

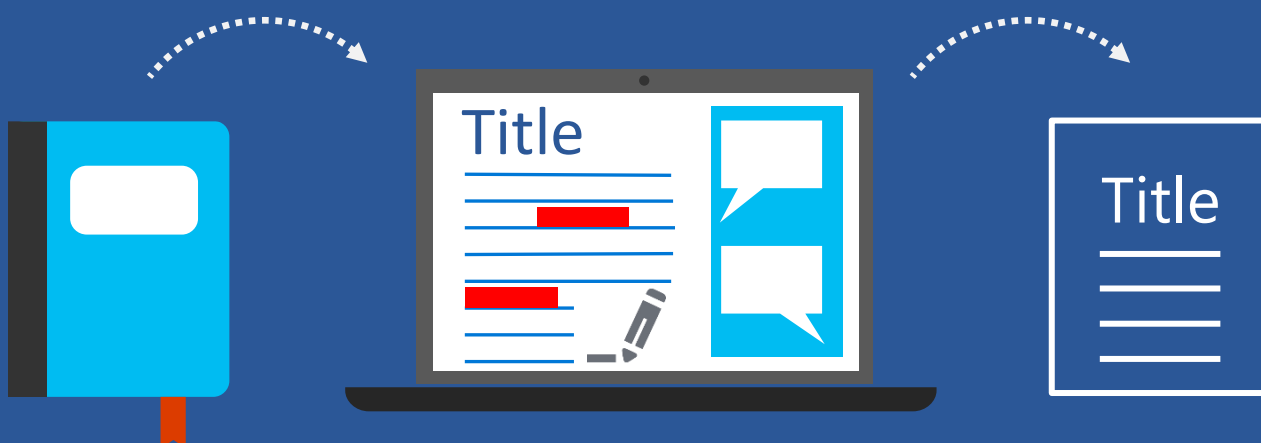


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- You will learn how to produce well-defined forms.
- You will learn how to work with extremely large documents
- You will be able to use macros to speed through any repetitive functions



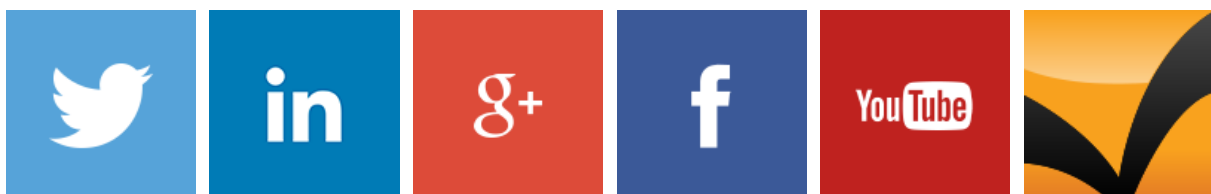
Microsoft Office Training Series



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Unit 1 Using Mail Merge

In this Unit you will be able to:

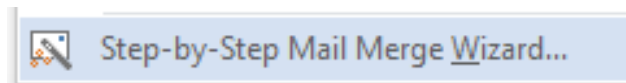
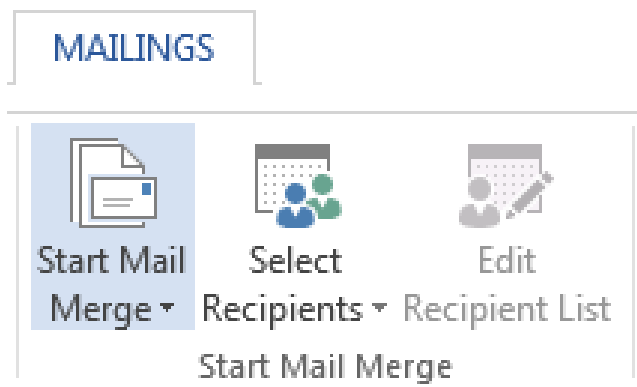
Create letters for mass mailings using the Mail Merge Wizard.

Edit mail merge settings and data sources to update a form letter.

Create labels for mass mailings.

Starting the Mail Merge Wizard

Create your letter ready for mailing, and save.



Go to Mailings/Start Mail Merge group and click the Start Mail Merge button.

Select Step by Step Mail Merge Wizard from the list provided. The Mail Merge task pane appears on the right of your screen.

Using Mail Merge to create letters

Follow through the six steps in the Mail Merge Wizard to create a letter for a mass mailing.

Select the type of document you are creating from the options provided, and click Next at the bottom of the task pane.

Select the appropriate option for the starting document. If you have the letter document open, select the 'Use the current document' option. Click Next at the bottom of the task pane.

Select the data source containing the names and addresses of the letter recipients. Typically this will be from an Excel file, database or Outlook contacts. Select the appropriate option, click Browse to select the data source. You will be shown a preview of the data source. Click OK, then click Next to continue to step 4.

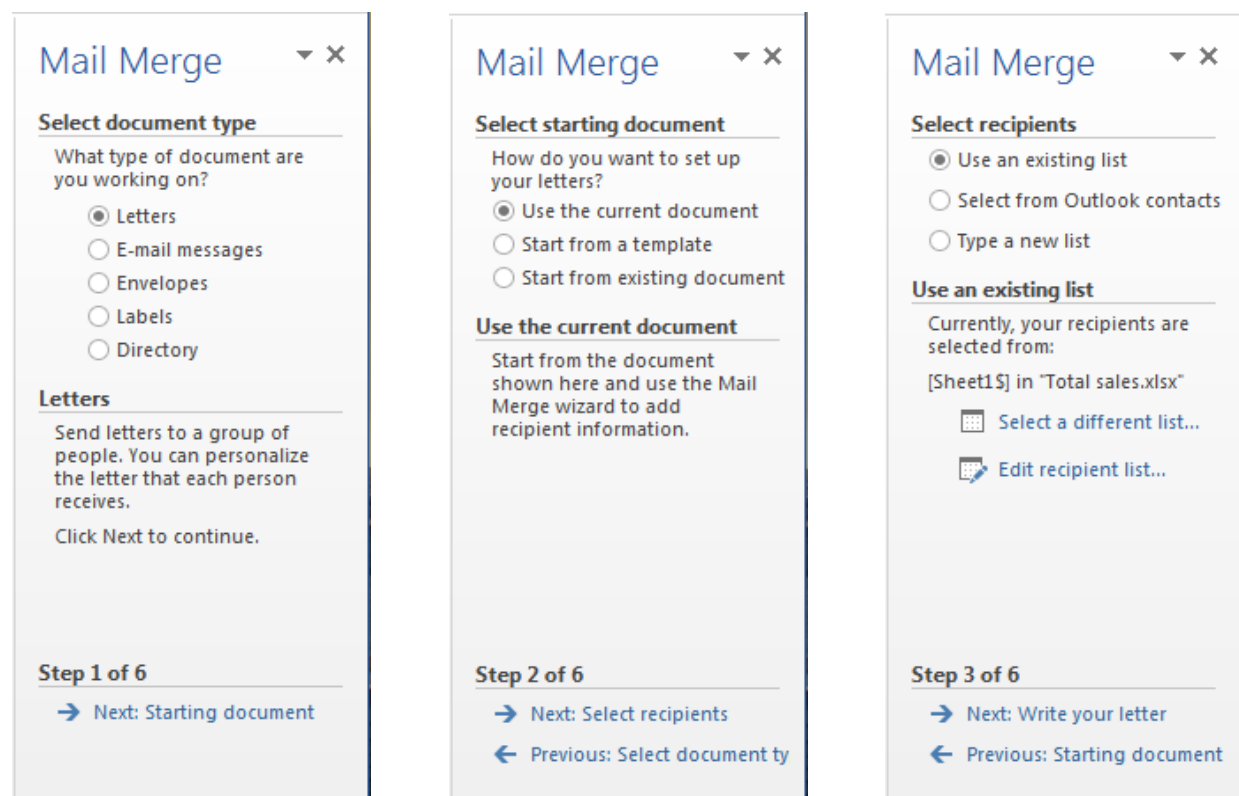
Insert the fields to be used for addressing and salutation purposes by clicking the More Items link. This allows you to insert the relevant fields from your data source

into the letter. Select a field and click Insert to enter the field into the document. Click Next to continue.

Preview the letters to your recipients. You have the opportunity to exclude unintended recipients at this step. Click Next to continue.

The letters are ready to be printed, edited or saved using the 'Print' or 'Edit Individual Letters' options respectively.

Mail Merge Wizard step-by-step



The image displays three sequential screenshots of the Microsoft Word Mail Merge Wizard, showing the progression from selecting a document type to choosing recipients.

Step 1 of 6: Select document type

What type of document are you working on?

- ☒ Letters
- ☐ E-mail messages
- ☐ Envelopes
- ☐ Labels
- ☐ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

→ Next: Starting document

Step 2 of 6: Select starting document

How do you want to set up your letters?

- ☒ Use the current document
- ☐ Start from a template
- ☐ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

→ Next: Select recipients

← Previous: Select document type

Step 3 of 6: Select recipients

☒ Use an existing list

☐ Select from Outlook contacts

☐ Type a new list

Use an existing list

Currently, your recipients are selected from:

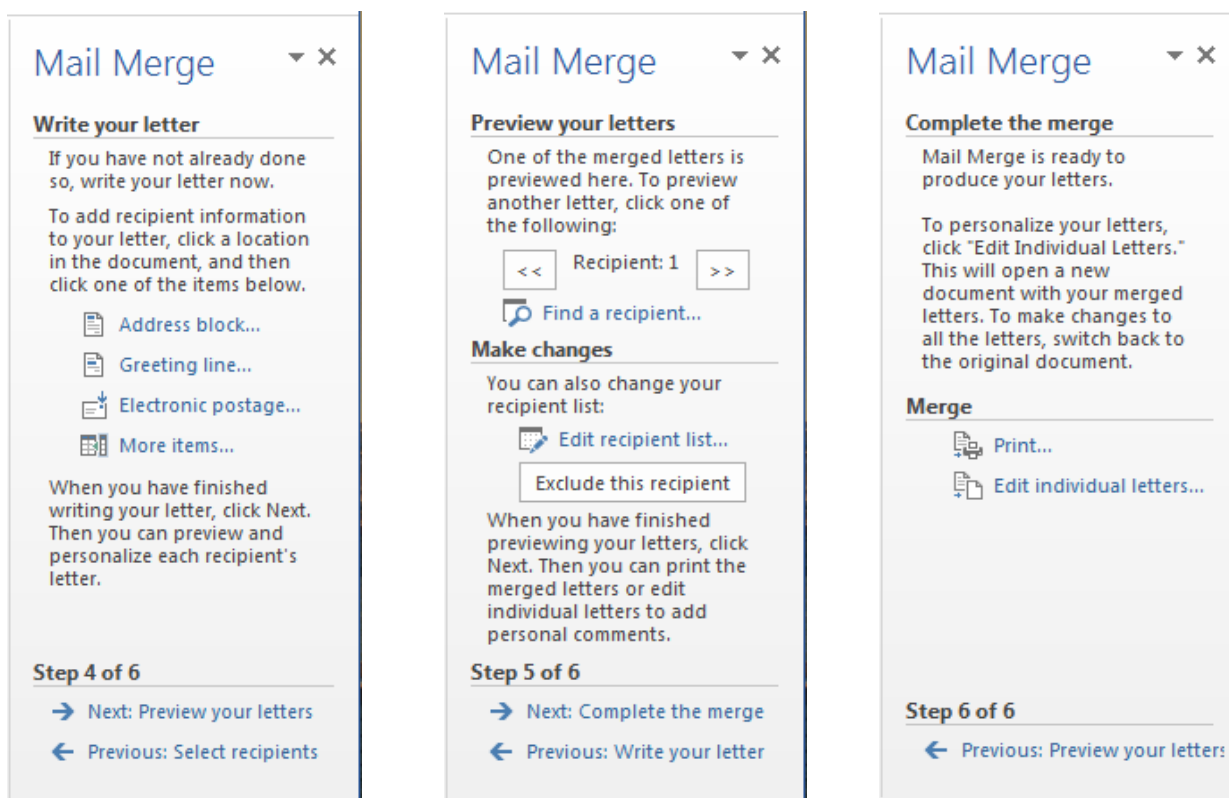
[Sheet1\$] in "Total sales.xlsx"

Select a different list...

Edit recipient list...

→ Next: Write your letter

← Previous: Starting document



Using Mail Merge to create labels

Labels can also be created using the Mail Merge Wizard as outlined in 'Using Mail Merge to create a letter', with a couple of exceptions:

Select the Labels option at step 1.

Select the type of labels you are using by clicking the Label options link at step 2, if you are using labels from a manufacturer that are a standard size (e.g. Avery).

Unit 2 Creating Forms

In this Unit you will learn how to:

Create a form using form controls.

Edit form control properties.

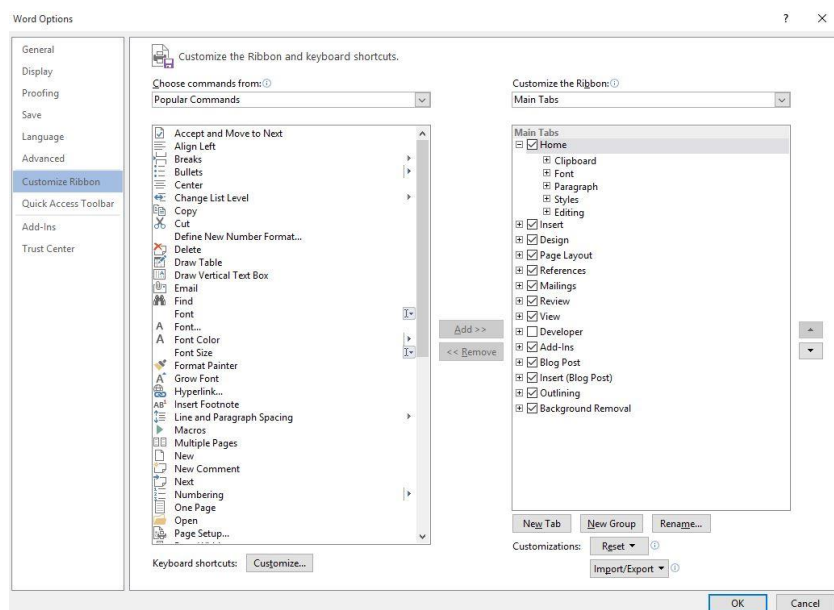
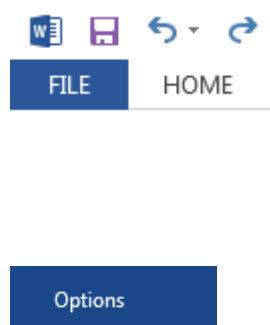
Protect and test a form

The Developer Ribbon

Tools for creating form controls are accessed through the Developer ribbon. If the Developer ribbon is not visible at the top of the Word 2010 screen, do the following.

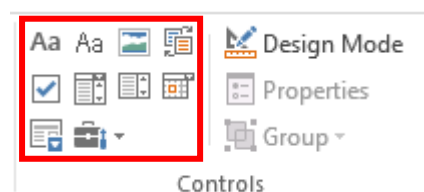
Click the Office button and then click Word Options.

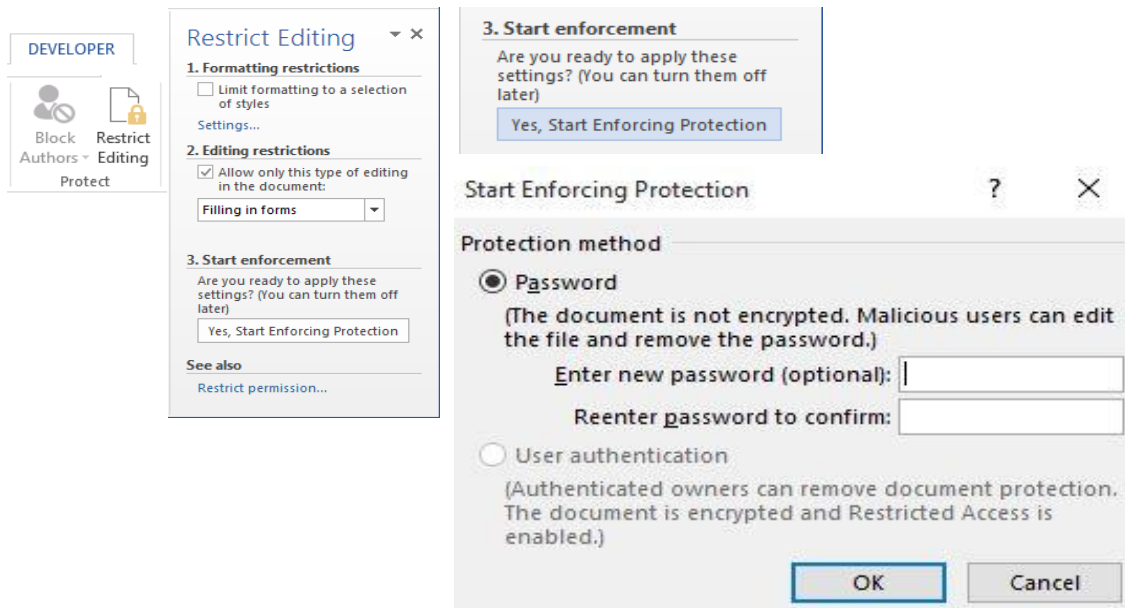
In the Popular category, check "Show Developer tab in the Ribbon" and click OK. The Developer Ribbon appears at the top of the screen to the right of the other ribbons.



Form controls

Form controls are located on the Developer ribbon. Controls allow users to enter information into the form.





Saving a form

As a form is used numerous times once created, consider saving the form as a template file once it has been set up and is ready to use.

Go to the Office button, select Save as then select Word template.

Save the file to an appropriate location.

Testing the form

Start a new document from the template file.

Fill in the form, checking that the control used are working as desired.

Unit 3 Working with large documents

In this Unit you will learn how to:

Create, edit and format using master documents and subdocuments.

Insert and delete footnotes and endnotes.

Mark index entries and use index entries to create an index.

Create and update a Table of Contents.

Create and use bookmarks and cross-references to locate text and objects in a document.

Master documents

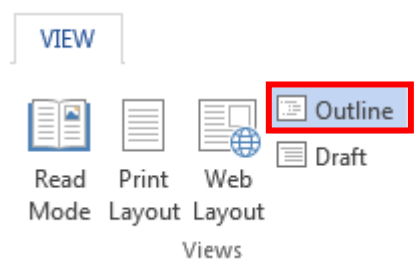
A master document is a document that contains a set of related documents called sub documents. The purpose of a master document is to break up a large document into sub documents for easier organisation and manageability. This can be useful if several different people are working on creating parts of the same document, e.g. a report.

Note: Master document and sub document files must all be saved into the **same folder**.

Creating a master document

Create a new Word document, and save the document into the same folder as the files that will become the sub documents of your master document file.

Go to View/Document Views group and click the Outline button. You are now ready to insert the sub document files into the master document.



Inserting sub documents

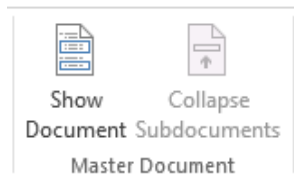
On the Outlining ribbon, click the Show Document button in the Master Document group.

Click the Insert button in the Master Document group.

Select the first sub document file from the folder where your master document and sub documents are saved, then click Open.

The sub document is inserted into the master document.

Repeat steps 2 and 3 above to insert other sub documents.



The screenshot shows a document editor interface. At the top, there's a 'Body Text' dropdown and 'Outline Tools' including 'Show Level', 'Show Text Formatting' (checked), and 'Show First Line Only'. To the right, there's a 'Master Document' toolbar with 'Show Document', 'Collapse Subdocuments', 'Create', 'Insert', and 'Unlink'. The main content area displays a list of bullet points under the heading 'Chapter 1: Introduction'. The first bullet point is expanded, showing a list of five items. The second bullet point is also expanded, showing a list of two items. The third bullet point is expanded, showing a list of two items. The fourth bullet point is expanded, showing a list of two items. The fifth bullet point is expanded, showing a list of two items.

Chapter 1: Introduction

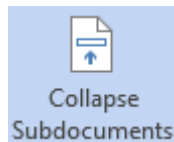
- The buyers at Great Outlander Spice pride themselves in locating premium "pure vegetarian" products. Nearly every one of our spice blends is vegetarian. These spices will enhance any vegetarian meal because the ingredients are fresh and blended in small batches.
- All products listed in our vegetarian section are guaranteed not to contain any meat or meat by products.
- Vegetarian items are available and listed too!!! We know that you will be pleased with our flavorful and tasty vegetarian foods.
- The vegetarian section lists only a few of the items from our inventory that are appropriate for vegetarian meal preparation. Check out the Great Outlander Spice Web site.
- **About our spices**
 - There's a big difference in spices....for years we've been involved in food service and manufacturing where the finished product must be consistent week in and week out. All major food manufacturers buy their spices from premier importers. So do we!! Every Great Outlander spice is of premium quality. Great Outlander spices not only excel in quality, flavor and freshness, but also are priced much lower than retail stores.




Editing a sub document

Click the Collapse Subdocuments button
All subdocuments display as hyperlinks.


Hold down the Ctrl key and click on a hyperlink to a subdocument to open it. The subdocument can now be edited. Any changes made will also appear in the master document.

Notes:



-  A subdocument can also be opened by double-clicking on the small page icon  that appears next to each subdocument, in the master document.
-  Editing changes made to a subdocument within the master document will be reflected in the subdocument when it is next opened.

Moving and deleting a subdocument

Using the small page icon  a subdocument can be moved by dragging and dropping; or deleted from the master document by clicking on the icon and pressing the Delete key.

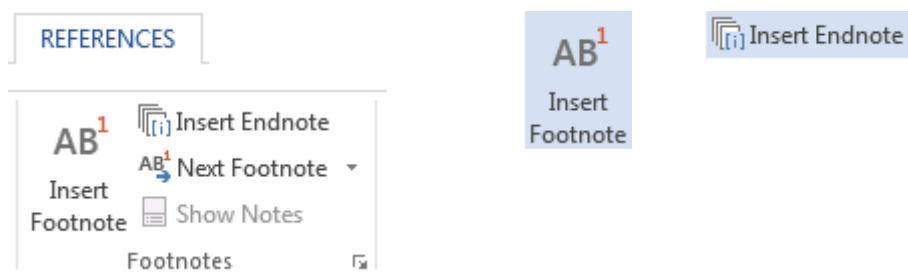
Footnotes and Endnotes

Inserting a footnote or endnote

Place the cursor where the footnote or endnote number is to appear in the document text, and go to References/Footnotes group.

To insert a footnote, click the Insert Footnote button; to insert an endnote, click the Insert Endnote button.

Enter the text for the footnote or endnote; then click away from where you have typed.

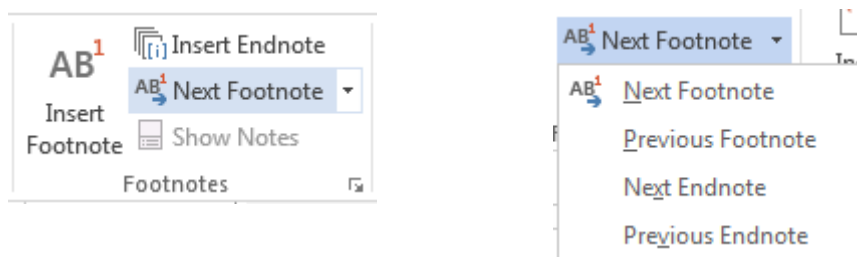


Review footnotes or endnotes in a document

Go to References/Footnotes group.

Click the dropdown arrow to the right of the Next Footnote button.

Select from the options provided to proceed directly to the next or previous footnote or endnote in the document.



Delete footnotes or endnotes

Select the footnote or endnote number from within the document text.

Press Delete.

Indexes

Marking index entries

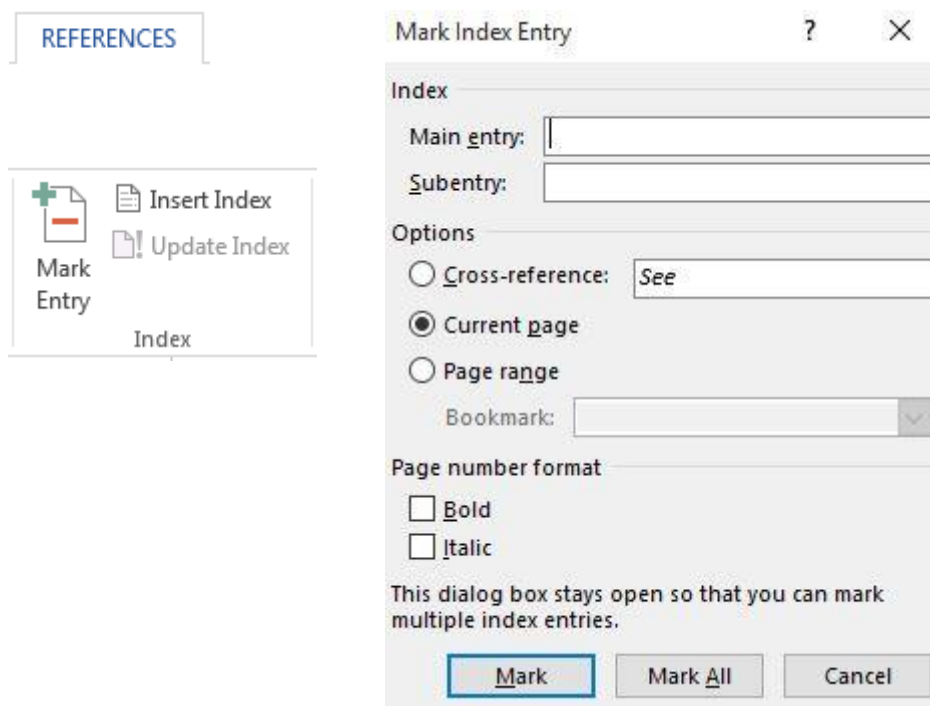
Select the word or phrase from within the document text.

Go to References/Index group and click the Mark Entry button.

In the Mark Index Entry dialogue box, click Mark to mark the selected occurrence of the word/phrase. To mark all occurrences of this text in the document, click Mark All

With the Mark Index Entry dialogue box open, repeat steps 1 and 3 to continue marking other words/phrases in the document.

Click Close to exit the dialogue box.

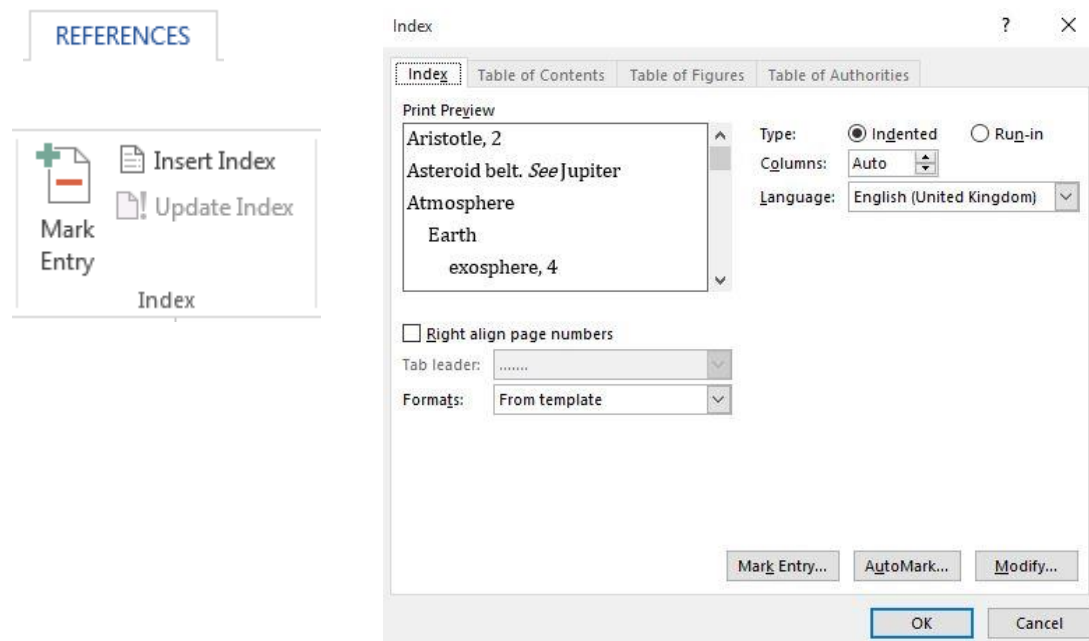


Creating an index

Position the cursor where the index is to appear.

Go to Reference/Index and click the Insert Index button.

Select settings for index formatting using the Index dialogue box, and click OK.



Updating the index

To include additional index entries once the index has been created:

Mark the words or phrases to be added to the index (see 'Marking index entries').

Click within the existing index.


Go to References/Index and click the Update Index button; or press the F9 key.

Table of Contents

Word can generate a table of contents automatically, based on the application of Heading styles in the document. In simplest terms, any headings with Heading 1, Heading 2 or Heading 3 styles applied can be included in the Table of Contents when it is generated.

Applying a style

Click into or select the paragraph (heading) you wish to apply the style to.

Go to Home/Styles group. Click the dropdown arrow  to view all the styles available in the Styles gallery.

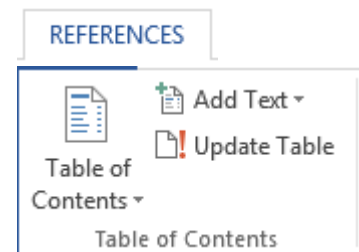
Click on the style you wish to use to apply the style to the selected paragraph.

Creating a Table of Contents

Position the cursor where the table of contents is to appear.

Go to References/Table of Contents group and click the Table of Contents button.

Select from one of the preset options in the list; or select Insert Table of Contents for further options, and click OK. The Table of Contents appears at the cursor position.



Updating the Table of Contents

If headings or page numbering changes, the Table of Contents needs to be updated to reflect these changes.

Click within the Table of Contents.

Press the F9 key. The following message appears:



Select Update page numbers only or Update entire table, and click OK.

Remove the Table of Contents

Go to References/Table of Contents group and click the Table of Contents button.

Select Remove Table of Contents.

Bookmarks

A bookmark identifies a location or a selection of text that you name and identify for future reference. You can also add cross-references to bookmarks.

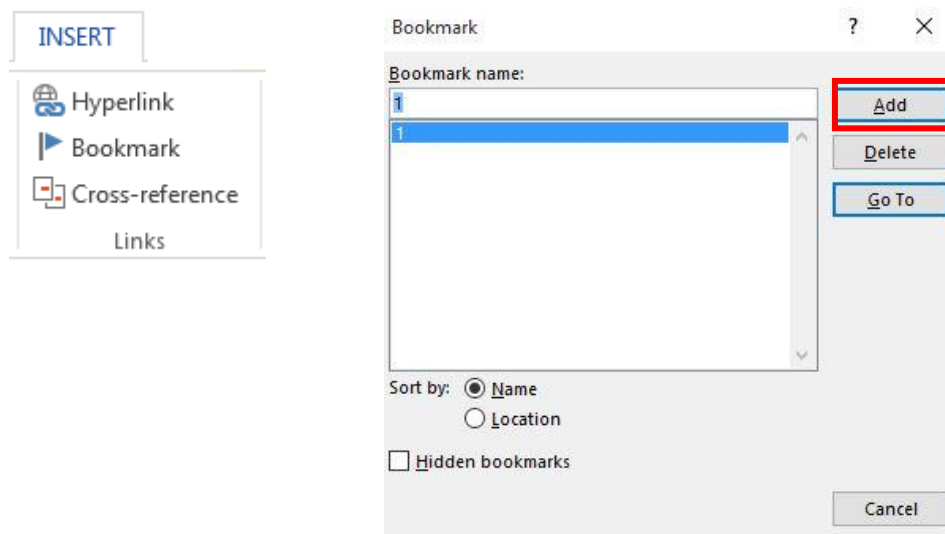
Creating a bookmark

Select the text to be bookmarked.

Go to Insert/Links group and click the Bookmark button.

Under Bookmark name, type or select a name. Bookmark names must begin with a letter, can contain numbers but can't include spaces.

Click Add. The Bookmark dialogue box closes.

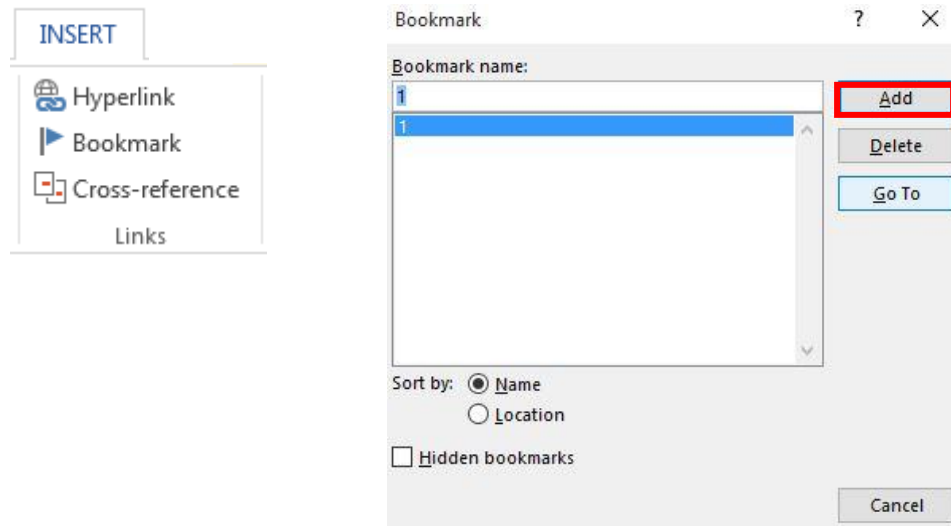


Locating a bookmark

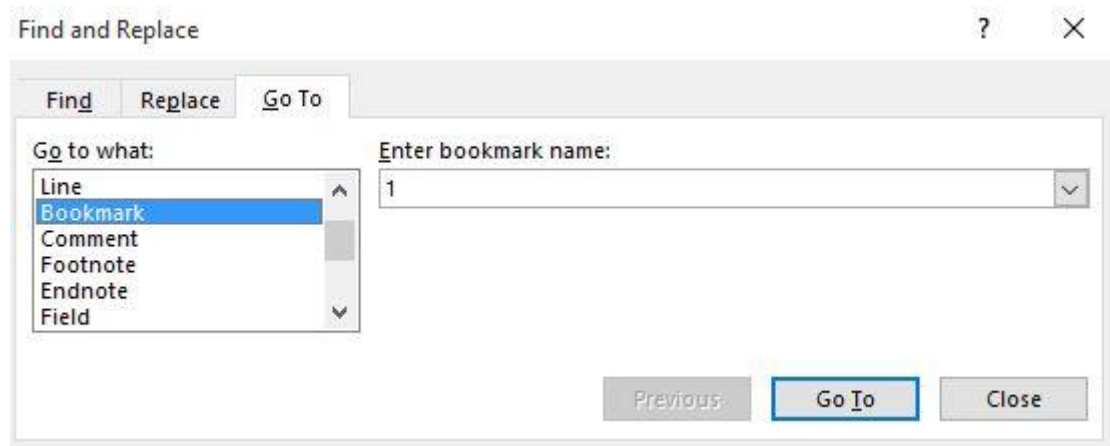
Go to Insert/Links group and click the Bookmark button.

Select the bookmark name from the list.

Click Go To.



Note: Pressing the F5 key opens the Go To feature in Word, where you can select a bookmark to go to its location in the document.



Cross-references

A cross-reference directs a document reader from one point in the document to another. The cross-reference can refer to any of the following: a numbered item, a heading, a bookmark, a captioned table or graphic; a footnote or endnote.

Creating a cross-reference

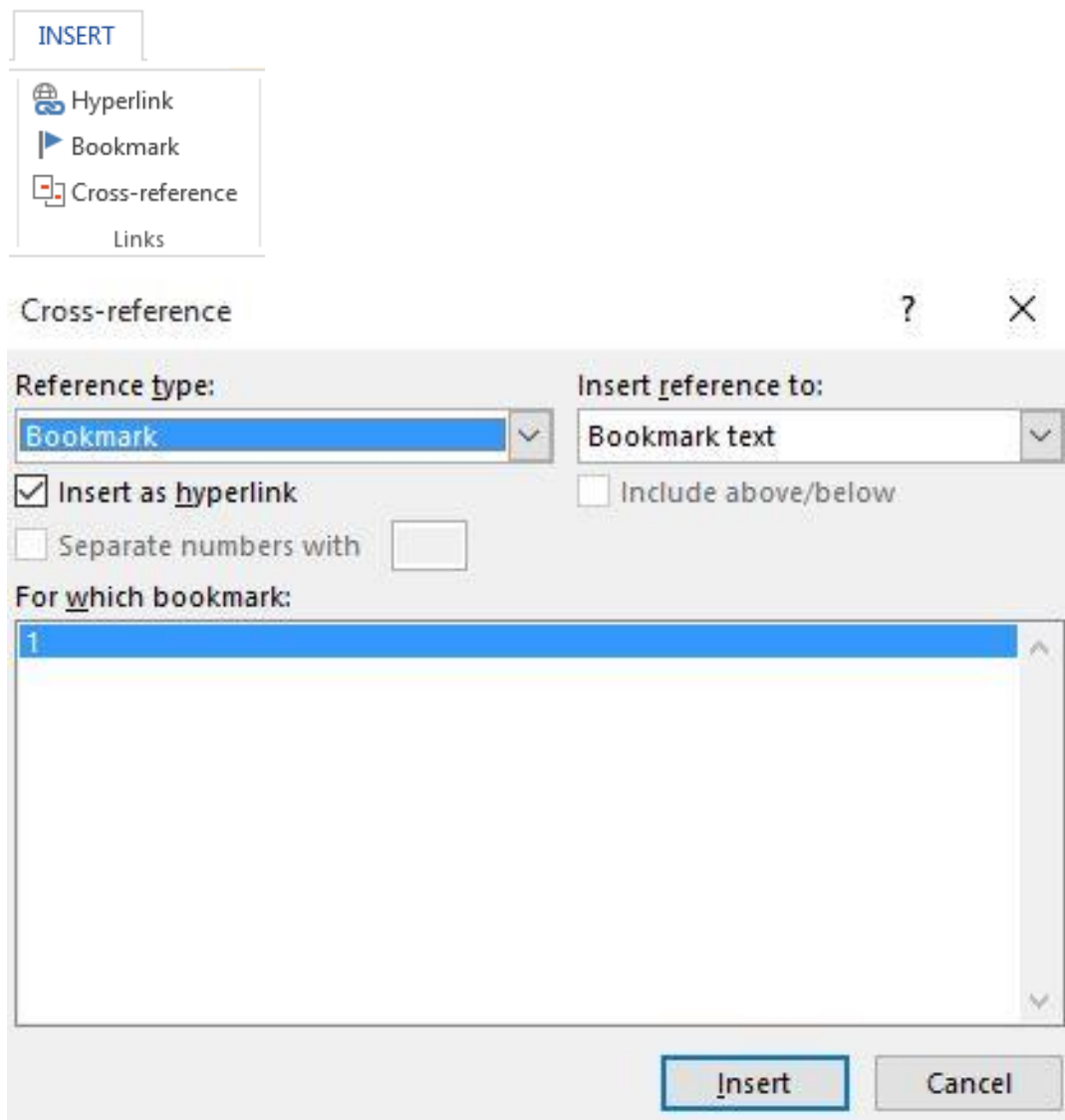
Enter the text that will be the preamble to the cross-reference – e.g. (see [cross reference]).

Go to Insert/Links and click the Cross-reference button.

Under Reference type, select the appropriate item.

Under Insert reference to, select what will be displayed in the cross-reference itself.

Click Insert, then Close. The cross-reference appears in the text.



Unit 4 Managing document revision

In this Unit you will learn to:

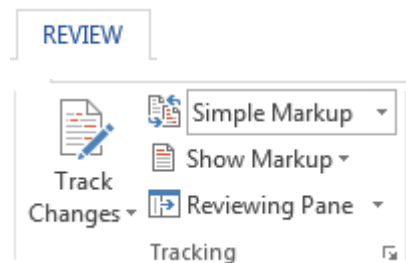
- Use the Track Changes feature to mark changes.
- Review a document to accept and reject changes.
- Compare documents for changes.
- Combine documents from multiple authors together.

Using Track Changes

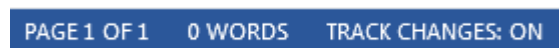
Turning Track Changes on

Go to Review/Tracking group and click the Track Changes button, or use Ctrl+Shift+E.

Track Changes is now turned on.



To add a Track Changes indicator to the status bar, right-click the status bar and select Track Changes.



Turning Track Changes off

When you turn off change tracking, you can revise the document without marking what has changed.

To turn off Track Changes:

Go to Review/Tracking group and click the Track Changes button; or

Use Ctrl+Shift+E; or

Click the Track Change indicator on the status bar once.

Note: turning off the Track Changes feature **does not** remove any changes that have already been tracked. To remove tracked changes, use the Accept and Reject commands on the Review tab in the Changes group (see the section on 'Reviewing Changes', page 19).

Using Tracking Options and Balloons

Tracking options allows you to set how tracked changes in the document are displayed.

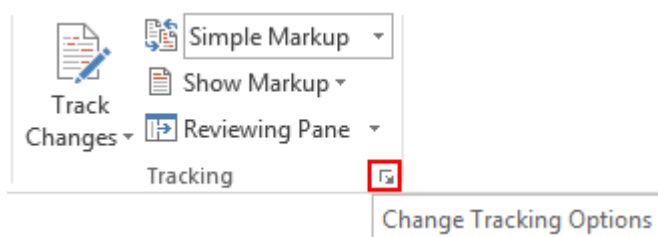
Typically changes are displayed in the following way:

- Insertions (where additional text is entered) are shown with an underline **flavours**
- Deletions (where text is deleted) are shown with a strikethrough **integral**
- Changed lines (marks all changes) are shown as a vertical line to the left of the line or paragraph where a change has been made.

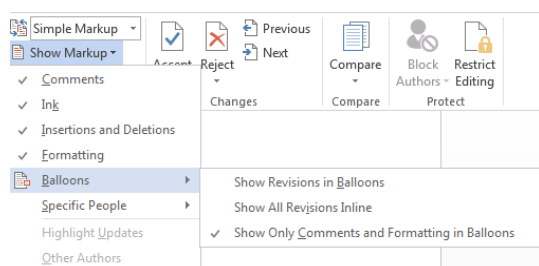
Spices
| unforge
need for
| cinnam
cabinet

To change how tracked changes are displayed:

Go to Review/Tracking group and select Change Tracking Options.



You can also opt to have changes displayed in balloons which appear outside of the document text. Options for display of balloons can be changed using the Show Markup button.



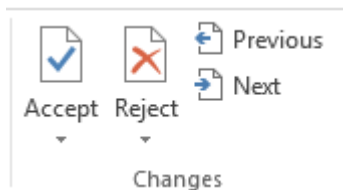
essential part of the kitchen cabinet today

ands is bark, buds, fruit of plants and trees

Admin
Deleted: integral

Reviewing Changes

The Changes group on the Review ribbon can be used to review, accept and reject tracked changes.

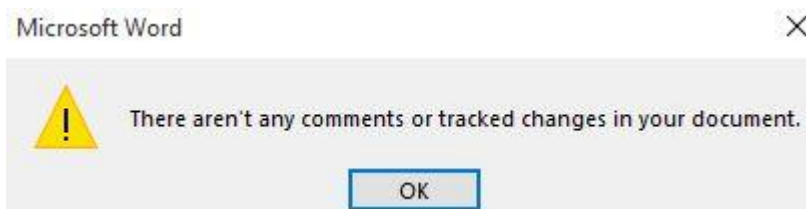


The **Next** and **Previous** buttons selects the next or previous change in the document.

Use **Accept** to accept the change that has been made.

Use **Reject** to reject the proposed change, and change the wording or formatting back to how it was originally.

When all changes have been reviewed, the following message appears to indicate that there are no tracked changes left in the document.



Comparing Documents

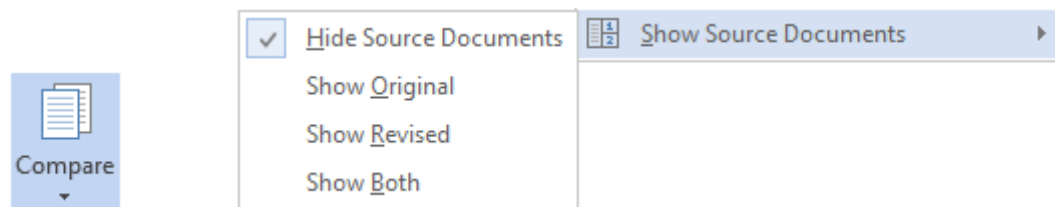
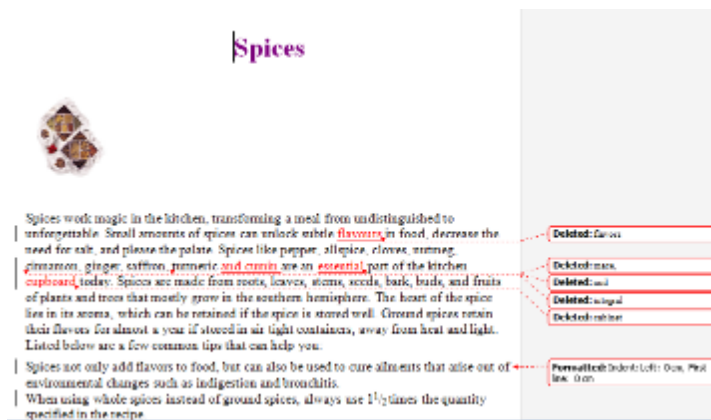
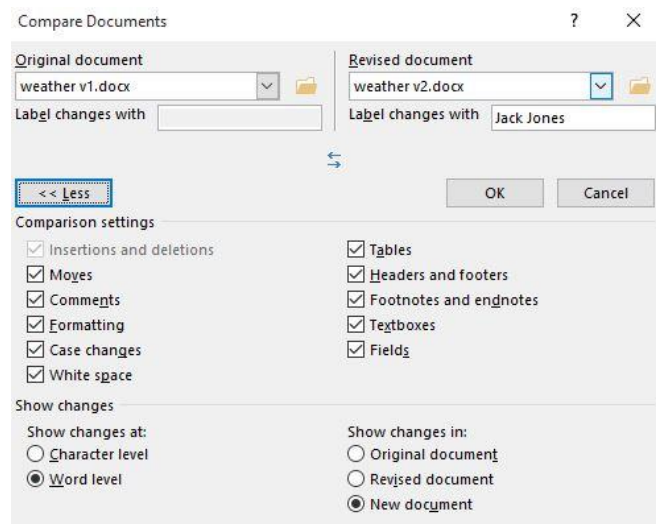
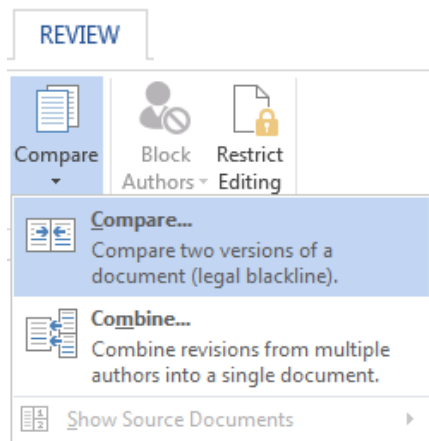
To compare two documents against each other:

Go to Review/Compare group, click the Compare button and select the Compare option.

Select the Original document and the Revised document at the top of the Compare Documents dialogue box. Select the Comparison Settings and Show Changes options you wish to use, and click OK.

The original, revised or new document shows, with changes to or from the original marked as tracked changes.

If desired, use the Show Source Documents button in the Compare group to change the display of documents on screen.



Unit 5 Automation and customisation

In this Unit you will learn to:

Record and run a macro.

Modify and delete a macro.

Customise the Quick Access Toolbar and Ribbon display in Word.

Macros

Frequently used tasks or performed routines can be automated by creating a macro. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically.

Typical uses for macros are:

- ☞ To speed up routine editing and formatting
- ☞ To combine multiple commands — for example, to insert a table with a specific size and borders, and with a specific number of rows and columns
- ☞ To make an option in a dialog box more accessible
- ☞ To automate a complex series of tasks

To record, run, modify or delete macros, the Developer Ribbon must be showing in Word firstly (see the section on 'The Developer Ribbon', page 4).

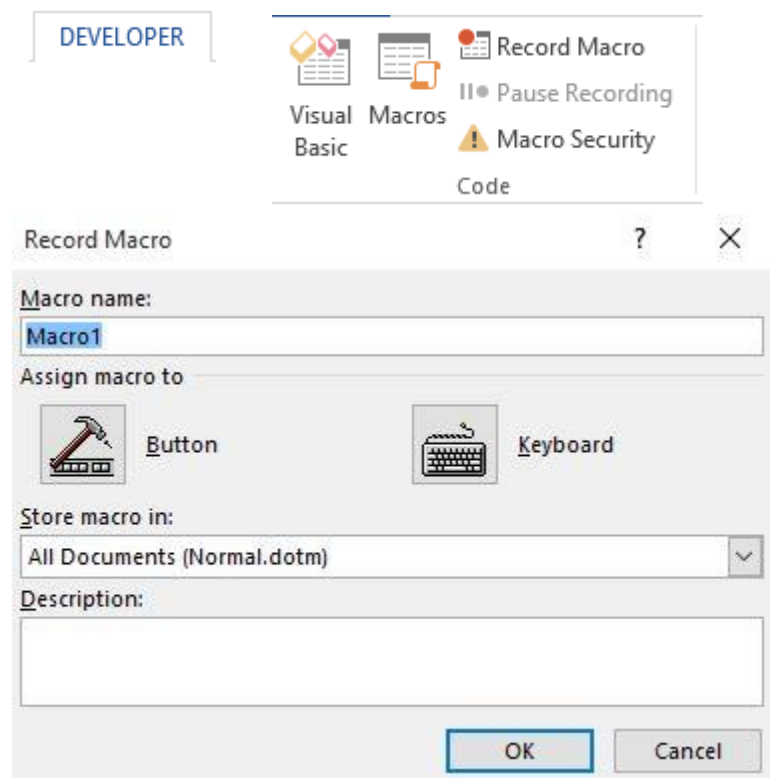
Recording a macro

Go to Developer/Code group and click Record Macro.

In the Record Macro dialogue box, enter details for the macro.

Click OK. Word starts recording the actions you are performing.

To stop recording your actions, go to Developer/Code group and click the Stop Recording button.



■ Stop Recording

Notes:

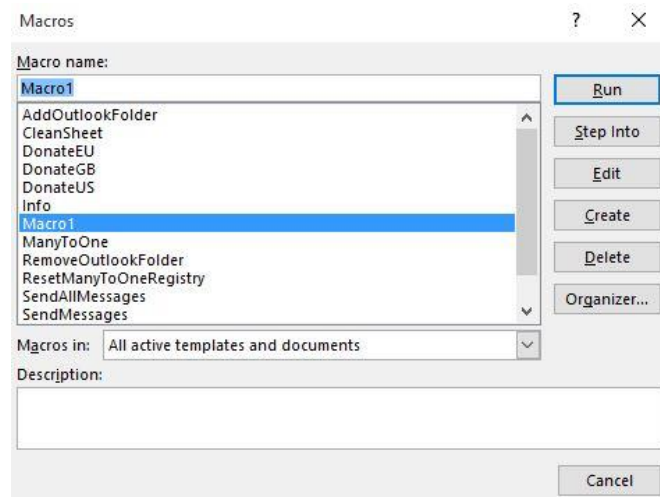
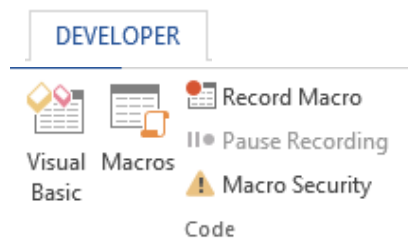
- ☞ If you give a new macro the same name as a built-in macro in Office Word 2010, the new macro actions will replace the built-in macro. To view a list of built-in macros, on the Developer tab, in the Code group, click Macros. In the Macros in list, click Word Commands.
- ☞ When you record a macro, you can use the mouse to click commands and options, but not to select text. You must use the keyboard to select text instead.

Running a macro

Go to Developer/Code Group and click the Macros button.

Select the macro you wish to run from the list of available macros.

Click Run.



Modifying a macro

Macros are written in Visual Basic for Applications (VBA) code. An example is shown below.

Once a macro is recorded, it can be modified or edited however this is done in the Visual Basic Editor. You may be able to make small changes to the code without having knowledge of VBA code, otherwise it is advisable to delete the macro and record it again.

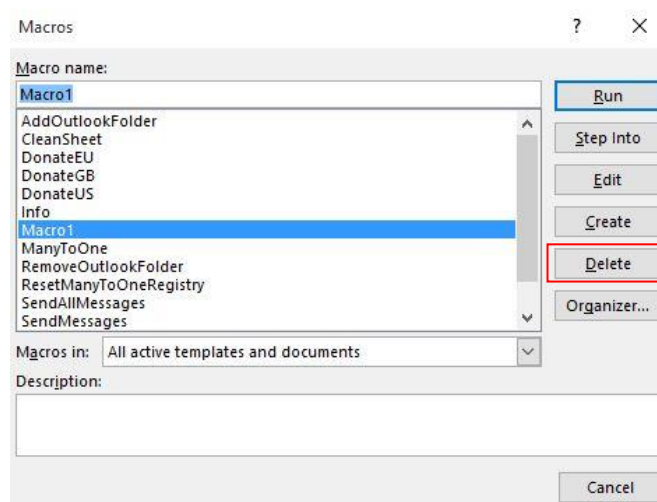
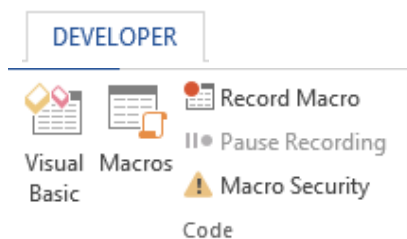
```
Sub table()  
|  
|  
| table Macro  
|  
|  
|  
| ActiveDocument.Tables.Add Range:=Selection.Range, NumRows:=1, NumColumns:=  
| 6, DefaultTableBehavior:=wdWord9TableBehavior, AutoFitBehavior:= _  
| wdAutoFitFixed  
| With Selection.Tables(1)  
| If .Style <> "Table Grid" Then  
| .Style = "Table Grid"  
| End If  
| .ApplyStyleHeadingRows = True  
| .ApplyStyleLastRow = False  
| .ApplyStyleFirstColumn = True  
| .ApplyStyleLastColumn = False  
| .ApplyStyleRowBands = True  
| .ApplyStyleColumnBands = False  
| End With  
| Selection.InsertSymbol Font:="Wingdings", CharacterNumber:=-3956, Unicode _  
| :=True  
| Selection.MoveRight Unit:=wdCharacter, Count:=2  
| Selection.InsertSymbol Font:="Wingdings", CharacterNumber:=-3955, Unicode _  
| :=True  
| Selection.MoveRight Unit:=wdCharacter, Count:=2  
| Selection.InsertSymbol Font:="Wingdings", CharacterNumber:=-3954, Unicode _  
| :=True  
| Selection.MoveLeft Unit:=wdWord, Count:=1, Extend:=wdExtend  
| Selection.Font.Size = 14  
| Selection.MoveLeft Unit:=wdCharacter, Count:=3
```

Deleting a macro

Go to Developer/Code Group and click the Macros button.

Select the macro you wish to delete from the list of available macros.

Click Delete.



Customising Word

The Word 2010 interface can be customised to provide quick access to the features of Word you use most often.

Customising the Quick Access Toolbar

By default, the Quick Access toolbar contains three buttons: Save, Undo and Redo.

Buttons can easily be added or removed from the toolbar.

To add a button to the toolbar, right-click on the feature you wish to add and select

Add to Quick Access Toolbar.

To remove a button from the toolbar, right-click on the button you wish to remove and select **Remove from Quick Access Toolbar.**

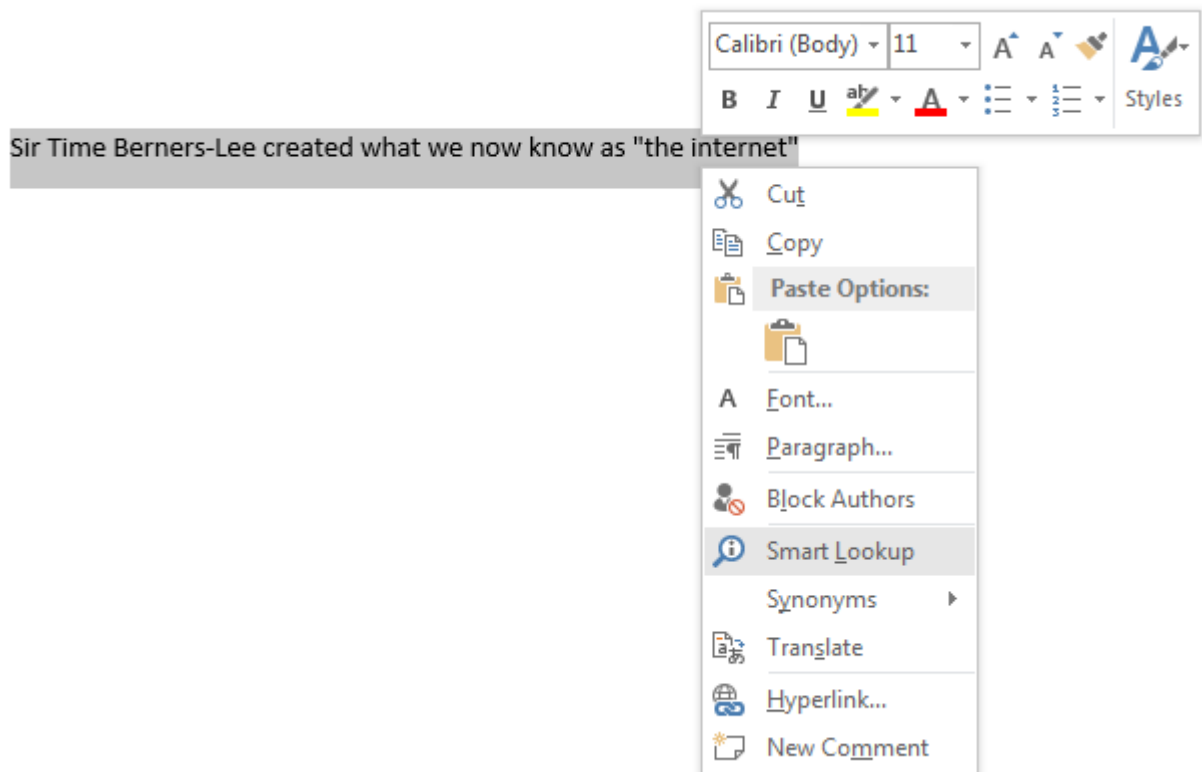
The dropdown arrow to the right of the Quick Access Toolbar provides access to further options, including the options to:

Show Below the Ribbon which moves the toolbar underneath the ribbon

Minimize the Ribbon which shows just the tabs for each ribbon. The whole ribbon will display when the tab is clicked.

Unit 7 Word 2016: **Insight**

The first new feature is called "Insights" and it's designed to bring you useful information relating to the content you are creating. Say you are writing about Sir Tim Berners-Lee and wanted to check when he invented what we know as the internet. Just highlight the relevant text, right click the selection and click Smart Lookup.



Quick Insights

The highlighted text is sent to Bing and 'Quick insights' results appear in the panel on the right of the editing environment.


Microsoft Word interface showing the "Insights" sidebar. The main text area contains the phrase "ow know as 'the internet'". The "Insights" sidebar displays information about Tim Berners-Lee, including a portrait photo and a brief biography. The sidebar also includes links to "Explore" and "Define" options.

ow know as "the internet"

Insights

Explore Define

Tim Berners-Lee



http://en.wikipedia.org/wiki/Tim_Berners-Lee

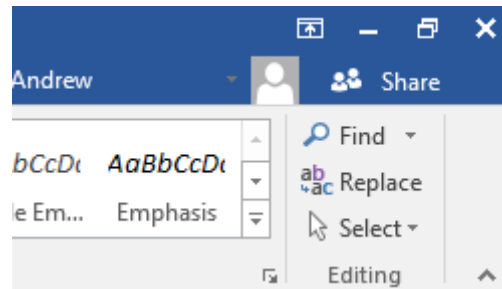
Sir Timothy John "Tim" Berners-Lee, OM, KBE, FRS, FEng, FRSA, DFBCS, also known as TimBL, is an English computer scientist, best known as the inventor of the World Wide Web. He made a proposal for an information management system in March 1989, and he implemented the first

Microsoft points out that what you get is more than search results but small pieces of contextually useful information.

If you like the look of the feature but don't feel like installing the Office 2016 preview then head over to [Onedrive.com](http://onedrive.com) and try the online version of Word as Insights are live there already. PowerPoint 2016 also gets this feature.

Unit 8 Word 2016: Real-time collaboration

This is another online feature that is making the trip to the desktop. Inviting others to join you while you edit a document is surprisingly easy so long as you are using Office 365 or have set up a personal account at www.onedrive.com

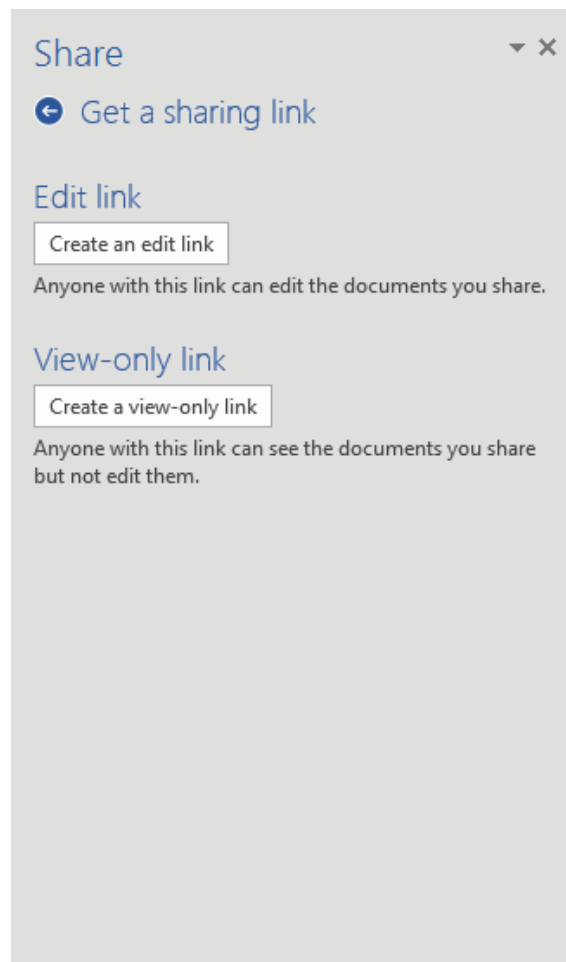
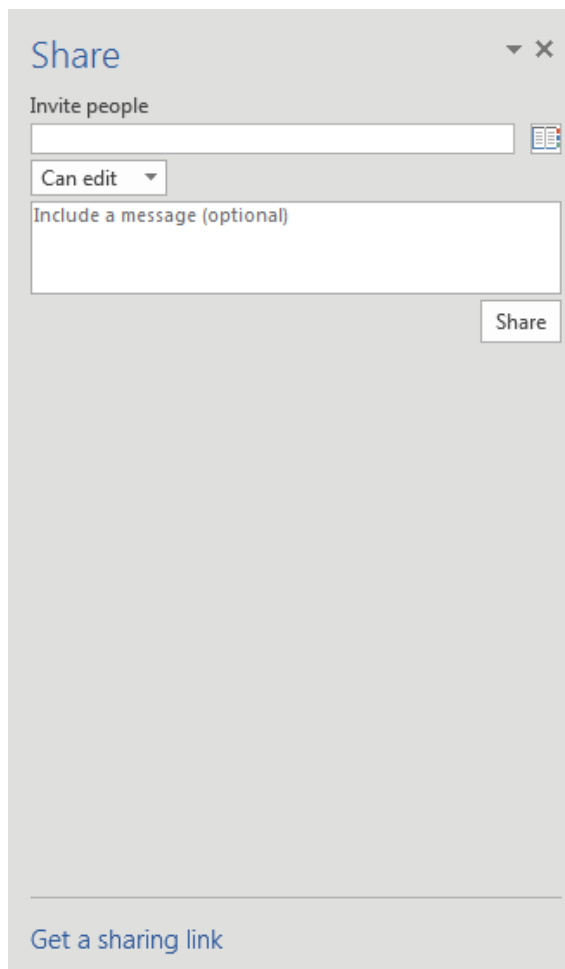


Clicking on the Share button on the right side of every ribbon will ask you to sign in to OneDrive (if you are not already signed in). If the document is not yet saved you will be prompted to save it to the Cloud so it can be shared. Finally Word will ask how you would like to share the file:

You can share by directly inviting collaborators in the form itself or if you want a bit more flexibility you can create a link that you can share with your fellow authors (even if they do not have a OneDrive account.)

Choosing to "Get a sharing link" offers a further choice. Do you want recipients of the link to be able to edit or only view the file?

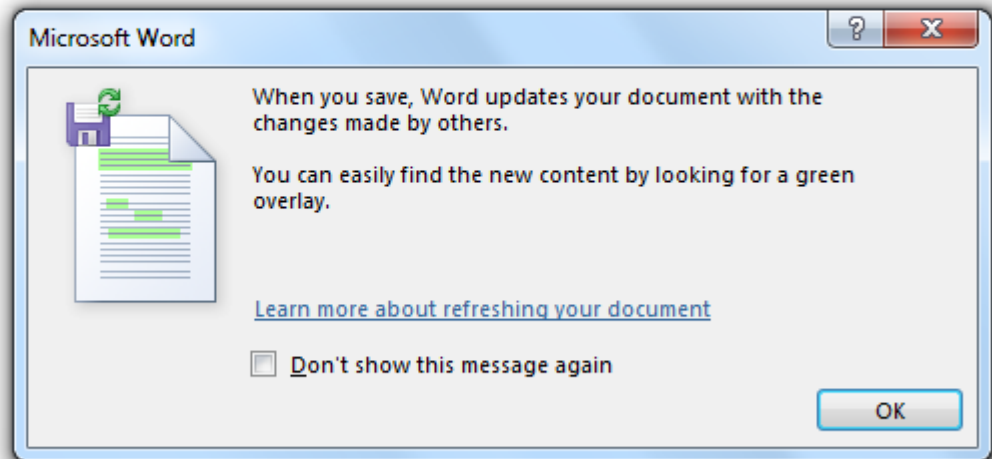
If you allow others to edit your document in real time and they do so whilst you are editing the file in Word you will see a marker beside paragraphs that other people are editing. These marked paragraphs are locked until you click Save.



Change Highlighting

Saving the document also refreshes your view and new edits are highlighted in green to make them easy to spot. The text then is unlocked for you to edit.

Sir Time Berners-Lee created what we now understand as "the internet"



The same is true for online editors. As you edit text on your copy of Word the web editors will see an icon and marker indicating that paragraph is temporarily locked to them while your edits are being made.

You can even turn on Tracked Changes to keep a record of all the changes made by your collaborators.

Sir Time Berners-Lee created what we now understand as "the internet" but perhaps it is only now that we can fully

Quick reference: Word shortcut keys

Command	Keystroke
Bold	Ctrl+B
Close	Ctrl+F4
Copy	Ctrl+C
Cut	Ctrl+X
Exit Word	Alt+F4
Font	Ctrl+D
Font grow/shrink 1 pt.	Ctrl+] or [
Help	F1
Help—What's This?	Shift+F1
Hyperlink	Ctrl+K
Italics	Ctrl+I
Justify—Center	Ctrl+E
Justify—Full	Ctrl+J
Justify—Left	Ctrl+L
Justify—Right	Ctrl+R
Line-spacing 1	Ctrl+1
Line-spacing 1.5	Ctrl+5
Line-spacing 2	Ctrl+2
List Bullet	Ctrl+Shift+L
New document	Ctrl+N
Open a document	Ctrl+O
Paste	Ctrl+V
Print	Ctrl+P
Print Preview	Ctrl+Alt+I
Repeat/Redo	Ctrl+Y
Underline	Ctrl+U
Underline—double	Ctrl+Shift+D
Save	Ctrl+S
Select All	Ctrl+A
Spelling and Grammar check	F7
Table—to column bottom	Alt+PgDn
Table—to column top	Alt+PgUp
Table—to row beginning	Alt+Home
Table—to row end	Alt+End
Undo	Ctrl+Z

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