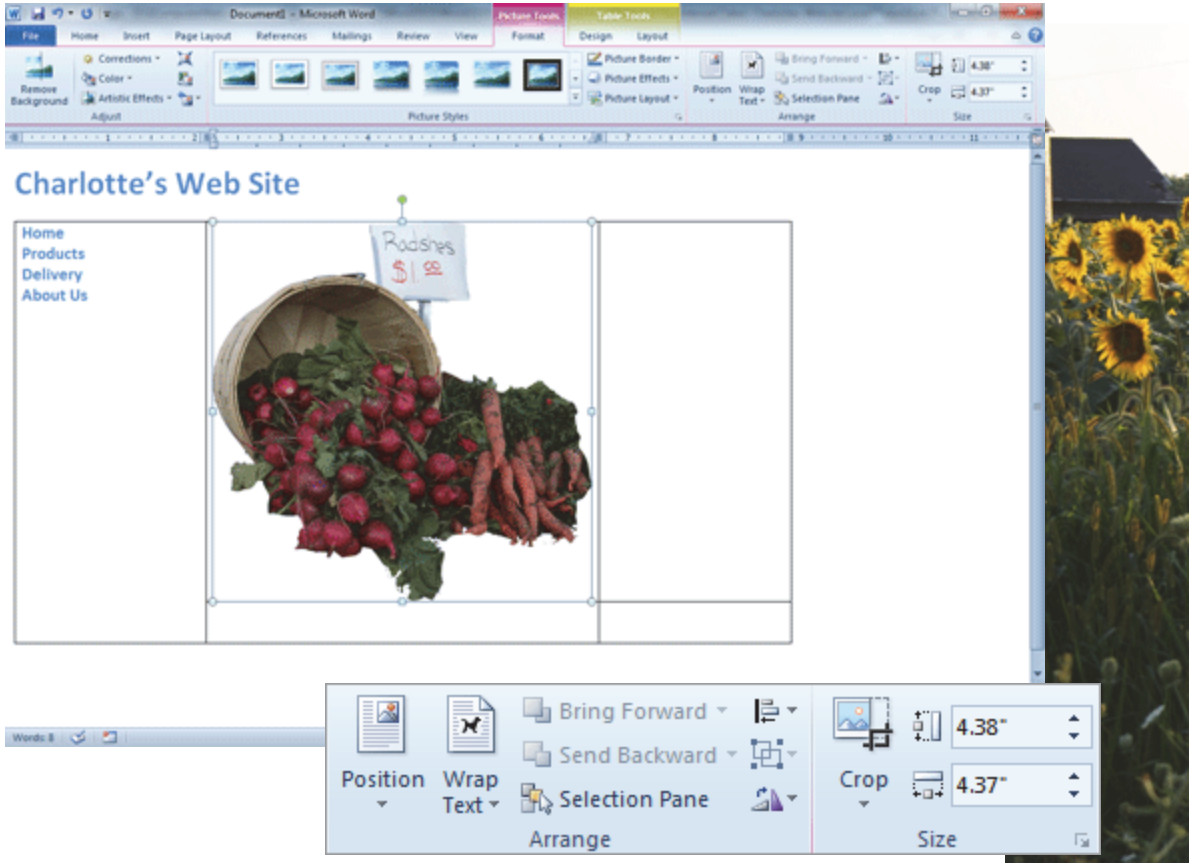
What Do You See? The Clip you insert may be very large. Did you notice how the table automatically adjusted to fit the picture?

Try This: Resize the ClipArt
Click once on the picture to find the handles. Use the handles to make the picture smaller.

Try This, Too: Edit the Size
Go to **Picture Tools ->Format.**
Go to **Size.**
Change the **Size** by making the Width 2". This method is more precise than dragging the handles.

Memo to Self: This picture is in a table. There should be NO Text Wrapping. The table will hold the picture in position.

Picture Tools -> Format -> Size



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-3. Insert and format Clip Art: Edit the Size

Take One

Compress the Picture

Pictures can be large in another way: file size. A beautiful, high density photograph can be many megabytes, especially with today's digital cameras.

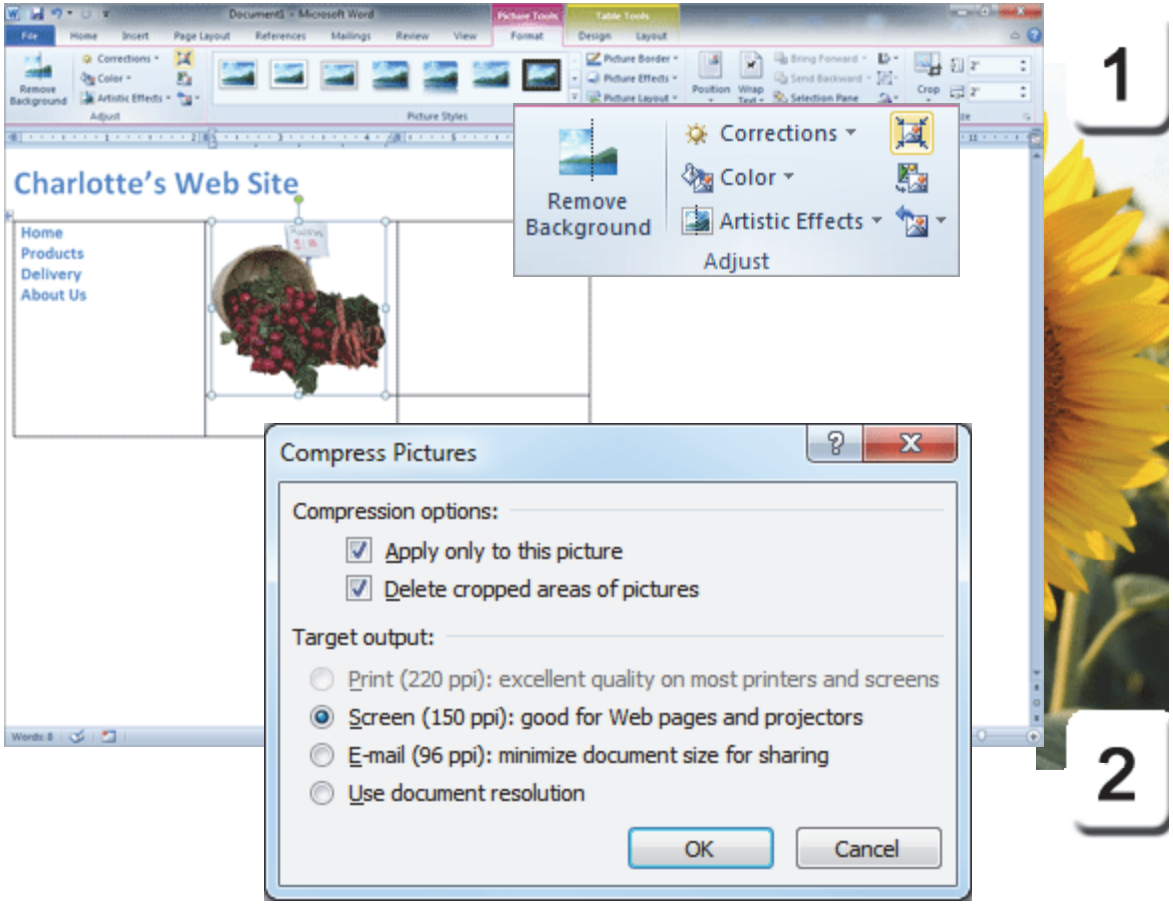
You can **Compress** a picture to make it smaller. Compressing the pictures helps your web page open quickly, even on a slow connection.

Before You Begin: Click on the picture to select it.

1. Try This: Compress the Picture
Go to **Picture Tools ->Format->Adjust**. Click on **Compress**.

2. Try This: Choose the Target Output
When the little dialogue box pops up, please choose **Screen** (96 ppi) for the **Target output.**

Picture Tools -> Format -> Adjust->Compress



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-3. Insert and format Clip Art: Compress Pictures

Take One

Picture Styles

One of the best features in Microsoft Office 2010 is the **Picture Styles**. You can use the Picture Styles to format your picture with a border, shadow, or a reflection.

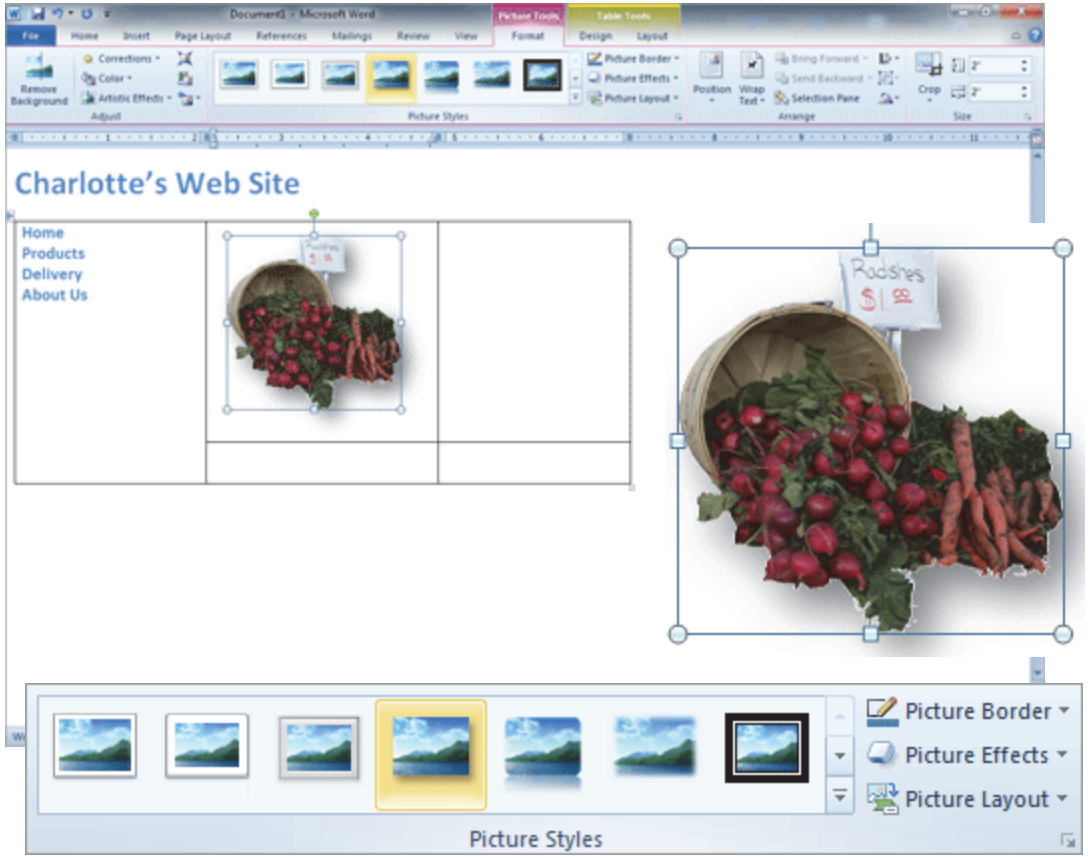
Try This: Use the Picture Styles
Go to **Picture Tools ->Format.**
Go to **Picture Styles**.

What Do You See? Microsoft Word offers a Live Preview of the **Picture Styles**. You may want to try some the **Artistic Effects** such as Pencil, Line Art or Watercolor.

Some of the picture options will work with your picture and some won't. If it doesn't look good, you can always **Reset** the picture and return to the original image that you started with.

Memo to Self: William Alexander was a famous oil painter who taught on Public Television. He taught, "Light on light gives you nothing. Dark on dark gives you nothing. You need dark on light!"

Picture Tools -> Format -> Picture Style



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-3. Insert and format Clip Art: Apply Picture Styles

Take One

Save As Web Page

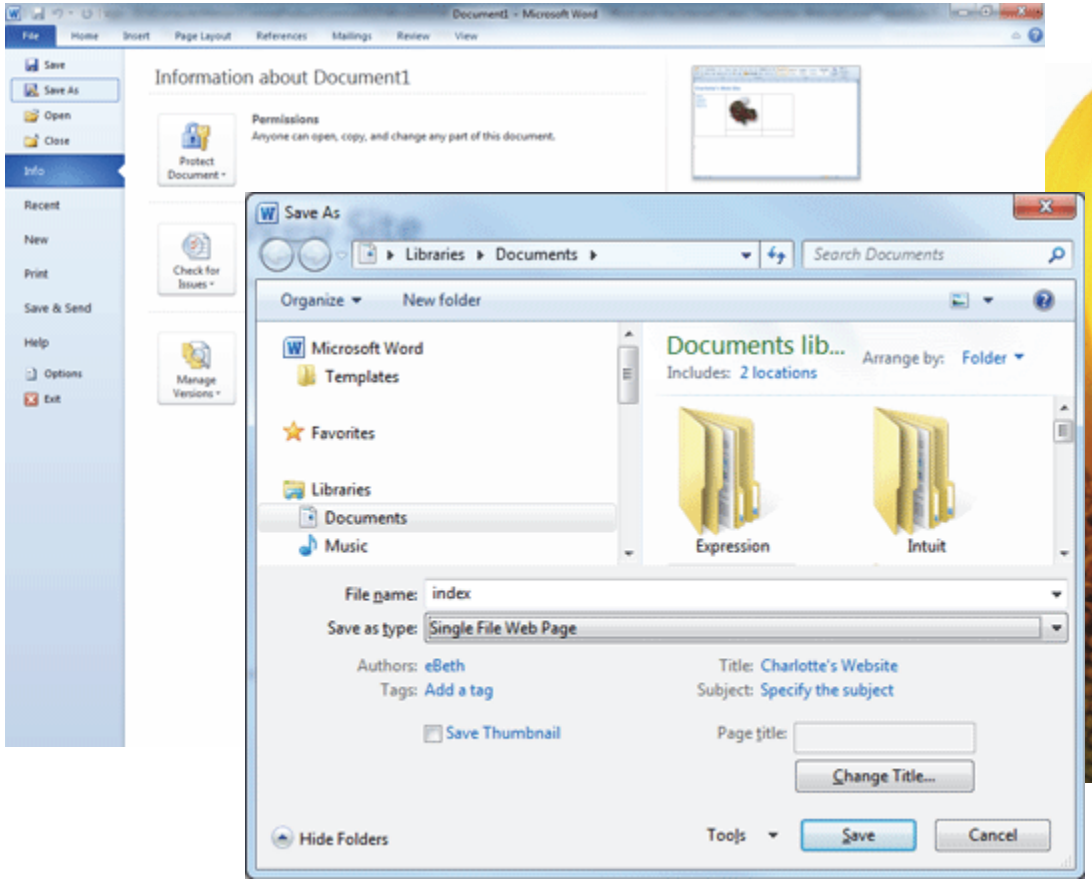
1. Try This: Save As Web Page
Go to **File-> Save As.**

We chose **Save As** because a web page is NOT a business document- say an 8 1/2 x 11" paper. It is a different HTML format. (HTML is the language of the Internet.)

Remember the Call To Action!
What is missing on this sample web page? The business phone number!!! How many excellent marketing pieces forget the **Call to Action?**

Add a sample phone number on the bottom line of this table.

File ->Save As



1

Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-5. Save a Document: Save As Web Page

Take One

Save As Web Page

The three parts of Save are:
Where are you saving it?
What are you calling it?
What are you going to do? Save!

2. Find a place to Save this file. You can choose your **Document** folders, if you would like.

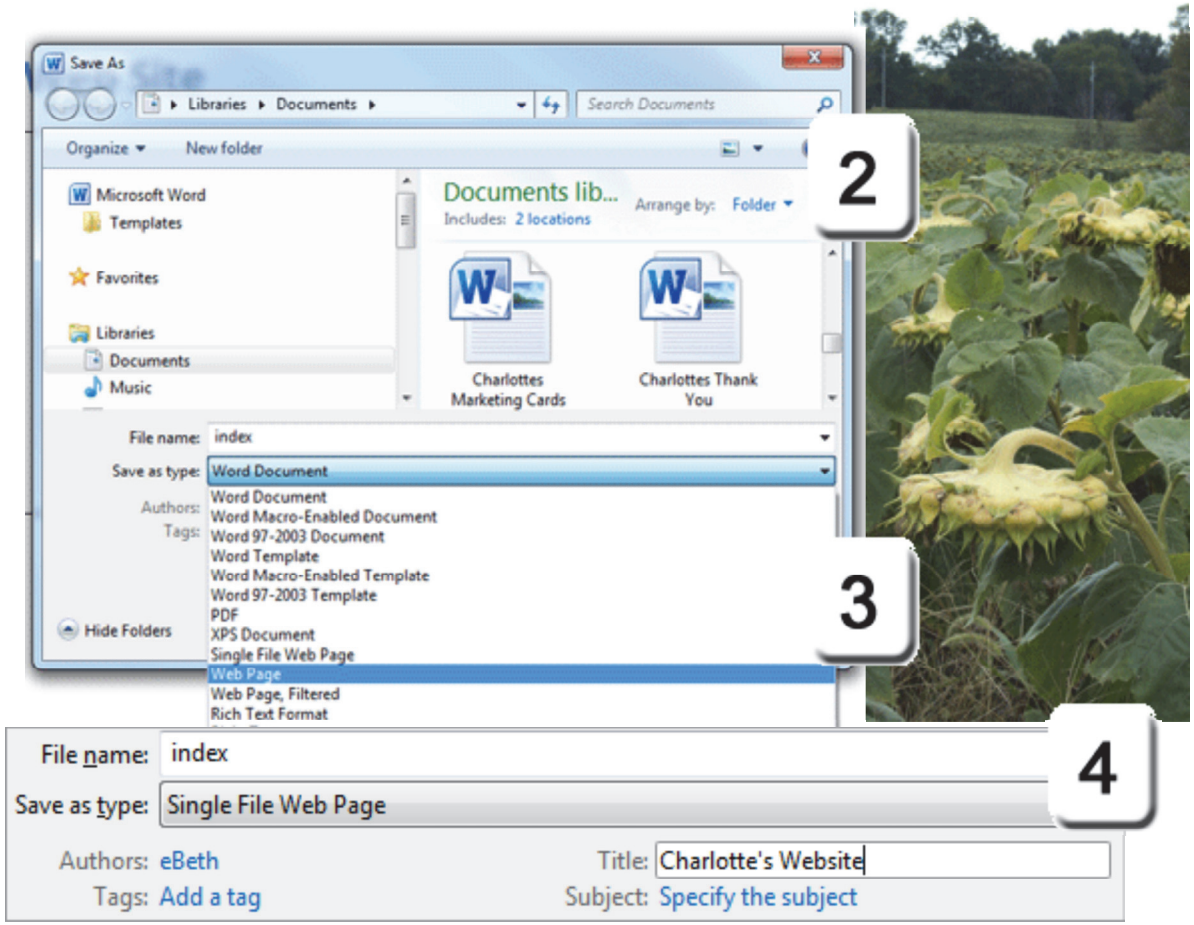
3. File Name: The Home Page of a web site is named **index**. Notice, "index" is all in lower case, no capital letters. It makes a difference on the Internet.

4. Save As Type: Please change the file type from Word Document to **Single File Web Page**.

Click on **Save.**

Memo to Self: You can edit the **Title**, too. The Title is what your users see on the top of their browsers when they open your page.

File ->Save As



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-5. Save a Document: Save As Web Page

Take One

Creating a Web Site

You created a Home Page and named it index. This web site will have two more pages for the products and delivery.

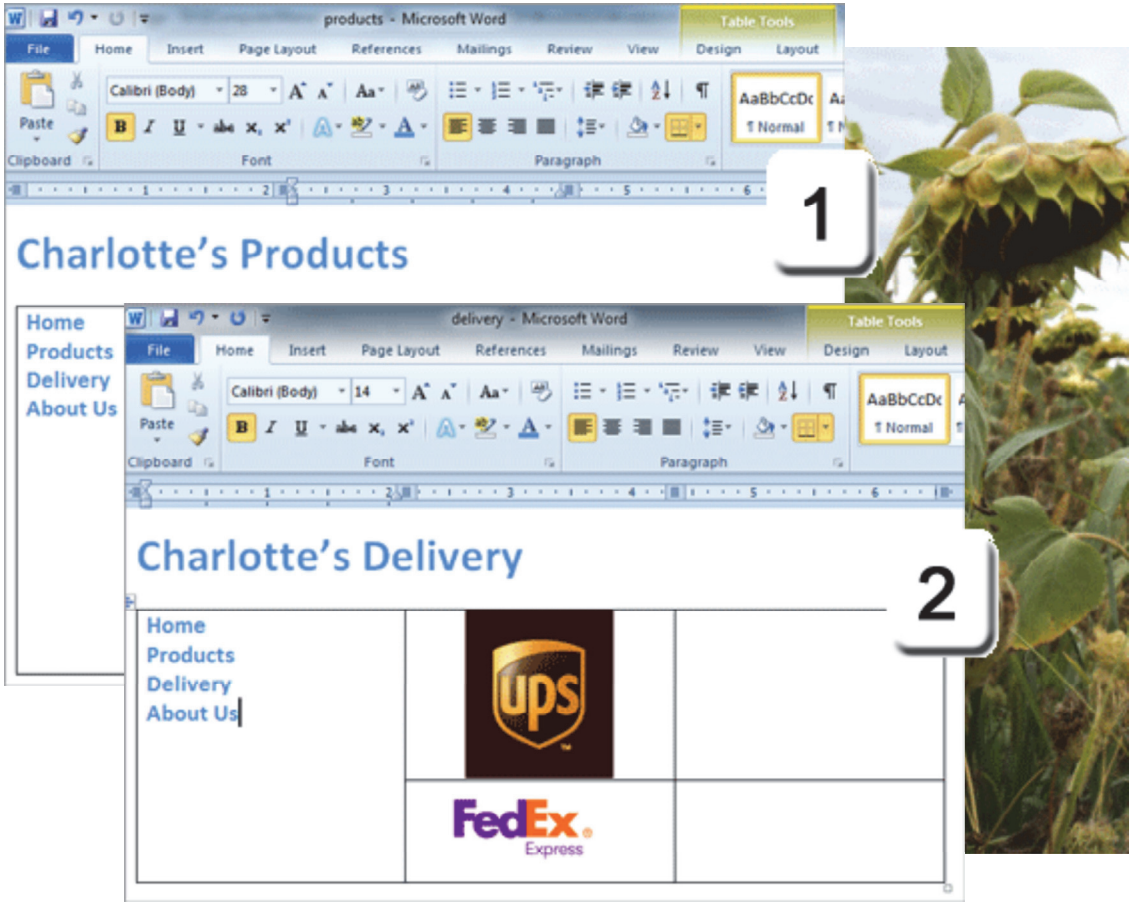
1. Try it: Make a Copy of the Web Page
Go to **File -> Save As.**
Edit the File Name: products.
Click on **Save**.

Please edit the new Products web page. Select the text for "Charlotte's Web Site" and change it to "Charlotte's Favorite Products." Add a different picture.

2. Try it: Make Another Web Page
Go to **File ->Save As.**
Edit the File Name: delivery.
Click on **Save.**

Please edit the new Delivery web page. Select the text for "Charlotte's Web Site" and change it to "Charlotte's Delivery." You can add a logo for UPS or FedX if you wish...**Save your changes.**

File ->Save As ->Single File Web Page



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-5. Save a Document: Save As Web Page

Take One

Insert A Hyperlink

A web site is a collection of pages that connect to each other. A hyperlink is how you go from one page to the next.

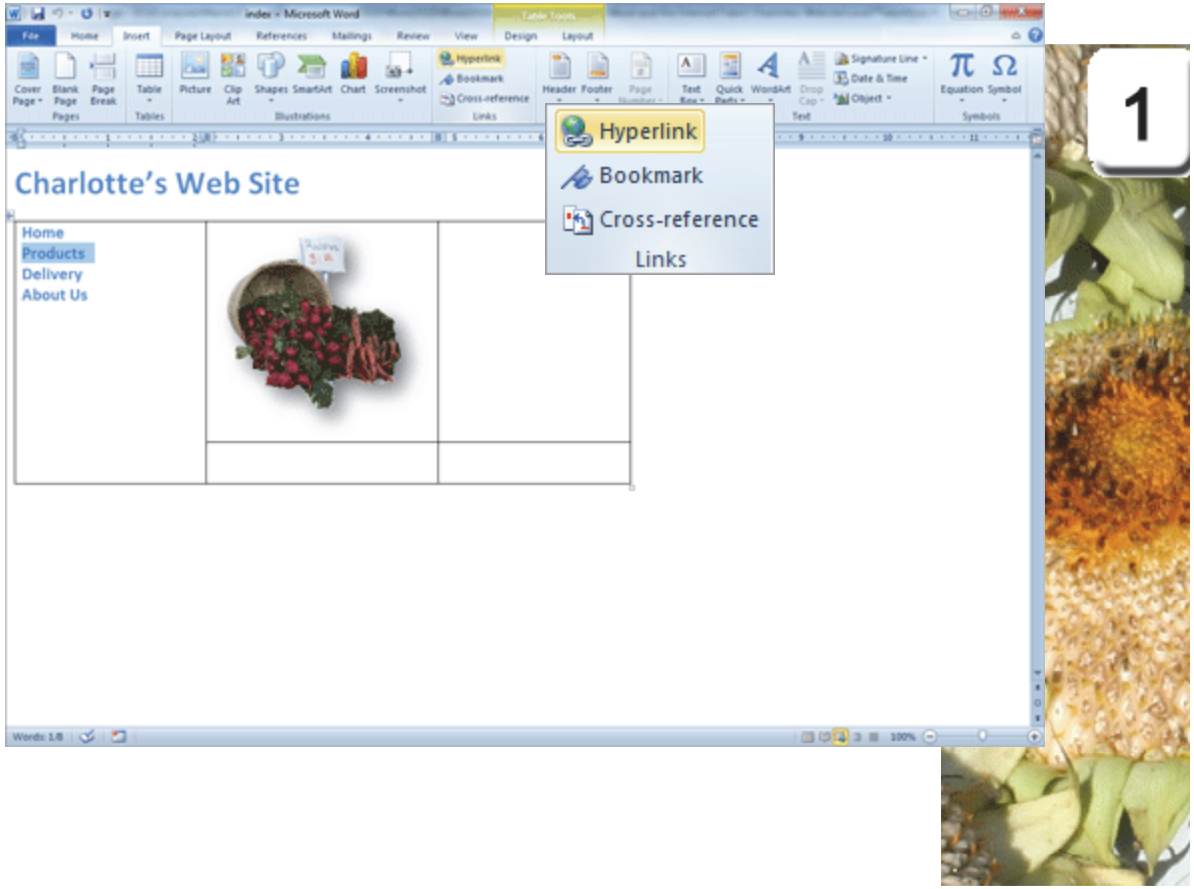
What Is the Plan? Our goal is to create four links on the index page for Home, Products, Delivery, and About Us. We will copy and paste these links into the other web pages.

Before You Begin: Please open the index webpage.

1. Try it: Create a Hyperlink
Select the word: Products.
Go to **Insert ->Links**
Click on **Hyperlink**.

Keep going...

Insert -> Links -> Hyperlink



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink: Insert Hyperlink

Take One

Hyperlink Options

What Do You See? There are four different links you can build:

Use **Existing File or Web Page** if you want to link to one of your own web pages or one already on the web, like www.Microsoft.com.

Use **Place in this Document** if you want to jump to another part of the same web page. This type of hyperlink needs a Bookmark.

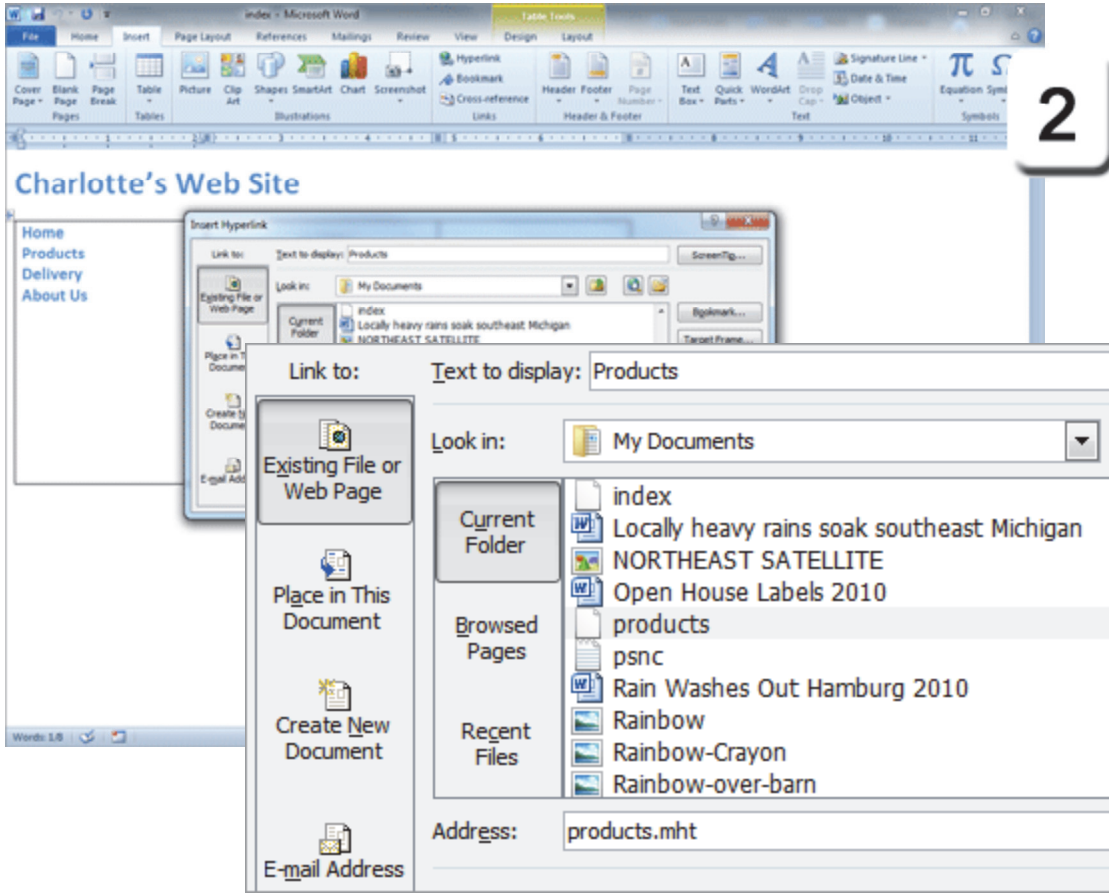
Use **Create New Document** if you want the hyperlink to create a new file.

Use **Email Address** if you want to create a link that automatically opens the user's email program and fills in your address.

2. Try it: Link to an Existing Web Page
Click on Link to: **Existing File or Web Page**. Navigate to the folder with the **products** page. Select the products web page.

Say OK to save your selection.

Insert -> Links -> Hyperlink



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink: Hyperlink Options

Take One

More Hyperlinks

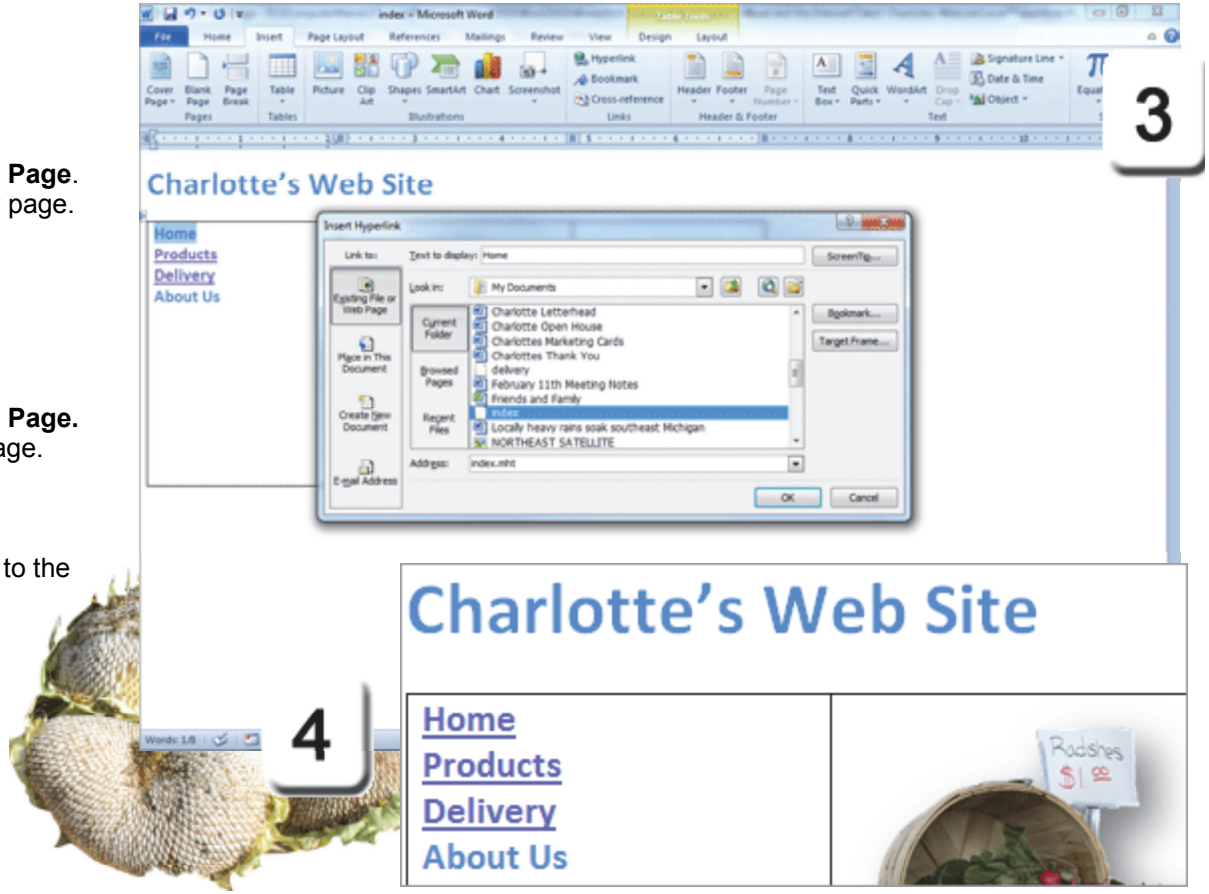
3. Try it: Make Another Hyperlink
Select the word: **Delivery.**
Go to **Insert ->Links ->Hyperlink.**
Click on **Link to: Existing File or Web Page**.
Navigate to the folder with the **delivery** page.
Select the **delivery** web page.
Say **OK** to save your selection.

Try This, Too: Create a Link Home
Select the word: **Home.**
Go to **Insert ->Links ->Hyperlink.**
Click on **Link to: Existing File or Web Page.**
Navigate to the folder with the **index** page.
Select the **index** web page.
Click OK to save your hyperlink.

4. Share the Wealth: Copy these links to the delivery and products pages.

Keep going, please...

Insert -> Links -> Hyperlink ->Existing File or Web Page



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink

Take One

Email Hyperlinks

You can create a hyperlink that will create a new email when your web visitors want to contact you.

5. Try it: Make an Email hyperlink
Select the words: About Us.
Go to **Insert ->Links -> Hyperlink**
Select **Link to: E-Mail Address**.

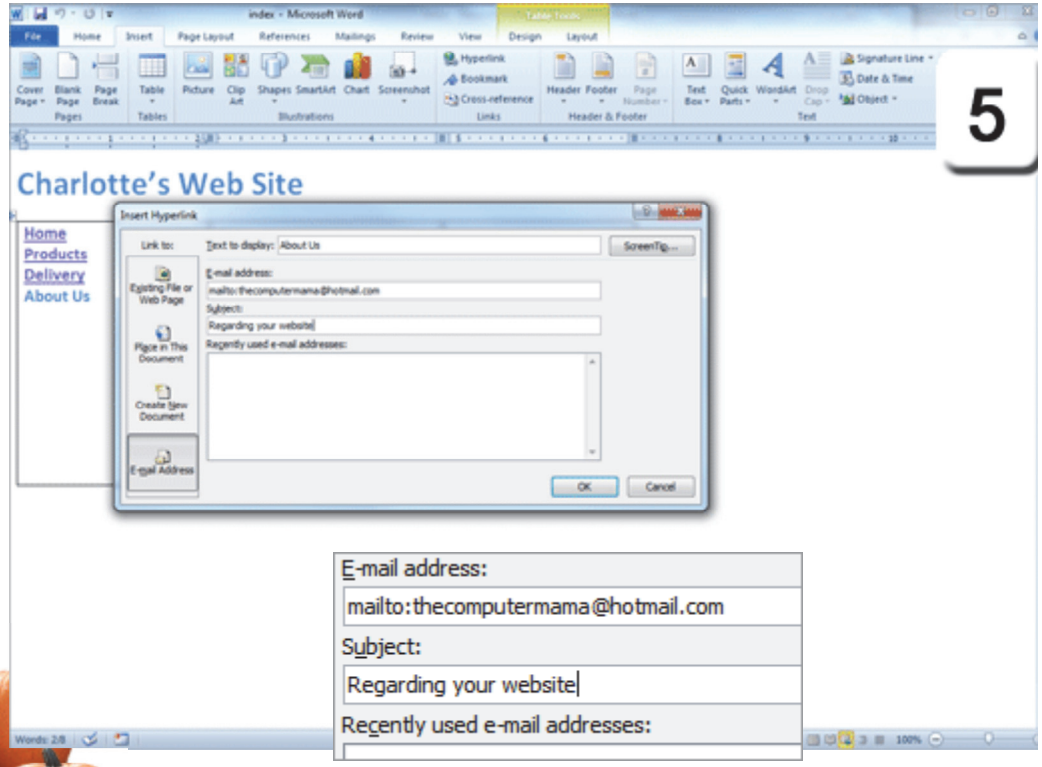
What Do You See? The Hyperlink options change to help you program the link.

Type an email address. Microsoft Word will automatically add the HTML for mailto:

Type in a subject for this email.

Say OK to save your selection.

Insert -> Links -> Hyperlink ->E-Mail Address



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink: Email Hyperlink

Take One

Take Off The Training Wheels

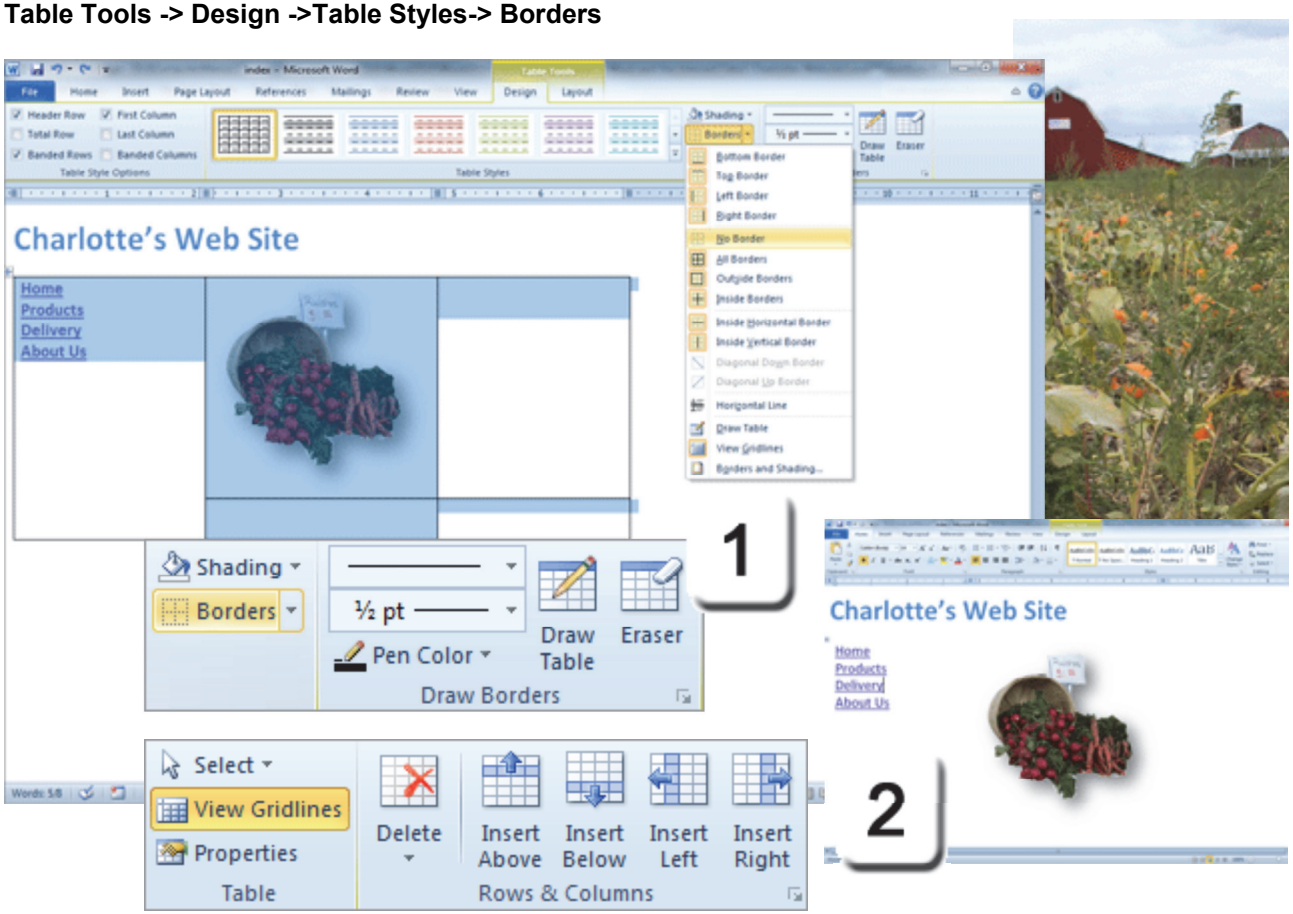
In this exercise, we used a table to set up the grid for our web page designs. Now, it's time to hide the lines in the table. The table also has a light blue, non-printing gridline.

Before You Begin: Click on the Table to select it.

1. Try it: Edit the Borders
Go to **Table Tools ->Design.**
Look in the **Table Styles** Group for the **Borders**.
Select **No Border**.

2. Try it: View the Gridlines
Go to **Table Tools ->Layout.**
Go to the Table group.
Click on **View Gridlines**.

Table Tools -> Design ->Table Styles-> Borders



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-6. Manipulate tables in a document: View Gridlines

Take One

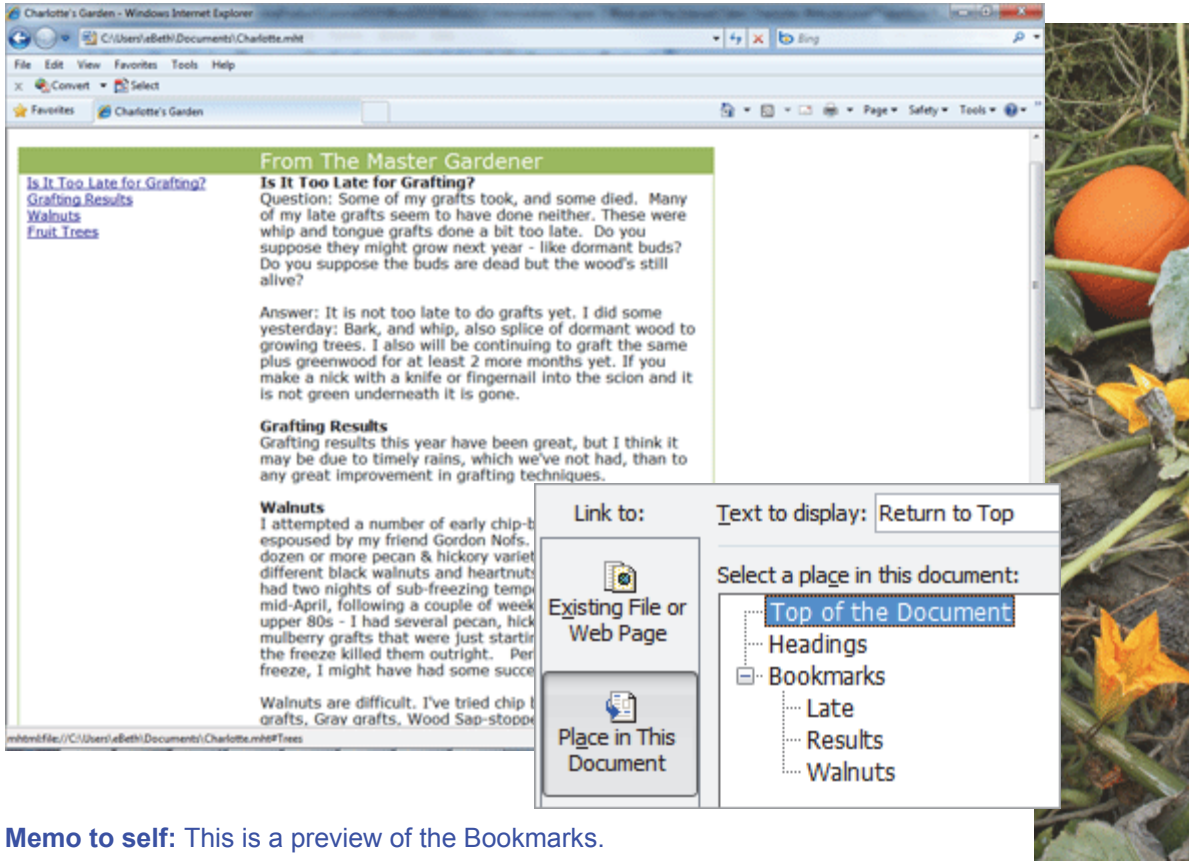
Another Way to Navigate

A **Bookmark** is a method for selecting and naming a place in your document You can go to that Bookmark with a hyperlink. Many **Internet** Browsers use **Bookmarks** to mark your place in a website. Word uses Bookmarks to mark your place in a document.

Before You Begin: There is a sample file available online for this lesson. It is called Fruit and Nuts.doc.

You can download it and save it to your Documents folder. It is a one-page document with four headlines and four or five paragraphs. The four headlines will be used to create Bookmarks for the hyperlinks.

Insert -> Links -> Hyperlink ->Bookmarks



Memo to self: This is a preview of the Bookmarks.

Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink: Use Bookmarks

Take One

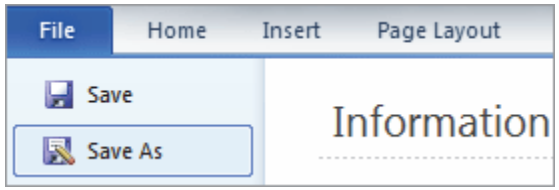
Create A New Web Page

Please begin this exercise by creating a simple web page. There will be a headline, a table for the topics, and a story with Bookmarks.

The first step is to create a web page with the **Save As** command.

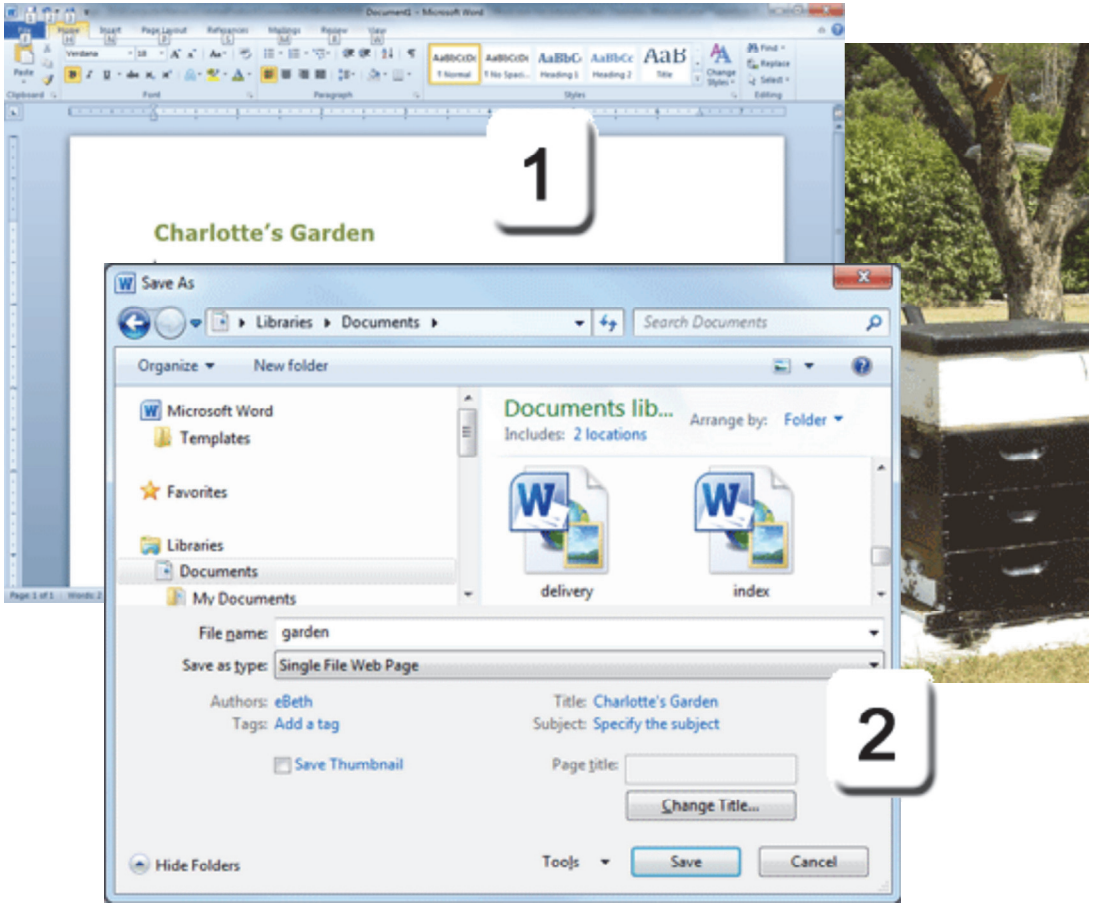
1. Try it: Edit the Sample Text
Enter a headline: Charlotte's Garden.
Format the text: Verdana, 18 pt. Bold, Green.

2. Do This, Too: Save As a Webpage
Go to **File ->Save As**.



At the **Save As** window:
File name: garden
Title: Charlotte's Garden
Save as type: Single File Web Page.

File -> New -> Blank Page



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-5. Save a Document

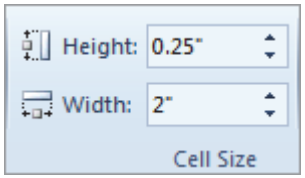
Take One

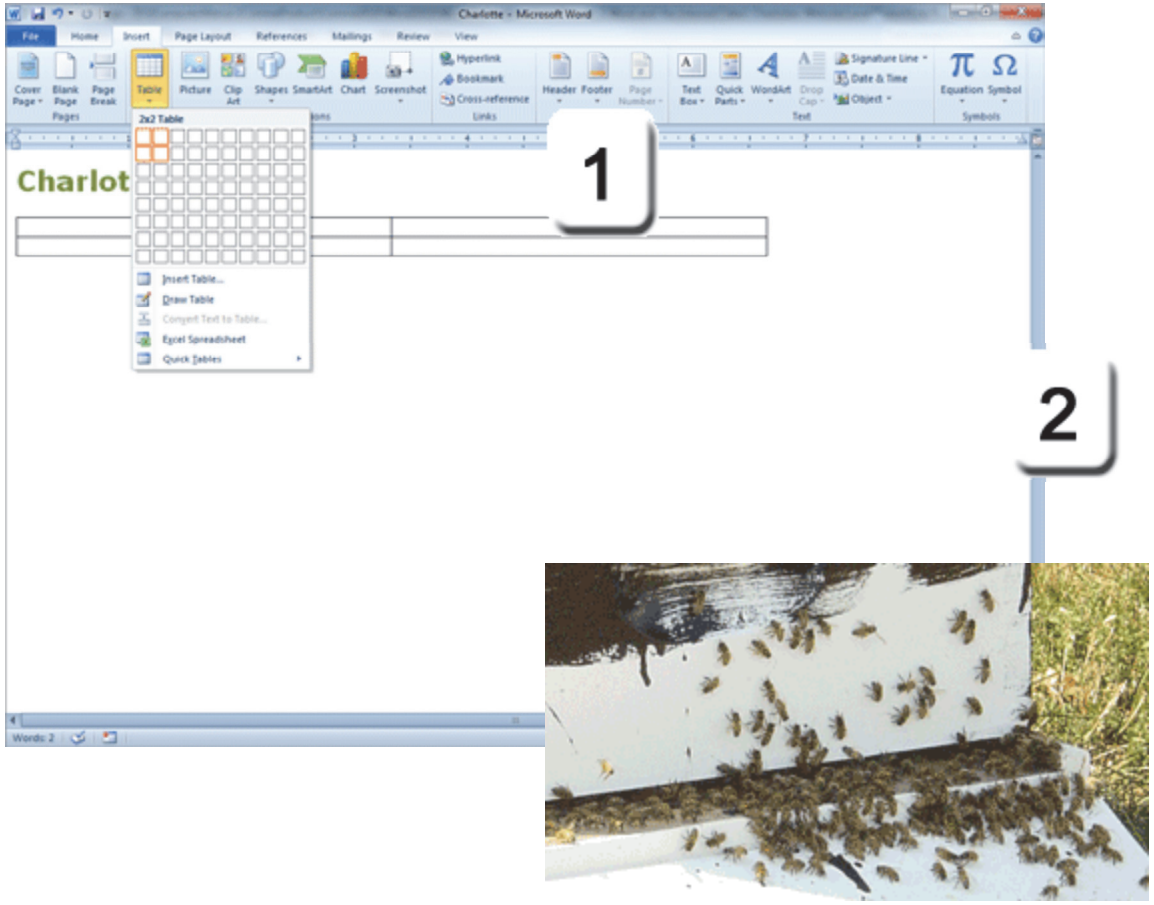
Insert and Modify a Table

1. Try This: Add a Table
Go to **Insert -> Table**.
Draw a table that is 2x2.

2. Try it: Resize the Columns
The easy way: Select the border between the two columns and drag it to the left.

More precisely: Select the first column. Go to **Table Tools ->Layout ->Cell Size** and type in the width: 2".





Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-5. Create tables

Take One

Add the Labels

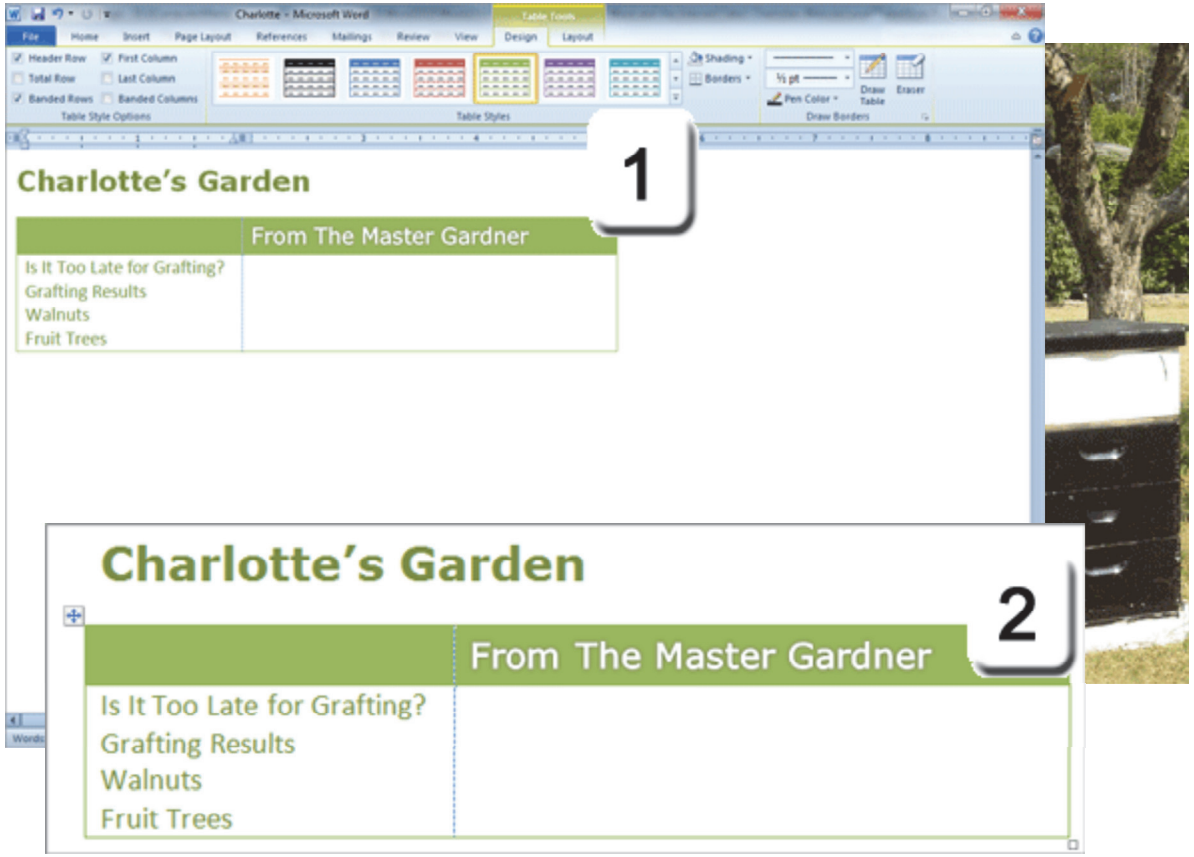
1. Try This: Enter the following:
In Cell B1 type:
From the Master Gardener

In Cell A2 type:
Is It Too Late for Grafting?
Grafting Results
Walnuts
Fruit Trees

Apply Quick Styles

2. Try This, Too: Apply Quick Styles:
Click your cursor in the table.
Go to **Table Tools -> Design**.
Go to the **Table Styles** and choose a Style with Light Shading.
You can format the text if you wish.

Table Tools -> Design -> Table Styles



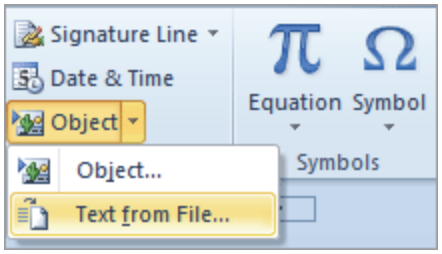
Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-5. Create tables: Apply Quick Styles

Take One

Insert An Existing File

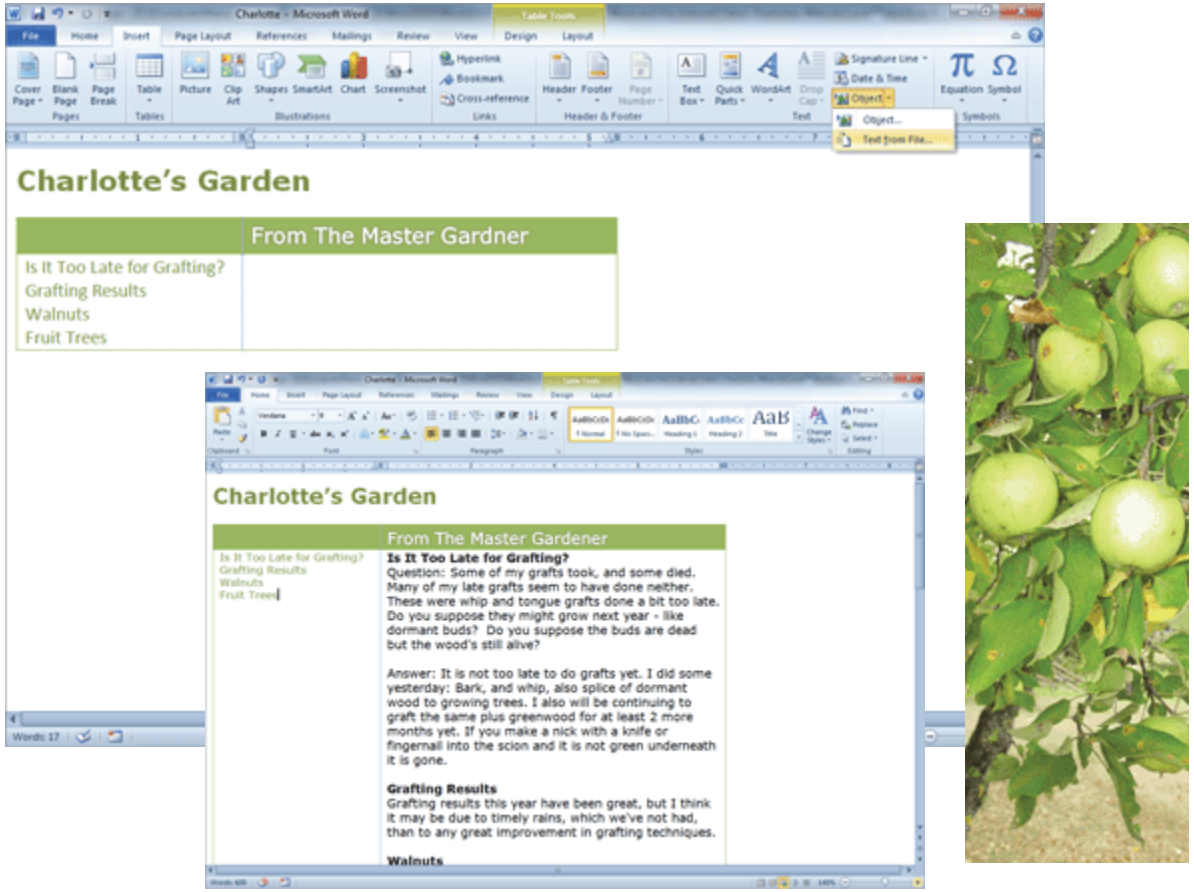
When you are collaborating with a team to design web pages, you may receive some of the text in a Word document. Here are the steps you can take to insert that file into your web page.

Try it: Insert Text From File...
Before you begin, place your cursor in Cell B2 in the Table.
Go to **Insert -> Text-> Object.**
Click on **Text From File...**



Browse to your **Documents** folder. The sample file for this demonstration is called Fruit and Nuts.docx.

Insert -> Text-> Object ->Text From File...



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-5. Create tables

Take One

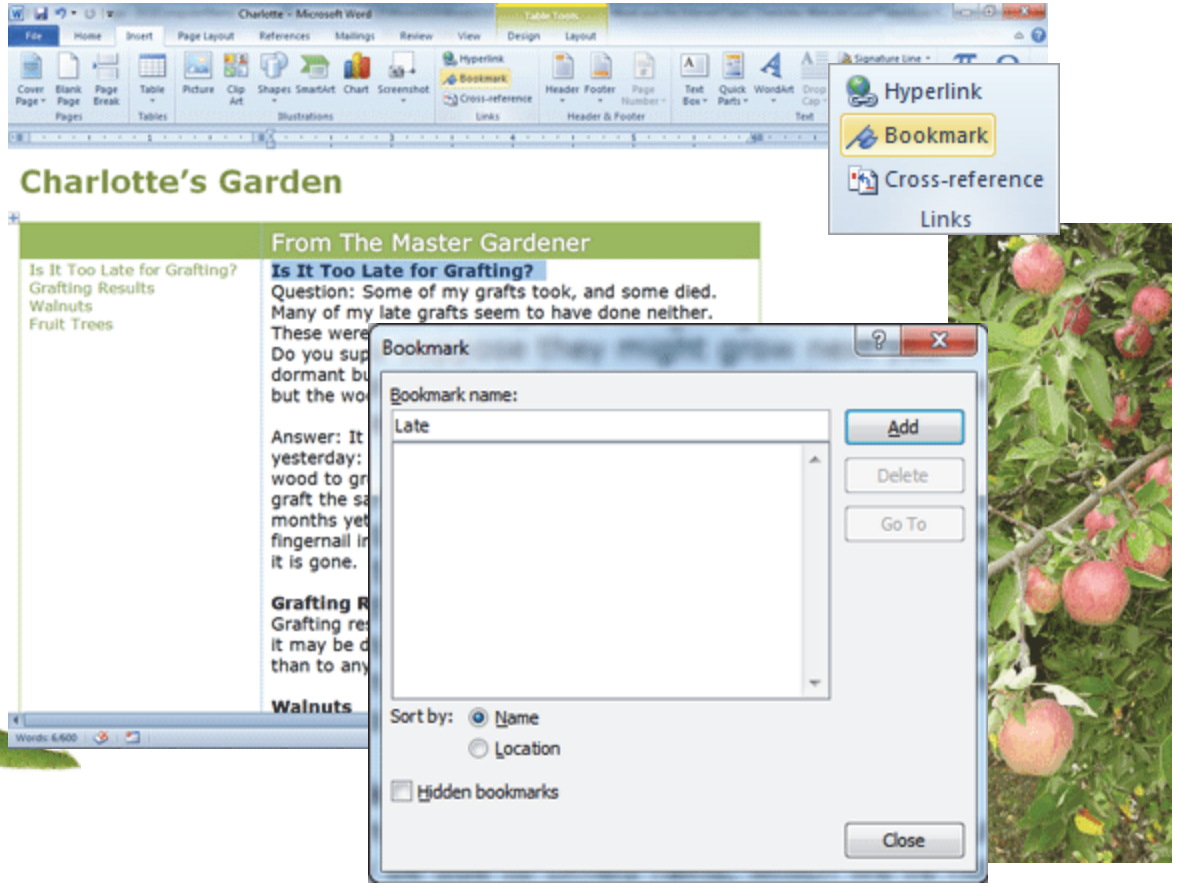
Create Bookmarks

You begin a **Bookmark** by selecting the text you wish to mark and name. The Bookmarks will be created in the new text that you inserted into this web page in the right hand column.

Try it: Create a Bookmark
Select the text: Is it too late for grafting?
Go to **Insert ->Links->Bookmark**.
Type the name: Late.
Click on **Add**.
When you are done, click on **Close**.

Memo to Self: Bookmarks work best if the names do not include any spaces.

Insert -> Links-> Bookmark



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink: Create Bookmarks

Take One

Insert -> Links -> Bookmark

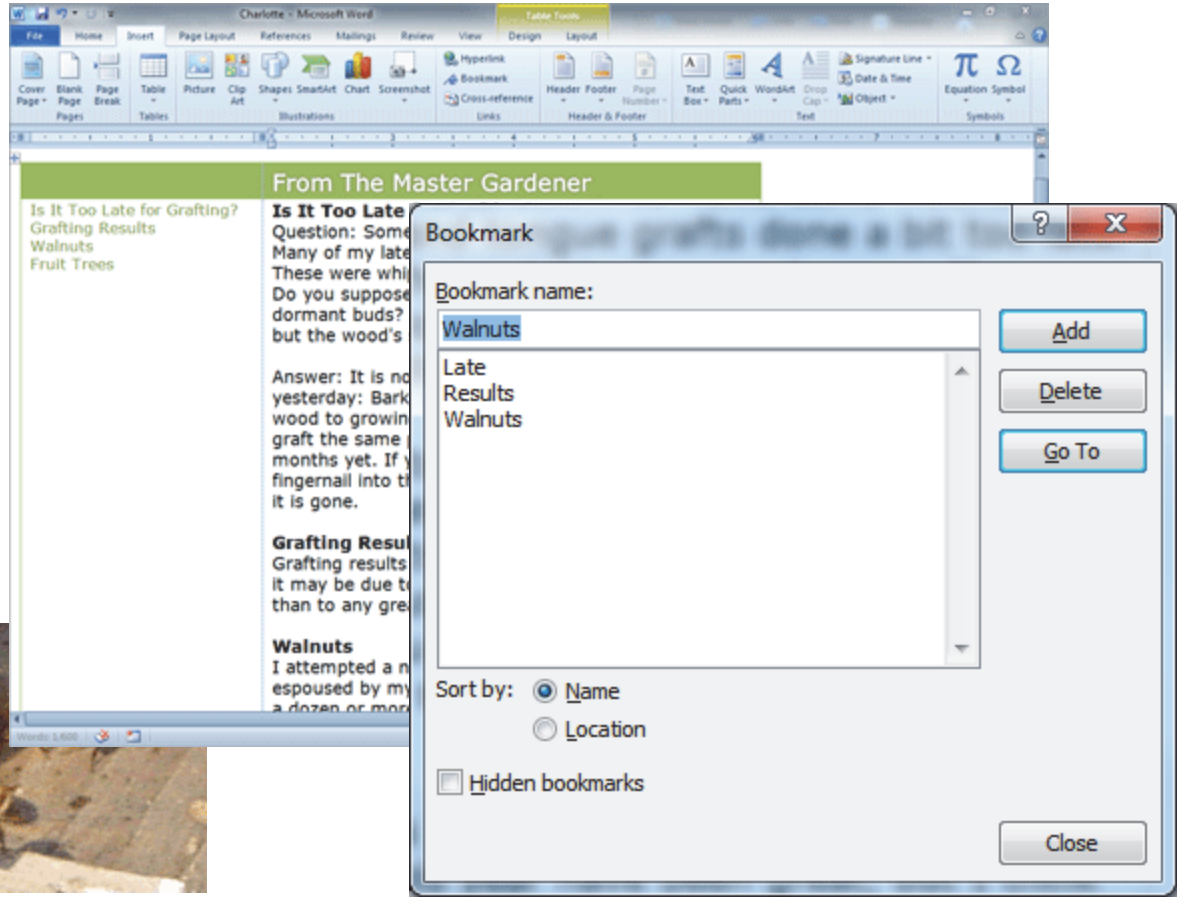
More Bookmarks

This document has several headlines. Each headline can be a bookmark that you can use to link and navigate.

Try it: Insert More Bookmarks
Select the type: Grafting Results.
Go to **Insert ->Bookmark**.
Type the Name: **Results.**
Click on **Add**.

Add a bookmark for: walnuts.
Add another bookmark for: trees.
Keep going...

Memo to Self: Bookmark names cannot include any spaces.



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink: Create Bookmarks

Take One

Link to Your Bookmarks

You can hyperlink to a place in this webpage. It is similar to creating a hyperlink to an existing webpage. Here are the steps.

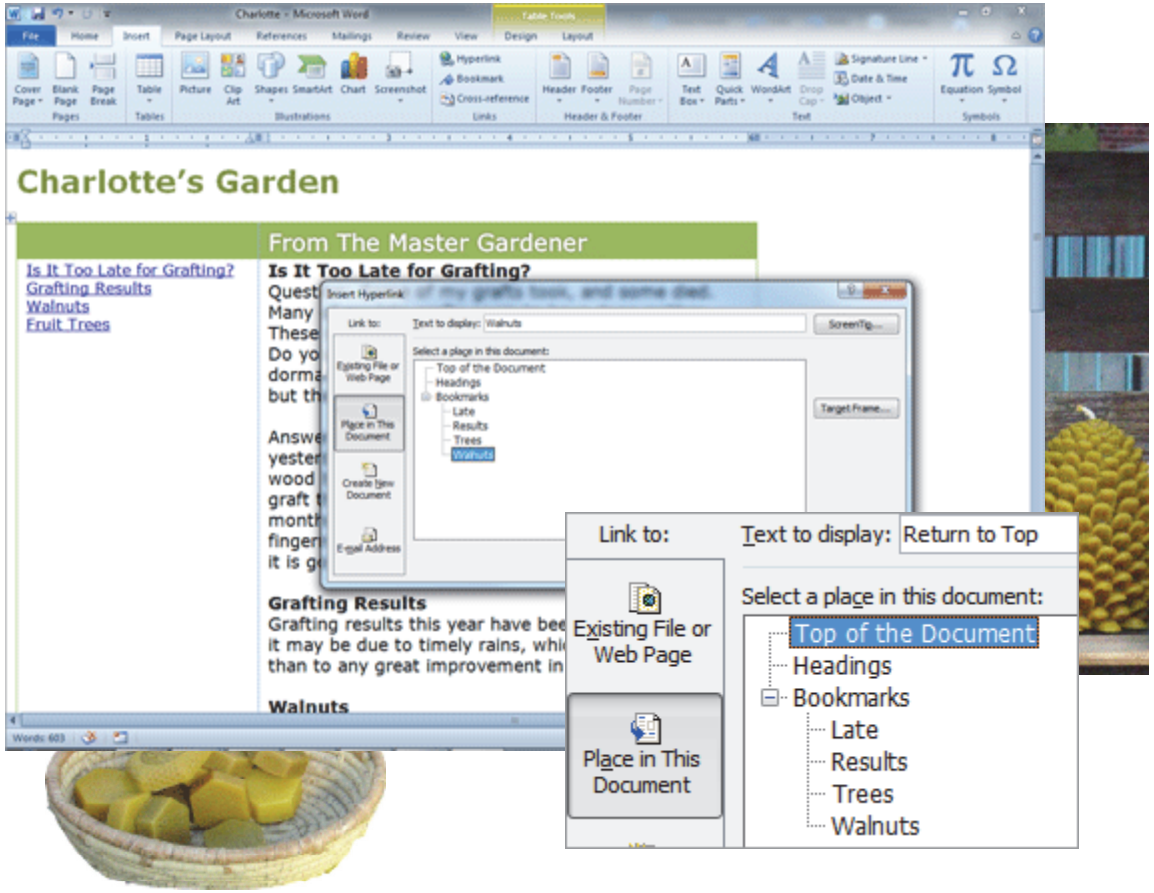
Before Your Begin: Select the text in cell A2: Is It Too Late for Grafting?

Try This: Link to a Bookmark
Go to **Insert ->Links->Hyperlink.**
When the Insert Hyperlink window opens, please select **Place in this Document.**

What Do You See? There should be four Bookmarks in this document.
Match, Match, Match the Text to the Bookmark that it refers to.
Choose: Late.

Keep going: add the other hyperlinks by selecting the text in cell A2 and matching a hyperlink to each of the three remaining Bookmarks: Results, Walnuts and Trees.

Insert -> Links -> Hyperlink



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink: Link to the Bookmarks

Take One

Bookmark to Top of Page

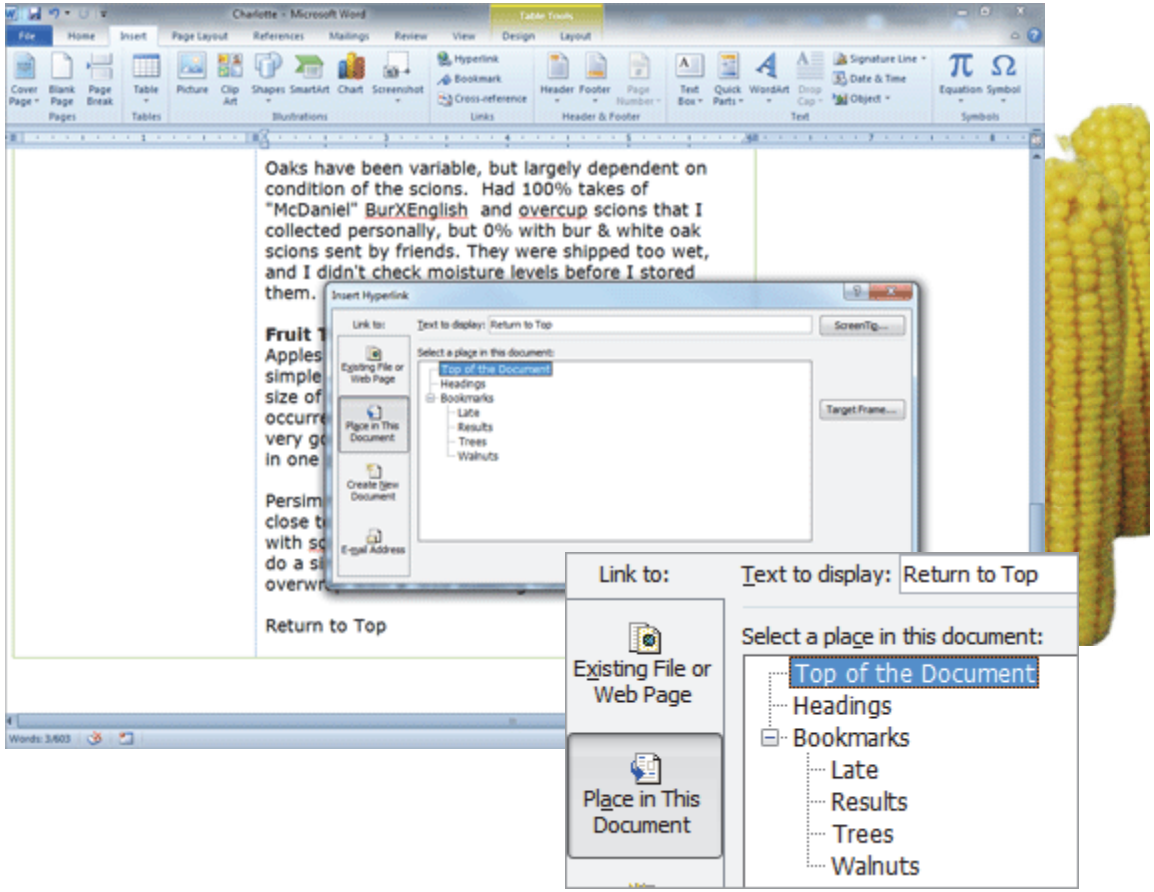
Say, when you created your hyperlinks did you notice that there is a built-in bookmark called **Top of the Document**?

Some web pages are long, long, long documents that, if printed out on continuous paper would roll across the floor. A link to return to the top could be very useful! Here are the steps.

Before You Begin: Go to the bottom of your web page and add the following text: **Return to Top.**

Try it: Link to the Top of the Page
Select the text: Return to Top
Go to **Insert->Links ->Hyperlink.**
Select: **Place in this Document.**
Choose: **Top of the Document.**

Insert -> Links -> Hyperlink



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink: Link to the Bookmarks

Take One

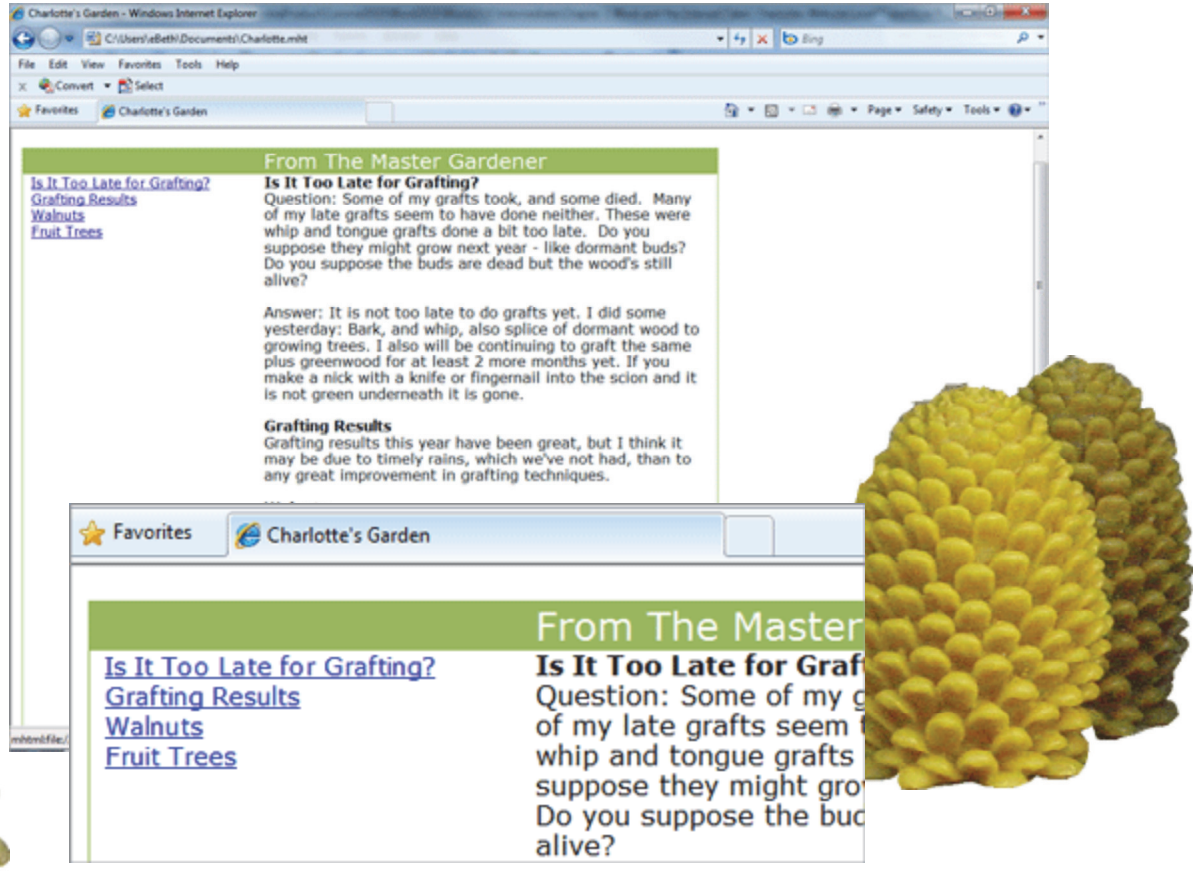
Test Your Bookmarks

Bookmarks and Hyperlinks should be tested in a Browser since that is the application this web page is designed to use. Save your work and close Microsoft Word.

Try This: Open Your Web Page
Open your web browser.
Go to **File ->Open.**
Navigate to the folder where you saved your web pages. Select: garden.htm

What Do You See? The garden web page should open in your Internet browser. Test the four hyperlinks on the left hand side. Will the hyperlink for Fruit Trees take you to the Bookmark for that topic at the bottom of the page?

File -> Open



Take One

Edit Your Work

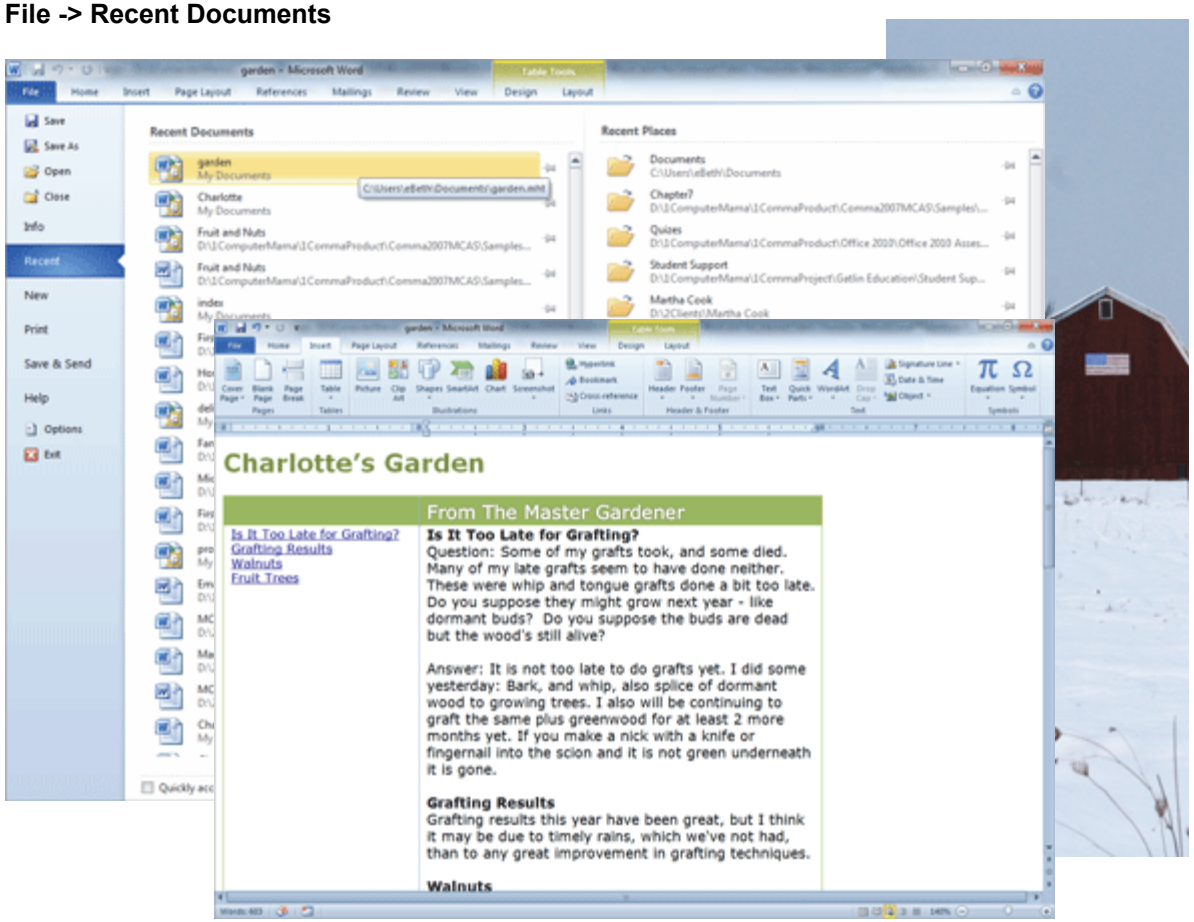
Say you saw something you wanted to change or improve in this little web page. How would you edit your work?.

Try This: Open Your Web Page
Start Microsoft Word 2010.
Go to **File ->Recent Documents.**
Select: garden

What Do You See? The garden web page will open in Microsoft Word. You should be able to make any changes that you wish.

Memo to Self: Microsoft Word is our web page authoring program. It is a good program to learn the basics. Keep in mind that you cannot make changes in the Web Browser.

File -> Recent Documents



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink

Take One

View the Code

Try it: View the HTML Code

By default, a web page should open in a web browser when you double click it. If you have any pages open in Word, please close Word and save your work.

Go to your Documents folder. Double click the index file. It will open your web page in the Internet browser, NOT Microsoft Word.

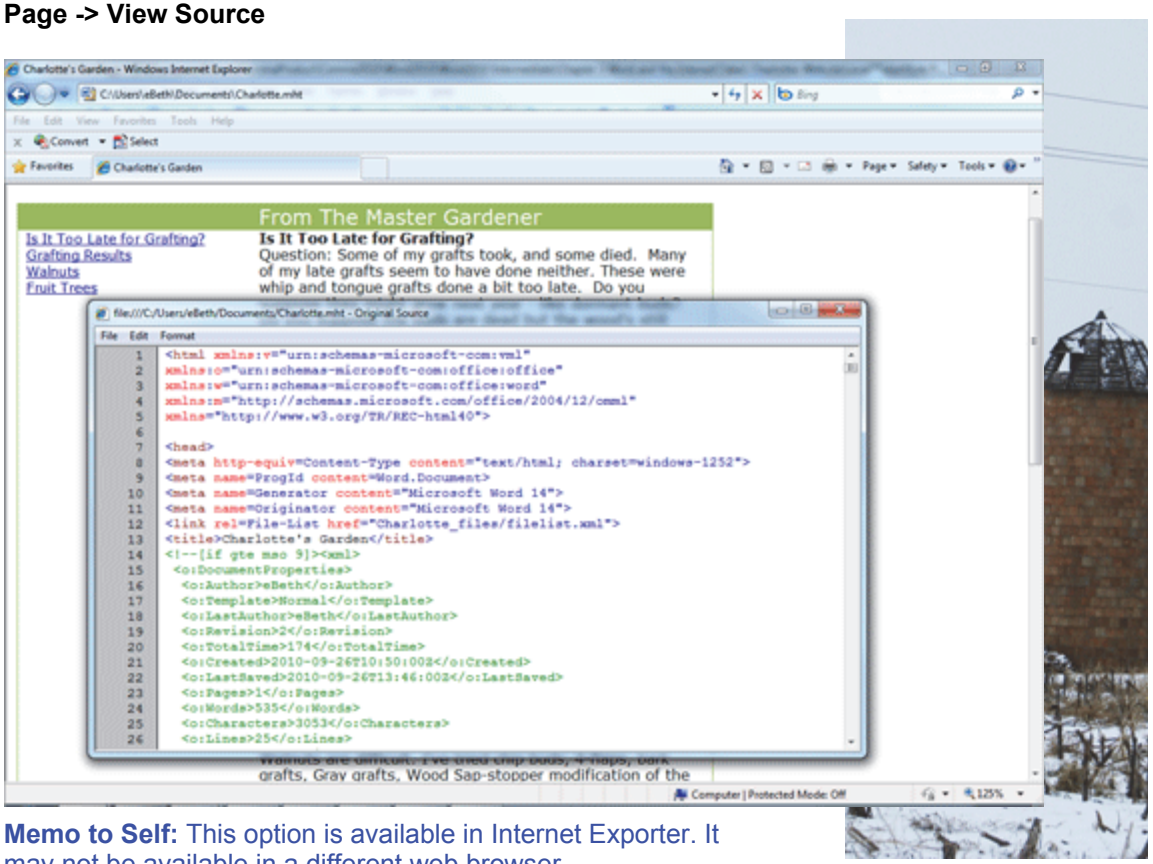
Go to **Page ->View Source**.
This is the source code we created with the buttons and menus in Microsoft Word. Amazing, isn't it?

Summary

This lesson demonstrated several methods for creating hyperlinks. The first example linked web pages together. The second lesson used Bookmarks to create a hyperlink to a specific place in your document.

You done good. You get the cookie.

Page -> View Source



Memo to Self: This option is available in Internet Exporter. It may not be available in a different web browser.

Practice Activities

Using Bookmarks in Web Pages

Before You Begin: Start Microsoft Word 2010. You should see a new, blank document. This lesson uses a sample document: **PreventPC Meltdown.doc**

Try This: Hyperlink with Bookmarks

1. Create a Table for the Index and merge the cells

a. Open the sample Word document, Prevent PC Meltdown.

b. Insert a table at the beginning of this document.

Create a Table with 3 columns and 4 rows

Merge the three cells on the top row

2. Select the top row and type: Computers Are Us

3. Enter the Sample following sample text in cell A2:

Home

Products

Contact Us

4. Enter the Sample following sample text in cell A3:

1. Defragment
2. Empty the Recycle Bin
3. Add/Remove Programs

5. Merge the three cells in the right column of this table

Insert a Picture on a computer

6. Setup the Bookmarks

Hyperlinks can jump to another page within your website, or they can go to another website. Hyperlinks can also link to a title of place further down on a web page.

Look for these titles at the beginning of each paragraph:

Select: 1. Defragment

Insert a Bookmark. Type: Defrag for the name of the Bookmark

Select: 2. Empty the Recycle Bin

Insert a Bookmark. Type: Recycle

Select: 3. Add/Remove Programs

Insert a Bookmark. Type: Programs

7. Insert the Hyperlinks

Select "1. Defragment" in the Table and Insert a Hyperlink. Choose Bookmark and select "Defrag" from the list of Bookmarks.

Select "2. Empty the Recycle Bin" in the Table and Insert a Hyperlink. Choose Bookmark and select "Recycle" from the list of Bookmarks.

Select "3. Add/Remove Programs" in the Table and Insert a Hyperlink. Choose Bookmark and select "Programs" from the list of Bookmarks.

Save your document and name it: Intermediate Word Hyperlink Practice.

Test Yourself

1. Which of the following are true?
(Select all correct answers.)
a. Microsoft Word can create web pages
b. Web pages use HTML code
c. Web pages are not 8 ½" by 11"
Tip: Intermediate Word, page 149

2. Which of the following are true?
(Select all correct answers.)
a. Using the size command is a more precise way to resize a picture than dragging the handles
b. A table is used instead of text wrapping for picture alignment in a web page
Tip: Intermediate Word, page 156

3. What is the name of the home page for a website?
a. index
b. home
c. main
d. first
Tip: Intermediate Word, page 160

4. Which of the following are true about hyperlinks?
(Select all correct answers.)
a. The command is Insert-> Links-> Hyperlinks
b. They are how you go from one place to another
c. They can be copied and pasted
d. They can link to the a place in the same document
Tip: Intermediate Word, page 162, 163

5. Borders on a table are the same as Gridlines.
a. True
b. False
Tip: Intermediate Word, page 166

6. Tables have Quick Styles.
a. True
b. False
Tip: Intermediate Word, page 170

7. Which of the following can be inserted into a document?
(Select all correct answers.)
a. Text from another file
b. Hyperlink
c. Table
Tip: Intermediate Word, page 171

8. What is the command for inserting a bookmark in a Word document?
a. Insert-> Links-> Bookmark
b. Review-> Bookmark
c. View-> Bookmark
d. Insert-> Bookmark
Tip: Intermediate Word, page 172

Take Two

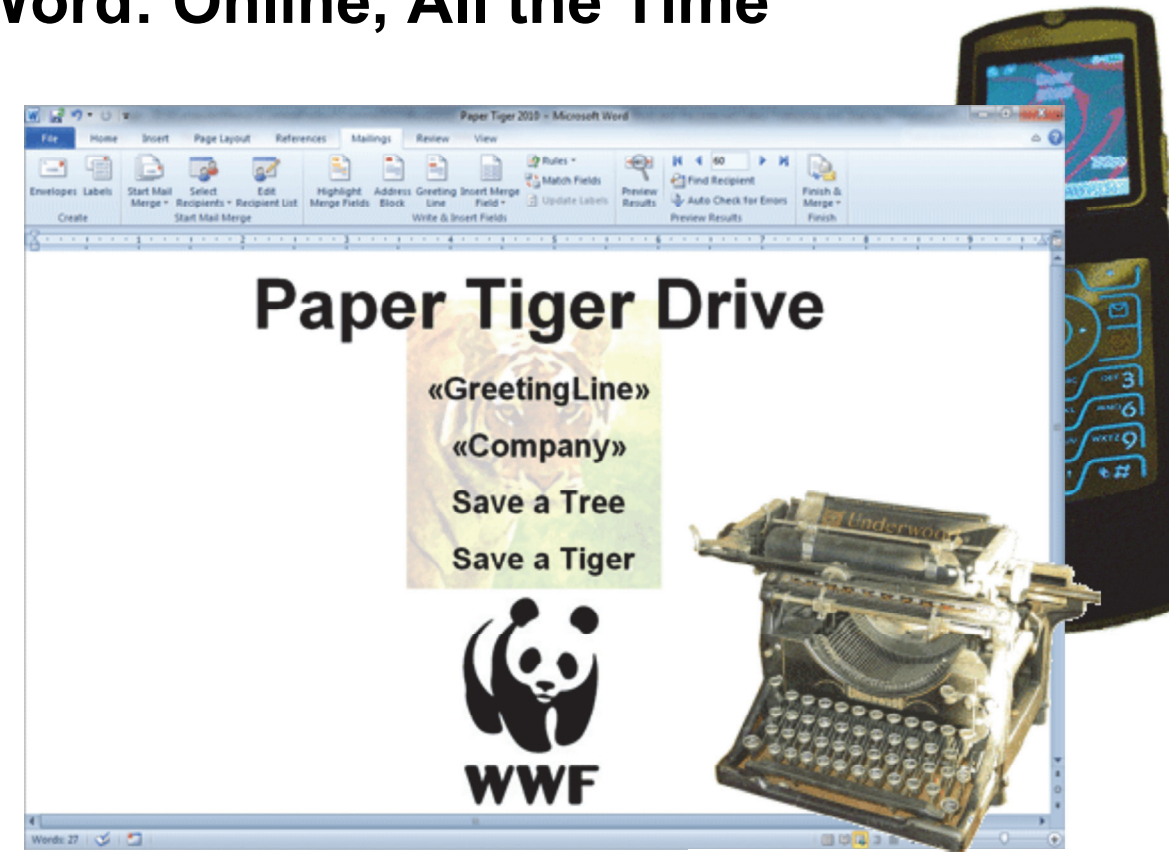
Word 2010: Word and the Internet

Microsoft Word: Online, All the Time

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Save a picture from the Internet
2. Use the Office 2010 Tools to edit photos
3. Create a washout and use color options
4. Use advanced layout options for layering and positioning text and picture
5. Use the Lock Anchor command on a picture
6. Add a hyperlink to a picture
7. Use advanced hyperlink options
8. Identify and use Save and Send options
9. Create an email blast with the Merge to Email command



Lesson 6: Online, All the Time!

1. Readings
Read Lesson 6 in the Intermediate Word guide, page 181-220.

Project
Edit pictures using tools in Word and in the Microsoft Office Tools 2010 program, add hyperlinks to text and pictures create web page, explore options for sending files including email and internet fax from within Word.

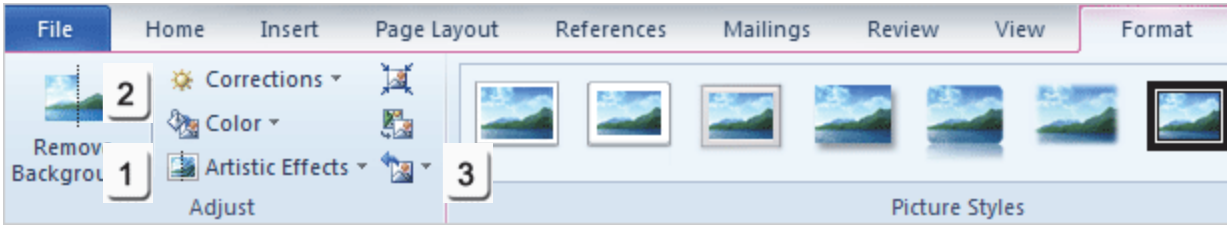
Downloads
Paper Tiger 2010.docx

Graphic files used in the lesson:
1Logo, Farm, tiger.jpg, wnf-logo.jpg,

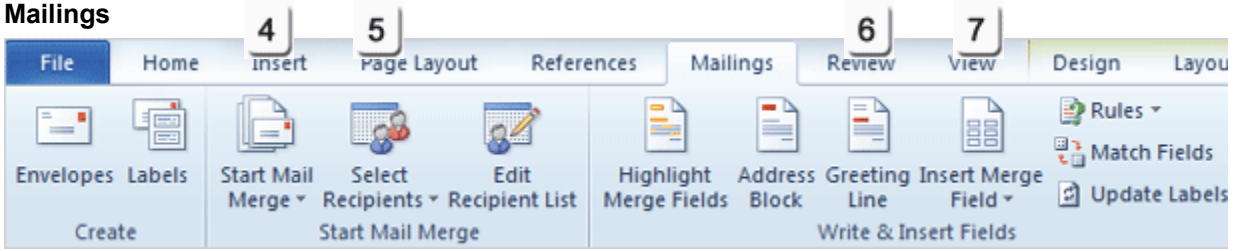
2. Practice
Do the Practice Activity, page 221

3. Assessment
Review the Test questions, page 222.

Picture Tools-> Format



Mailings



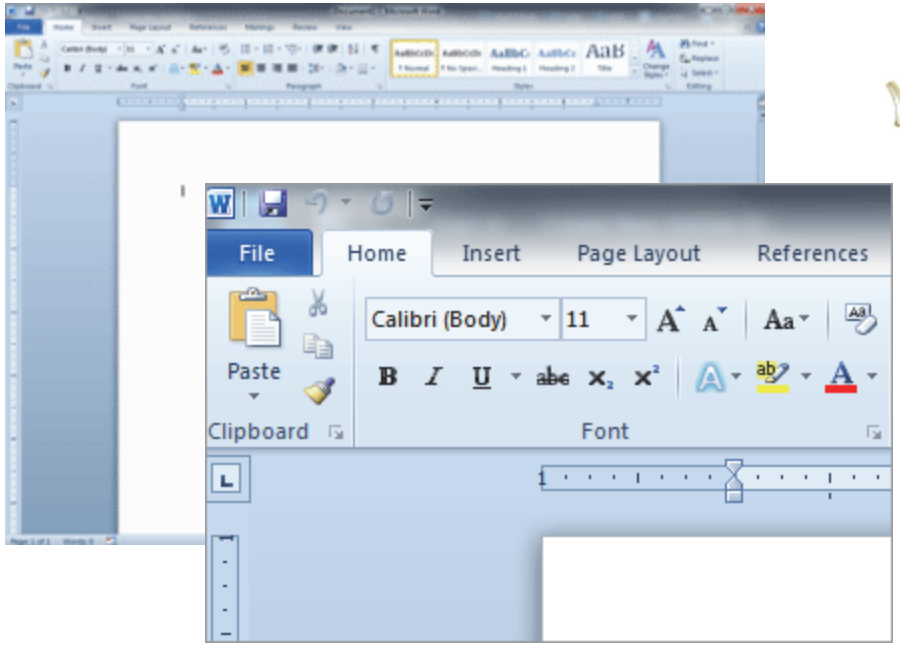
Menu Maps

This lesson shows the **Picture Tools** and **Table Layout** Ribbons.

1. Picture Tools->Format->Adjust->Artistic Effects, page 190
2. Picture Tools->Format->Adjust->Color, page 191
3. Picture Tools->Format->Adjust->Compress Picture, page 204
4. Mailings->Stat Mail Merge-> E-mail Messages, page 211
5. Mailings->Select Recipients-> Outlook Contacts, page 212
6. Mailings->Write and Insert Merge Fields-> Greeting Line, page 214
7. Mailings->Write and Insert Merge Fields-> Insert Merge Field, page 215

Online, Anytime

In 1983, Microsoft Word was considered a word processor. The text on the page was typed in just like a typewriter. The focus was on typesetting and formatting the fonts. Most of thecomputermama's students have never seen a typewriter! In the old days, if you wanted more than one copy you placed a sheet of carbon paper between the paper and typed harder. This lesson introduces several ways to publish and share your work online, anytime. So, if you are ready, please **Start the Program Microsoft Word.**



Take Two

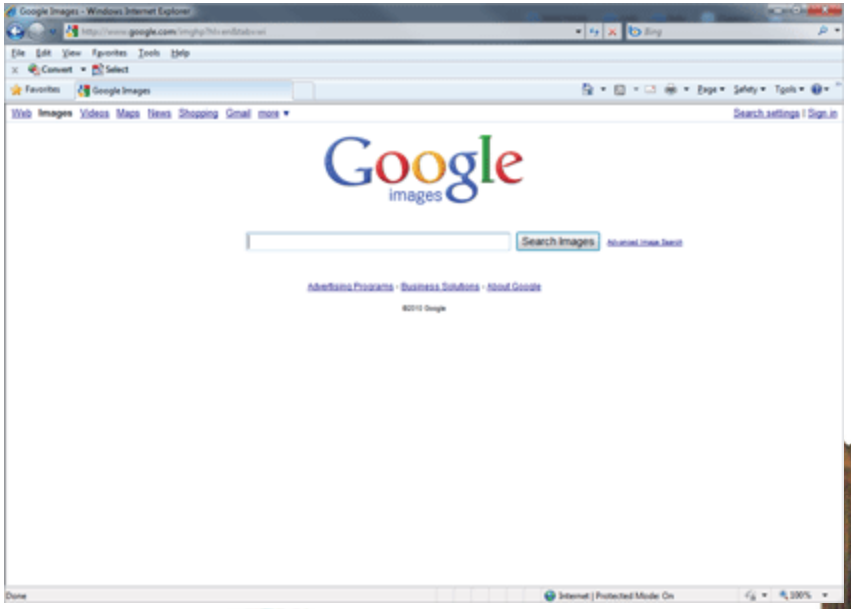
Paper Tiger

At the dawn of the **computers age**, we were promised that we would be living in a paperless society. Hah! The more we work with computers, the more paper we generate. What can we do with all of this paper? Reduce, reuse and recycle.

Our goal is to make a Paper Tiger flier to get other businesses involved in a paper drive to raise coins for Charity. It's good will for your company, Charlotte's Website. It's good for the environment.

Try This: Catch a Tiger
Please open an Internet browser and type www.Google.com for the address.

Choose Google Images and type in Tiger. Keep going...



Take Two

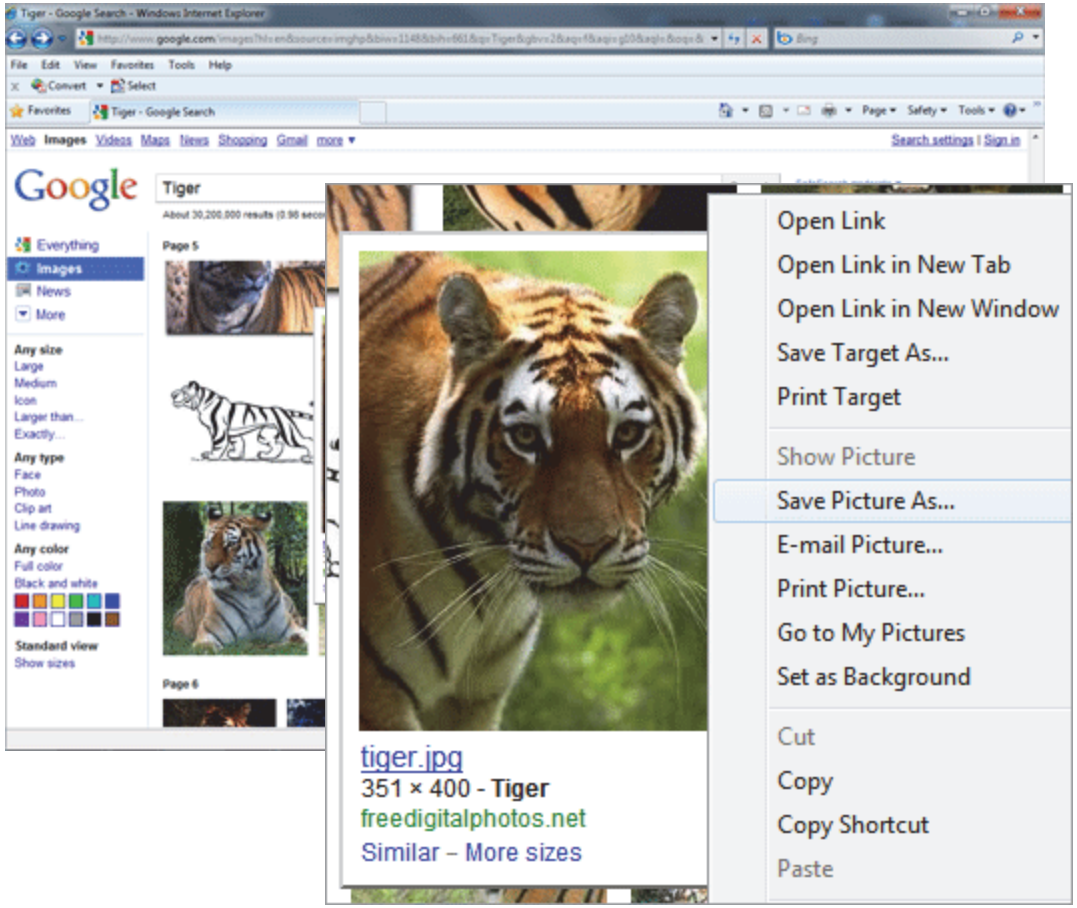
Catch A Tiger

Google Images will bring a wonderful collection of pictures. Please note: many of these images may be protected by copyright. If you are looking for royalty-free images, please consider going to Wikipedia, the free online encyclopedia.

Here are some references sites:
http://www.worldwildlife.org/tigers/
http://en.wikipedia.org/wiki/Tiger

How do you download the picture from the Internet and into your document?

Try it: Save A Picture from the Internet
Place your cursor in the middle of the picture. **Right click** to get a list of options. Click on **Save Picture As**.
Save the picture to your documents folder.



Take Two

Microsoft Photo Editor

The Computer Mama started working with Microsoft Office a long time ago in a galaxy far, far away. One the things that improved with each new version was the picture editing tools.

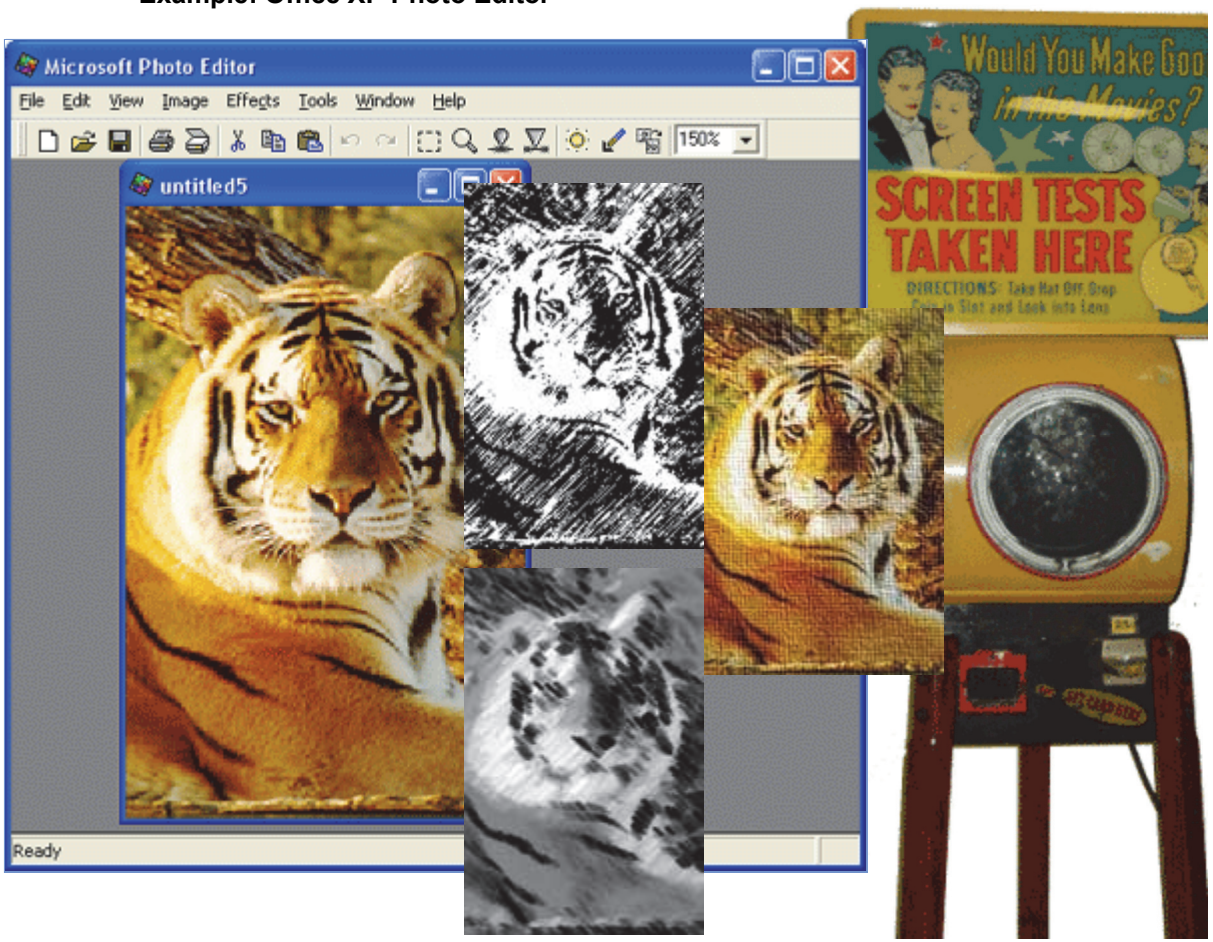
Early versions of **Microsoft Office 97** came with the **Microsoft Photo Editor**. It was a simple tool for creating special effects.

In **MS Office XP**, the Photo Editor was found on the **Start** menu in a folder called **Microsoft Office Tools.**

You could use the **Effects** menu in Photo Editor to change the texture and color of your photos.

Keep going...

Example: Office XP Photo Editor



Take Two

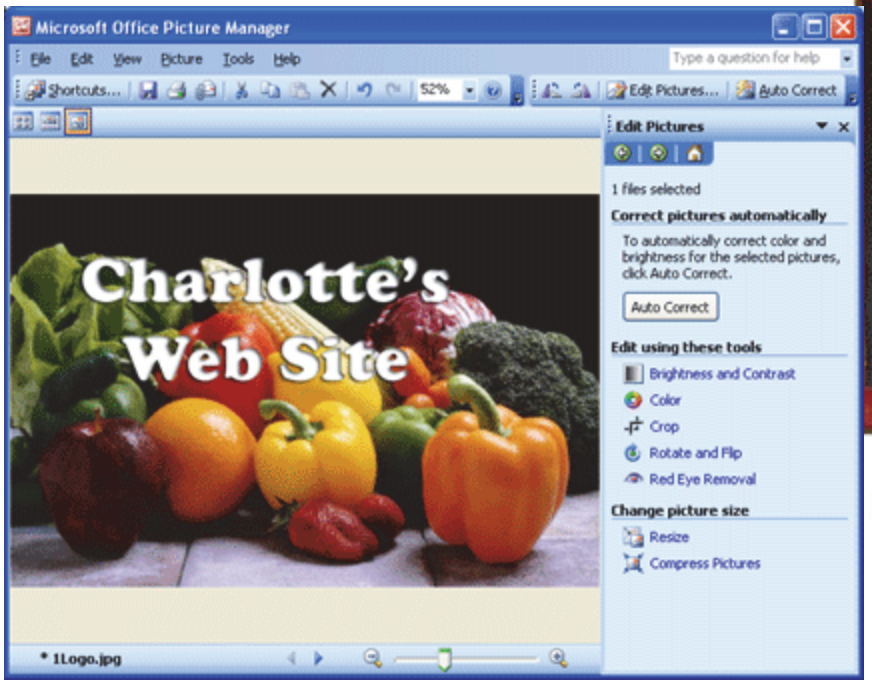
Microsoft Office 2003 Picture Manager

Microsoft Office 2003 did not include the Photo Editor. Instead, the software suite comes with the Microsoft Office Picture Manager.

This little software program helps you to remove "red eye," crop, and adjust the color. However, there were no special effects.

Keep going....

Example: Office 2003 Picture Manager



When Bill Gates, founder and former CEO of Microsoft, speaks in public, he prefaces each phrase with the words, "very, very, very..." So, imitating Mr. Gates, Picture Manager is a very, very, very simple program.

Take Two

The Photo Gallery

Microsoft Office 2010 offers a **Picture Manager** which can be found in the Office 2010 Tools.

Try it: Use the Picture Manager

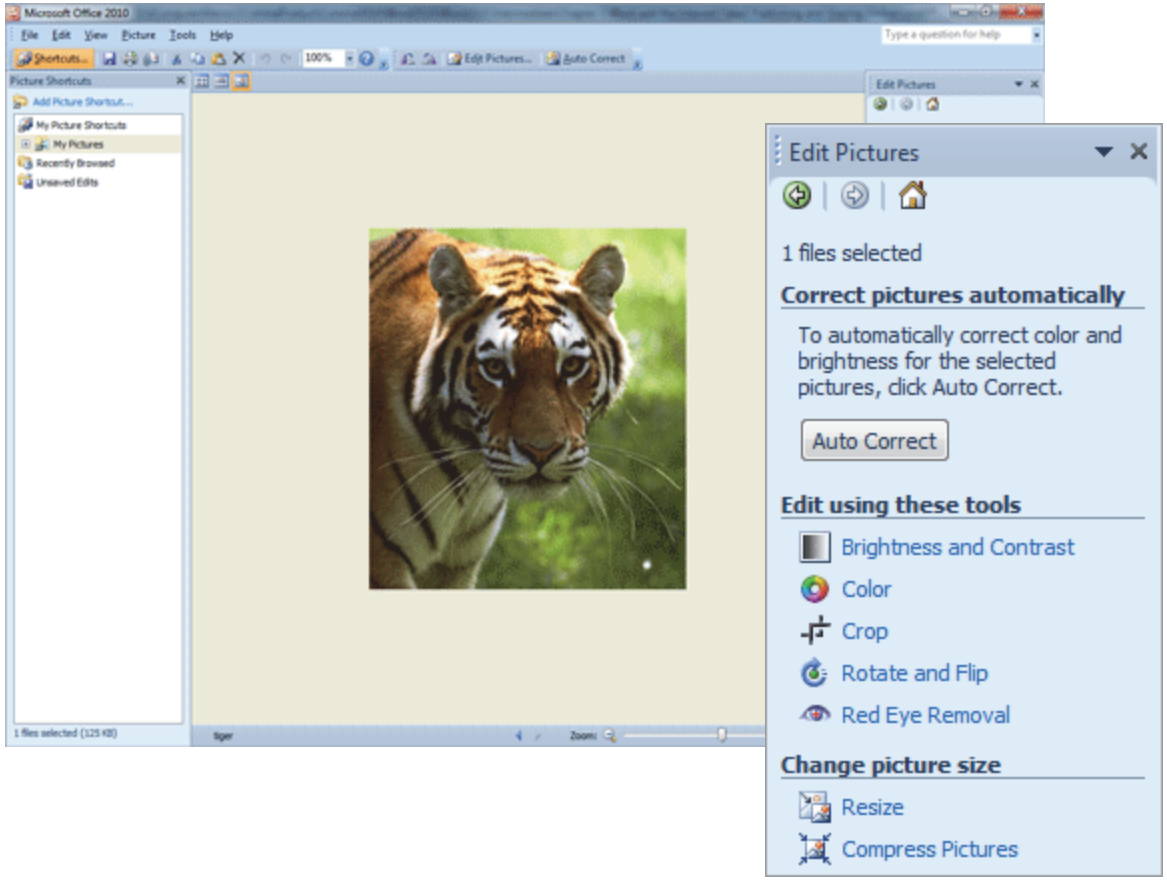
Go to **Start ->All Programs**.
Go to **Microsoft Office** and find the **Microsoft Office 2010 Tools** folder.
Click on **Picture Manager**.

What Do You See? The Picture Manager offers options for:

Brightness and Contrast
Color Balance
Cropping
Rotation
Red Eye

Where Have You Seen This Before? Yes, these tools have been added to Microsoft Office 2010!

Start-> All Programs -> Microsoft Office -> Microsoft Office 2010 Tools



Take Two

Insert a Picture

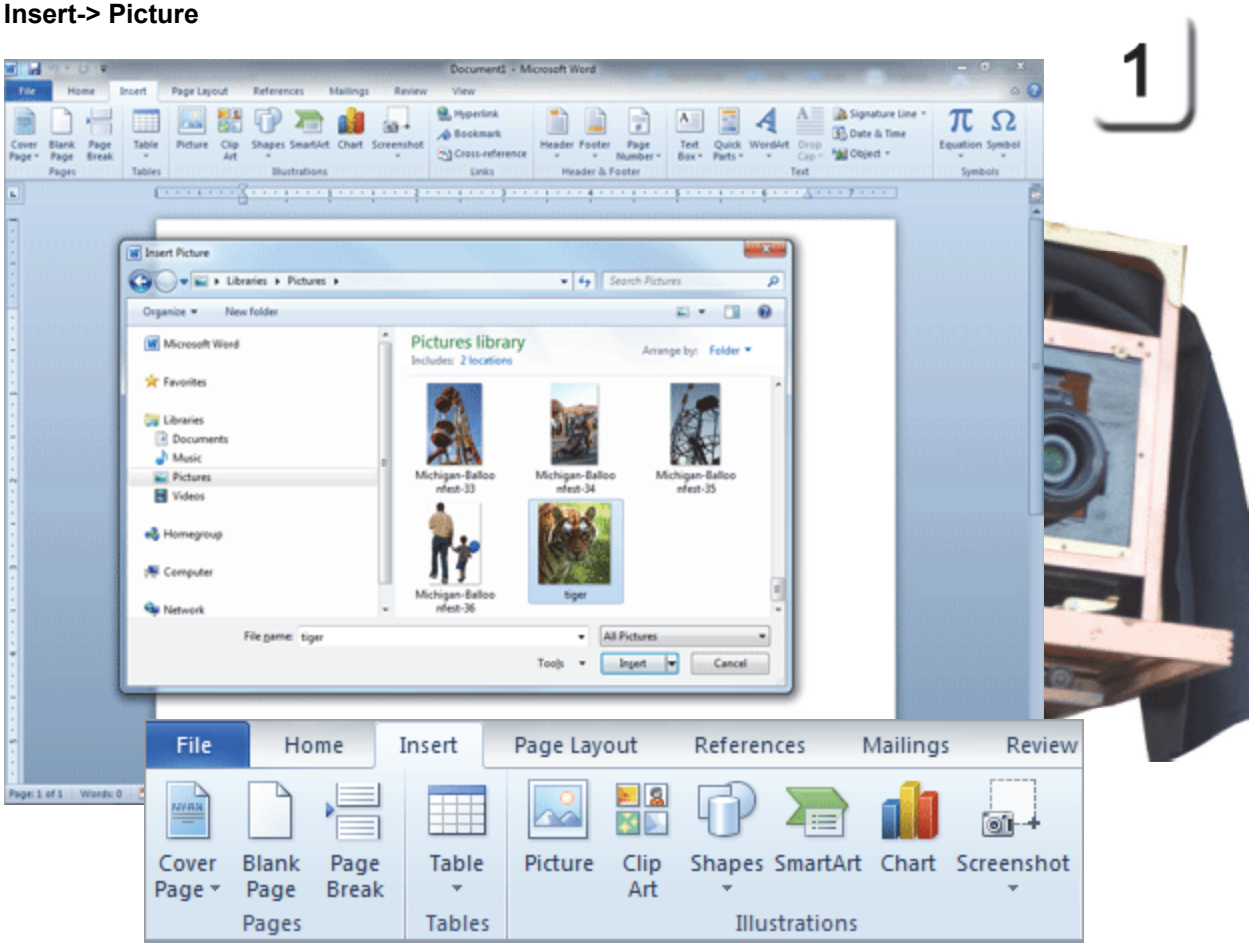
Microsoft Word has a gallery of Artist Effects. Let's get started:

1. Try it: Insert a Picture
Start Microsoft Word and open a new, blank document.
Go to **Insert->Picture**.
Please choose the tiger image you downloaded.

Keep going...

Memo to Self: You can copy the Sample Pictures from our online course to your Documents folder or use your own pictures if you wish.

Insert-> Picture



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document

Take Two

Picture Tools

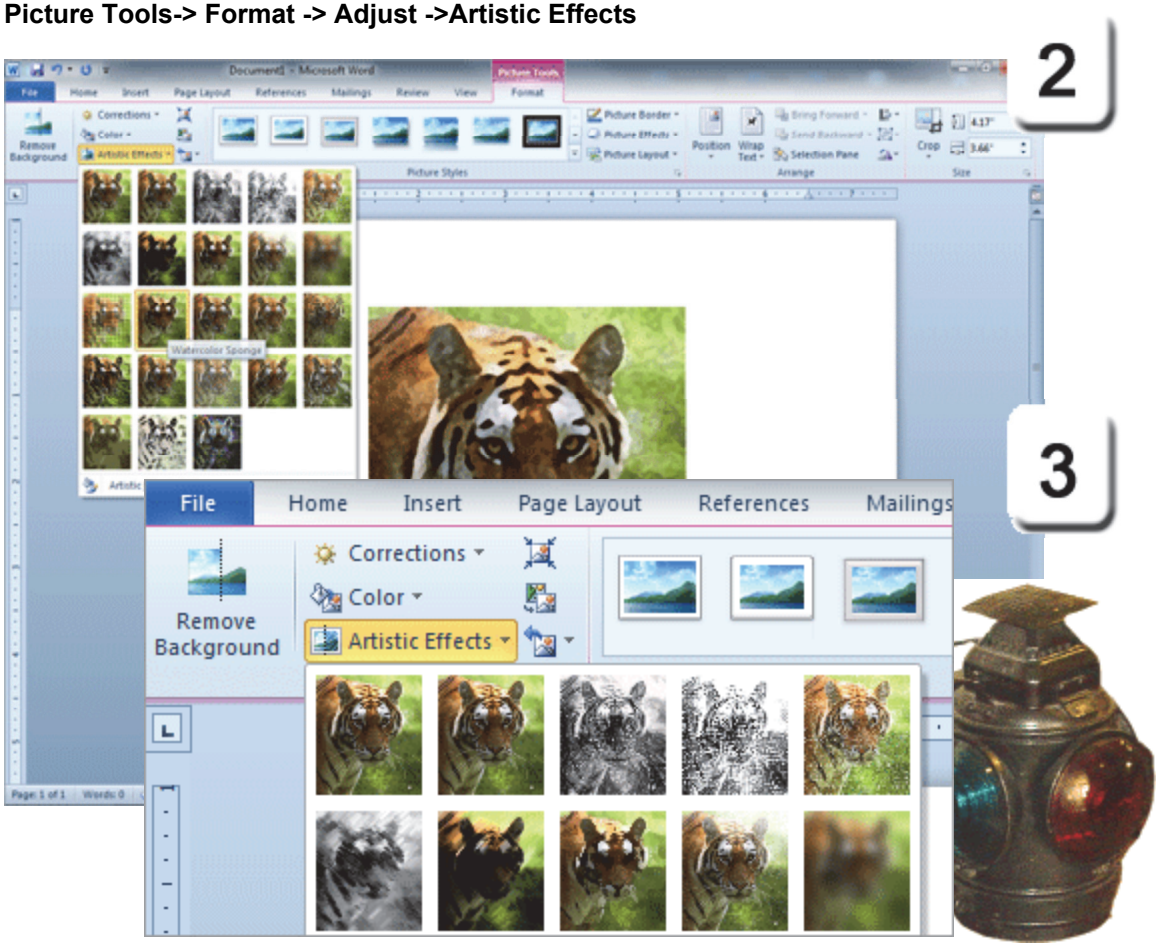
When you insert a picture, Word 2010 displays the **Picture Tools**. As we have seen in the Beginning Guide to Word, this is rich palette of options.

2. Try This: Center the Picture
Click once on the picture to select it.
Go to **Home->Paragraph->Center.**

3. Try This: Use the Artistic Effects
Click once on your picture to select it.
You should see the **Picture Tools**.
Go to **Format ->Adjust**.
Try the **Artistic Effects**.

What Do You see? Each Effect is displayed as a little thumb nail image. You can click on one the Effects if you wish. Keep going...

Picture Tools-> Format -> Adjust ->Artistic Effects



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Artistic Effects

Take Two

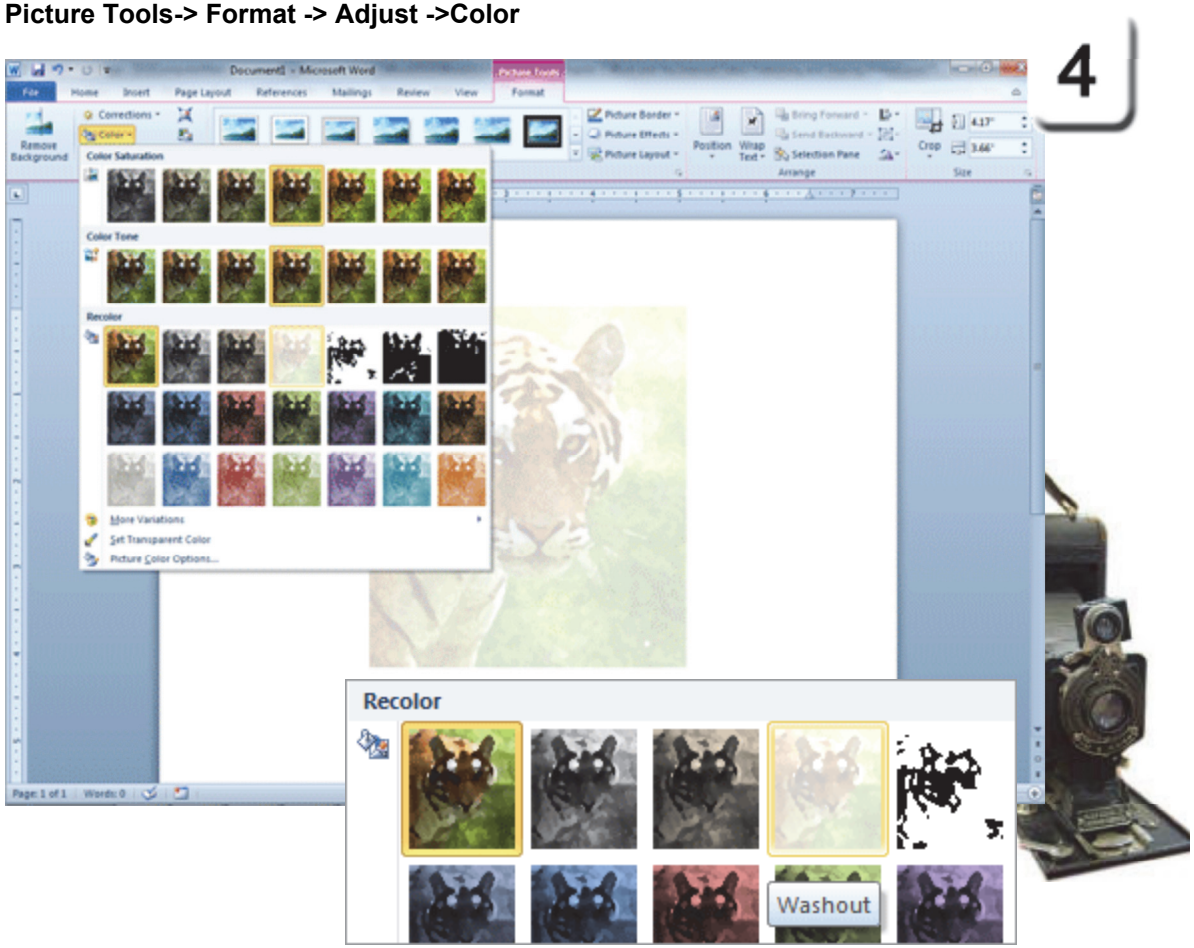
Create a Washout

This picture will be placed behind the text. So, the image needs to be light enough for people to read the words.

4. Try This: Create a Washout
Click once on your picture to select it.
You should see the **Picture Tools.**
Go to **Format ->Adjust.**
Go to **Color.**
Look in the **Recolor** options. Each option has a name. Find the **Washout**.

Keep going...

Picture Tools-> Format -> Adjust ->Color



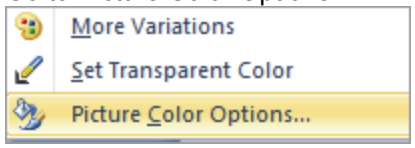
Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Adjust Color

Take Two

Advanced Color Options

The **Color** galleries have many preset formats that you can apply. There are more advanced color options available at the bottom of the Color menu.

5. Try This: Picture Color Options
Click once on your picture to select it.
You should see the **Picture Tools**.
Go to **Format ->Adjust**.
Go to **Color**.
Go to Picture Color Options.

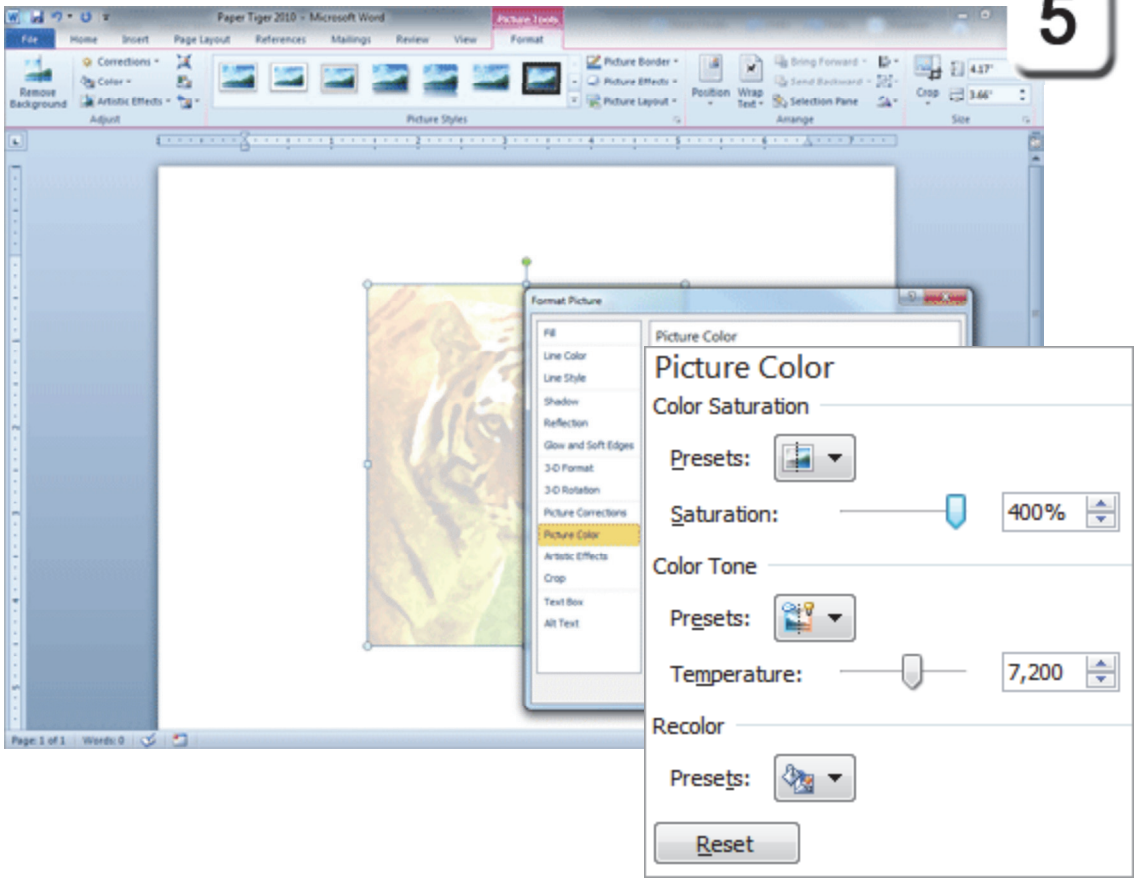


What Do You See? You can adjust the Color Saturation, Color Tone as well as Recolor the picture.

So far so good.

Picture Tools-> Format -> Adjust ->Color ->Picture Color Options...

5



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Picture Color Options

Take Two

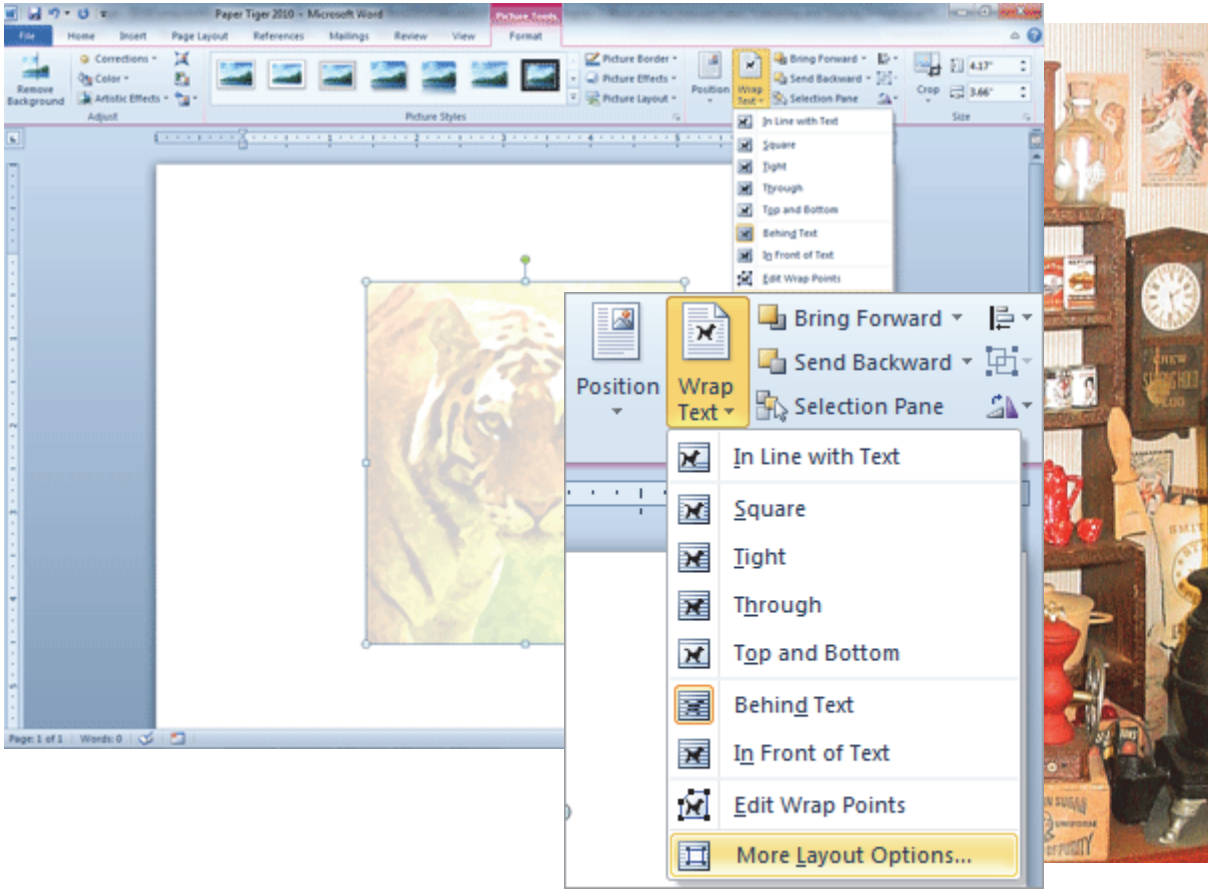
Working With Layers

Microsoft Word can have several layers of text and graphics. This goes back to how fliers and brochures were produced before computers. Each element was pasted on its own sheet, or layer, of paper. There was one sheet for the black text, and a different sheet for the photographs. These two sheets were made into two separate negatives at the printer.

Let's put the tiger on a layer.
Try it: Format the Picture
Click once on the picture to select it.
Go to the **Picture Tools**
Click on the **Format Ribbon.**
Click on **Wrap Text**, you will see a set of options.
Choose **More Layout Options.**

Keep going, OK?

Picture Tools -> Format -> Wrap Text ->More Layout Options



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: More Layout Options

Take Two

Advanced Layout

Text Wrapping adjusts how the text acts around the picture. If you choose **In line with Text**, the picture will behave like text and move with the words.

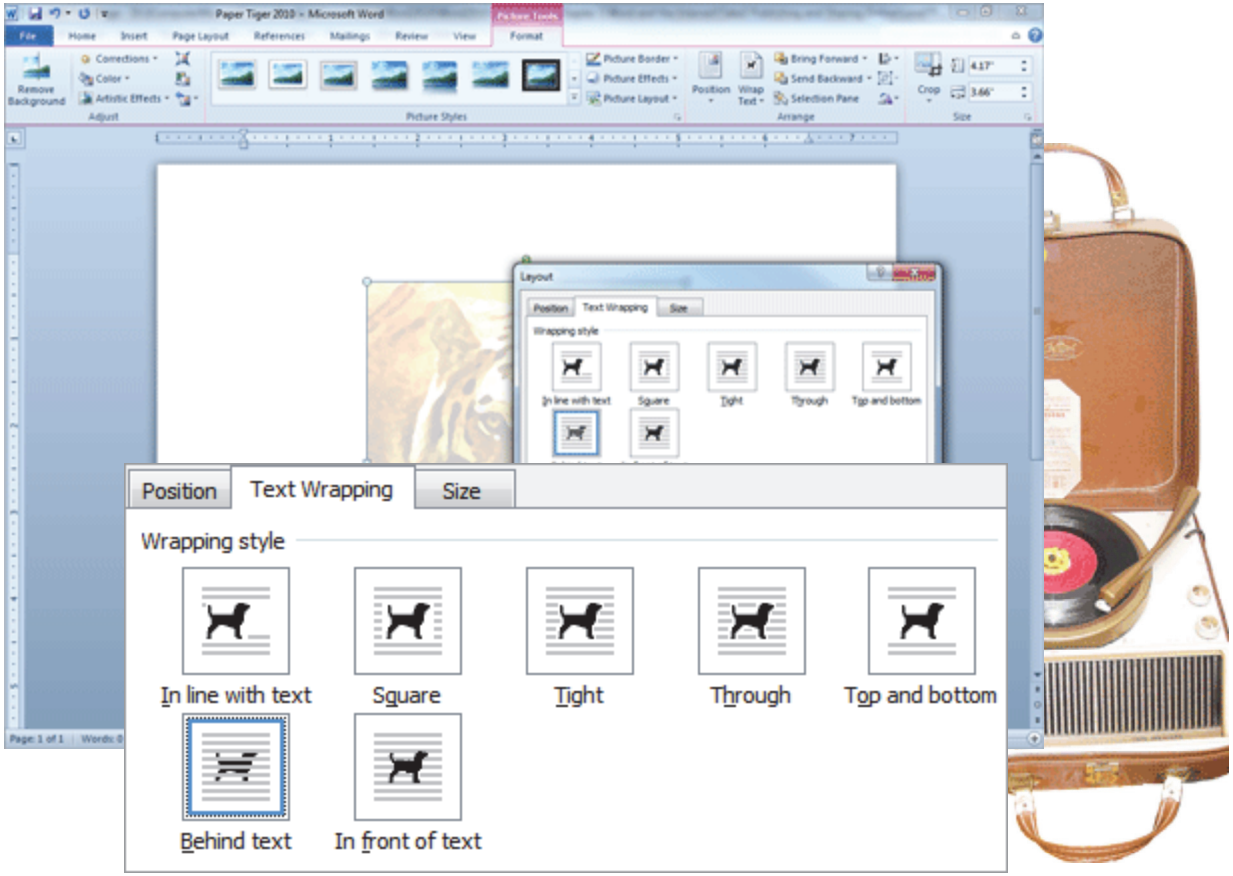
If you choose **Square,** the text will surround the picture like a frame.

If you choose **Top and Bottom**, the text will not be placed on the left or right side of the picture.

If you choose **In front of text**, the picture will be stuck on top of the text like a sticky note.

Try it: Text Wrapping
Select **Behind Text**. Now, the picture will be behind the words.

Picture Tools -> Format -> Text Wrapping ->More Layout Options



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: More Layout Options

Take Two

Picture Position

By definition, the position of the text in a word processor like Microsoft Word is measured by how many lines is it from the top and how many units from the margin.

Graphics can be freely placed. Word uses an **anchor** to measure the picture's position on a page.

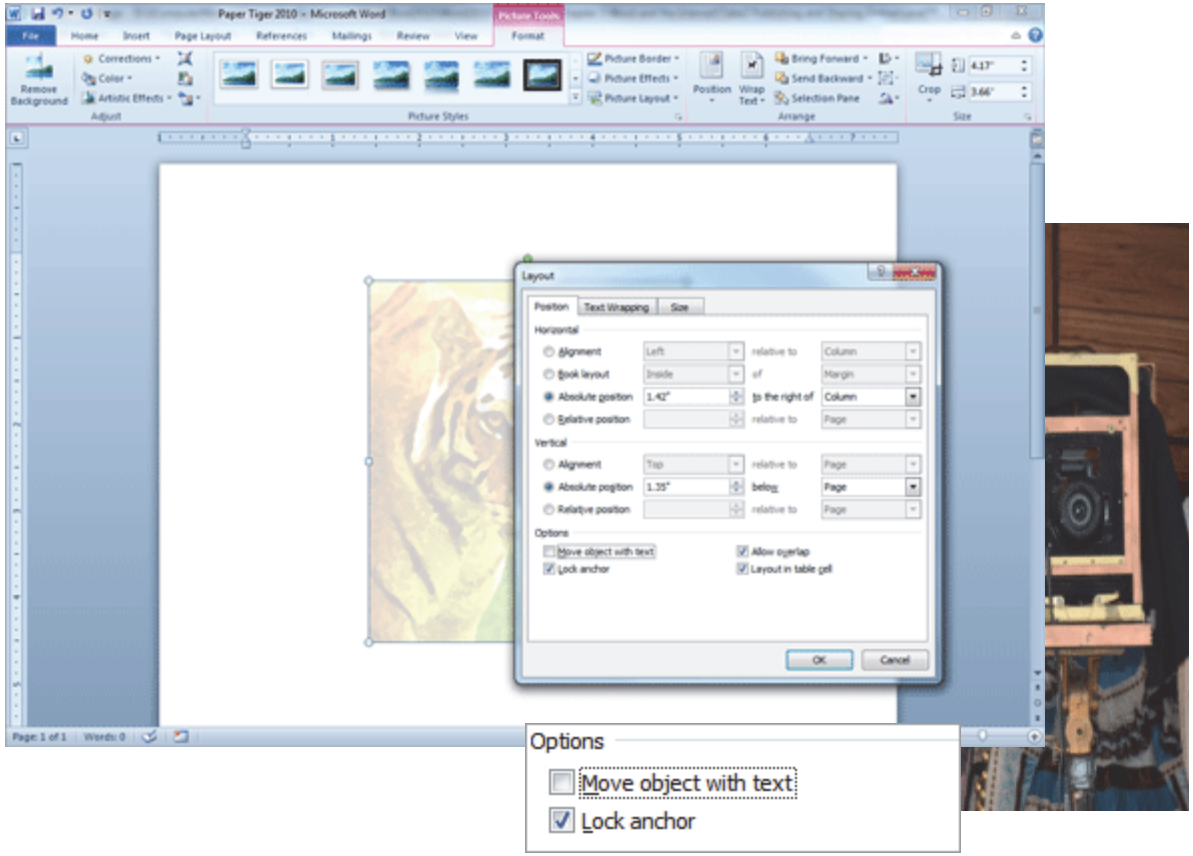
Graphics also freely move when text is added or deleted. Sometimes the entire layout scrambles when another picture is inserted.

There is an option that locks the picture into a position on the page.

Try it: Lock the Position
Go to **More Layout Options**
Go to the **Position** tab.
Find the **Options** on the bottom.
Select **Lock Anchor**.

Keep going...

Picture Tools -> Format -> Text Wrapping ->More Layout Options



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: More Layout Options

Take Two

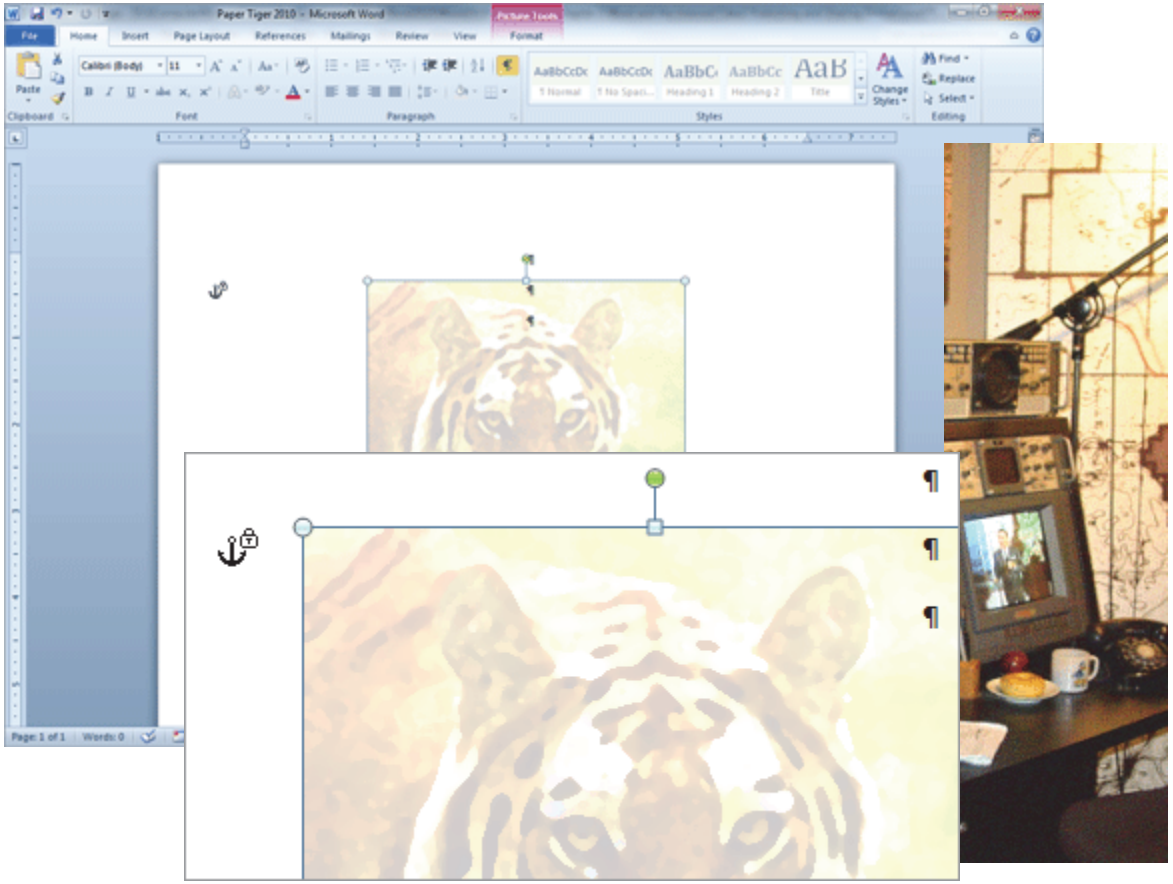
Show/Hide

Try This: Show the Anchor
Click once on the picture to select it. Go to **Home -> Paragraph** and look for the **Show/Hide** button. It is a backwards-facing “P” on the far right side of the paragraph group.

What Do You See? When **Show/Hide** is turned on Microsoft Word displays all of the non-printing characters. A non-printing character is a symbol you can see on the screen--such as the backwards “P” that marks each time you hit the Enter key and create a new line.

These characters help you with your layout, but they do not print.

Home -> Paragraph -> Show/Hide



Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-1. Apply font and paragraph attributes: Show/Hide

Take Two

Adding Text to the Layout

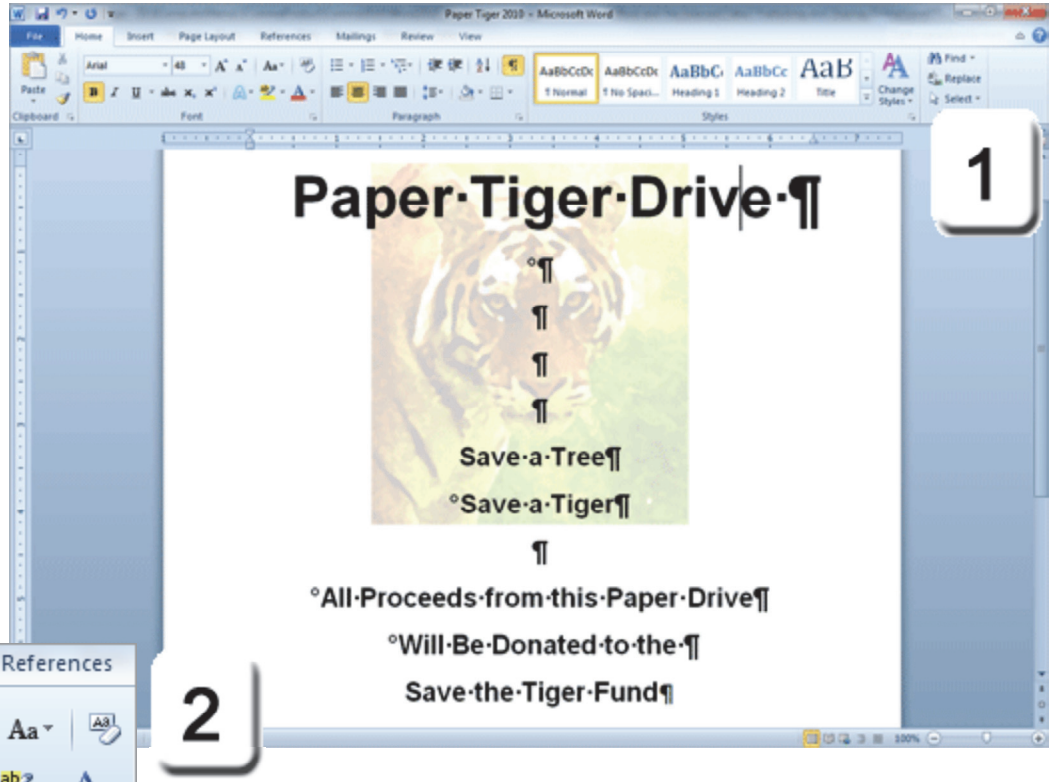
1. Try This: Add Text
Type the following text into the flier:

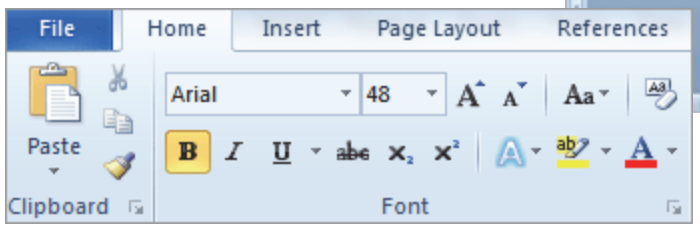
Paper Tiger Drive
Save a Tree
Save a Tiger

All Proceeds from this Paper Drive
Will Be Donated to the
Save the Tiger Fund

2. Try This, Too: Format the Text
Select the text.
Go to **Home ->Font** and format the Text with the options in the Font group.

Home ->Font





Exam 77-881: Microsoft Word 2010 Core
2. Formatting Content
2-1. Apply font and paragraph attributes

Take Two

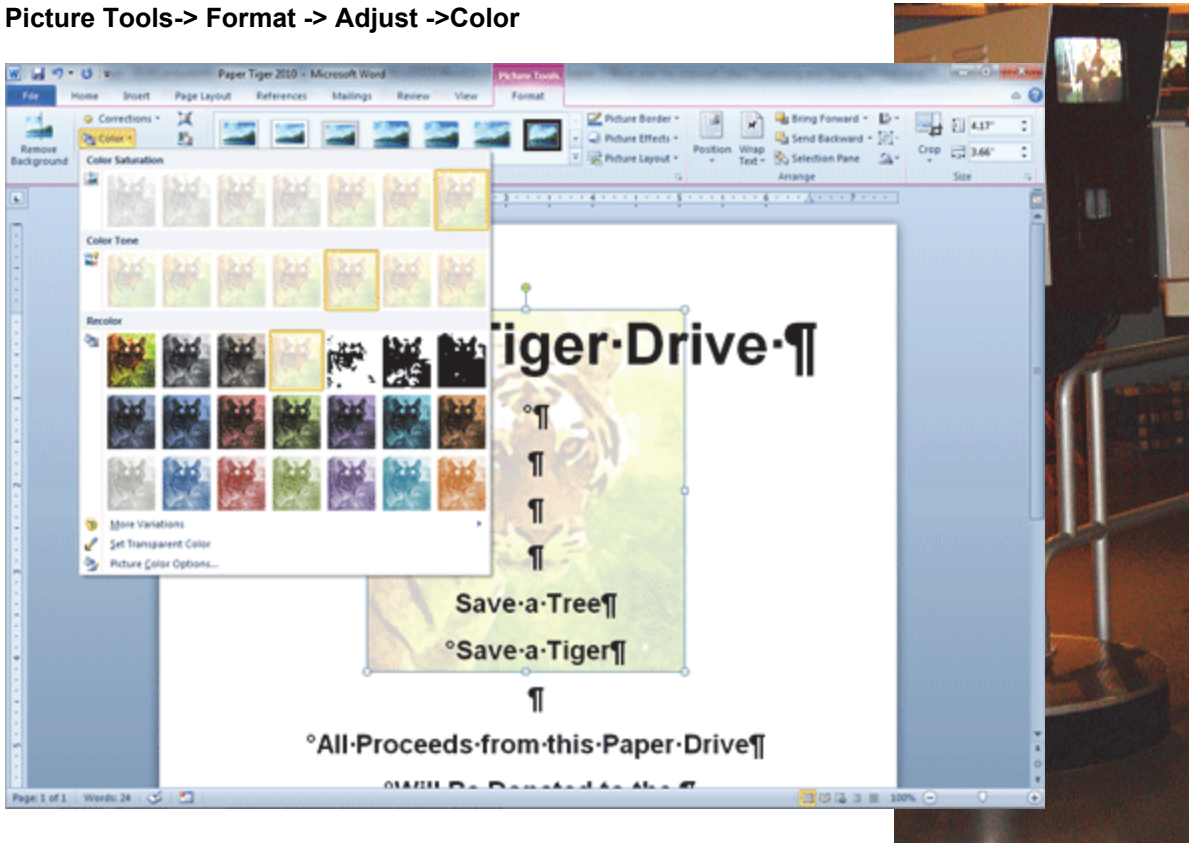
Can You Read it?

In this example, the **Show/Hide** option is turned on. You should be able to see the paragraph marks for each time you clicked on the Enter key and forced a new line.

Did the tiger picture stay locked in position? Is the text easy to read?
Try this: Adjust the Picture
select the tiger photo and go to the Picture Tools and select the Format Ribbon. Click on Picture Effects and test the options. Which effect will make it easy to read the Text?

Here's looking at YOU, kid!

Picture Tools-> Format -> Adjust ->Color



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Adjust Color

Take Two

Add a Hyperlink

We want to teach people more about Saving a Tiger. Making a reference to information on the Internet is simple.

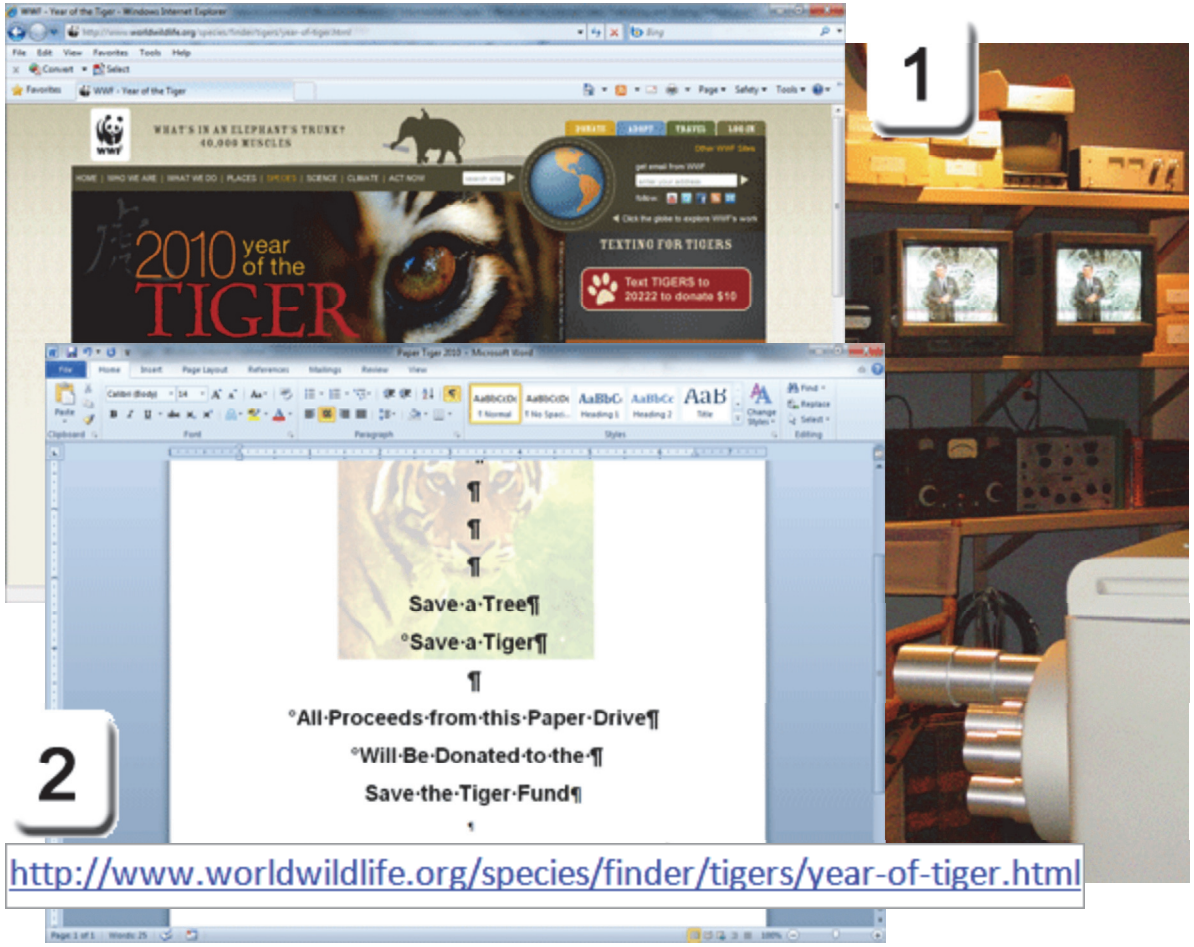
1. Try it: Add a Hyperlink
Go to the web page, **select** the address (or URL, Universal Resource Locator) and go to **Edit ->Copy**.

Return to the Paper Tiger flier.
Go to **Edit -> Paste.**

Here are some references sites:
http://www.worldwildlife.org/tigers/
http://en.wikipedia.org/wiki/Tiger

2. Try This. Too: Test the Hyperlink
Test the link. The hyperlink is active.

This is one example of how Word, and many software products, have become "Web Aware."



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
6-1. Apply a hyperlink

Take Two

Hyperlink With a Picture

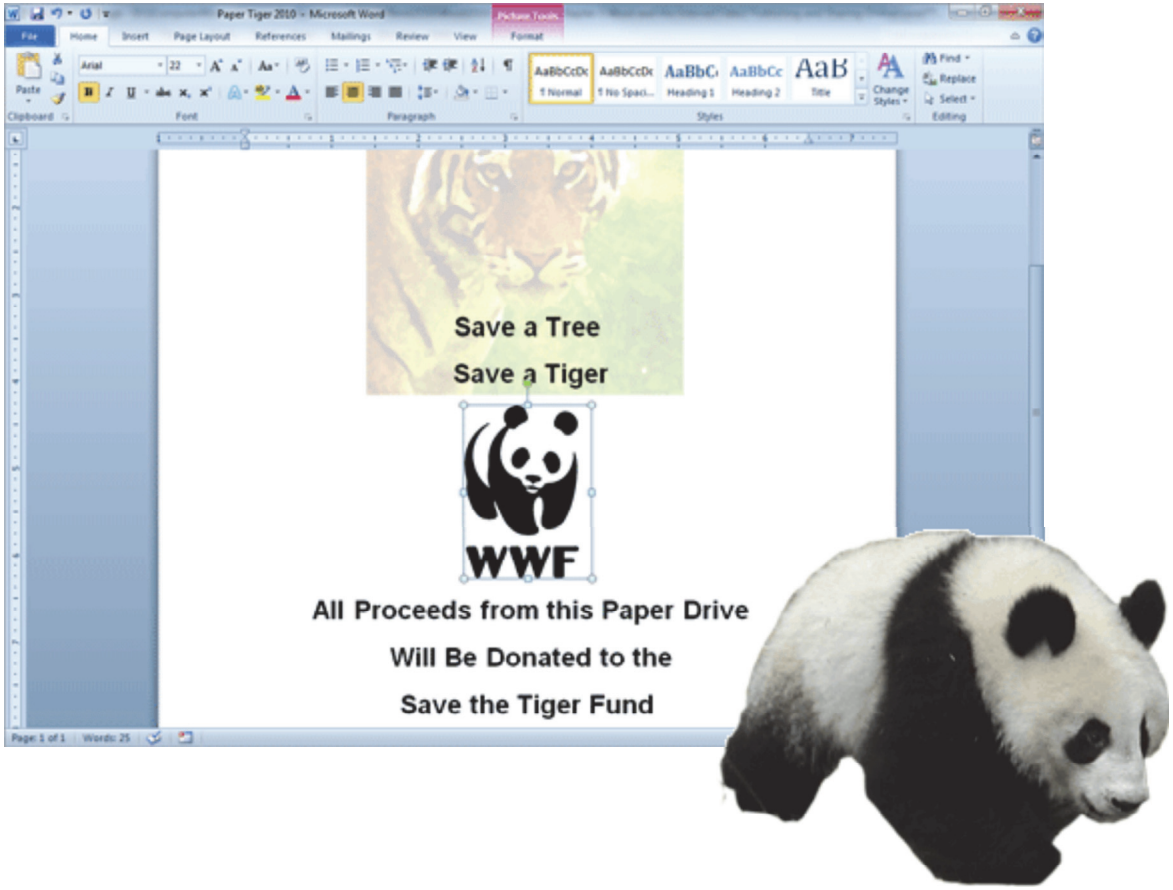
A web address can be long and difficult to type. You can add a hyperlink to an image if you wish.

Try This: Insert a Picture
Go to **Insert->Picture**.
Browse to your Documents folder and select the Panda logo.

Keep going...

Memo to Self: The example on this page uses the official logo for the World Wildlife Foundation. Our goal is to add a hyperlink to the WWF website. This logo is available in our online course. You can use a different picture if you wish.

Insert -> Picture



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Add a Hyperlink to a Picture

Take Two

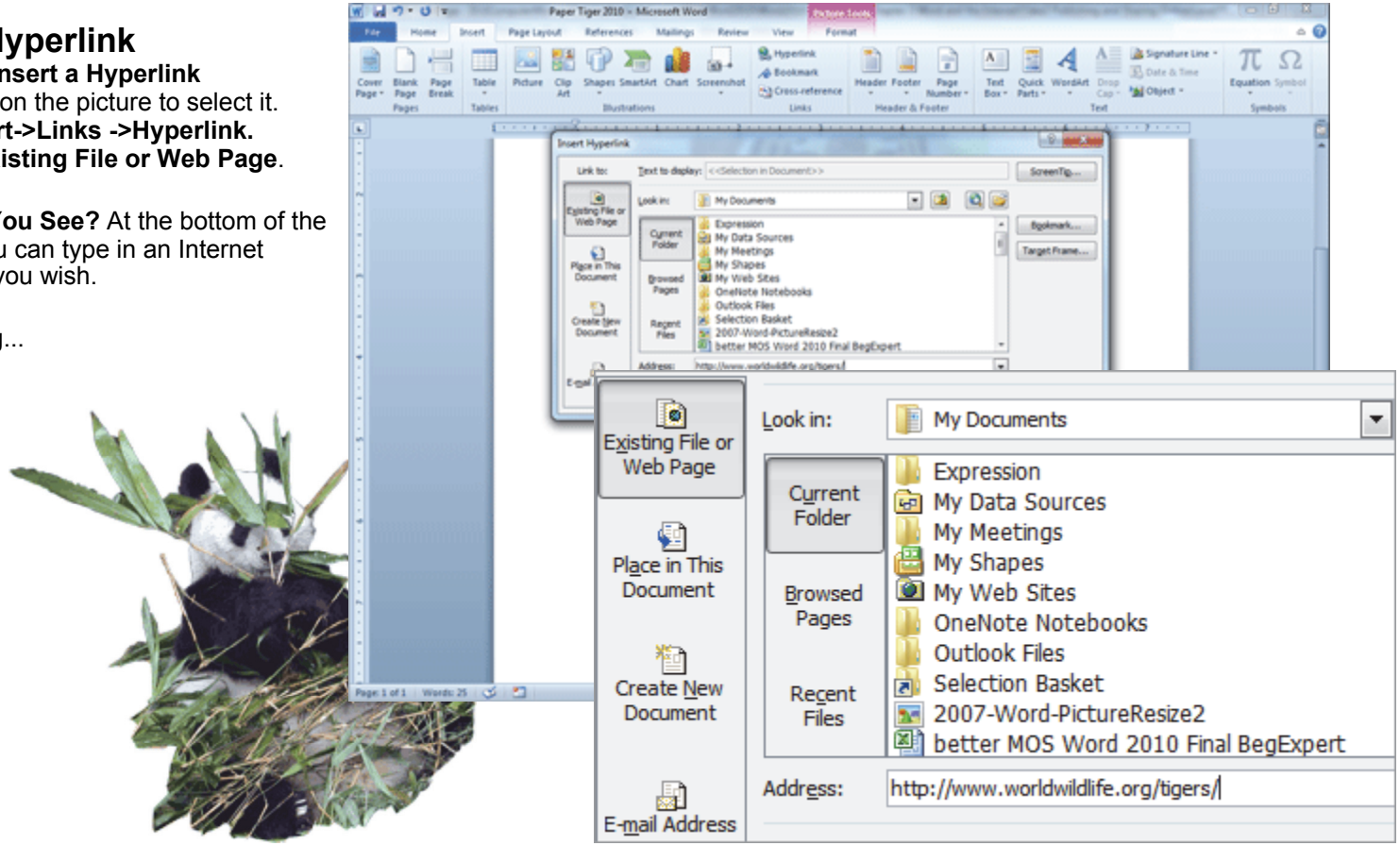
Add a Hyperlink

Try This: Insert a Hyperlink
Click once on the picture to select it.
Go to **Insert->Links ->Hyperlink.**
Choose **Existing File or Web Page**.

What Do You See? At the bottom of the window you can type in an Internet address if you wish.

Keep going...

Insert ->Links ->Hyperlink



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
4-1. Insert and format Pictures in a document: Add a Hyperlink to a Picture

Take Two

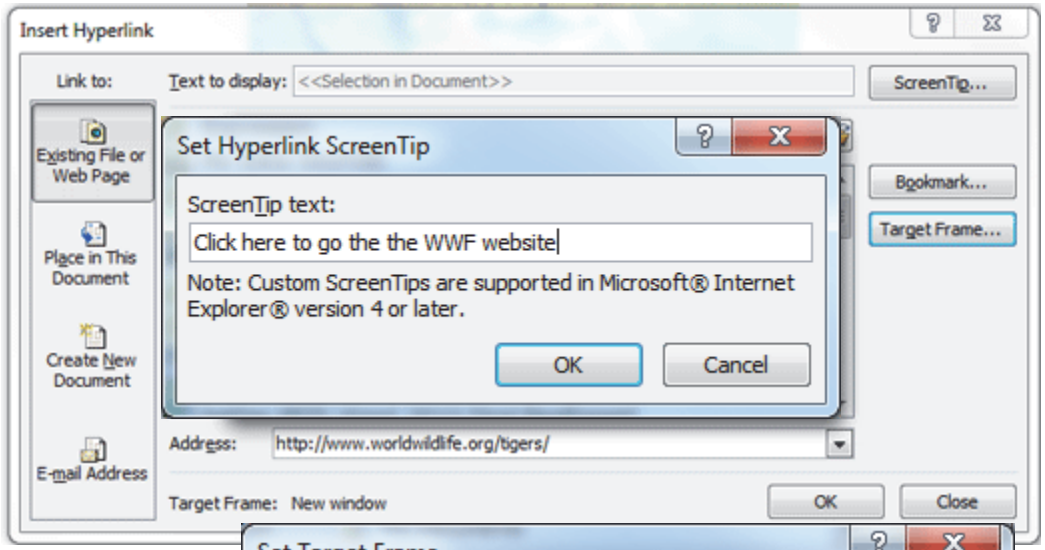
More Hyperlink Options

There are two hyperlink options that you can program. The **ScreenTip** tells your users what will happen when they click the link. The **Target Frame** programs the link to go to the new page, or open a new window. If you open a new window, then your web page will still be open if your user closes the WWF window.

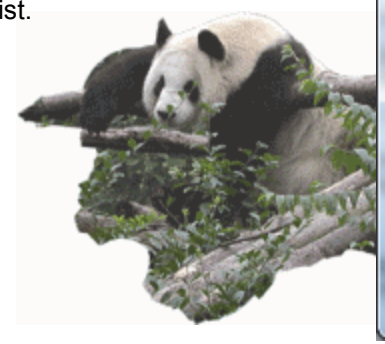
1. Try This: Edit the ScreenTip
Go to ScreenTip.
Type the ScreenTip Text: Click here to go to the WWF website.

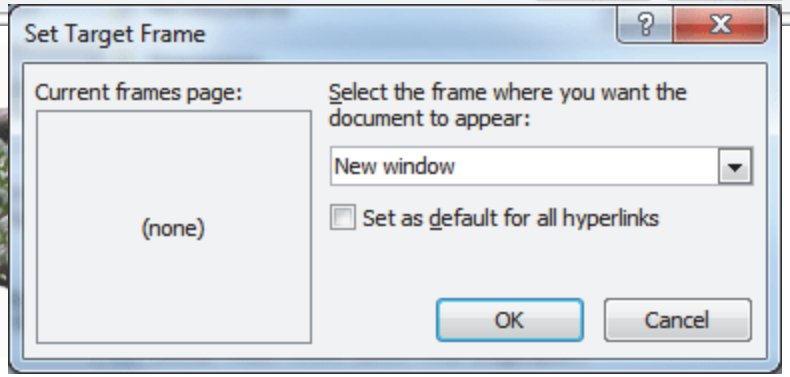
2. Try This, Too: Edit the Target Frame
Go to **Target Frame**.
Choose **New Window** from the list.

Insert ->Links ->Hyperlink



1





2

Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
4-1. Insert and format Pictures in a document: Add a Hyperlink to a Picture

Take Two

Link to a Presentation

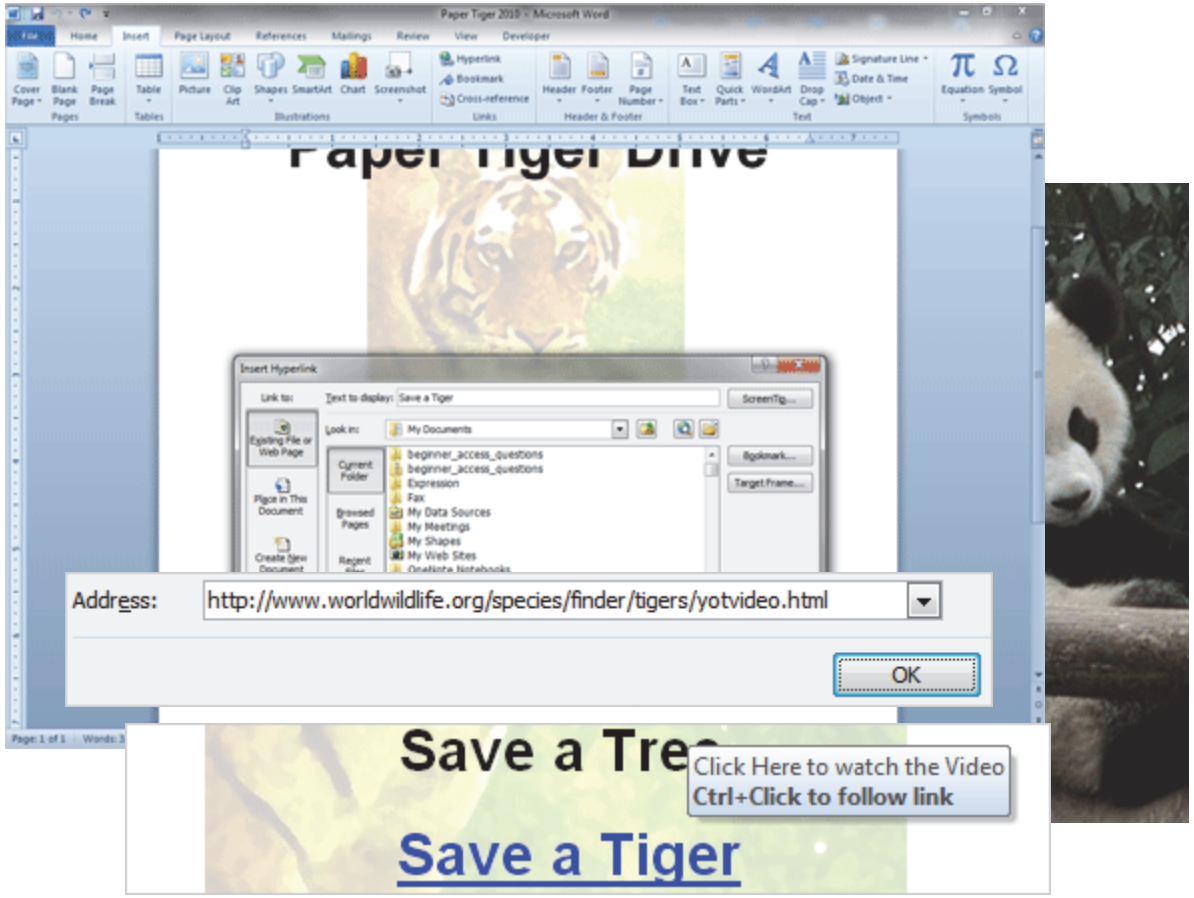
Videos add a lot of good content to a slide show. Here are the steps to link to a presentation.

Before You Begin
Browse the Internet for a video. The example in this lesson can be found on the www.worldwildlife.org website. Copy the web address.

3. Try This: Link to a Video
Select the Text: Save a Tree.
Go to **Insert ->Links ->Hyperlink**
Link to: Existing Page or Web Page**.**
Address: Paste or type the address.
ScreenTip: Click here to watch the video.
Click OK.

Do This: Save Your Work
Go to **File ->Save.**
Enter a Name: Paper Tiger.
Choose a File Type: docx.

Insert ->Links ->Hyperlink



Exam 77-881: Microsoft Word 2010 Core
6. Applying References and Hyperlinks
4-1. Insert and format Pictures in a document: Add a Hyperlink to a Presentation

Take Two

Compress the Pictures

Wait, wait, wait! Don't be in such a hurry to print out a thousand copies of your flier. There are other options.

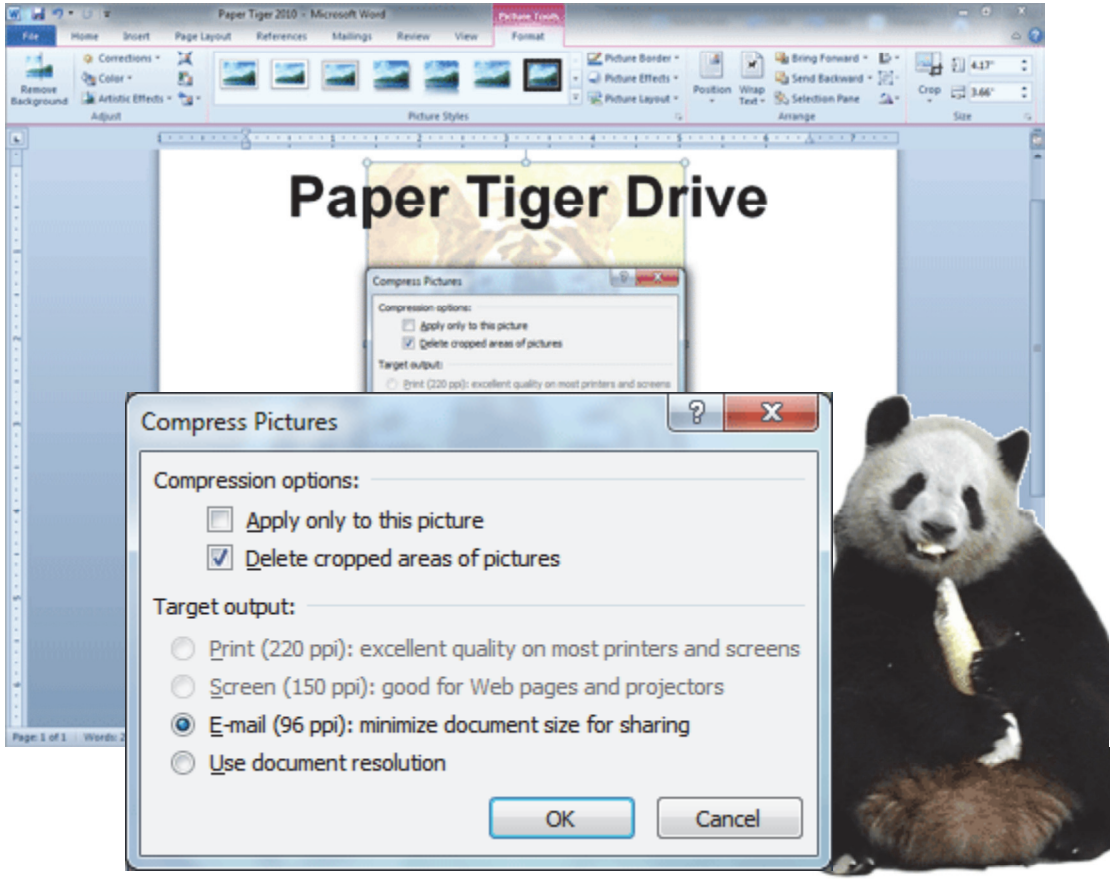
First, you can send this flier by email. Second, you can submit your information to Public Access TV. Third, you can publish this flier on the local Web. Most cities have a web site for the local newspaper.

Before you send out an email, please consider the size of your document. The graphics and images that you included in this flier may be wonderful, high resolution images that print well. You can **Compress the Picture** to make the images smaller.

Try It: Compress the Picture
Select either picture.
Go to **Picture Tools -> Format.**
Select: **Compress Pictures.**

What Do You See? The **Target Output** for **E-mail** compression reduces the image size to less than half of the size of the **Print** output.

Picture Tools -> Format -> Adjust ->Compress Picture



Exam 77-881: Microsoft Word 2010 Core
4. Including Illustrations and Graphics in a Document
4-1. Insert and format Pictures in a document: Compress Picture

Take Two

Send Using E-mail

Email is an excellent choice for sharing and collaborating. Emails are quick, colorful and paperless.

Try This: Save and Send
Click on **File**. The new Backstage window will open.
Go to **Save and Send**.

What Do You See?
Send as Attachment adds this flier to the email as a document.

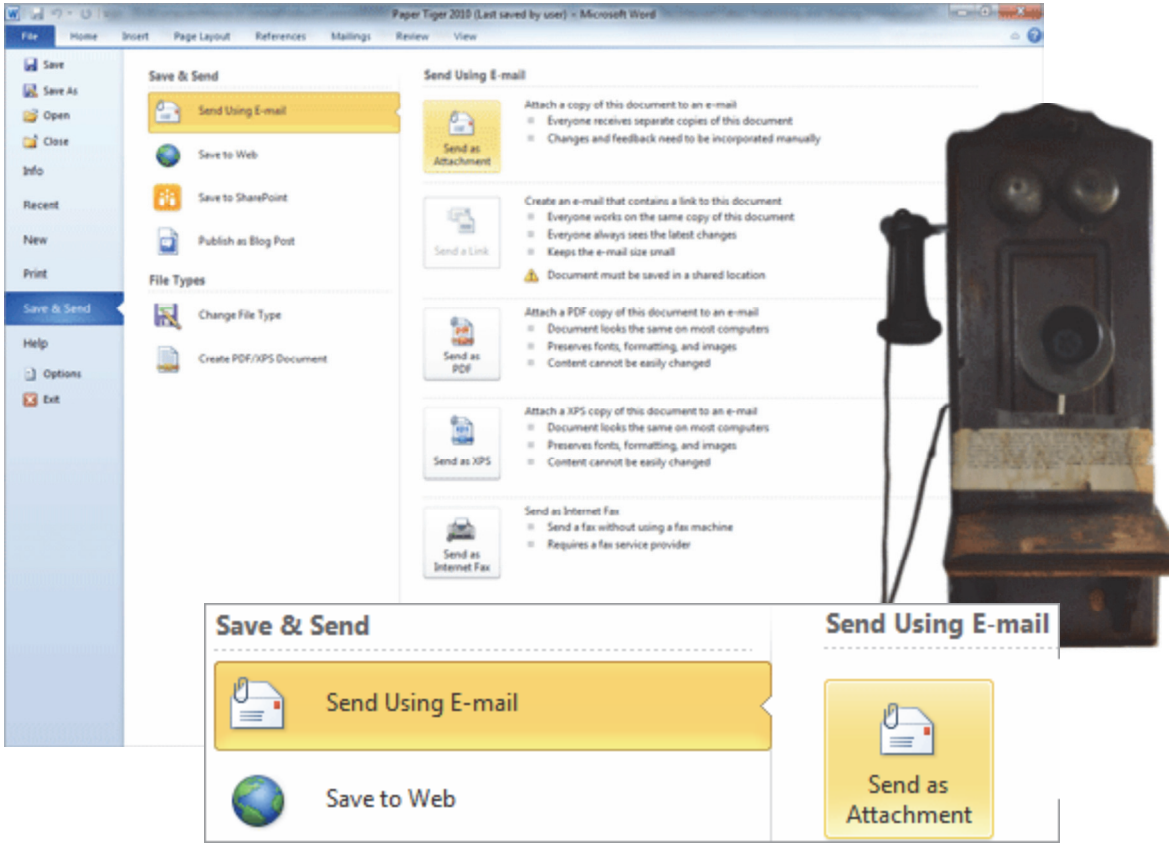
Create Link is useful if the file is shared online in a place everyone can access, say a SharePoint portal.

Send as PDF converts your document into an Adobe Acrobat format.

Send as XPS converts your document into the new Microsoft version of PDF.

Send to Internet Fax creates a Fax using an Internet Fax service.

File -> Save and Send -> E-mail



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Send Using E-mail

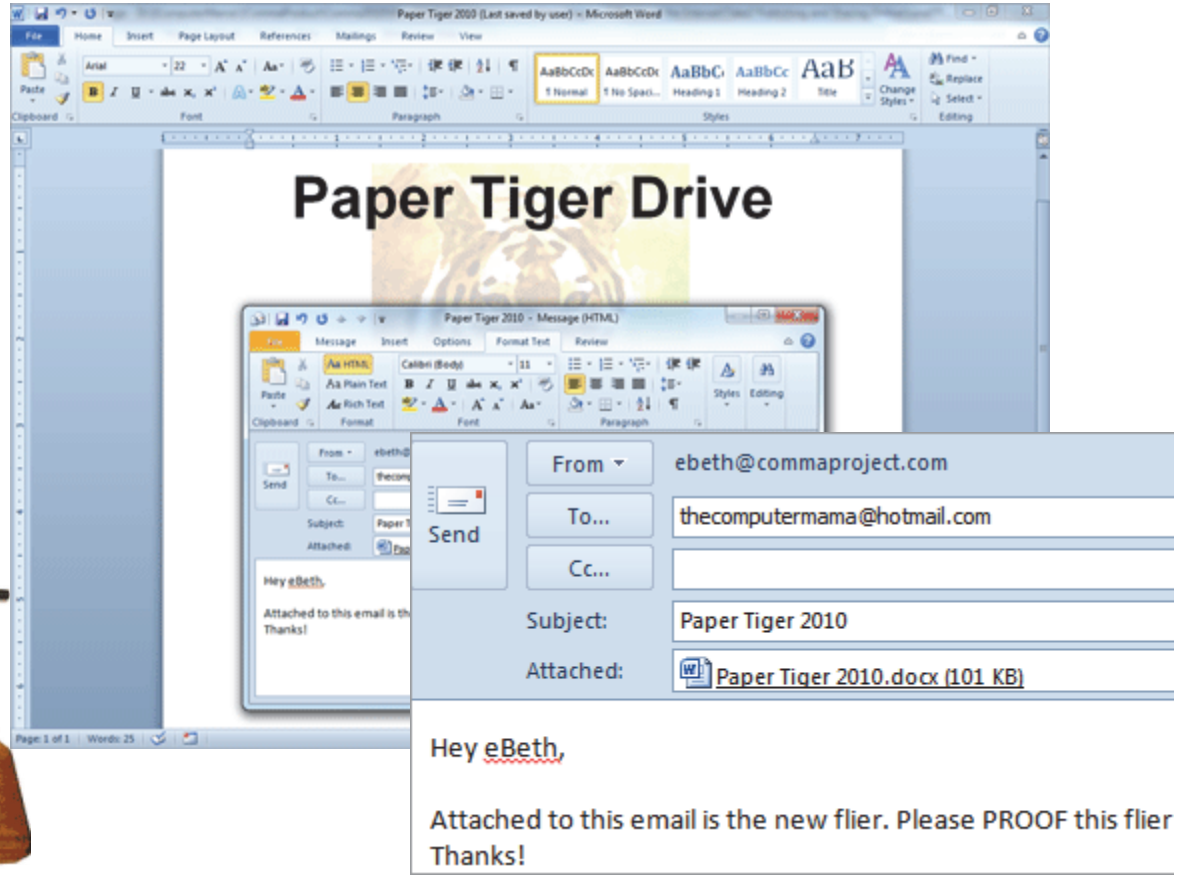
Take Two

Send as Attachment

When you choose to send a document as an attachment, a new message will open with the document included.

Memo to Self: The screen capture on this page shows a new message in Microsoft Outlook 2010. The option to Send as Attachment may not work if you use webmail (such as Gmail, Yahoo mail or AOL) as your default email program.

File -> Save and Send -> E-mail ->Send As Attachment



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Send as Attachment

Take Two

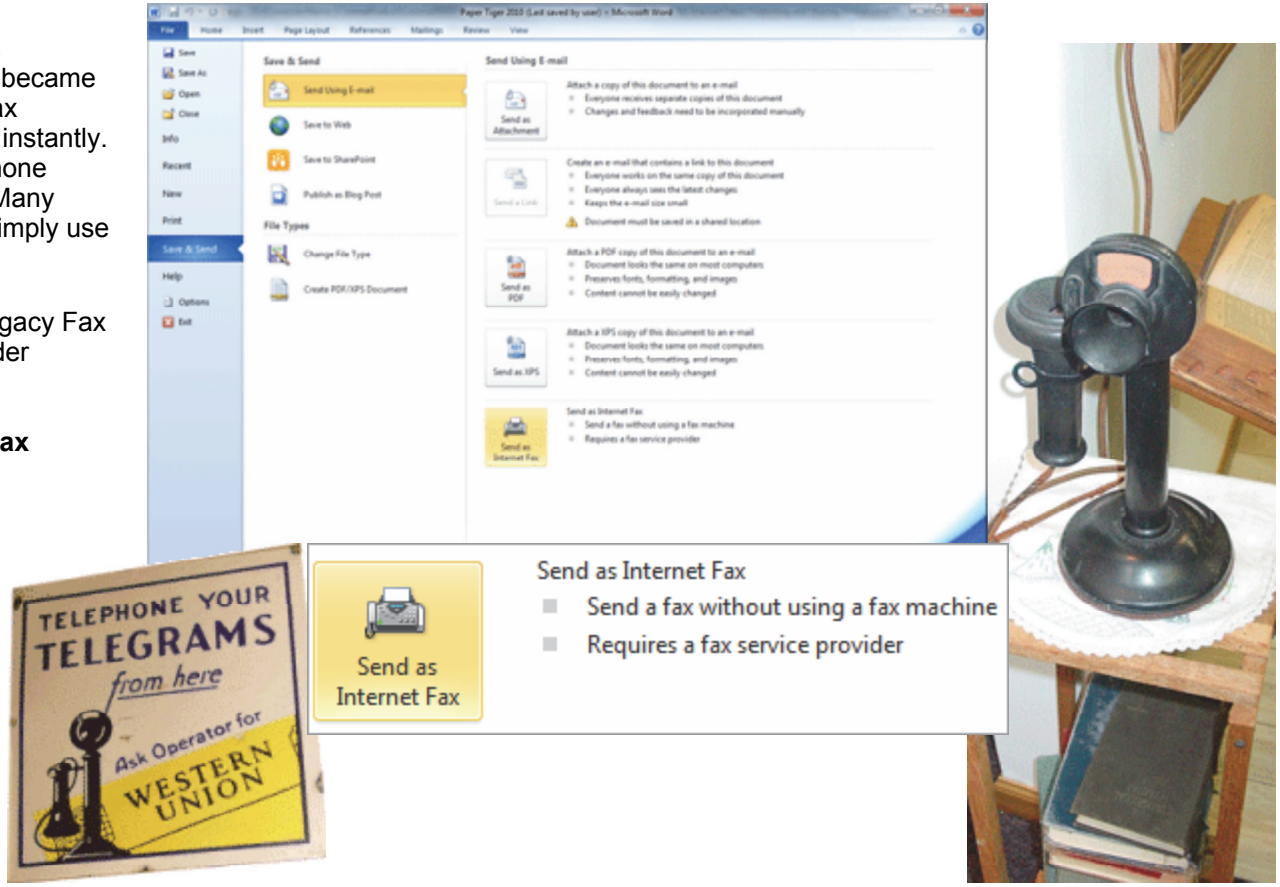
Send as Internet Fax

Before the Internet and Email became the norm, businesses used Fax machines to send information instantly. Fax machines relied on telephone technology: a dial-up phone. Many businesses and households simply use cell phones, not dial-up.

However, there are enough legacy Fax machines that you may consider sending an **Internet Fax**.

Try This: Send an Internet Fax
Click on **File**.
Go to **Save and Send**.
Go to **Send an Internet Fax**.
Keep going...

File -> Save and Send -> Internet Fax



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Send as Internet Fax

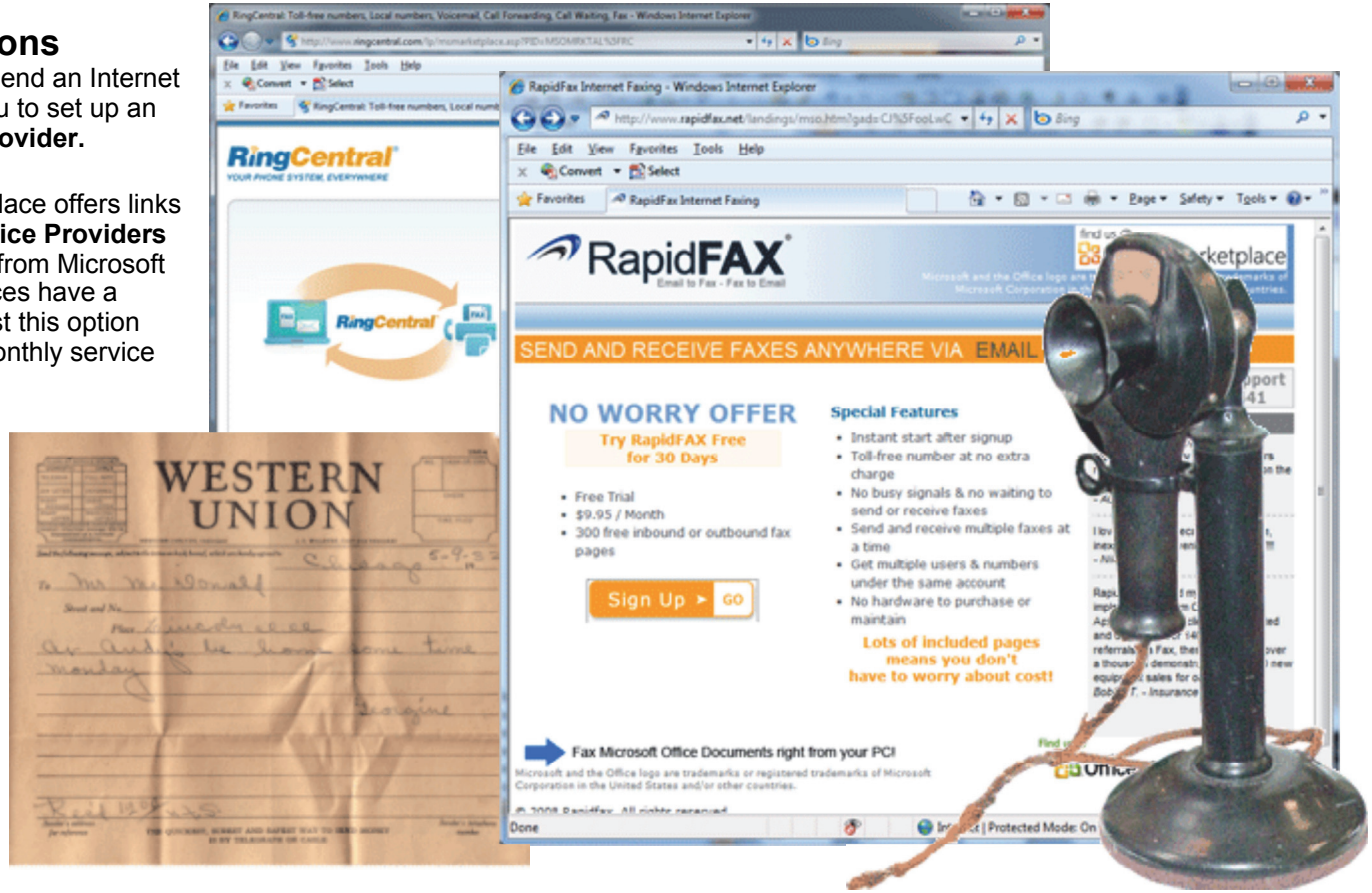
Take Two

File -> Save and Send -> Internet Fax

Internet Fax Options

The first time you try to send an Internet Fax Word will prompt you to set up an **Internet Fax Service Provider.**

Microsoft Office Marketplace offers links to the **Internet Fax Service Providers** who specialize in faxing from Microsoft Office. All of these services have a Free-Trial so you can test this option and see if it worth the monthly service fee.



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Send as Internet Fax

Take Two

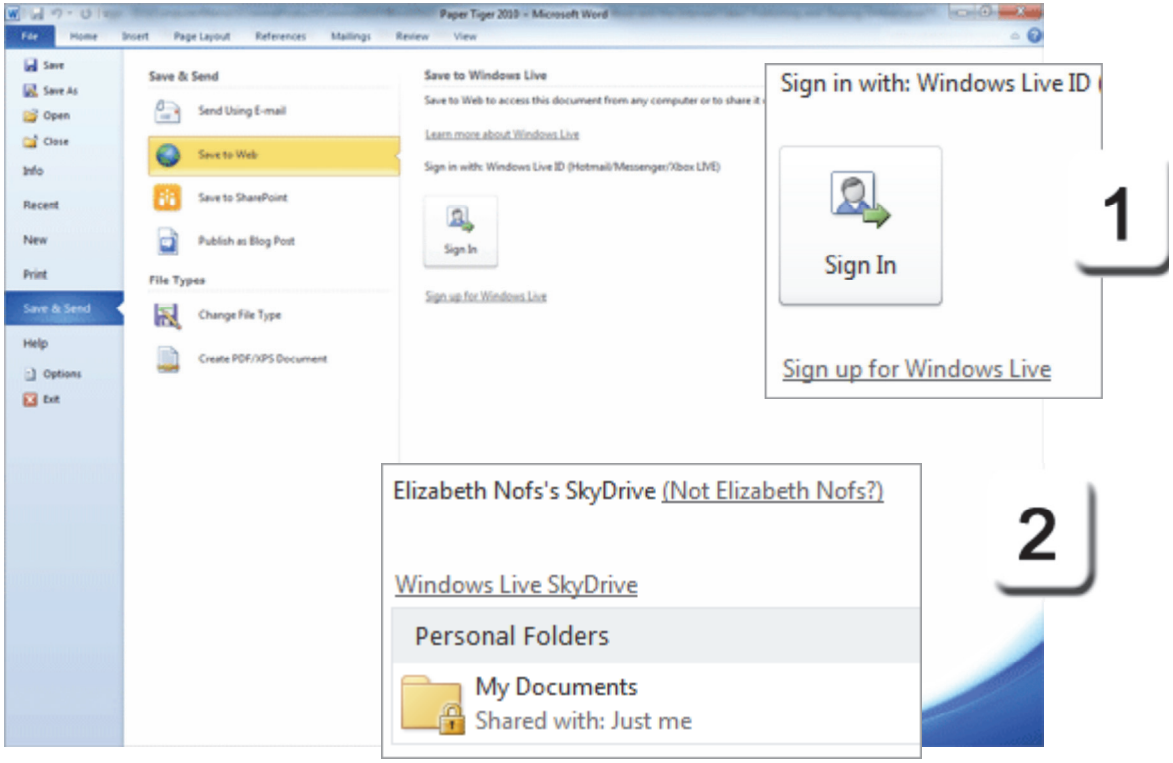
Save to Web

Computers come and computers go. It is the data that matters. Microsoft Office has an option to save your important documents to the Web in private, secure folders that you can choose to share. It is called **SkyDrive**. Here are the steps.

1. Try This: Save to Web
Click on **File**.
Go to **Save and Send**.
Go to **Save to Web**.

2. What Do You See? SkyDrive needs a WindowsLive ID to authentic users. You can use your Hotmail, Messenger or xBox password. You can also create a new account if you wish.
Keep going...

File -> Save and Send -> Save to Web



Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Save to Web

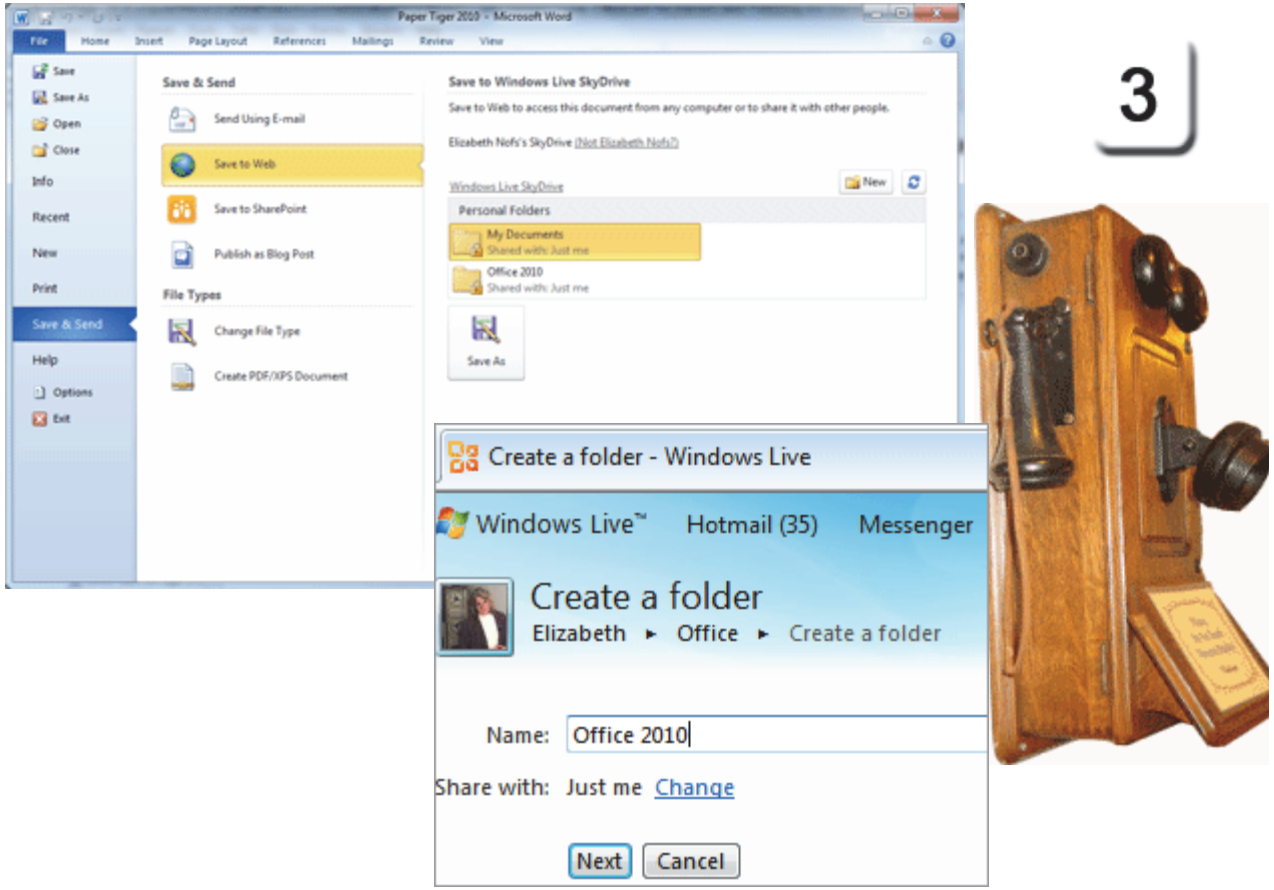
Take Two

Using SkyDrive

SkyDrive, like webmail, can be accessed from any computer, anywhere. Your data is stored on a robust, commercial server so if your own laptop goes down, your work is still available.

3. Try This, Too: Create a New SkyDrive Folder Online
There is a Documents folder in your SkyDrive. You can create a new one. By default, all of the folders are private until you choose to **Share** them.

File -> Save and Send -> Save to Web



3

Exam 77-881: Microsoft Word 2010 Core
1. Sharing and Maintaining Documents
1-4. Share documents: Save to Web

Take Two

Email Blasts

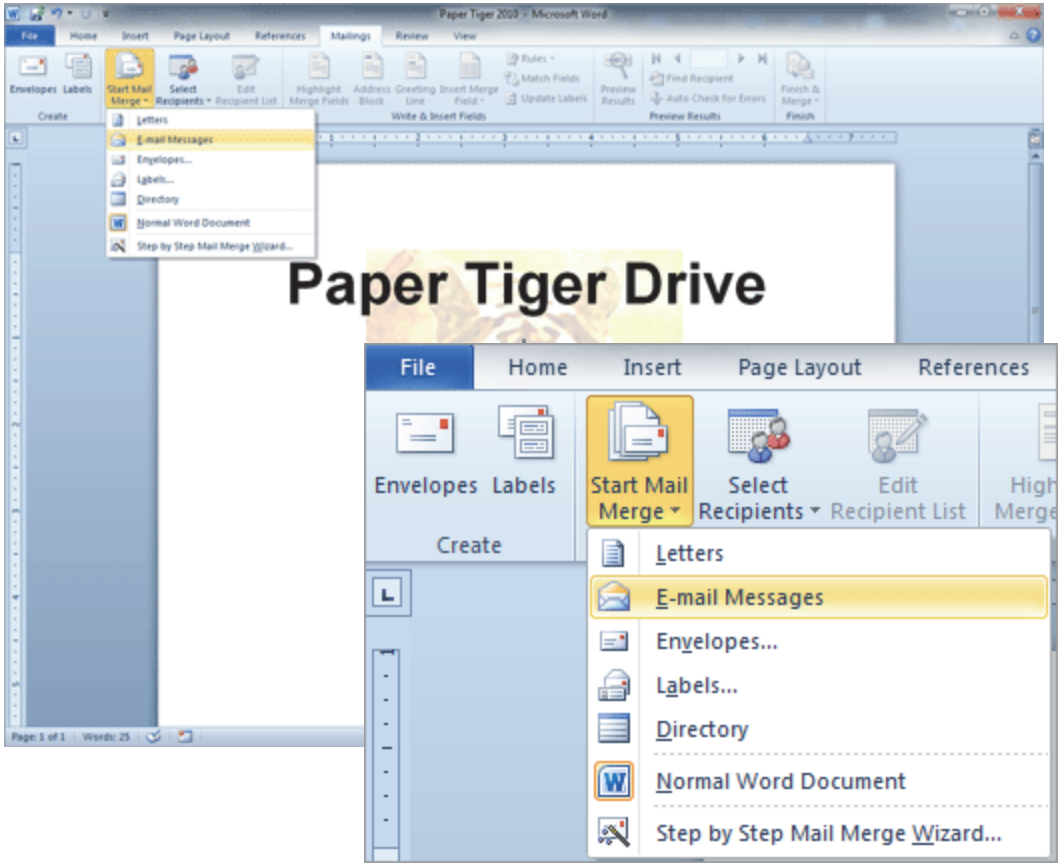
Each of these **Save and Send** options demonstrated how to share your documents online: E-mail, Internet Fax and SkyDrive.

Say you wanted to send this flier to everyone in your email Contacts. You can create a Mail Merge that will automate your task: an email blast.

1. Try This: Create a Mail Merge
Go to **Mailings->Start Mail Merge**. Click on **E-mail Messages.**

Keep going...

Mailings->Start Mail Merge ->E-mail Messages



1

Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge: E-mail Messages

Take Two

Select Outlook Contacts

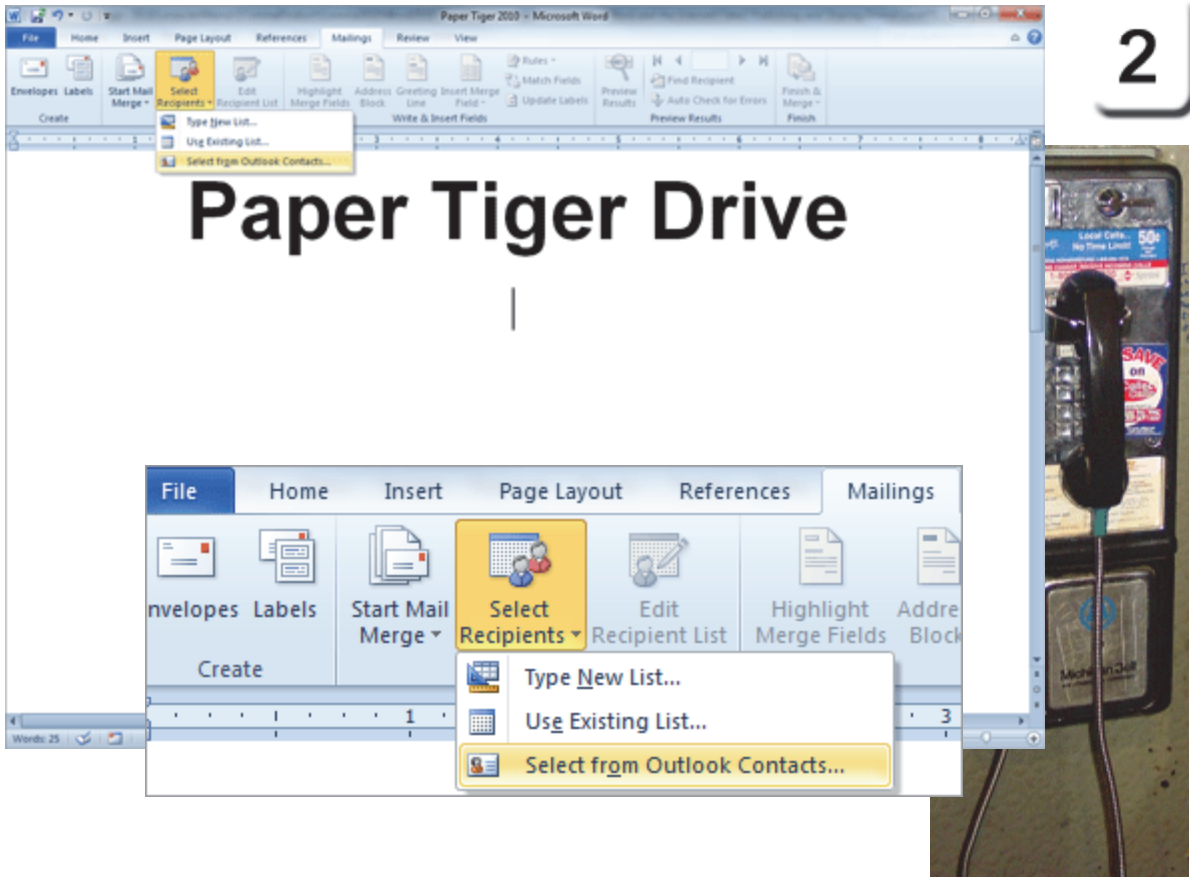
The second step in any Mail Merge is to choose a Record Source for the Recipients List.

The Recipient list is a table. These pages demonstrated how to create and use a table in Word, Excel, Access. Microsoft Outlook has a table as well: the Contacts folder.

2. Try This: Select Recipients
Go to **Mailings-> Select Recipients**. Click on **Select from Outlook Contacts**.

Keep going...

Mailings->Select Recipients ->Outlook Contacts



Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge: Select Outlook Contacts

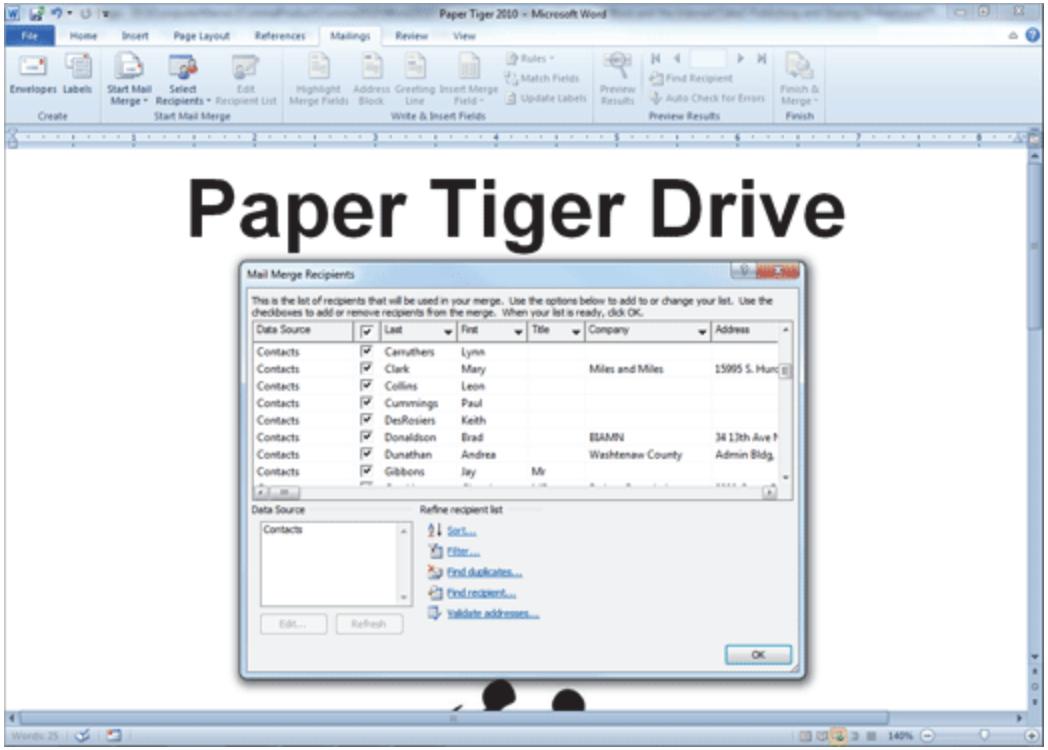
Take Two

Outlook Contacts

What Do You See? When you select a Record Source like Access, Excel or Outlook, you will be presented with a Table of names that you can Sort, Filter or Select (by check mark) who will be included in the Mail Merge.

Keep going...

Mailings->Select Recipients ->Outlook Contacts



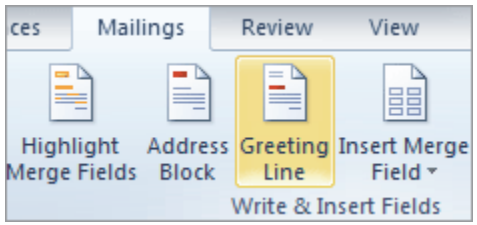
Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge: Select Outlook Contacts

Take Two

Insert Merge Fields

You can customize the Mail Merge with a **Greeting Line**. Here are the steps.

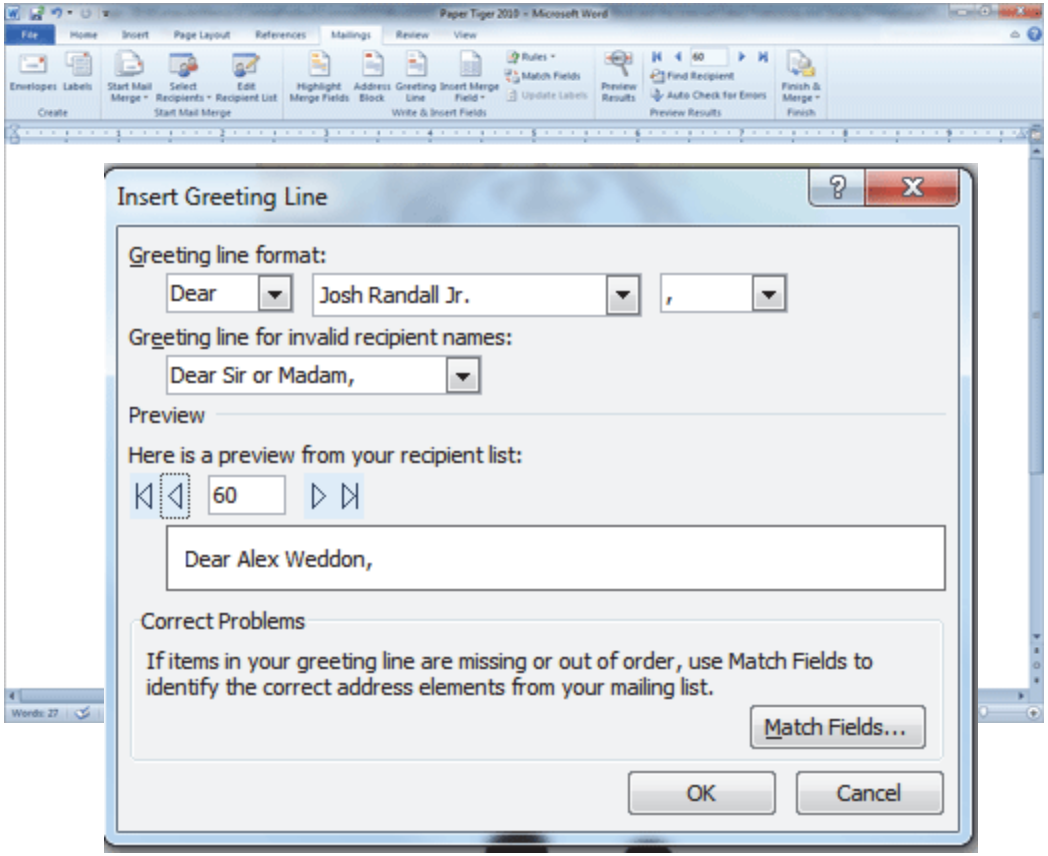
3. Try This: Add a Greeting Line
Go to the **Mailings** Ribbon.
Go to **Write and Insert Merge Fields**.
Select **Address Line**.



What Do You See? You will be asked to choose a **Greeting line format** as well as a Greeting Line for any Recipient who may have invalid (or incomplete) data.

Keep going...

Mailings ->Write and Insert Merge Fields



3

Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge: Insert Greeting Line

Take Two

Insert More Merge Fields

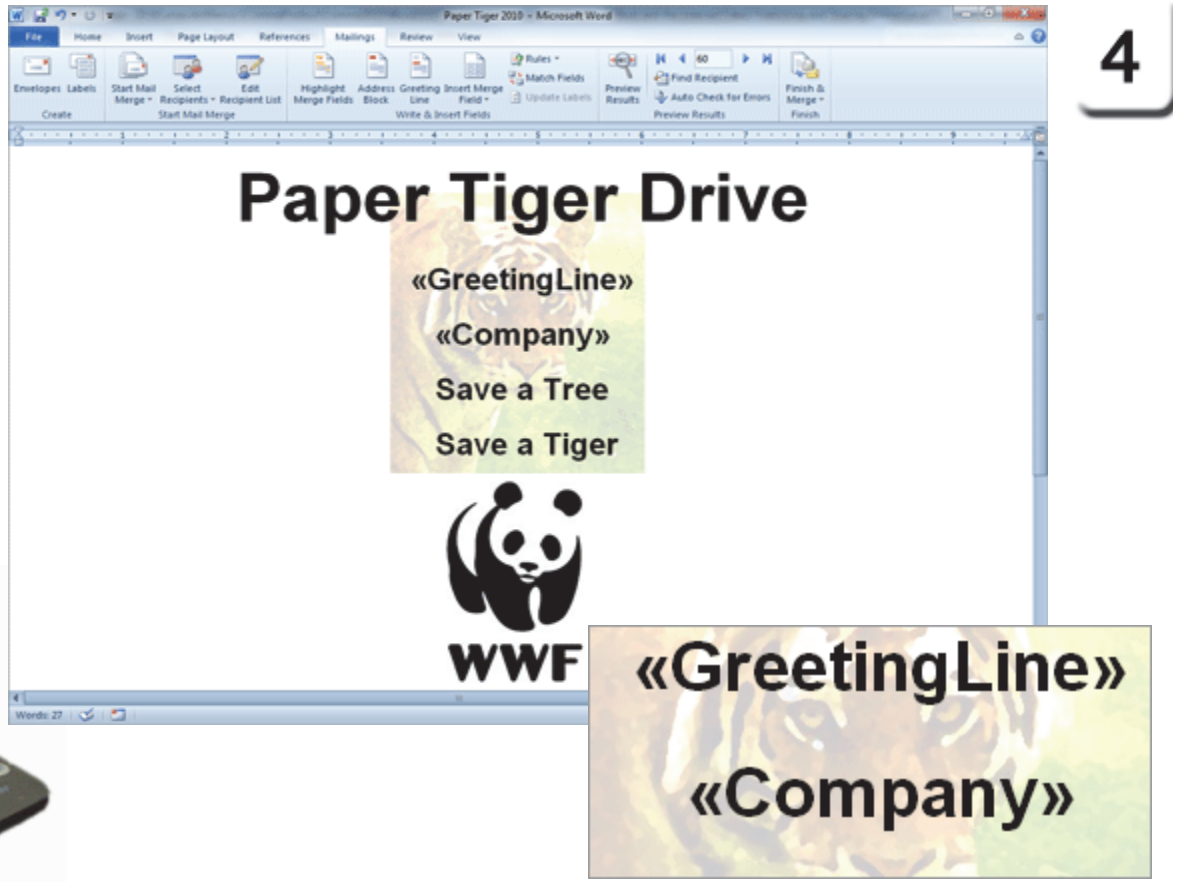
4. Try This: Insert More Fields
You can add additional Mail Merge fields to this email if you wish.

We Were Disappointed to Learn:
When you selected create a Mail Merge for E-mail messages, the document changed into a different page setup.

Did you notice that the picture that was placed behind the text moved to the bottom of the page? It is surprisingly difficult to move and format the picture when it is behind the text, now.

Keep going...

Mailings ->Write and Insert Merge Fields



4

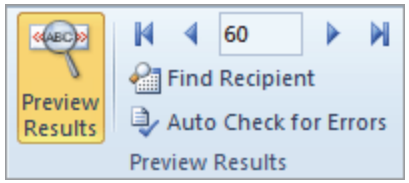
Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge: Insert Merge Fields

Take Two

Preview Results

It is a wise precaution to **Preview** your Mail Merge before you email them. Say you wanted to review one specific name. You can use **Find Recipient** to look them up and proof the information.

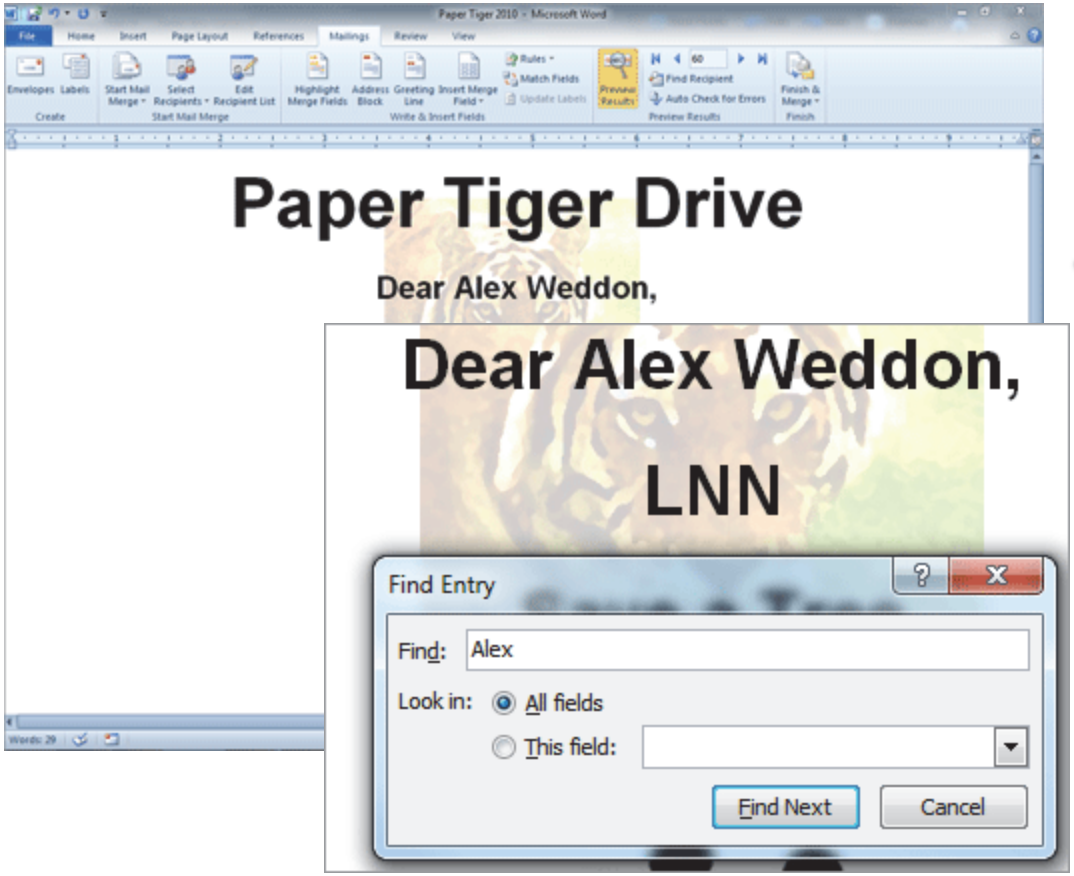
5. Try This: Preview Results
Go to **Mailings ->Preview Results**. The example on this pages has 60 recipients. The arrows left and right let you page through the messages.



Try This, Too: Find Recipient.
When you click on **Find Recipients**, a little widow prompts you to enter a name or address to search.

Keep going...

Mailings ->Preview Results



5

Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge: Preview Results

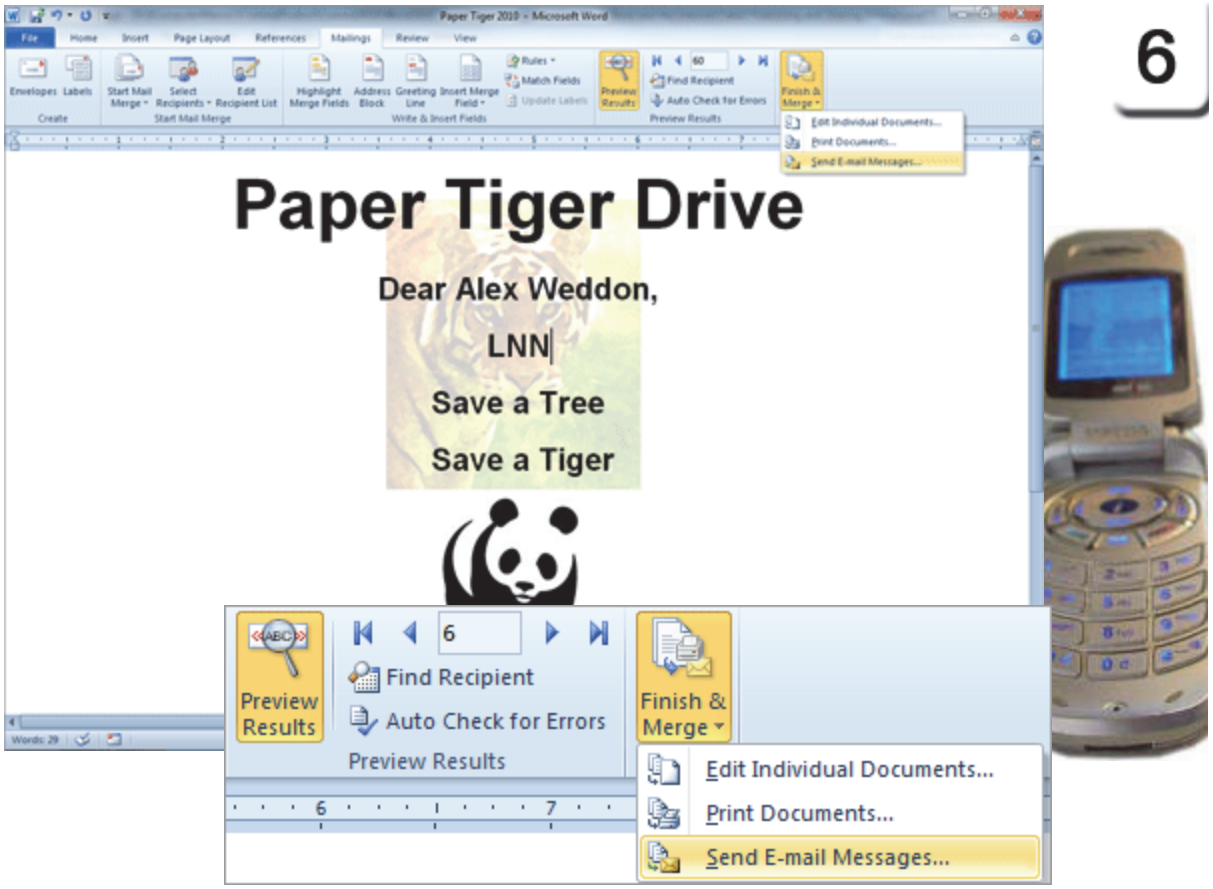
Take Two

Finish and Merge

6. Try This: Send E-Mail Messages
When you select Send E-mail Messages, Microsoft Outlook will create a unique, customized email message for each of the Contracts.

We Were Also Disappointed to Learn: Depending on your Internet Service Provider and which service you use for E-mails, you may be limited to sending less than 100 (or even 10!) E-mails each day. The Computer Mama had to break up a large County E-mail blast into small groups of less than 100 per day.

Mailings -> Finish and Merge -> Send E-mail Messages



6

Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge.: Finish and Merge

Take Two

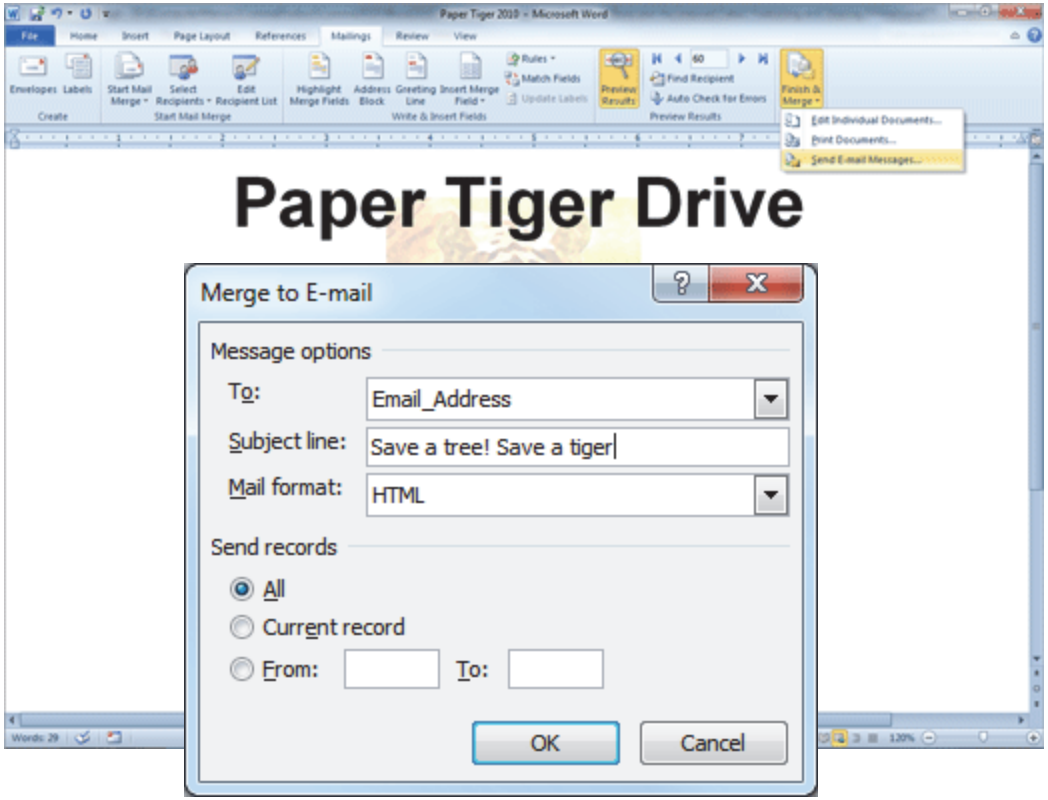
Merge to E-mail

The last step in creating the E-mail blast is to add a Subject line.

By default, Microsoft Word chooses the Email_Address field and the Mail format.

7. **Try This: Merge to E-mail**
Go to **Mailings->Finish and Merge.**
Click on **Send E-mail Messages.**
Fill in the **Message options.**

Mailings -> Finish and Merge -> Send E-mail Messages



7

Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge: Merge to E-mail

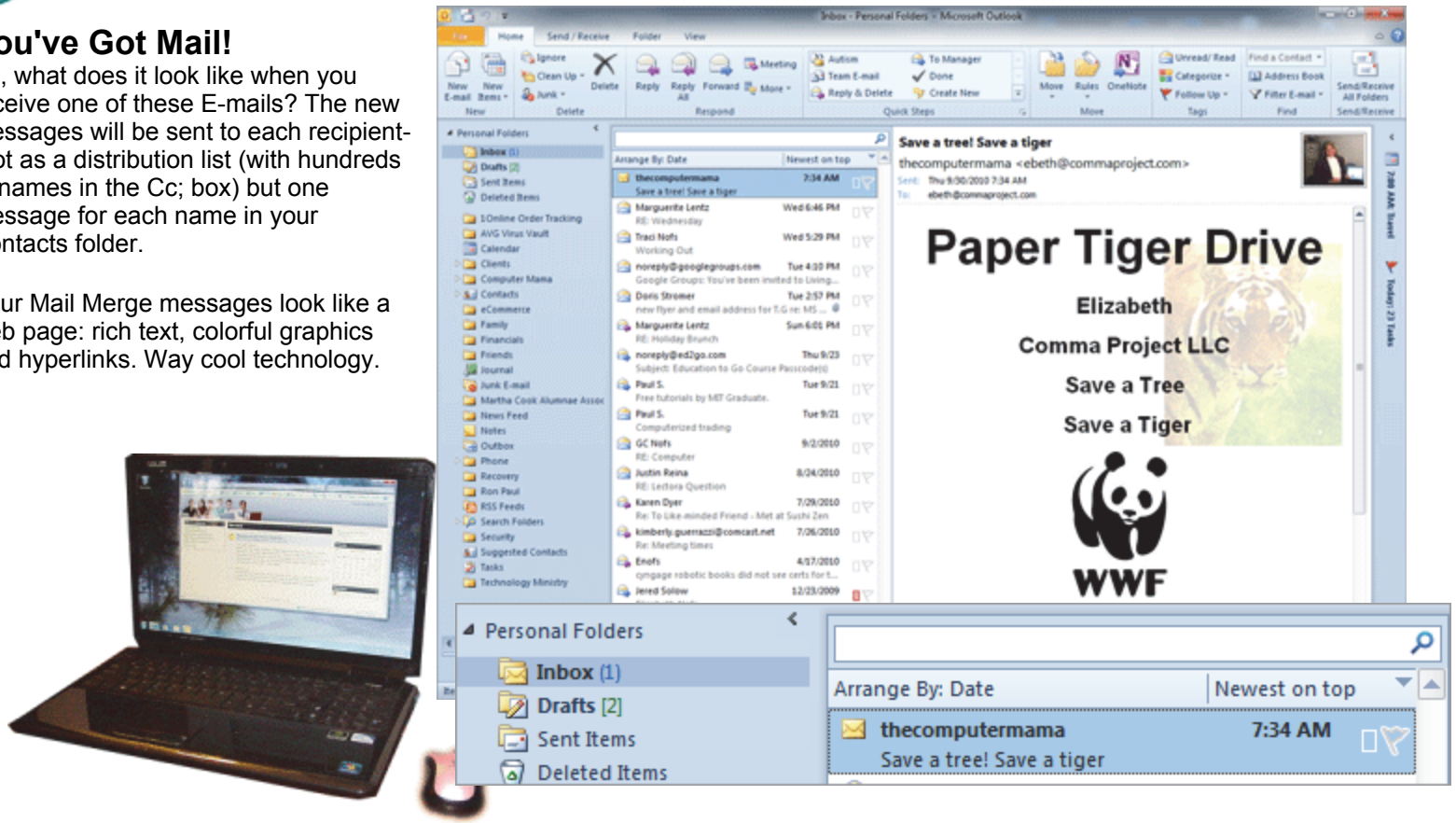
Take Two

You've Got Mail!

So, what does it look like when you receive one of these E-mails? The new messages will be sent to each recipient--not as a distribution list (with hundreds of names in the Cc; box) but one message for each name in your Contacts folder.

Your Mail Merge messages look like a web page: rich text, colorful graphics and hyperlinks. Way cool technology.

Start-> All Programs -> Microsoft Office -> Microsoft Office 2010 Tools



Exam 77-887: Microsoft Word Expert 2010
4. Performing Mail Merge Operations
4.1. Execute Mail Merge

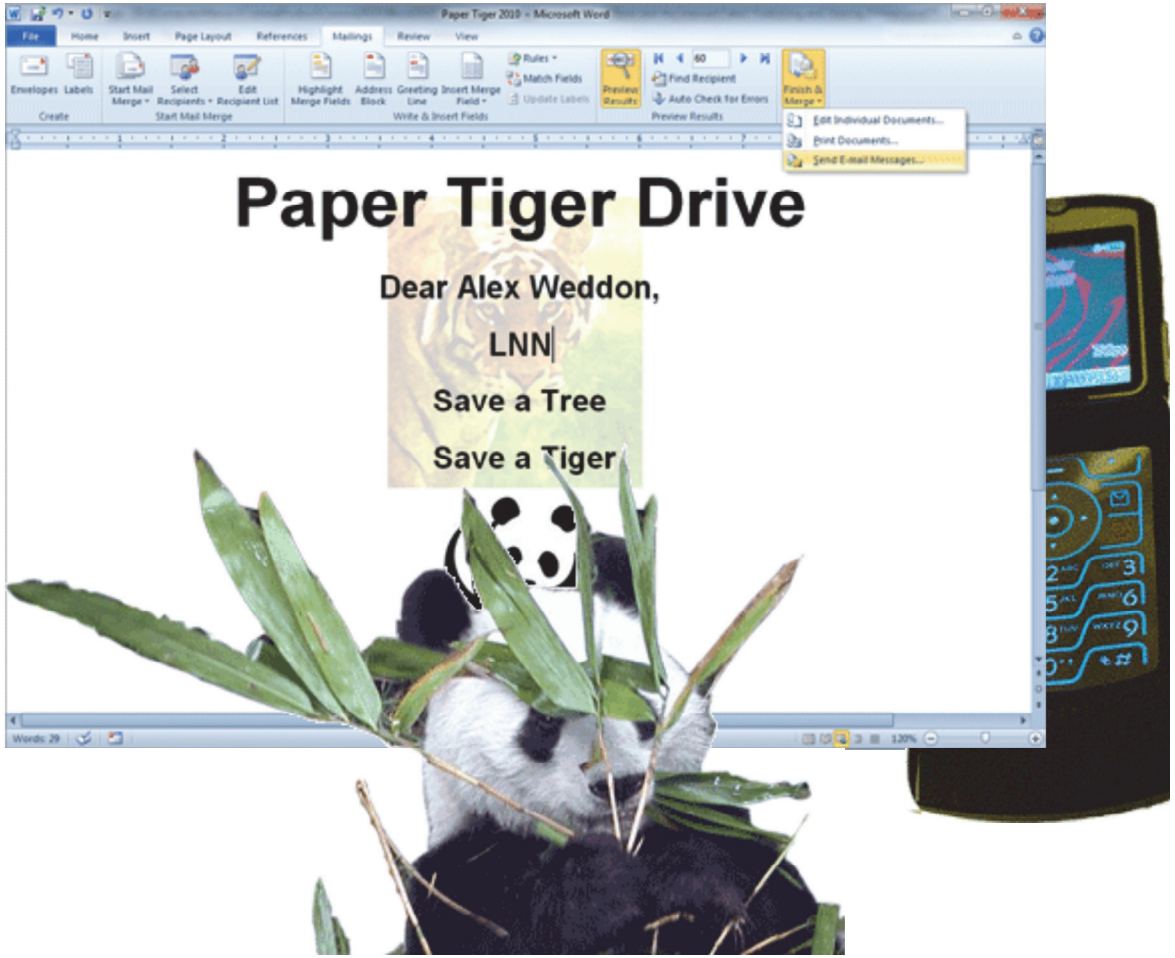
Take Two

Frictionless Marketing

In his book, The Road Ahead, Mr. Bill Gates, founder of Microsoft, predicted that computers would enable "frictionless marketing." The beautiful flier that we just created would cost thousands of dollars to print in color and mail by US Post.

We just designed an excellent campaign that did not cost anything for printing or postage. No friction: nothing to hold you back! So go get a cookie, maybe two,

You done good.



Practice

Lesson 6: Online, All the Time

Before You Begin: Download a sample picture: **Farm**
Start Microsoft Word 2010.

Try This: Do the following steps

1. Open an new, blank document.
2. Insert a picture: **Farm**
3. Format the picture as follows:
   Position in Top Center with Square Text Wrapping
   Crop to Shape: Rounded Rectangle
   Picture Style: Reflected Rounded Rectangle
4. Adjust the Picture Color Options:
   Change the Color Tone. Make the Temperature: 8,800
5. Format the Text Wrapping:
   Send the Farm picture Behind Text
   Use the layout options to Lock the Anchor
6. Go to the Paragraph Group and click on Show/Hide to show the Anchor.
7. Enter the following Text:
   Charlotte's Website
   Format the Text: Tahoma, 18 pt, Centered
8. Add a hyperlink:
   www.freshfood.com
   Set Target Frame: New window
   Edit the Screen Tip: From the farm to your table
9. Format the hyperlink: Tahoma, 14 pt, Centered
10. Save as YOUR NAME Online Practice.docx

Test Yourself

1. Which of the following can the Microsoft Office 2010 Tools Photo Manager program do?
(Select all correct answers)
a. Crop
b. Red Eye Removal
c. Artistic Effects
d. Brightness and Contrast
Tip: Intermediate Word, page 188

2. Word can have several layers of graphics.
a. True
b. False
Tip: Intermediate Word, page 193

3. The Lock Anchor option keeps an image from moving around the page.
a. True
b. False
Tip: Intermediate Word, page 195

4. Which of the following is true?
a. A hyperlink can be pasted into a document and still works when clicked taking a user to the address
b. A hyperlink cannot be pasted into a document
c. A hyperlink can be pasted into a document, but, when clicked, will not take the user to that address.
Tip: Intermediate Word, page 199

5. A Word document can be emailed directly from Word using the Save and Send option.
a. True
b. False
Tip: Intermediate Word, page 205

6. Which of the following is true?
(Select all correct answers.)
a. The Send as Attachment attaches the document to an email message.
b. The PDF option converts the document to a PDF and then emails it
c. The Create Link option allows users access to the file stored on your personal computer.
Tip: Intermediate Word, page 206

7. Which of the following is true about SkyDrive? (Select all correct answers)
a. Uses WindowsLiveID for logging in
b. The Files stored on the SkyDrive are accessible with the Internet
c. Saving to SkyDrive is available with the Save and Send command in Word
Tip: Intermediate Word, page 209

8. Which of the following is true?
(Select all correct answers)
a. A Mail Merge can be an email
b. A Mail Merge email sends one copy to all recipients using the CC function
c. A Mail Merge can send a separate email to each recipient
Tip: Intermediate Word, page 211

Intermediate Word Skill Test

Before You Begin: Start Microsoft Word 2010.

Please do the following steps:

1. Open the sample Word document:
"Locally Heavy Rains Soak Southeast Michigan."

2. Add the following text to the beginning of the document:
Rain Washes Out Hamburg Michigan
Apply Heading Style 1 to the text

3. Select all of the text EXCEPT the headline you just formatted. Format the highlighted text into two COLUMNS. Change the FONT size to 12 points.

4. Insert a picture from ClipArt. Use clips online to find a rainbow picture. Format the picture as a WASHOUT behind the text.

5. SAVE your work as Your Name Word Intermediate Skill Test.

6. Open a NEW blank Word document

7. Create a new TABLE with four columns and six rows.
Add the following labels to the first row:
First Name, Last Name, Department, Location

8. Add the following data:
Deeter Poohbah Training Detroit
Mary Contrary Marketing Lansing
Alex West Web Designer Ann Arbor
Leo Michaels Engineer Ann Arbor
Charlie Barliman Sales Lansing

SORT the data in the TABLE by City then by Department.
Save the document as Friends and Family.docx.

9. Return to the Newsletter (Your Name Word Intermediate.docx)
Change the paper size to 8” x 14”

10. Add two BLANK LINES Between the Headline and the first paragraph of text.

11. Create a MAIL MERGE using the Friends and Family list as the Data. Insert the merge fields:
First Name, Last Name, and Department

Keep going...

Intermediate Word Skill Test

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12. Format the Department Merge Field with the Style: Subtle Emphasis.

13. Insert a table with 2 columns and five rows

14. Merge the cells in the top row

In the top row, add the text Rainfall

15. Add the following months and rainfall amounts

March 6 inches
April 11 inches
May 4 inches
June 2 inches

16. Format the Table borders to be color white

17. Add a hyperlink to the text Rainfall.
Set the hyperlink to go to www.weather.com

18 Save the work: Your Name Word Intermediate.docx

Please submit your Skill Test online.