

Guided Computer Tutorials

Learning

Microsoft[®]

Word[®] 365, 2023

Module 2

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Learning Microsoft Word 365, 2023

Module 2 Contents

Chapter 12: Using Tab Stops

Using Tab Stops to Enter a Discount Table	12-1
Setting Left Justified Tab Stops	12-1
Removing Tab Stops	12-2
Setting a Right Justified Tab Stop	12-3
Setting Decimal Tab Stops	12-3
Completing the Table	12-4
Centre Justified Tab Stops	12-5
Adjusting Tab Stops	12-6
Using Tab Stops to Create Underlines	12-9
Setting the Tab Positions	12-9
Setting the Leader Characters	12-10
Hanging Indent Tab Stops	12-12
Creating a Contents Page	12-14
Entering the Main Headings	12-14
Setting the Tab Stop and Leader Character	12-15
Looking At Special Characters	12-18
Word Processing Assignment 12	12-19

Chapter 13: Using the Table Tools

Entering the Heading.....	13-1
Inserting the Table.....	13-1
Changing Column Widths.....	13-2
Merging Cells.....	13-3
Shading Cells.....	13-5
Row Heights.....	13-5
Vertical Alignment.....	13-6
Completing the Table.....	13-6
Selecting the Whole Table.....	13-8
Adding Another Student.....	13-9
Inserting Cells.....	13-10
Table Formats.....	13-12
Deleting a Table.....	13-13
Using the Draw Table Tool.....	13-13
Constructing the Table.....	13-14
Distributing the Row Height.....	13-17
Erasing lines.....	13-18
Completing the Table.....	13-20
Vertical Text.....	13-22
Table Borders.....	13-24
Selecting the Border.....	13-24
Setting the Border Colour and Thickness.....	13-25
The Border Painter Tool.....	13-27
Selecting a Style.....	13-27
Applying the Border.....	13-28
Copying a Border.....	13-29
Adjusting the Row Height.....	13-30
Adding a Blank Line above a Table.....	13-31
Word Processing Assignment 13.....	13-32

Chapter 14: Adding Tables to Documents

Loading the Prepared Document.....	14-1
Inserting a Table	14-1
Adjusting the Column Widths	14-3
Entering Data into the Table.....	14-4
The Headings	14-4
Shading the Headings.....	14-6
Adding the First Equipment Item.....	14-6
Setting Decimal Tab Stops	14-7
Deleting Rows or Columns.....	14-9
Inserting Rows Within the Table	14-10
Inserting Columns	14-11
Entering Formulas	14-13
Checking and Printing	14-16
Sorting Table Items	14-17
Changing the Border Colour.....	14-19
Using Table Styles.....	14-20
Word Processing Assignment 14	14-22

Chapter 15: Using Sections

Sections Within Pages.....	15-1
Loading a Sample File.....	15-1
Creating the First Section	15-1
Turning on Text Boundaries.....	15-3
Completing the Banner	15-4
Creating the Third Section.....	15-6
Adding a Drop Cap Letter	15-8
Adding Lines to the Document.....	15-10
Looking at the Section Breaks	15-13
Using Sections Over More Than One Page.....	15-13
Loading the Sample File.....	15-13
Looking at the Document.....	15-14
Looking at the Page Setup.....	15-15
Adding a Header and Footer to Section 1.....	15-17
Altering the Header and Footer for Section 2.....	15-19
Word Processing Assignment 15	15-22

Chapter 16: Using Styles

Loading a Sample File.....	16-1
Using Preset Styles.....	16-1
Creating Your Own Styles	16-2
Setting the Formats	16-2
Saving the Style.....	16-2
Applying the Style	16-3
The Styles Task Pane	16-4
Opening the Styles Task Pane.....	16-4
Modifying Styles.....	16-6
Creating Styles for the Numbered Points.....	16-7
Setting the Format.....	16-8
Applying the Style	16-9
The Lettered Points Style	16-10
Setting the Formats	16-10
Saving the Style.....	16-11
Applying the Style	16-11
Selecting All Style Instances.....	16-12
Updating Styles.....	16-13
Renaming Styles	16-15
Deleting Styles	16-16
Printing Styles.....	16-17
Copying Styles to Other Documents.....	16-17
Using Preset Styles.....	16-21
Applying Preset Styles	16-21
Themes.....	16-22
Colour Sets.....	16-23
Font Sets	16-23
Paragraph Spacing.....	16-24
Word Processing Assignment 16	16-25

Chapter 17: Creating a Table of Contents

Loading the Prepared File	17-1
Setting the Styles.....	17-1
The Main Heading Style	17-1
The Paragraph Style	17-3
The Sub-Heading Style	17-4
Applying the Styles.....	17-5
The Sub-Headings.....	17-5
The Articles	17-6
Creating the Table of Contents	17-7
Inserting a Section Break	17-7
Inserting the Table of Contents	17-8
Updating the Table of Contents.....	17-10
Formatting the Table.....	17-13
Linking to Contents	17-14
Word Processing Assignment 17	17-15

Chapter 18: Adding Charts to Documents

The Datasheet Pane	18-2
Entering the Chart Data	18-2
Completing the Datasheet	18-2
Removing Unused Cells	18-5
Adjusting the Chart Title	18-6
Resizing Charts.....	18-7
Altering the Chart Sections.....	18-8
Setting the Legend Position	18-8
Showing Gridlines.....	18-9
Formatting the Vertical Axis Values.....	18-9
Formatting the Sections of the Chart	18-11
Changing the Chart Type.....	18-13
Selecting Chart Areas	18-14
Chart Layouts.....	18-16
Changing Chart Data.....	18-16
Changing the Plot Direction.....	18-17
Placing the Chart in a Document	18-18
Adjusting the Text Wrapping.....	18-19
SmartArt Charts	18-21
Choosing a SmartArt Diagram	18-21
Entering the Text.....	18-22
Removing Boxes.....	18-24
Chart Formats.....	18-24
Adding More Boxes	18-26
Word Processing Assignment 18	18-29

Chapter 19: Publishing Tasks

The Thumbnail Sketch	19-2
Page Setup	19-3
Laying out the Page	19-3
Showing the Text Boundaries	19-3
Saving as a Compatible Version	19-4
Drawing the Table	19-5
Entering Some Vertical Text	19-8
Entering the Main Heading	19-10
Entering the First House Details	19-12
Entering the Other House Details.....	19-16
Frame D.....	19-16
Frame E.....	19-17
Frame F.....	19-18
Completing the Address Section.....	19-19
Setting a Right Page Border	19-22
Adding a Watermark Graphic	19-23
Word Processing Assignment 19	19-26

Chapter 20: Mail Merging

Creating the Database.....	20-1
Setting the Recipients	20-1
Deleting Fields.....	20-2
Renaming Fields.....	20-3
Adding Extra Fields	20-4
Entering the Data	20-5
Saving the Data.....	20-7
Looking at the Data.....	20-8
Loading the Form Letter	20-8
Merging the Data into the Letter.....	20-9
Setting the Merge Type.....	20-9
Selecting the Data Source.....	20-9
Inserting the Address Fields	20-10
Inserting the Salutation Fields.....	20-13
Inserting the Contribution Field.....	20-13
Looking at the Merged Data	20-14
Printing the Form Letter	20-16
Printing With Merging.....	20-16
Merging to a New Document.....	20-17
Printing Without Merging.....	20-18
Merging Part of the Data.....	20-19
Selecting the New Data Source	20-19
Entering a Search Request	20-20
Looking at the Found Records	20-21
Merging Letters for Contributions Over \$100	20-22
Setting a More Detailed Search	20-24
Returning all the Records to the Merge List.....	20-25
Word Processing Assignment 20	20-26

Chapter 21: Mailing Labels and Envelopes

Creating Mailing Labels	21-1
Setting the Mailing Labels Document.....	21-1
Entering the Label Options.....	21-2
Setting the Data Source	21-2
Placing Fields into the Labels	21-3
Updating the Labels	21-5
Printing the Labels	21-6
Printing on Envelopes.....	21-7
Setting the Envelope Document	21-7
Laying Out the Envelopes	21-7
Completing the Envelopes	21-9
Printing the Envelopes	21-10
Restoring to a Normal Document.....	21-11
Word Processing Assignment 21	21-12

Chapter 22: Using Equations

Creating a Simple Fraction.....	22-1
The Other Equation Types	22-3
Combining Equations.....	22-4
Nesting Equations	22-7
Using Equations Within Documents.....	22-9
Built-in Equations	22-11
Word Processing Assignment 22	22-12

Chapter 23: Useful Features

Outlining	23-1
Loading the Sample File	23-1
Looking at the Styles	23-1
Collapsing Sections	23-2
The Navigation Pane	23-4
Outline View	23-7
Watermarks	23-8
Built-in Watermarks	23-8
Custom Watermarks	23-9
Themes	23-11
Headers	23-11
Footer	23-12
Text Styles	23-13
Document Formats	23-15
Theme Sets	23-15
Theme Colours	23-16
Theme Fonts	23-16
Setting Passwords	23-17
The Draw Tab	23-19
Pens and Highlighter	23-19
Ink to Shape	23-21
Ink to Math	23-23
Opening and Editing PDF Documents	23-24
Loading the Prepared File	23-24
Editing the Document	23-24
Using Templates	23-25
The Tell Me Box	23-27

Microsoft Word Project 2

Jenson Real Estate	P2-1
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Using Tab Stops

You were introduced to the use of TAB STOPS in Chapter 2. This chapter will extend their use. Using TAB STOPS efficiently is essential for the production of professional documents. The main TAB STOPS available are described in the following diagram.

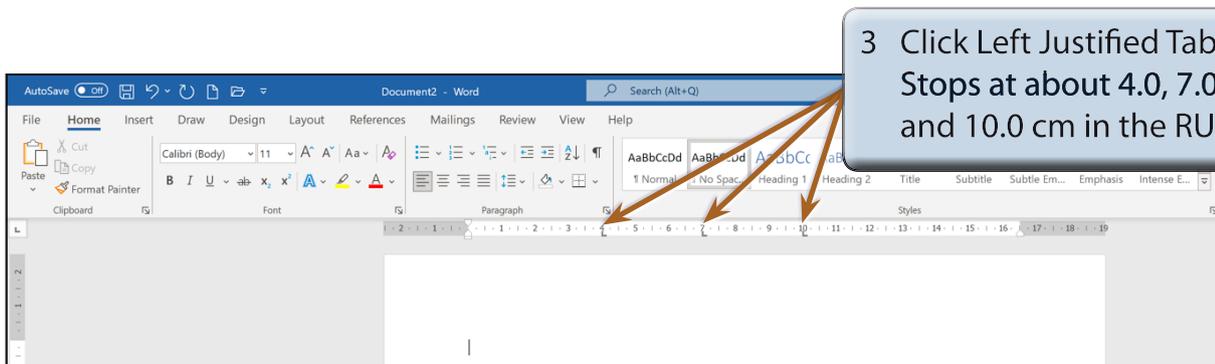
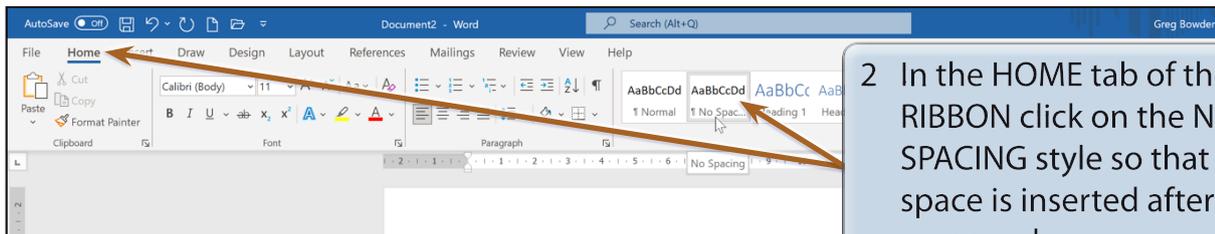


Using Tab Stops to Enter a Discount Table

Let's enter a simple table that uses the different types of TAB STOPS.

A Setting Left Justified Tab Stops

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



NOTE: If the RULER is not displayed under the RIBBON, click on the RULER check box in the VIEW tab of the RIBBON.

4 Press the **TAB** key once and enter:
ITEM

5 Press the **TAB** key again and enter:
PRICE

6 Press the **TAB** key again, enter:
DISCOUNT
and press **<enter>**.

B Removing Tab Stops

A fresh set of TAB STOPS will be needed on the second line so the current ones will need to be removed.

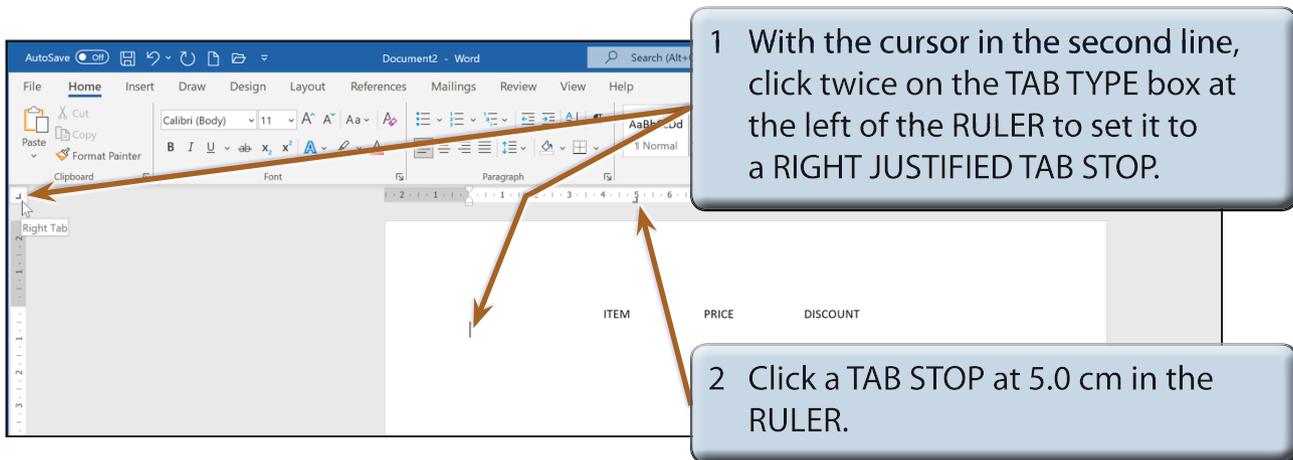
1 Remove the TAB STOPS from the RULER by dragging each out of the RULER in turn.

2 This has only removed the TAB STOPS from the second line, not the first.

NOTE: If your headings have been affected, either the cursor was in the first line or you didn't press <enter> after the DISCOUNT heading.

C Setting a Right Justified Tab Stop

Right justified tab stops allow you align the right edges of text.

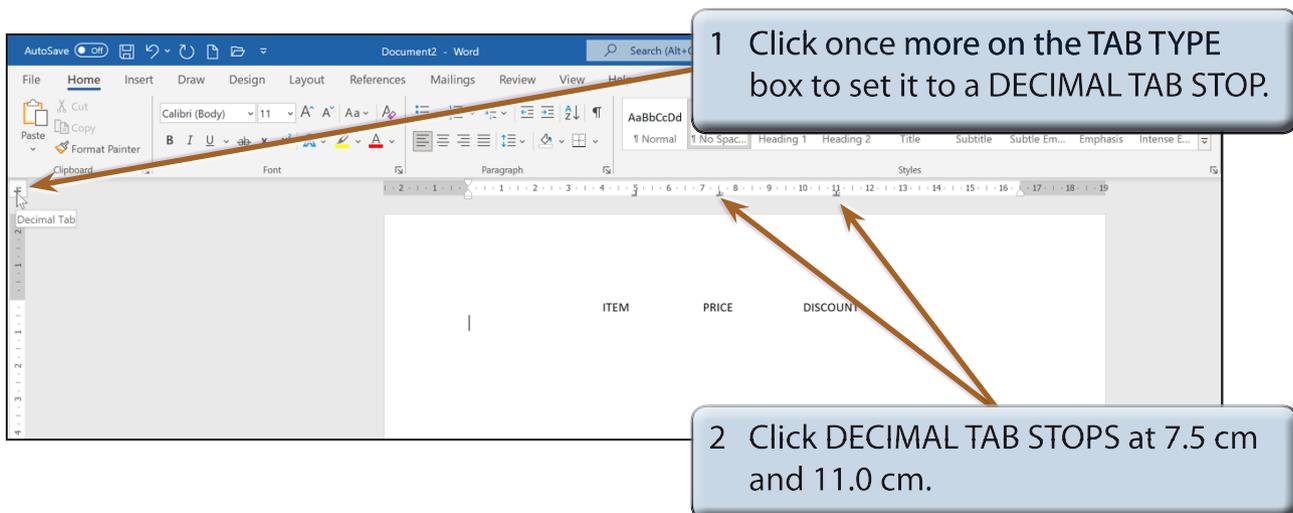


1 With the cursor in the second line, click twice on the TAB TYPE box at the left of the RULER to set it to a RIGHT JUSTIFIED TAB STOP.

2 Click a TAB STOP at 5.0 cm in the RULER.

D Setting Decimal Tab Stops

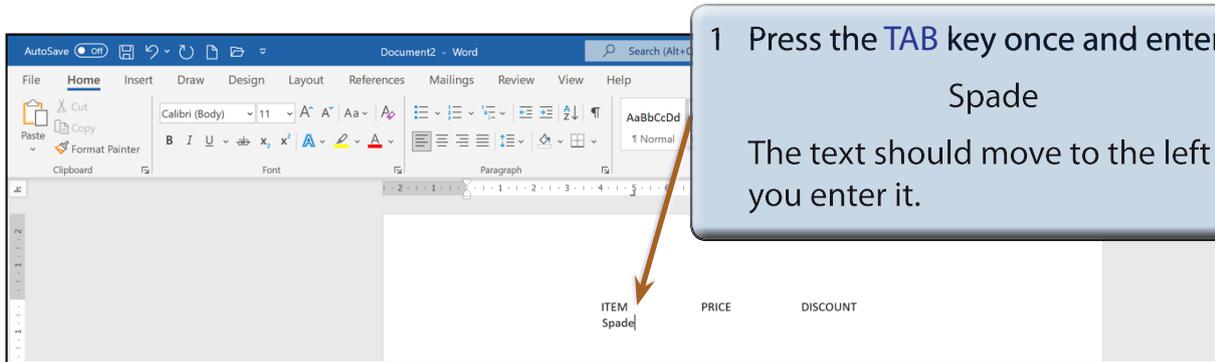
Decimal Tab Stops allow you to align text on characters such as decimal points.



1 Click once more on the TAB TYPE box to set it to a DECIMAL TAB STOP.

2 Click DECIMAL TAB STOPS at 7.5 cm and 11.0 cm.

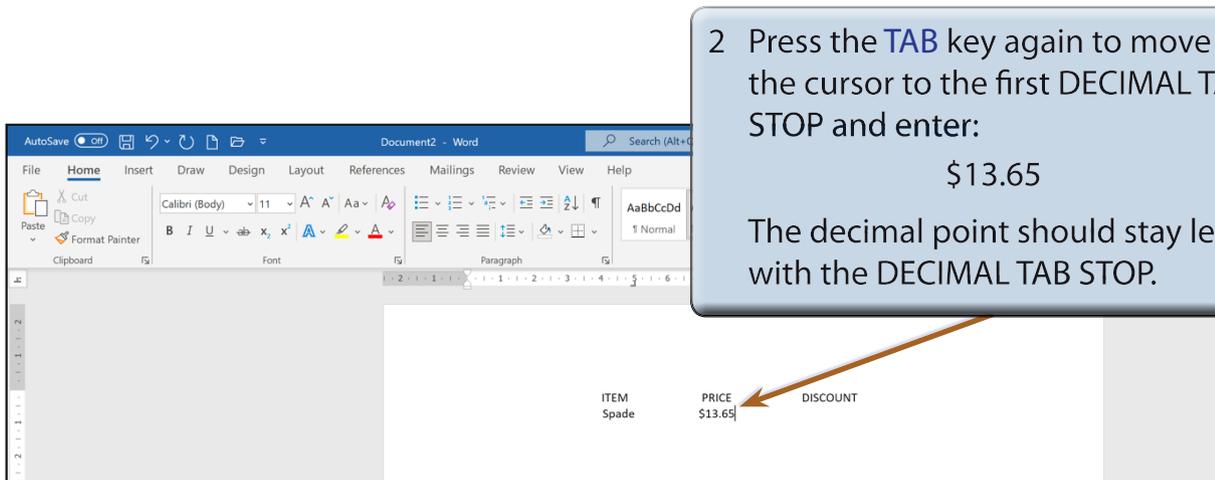
E Completing the Table



1 Press the **TAB** key once and enter:
Spade

The text should move to the left as you enter it.

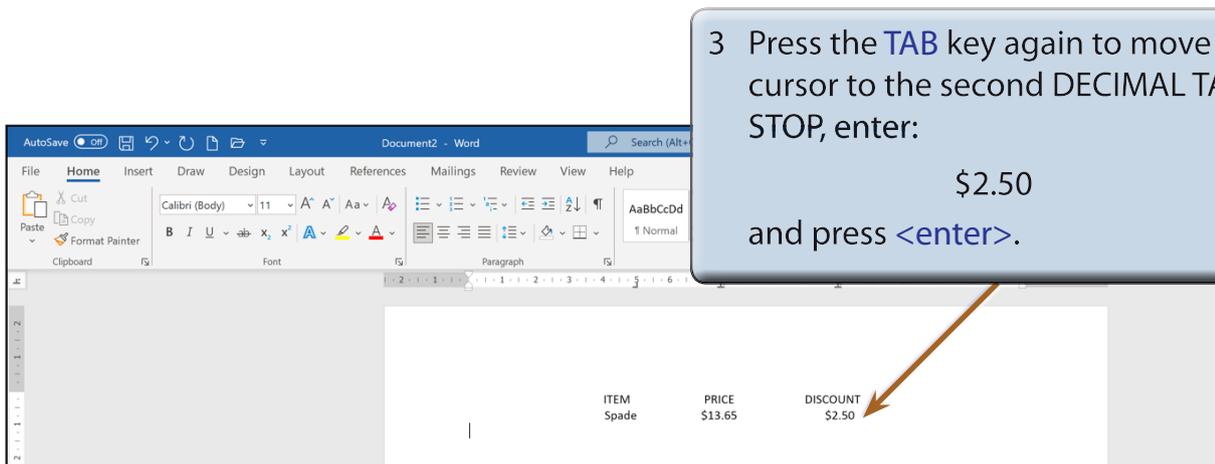
ITEM	PRICE	DISCOUNT
Spade		



2 Press the **TAB** key again to move the cursor to the first DECIMAL TAB STOP and enter:
\$13.65

The decimal point should stay level with the DECIMAL TAB STOP.

ITEM	PRICE	DISCOUNT
Spade	\$13.65	



3 Press the **TAB** key again to move the cursor to the second DECIMAL TAB STOP, enter:
\$2.50
and press **<enter>**.

ITEM	PRICE	DISCOUNT
Spade	\$13.65	\$2.50

Using the Table Tools

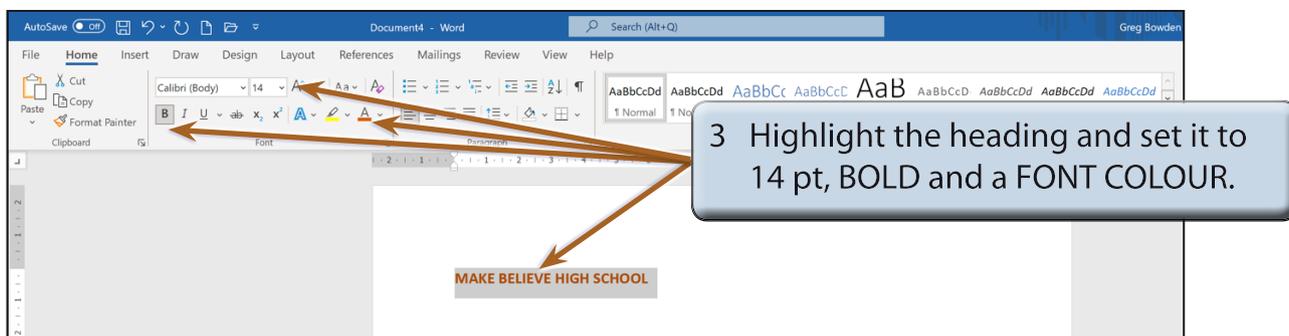
In the last chapter you used TAB STOPS to create simple tables. When more detailed tables are required, Microsoft Word's TABLE TOOL can be used. Basically, the TABLE feature is a simplified spreadsheet that can be inserted anywhere in a Word document. Its use can save you having to set margins and indents using the Ruler. Let's create a simple roster to illustrate the use of the table tools.

Entering the Heading

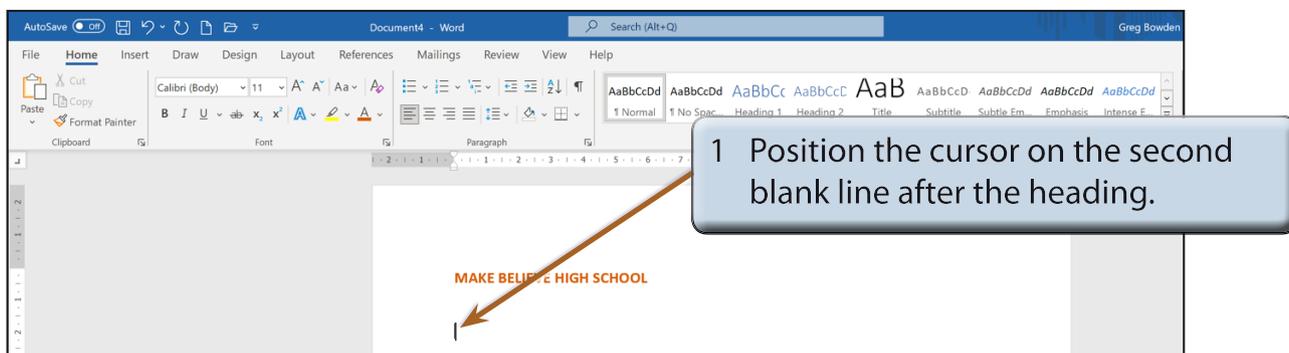
- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.
- 2 Enter the heading:

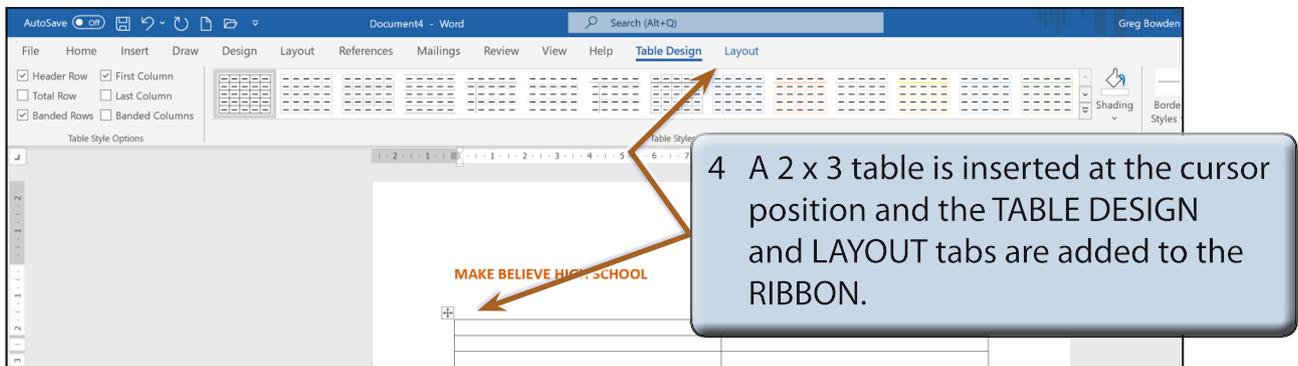
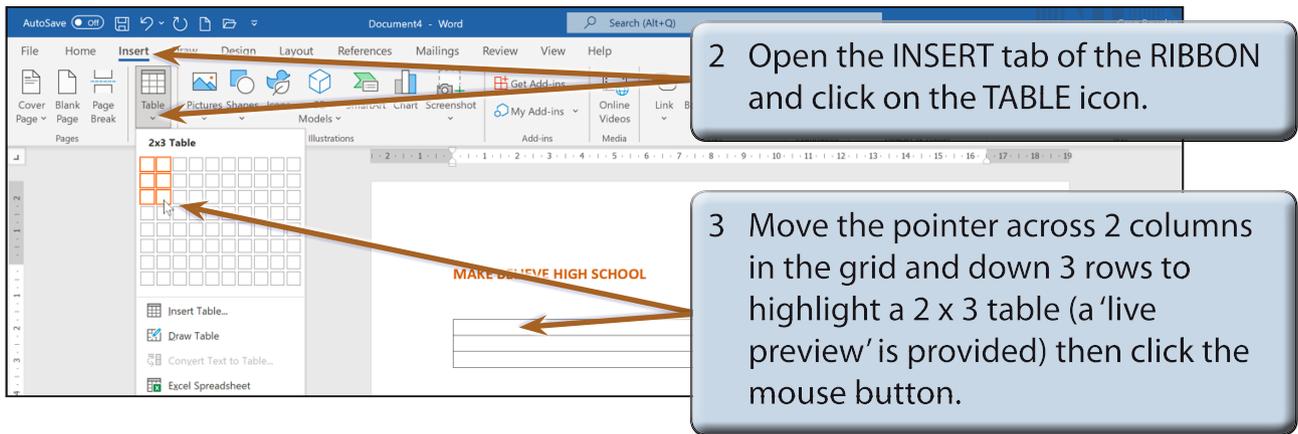
MAKE BELIEVE HIGH SCHOOL

and press the <enter> key twice to add some space after it.



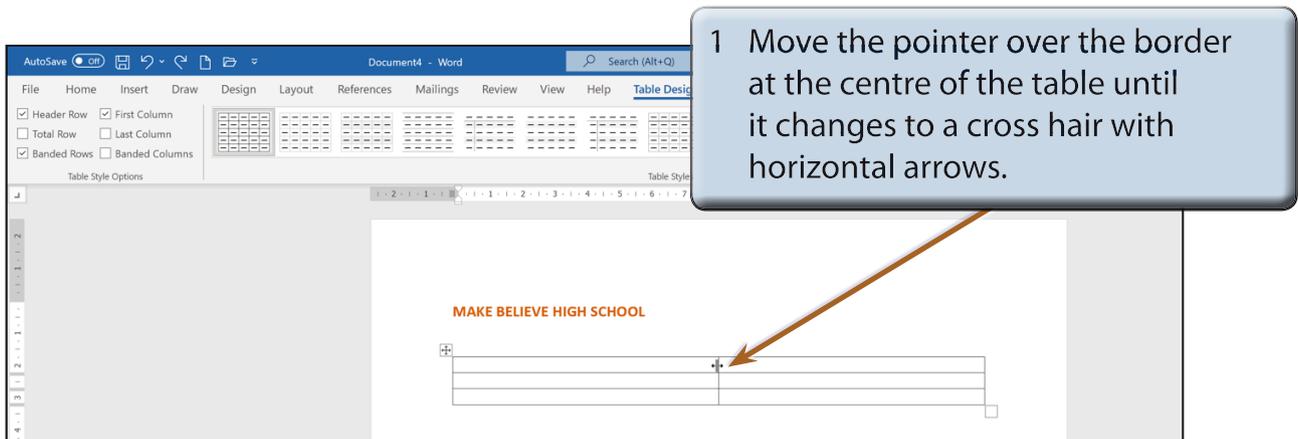
Inserting the Table

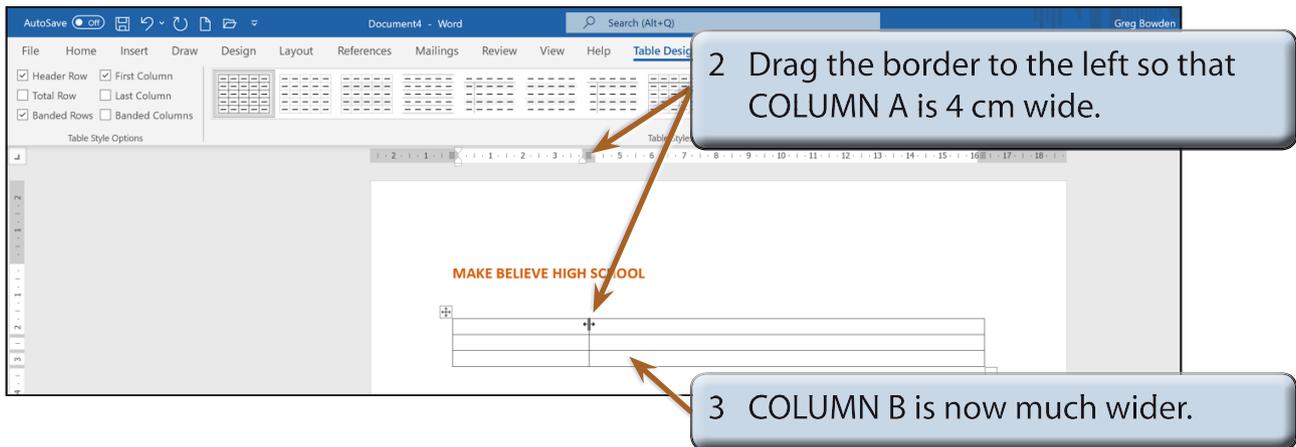




Changing Column Widths

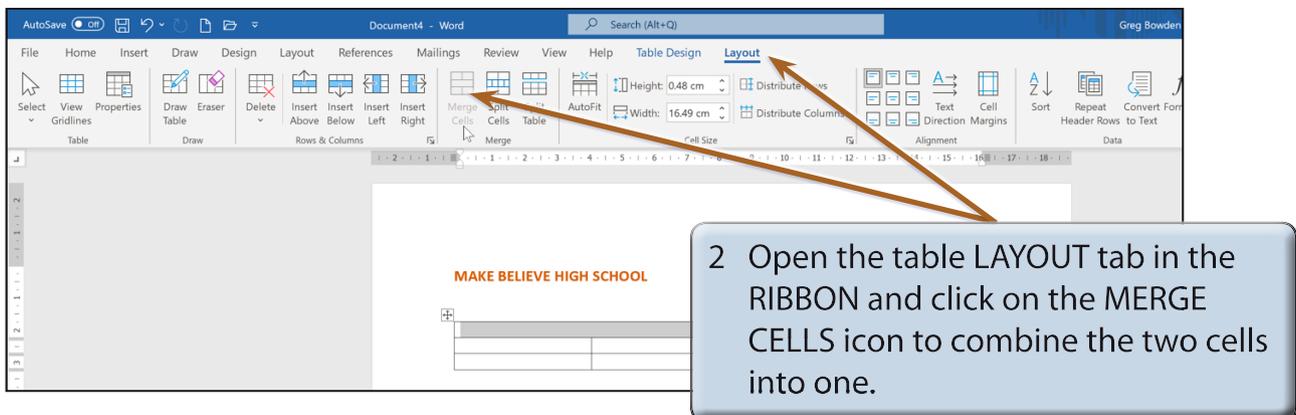
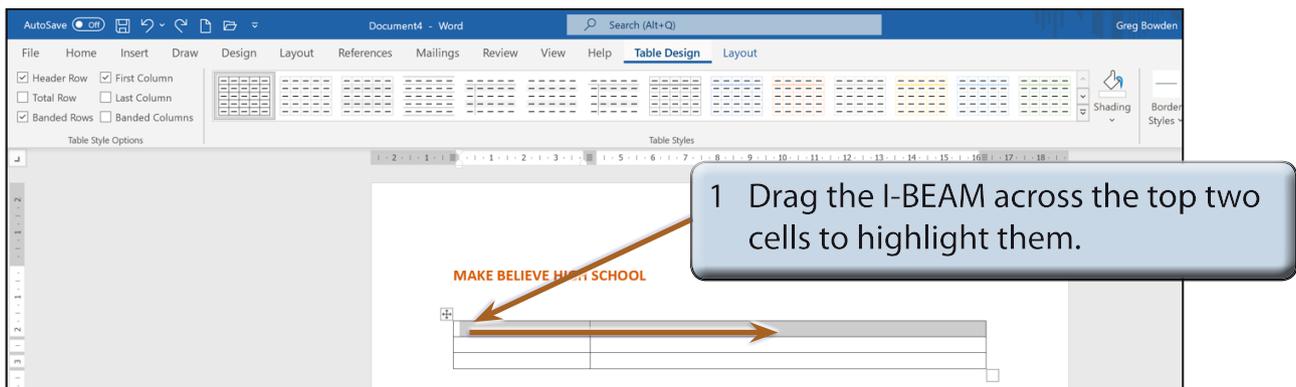
The widths of columns can be adjusted.

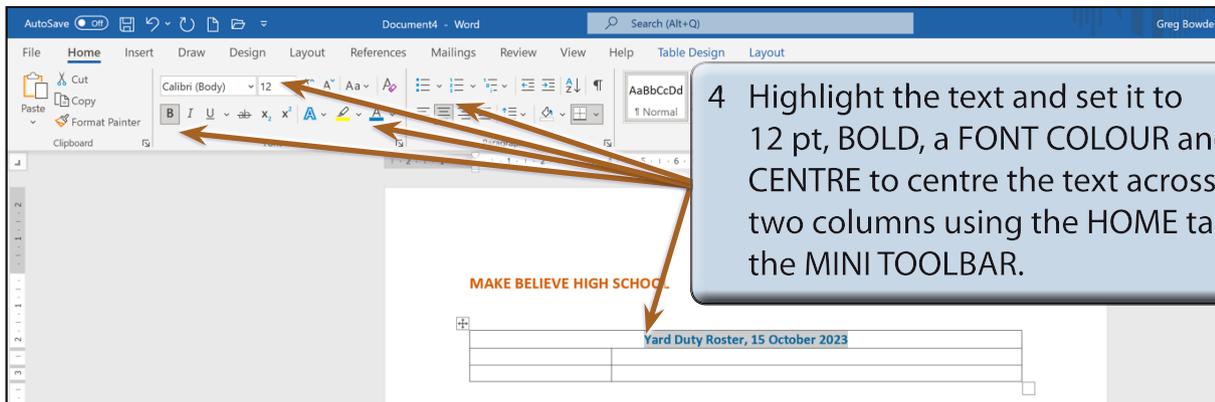
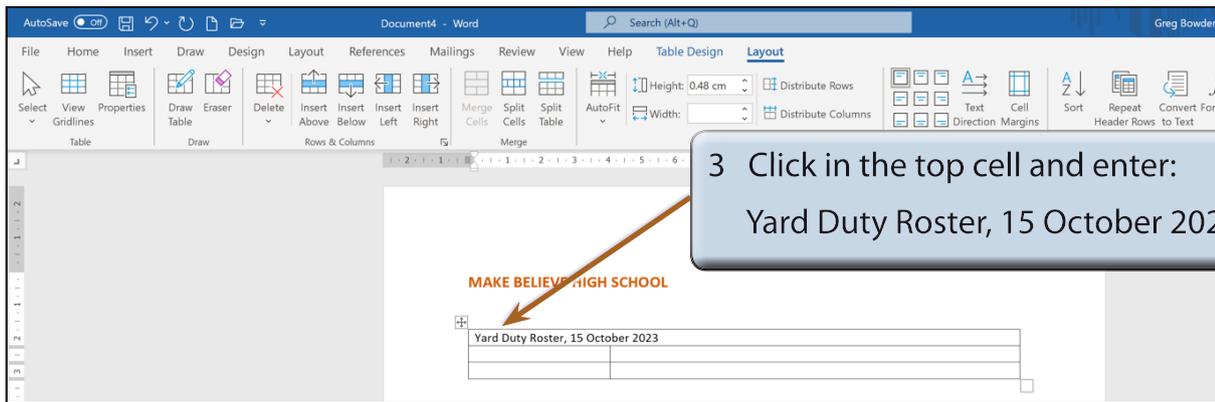




Merging Cells

A heading will be entered in the top row, but it will need to extend across the top of the table, so the top two cells will be merged into one cell.





NOTE: You can click to the left of a row to highlight the whole row. You can also click in the first cell to be highlighted then hold down the SHIFT key and click on the last cell to be highlighted.

Adding Tables to Documents

Tables in Microsoft Word are basically a simplified spreadsheet that can be inserted anywhere in a Word document. To illustrate this a table will be added to a prepared document about discounts offered by a company selling computer equipment.

Loading the Prepared Document

A sample letter has been prepared for you. Your task will be to insert a TABLE into it.

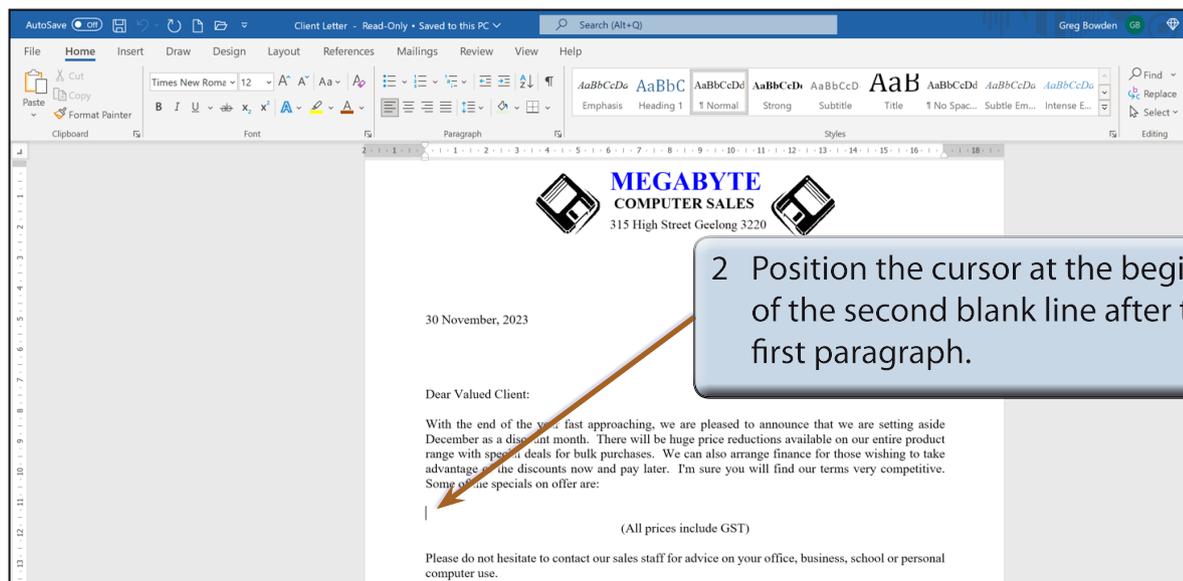
- 1 Load Microsoft Word and click on OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the WORD 2023 SUPPORT FILES folder, open the CHAPTER 14 folder and load the file: Client Letter and select YES to the READ-ONLY message.
- 3 Click on the FILE tab, select SAVE AS, browse to your WORD PROCESSING folder and save the document as:

Letter With Table

Inserting a Table

A table will be placed in the centre section of the letter.

- 1 Read through the letter to become familiar with it.

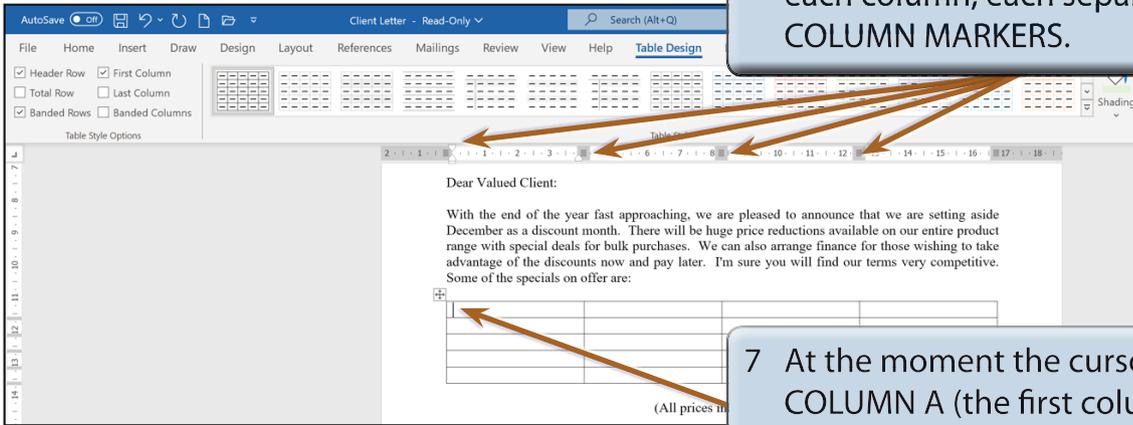


3 Open the INSERT tab of the RIBBON and click on the TABLE icon.

4 Drag across so that 4 columns are highlighted then drag down so that 5 rows are highlighted.

5 When you click the mouse button a 4 x 5 table should be inserted.

NOTE: COLUMNS are usually referred to by a letter, A, B, C, etc. ROWS are referred to as numbers, 1, 2, 3, etc. The rectangles in the TABLE are called CELLS and they are labelled with the COLUMN then ROW labels. For example, the first cell is A1, the cell directly below it is A2, the cell directly to the right of it is B1.



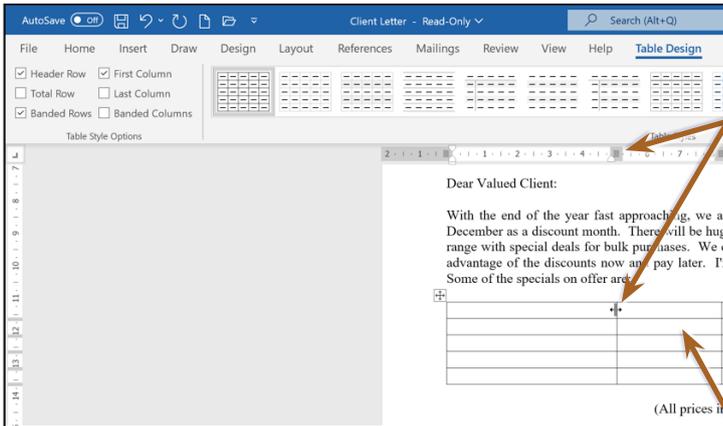
6 Notice that the Ruler now has four separate sections, one for each column, each separated by COLUMN MARKERS.

7 At the moment the cursor is in COLUMN A (the first column) so its indents are displayed.

NOTE: You can use the Ruler to adjust the indents for any column, add TABS or alter the width of the column.

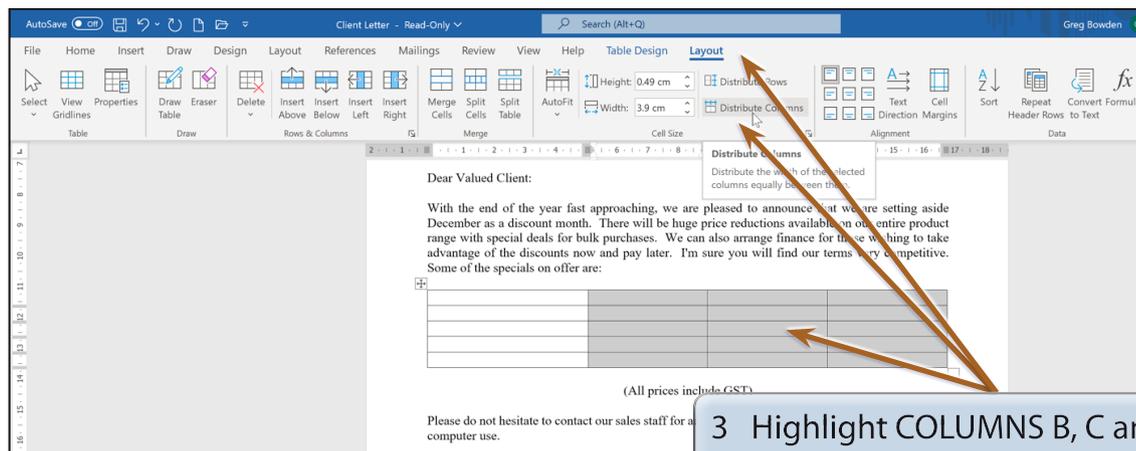
Adjusting the Column Widths

The first column will contain equipment names and, as such, it will need to be wider than the other columns.



1 Move the pointer over the border between COLUMNS A and B until it changes to parallel lines with horizontal arrows and drag the border to the right so that COLUMN A is 5.0 cm wide.

2 The width of the COLUMN B will be reduced.



3 Highlight COLUMNS B, C and D and click on the DISTRIBUTE COLUMNS icon in the table LAYOUT tab.

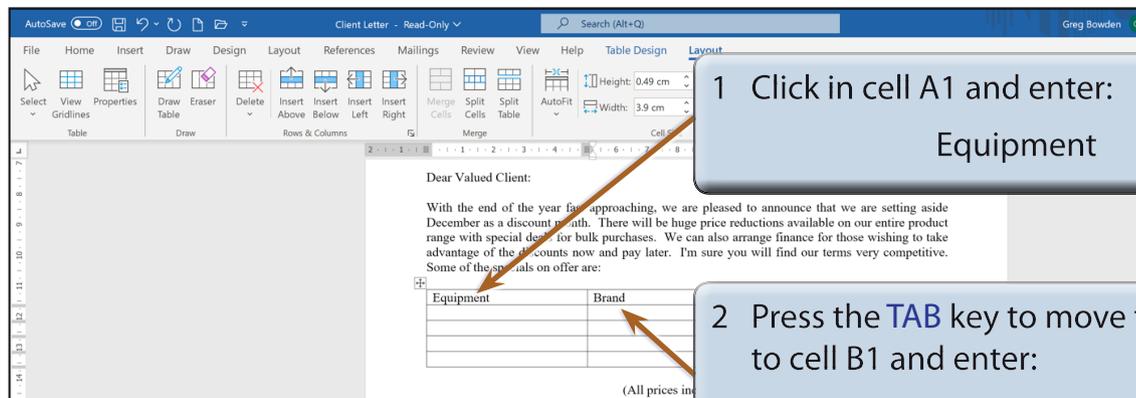
NOTE:

- i You can also adjust a column's width by moving the pointer over the centre 'bar' of the TABLE COLUMN MARKER in the Ruler and dragging the 'bar' to the required width.
- ii Row heights can be adjusted using the vertical Ruler at the left of the screen.

Entering Data into the Table

The data can now be entered into the table.

A The Headings



1 Click in cell A1 and enter:
Equipment

2 Press the **TAB** key to move the cursor to cell B1 and enter:
Brand

Using Sections

Microsoft Word allows you to split a document up into SECTIONS. Each SECTION can have its own formats such as columns, headers, footers, page numbers, etc. For example, in a multiple page document you might wish to have some pages with text in columns, other pages with just one column, or you might even need to have part of a page in columns and the rest of that page in one column.

Sections Within Pages

A Loading a Sample File

- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the CHAPTER 15 folder of the WORD 2023 SUPPORT FILES, open the file:

Sections

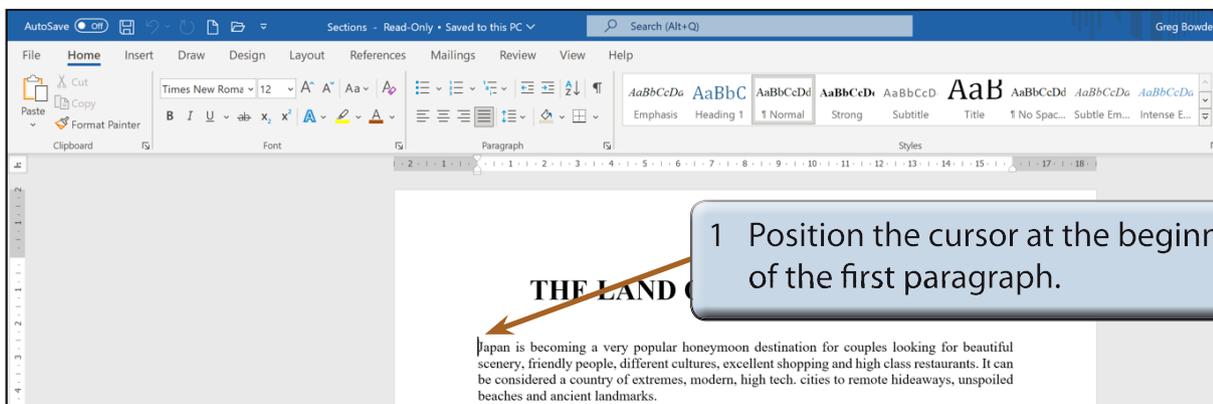
Selecting YES to the READ-ONLY message.

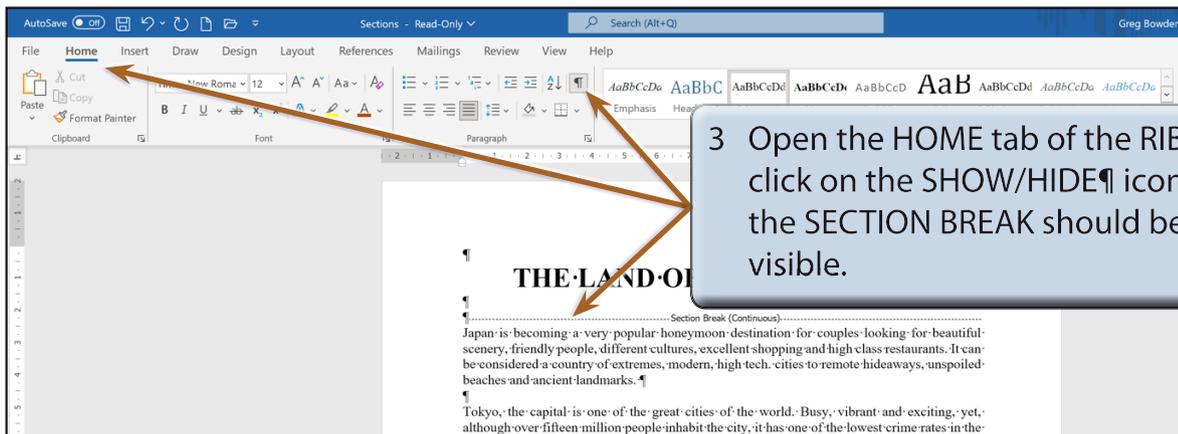
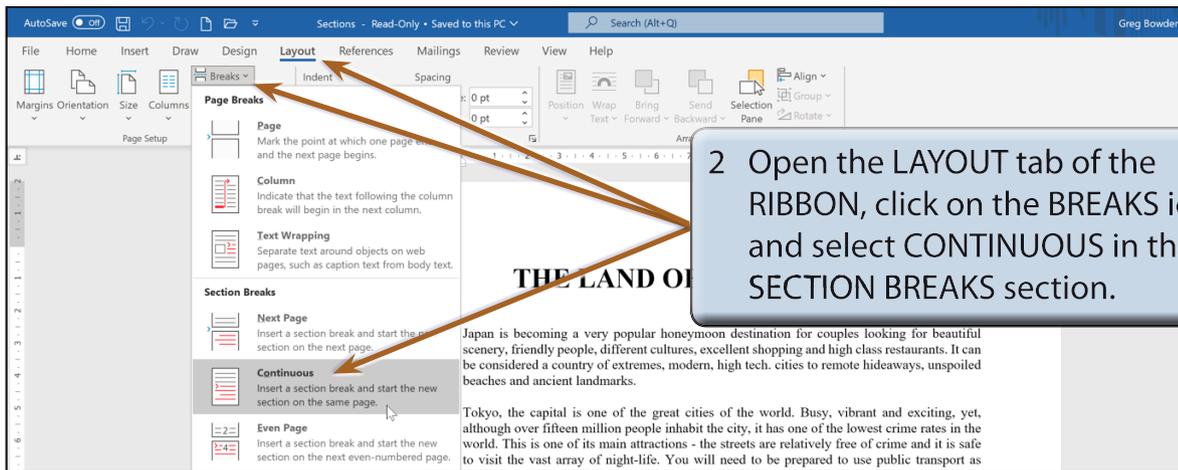
- 3 Click on the FILE tab, select SAVE AS, browse to your WORD PROCESSING folder and save the document as:

Sections

B Creating the First Section

The heading will be placed in its own section then formatted.



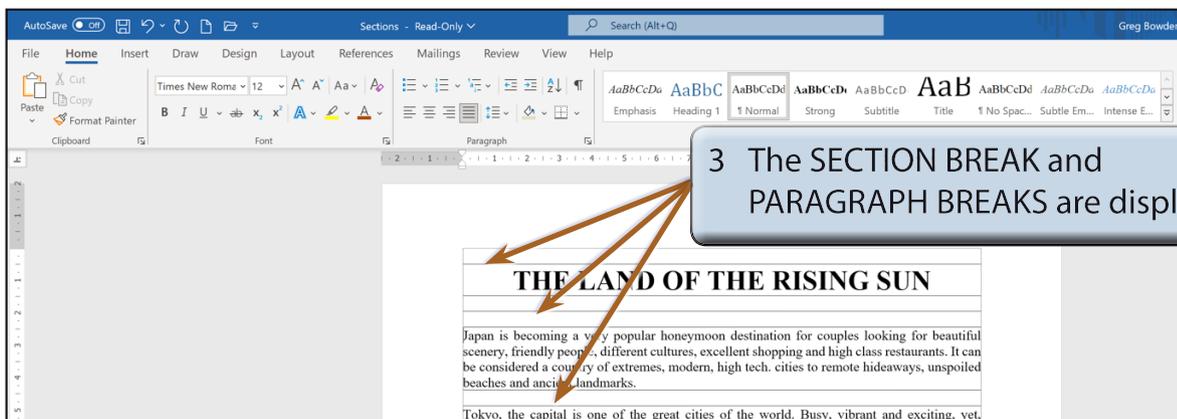
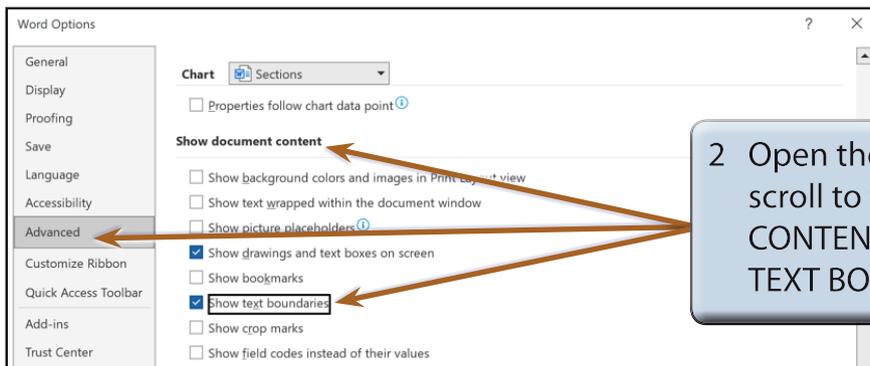
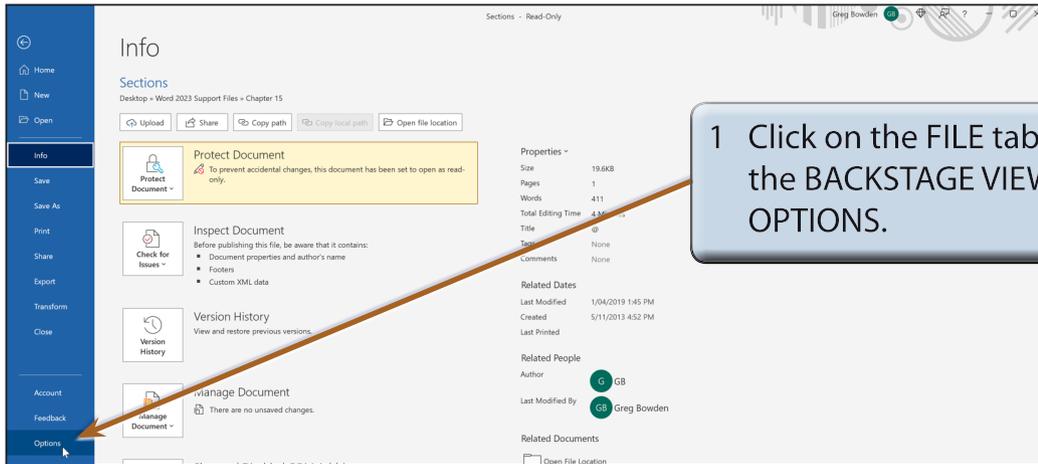


4 Click on the SHOW/HIDE SECTION BREAKS icon again to turn it off.

NOTE: In effect you have split the page up into two distinct parts. The CONTINUOUS SECTION BREAK command is used to create sections within a page.

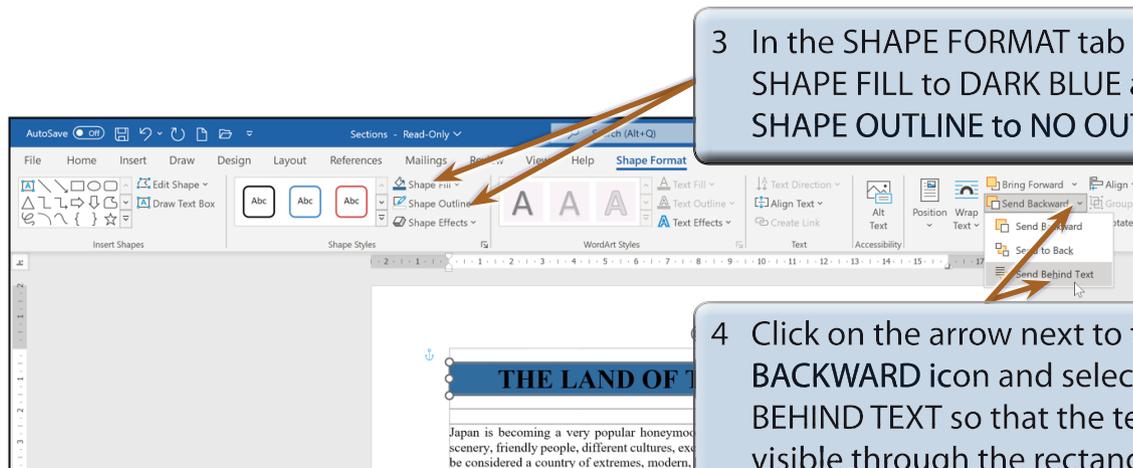
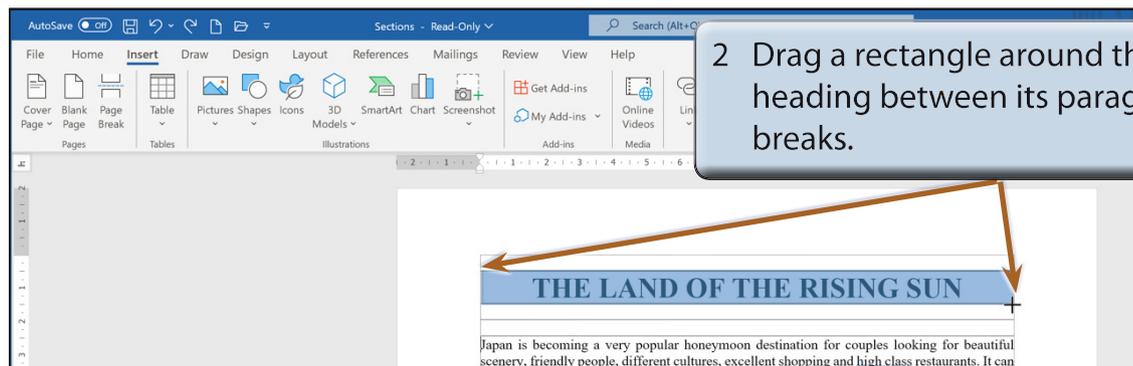
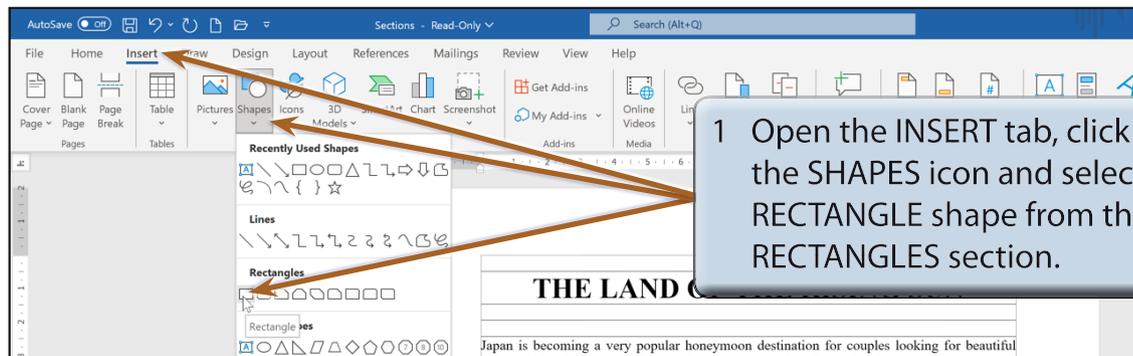
C Turning on Text Boundaries

It is handy to permanently see where section breaks and paragraph breaks are when adding content within a page. This can be achieved by turning on TEXT BOUNDARIES.



D Completing the Banner

A rectangle will be used to highlight the heading in SECTION 1.



NOTE: You can use the **ARROW** keys to nudge the rectangle into place over the text and use the handles to adjust the size of the rectangle.

Using Styles

STYLES are a collection of formatting information about text. They are stored in the STYLES group of the HOME tab and in the STYLES TASK PANE, and they can be applied to text at any time. You can use PRESET STYLES provided by Microsoft Word or you can create your own. The default Word style is NORMAL.

The major advantage of using STYLES is that once text has been set to a STYLE, when that STYLE is adjusted all the text set to that STYLE is automatically adjusted as well.

Loading a Sample File

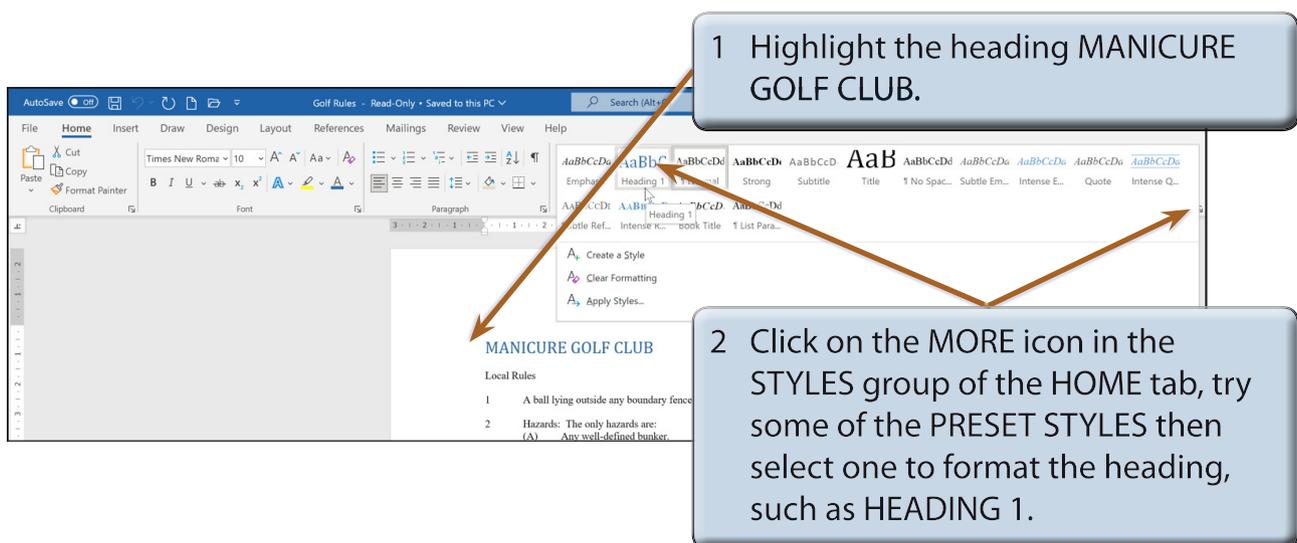
- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the CHAPTER 16 folder within the WORD 2023 SUPPORT FILES folder and open the GOLF RULES file as a READ ONLY file.
- 3 Click on the FILE tab, select SAVE AS, browse to your WORD PROCESSING folder and save the document as:

Golf Rules Styles

- 4 The file contains rules and etiquette for a golf club. Your task will be to format it using styles.

Using Preset Styles

You will use one of Microsoft Word's preset styles to format the main heading.



1 Highlight the heading MANICURE GOLF CLUB.

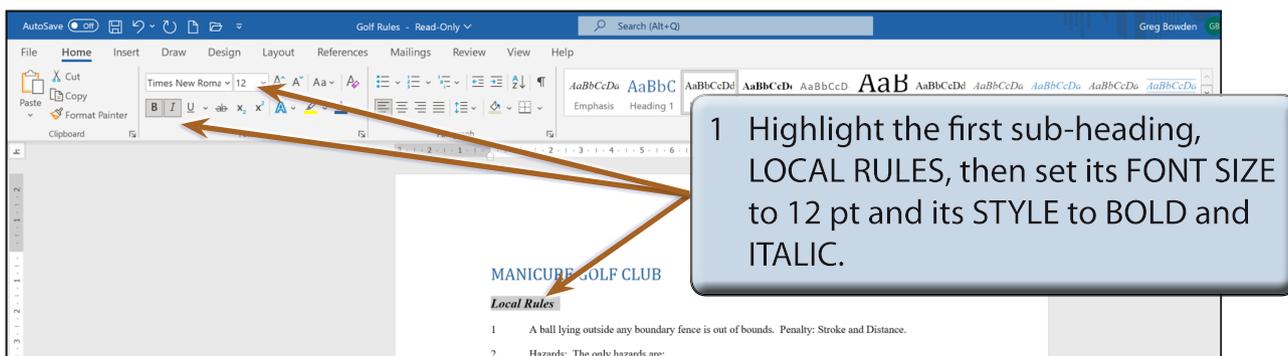
2 Click on the MORE icon in the STYLES group of the HOME tab, try some of the PRESET STYLES then select one to format the heading, such as HEADING 1.

Creating Your Own Styles

Often the STYLES provided by Word do not suit all situations. Word allows you to create your own STYLES.

A Setting the Formats

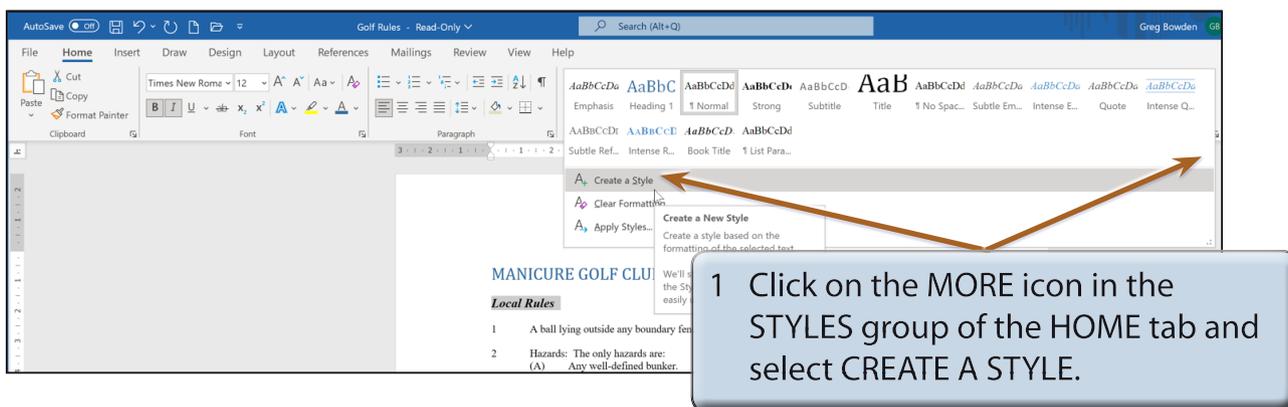
The first step in creating your own styles is to apply the formats that you want.

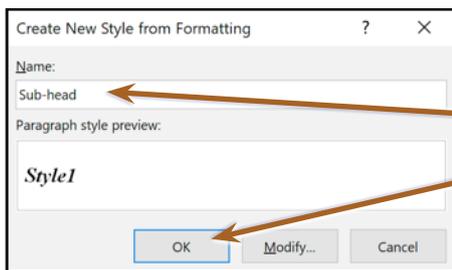


- 2 You will need to record this format so that the other sub-headings can be set to that format.

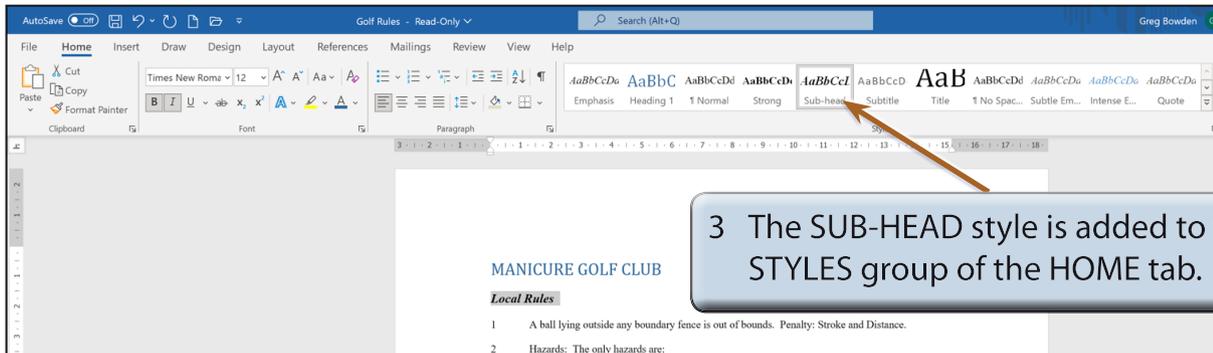
B Saving the Style

The style needs to be saved so that it can be added to the STYLES group.





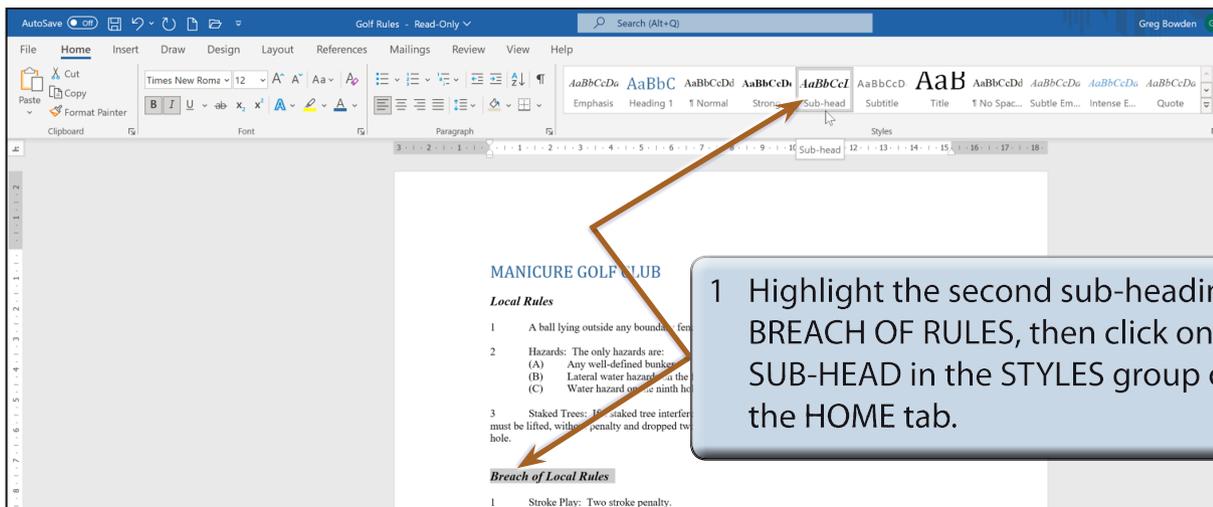
2 Call the style:
Sub-head
and select OK.



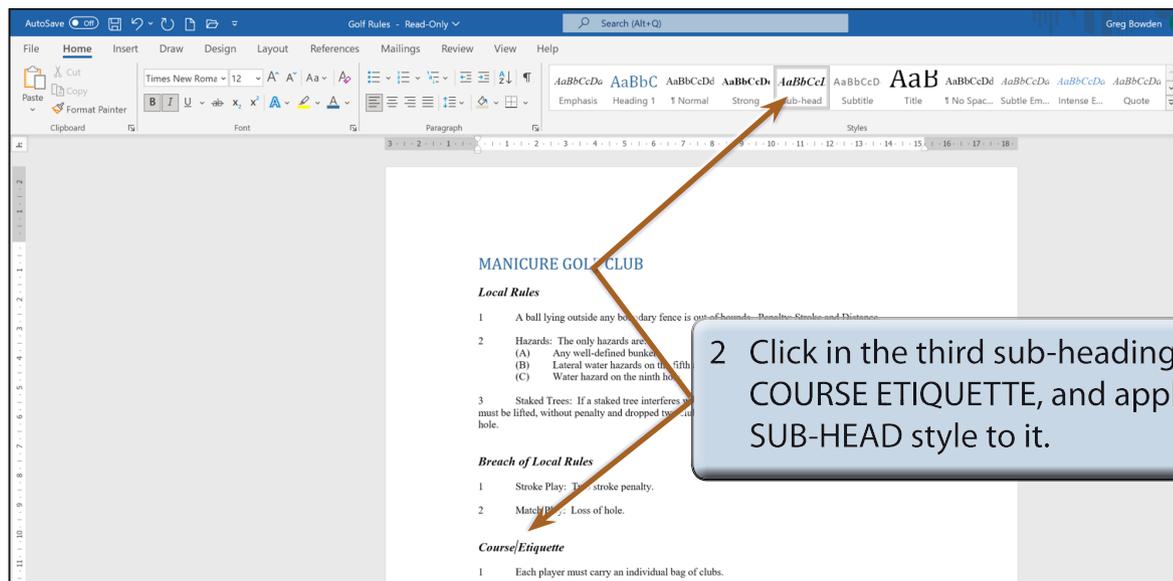
3 The SUB-HEAD style is added to the STYLES group of the HOME tab.

C Applying the Style

The style can now be applied to other text in the document.



1 Highlight the second sub-heading,
BREACH OF RULES, then click on
SUB-HEAD in the STYLES group of
the HOME tab.



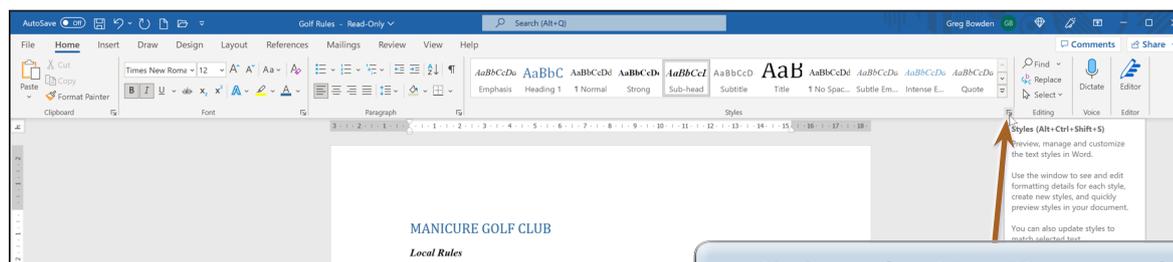
NOTE:

- i Styles created from the STYLES group can be applied to a paragraph (by just clicking in that paragraph and selecting the style) or to highlighted text.
- ii You can press CTRL+Y to quickly apply the previously used STYLE.

The Styles Task Pane

Adding styles to the STYLES group is adequate for quickly adding styles to documents, but when you want more control over the styles, the STYLE TASK PANE can be used.

A Opening the Styles Task Pane



1 Click on the STYLES icon at the right of the STYLES group in the HOME tab.

Creating a Table of Contents

A valuable application of styles is the automatic creation of a table of contents. To illustrate this you will create a Table of Contents (TOC) for a travel agency.

Loading the Prepared File

- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Browse to the CHAPTER 17 folder of the WORD 2023 SUPPORT FILES and open the file:
Table of Contents
as a READ ONLY file.
- 3 Click on the FILE tab and select SAVE AS. Browse to your WORD PROCESSING folder and save the document as:

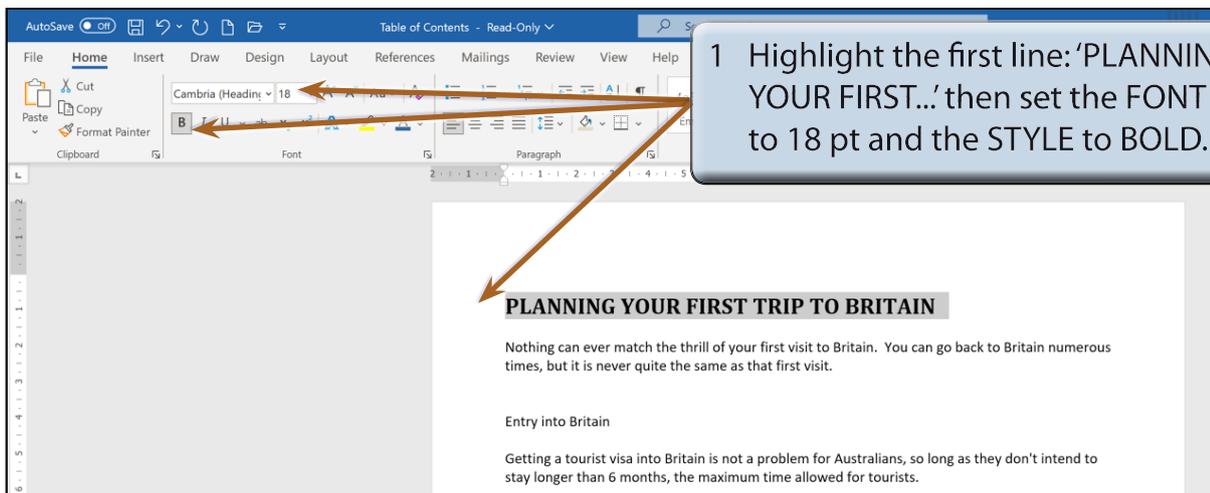
Table of Contents

Setting the Styles

Before Microsoft Word can automatically create a table of contents, the text must be set to styles.

A The Main Heading Style

A style will be created for the Main Heading.



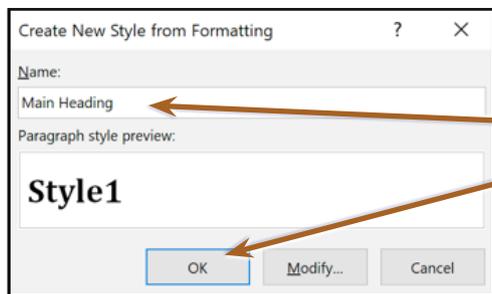
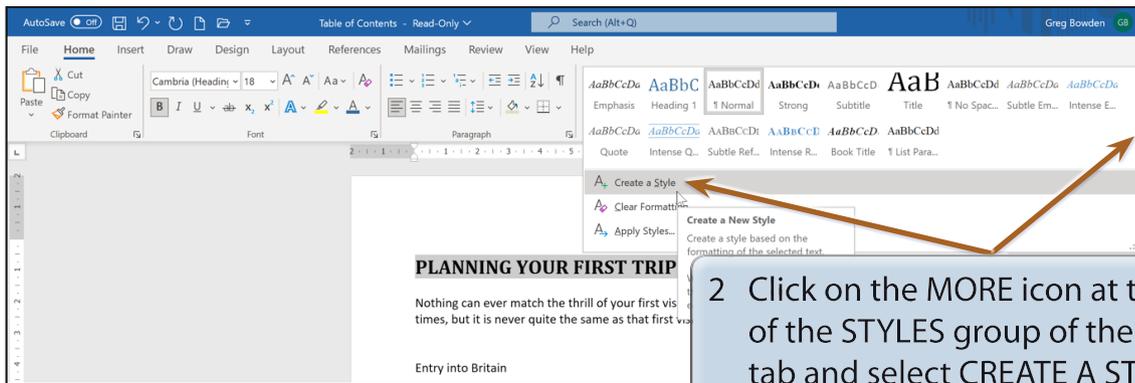
1 Highlight the first line: 'PLANNING YOUR FIRST...!' then set the FONT SIZE to 18 pt and the STYLE to BOLD.

PLANNING YOUR FIRST TRIP TO BRITAIN

Nothing can ever match the thrill of your first visit to Britain. You can go back to Britain numerous times, but it is never quite the same as that first visit.

Entry into Britain

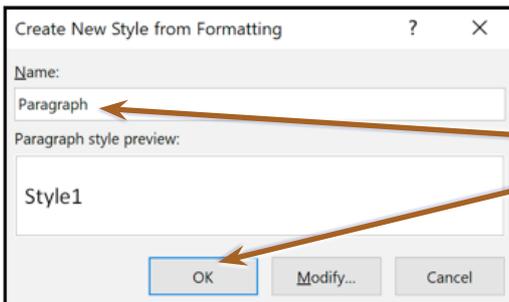
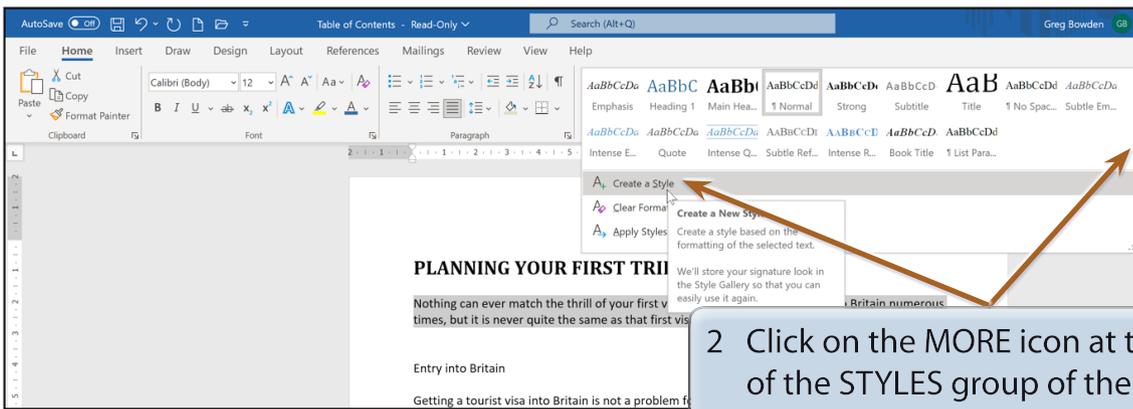
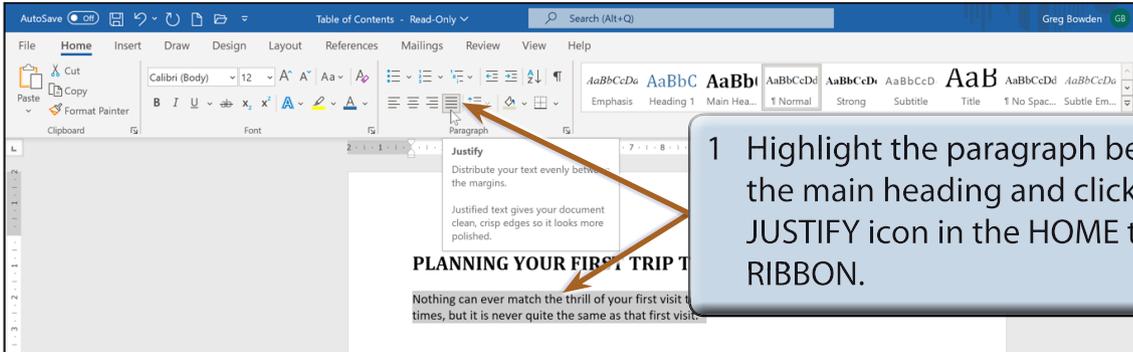
Getting a tourist visa into Britain is not a problem for Australians, so long as they don't intend to stay longer than 6 months, the maximum time allowed for tourists.



NOTE: This has automatically recorded the style as a LINKED (PARAGRAPH AND CHARACTER) style and set the highlighted text to that style in one step.

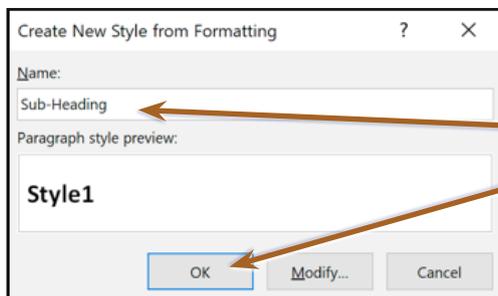
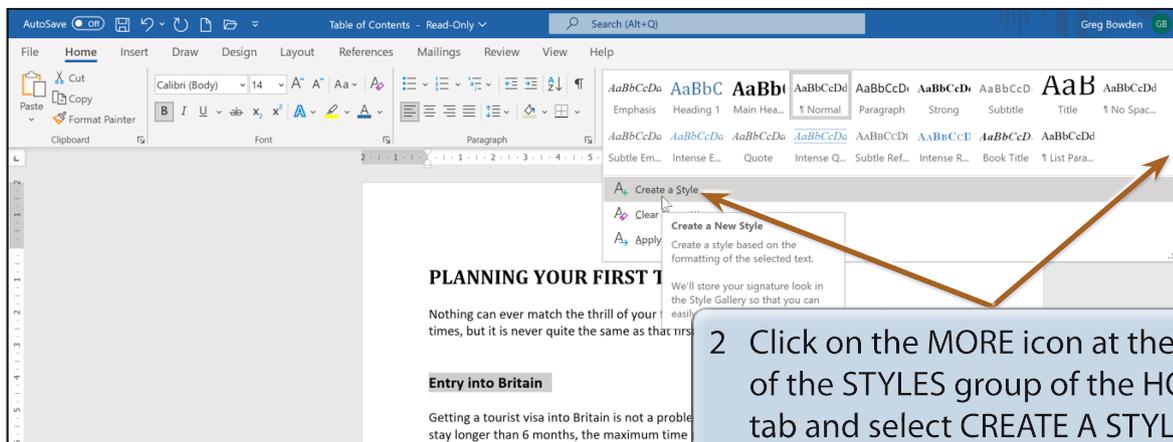
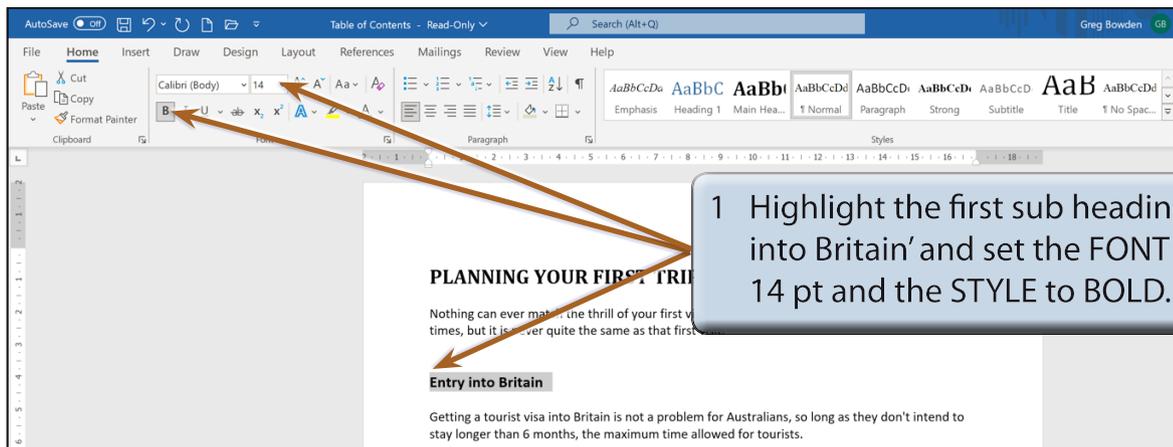
B The Paragraph Style

A style will be set for the articles of the document.



C The Sub-Heading Style

Each sub-heading in the document will need to be set to a style.



Adding Charts to Documents

Microsoft Word has the ability to create charts for the use in documents. Its charting tools are very similar to those in Microsoft Excel. If you have used charts in Excel you should be able to easily create charts in Microsoft Word. You can also import charts drawn in Microsoft Excel directly into Microsoft Word.

- 1 Load Microsoft Word or close the current files and start a NEW BLANK DOCUMENT.

2 Open the INSERT tab of the RIBBON and click on the CHART icon to open the INSERT CHART dialogue box.

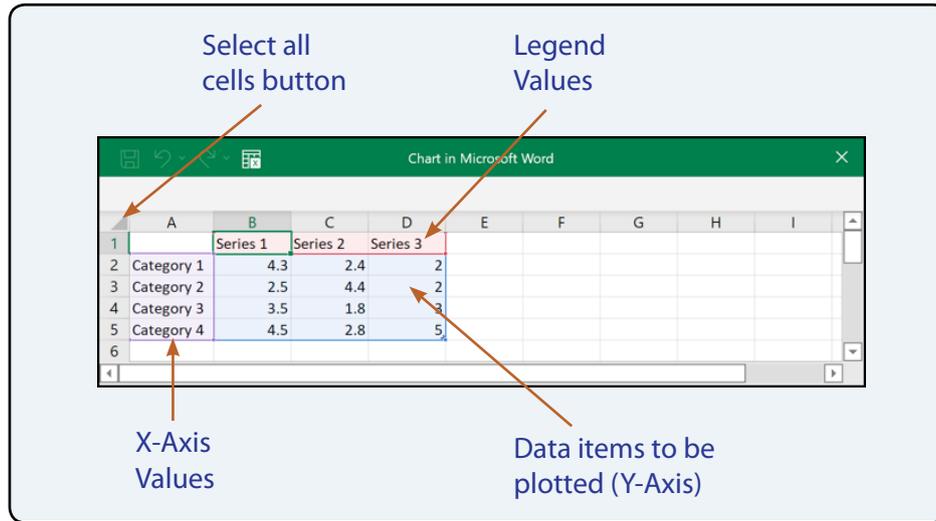
3 The chart types are listed at the left, select COLUMN, click on the CLUSTERED COLUMN chart and select OK.

4 Some sample data is displayed in a DATASHEET PANE and a chart is plotted on that sample data.

	Series 1	Series 2	Series 3
Category 1	4.3	2.4	2
Category 2	2.5	4.4	2
Category 3	3.5	1.8	3
Category 4	4.5	2.8	5

The Datasheet Pane

The data to be plotted is entered into the DATASHEET pane. When data is plotted by ROWS the following diagram indicates where the sections of the DATASHEET pane are placed on the graph.



Entering the Chart Data

We will create a simple column chart of the office expenses incurred by a business over a three month period.

A Completing the Datasheet

Labels and values are entered into the DATASHEET pane and Microsoft Word will plot the chart for us.

	A	B	C	D	E	F	G
1		Series 1	Series 2	Series 3			
2	Wages	4.3	2.4	2			
3	Category 2	2.5	4.4	2			
4	Category 3	3.5	1.8	3			
5	Category 4	4.5	2.8	5			
6							

2 Press the <tab> key to move the cursor to cell B2 then enter:

2482	<tab>
2765	<tab>
2783	<tab>

NOTE: The chart should adjust as you enter each value. The values are plotted in different colours.

3 In cell A3 enter: Rent then enter the RENT values in the next 3 cells. They are the same (\$800) for each month.

4 Enter the third row of values for the POWER costs (1275, 1141, 1738).

	Series 1	Series 2	Series 3
Wages	2482	2765	2783
Rent	800	800	800
Power	1275	1141	1738
Category 4	4.5	2.8	5

5 Enter the month names for the values you just entered in cells B1, C1 and D1 (May, June, July), then press <enter> to accept the labels. These are the LEGEND labels.

	Series 1	Series 2	Series 3
May	2482	2765	2783
June	800	800	800
July	1275	1141	1738
Category 4	4.5	2.8	5

Publishing Tasks

The DRAW TABLE tool can be used to create detailed publishing documents. This is where you layout a page into blocks (cells) and insert text and/or graphics into those blocks. To illustrate Word's publishing capabilities the following document will be created.

Properties For Sale

PARRY & SYKES

REAL ESTATE

HIGHTON

Just listed, this sound home offers 4 good-sized bedrooms, comfortable lounge, central kitchen, plus family room. Excellent parking makes this a most appealing home. Call now for your inspection.

Asking only \$928,000

BELMONT

Delightful BV home in a most desirable street, featuring 3 bedrooms each with BIR, study, updated kitchen, tastefully decorated lounge with a northerly aspect. Your inspection is highly recommended.

Priced to sell at \$808,000

HIGHTON

Low maintenance home in a quiet court handy to the Highton Shopping Centre. Very good condition inside and out with many internal improvements. New carpets, well established garden and double garage.

Special price \$832,500

BELMONT

Beautifully presented 3 BR home of 14 squares. All new appliances, BIR in each bedroom, bathroom with vanity unit and separate shower recess. Outside there is a well-established garden and double garage.

Reduced to \$795,000

225 High Street, Belmont, Ph: 03 5243 8852

AH: Graeme Parry 0410 489 259, Rebecca Sykes 0410 590 389

The Thumbnail Sketch

Whenever you embark on a publishing task some prior planning of what you want your page to look like is necessary. Usually a rough sketch of the page is drawn on paper showing where you intend to place the text and graphics frames (cells). This sketch is called a THUMBNAIL SKETCH. A THUMBNAIL SKETCH (Table Layout) for the page you are about to create is shown below.

In this case you will be creating an A4 paper document. The measurements of the A4 page are 21.0 cm across and 29.7 cm down. The normal margins are set to 2.54 cm which will leave a work area of about 15.92 cm across and 24.62 cm down. So long as we keep the table within these values, the table will print neatly on the one page. The cells that will contain data are labelled with letters in the TABLE LAYOUT diagram.

Page Margins

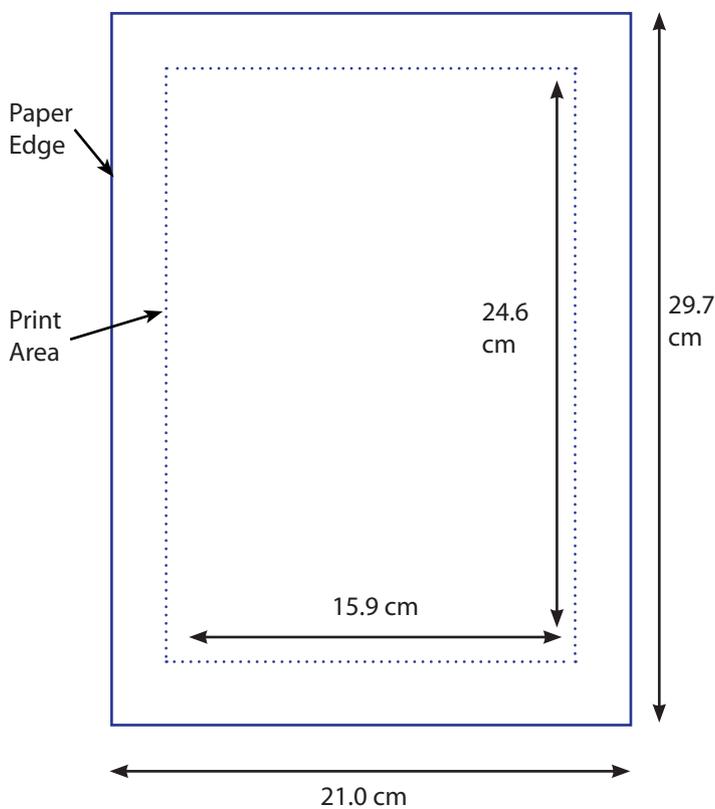
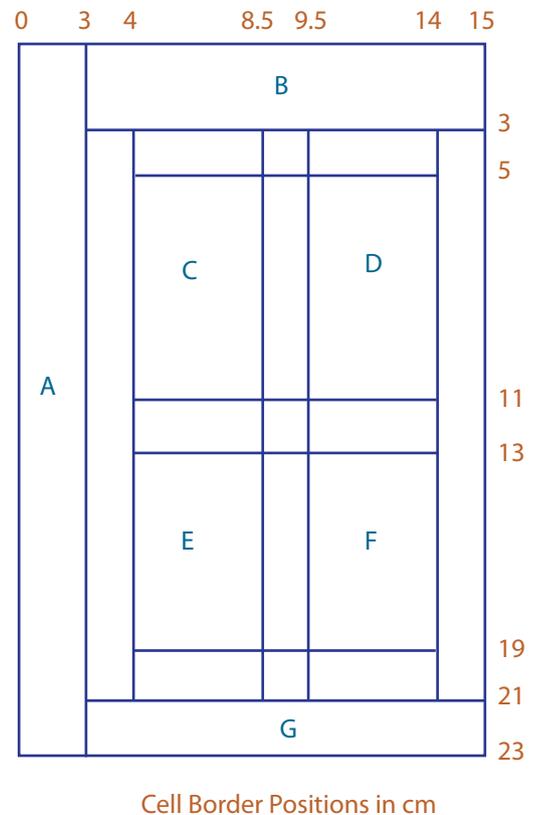


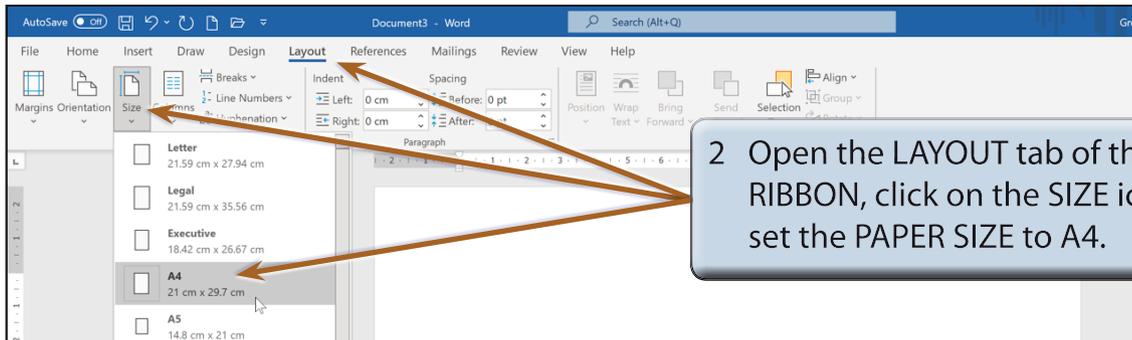
Table Layout



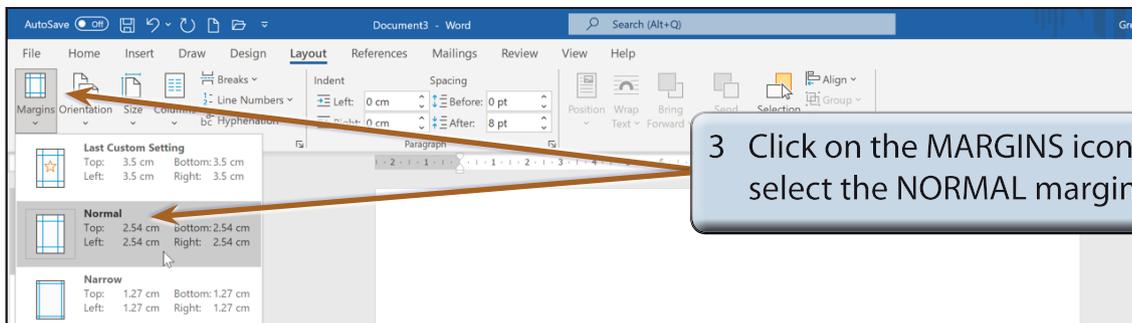
Page Setup

Before starting the publication the paper size and page margins need to be set.

- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



2 Open the LAYOUT tab of the RIBBON, click on the SIZE icon and set the PAPER SIZE to A4.



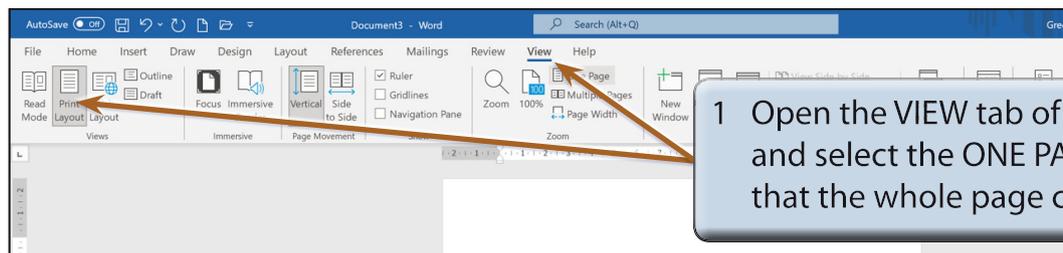
3 Click on the MARGINS icon and select the NORMAL margins.

Laying out the Page

The first step in creating this type of publication is to place the cells in the required positions in the table.

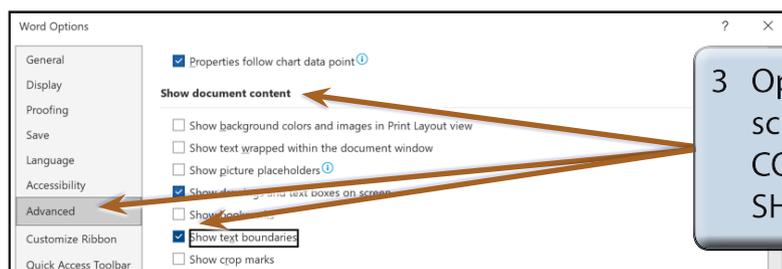
A Showing the Text Boundaries

To assist with the laying out of the page the screen will be set to a reduced view and the text boundaries turned on so that the page margins can be seen.



1 Open the VIEW tab of the RIBBON and select the ONE PAGE icon so that the whole page can be seen.

2 Click on the FILE tab and select OPTIONS.



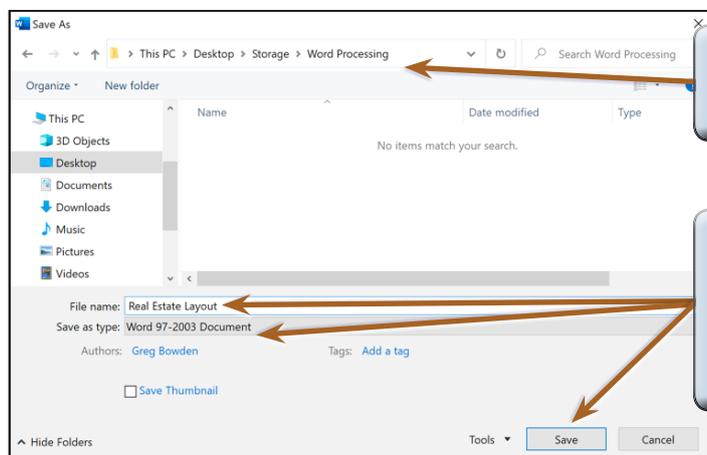
3 Open the ADVANCED category, scroll to the SHOW DOCUMENT CONTENT section and turn on SHOW TEXT BOUNDARIES.

4 Select OK to return to the page.

B Saving as a Compatible Version

Microsoft Word 365 just shows paragraph breaks instead of page margins as in earlier versions. When carrying out publishing tasks it is advantageous to see where the page boundaries are. This can be overcome by saving the document as an earlier Word version. This is also useful when you want to share documents with others.

1 Click on the FILE tab and select SAVE AS.



2 Access your WORD DOCUMENTS folder.

3 Name the file REAL ESTATE LAYOUT, set the SAVE AS TYPE box to WORD 97 - 2003 DOCUMENT and click on SAVE.

Mail Merging

An important feature of a word processing program is the production of personalised letters. This is where a standard (or form) letter is individually addressed to a large number of people. To create the letters, data about each person is entered into the database facility of the program (or a table) then combined with a normal word processing document. The process is called MAIL MERGING.

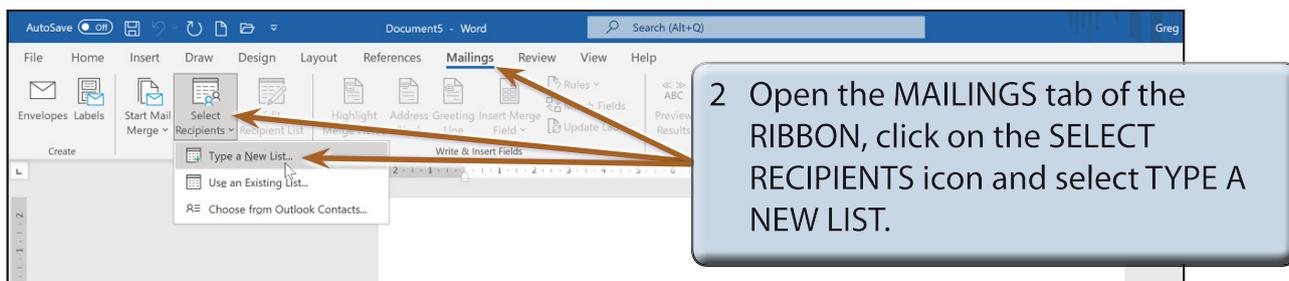
Creating the Database

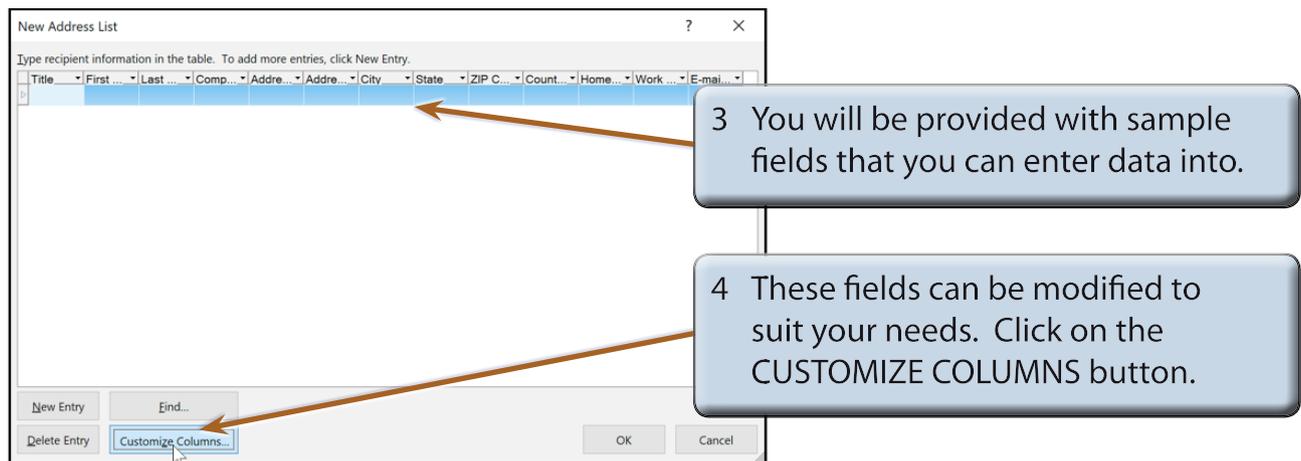
In order to create mail merged documents you need to have a database of names or items. Microsoft Word allows you to enter data into its database section or you can use data created in programs like Microsoft Access or Microsoft Excel. In this case you will enter data into Microsoft Word.

A Setting the Recipients

The Recipients are the people that will receive the letter. Their details are stored in a database that is merged into the letter.

- 1 Load Microsoft Word or close the current document and start a NEW BLANK DOCUMENT.



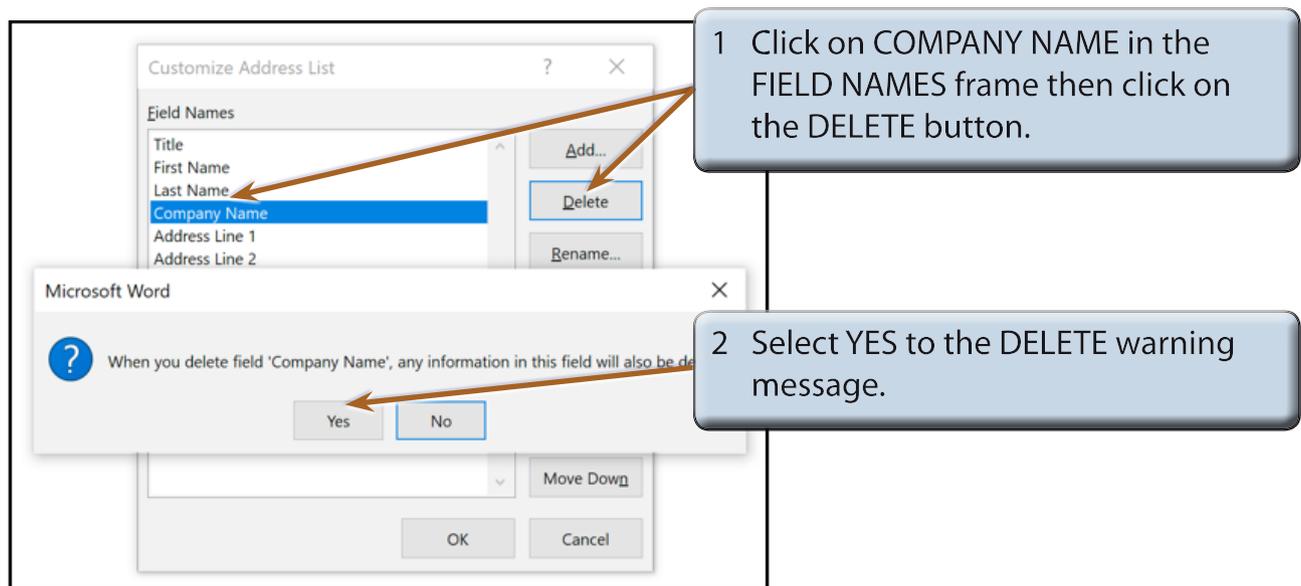


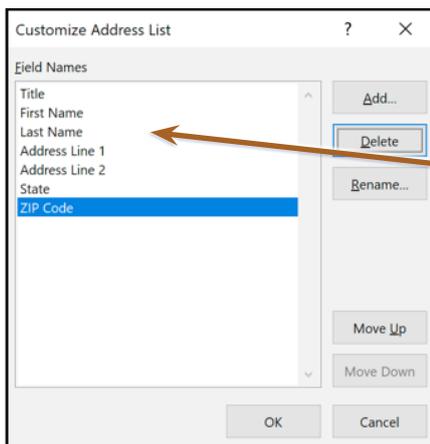
NOTE:

- i **FIELD** is the term given to the sections that the data is split into.
- ii **The database you are about to create will have the following fields:**
Title, First Name, Last Name, Street, Suburb, State, Postcode, Contribution.

B Deleting Fields

There are more fields in the provided list than those that are needed in this case, so some will be deleted.



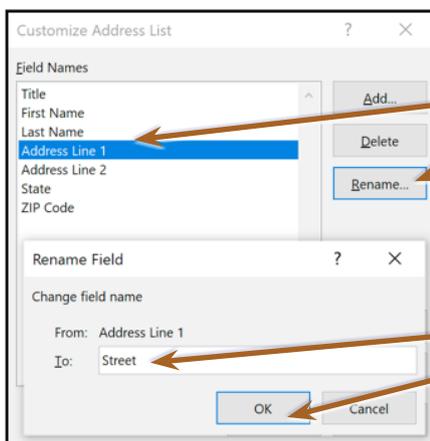


3 Repeat steps 1 and 2 to delete:

City
Country or Region
Home Phone
Work Phone
E-mail Address

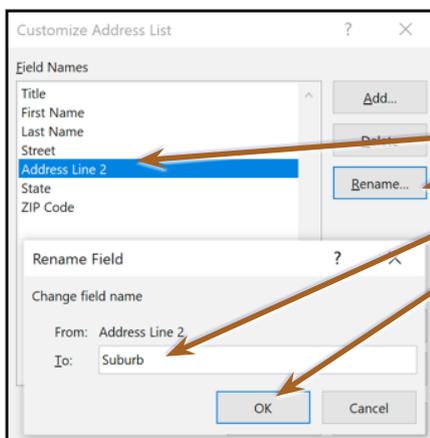
C Renaming Fields

Some of the remaining fields can be renamed to suit our needs.

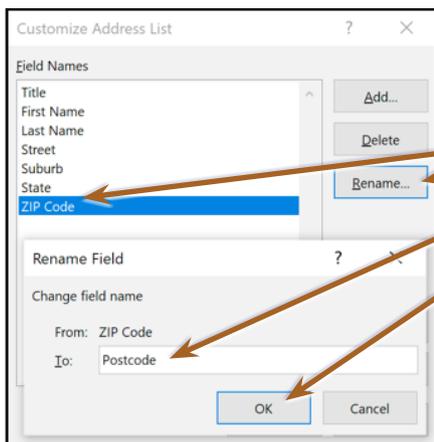


1 Click on ADDRESS LINE 1 and click on RENAME.

2 Enter: Street
and click on OK.



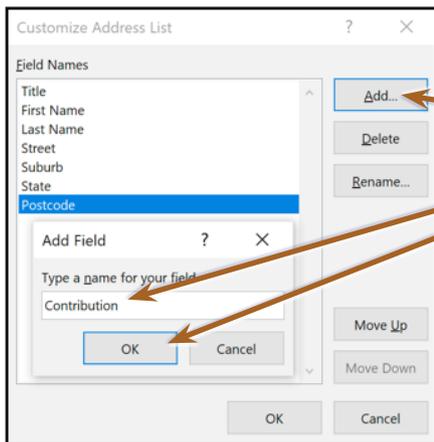
3 Rename ADDRESS LINE 2 to SUBURB
and select OK.



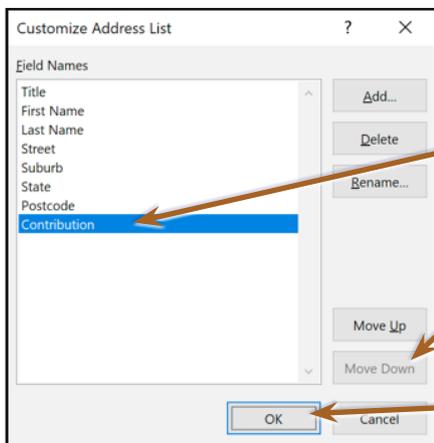
4 Rename ZIP CODE to POSTCODE and select OK.

D Adding Extra Fields

Extra fields can be added to the database. In this case a field will be needed to store the contributions made to a hospital charity.



1 Click on the ADD button, enter: Contribution in the ADD FIELD box and select OK.



2 The position of the new field can be changed. If it is not at the bottom of the list, click on the MOVE DOWN button to move it there.

3 Click on OK to complete the field adjustments.

Mailing Labels and Envelopes

Some other applications of mail merging are the creation of mailing labels, where addresses are printed on labels which are then stuck on envelopes, and the printing of addresses directly onto envelopes

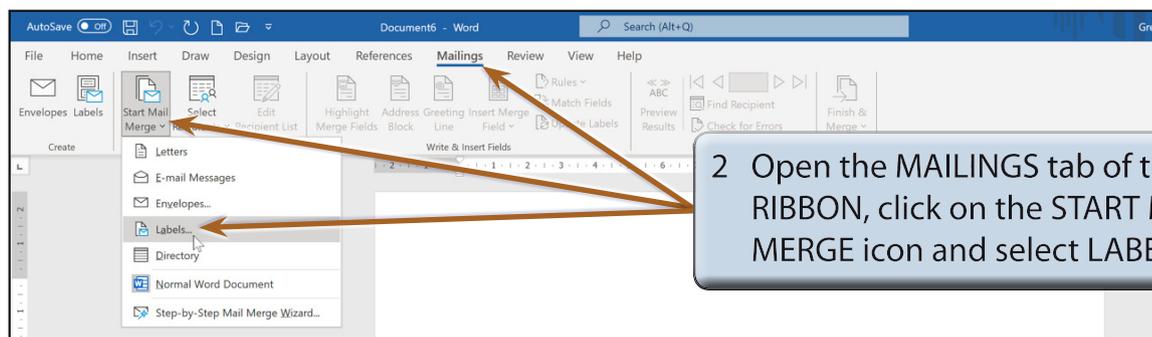
Creating Mailing Labels

There are numerous different types of mailing labels that can be produced. This section will show how to create 3 column labels. If you have different labels, you can replace the settings provided for those labels.

A Setting the Mailing Labels Document

The program needs to be told the type of mail merging that will be conducted. In this case it will be LABELS.

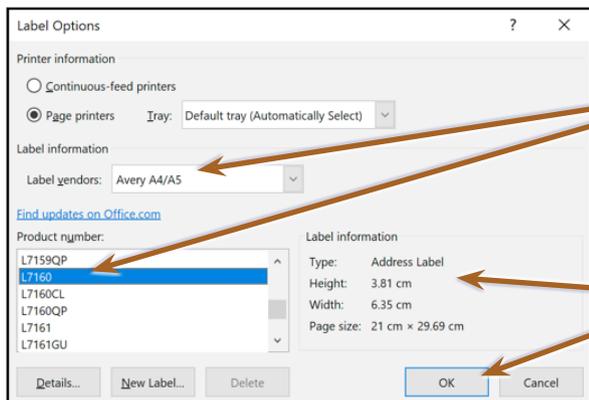
- 1 Load Microsoft Word or close current document and start a NEW BLANK DOCUMENT.



2 Open the MAILINGS tab of the RIBBON, click on the START MAIL MERGE icon and select LABELS.

B Entering the Label Options

The program needs to know the type of labels you will printing to. In this case Avery labels will be used. If you are printing to a different brand, you can substitute your labels for the one used here.



1 In the LABEL VENDORS box select AVERY A4/A5 then select L7160 in the PRODUCT NUMBER list.

2 The dimensions of the labels are listed next to the PRODUCT NUMBER list. Select OK to accept the settings.

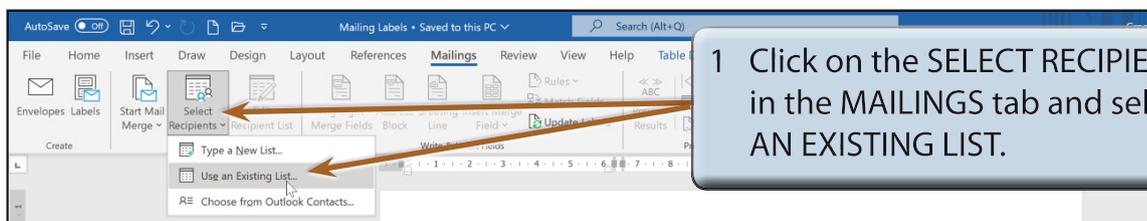
NOTE: You need to find the name of the labels you are using. If the name is not listed, click on each label type in the PRODUCT NUMBER box until you find the measurements of your labels which are shown in the LABEL INFORMATION frame.

3 Save the document in your WORD PROCESSING folder as:

Mailing Labels

C Setting the Data Source

The program needs to know where the data for the labels is stored. In this case the CONTRIBUTIONS2 file from the CHAPTER 20 folder of the WORD 2023 SUPPORT FILES will be used.

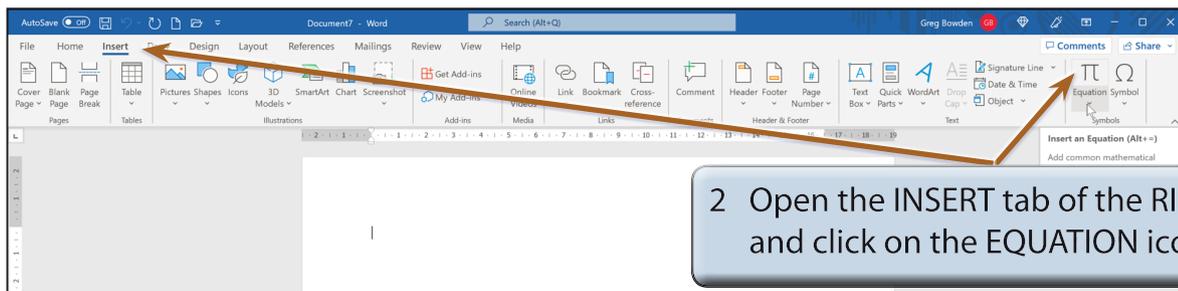


1 Click on the SELECT RECIPIENTS icon in the MAILINGS tab and select USE AN EXISTING LIST.

Using Equations

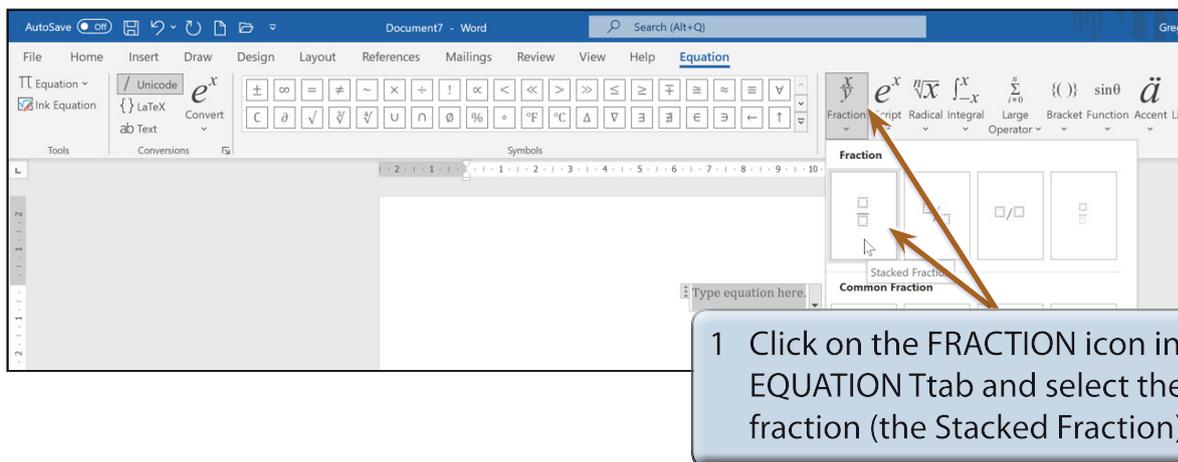
Another of Microsoft Word's built-in features allows you to insert fractions, mathematical formulas and equations, chemical equations, etc. into documents. It automatically does most of the formatting for you when you enter an equation. For example, variables are formatted in italics, it applies superscript format and it adjusts the spacing between elements in an equation.

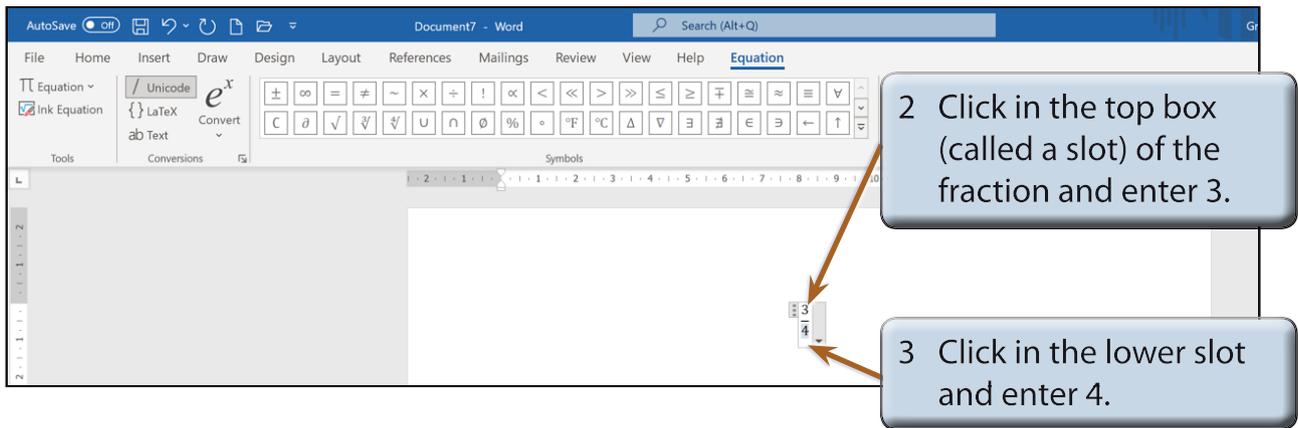
- 1 Load Microsoft Word or close the current file and start a NEW BLANK DOCUMENT.



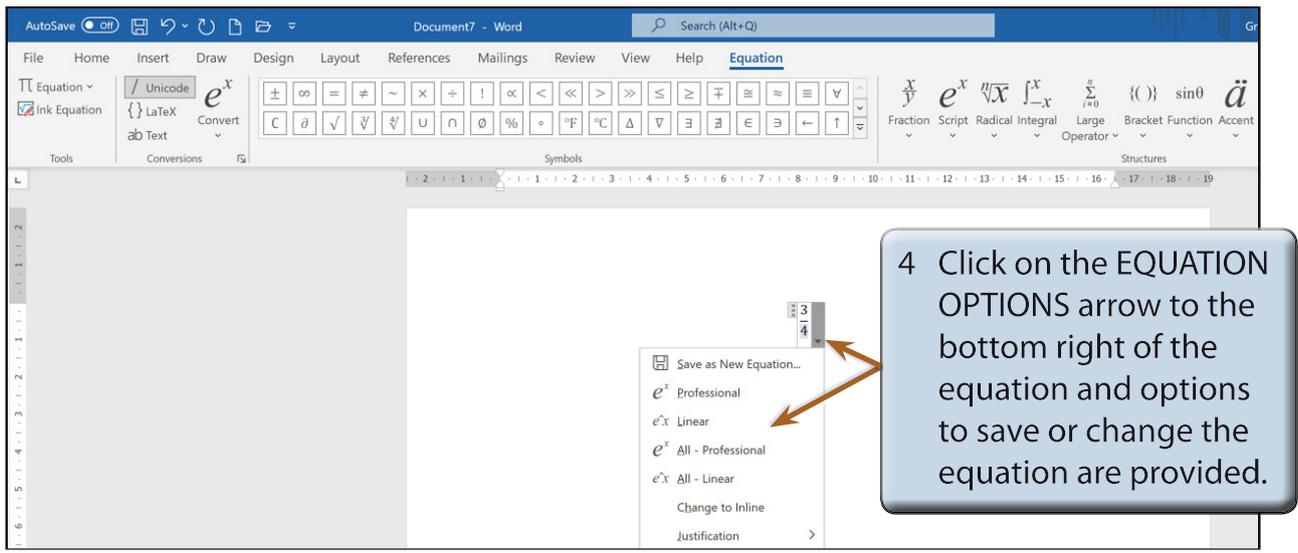
- 3 The EQUATION box is added to the document and the EQUATION tab is opened in the RIBBON.

Creating a Simple Fraction





NOTE: Each equation provides you with boxes that are called SLOTS. You enter values, labels or symbols into the slots to complete the equation.



Useful Features

This chapter will demonstrate some extra features that Microsoft Word offers. These include Outlining, using the Navigation Pane, setting Watermarks, Built-in Themes, setting passwords, editing PDF documents, using the Draw tab and using prepared Templates.

Outlining

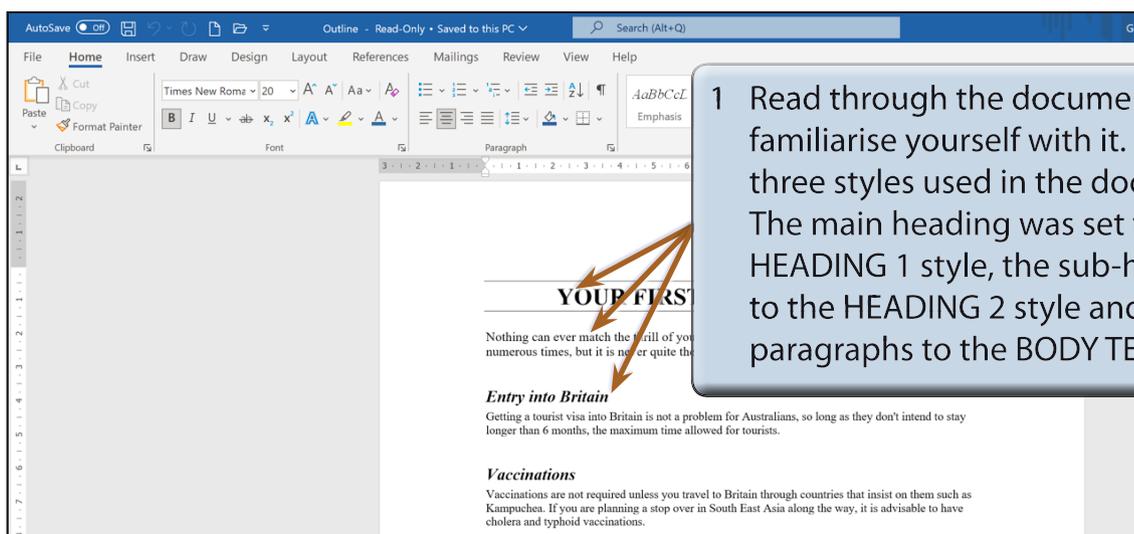
When working with large documents it is very handy to collapse sections of text so that just the headings or sub-heading are displayed. This can be achieved if the text has been set to styles. It also allows for whole sections of text to be easily moved within the document without the need to use cut and paste.

A Loading the Sample File

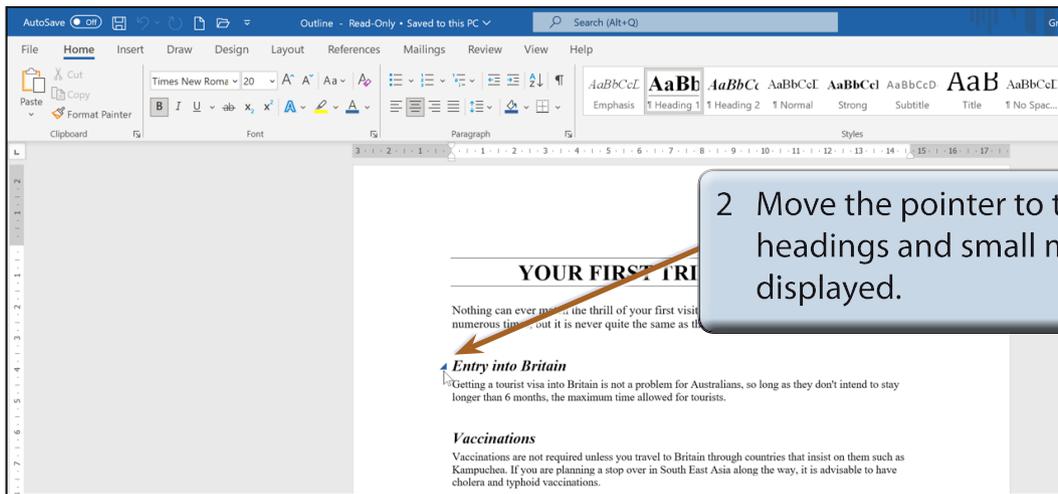
- 1 Load Microsoft Word and select OPEN or close the current file, click on the FILE tab and select OPEN.
- 2 Access the CHAPTER 23 folder within the WORD 2023 SUPPORT FILES and open the OUTLINE document as a READ ONLY file.
- 3 Click on the FILE tab and select SAVE AS. Browse to your WORD PROCESSING folder and save the document as:

Outline

B Looking at the Styles



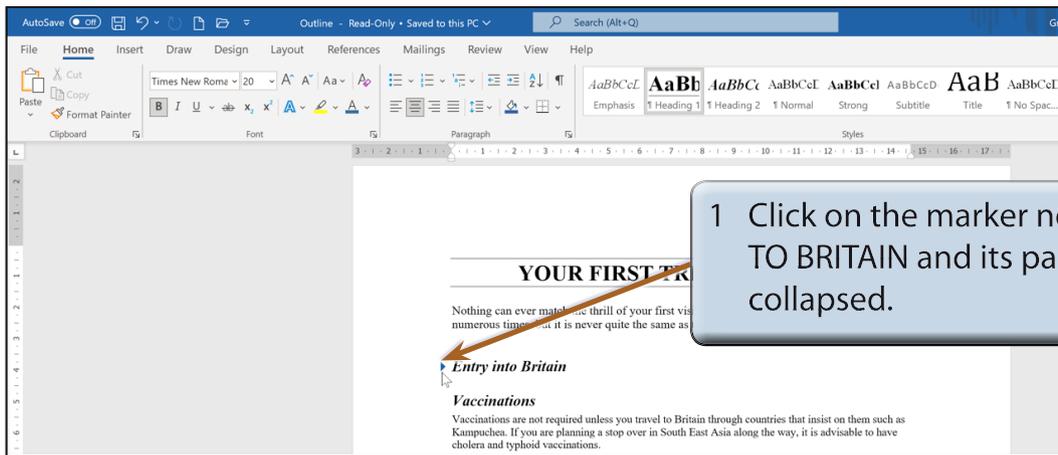
- 1 Read through the document to familiarise yourself with it. There are three styles used in the document. The main heading was set to the HEADING 1 style, the sub-headings to the HEADING 2 style and the paragraphs to the BODY TEXT style.



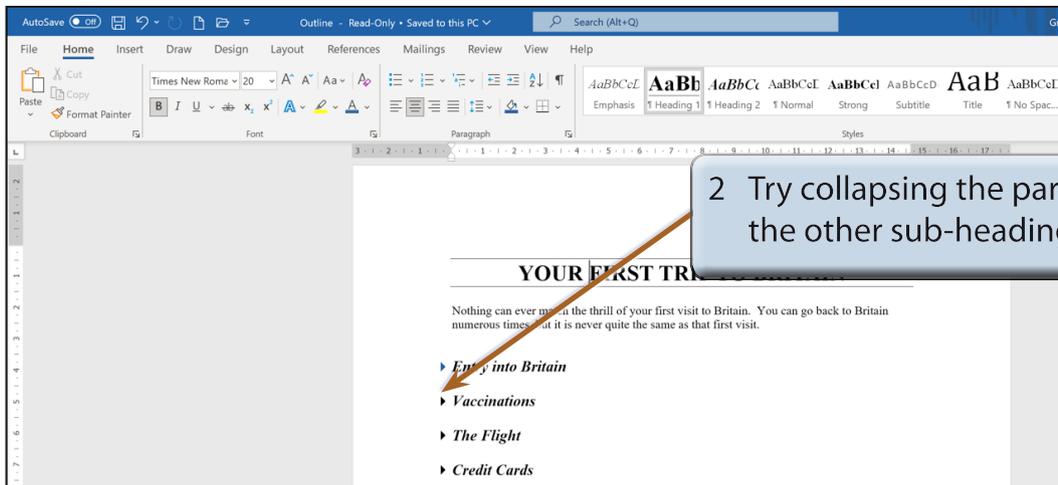
2 Move the pointer to the left of the headings and small markers are displayed.

C Collapsing Sections

You can easily collapse (or hide) sections of text.

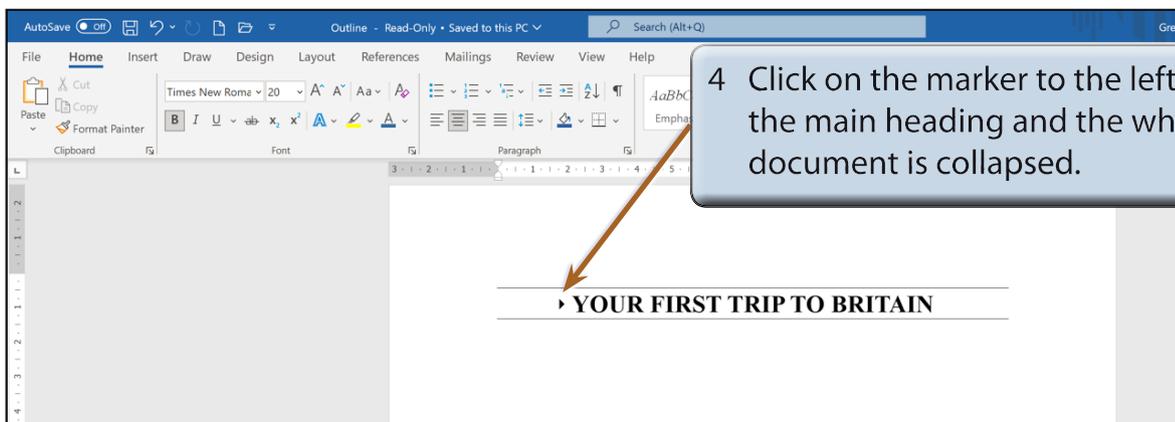
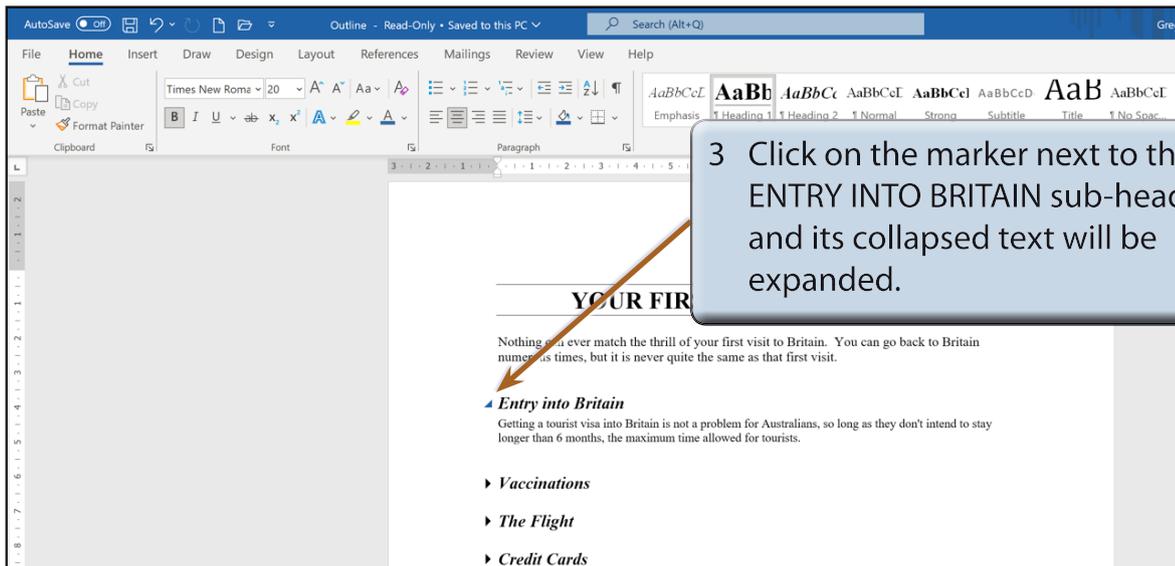


1 Click on the marker next to ENTRY TO BRITAIN and its paragraph is collapsed.

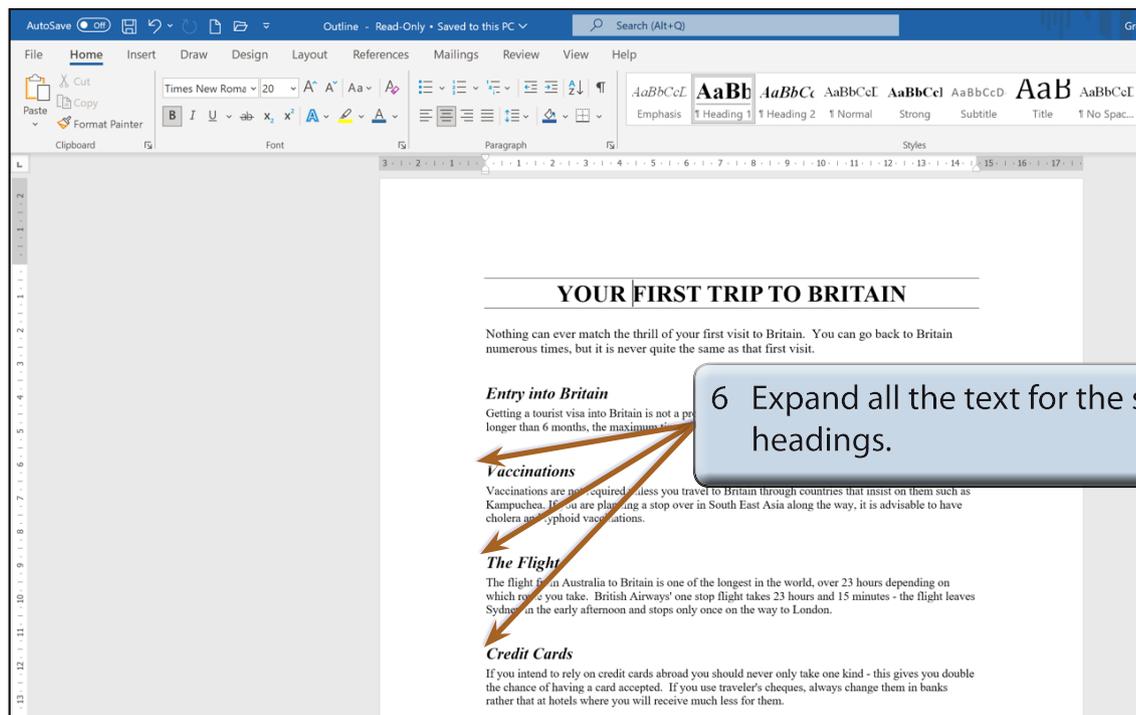


2 Try collapsing the paragraphs for the other sub-headings.

NOTE: The right-facing triangle markers next to each sub-heading indicate that there is hidden text associated with that sub-heading.

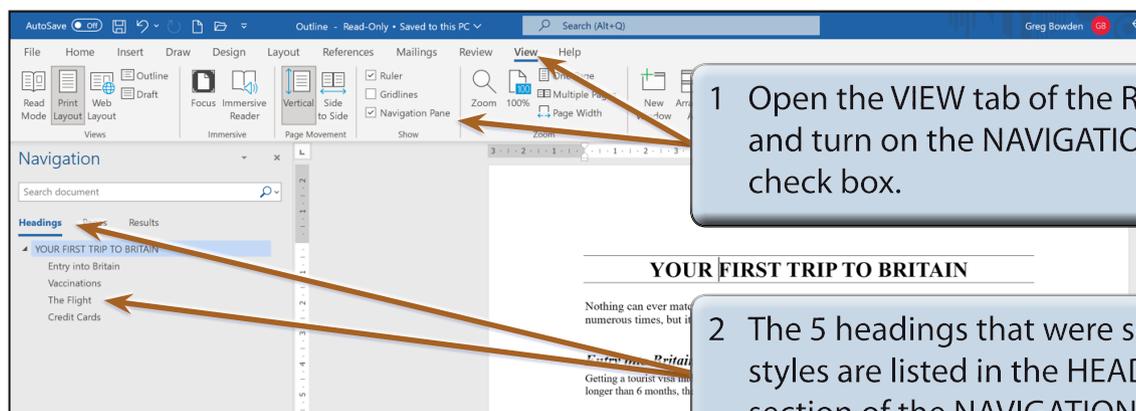


5 Click on the MAIN HEADING marker again to expand the document.

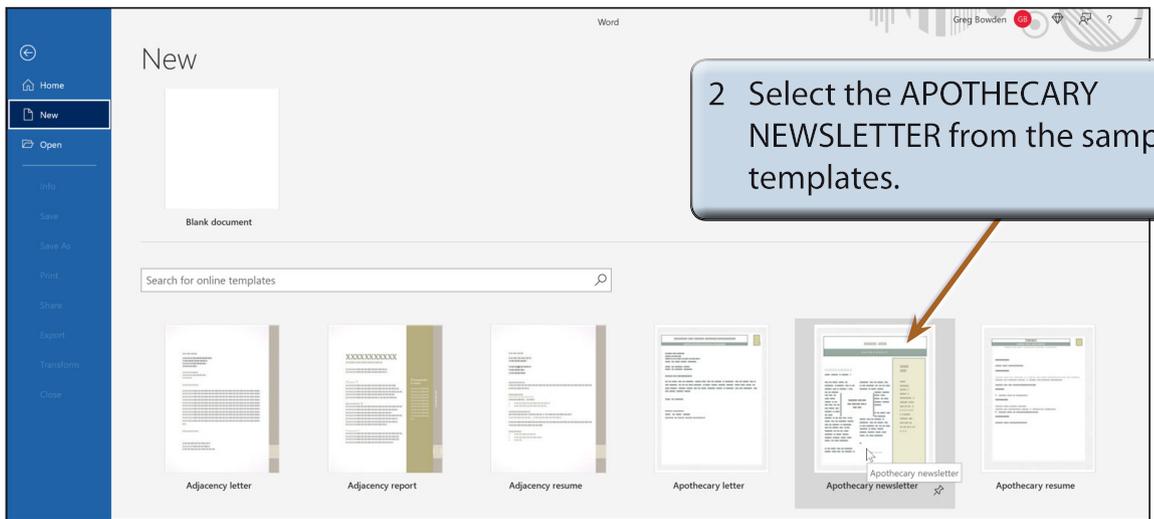


The Navigation Pane

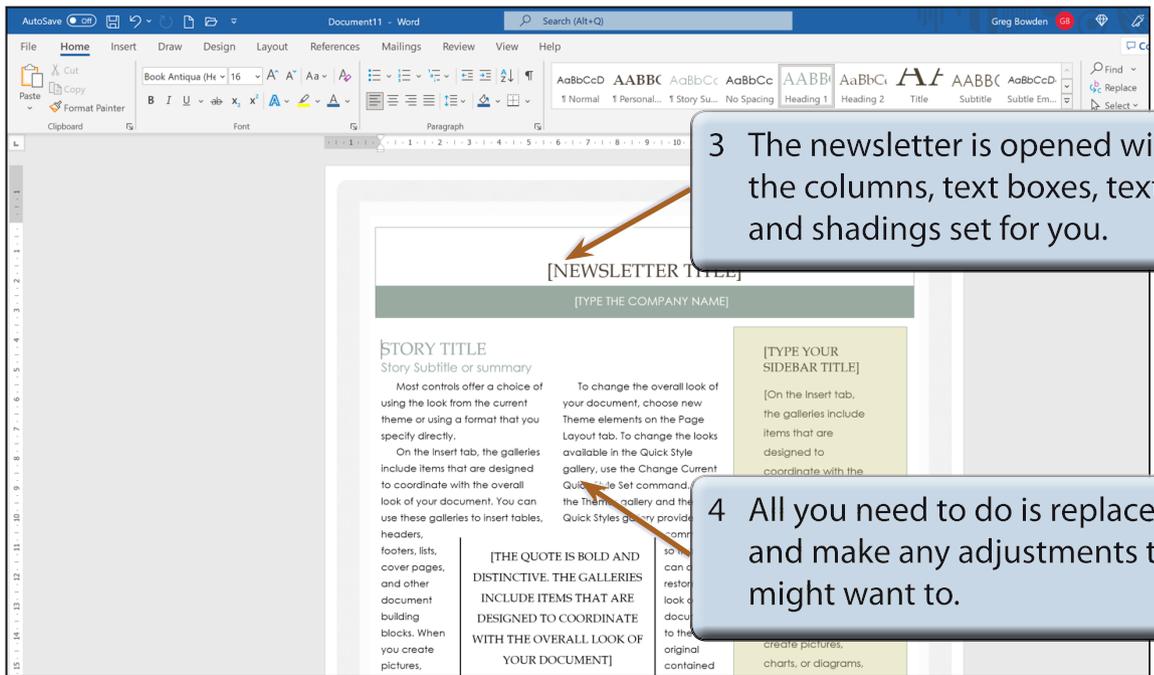
If you have used styles in your document, the NAVIGATION PANE can be used to quickly navigate to headings or pages, and to move sections of text around the document.



NOTE: The paragraph that the cursor is in will be highlighted in the Navigation Pane.



2 Select the APOTHECARY NEWSLETTER from the sample templates.



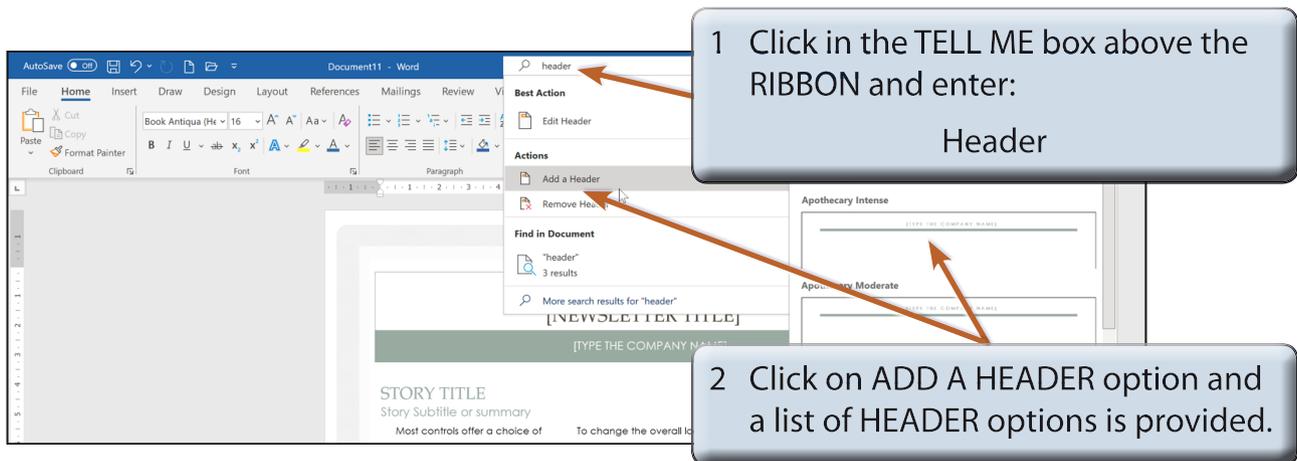
3 The newsletter is opened with all the columns, text boxes, text wraps and shadings set for you.

4 All you need to do is replace the text and make any adjustments that you might want to.

5 Look at some of the other templates if you wish to.

The Tell Me Box

Microsoft Word is a complicated piece of software and it is easy to forget where commands are in the RIBBON. The TELL ME box can be used to quickly open specific sections of the program.



The screenshot shows the Microsoft Word interface with the Tell Me box open. The search term 'header' is entered in the search bar. The results are displayed in a list format. The 'Best Action' section shows 'Edit Header' as the top result. Below it, the 'Actions' section lists 'Add a Header' and 'Remove Header'. The 'Find in Document' section shows 'header' with 3 results. The document content is partially visible, showing a header area with the text 'Apothecary Intense' and 'Apothecary Moderate'.

- 1 Click in the TELL ME box above the RIBBON and enter:
Header
- 2 Click on ADD A HEADER option and a list of HEADER options is provided.

3 Try entering some other searches in the TELL ME box.

NOTE: There is no Assignment for this chapter. You might like to complete the sample Project provided in the next chapter (This is only available in the Multi-user version).

