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About this Course

This course has been designed specifically for delegates with little or no experience. The objectives of this tailored course are the following:

- ❑ **Lesson 1: Managing Lists**
 - Topic 1A: Sort a List
 - Topic 1B: Renumber a List
 - Topic 1C: Customize a List
- ❑ **Lesson 2: Customizing Tables and Charts**
 - Topic 2A: Sort Table Data
 - Topic 2B: Control Cell Layout
 - Topic 2C: Perform Calculations in a Table
 - Topic 2D: Create Charts
- ❑ **Lesson 3: Creating Customized Formats with Styles and Themes**
 - Topic 3A: Create or Modify a Text Style
 - Topic 3B: Create a Custom List or Table Style
 - Topic 3C: Apply Default and Customized Document Themes
- ❑ **Lesson 4: Modifying Pictures**
 - Topic 4A: Resize a Picture
 - Topic 4B: Adjust the Picture Appearance Settings
 - Topic 4C: Wrap Text Around a Picture
 - Topic 4D: Insert and Format Screenshots in a Document
- ❑ **Lesson 5: Creating Customized Graphic Elements**
 - Topic 5A: Create Text Boxes and Pull Quotes
 - Topic 5B: Draw Shapes
 - Topic 5C: Add WordArt and Other Special Effects to Text
 - Topic 5D: Create Complex Illustrations with SmartArt
- ❑ **Lesson 6: Inserting Content Using Quick Parts**
 - Topic 6A: Insert Building Blocks
 - Topic 6B: Create Building Blocks
 - Topic 6C: Modify Building Blocks
 - Topic 6D: Insert Fields Using Quick Parts
- ❑ **Lesson 7: Controlling Text Flow**
 - Topic 7A: Control Paragraph Flow
 - Topic 7B: Insert Section Breaks
 - Topic 7C: Insert Columns
 - Topic 7D: Link Text Boxes to Control Text Flow
- ❑ **Lesson 8: Using Templates to Automate Document Creation**
 - Topic 8A: Create a Document Based on a Template
 - Topic 8B: Create a Template
- ❑ **Lesson 9: Automating the Mail Merge**
 - Topic 9A: Use the Mail Merge Feature
 - Topic 9B: Merge Envelopes and Labels
 - Topic 9C: Create a Data Source Using Word
- ❑ **Lesson 10: Using Macros to Automate Tasks**
 - Topic 10A: Automate Tasks Using Macros
 - Topic 10B: Create a Macro

Both the Course and the Manual will give you '*Hands-On*' experience which is vital to your learning process within this course.

About this Manual

Within the Manual's contents, we have for simplicity, kept terminology to a minimum. Any terminology we have used is fully explained in easy to understand statements.

The Manual has been designed to provide you with a useful tool both in the classroom environment and as a Reference Book once the course is over.

At the beginning of each topic you will see a list of Module Objectives that detail exactly what the topic contains.

Each topic is graphically represented at the top of each page with some diagrams and/or text. Often these are condensed items for the particular topic. Within each topic are '*snapshots*' of dialog boxes you will see on your own screen as you go through the course. This will assist you when you go back over any particular topic as to what you should be viewing on your screen at any given time.

Whilst working with the Manual, you will see that when you are asked to click on something on your screen, the text will be in **bold**. For example:

'Click the **Ok** button'

In this instance, we would like you to click on the button, which says **Ok**.



We are always interested in your comments on the Manual, Course and Tutor. We would ask, therefore, that you give your comments on your Course Evaluation Sheet at the end of the Course.

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Lesson 1: Managing Lists

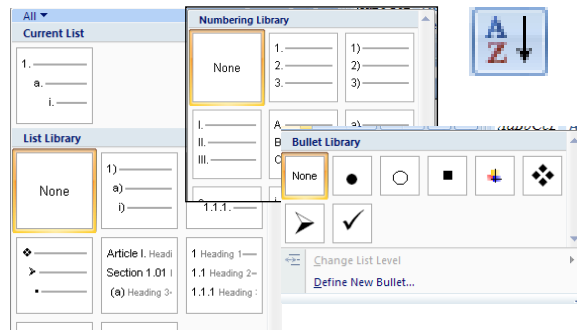
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Sort a List
- Renumber a List
- Customize a List

Managing Lists

- A List can be a Bulleted List
- A Numbered List
- You can Sort a List in Ascending or Descending Order




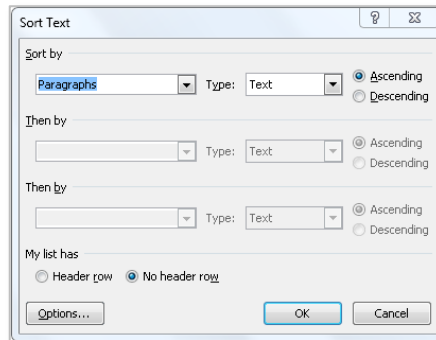
Topic 1A: Sort a List

Background

Sort a list in A-Z or Z-A Order

In Word lists of data can come in a couple of options. Bulleted Lists or Numbered Lists. Once you have a list of data, you can sort the list in A-Z or Z-A order. When you want to manage that list you can Sort, A-Z or Z-A or you can Customise a List.

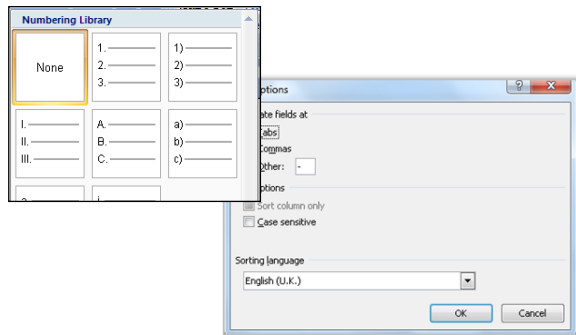
- Select the text which makes up your list
- From the **Paragraph** group of buttons, select the **A-Z** button 
- You will see the **Sort Text** dialog box
- Depending on whether your data is text, numbers or a date the **Type** box will display the default options. If you wish to change this, click the drop down arrow.
- If your list has a Header Row, in the **My list has** section, you will see the correct option.



- Select **Ascending** or **Descending** and click **OK**

Renumber a List

- When you have a numbered list you might want to change the numbering
- You can renumber a list with a couple of clicks of the mouse



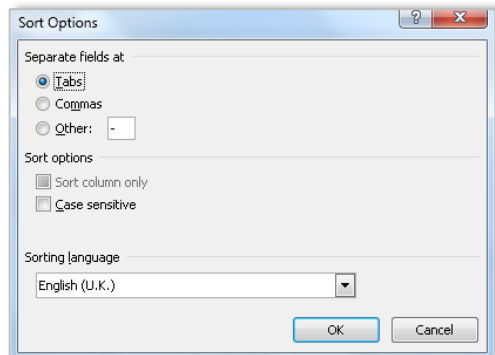
Topic 1B: Renumber a List

Background

Once you have numbered your list, you may want to change the numbering. This can be done with a couple of clicks of the mouse.

Renumber a List – Set Numbering Value

- Select the data in the list and click the **Numbers** button drop down arrow
- You will see the **Set Numbering Value** dialog box

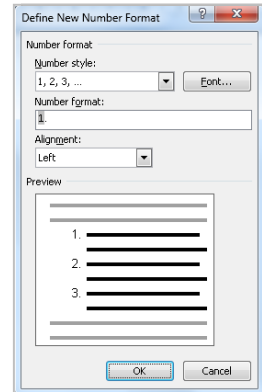


1.

- If you want to start a new list, click on the **Start new list** option
- If you want to continue from a previous list, click the **Continue from previous list** option
- If you want to set the start value to, enter a number in the **Set value to** box and click **OK**

Customise a List

- Define a new Number Style
- Define a new Number format
- See a preview of what the customisation will look like



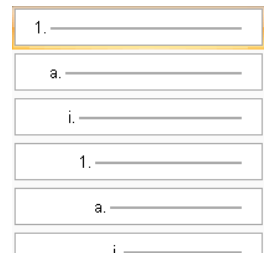
Topic 1C: Customise a List

Background

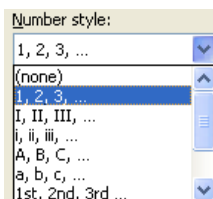
Customise a List – Change List level

Customise a List – Define New Number Format

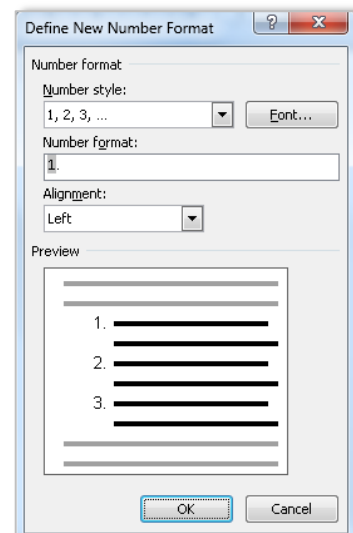
- Customising a numbered list is very similar to customising a bulleted list. In this section we will see how to do both.
- Select the data in the list and click the **Numbers** button drop down arrow
- Select the **Change list level** option and select an option from the list



- Select the data in the list and click the **Numbers** button drop down arrow
- Select the **Define new number format** option and select an option from the list
- Select the **Number style** drop down arrow and choose a number style

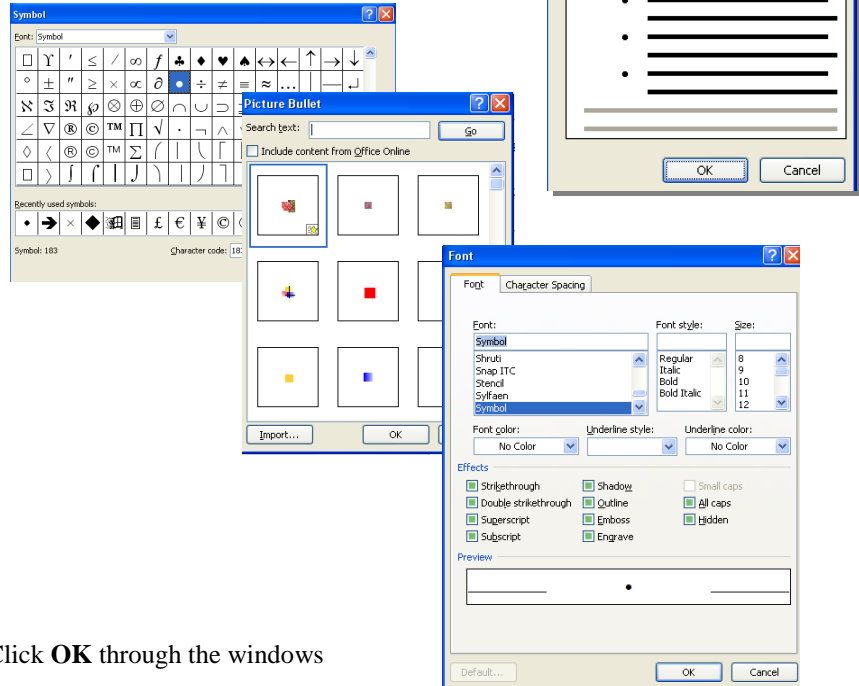


- Select the correct alignment from the **Alignment** drop down arrow



Customise a List – Define New Bullet

- Click the **Define New Bullet** option from the Bullets button drop down list
- You can choose a new Symbol for the Bullet by selecting the **Symbol** button or a Picture from the **Picture** button. If you want to change the font, click the **Font** button



Momentarily stop a bulleted list

- Click **OK** through the windows
- Press the **Shift + Enter** key on the keyboard
- This will stop the bullets
- Press **Enter** when you want the bullets to continue

Lesson 2: Customising Tables and Charts

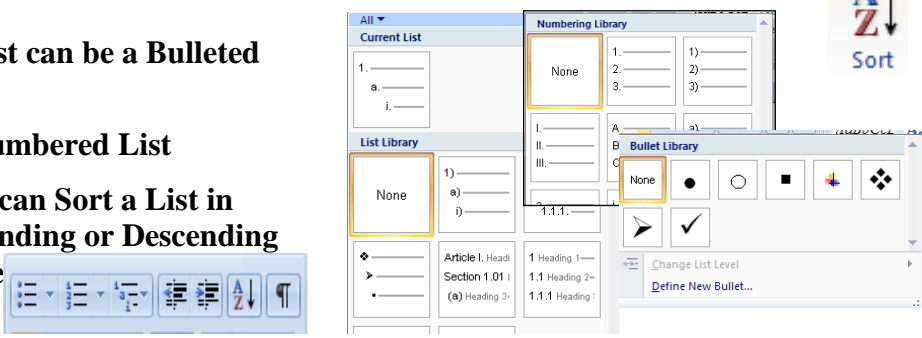
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

Sort Table Data

- A List can be a Bulleted List
- A Numbered List
- You can Sort a List in Ascending or Descending Order



The image shows three panels from the Microsoft Word ribbon: 'List Library', 'Numbering Library', and 'Bulleted Library'. The 'List Library' shows a 'None' selection. The 'Numbering Library' shows a 'None' selection. The 'Bulleted Library' shows a 'None' selection. To the right is a 'Sort' icon with an 'A-Z' arrow.


Topic 2A: Sort Table Data

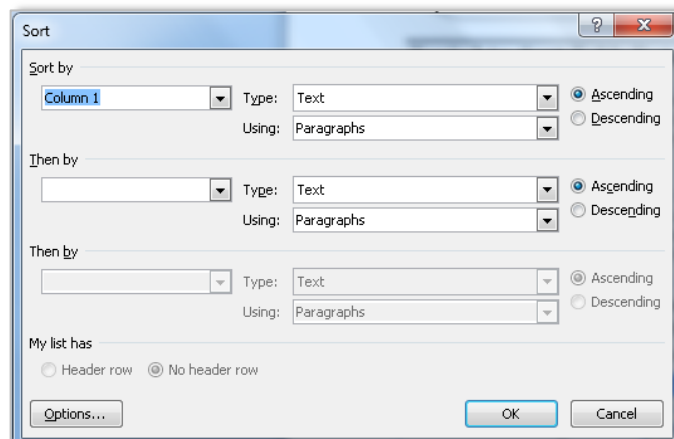
Background

When you have a your data in a table you can also sort the data within on up to 3 levels. If you data has a Heading (Header) row then Word will use this options in the **Sort by** window. If your data has no Header row then Word will use the column number.

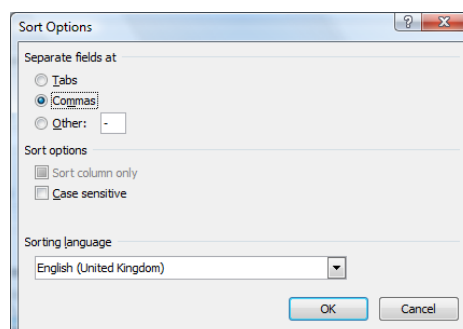
Learning how to control the cell layout is also important as is how you perform calculations in a Table. It is important to note that when once you have a calculation in your table, if you change any of the figures which make up the table, the answer does not recalculate like it does in Excel.

Sort Table Data

- In **Print Layout** view click the small cross you see at the top left of the table 
- From the **Table Tools** contextual tab **Layout** click the **Data Group**
- Make your selection from the **Sort** box and click **OK**

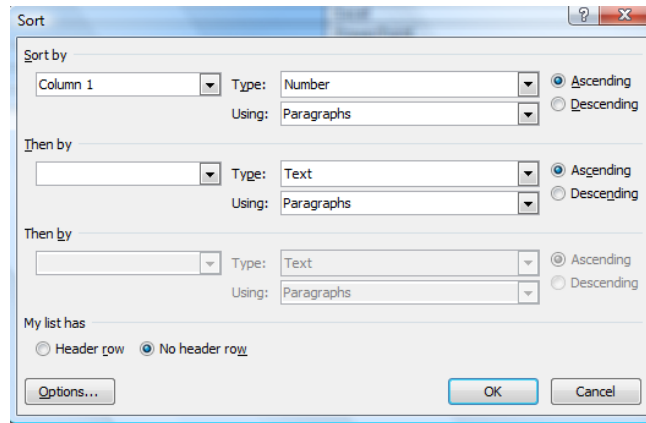


- If you wish to state how the fields are separated, click the **Options** button and select from the window. Click **OK** and click **OK** again.



Sort a single column

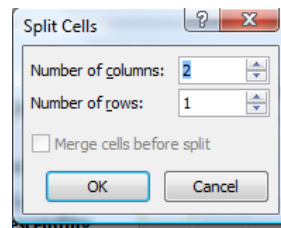
- Select the column in the table you wish to sort
- From the **Table Tools** contextual tab **Layout** click the **A-Z** button
- Make your selection from the **Sort** box and click **OK**



- Select either **Header row** or **No header row**
- Click **OK**

Control Cell Layout

- Merge Cells
- Split Cells
- Change text direction
- Change Cell Margins



Topic 2B: Control Cell Layout

Background

Once you have cells in your table you can do things like Merge the Cells together, change the orientation of the text etc.

Merge cells

- Select the cells to be merged
- From the **Table Tools** contextual tab, select **Layout**
- From the **Merge** group of buttons, select **Merge Cells**
- The cells will now be merged into one big cell

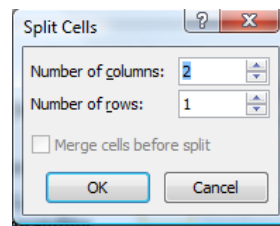


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Split Cells

- Select the cell to be split
- From the **Table Tools** contextual tab, select **Layout**
- From the **Merge** group of buttons, select **Split Cells**



- Decide how many columns and rows you require and click **OK**
- The cells will now be split
- Select the cell(s) you wish to change the text direction of
- From the **Table Tools** contextual tab, select **Layout**
- From the **Alignment** group of buttons, select **Text Direction**
- Your text will go through a toggle sequence

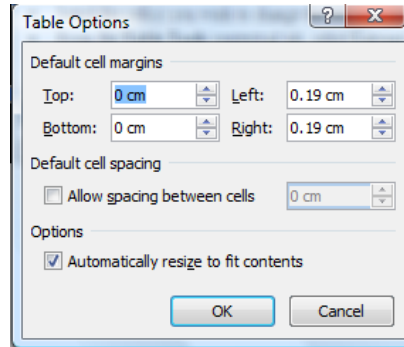


Text Direction

Invoices Amounts per Quarter	Invoices Amounts per Quarter	Invoices Amounts per Quarter
TOTALS		

Cell Margins

- Select the cell(s) you wish to change the text margins for
- From the **Table Tools** contextual tab, select **Layout**
- From the **Alignment** group of buttons, select **Cell Margins**
- The **Table Options** dialog box will be displayed

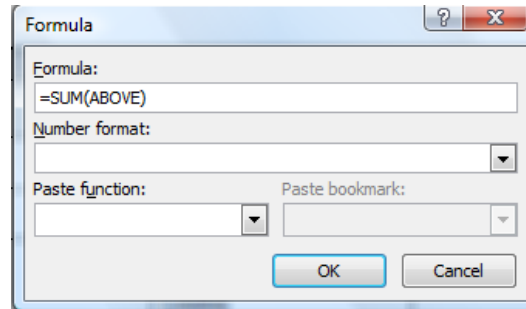


- Select **Top, Bottom, Left, Right** margins
- If you want to change the default spacing between the cells, click the **Allow spacing between cells** tick box and enter a number
- Click **OK**

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Perform Calculations in a Table

- Think of your table like a spreadsheet
- Use a formula to calculate ABOVE, LEFT, RIGHT
- Totals do not adjust if you change the values



Topic 2C: Performing Calculations in a Table

Background

You can have our table columns add up ABOVE, LEFT OR RIGHT depending on what you want to calculate. Just think of the data like an Excel spreadsheet and use a formula =sum(ABOVE) or =SUM(LEFT) or =sum(RIGHT). You can use SUM, AVERAGE, MINIMUM, MAXIMUM etc. SUM is the default.

YOU MUST REMEMBER THAT IF YOU CHANGE THE VALUES THE FORMULA DOES NOT RECALCULATE LIKE EXCEL. You must right click the total and select Update Field.

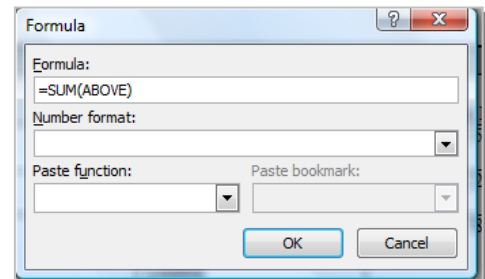
To SUM a column

- Select the cell at the bottom, left or right of the column to be summed
- From the **Table Tools** contextual tab, select **Layout**.

- From the **Data** group of buttons, select **Formula**



- The **Formula** dialog box will be displayed
- If Word can guess which formula you wish to use it will suggest this in the formula box.
- If you try to sum right it will probably not be able to guess. In this case you will need to enter the formula yourself by typing it in the **Formula** box.



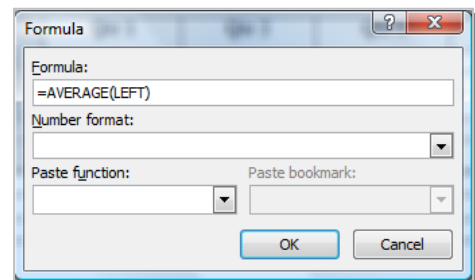
- From the **Number format** box, click the drop down arrow and select the formatting required. /Click **OK**.

- Select the cell at the bottom, left or right of the column to be summed.
- From the **Table Tools** contextual tab, select **Layout**.

- From the **Data** group of buttons, select **Formula**



- The **Formula** dialog box will be displayed
- If Word can guess which formula you wish to use it will suggest this in the formula box. For AVERAGE, delete the word SUM with AVERAGE, MIN or MAX.



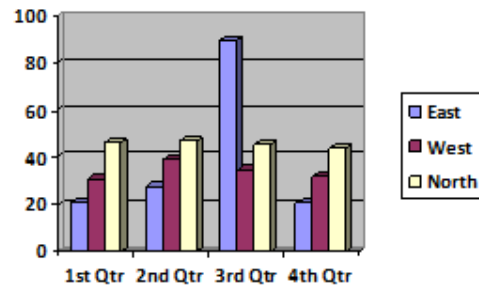
To AVERAGE, MAX, MIN

- In the **Formula** box, enter the formula you wish i.e. =sum(A1:A4).

Calculate range of cells

Create Charts

- Charts can be created in Word which look just like Excel charts
- Uses Excel technology to produce the chart



Topic 2D: Create Charts

Background

Charts can be created in Word which look just like Excel Charts. It actually uses Excel technology to create and manipulate the chart.

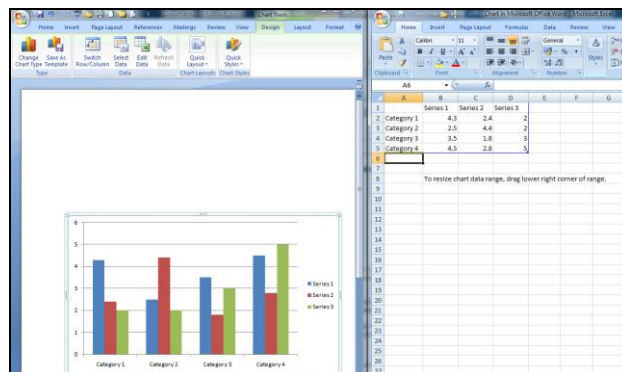
Create a Chart in Word

- Click in your document where you want the chart to appear
- From the **Insert** tab and the **Illustrations** group of buttons, click the **Chart**

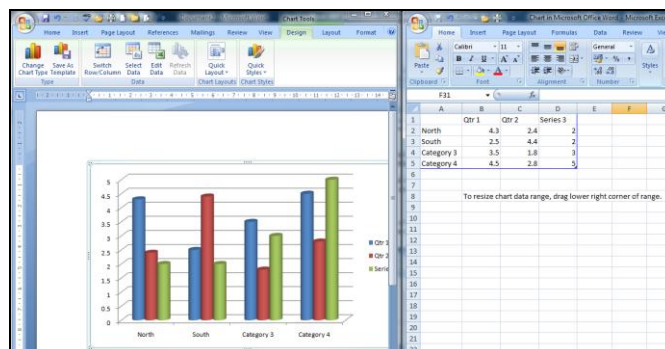


button.

- Select the type of chart required.
- You will see the basis of the chart whereby you will see Excel on one side of the window (right side here) and Word on the other side of the window (left side here).



- In the Excel side overwrite the Labels and Values you wish to use for your chart
- You will see the chart changing.



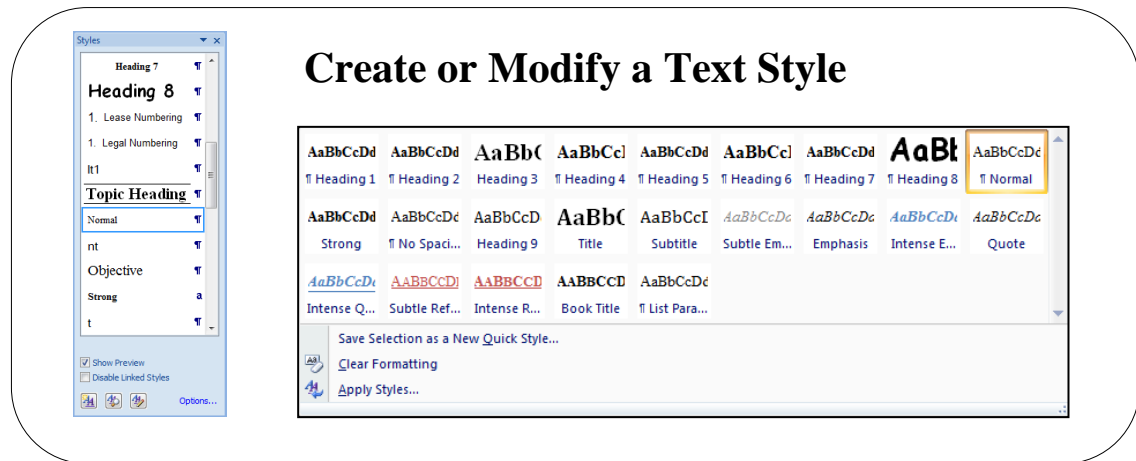
- Close the Excel side and you will be returned to Word with your chart.

Lesson 3: Creating Customised Formats with Styles & Themes

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized Document Themes



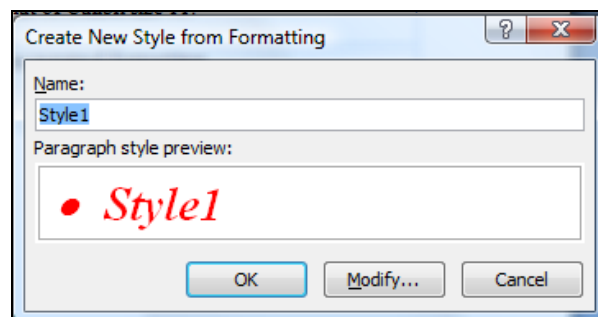
Topic 3A: Create or Modify a Text Style

Background

When Word is first installed there is a selection of Styles to choose from. These range from Heading 1, Heading 2, etc. to styles which are a little fancier. You can create your own styles if you wish. You can also change the default style in Word to something other than the new default format of Calibri size 11. If you use the **Styles** window (above left) it will stay on your screen until you disable it which will allow you to use the styles within when required.

Create a New Style

- Enter some text and format it with the required formatting.
- Select the text and from the **Home** tab and the **Styles** group of buttons, click the **More** arrow at the end of the **Styles** box.
- Select **Save Selection as New Quick Style**.
- The **Create New Style for Formatting** dialog box will be displayed.



- Give your style a title in the **Name** box and click **OK**.
- Select the text you wish to apply the style to.
- From the **Styles** box, click on a relevant style.

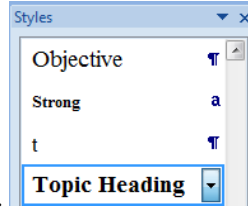
Apply a Style

Change the Default Style in Word

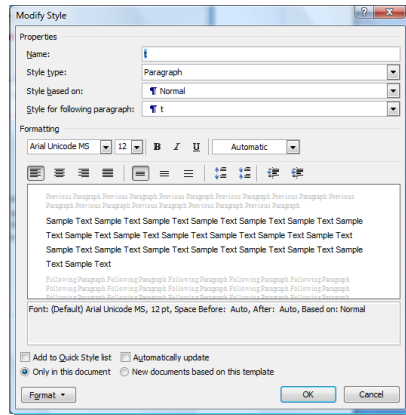
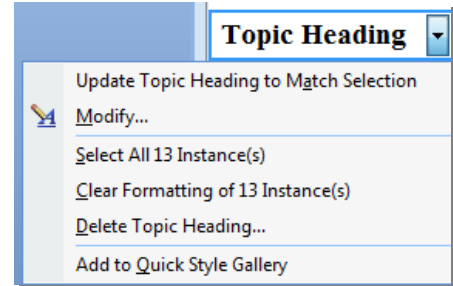
- Open the **Styles** window and select the **Normal** drop down arrow.
- Select **Modify** and make the changes to the font and size.
- Click **OK**.
- This will change the Normal Global Template.

Modify a Style

- Click the **More** arrow at the bottom corner of the **Styles** group of buttons.



- You will then see the **Styles** window.
- Click the drop down arrow at the right hand side of the Style you wish to modify and select **Modify**.
- You will see the **Modify Styles** window.

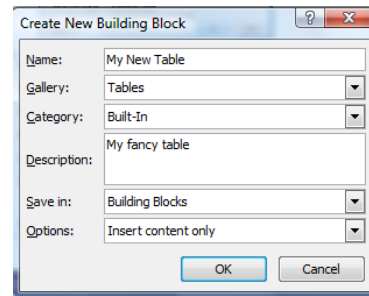


- Make your changes in the relevant sections and click **OK**.
- If you wish to make more changes to the font than is shown on the buttons, click the **Format** button.
- Make the changes and click **OK**.

Create a Custom List or Table Style

You can make a custom list out of any formatted text:

- Select the text
- Save Selection to Quick Parts Gallery

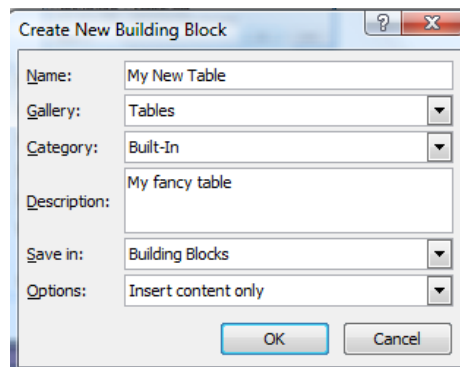


Topic 3B: Create a Custom List or Table Style

Create a Custom List or Table Style

You can create various different customised items like Headers and Footers, Cover Pages etc. and store them in the **Building Blocks Organiser**. Here we will create a new table style.

- Create a table and format it the way you wish.
- Click the small cross at the top left of the table to select the whole table.
- From the **Insert** tab and the **Text** group of buttons, select **Quick Parts**.
- From the drop down list, choose, **Save Selection to Quick Parts Gallery**.
- You will see the **Create New Building Block** window.



- In the **Name** section, enter a title for your new table.
- In the **Gallery** section, click the drop down arrow and select **Tables**.
- In the **Description** box, enter a description for your table and click **OK**.

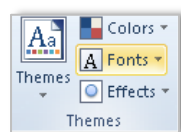
Apply Default and Customised Document Themes

You can make a custom list out of any formatted text:

- Select the text
- Save Selection to Quick Parts Gallery

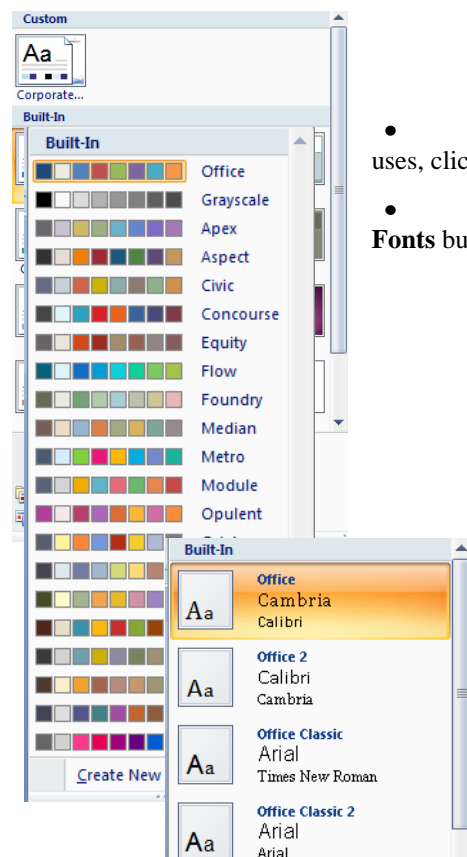
Topic 3C: Apply Default and Customised Document Themes

Apply Default and Customised Document Themes



The **Themes** option allows for your document to be formatted with different themes. These are a range of colour and borders which would be applied to Headers/Footers etc. The **Themes** button offers a drop down.

- Click the **Themes** drop down arrow and select from one of the Themes



- If you want to change the colours the theme uses, click the **Colors** button
- If you want to change the **Fonts**, click the **Fonts** button and select one of the other fonts

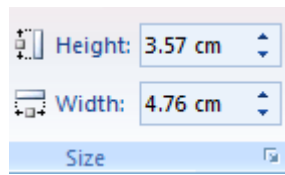
Lesson 4: Modifying Pictures

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Resize a Picture
- Adjust Picture Appearance Settings
- Wrap Text Around a Picture
- Insert and Format Screenshots in a Document

Resize a Picture



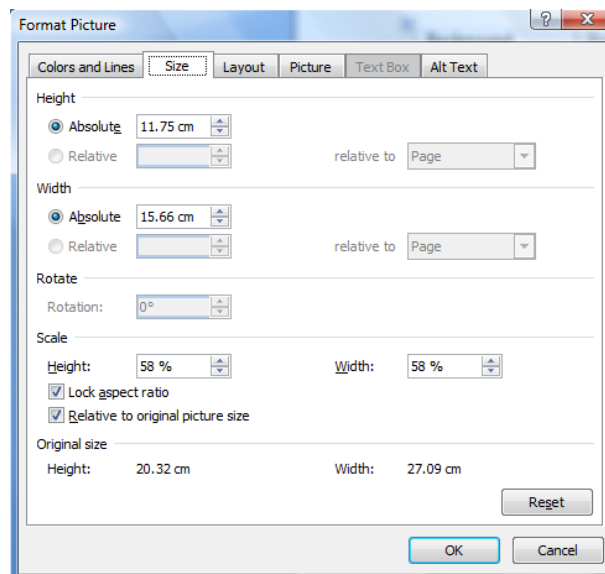
Topic 4A: Resize a Picture

Background

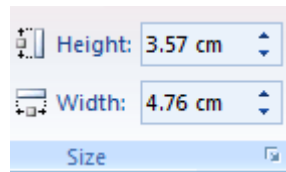
Pictures, when inserted into your document, can be resized, have the appearance settings altered and change the way your text wraps around the picture.

Resize a Picture

- Select the Picture.
- From the **Format** contextual tab and the **Size** group of buttons.
- Select the height and width required.
- For more options, right click the picture and select **Format Picture** then the **Size Tab**.
- Here you can adjust the Scaling too.



Adjust the Picture Appearance



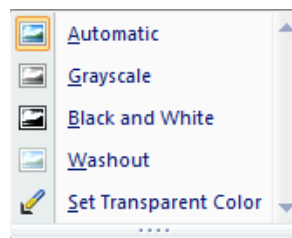
Topic 4B: Adjust the Picture Appearance

Background

If you have a picture to include in your Word document and it needs a little alteration then you can change from **Brightness** or **Contrast**. You should be able to see the result of your choices using AutoPreview when you rest your mouse over the options from the Brightness or Contrast drop down arrows.

Adjust the Picture Appearance Settings

- Select the picture and from the **Format** contextual tab, and the **Adjust** group of buttons
- To change the **Brightness** click the drop down arrow and select the required level
- To adjust the contrast, click the **Contrast** drop down arrow and select a suitable contrast
- If you wish to recolor the picture, click the drop down arrow and select from the options given



Wrap Text Around a Picture

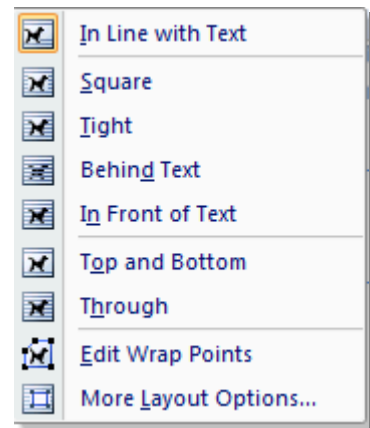
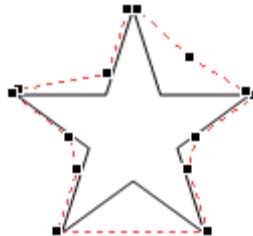
choice of using the look from the current theme or using a format that you
 ange the overall look of your document, choose new Theme elements on the
 nage the looks
 ge Current Quick
 he Quick Styles
 ys restore the look
 rent template. On
 e designed to coordinate with the overall look of your document.



Topic 4C: Warp Text Around a Picture

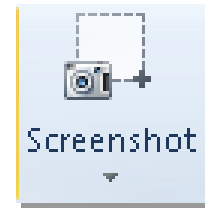
Wrap Text around the Picture

- Select the picture and from the **Format** contextual tab, select **Text Wrapping** from the **Arrange** group of buttons.
- Use the button icons to determine how the text is wrapper around the picuture.
- If you want to edit how the text wraps click the **Edit Wrap Points** button and adjust the points to suit the picture.



Insert and Format Screenshots in a Document

- New to Word 2010 are **Screenshots**
- Take a screenshot of any open window
- Insert the screenshot directly into Word



Topic 4D: Insert and Format Screenshots in a Document

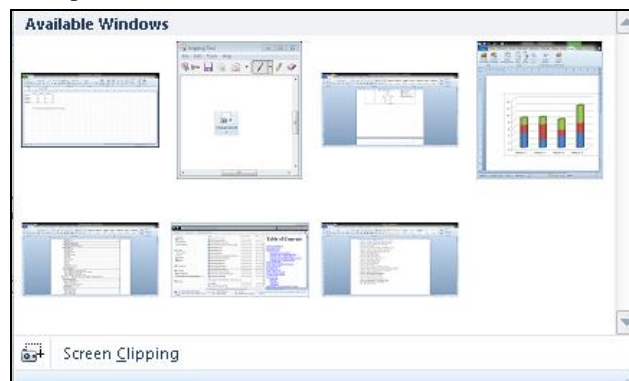
Background

Brand new to Word 2010 is **Screenshots!** Using this unique button, you can now take a *screenshot* of any open window. You must just ensure that the window is open then just click the **Screenshot** button.

This will save time when you want to add screenshots to your Word document because you no longer have to take the screenshot into Paint then cut out the bits you want. You can do it all with the Screenshots option.

Insert a Screenshot into your Word Document

- Open the windows you want to capture.
- From the **Insert** tab and the **Illustrations** group of buttons, click the **Screenshot** button drop down arrow.
- You will see a list of all open windows like the one below if you have more than one window open



- To take a clip of the whole open window, just click in the relevant square.
- To take a clip of a particular window, ensure the window is just behind Word.
- Click the **Screen Clipping** button.
- The background will grey itself out.
- Drag the mouse over the part of the window you want to clip
- You can now paste the clipping into any application.

Lesson 5: Customise Graphic Elements

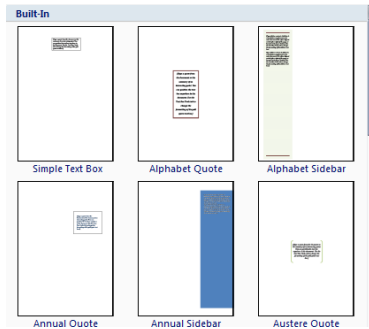
Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and other Special Effects to Text
- Create Complex Illustrations with SmartArt

Create Text Boxes and Pull Quotes

- **Text Boxes and Pull Quotes** add a bit of panache to your document and will make it look very professional



Topic 5A: Create Text Boxes and Pull Quotes

Background

Text Boxes and Pull Quotes are very useful if you want your document to have the Desktop publishing feel to it. Not everyone has Microsoft Publisher so Word has some of the tools Publisher has to insert these very easily into your document.

Create a Text Box or Pull Quote

- Click in your document where you want to place the text box
- From the **Insert** tab and the **Text** group of buttons, select the **Text Box**



button.

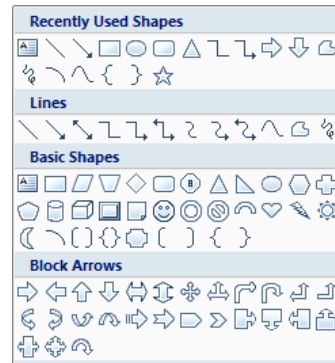
- You will be offered a range of Text Boxes and Pull Quotes to choose from.



- Just select the one you like.
- Type inside the Text Box and it will grow larger the more text you type.

Draw Shapes

- There are a variety of shapes to choose from depending on what you require
- Some have a little yellow diamond which when dragged will reshape



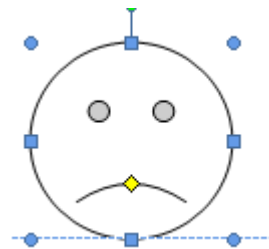
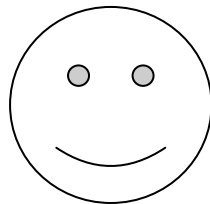
Topic 5B: Draw Shapes

Background

The shapes which are available in this version of Word have not changed much from the previous version. They are all grouped into section with the **Recently Used Shapes** at the top.

Draw a Shape

- Click on the shape required
- Drag with the mouse on the page and the shape will appear
- If you want a fully symmetrical shape, hold down the **Shift** key as you drag
- If you want to duplicate the shape, select it and press **Ctrl + D** on the keyboard
- Most of the shaped have a little yellow diamond which, when dragged with the mouse will reshape the line is sits on
- Format the shape using the **Format** contextual tab



Add WordArt and Special Effects to Text

- WordArt and special effects like Drop Caps can make your document look entirely different



Topic 5C: Add WordArt and Special Effects to Text

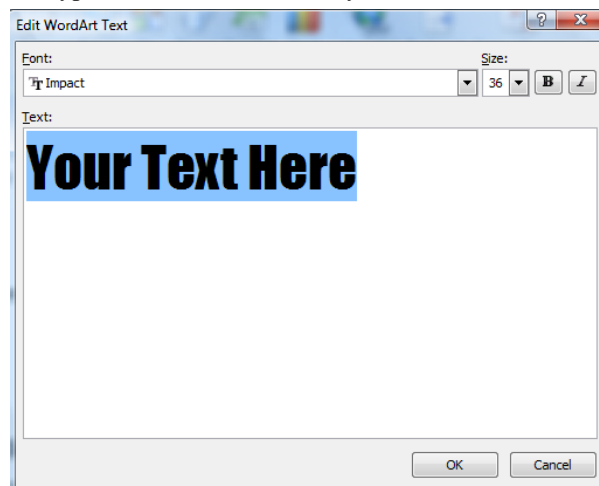
Background

Whenever you want to make your document very special you could introduce WordArt or any other kind of special affects you want like Dropped Caps.

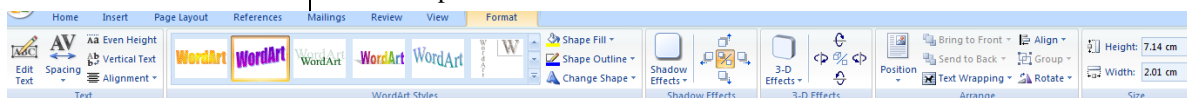
In earlier versions of Word there were Text Animations which have now gone in the 2010 version. If you want to add these effects to your Word 2010 document you can by copying and pasting from the older version into 2010. The animation will still work the same way as it did before.

Add WordArt

- From the **Insert** tab select the **WordArt** button in the **Text** group of buttons
- You will see a range of different formats (see illustration above)
- Click on the one you like
- You will see the **Edit WordArt Text** window prompting you to enter your text. Overtyp **Your Text Here** with your own words and click **OK**



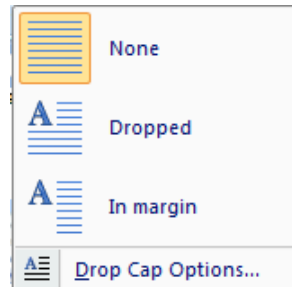
- Your WordArt text will be displayed along with a **Format** tab to manipulate the WordArt text



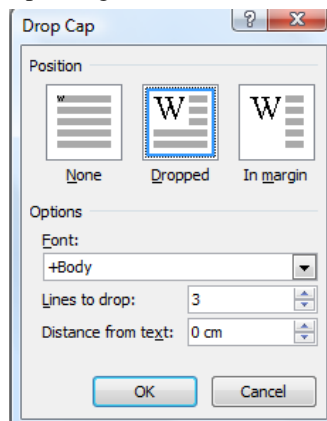
Other special effects – Drop Caps

Dropped Caps can be used on the first paragraph of your document to give it a very special feel.

- Click in the word you want to add the dropped caps to
- From the **Insert** tab and the **Text** group of buttons, select **Drop Cap**
- You will see a list of options for the dropped cap



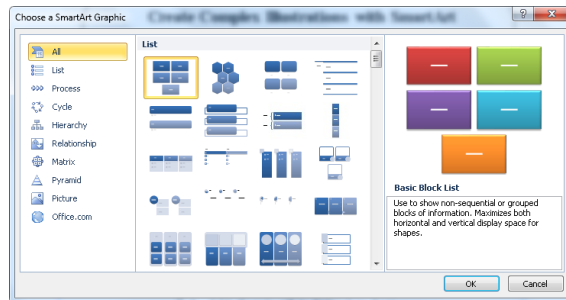
- Select the one you like
- If you want a different dropped cap, click the **Drop Cap Options** button and select from the options given



- The **Dropped** option will, by default, drop down by 3 lines but you can change this in the **Lines to drop** box.
- In the **Distance from text** you can also enter the distance required. The default is 0 cm.
- Using the **In margin** option, the *dropped cap* will appear in the margin of the document. Again you can change the settings if required.
- Click **OK** when you are content with your options.

Create Complex Illustrations with SmartArt

- **SmartArt consists of several types of illustrations each very simple to use**



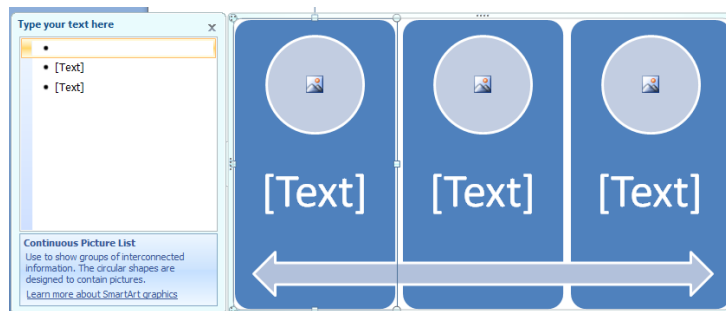
Topic 5D: Create Complete Illustrations with SmartArt

Background

SmartArt Illustration come is several options: **List, Process, Cycle, Hierarchy, Relationship, Matrix, Pyramid, Picture** and **Office.com**. In the **All** section you can see all of the SmartArt illustrations but if you select one of the specific topics, you will see a set of illustrations to match each section.

Create a SmartArt Illustration

- From the **Insert** tab and the **Illustrations** group of buttons, click on the **SmartArt** button.
- A list of samples will be displayed see above.
- Select the SmartArt illustration you require.



- In principle each one works the same way.
- Each has a **Type your text here** section or you can enter text into any of the click blocks on the SmartArt illustration itself.
- Each part of the SmartArt illustration can be manipulated but first you need to select the part to manipulate.
- You will see a set of tabs to work with. By clicking on the illustration and formatting and inserting items your illustration could look like the one below.



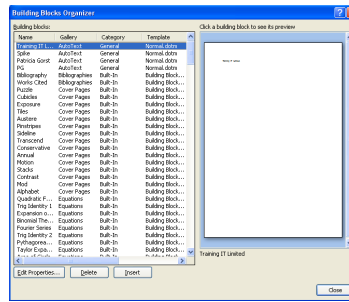
Lesson 6: Inserting Content Using Quick Parts

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using quick Parts

Inserting Building Blocks



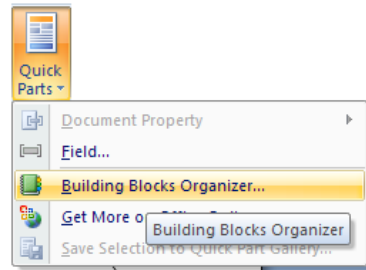
Topic 6A: Inserting Building Blocks

Background

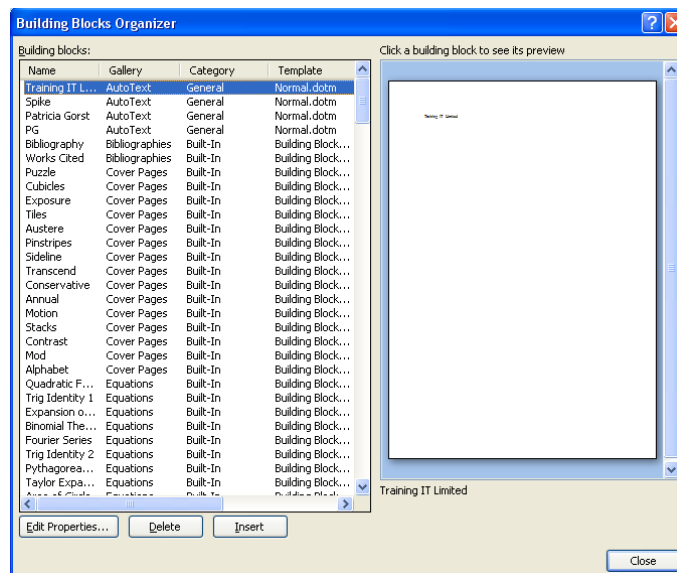
Building Blocks consist of Headers and Footers, Bibliographies, Cover Pages, Equations and AutoText to name just a few. These are the main *building blocks* of any document. In previous versions of Word, these were scattered all over Word. Now with this new version of Word they are organised and structured. You can customise these Building Blocks with rich content for say a Mission Statement for the company or you can use the predefined Building Blocks. Building Blocks works alongside Quick Parts.

If you use Building Blocks in a document Word will look at the Building Blocks for your document and give you the ability to change them.

To Insert a Building Block



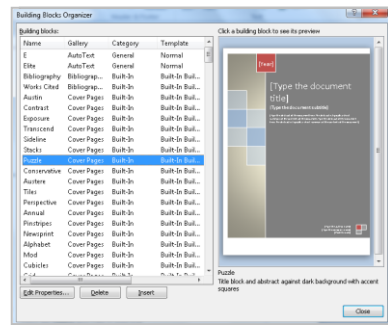
- From the **Insert** tab, and the **Text** group of buttons, click the **Quick Parts** drop down arrow
- Select **Building Blocks Organizer**
- A list of **Building Blocks** will be displayed



- Select the Building Block required
- Click the **Insert** button

Create Building Blocks

- You can create all sorts of Building Blocks from AutoText Entries to Cover Pages
- The principle for doing this is the same for each one



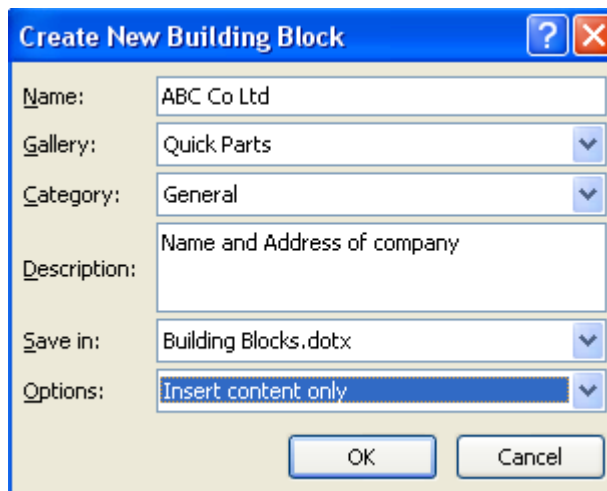
Topic 6B: Create Building Blocks

Background

Creating Building Blocks really depend on the type of Building Block you require. The principle is the same no matter which Building Block you create. Just remember to save the Building Block to the correct Gallery!

Create a Building Block from selected text

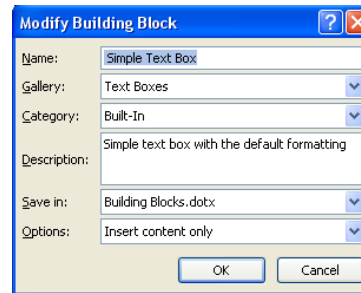
- Select the text to be contained in the Building Block
- From the **Insert** tab, and the **Text** group of buttons, click the **Save selection to Quick Parts Gallery** option
- This will invoke the **Create New Building Block** dialog box



- Enter a name and a description for the new Building Block
- Select the **Gallery** you want to store it in
- Click **OK**
- Click **Close**

Modify Building Blocks

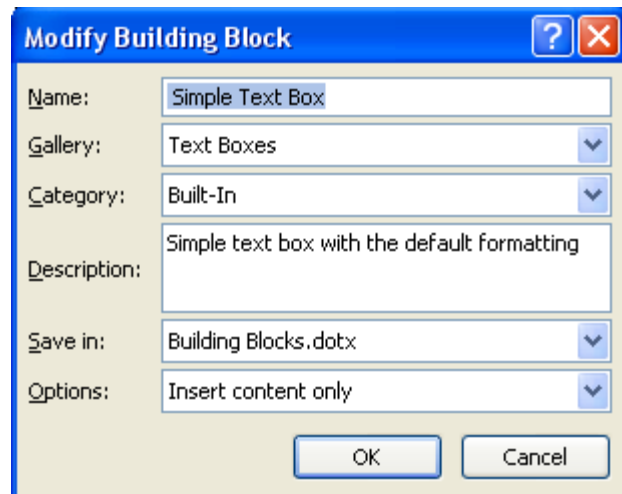
- **Building Blocks can be modified very simply**
- **Insert, Quick Parts, Building Blocks**



Topic 6C: Modify Building Blocks

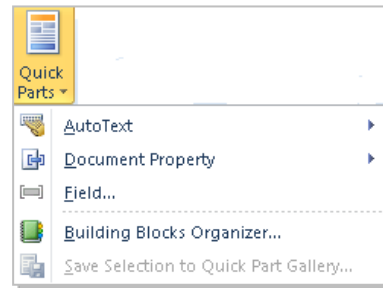
Modify a Building Block

- From the **Insert** tab, and the **Text** group of buttons, click the **Quick Parts** drop down arrow
- Select **Building Blocks Organizer**
- A list of **Building Blocks** will be displayed
- Select the **Building Block** to be edited and click the **Edit Properties** button
- The **Modify Building Block** dialog box will be displayed
- Make the necessary changes
- Click **OK**
- Click **Close**



Insert Fields Using Quick Parts

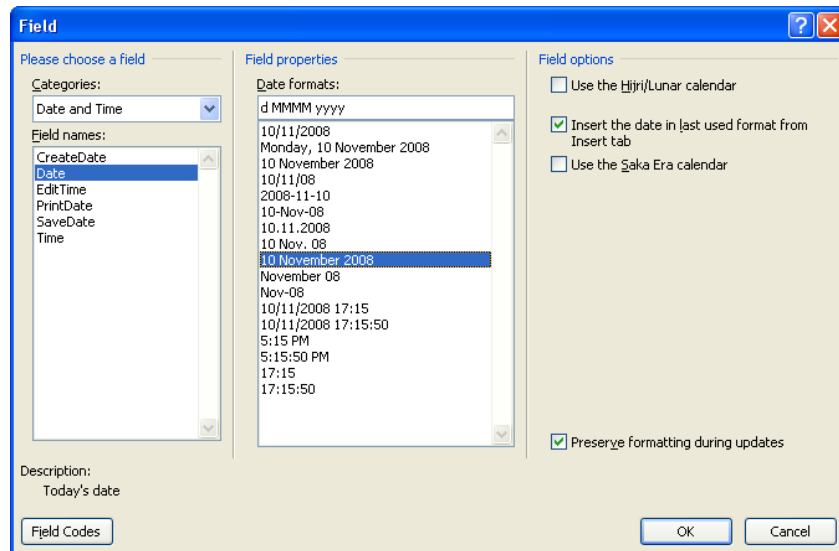
- There are many different fields to select from
- From Dates to User Information can all be inserted as fields



Topic 6D: Insert Fields Using Quick Parts

Insert Fields using Quick Parts

- In the illustration, we will add the date to our document.
- From the **Insert** tab, and the **Text** group of buttons, click the **Quick Parts** drop down arrow.
- Select **Field**.
- This will invoke the **Field** dialog box.



- Select a **Field** from the list of Categories.
- Select a **Format**.
- Click **OK**.

Lesson 7: Controlling Text Flow

Learning Module Objectives

When you have completed this learning module you will have seen how to:

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Control Paragraph Flow

The Paragraph dialog box will help to control the flow of your paragraph with **Keep paragraphs together** and **Keep paragraph with next options**

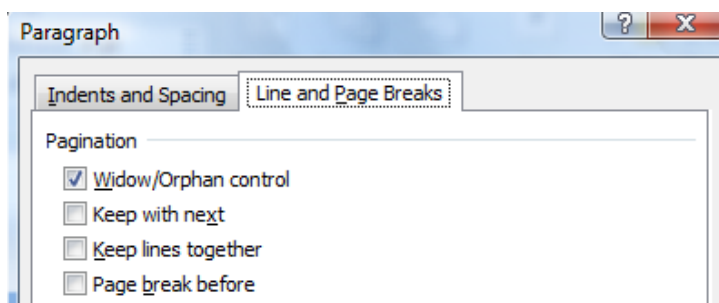
Topic 7A: Control Paragraph Flow

Background

Controlling paragraph flow is very important if you want to paginate your document properly. The last thing you want is a paragraph broken up in the middle where one half is on one page the other half on the next page. We can use the Paragraph options in Word to control how this works. A paragraph can be a word, a sentence or a group of sentences.

Keep paragraphs together

- Select the paragraph you require.
- From the **Page Layout** tab, and in the **Paragraphs** group, select the **Paragraph More arrow**.
- This will invoke the **Paragraph** dialog box. Select the **Line and Page Breaks** tab.



- Select **Keep lines together** and click **OK**.

Keep Paragraph with next

- Select the paragraph you require.
- From the **Page Layout** tab, and in the **Paragraphs** group, select the **Paragraph More arrow**.
- This will invoke the **Paragraph** dialog box. Select the **Line and Page Breaks** tab.
- Tick the **Keep with next** tick box.

Insert Section Breaks

- Used to help with controlling where your text appears on the page
- You can use these break to change the orientation of your pages from Portrait to Landscape



Topic 7B: Insert Section Breaks

Background

Section breaks can assist in *carving up* your document when you want to change the page orientation in your document. You could have page 1 and 2 Portrait and page 3 Landscape and then Page 4 back to Portrait.

There are 4 Section Breaks:

Next Page which will start the following section on the next page

Continuous will create a new section without affecting breaks

Even Page starts the break in the following section on the next even-numbered page

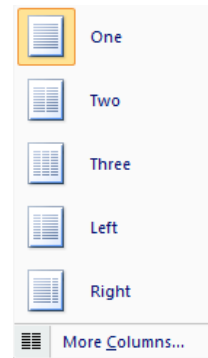
Odd Page starts the break in the following section on the next even-numbered page

Insert Section Breaks

- Click where you want the break to appear.
- From the **Page Layout** tab, and in the **Page Setup** group, select the **Breaks** button.
- You will see a drop down list of options (see illustration above).
- Click on the one required.

Insert Columns

- Columns can be used to manipulate your text into regimented sections of text
- Like Newspaper columns



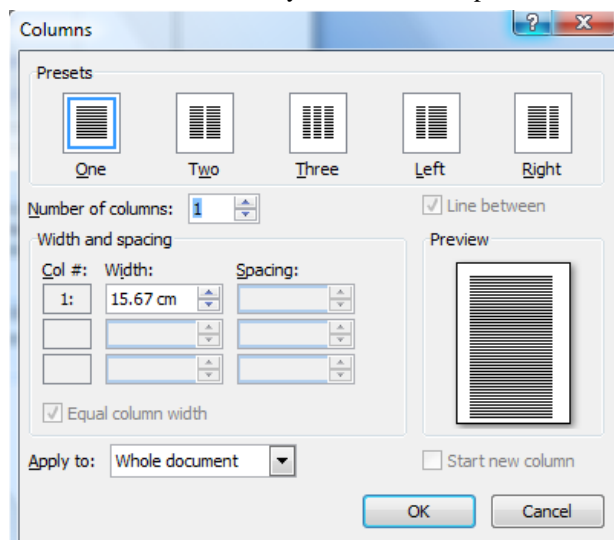
Topic 7C: Insert Columns

Background

Controlling text can also be done with Columns. If your document contains just lines and lines of text on one page this is a single column. Newspapers are written in two or three columns. You can either select text and make columns out of it or set up the columns first and then type the text.

Making columns out of existing text

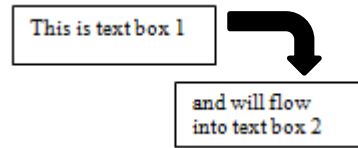
- Select the text in the document where you want the columns.
- From the **Page Layout** tab select **Columns** and choose which type of column by clicking on the option.
- Your columns will be formed.
- If you want more control options for the columns, click the **More Columns** option at the bottom of the list and you will see the options below.



- Select the required option and click **OK**.

Link Text Boxes to Control Text Flow

- Text boxes can be linked together to control the flow of text
- Think of the text box as a container of text and when the container is not large enough the text flows to the next box




Topic 7D: Link Text Boxes to Control Text Flow

Background

Text Boxes can have a control whereby if a text box becomes too small to hold the text, the text will *flow* into the next text box and the next. To set this up we first need a text box with text. Then we need an empty text box to flow the text into.

Link Text Boxes

- Click where you want the text box and from the **Insert** tab select **Text box**.
- Insert one text box and type text in the box.
- Insert another text box but take the text out.
- On the **Format** tab select the **Create Link**  **Create Link** button.
- Place your mouse pointer inside the empty text box and you will see a little jug starting to pour into the box.
- When you see this click inside the empty text box.
- Text will not flow from one box to another.
- Click on the edge of the linked text box.

Break the link between text boxes

- Click the **Break Link**  **Break Link** button.

Lesson 8: Using Templates to Automate Document Creation

Learning Module Objective

When you have completed this learning module you will have seen how to:

- Create a Document Based on a Template
- Create a Template

Create a Document Based on a Template



Topic 8A: Create a Document Based on a Template

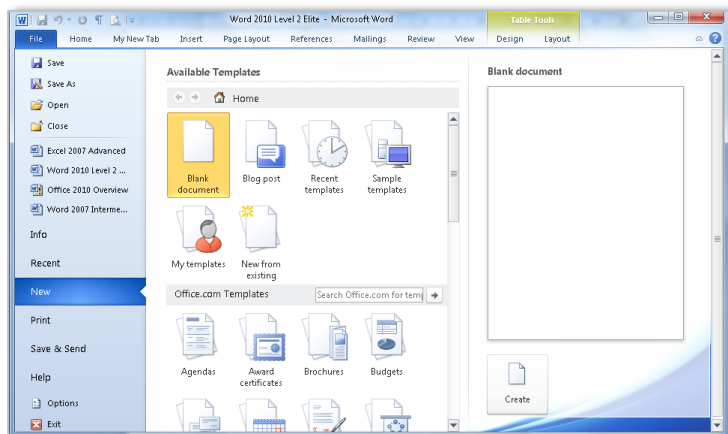
Background

Word has its own set of templates for you to use or alternatively, you could design your own. To be able to see your own template, you must save it to the default templates folder.

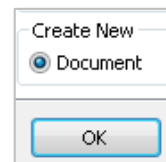
There are many templates on Microsoft's web site that you can use also.

Create a Document based on a template

- From the **File** tab, select **New**.
- Under the **Available Templates** section, select the template required.
- If you select one of the templates from Office.com you may have to download it first.
- This will invoke Templates window



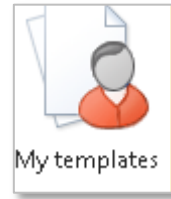
- Select the Template required
- If you select one of the templates from **My Templates** ensure under



Create New that *document* is selected and click **OK**.

Create a Template

- Prepare your document with all the relevant fields, headers, footers, cover pages etc.
- Save your document as a Template



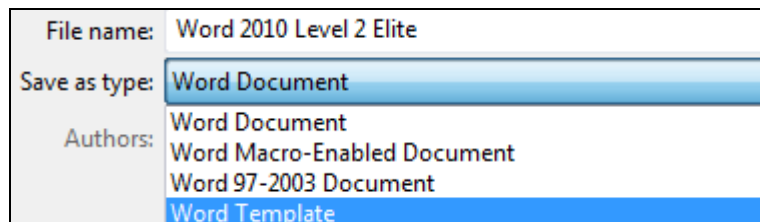
Topic 8B: Create a Template

Background

Creating new documents continuously is time consuming. If you find that you want to create similar documents then it's time to create a template out of your document to enable you to use it over and over again.

Save a document as a template

- From the **File** tab select, **Save as**.
- From the **Document Type** drop down list, select **Document Template**.



- Save it to the default folder which is called **Templates**.
- Alternatively you can select **File, Save & Send** then **Change File Type**.
- In the **Change File Type** section, click the **Template** button.



- Click **Save**.

Lesson 9: Automating the Mail Merge

Learning Module Objective

When you have completed this learning module you will have seen how to:

- Use the Mail Merge Feature
- Mail Merge Envelopes and Labels
- Create a Data Source Using Word

Use the Mail Merge Feature



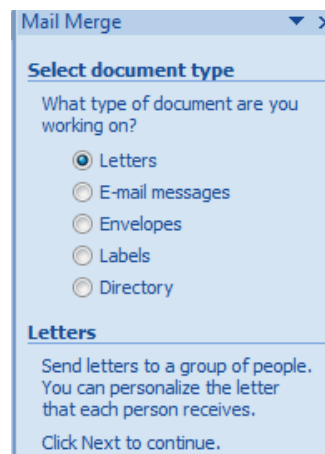
Topic 9: Use the Mail Merge Feature

Background

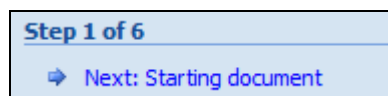
When you want to send out the same letter to different people a Mail Merge is an excellent way of automating this task. The names and address on each letter will be different but the body text will be the same. At the click of a couple of buttons your document will be ready to be printed. You can add as many fields as you wish to contain specific data. You can even merge to Labels and Envelopes if you wish. You can either use the Mail Merge Wizard or go through the series of buttons on the **Mailings** tab. We will use the Mail merge Wizard.

Perform a Mail Merge using the Wizard

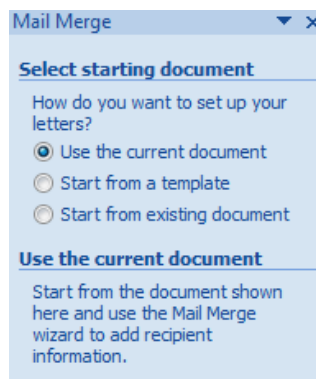
- Select the document you want to start with then select the **Mailings** tab.
- In the **Start Mail merge** group of buttons, click the **Start Mail Merge** button and select **Mail Merge Wizard**.
- You will see at the right of your screen the first step of the wizard.



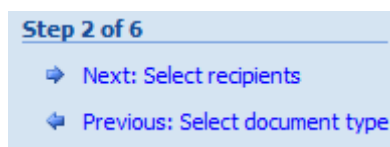
- Select **Letters**. At the bottom of the screen click the **Next: Starting document**.



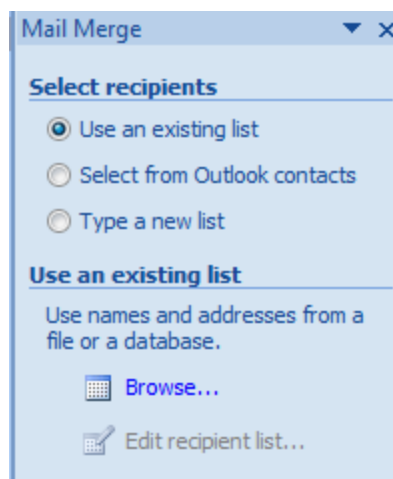
- You will now see the next part of the wizard.



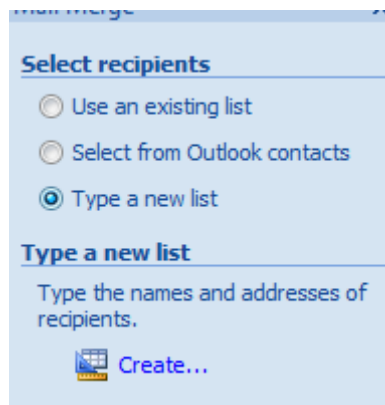
- We will use this document so select the Use the current document and click the bottom of the screen.



- Click **Select Recipients** and the next part of the wizard will be displayed.



- We will type a new list so select **Type a new list**.



- Then click the **Create** button and you will be prompted to create the new Data Source.

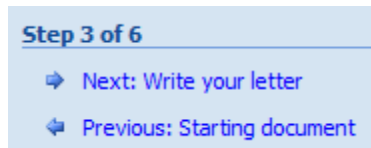
- In the **New address list** populate the fields with data for the first record.

Type recipient information in the table. To add more entries, click New Entry.

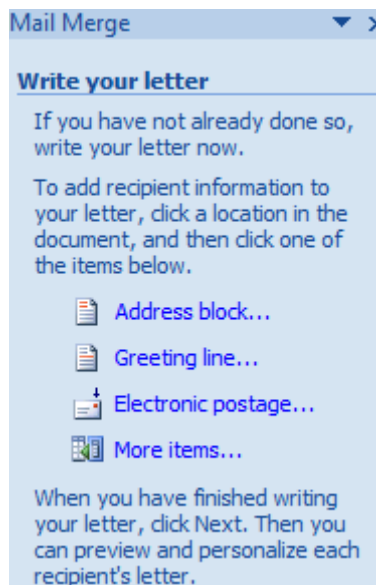
Title	First Name	Last Name	Company Name	Address Line 1
Ms	Janet	Brown	ABC Co Ltd	1 Red Street

Buttons: New Entry, Find..., Delete Entry, Customize Columns..., OK, Cancel

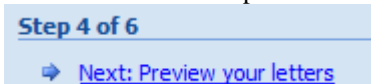
- Click **New Entry** for each further entry you require then click **OK**.



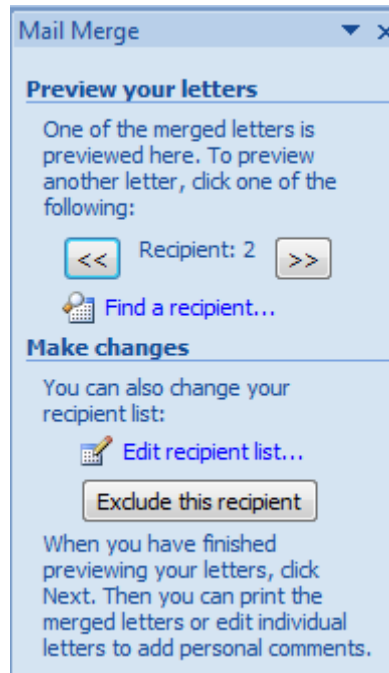
- At the bottom of the screen click **the Next: Write your letter**.
- The next part of the wizard will be displayed.



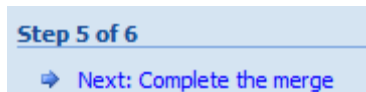
- Click **Address Block** to add a block of address fields.
- Click the **Greeting Line** to insert a greeting.
- Type the rest of your letter then click the option at the bottom of the screen.



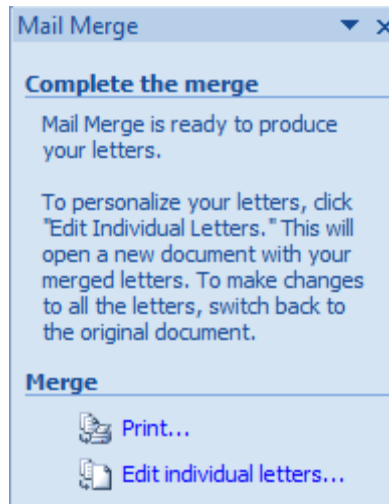
- You will now be able to see if your letters and fields look ok.



- At the bottom of the window select **Complete the Merge**.

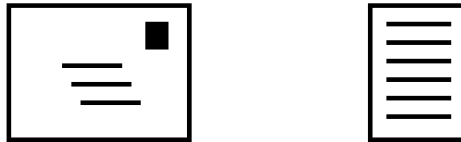


- You will see the last part of the wizard.



- Decide whether you want to print the letters or edit the individual letters.
- You will be asked if you want to select all records or just some of them.
- If you have selected Printer you will be taken to the Print dialog box to print them out.
- If you have chosen Edit individual letters you will see a document containing all the letters.

Merge Envelopes and Labels



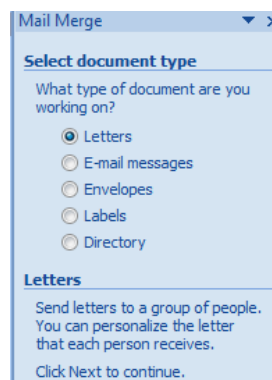
Topic 9B: Merge Envelopes and Labels

Background

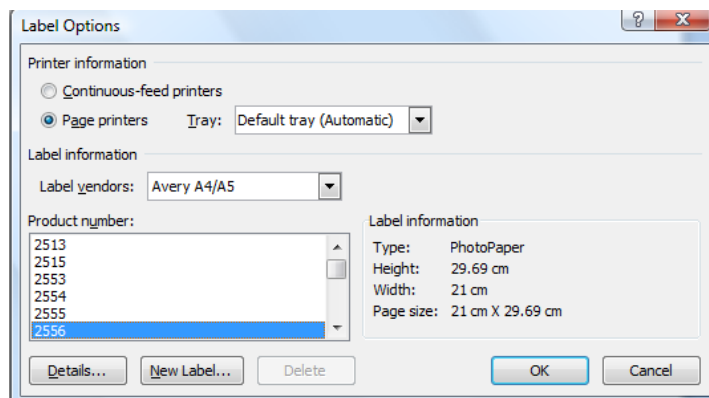
Mail Merge Envelopes and Labels

Once you have used Mail Merge to produce your written letters you may then want to go a step further and merge the names and addresses onto envelopes and labels. This is what we will do next.

- Select the document you want to start with then select the **Mailings** tab.
- In the **Start Mail merge** group of buttons, click the **Start Mail Merge** button and select **Mail Merge Wizard**.
- You will see at the right of your screen the first step of the wizard.

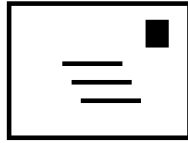


- Select **Labels**.
- You will be asked for your Label options.



- Select the correct label and click **OK**.
- At the bottom of the wizard click **Select recipients**.
- Select Use an existing list and click **Browse** to find the data source file.
- Select the recipients and click **OK**.

Create a Data Source Using Word



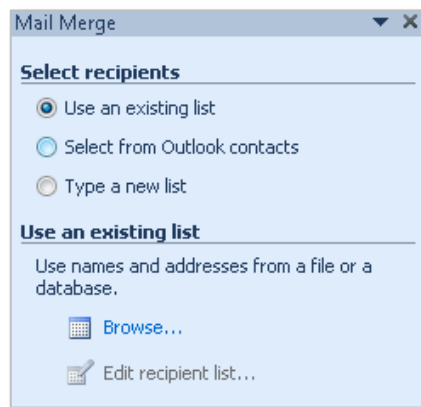
Topic 9C: Create a Data Source Using Word

Use Word to Create a Data Source – Option 1

Use Word to Create a Data Source – Option 2

Use the Word Data Source

- Create a new Table from the **Insert** tab.
- Type your names and addresses in the table separated by the cells.
- Save the document to the Data Source folder.
- From the **Mailings** tab, click the drop down arrow on the **Select Recipients** button and select **Type New List**.
- Word will create a new Word document for you to create your new list.
- Create a new table and enter the source data you wish.
- Using the Mail Merge Wizard continue to **Step 3**.
- Under the **Select recipients** select **Use an existing list**.



- Under **Use an existing list** click the **Browse** button and browse to where the Word document is stored

Lesson 10: Using Macros to Automate Tasks

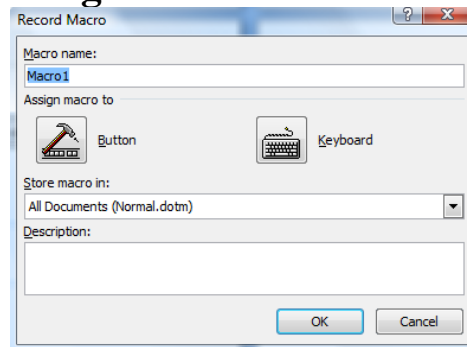
Learning Module Objective

When you have completed this learning module you will have seen how to:

- Automate Tasks Using Macros
- Create a Macro

Automate Tasks Using Macros

A Macro is a series of keystrokes which the computer remembers and plays back when required



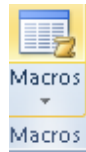
Topic 10A: Automate Tasks Using Macros

Background

A Macro is a series of keystrokes and mouse clicks the computer remembers and plays back when you press a key on the keyboard or when you click a button. It is an ideal way to automate lots of repetitive tasks you do in Word.

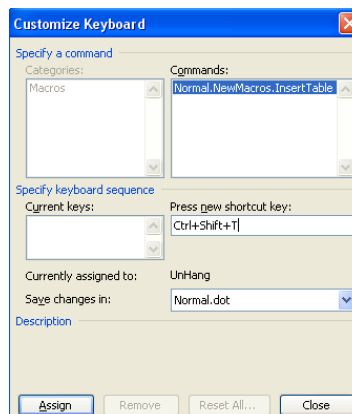
Record a Macro and assign a shortcut key

- From the **View** tab click the drop down arrow on the **Macro** button



and select **Record Macro**  **Record Macro...**

- You will see the **Record macro** dialog box (see above)
- Give the macro a name (if you use 2 words separate them with an underscore not a space)
- Click the **Keyboard** button and you will see the **Customize Keyboard** dialog box

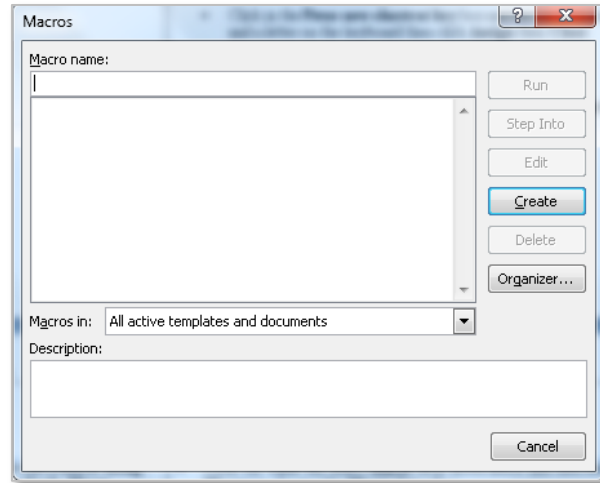


- Click in the **Press new shortcut key** box and use the Ctrl and Shift keys and a letter on the keyboard then click **Assign** then **Close**
- To begin recording, select **Close**
- Complete the keystrokes for the macro
- When finished, click the **Macro** down arrow and select **Stop Recording**
- Press **Ctrl+ Shift** and the letter which you assigned

To run a macro assigned to a shortcut key

To run a macro using the Tools, Macro command

- From the **View** tab, select **Macro** drop down arrow and then select **View Macros** to display the **Macro** dialog box



- Click on the name of the macro you wish to run in the **Macro Name** list box
- Select the **Run** button
- From the **View** tab, select **Macro** drop down arrow and then select **View Macros** to display the **Macro** dialog box.
- Select the macro you want to delete and click the **Delete** button.
- Close the **Macros** dialog box.

Delete a Macro