

Microsoft Office 2007



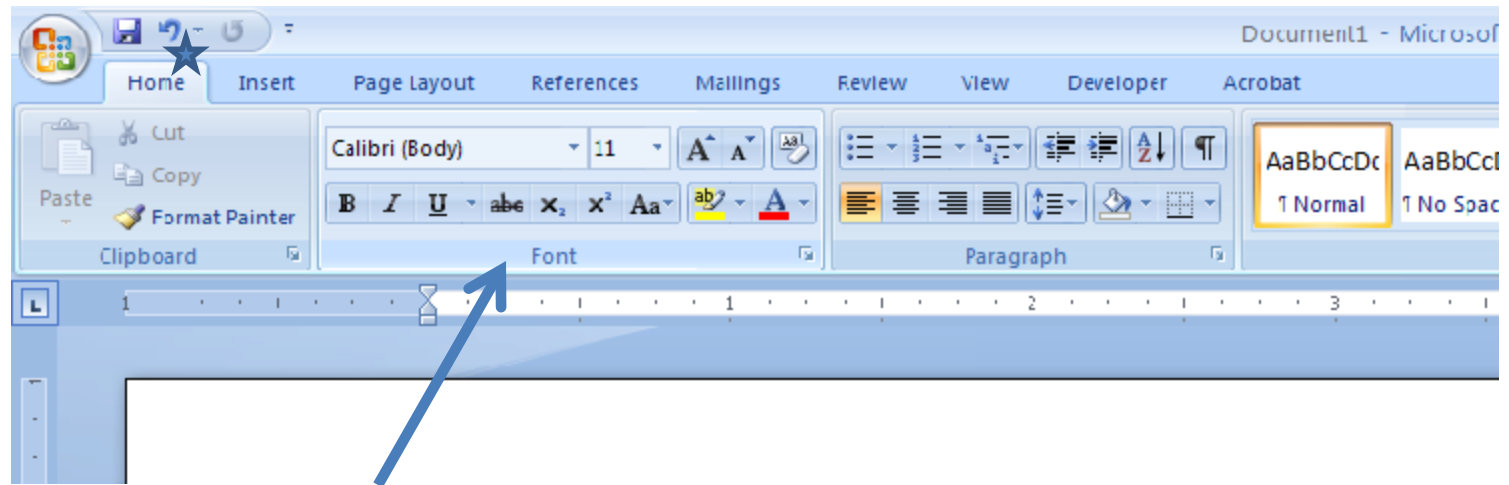
Basic Understanding of Microsoft
Word Functions and Tools

Fundamentals of Word

- There are a few basic functions of Microsoft Word that are used in everyday typing.
 - Changing the Font(size, colors, etc.)
 - Spacing of lines
 - Alignment of text on the page(left, center, right justified)
 - Changing the margins and orientation of the page
- One good thing about Office 2007 is you will see in some situations you will be able to have a preview of your change before making a decision.

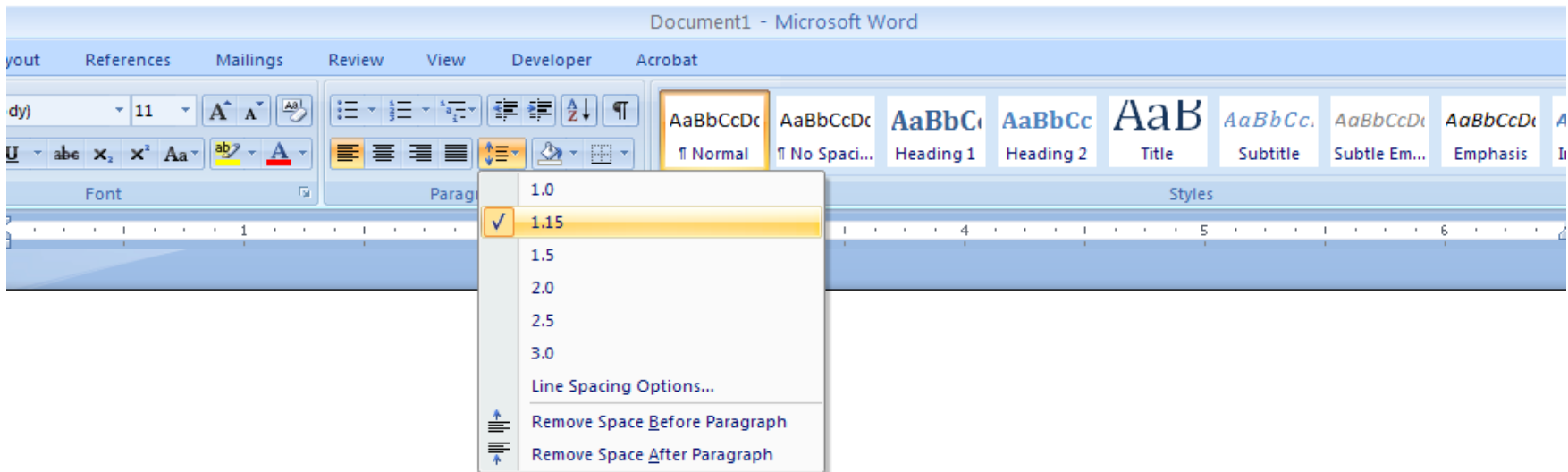
Changing Font(size, colors, etc)

- Under the Home(★) tab you will find a section called Font. Here you will find where to change font style, size, color, etc.



Spacing of Lines

- Still on the Home tab, under the Paragraph section you will find the ability to change line space. Default spacing of Word 2007 is 1.15.

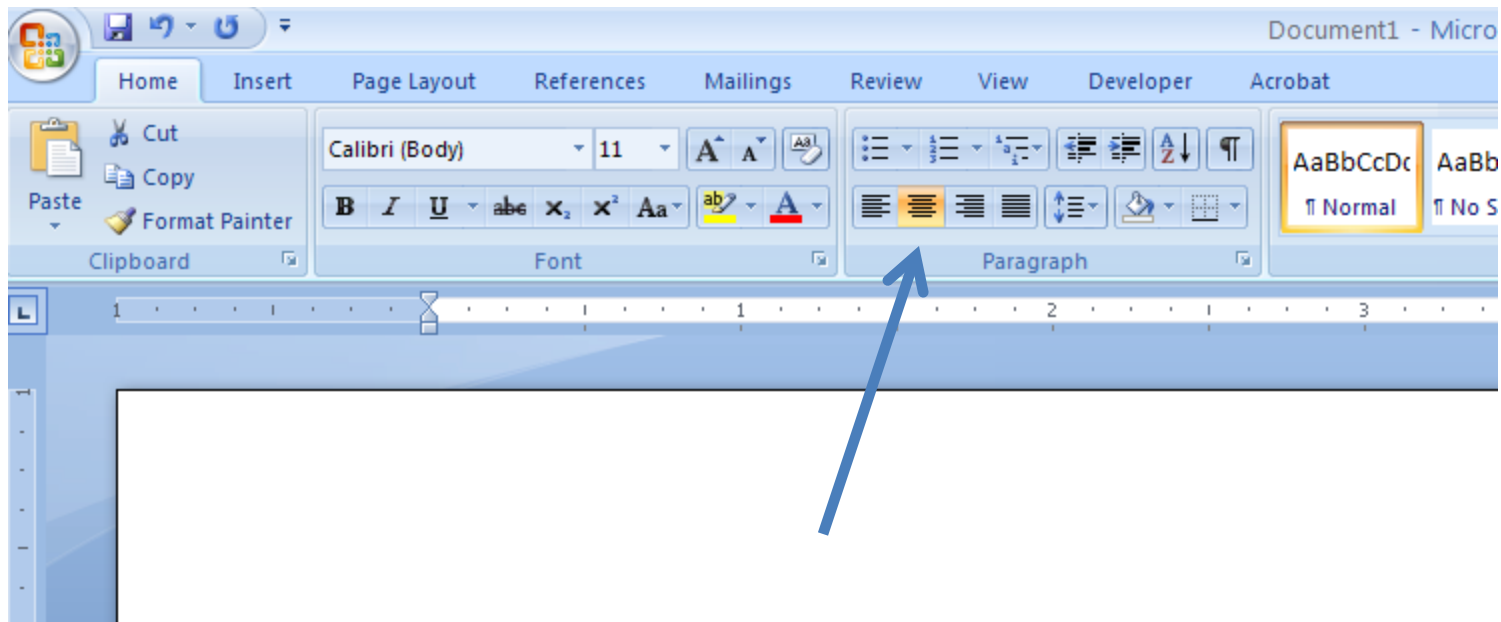


This is a test to show you the different in single spacing and double spacing a paragraph. Some teachers require to have the typing in single space vs. some teachers require to have what you write in double space format.

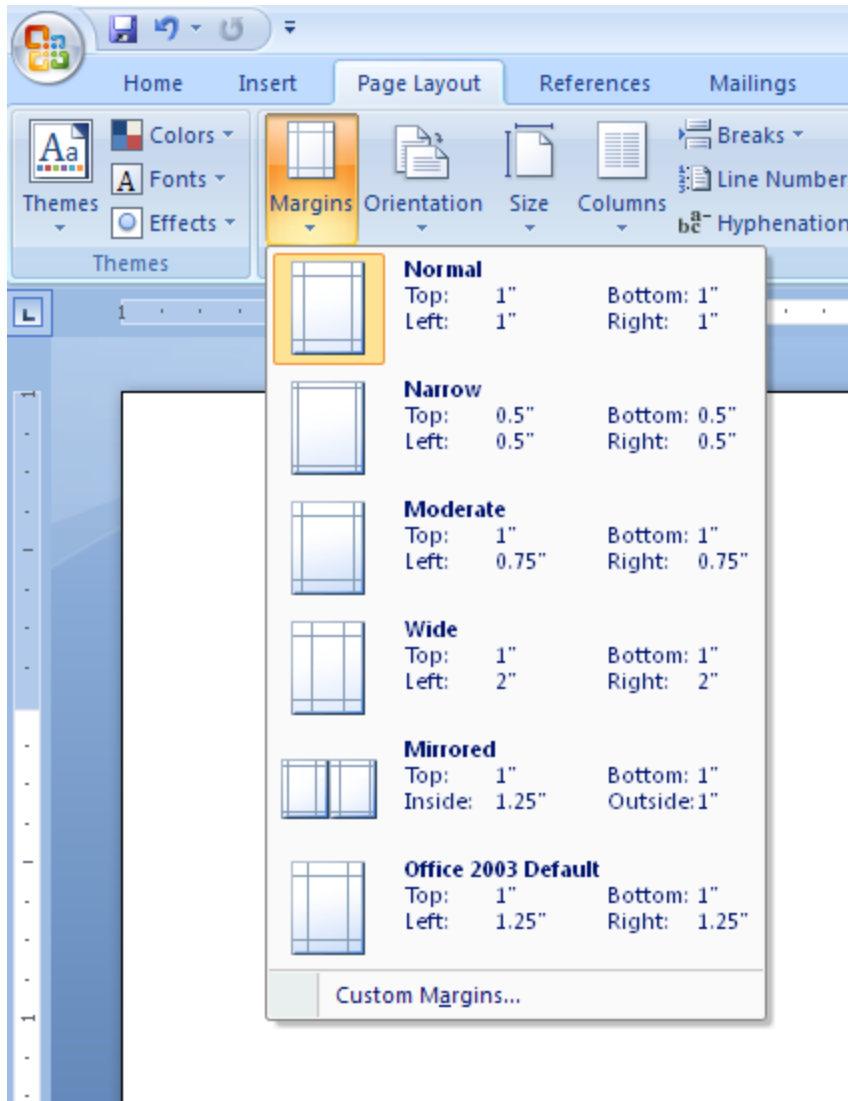
Alignment of text on the page

(left, center, right justified)

- Under the Paragraph tab you will see left, right, and center justify to allow you to change your highlighted text to whatever justification you need.



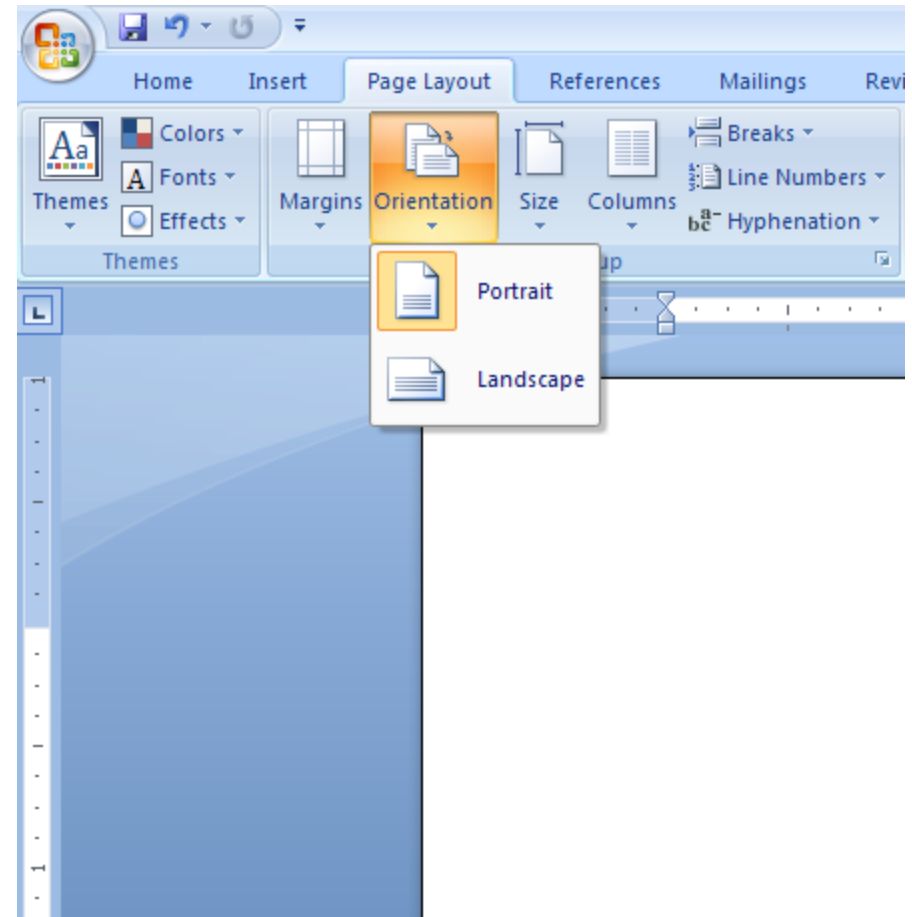
Changing the margins



- Under Page Layout tab you will find a section called, Page Setup. Here you will see where you can change the margins. Word has preset dimensions, but if you need to customize hit Custom Margins... on the bottom of the menu.

Changing Orientation

- Under Page Setup you will see the Orientation button. This allows you to change your page to portrait or landscape depending what you need.

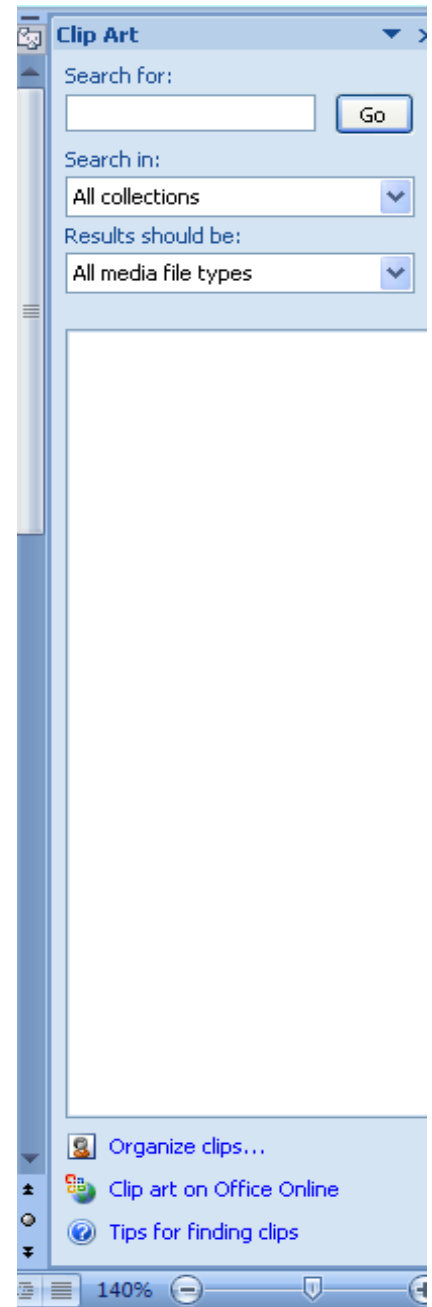
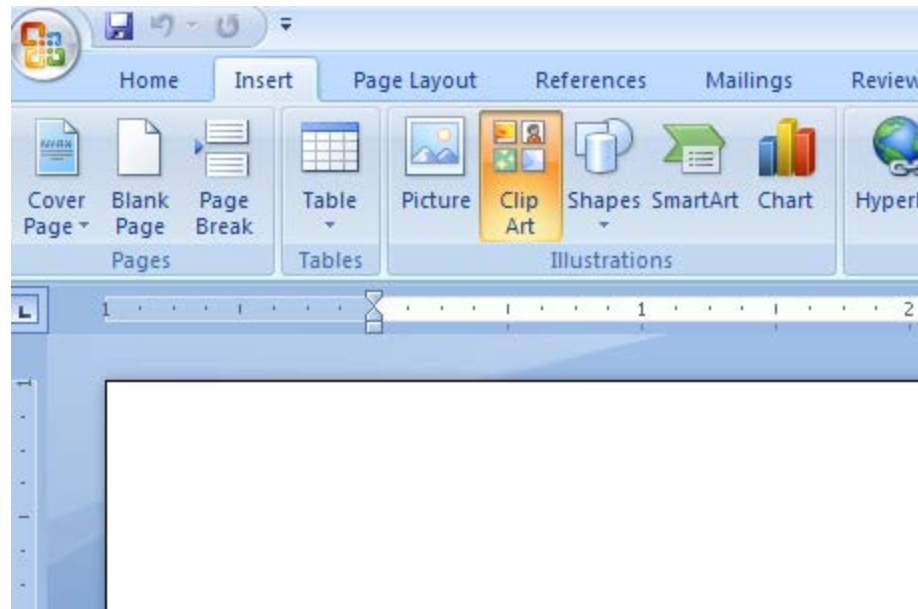


Inserting and Adjusting Graphics

- Adding images to a word document adds a whole new dimension to writing papers or making newsletters.
- Word has its own library of pictures called Clipart. You can download/copy pictures from the internet as well. Also you can bring in pictures that you have stored from a flash drive or your My Pictures folder.

Inserting Pictures

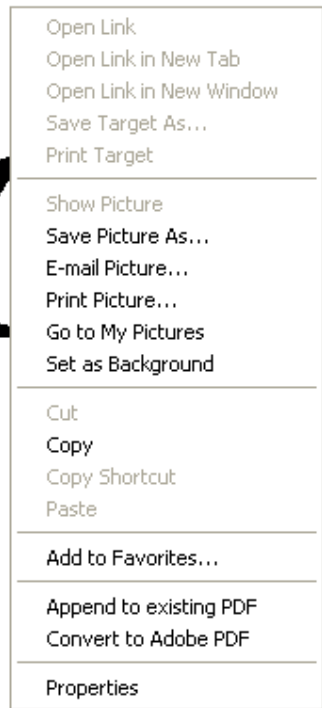
Under the Insert Tab you will see a section called Illustrations. You will see a button labeled Clip Art. This brings up a menu on the right side of your screen. Type what you are looking for in Search for: section and hit Go. This will bring up a list of pictures that Clip Art found related to what you were looking for. To insert picture, click cursor on word document where you want picture and single click on the picture you want. Please be patient because the picture might be big and take a little bit to load onto the screen.



Inserting Pictures From Internet

Google Images is a great place to get images you need for your word document.

To get the image to your computer from the internet right click on the image you would like, and you can choose to either save the picture or copy/paste it to your document.

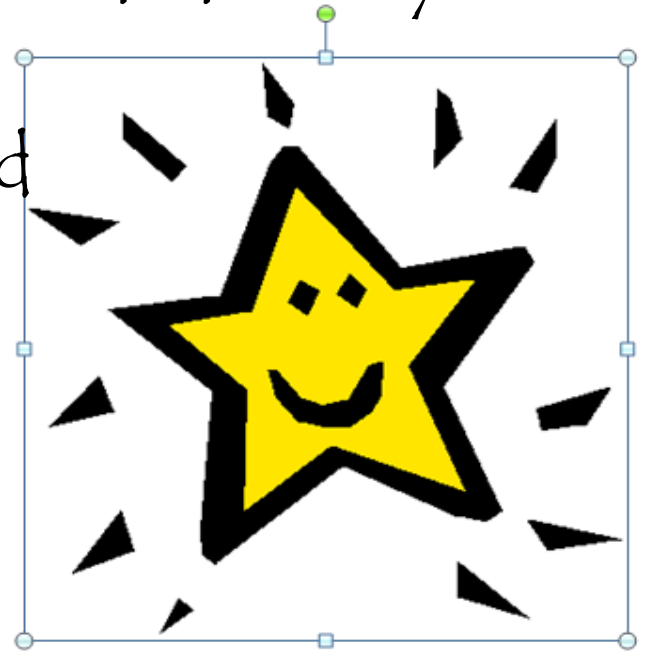


Adjusting Graphics

- Once you have your image you want onto your document there are several things you can do to the image.
 - Resize
 - Rotate
 - Allow text to wrap around it
 - Allow text go under or above the image, giving you free range where to put the picture on your document.

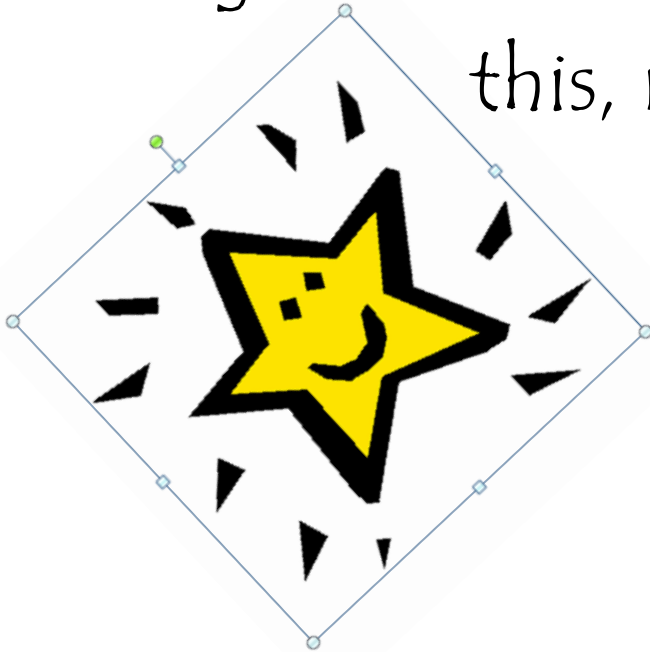
Resize Image

Once the picture is onto the screen there are several things you can do to it. The easiest fix to do is to resize the picture. By clicking on the picture it puts a box around it that allows you to adjust the length, width, and aspect ratio. Simply click and hold on the bubble you want to move and drag it towards the way you want size the picture.



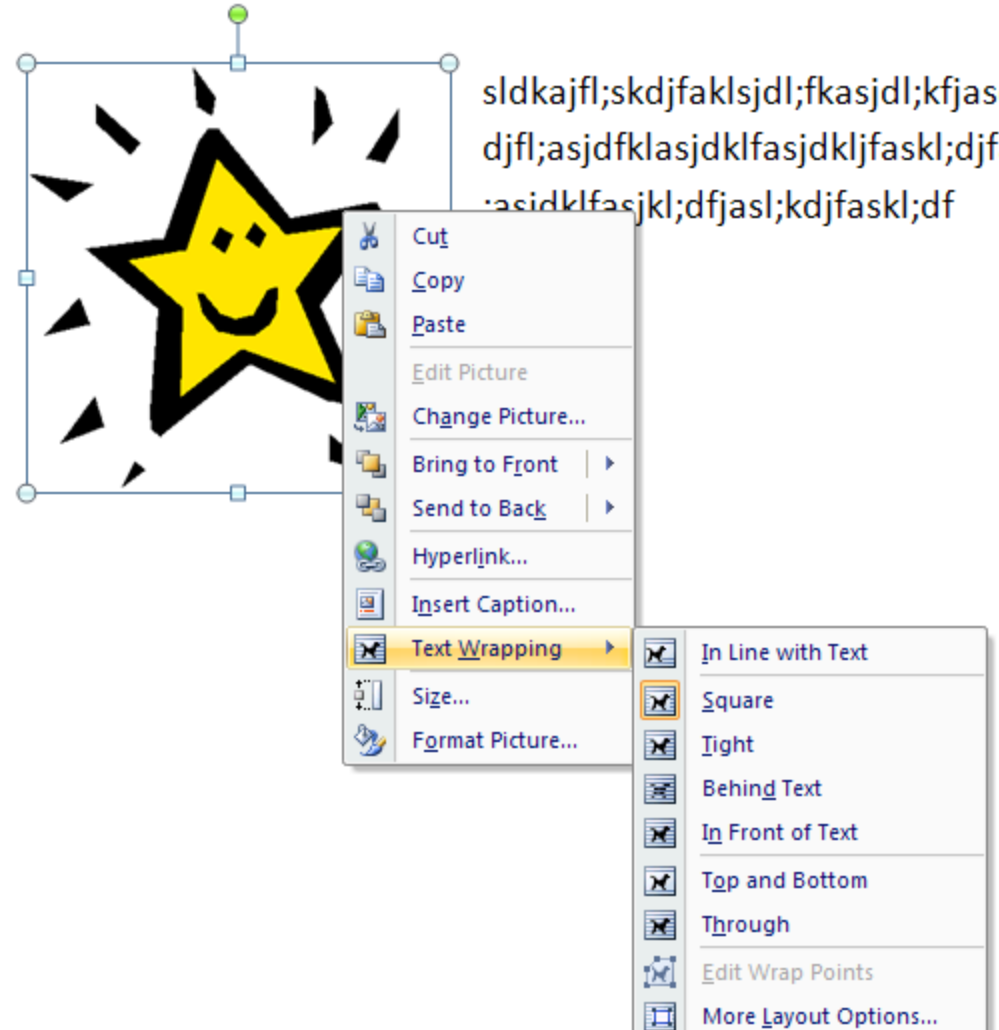
Rotating Image

- Now that you have sized the image you are able to rotate it by clicking on the image to get the box around it again. You should see a green circle on the top. Left click and hold this, rotate the picture to suit your needs.



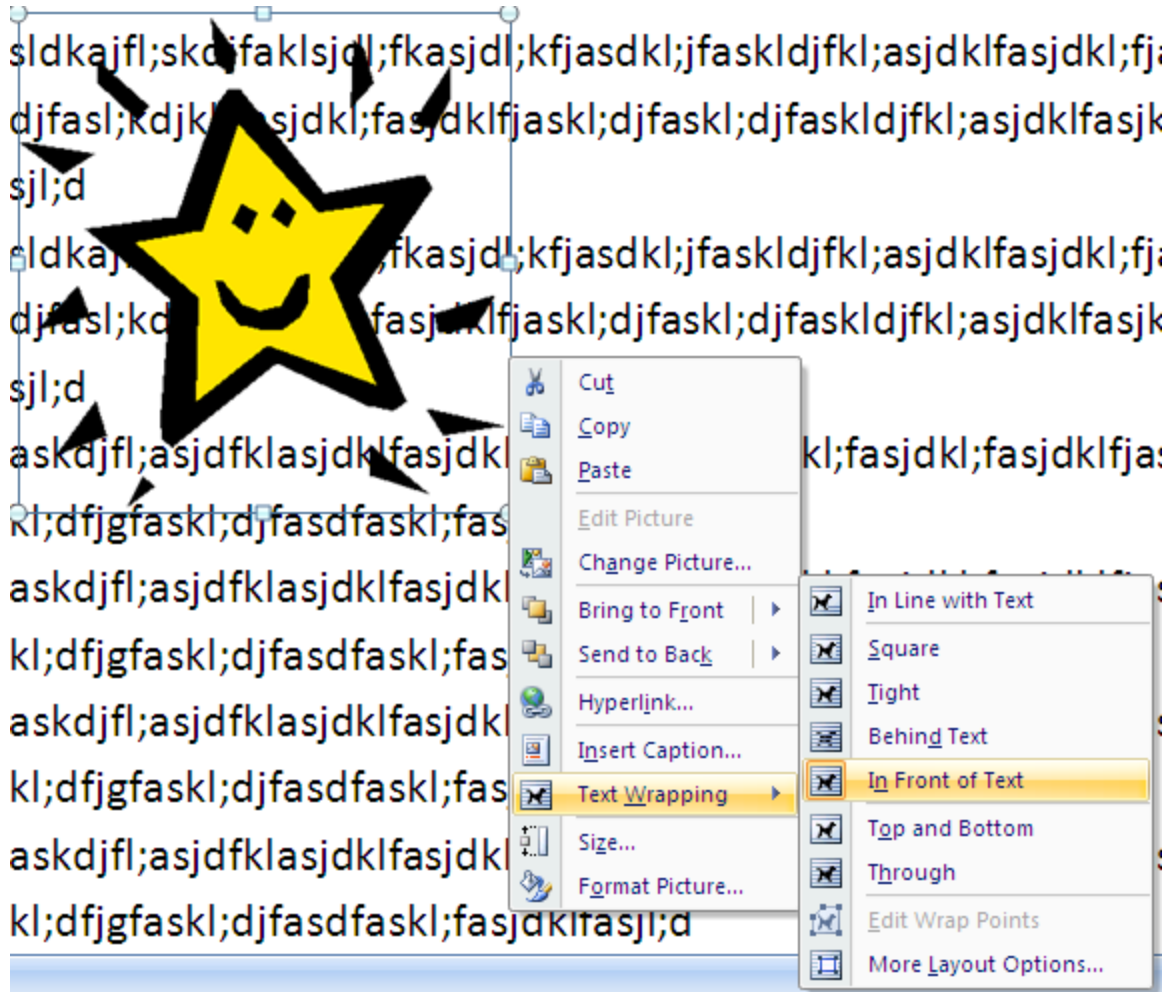
Wrapping Text Around Image

- Right clicking on the picture brings up a menu. You will see Text Wrapping, and to the right of it will drop more options. To wrap text your two choices that look the best are Square and Tight.



Allowing Image to Float Over Text

By choosing Behind Text or In Front of Text you can freely move the image on the document wherever you may need to.

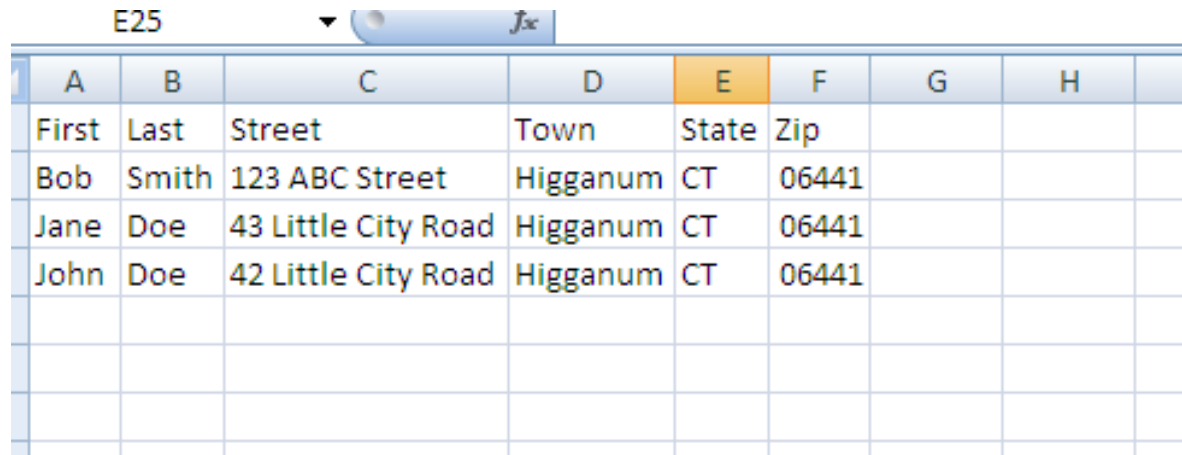


Mail Merge

- Mail merge is used when you have a document that you need to send out to multiple people and all you have to do is fill in their name, address, phone number, etc.
- Besides having the document written out, you need to make sure you have data spreadsheet made in excel

Data Sheet for Mail Merge

- When making your data sheet, you are better off making headers for the column. You will see later in the merge when they are used. This table was made in Microsoft Excel.



The image shows a screenshot of a Microsoft Excel spreadsheet. The active cell is E25, and the formula bar shows the text "Jx". The spreadsheet contains a table with the following data:

A	B	C	D	E	F	G	H
First	Last	Street	Town	State	Zip		
Bob	Smith	123 ABC Street	Higganum	CT	06441		
Jane	Doe	43 Little City Road	Higganum	CT	06441		
John	Doe	42 Little City Road	Higganum	CT	06441		

Starting the Mail Merge

- Start off with writing the document you wish to merge to in word.
 - Here is an example of a letter being sent home to a class about a field trip. This would be a great time to use a mail merge with a student list you maybe have.

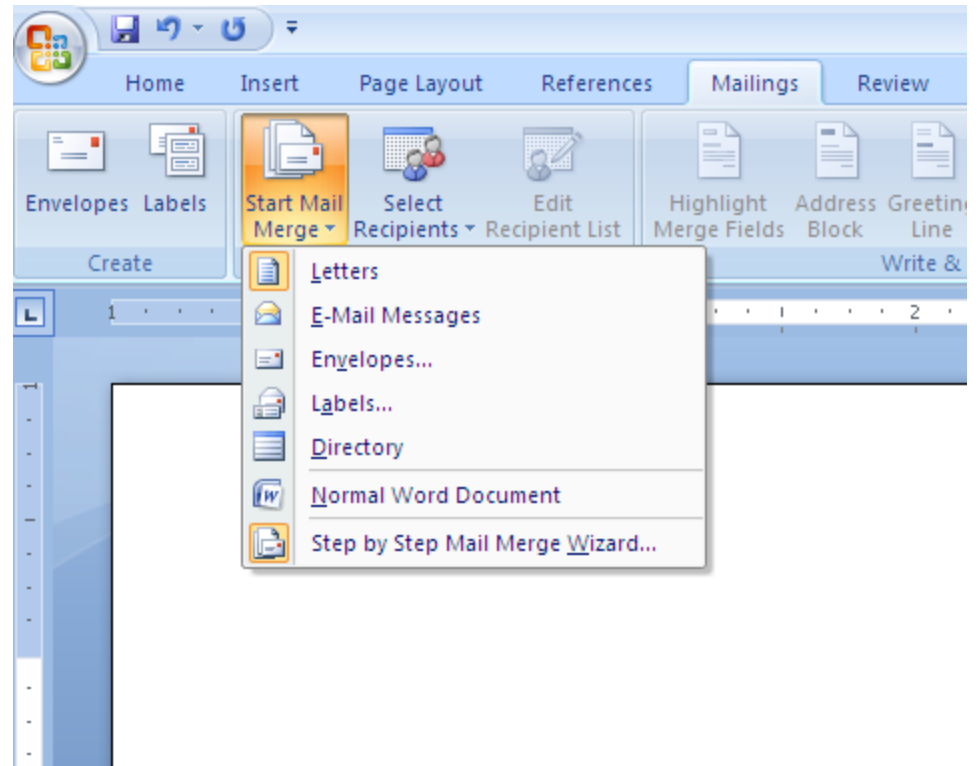
We have an upcoming field trip to Mystic Aquarium. We are starting to transportation, admission, and lunch fees.

Sincerely,

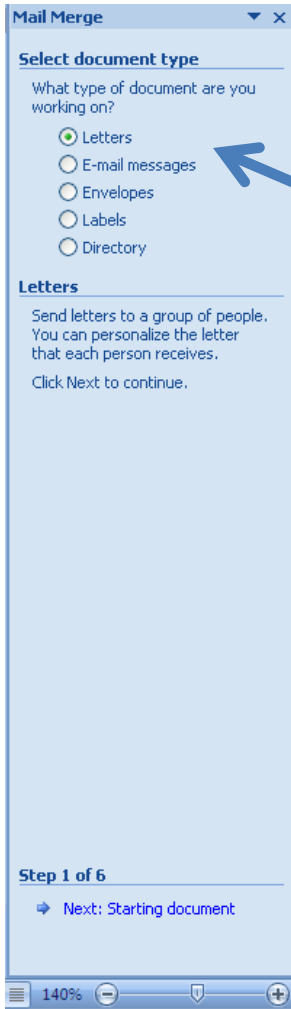
Mr. Bubba|

Using the Wizard

- Once you have your letter written click on Mailings tab, then start mail merge. Once you feel comfortable you can get right the merge, but for now I will show you how to set it up with Step by Step Mail Merge Wizard.

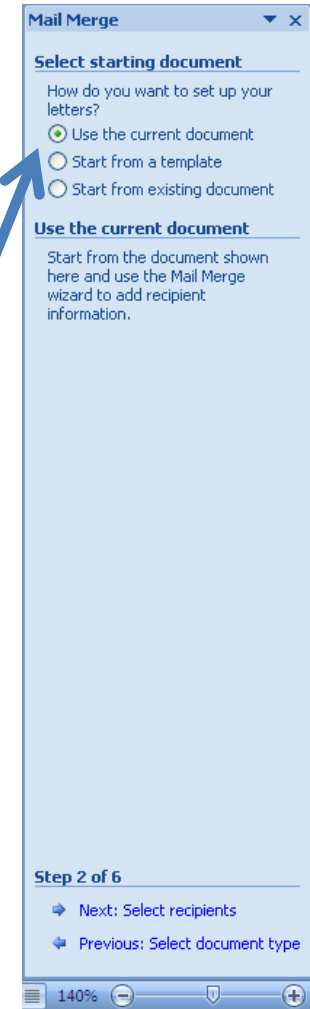


Using the Wizard (Cont.)



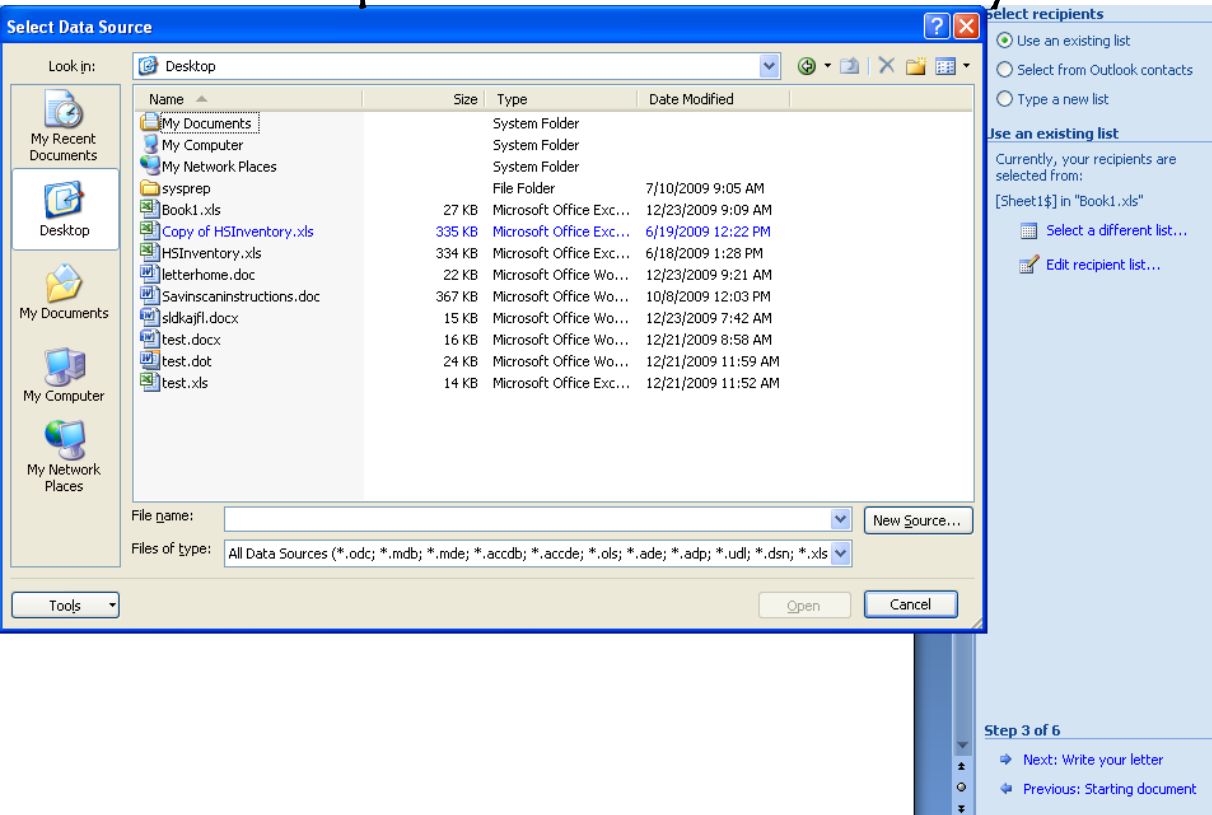
Step 1. Choose Letters then on the bottom hit Next: Starting document.

Step 2. Choose Use the current document then on the bottom hit Next: Select recipients



Selecting Spreadsheet from Wizard

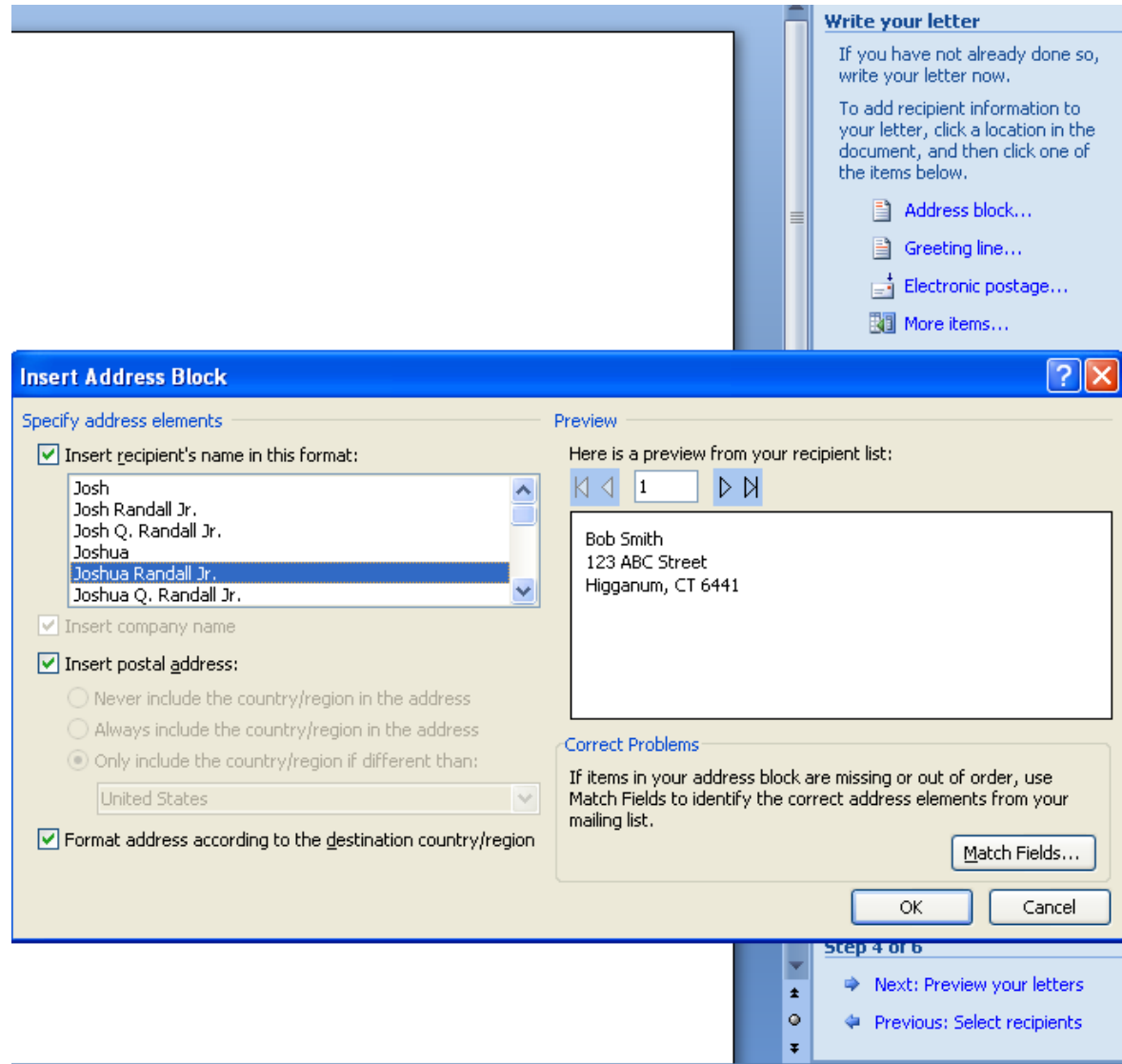
- On the right side click on browse, and choose the spreadsheet where you stored all your data.



Click ok for sheet 1, and then click OK and your data has been loaded to be able to access for your letter.

Adding Address block for Merge

- Click on your document where you would like the address block to go, and click on Address block... on the right. This will bring up a menu to be able to change how you want the address to look. If the preview doesn't look like what you want click on Match Fields... to make changes in the fields you need.



Adding Address block for Merge(cont.)

Match Fields

In order to use special features, Mail Merge needs to know which fields in your recipient list match to the required fields. Use the drop-down list to select the appropriate recipient list field for each address field component

Required for Address Block

First Name	First
Last Name	Last
Suffix	(not matched)
Company	(not matched)
Address 1	Street
Address 2	(not matched)
City	Town
State	State
Postal Code	Zip
Country or Region	(not matched)

Optional information

Unique Identifier	(not matched)
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Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

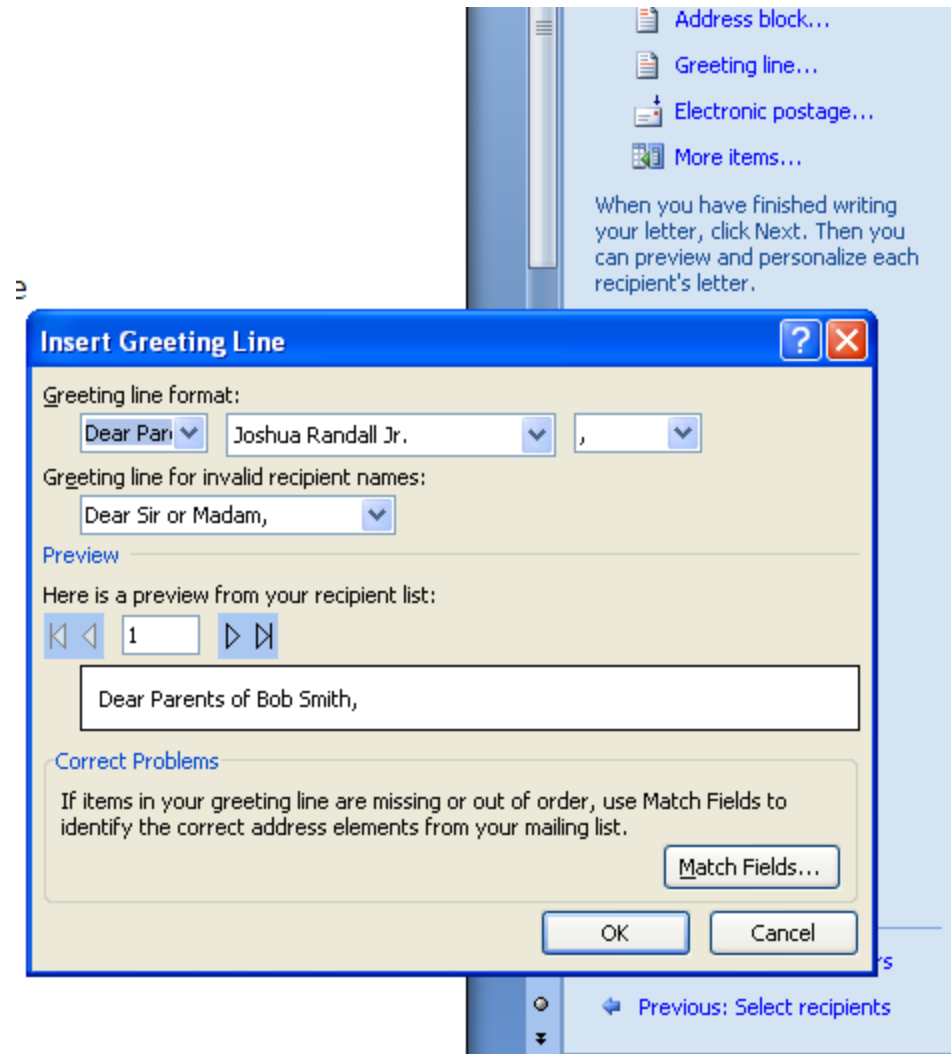
Remember this matching for this set of data sources on this computer

OK Cancel

- Your names might not match their preset names. If you click on the drop down area for your field and find the name you put in this will allow your preview to look the way you want.

Adding Greeting Line To Mail Merge

- For add a greeting line click on Greeting Line... When the menu comes up it will allow you to make modifications to fit what you want. If you highlight and delete the first box you can add anything you would like the message before the name to say. I put in Dear Parents of to go with the letter I wrote. Put you can put anything you like before the name. When you in Next: Preview your letters you will see if the merge worked correctly.



Fixing Address Field

- I've noticed when my address field comes out it looks like it is triple spaced. The only fix I have found for this is to fix the space of that field.

Bob Smith

123 ABC Street

Higganum, CT 6441

Dear Parents of Bob Smith,

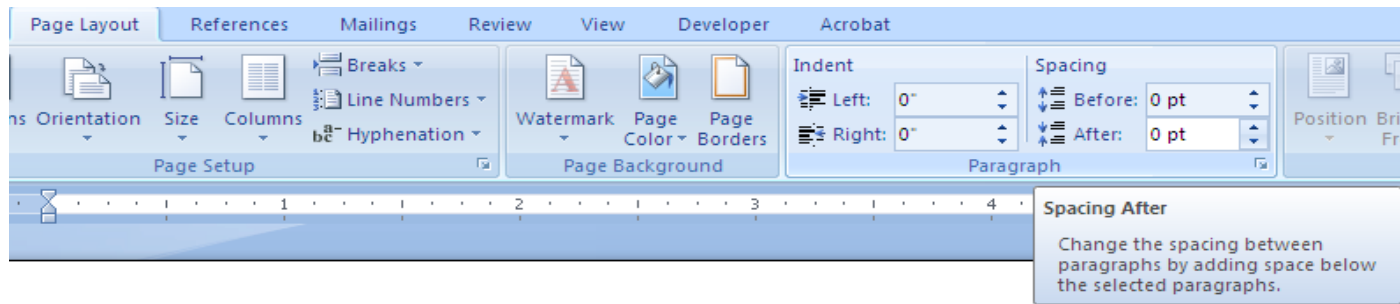
We have an upcoming field trip to Mystic Aquarium. We are starting to collect \$100.00 for the transportation, admission, and lunch fees.

Sincerely,

Mr. Bubba

Fixing Address Field (cont.)

- To fix the spacing highlight the entire address. Under the Page Layout tab in the Paragraph section there is a place to change the Spacing. If you bring the After to 0 pt this should fix the spacing issue with the address field.



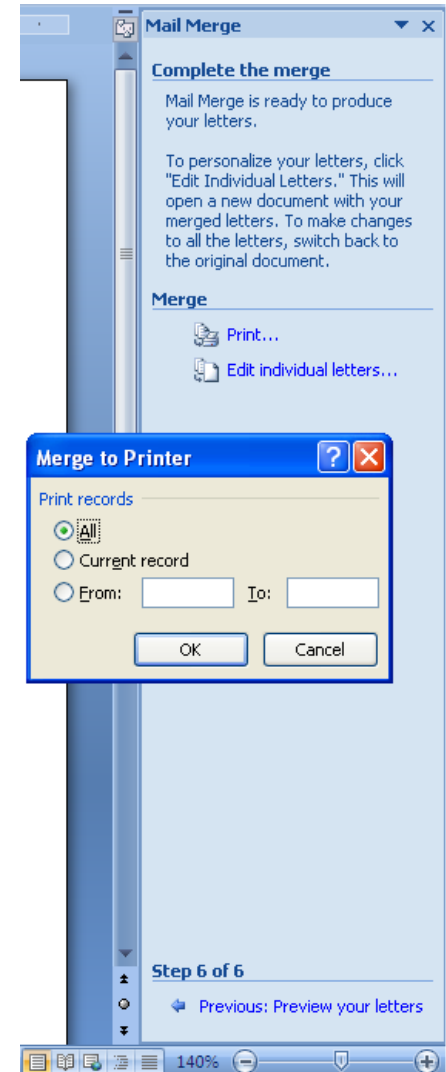
Bob Smith
123 ABC Street
Higganum, CT 6441

Dear Parents of Bob Smith,

We have an upcoming field trip to Mystic Aquarium. We are starting to collect \$100.00 for transportation, admission, and lunch fees.

Finishing the Mail Merge

- At the bottom you will see Next: Complete the merge. This will be the final step before being able to bring them out. If you click Print... you are able to choose if you want to print them all, Current record, or a range of them.

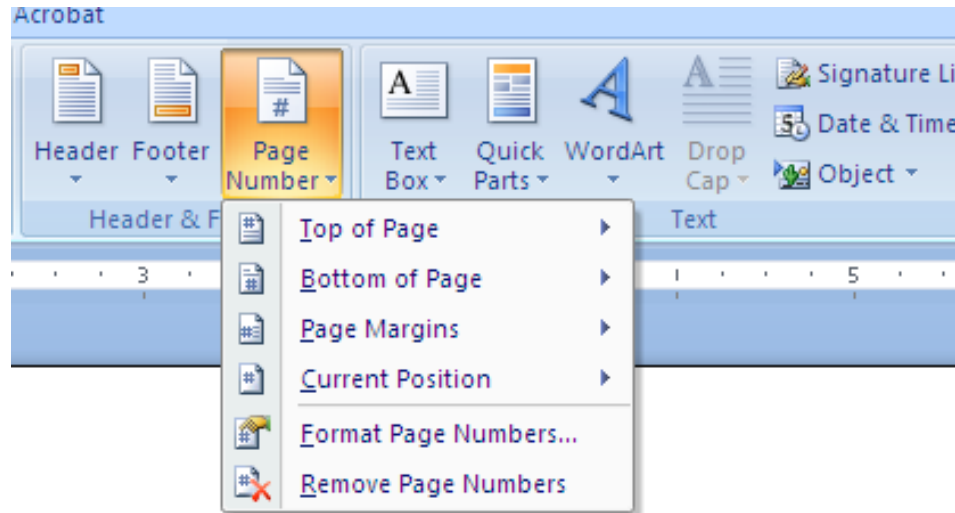


Adding Headers and Footers

- Adding headers and footers to a document can be as simple as adding page numbers to a multi-paged document or putting a letter head on the top of the page.

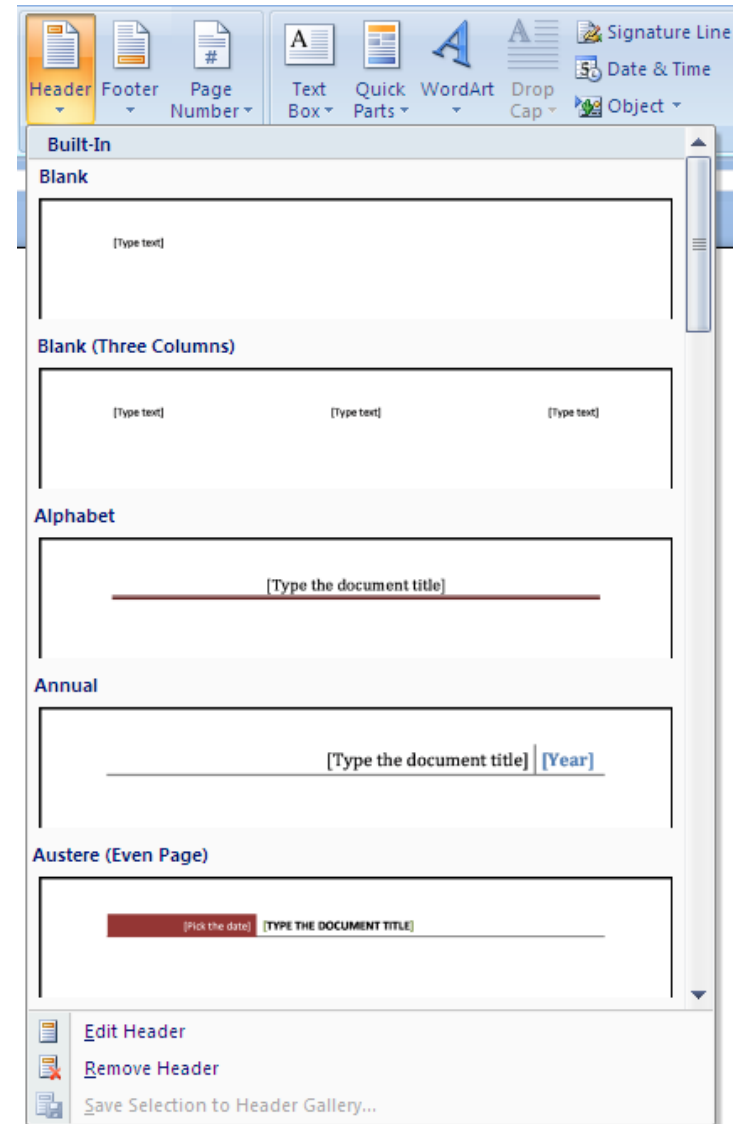
Adding Page Numbers

- Under the insert tab you will see a section called Header & Footer. By clicking on Page Number it brings up multiple choices allowing you to chose where you would like the page number to be placed.



Adding a Letter Head

- Clicking on the Header button this drops down some preformatted headers that you can use. Scroll down from the list given and choose the one that best fits your needs.

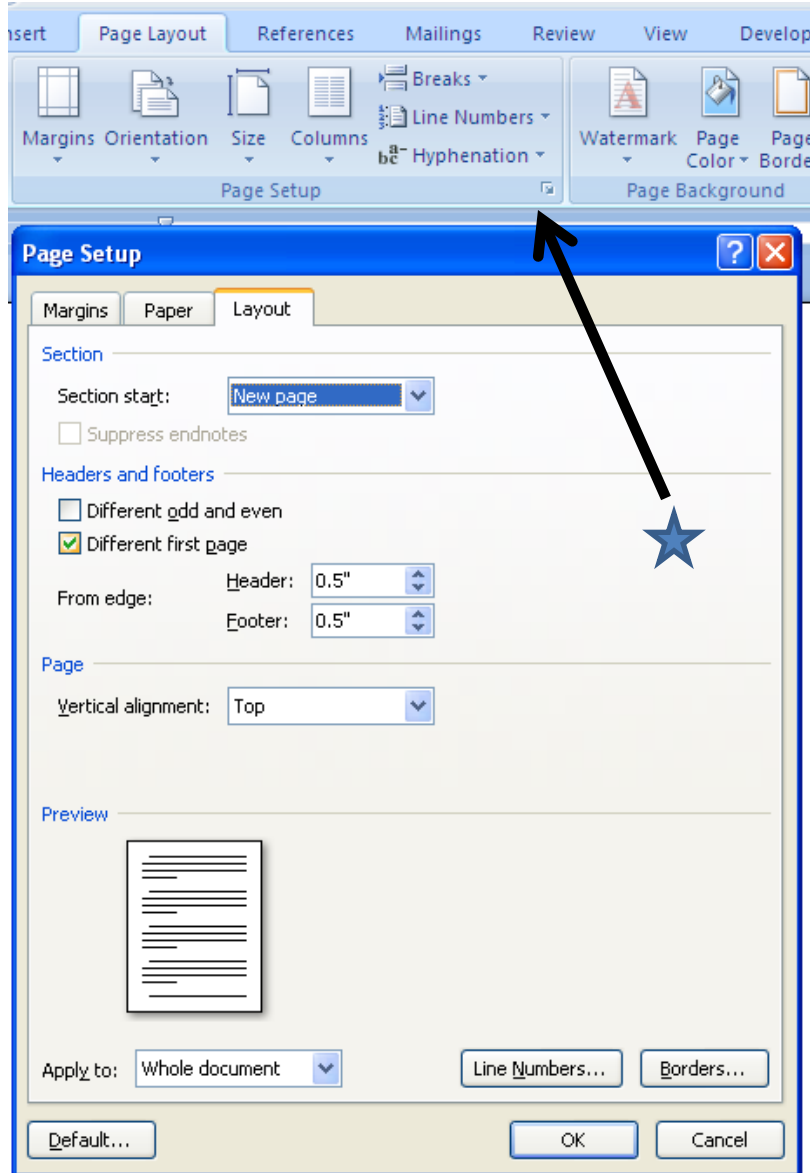


Adding a Letter Head (cont.)

- A blank letter head is the most basic which allows you to type anything you want to be displayed on the top of the document. You can also add a picture onto this if you would like.

[Type text]

Adding a Letter Head (cont.)



Remember if you want to have the header just on the first page, no header on the first page and the same header on the rest of the page, or there is one type of header on the first page and a different one on the rest, are a few extra steps you have to do.

- Open up Page Layout Tab
- Under the Page Setup selection there is a small arrow in the bottom right corner, click(★) on this.
- Under Headers and footers check the box that says Different first page

Adding a Footer

- Adding a footer is almost the same steps as adding a header. Under the Header and Footer section click on Footer and you will see pretty much the same options come up as header.