

Word Processing

BEYOND THE BASICS

Microsoft Word 2003

In this course you will learn about

- Creating Desktop Publishing Documents
 - Certificates
 - Brochures
 - Newsletters
- Creating Templates
- Mail Merge
- Drawing Tools

Quick Tips

Edit>Undo to correct mistakes.

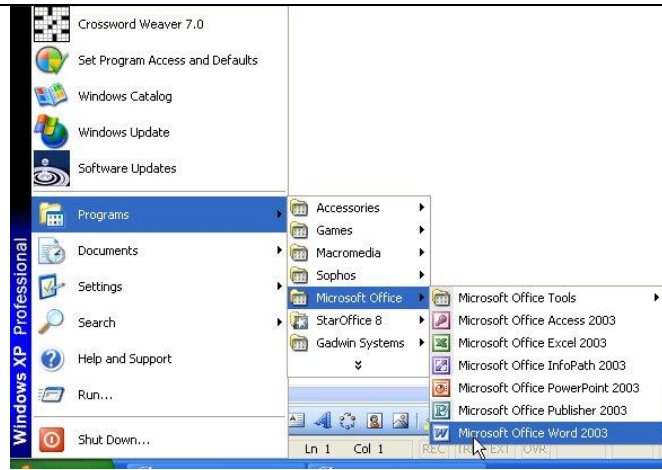
Hover your mouse over icons to see their function.

Hold the ctrl key to while clicking to select multiple items.

To modify a document while retaining the original document, click File>Save As. Save the modified document with a new name. To change the location of a document, you may also choose File>Save As.

Go to *Start>All Programs>Microsoft Office>Microsoft Word*

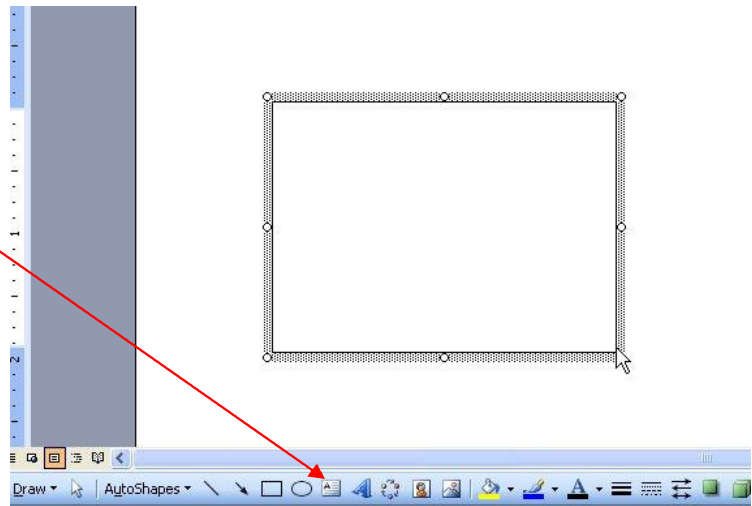
Be sure to save the document before beginning.



Create a Text Box

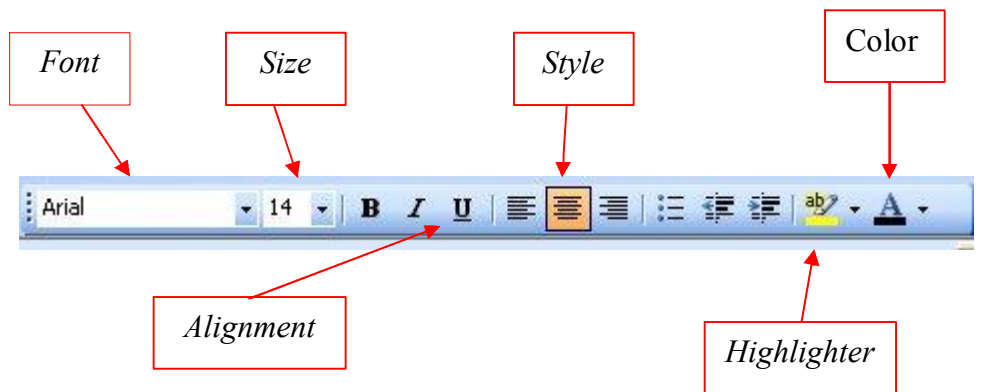
Use text boxes to easily manipulate text. To make a text box click on the Text Box tool in the bottom tool bar. (If you don't see the drawing tool bar, click on *View>Toolbars>Drawing*)

Click the place in the document where you want to place text. Drag to make a box. Type inside the box.



Formatting Text

Text, font, size, alignment, and color can be formatted just as you would do in word processing. Select the text to be formatted. If you have already moved away from the text box, double click on the text to edit.



Drawing Tools

Choose a tool from the bottom drawing toolbar. Hover the mouse over each icon to see its function. Click and drag to create object. With the object selected you can format color and line.



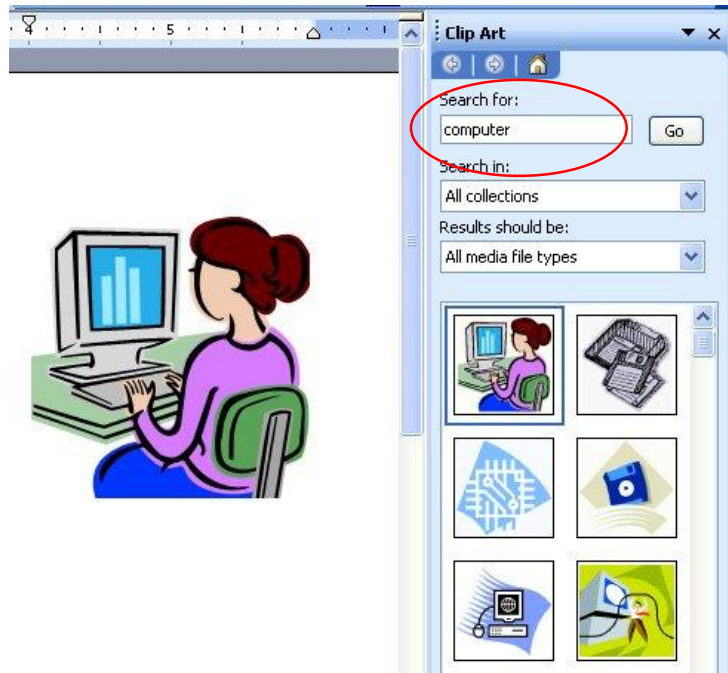
Inserting Graphics

Inserting Clipart:

Click *Insert>Picture>Clip Art*
A window on the left of the screen will open. Type a topic in the "Search For" box. Click the Go button. Double click the picture to add clipart to the document.
Click X in the Clip Art window to close.

Inserting from another

location: *Insert>Picture>From File*. Browse to find your picture. Double click to insert.

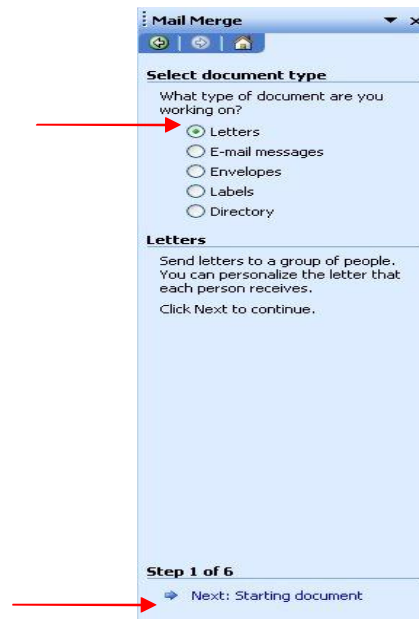


Mail Merge- Creating Records

- Create a list of records by going to *Tools>Letters and Mailings>Mail Merge*
- The wizard opens in a window to the left of your screen
- In the wizard, choose "Letters" and click Next

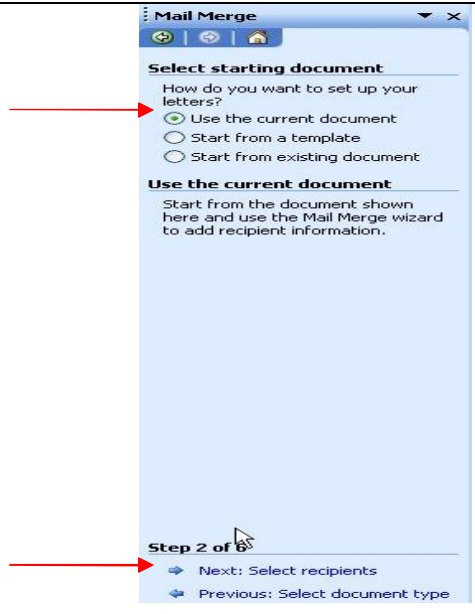
- Choose "Use Current

Step 1



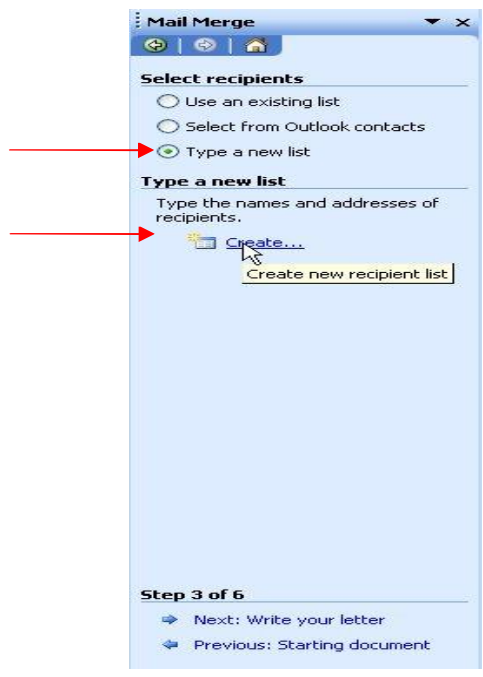
Step 2

Document” and click Next



Step 3

- Choose “Type a new list”
- Click Create

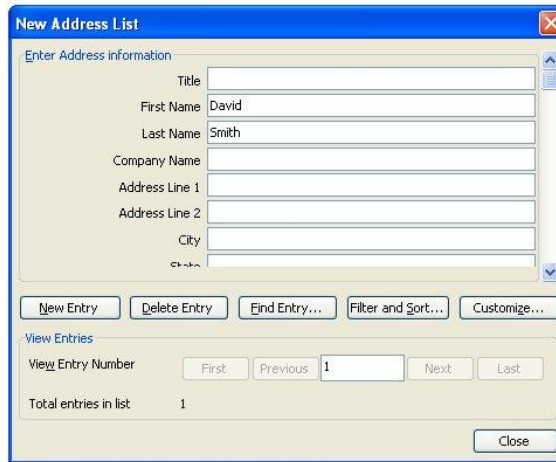


Step 4

- Fill in the appropriate boxes.
- Click the New Entry button to

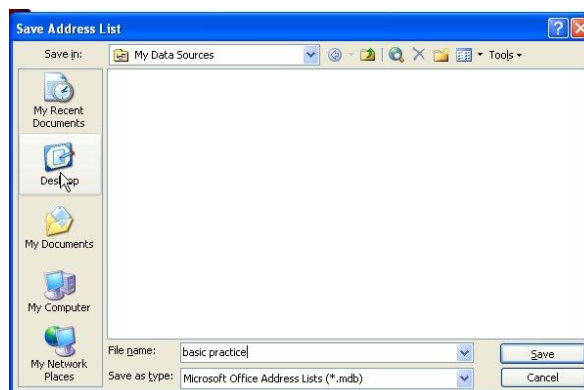
create another record.

- Click Close when finished



- Name and save the database
- Click OK at the next window
- Click Next at the bottom of the screen to go to step 4

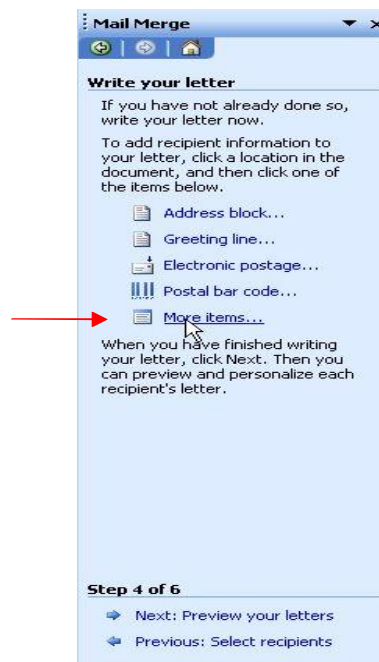
Step 5



Mail Merge- Inserting Fields in Document

- Create your document by typing and formatting text
- Insert a mail merge field by clicking on "More items"

Step 6



- Click once on the field you want to include and click

Step 7

Insert. Repeat to insert more fields. When finished, click Close



Step 8

- Change font, spacing and other formatting by highlighting fields
- Click Next to go to Step 5

Certificate of Completion

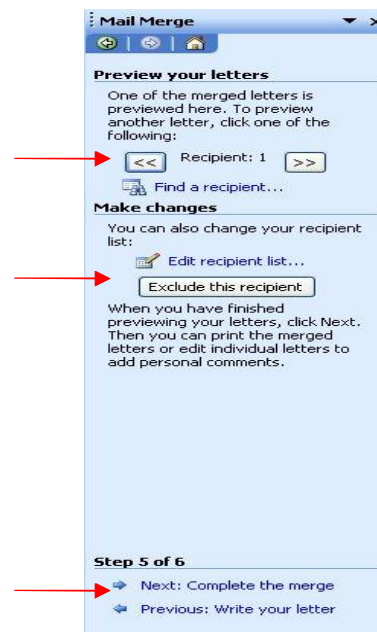
Awarded To

«First_Name» «Last_Name»

Mail Merge- Finishing

- Click on the arrows to preview your documents
- Edit if necessary
- Click Next to finish the mail merge

Step 9

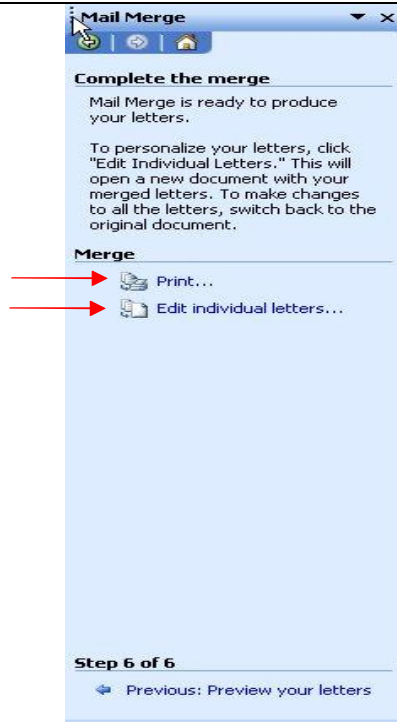


- To print the documents select Print Merged

Step 10

Document. Click "Print"

- To edit each letter, click on "Edit individual letters"
- To Close the Mail Merge Wizard click the X at the top of the Mail Merge window



Templates

- Create a document in Microsoft Word that contains all of the common elements that you will want
- Choose File>Save As
- Change the Save As Type to "Document Template"

(Now this page can be opened by another user and edited. The user will be forced to give the edited document a new name, keeping the original template intact.)

