Advanced Microsoft Word
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These exercises are scripted for MS Word Version 2003 for Windows. The steps may be slightly different for Word version 2002 and they will likely be very different for earlier versions.

1) Printing a **single envelope or label**.
    a) Open a new, blank document
    b) Click the **Tools/Letters and Mailings/Envelopes and Labels…** menu command.
    c) Click the Envelopes tab.
    d) Type the desired Delivery and Return addresses in the areas provided.
    e) Insert a blank envelope into your printer's paper tray in the direction that is indicated by the Feed area in the lower right of the window.
    f) Click the Print button. (Some printers will require you to actually have an envelope in the printer in order to even test this process.)
    g) *Optional Activity:* Click the Options button before printing in order to set other options. For example, under the Envelope Options tab, you can change the size of the envelope that you would like to use. You can also customize the exact position of the delivery and return addresses, and you can even have a barcode automatically print to your envelope to speed up postal delivery.
    h) *Optional Activity:* Click the Tools/Letters and Mailings/Envelopes and Labels… menu command and then click the Labels tab. Type the desired address, load the indicated type of Avery mailing labels in your printer's paper tray, and then click the Print button. With the "Full page of the same label" button selected, this will print a whole sheet of labels with the desired address. You can easily change the type of Avery mailing label by first clicking the Options button and choosing a different type of Avery mailing label there. If you select the "Single label" option, you must type the correct Row and Column number of the next available label on your half-used sheet of labels.

2) Creating a **form letter.**
    a) Open a new document.
    b) Choose the **Tools/Letters and Mailings/Mail Merge…** menu command.
    c) Click the Next: Starting document link in the bottom of the Mail Merge pane at the right.
    d) Click Next: Select recipients.
    e) Click the Type a new list option at the top of the Mail Merge pane.
    f) Click the Create… link to type a new list of people.
    g) Enter address information and click "New Entry" to add a friend's information to your "data source". Think of a data source as a database of address information. Continue typing other friends' addresses by successively clicking the New Entry button.
    h) When you are finished typing addresses, click the Close button and save the data source with a good filename such as Christmas Card Addresses, Bridge Club Friends, Landscaping Customers, etc. Microsoft recommends that you save all data sources to the default location on your hard drive called "My Data Sources". It's easiest to find data sources in that folder in the future to avoid having to type the addresses again.
    i) Click the OK button to verify that you want to use these fields and records in your form letter. You can uncheck someone's entry though to prevent a form letter from being created for them.
    j) Click Next: Write your letter at the bottom of the Mail Merge pane.
    k) Type "Dear" and then a single space in the blank document window.
    l) Click the View/Toolbars/Mail Merge menu command if there is not a checkmark next to it. Click the Insert Merge Fields icon on the Mail Merge toolbar above your document window and select the First Name field. Click the Insert button to insert the First Name field to the spot in your blank document where your cursor is blinking. You should see this in your document

    Dear «First_Name»

The «First_Name» represents the placeholder where your friends' first names will appear in the letter. Continue typing the rest of the letter. At any time, you may click the Close button on the Insert Merge Fields dialog window.

m) Press the Enter key two times and type the body of the message Hello, how are you?

n) Click Next: Preview your letters at the bottom of the Mail Merge pane.

o) Click the Merge rectangle in the bottom portion of the window if it appears.

p) You will now see the form letter made out to the first person in your data source. Click the double arrows at the top of the Mail Merge pane to move through the set of form letters to verify that each form letter will display a different friend's first name.

q) Click Next: Complete the merge at the bottom of the Mail Merge pane.

r) Click the Print… link and then click the OK button to print all of your form letters.

s) Save the document as "Form Letter" but realize that the data source has already been separately saved to your my Data Sources folder.

3) Printing **many envelopes** with Mail Merge.

a) Open a blank document.

b) Choose the **Tools/Letters and Mailings/Mail Merge…** menu command to bring up the Mail Merge Pane on the right side of your computer window.

c) Choose the Envelopes option under "Select document type".

d) Click Next: Starting document.

e) Click Next: Select recipients.

f) Click the use an existing list option under "Select recipients". Click the Browse like under "Use an existing list". Locate the data source file that you had saved in the previous exercise and double-click its icon in order to indicate that it contains the data (mailing addresses) that you wish to use on the envelopes. Click OK to confirm that you want to use all of the fields and records in this data source.

g) Click Next: Arrange your envelope

h) Click in the area where an address would be appropriate to see the Frame that Word has already placed to hold your address. You'll see a rectangle if you successfully single-click in this frame.

i) Click the Address block link under "Arrange your envelope" in the Mail Merge Pane.

k) Choose your desired address format by unchecking certain checkboxes and selecting the appropriate options. Click OK to confirm and close this window.

m) Click Next: Preview your envelopes.

n) Click Next: Complete the merge.

o) Click the Print link, click the OK button, and click the next OK button to start printing your envelopes. Make sure that you have loaded envelopes in your printer tray.

p) Close and save your document with the name **Mail Merge Envelopes**.

4) Printing **many mailing labels** with Mail Merge.

a) Open a blank document.

b) Choose the **Tools/Letters and Mailings/Mail Merge…** menu command to bring up the Mail Merge Pane on the right side of your computer window.

c) Choose the Labels option under "Select document type".

d) Click Next: Starting document.

e) Click Label options under "Change document layout". Select the appropriate Avery Product number and click OK.

e) Click Next: Select recipients.

f) Click the use an existing list option under "Select recipients". Click the Browse like under "Use an existing list". Locate the data source file that you had saved in the previous exercise and double-click its icon in order to indicate that it contains the data (mailing addresses) that you wish to use on the envelopes. Click OK to confirm that you want to use all of the fields and records in this data source.

g) Click Next: Arrange your envelope

h) Your blinking cursor should be located in the first label outline. Click Address block under "Arrange your labels".

i) Choose your desired address format by unchecking certain checkboxes and selecting the appropriate options. Click OK to confirm and close this window.

j) Click the Update all labels button under "Replicate labels".

m) Click Next: Preview your labels. You should now see all of the addresses placed into different label outlines.

n) Click Next: Complete the merge.

o) Click the Print link, click the OK button, and click the next OK button to start printing your envelopes. Make sure that you have loaded Avery label sheets in your printer tray.

p) Close and save your document with the name **Mail Merge Labels**.

5) Create and use **macros**.

a) Macros can help speed up editing and formatting. A macro allows you to combine multiple commands.

b) You must use the keyboard to set up a macro. That is, only keystrokes and mouse clicks can be recorded. You cannot record steps like dragging the mouse to select text. But if you can find keys such as F8 to select text and END to move cursor to the end of the line then you can record the macro.

c) First, plan out your steps that you want to record.

d) Click the menu command **Tools/Macro/Record New Macro**.

e) Type a suitable name for you macro but do not use any spaces or symbols in the name but do not use a name that is already taken by one of the many macros that are included with Word. If you do so, you'll overwrite the Word macro without a warning. So I recommend adding your name or initials as a prefix or suffix to the macro name such as cmReturnAddressBold where cm are my initials. To see a list of macros that are built into Word, click the Tools/Macro/Macros menu command and choose Word commands from the Macros drop-down list.

f) If desired type a description of the macro that you are about to create in the Description area.

g) For you first macro or two that you test, you may want to click the Store macro in drop-down list to the name of your file rather than "All Documents (Normal.dot)". If you do so, the macro will only work in this document but since you are learning this may be better than to apply your macro to all future documents that you create with Word in case you mess up this first example. Once you've practiced making and using macros then you can feel free to choose the All Documents (Normal.dot) option.

h) Click the Keyboard icon under the Assign macro to option.

i) Click a keyboard shortcut combination such as Alt + A (holding down the Alt key and striking the letter A). If you choose a key combination that is already used by another Word command or macro, you will be told with a message "Currently assigned to". For example, if you try to use the key combination Ctrl + C, you will be warned that the key combination is already assigned to the Copy command so you should use a different combination. Click the Assign button to confirm your keyboard shortcut combination and close the window.

j) Click OK to begin recording the macro. You'll notice that there is an icon of a cassette tape next to your cursor.

k) Perform the actions you want to record. For this example, press the Ctrl + B combination to enter bold mold, then type your return address such as

Mr. Minich
630 Evans Ave.
Wyomissing, PA 19610

Then press the Ctrl + B combination to exit bold mode.

l) Click the Stop Recording icon that is found on the floating Macro toolbar.

m) Now at any point in the future, you may play the macro, by clicking the menu command **Tools/Macro/Macros**, clicking the name of the macro (cmReturnAddressBold) and then clicking the Run button. Or, you can simply use the keyboard shortcut combination Alt + A!

n) This particular macro will only work in the current Word document that you have open since we saved it there to be safe. In the future, you will want to store your macros in "All Documents (Normal.dot)" so they can be used in any blank, new document that you create.

o) It may seem limiting that you can only record typed commands in a macro and you cannot record toolbar icon clicks. But there are equivalent keyboard commands for many familiar tasks such as: <Home> key to move the cursor to the beginning of the line, hold down <Shift> and press the <End> key to highlight the line of text, hold down <Shift> and press <F3> until all highlighted text becomes uppercase, and hold down the <Ctrl> key and press the <E> key to center the current line of text.

p) Here is a nice tutorial of recording a macro: www.rdg.ac.uk/ITS/Topic/WordProc/WoP2Kmac01

q) Click the File/Close command to close this document and do not save it to our computer lab network. We don't want you to record these macros to our school network. At home, if you saved the macro in "All Documents (Normal.dot)" there is no need to save the document either since it is now permanently stored in your copy of MS Word.

6) Defining your own custom **styles**.

a) Click the Styles and Formatting icon on the Formatting toolbar to bring up the Styles and Formatting task pane on the right side of the screen.

b) Click the New Style button.

c) Type a name in the name textbox.

d) In the Style type box, click Paragraph, Character, Table, or List to define the specific kind of style that you want to create.

e) Select the options that you want or click Format to see more options.

f) You can also select an existing section of text to base the new style on the formatting of that text.

g) To see a lot of existing styles created by Microsoft, click the **Format/Theme** menu command. Click Style Gallery. Click OK to bring a style into your document.

7) Use the **reviewing pane** when collaborating with other people on the same document.

a) Click the **View/Markup** menu command to be able to see comments, etc.

b) Click **Tools/Track Changes** menu command to be able to track all changes to the document

c) Click **Insert/Comment** menu command to add a comment

8) **Sort** data

a) Use the Table/Insert/Table command to create a table with 5 rows and 3 columns.

b) Type a word into each cell of the table.

c) Click the **Table/Sort…** menu command. Click the "My list has no header row" option at the bottom of the window. Change the "Sort by" option to the desired column number. Click the OK button. The words will sort automatically by whatever column you indicated.

d) Repeat the steps from the beginning but only highlight a few of the middle rows to see how you can selectively sort.

e) This technique does not have to be applied to a table. It can be performed on a list of words.

f) Click the File/Close menu command and do not save the document.

9) Create **web pages**.

a) In a blank document, use the Table/Insert/Table… menu command to insert a table with 3 columns and 5 rows.

b) Type text and insert clip art into the various cells of the table.

c) To make a hyperlink, highlight a word or a graphic, click the **Insert/Hyperlink** menu command. Click the Existing File or Web Page icon on the left side of this window. Then, type in a full web page

address as in. http://www.google.com or your email address as in mailto:cminich@aol.com with "mailto:" typed in front.

c) Click the menu command **File/Save as Web Page…** Type the filename **My Home Page**. But I recommend changing the "Save as type" to Web Page and not Single File Web Page.

d) Open up your My Documents folder and double-click the My Home Page file to open your web page in the Internet Explorer browser. You'll notice that any graphics that you inserted will be saved to a folder that was created when you saved the file. While you did create a web page, it is not yet uploaded to the Internet so you will not be able to see this web page on your home computer. It is beyond the scope of this workshop to teach you how to upload your web page and associated graphic files to a web server.

10) **Protect a document** so that others can view it but cannot easily modify it.

a) Open or create a document that you want to protect. Click the menu command **Tools/Protect Document**.

b) In the pane on the right side of the window, click the checkbox that says "Allow only this type of editing in the document". Then choose the desired option. For this exercise, choose the option "No changes (Read only)".

c) Click the "Yes, Start Enforcing Protection" button. For now, do not type a password, just click the OK button.

d) You'll notice that you are unable to make any changes to the document. The document is protected. But you may click the **Tools/Unprotect Document** menu command to turn off protection and edit it again.

e) If you want a password to be required in order to edit the document, fill in the optional password. But be careful not to forget your own password!

11) Create **forms** for easy & consistent data entry.

a) Type the following questions on separate lines of a blank document:

       1. What is today's date?
       2. What day of the week is it?
       3. Describe your mood (check all that apply):
       happy
       sad
       hungry
       tired

b) Click the **View/Toolbars/Forms** menu command.

c) Click your cursor after the question mark in question #1.

d) Click the Text Form Field button on the Forms toolbar.

e) Click the cursor after the question mark in question #2.

f) Click the Drop-Down Form Field button on the Forms toolbar.

g) Double-click the gray drop-down form field that you just inserted.

h) Type each day of the week (Sunday, Monday, etc) in the Add text box and click the Add button.

i) Click OK button.

j) Click the cursor in front of the word happy.

k) Click the Check Box Form Field button on the Forms toolbar.

l) Add check boxes in front of the options sad, hungry, and tired.

m) Click the Protect Form button on the toolbar and try editing text in your document.

n) You can now distribute this form and ask people to print it out after answering the questions. Everyone's form response will be consistent!

12) Future topics: creating Templates