11

SENIOR HIGH SCHOOL

DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF NEGROS ORIENTAL
REGION VII
Kagawasan Ave., Daro, Dumaguete City, Negros Oriental

Empowerment Technologies

Quarter 3 – Module 3:
ADVANCED WORD PROCESSING SKILLS

ALTERNATIVE DELIVERY MODE
ADM

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Media and Information Literacy – Senior High School
Alternative Delivery Mode
Quarter 3 – Module 3: Advanced Word Processing Skills
Second Edition, 2021

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Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.

What I Need to Know

This module was designed and written with you in mind. It is here to help you master the context of Empowerment Technologies. It contains varied activities that can help you as a Senior High School student to succeed in environments that require the use of computer and the Internet.

The module contains lesson in Advanced Word Processing Skills

Happy learning!

Content Standard:

- The learners demonstrate an understanding of: ICT in the context of global communication for specific professional track

Performance Standard:

- The learners shall be able to: independently compose an insightful reflection paper on the nature of ICT in the context of their lives, society, and professional tracks (Arts, Tech Voc, Sports, Academic)

MOST ESSENTIAL LEARNING COMPETENCIES (MELC):

- Uses common productivity tools effectively by maximizing advanced application technologies **CS_ICT11/12-ICTPT-Ic-d-4**

After going through this module, you are expected to:

1. Create mail merge and label generation
2. Integrate images and external materials.

What I Know

Let us determine how much you already know about the Current and Future Tends of Media and Information by answering the questions below. Use your notebook / worksheet for your answers.

A. Multiple Choice: Select the letter of the best answer from the given choices.

1. Which of the following cannot be inserted in your document?
   A. Chart B. Clip Art C. Shape D. Sound

2. Which of the following is not a component of the mail merge?
   A. File name C. Main Document
   B. Data source D. Merge Document

3. What feature of Microsoft Word allows you to efficiency create documents that have the same general content but may have different recipients or purpose
   A. Print merge B. Mail merge C. View merge D. Send merge

4. Where can you find the Start Mail Merge button?
   A. File tab B. Home tab C. Mailing tab D. Layout tab

5. What types of document can you create using mail merge?
   A. Posters B. Letters C. Envelopes D. Labels

6. What button allows you to see the result of your mail merge even before you print or send it out?
   A. Address block C. insert merge field
   B. greeting line D. Preview results

7. What file contains the information you need to merge with your main document?
   A. Address block B. Greeting line C. Contact List D. Directory

8. What are the steps in creating a simple mail merge?
   A. Create data source; insert place holders; preview; print
   B. Create main document; create data source; insert place holders; preview
   C. Preview; insert place holders; create form document; print
   D. Create form document; preview; insert place holders; print

9. Under what ribbon group does “Insert ► Shape” fall?

A. Media B. Pages C. Illustrations D. Apps

10. What image compression / file type is capable of displaying simple animation?

A. .gif B. .bmp C. .jpg D. .tiff

11. Among the text wrap options, which one allows you to place an image or external material in line with the text, treating the image like how a text is treated?

A. Square B. In line with text C. Tight D. Through

12. What external material allows you to insert organizational or structural templates like organizational charts and flow charts on your document?

A. Smart Art B. Chart C. Screenshot D. Pictures

13. Which image compression type allows you to display images in full color just like in digital pictures?

A. .tiff B. .gif C. .jpg D. .bmp

14. Where can you find the Citations and Bibliography in MS Word?

A. Mailing tab B. Home tab C. Reference tab D. Insert

15. What features of MS Word that corrects common spelling errors well as capitalization?

A. AutoFormat C. Auto checker

B. Grammar Checker D. AutoCorrect

B. Answer the following questions briefly.

1. Describe briefly how you can insert pictures or image in a word document.

_____
_____
_____
_____

2. How important is the mail merge feature of MS Word in different organization?

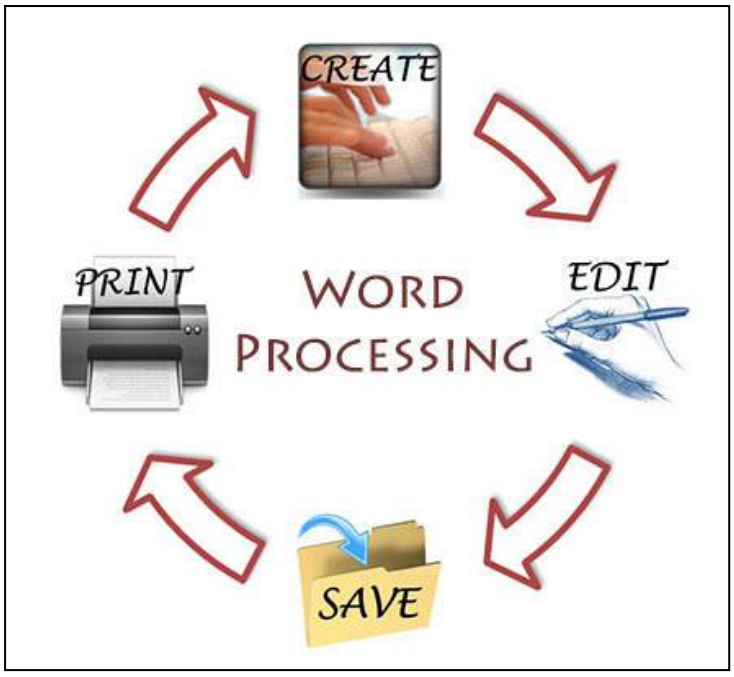
_____
_____
_____
_____

ICT Advanced Word Processing Skills

What's In

Word processors, though a typical tool within the workplace, can be quickly tricky from time to time especially if you are typing a letter or making simple invitations. By doing so, the number of features that we utilize, particularly in Microsoft Word 2016, is merely superficial. In fact, even the most common tasks you always do will be automated further making your work more efficient and effective.

In this module, you will learn mail merge and the three essential components, insert images and other external materials.



(sunybroome.edu,2021)

What's New

Activity 1: Scenery Drawing

Open MS Word and create a simple drawing of a scenery or a person using the available shapes in MS Word. Be creative. Your work should be printed in a short bond paper. Refer to the scoring rubric below for your grading.

Criteria	4	3	2	1
Creativity and Originality	The work demonstrates superior creativity and originality in the selection of the visuals.	The work demonstrates good use of creativity and originality in the selection of the visuals.	The work demonstrates average use of creativity and originality in the selection of the visuals.	The work demonstrates little evidence of creativity and originality in the selection of the visuals.
Composition and Design	Artwork exhibits masterful execution of balance, emphasis, pattern, unity, color, and contrast.	Artwork exhibits good composition and design elements.	Composition demonstrates limited knowledge of design elements.	Ideas are expressed with no unity in composition.
Color	Color choice and application enhances the idea being expressed. The use of color is attractive and appealing.	Artwork exhibits good choice. Color is effective in expressing the idea.	Color choice and application shows some knowledge of color theory and relationships.	Ideas could have been expressed better with other color choices and better application.

What is It

ADVANCED WORD PROCESSING SKILLS

What is word processing?

The act of utilizing a computer to produce, edit, save, and print documents is known as word processing. Word processing requires specialist software (sometimes known as a Word Processor). Microsoft Word is one example of a word processor, although other word processing apps are also commonly used. Microsoft Works Word Processor, Open Office Writer, Word Perfect, and Google Drive Document are just a few examples.

A word processor is a piece of software that allows you to create, store, and print typed texts. Word processors are now one of the most widely used computer software products, with Microsoft Word being the most popular.

Examples and Top Uses of a Word Processor

A word processor is one of the most used computer programs because of its versatility in creating a document. Below is a list of the top examples of how you could use a word processor.

1. **Book** - Write a book.
2. **Document** - Any text document that requires formatting.
3. **Help documentation** - Support documentation for a product or service.
4. **Journal** - Keep a digital version of your daily, weekly, or monthly journal.
5. **Letter** - Write a letter to one or more people. Mail merge could also be used to automatically fill in the name, address, and other fields of the letter.
6. **Marketing plan** - An overview of a plan to help market a new product or service.
7. **Memo** - Create a memo for employees.
8. **Report** - A status report or book report.
9. **Résumé** - Create or maintain your résumé.

Example of Word Processor Programs

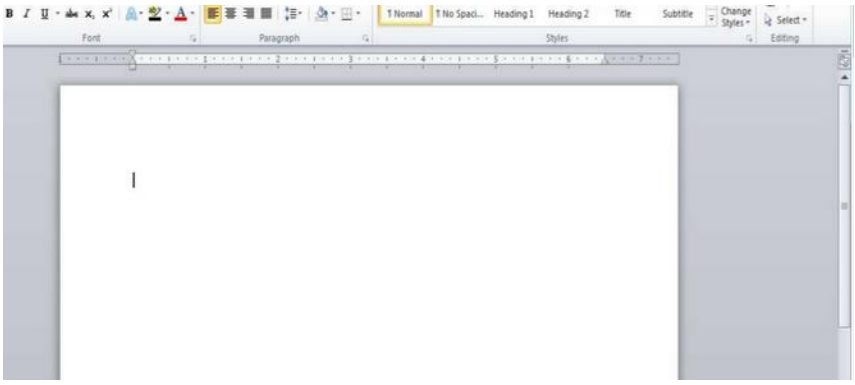
Although Microsoft Word is the most popular word processor available, other options are available. Below is a listing of some popular word processors in alphabetical order.

1. Abiword.	9. Microsoft WordPad.
2. Apple iWork - Pages.	10. Microsoft Works (discontinued).
3. Apple TextEdit - Apple macOS included word processor.	11. SoftMaker FreeOffice -> TextMaker (free).
4. Corel WordPerfect.	12. OpenOffice -> Writer (free).
5. Dropbox Paper (online and free).	13. SSuite -> WordGraph (free).
6. Google Docs (online and free).	14. Sun StarOffice (discontinued).
7. LibreOffice -> Writer (free).	15. Textilus (iPad and iPhone).
8. Microsoft Office -> Microsoft Word	16. Kingsoft WPS Office -> Writer (free).

Microsoft Word – is a word processor developed by Microsoft. It was first released on October 25, 1983. It is also known as MS Word.

How to open MS Word using shortcut keys?

- Press **"Windows Logo" + R** then type "**winword**" then enter.



Features of a word processor

A word processor, unlike a basic plaintext editor, has various additional tools that can help your document or other content look more professional. A list of some of the most common features of a word processor is provided below.

Adjust the layout - Capable of modifying the margins, size, and layout of a document.

AutoCorretct – corrects common spelling errors well as capitalization

AutoFormat – applies formatting to text, e.g. number listing, bullet, hyperlinks.

Collaboration - More modern word processors help multiple people work on the same document at the same time.

Copying, cutting, and pasting - Once text is entered into a document, it can be copied or cut and pasted in the current document or another document.

Find - Word processors give you the ability to quickly find any word or text in any size of the document.

Grammar Checker – proofreads documents for grammar, writing styles, sentence structure errors and reading statistics.

Headers and footers - Being able to adjust and change text in the header and footer of a document. The headers and footers of a document can be customized to contain page numbers, dates, footnotes, or text for all pages or specific pages of the document.

Indentation and lists - Set and format tabs, bullet lists, and number lists.

Insert tables - Add tables to a document.

Import data - Import and format data from CSV, database, or another source.

Template – a document that contains the formatting necessary for a specific document type

Text formatting - Changing the font, font size, font color, bold, italicizing, underline, etc.

Tables – organize information into rows and columns

Text Wrap – adjusts how the image behaves around other objects or text.

Thesaurus - Look up alternatives to a word without leaving the program.

Macros - Setup macros to perform common tasks.

Mail Merge – a feature that allows you to create document and merge the them with another document or data file.

Mailers and labels - Create mailers or print labels.

Multimedia - Insert clip art, charts, images, pictures, and video into a document.

Multiple windows - While working on a document, you can have additional windows with other documents for comparison or move text between documents.

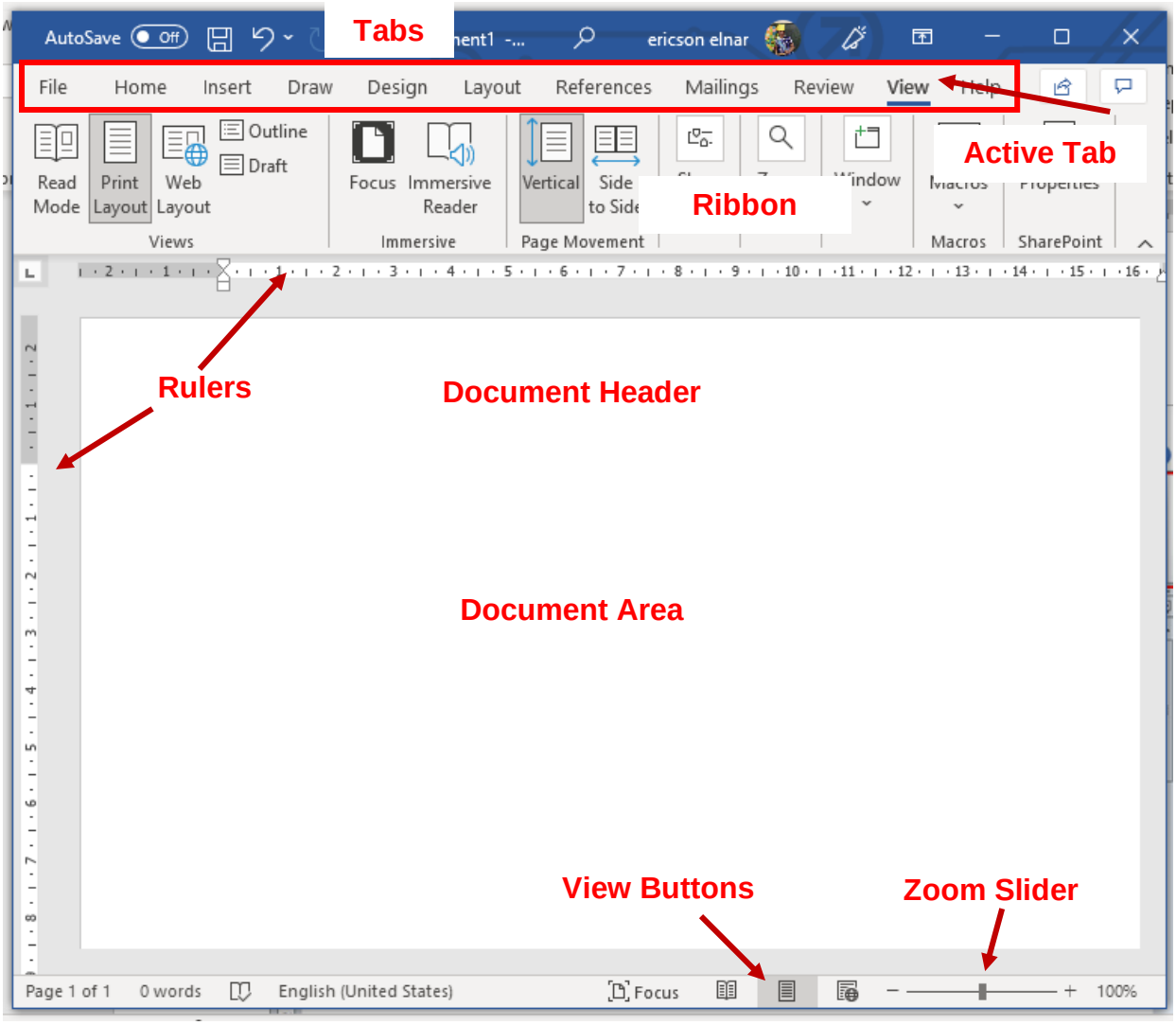
Search and Replace - You can use the Search and Replace feature to replace any text throughout a document.

Spelling and Grammar - Checks for spelling and grammar errors in a document.

Word wrap - Word processors can detect the edges of a page or container and automatically wrap the text using word wrap.

Keyboard Shortcuts

	Functions		
Ctrl + A	Select All	Ctrl + M	Tab
Ctrl + B	Bold Text	Ctrl + N	Create a new document
Ctrl + C	Copy Text	Ctrl + O	Open a document
Ctrl + D	Show Font Dialog Box	Ctrl + P	Display Print dialog box
Ctrl – E	Align Text to Center	Ctrl + R	Align Text to Right
Ctrl + F	Display Find Dialog Box	Ctrl + S	Save a document
Ctrl + G	Display Go To Dialog Box	Ctrl + U	Underline Text
Ctrl + H	Display Replace Dialog Box	Ctrl + V	Paste a copied text
Ctrl + I	Italize Text	Ctrl + X	Cut a selected Text
Ctrl + J	Justify Text	Ctrl + Y	Redo the last undone action
Ctrl + L	Align Text Left	Ctrl + Z	Undo the last action



Home Tab - allows you to change document settings, such as the font properties, add bullets or a numbered list, adjust styles, and other common features.
Text Alignment – Left, Right, Center and Justify

Insert Tab – is used to insert different features such as tables, pictures, clip art, shapes, charts, page numbers, word art, headers, and footers into a document.

Page Layout – refers to the arrangement of text, images, and other objects on a page. Pages sizes are Short (letter) - .8.5" by 11" ; Long(Folio) – 8.5" by 13"; A4 – 8.27" by 11.69"

Page Orientation – Portrait and Landscape

Image Placement

In line with text – This is the default setting for images that are inserted or integrated in a document.

Square – This setting allows you to insert a picture anywhere in the paragraph, with the text wrapping around it in a square pattern, similar to a frame.

Tight – This is almost the same as the square setting, but here the text "hugs" to the general shape of the image.

Through – This setting allows the text on your document to flow even tighter, taking the contour and shape of the image.

Top and Bottom – This setting pushes the text away vertically to the top and / or the bottom of the image so that the image occupies a whole text line on its own.

Behind Text – This allows your image to be dragged and place anywhere on your document but all text floating in front it.

In front of Text – This setting allows your image to be placed right on top of the text as if your image was dropped right on it.

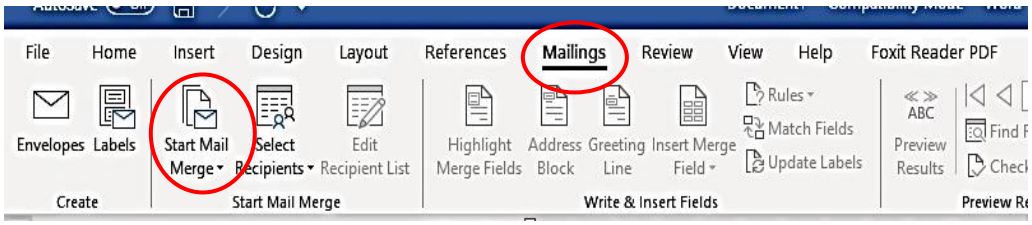
Mail Merge- Feature of MS word that allows you to efficiently create documents that have the same general content but may have different recipients or purpose.

Three Components of Mail Merge:

1. **Main Document -** the letter that contains the email information for each of the merged document that can be letter, stationery, or template. It also contains the field names which contains the instructions for merging.
2. **Data Source** - is a collection of data that will be merged into a document, such as a list of names and addresses for a mail merge. Before it can use the data in it, it must be connected to the data source.
3. **Merge Document** - this is also a word processing document that is the generated output after executing the merge process.

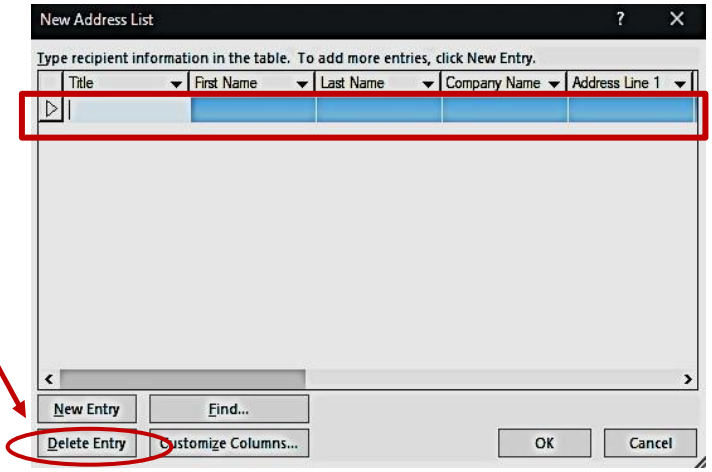
STEPS
Creating a Form Letter:

1. Open MS Word and click the **Mailings** tab.



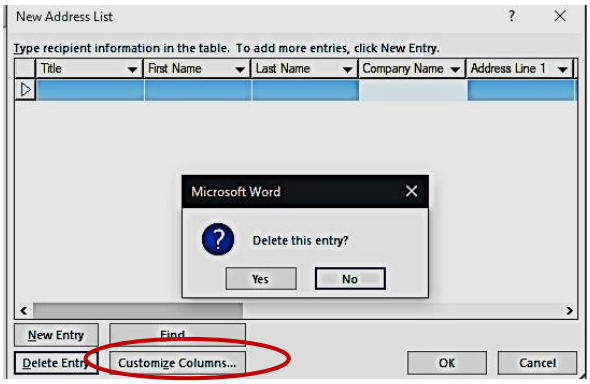
2. Click the **Start Mail Merge** command.
3. Select Step by Step Mail Merge Wizard and a Mail Merge task pane will appear at the right side of the document.
4. Choose the type of document you want to create. If you want to create a letter, select **Letter. Six main steps** in guiding you to complete a merge will be displayed at the bottom.
5. Click **Next: Starting document** to move to Step2.

6. Select **Use the current document.** Click Next: Select recipients to move to Step 3.
7. From the Mail Merge task pane, select Type a new list, then click Create.
8. The dialog box of New address list appears, displaying fields that Word assumes you need. Select an entry that you don't need and click the Delete button. Use the Tab key to move form cell to cell.



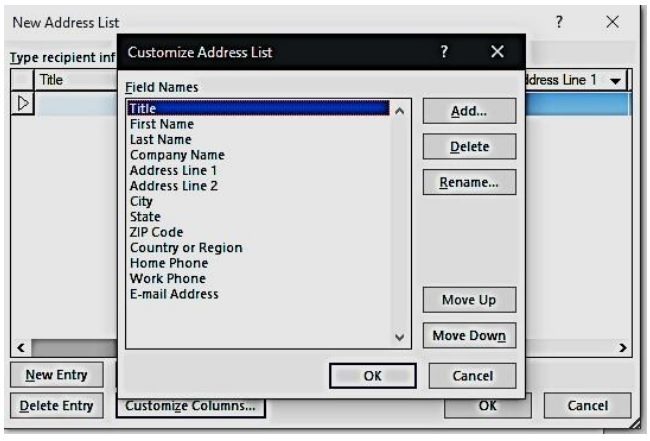
Note:

- ✓ When you delete, a confirmation dialog box will appear.



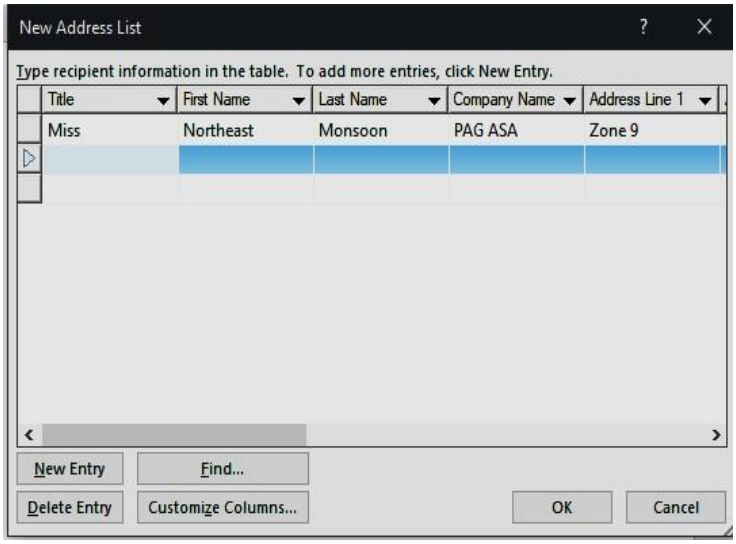
- ✓ To customize the address list, click **Customize Columns** button at the bottom of the window.

- ✓ The dialog box of **Customized Address List** will appear. The resulting window lists the **Field Names** provided. When you are done, click **OK** then customized fields appear as column headings in the **New Address List** dialog box.

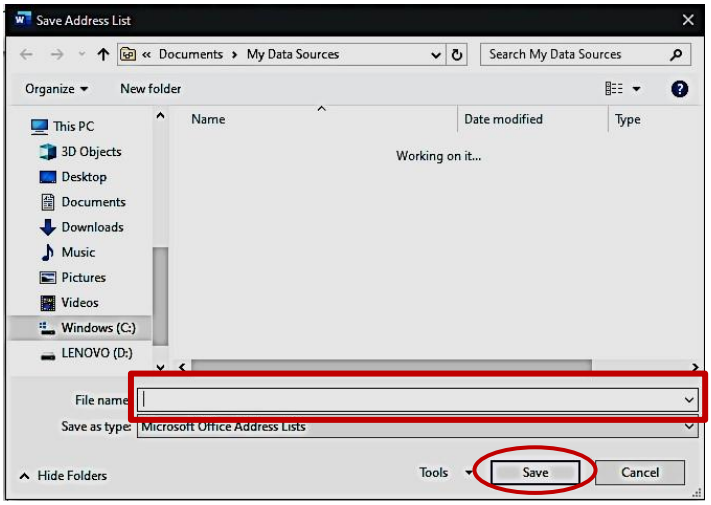


- ✓ Fill in the recipient list by typing the record's data. Type the information that's appropriate to each field, then press **TAB** of the keyboard to enter the next field. After filling in the last field, add another record just press the TAB key

after inputting the last field. When you press the TAB key on the last field in a record, a new record is automatically created and added on the next line.

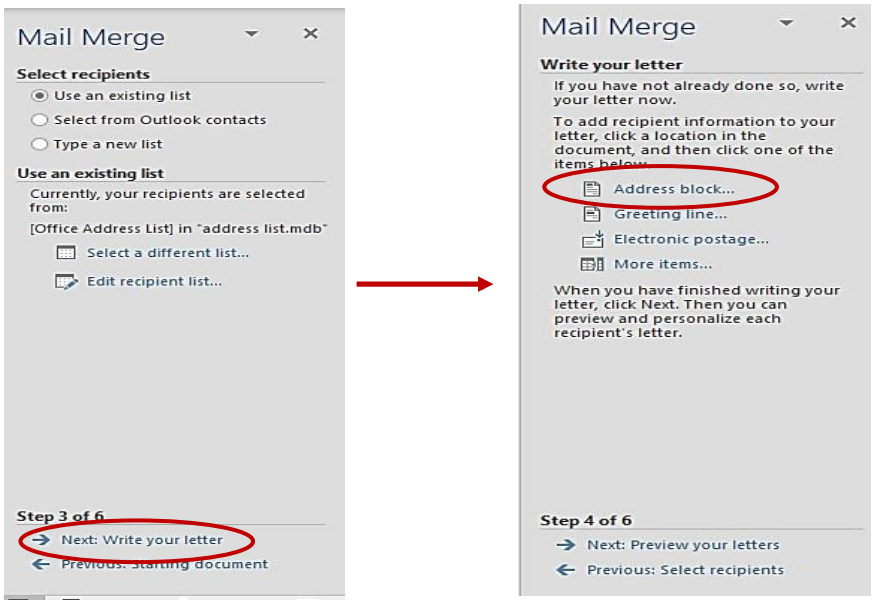


9. Click **OK** after filling the recipient list. A special **Save As dialog box** pops up, allowing you to save the recipient list. Type a name for the address list then click the **Save** button.



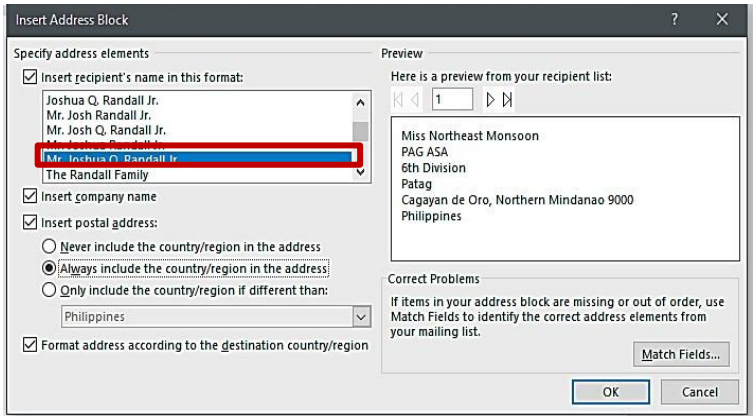
Creating the form letter

1. Click **Next: Write your letter.** Click the **Address Block** button to insert an address block into your letter.



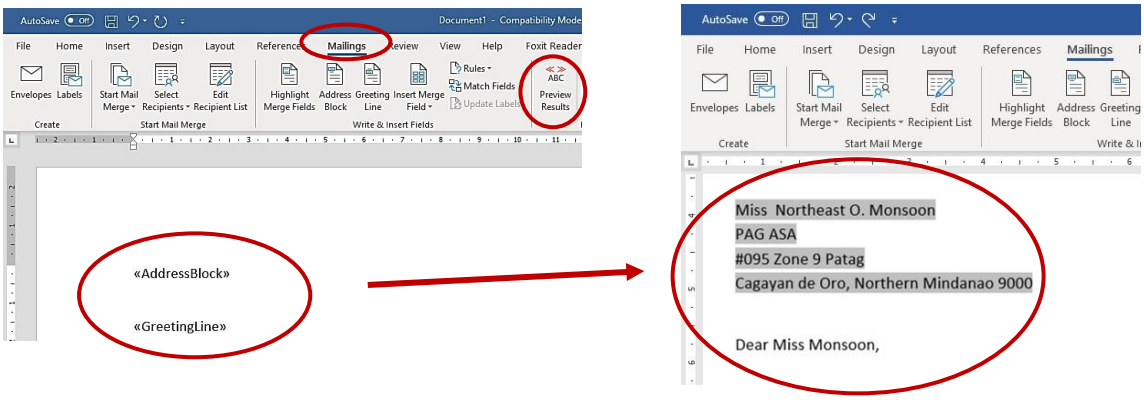
2. Dialog box of Insert **Address Block** appears. Choose the desired format for the address block and click **OK**. The placeholder of **Address Block** will appear in the document.

Note: Use **Match Fields** button to match your field names with the required fields to correct problems. This may be essential if you created the address list in another program such as **Excel** if not, just click **OK** directly without clicking match fields.



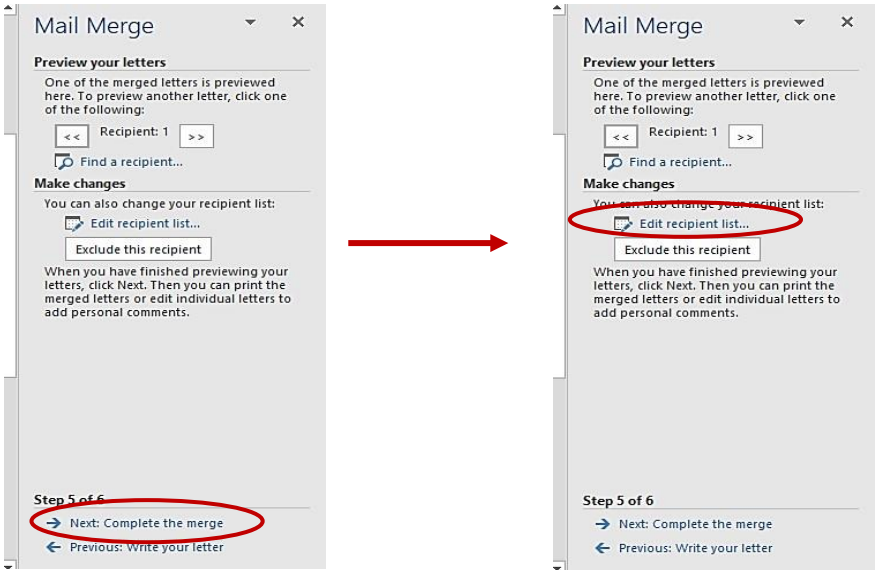
3. Click **Greeting Line** from the Mail Merge task pane to insert a greeting line into your document. A dialog box of **Insert Greeting Line** will appear. In the dialog box, choose a format for the greeting line and click **OK**
After placing these, you may then start writing the content of the letter.

4. To view your merged data, click the **Preview Results** button on the Mail Merge task pane or on the ribbon to replace the merge fields with data from your recipient list.

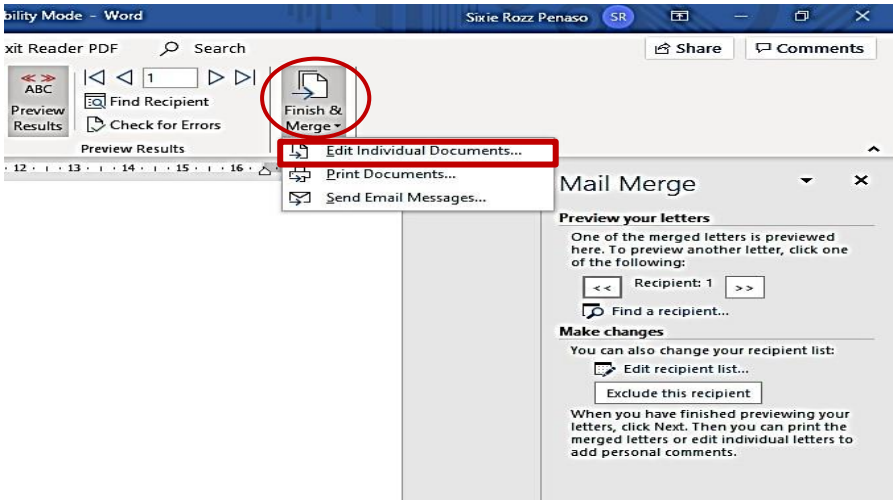


5. Click the **Next: Complete merge** on the mail merge task pane and choose **Edit Individual Documents**. You may also click **finish & merge** button on the preview results section of the ribbon.

Option A

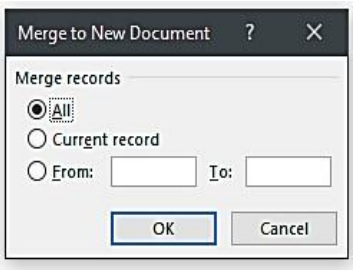


Option B



Note:

When you click the **Edit Individual Documents**, a **Merge to New Document dialog box** will appear and choose **All** if you have more than 1 recipient and click **OK**. After that, you will then see the full merged letter without writing to them one by one. When this is done, you can now print your work.



Label Generation

The Label Generator is part of Microsoft Word's mail merging feature. Once you've printed off your form letters, it only makes sense to deliver them to individual recipients in an envelope with the appropriate address printed directly on it or on a mailing label to adhere to. By adopting a technique that is almost identical to that of a regular mail merge. Individual addresses will be printed on a standard form that Microsoft Word has previously pre-formatted. Simply put, it creates a blank form document that looks like a blank label or envelope of a pre-determined size and prints the information, which is often individual addresses, from the data file you specified. As a result, even when producing labels, the key components of creation are there.

Inserting images and External Materials:

It's a lot of fun to incorporate or insert photographs into your work, and it improves the overall impression. When constructing a resume, one of the most typical ways to integrate a photo into a document is to do so. The numerous types of elements that you can insert or integrate in a Word document and their qualities can help you build a more efficient, richer document in both content and physical form, despite the fact that it appears simple to execute. You'll be more efficient and versatile in using Microsoft Word if you have a deeper understanding of the physical form of your document as well as the various materials you incorporate into it.

1. **Pictures** – These are photos or electronic or digital images that you've saved on a local storage device. Picture files are divided into three categories. The extension on their file names can help you identify them.

    a. **.JPG** – this is pronounced as “jay-peg” and is the short from for .jpeg or Photographic Experts Group. It defines the type of data compression procedure it utilizes, just like the rest of the picture file extensions, to make it more compatible and portable over the internet. Because this form of picture file supports 16.7 million colors, it's ideal for working with full-color photographic photos.
    b. **.GIF** – stands for Graphics Interchange Format, a type of image file capable of displaying transparencies. As a result, it blends well with other materials or features in your page. In addition, it can display rudimentary animation. On a printed paper, this may not be very useful, but if you're distributing documents electronically, via email, or even posting documents to a website, this may be rather spectacular. Logos, little text, black and white images, and low-resolution files all benefit from GIF.
    c. **.PNG** – this is pronounced as “ping”. It stands for Portable Network Graphics. It was built around the capabilities of .GIF. Its development was primarily for the aim of speedier image transmission via the internet. It's also good with transparency, but not in the same way.

GIFs do not support animation, but they can display up to 16 million colors, so the image quality for this file type has improved dramatically. It provides for the management of image transparency and opacity.

2. **Clip Art** – This is generally a .GIF type, live art drawings or images used as generic representation for ideas and objects that you might want to integrate in your document. Microsoft Word includes a clip art library that may be downloaded and used for free. Other clip arts from third-party vendors are also available to purchase or download and use for free.

3. **Shapes** – these are printable objects or materials that you may use in your document to improve its design or provide you with some tools to help you compose and communicate ideas or messages in a more professional manner. If you are designing the layout for a poster or other graphic material for advertising, you might find this useful.

4. **Smart Art.** – Generally, these are predefined sets of different shapes grouped together to form ideas that are organizational or structural in nature. If you want to graphically represent an organization, process, relationships, or flow for infographic documents, then you will find this easy and handy to use.

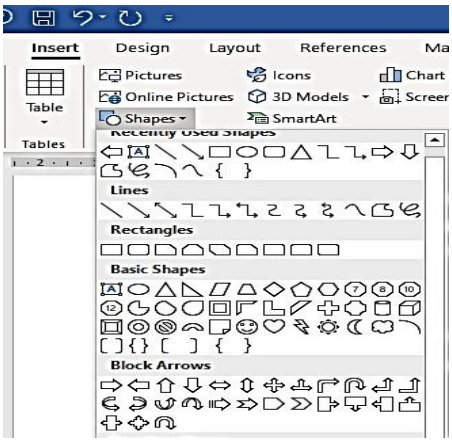
5. **Chart**– Another type of material that you can integrate in your Word document that allows you to represent data characteristics and trends. This is quite useful when you are preparing reports that correlate and present data in a graphical manner.

6. **Screenshot** – Sometimes, creating reports or manuals for training or procedures will require the integration of a more realistic image of what you are discussing on your report or manual. Nothing can get you a more realistic image than a screenshot.

Steps in Inserting Picture from a File:

1. Click the area where you want to insert the picture in your document.
2. Click **Insert Tab** then go to **Illustrations** group and click **Pictures**. Insert picture **dialog box** will appear.
3. Choose the picture you want to insert and click insert.

Steps in Inserting SHAPE



1. Click **Insert Tab** then go to **Illustrations** group and click **Shapes**.
2. Click the shape that you want and click the area in your document where the shape will be placed.

Steps in Inserting SmartArt

1. Click **Insert Tab** then go to **Illustrations** group and click **SmartArt**. A dialog box will appear. Select from the list of SmartArt that you want and click OK.

Steps in Inserting Chart

1. Click in the document where you want the Chart to be placed.
2. Click **Insert Tab** then go to **Illustrations** group and click **Chart**. A dialog box will appear. Select the type of chart that you want and click **OK**. MS Excel window will appear with the chart.
3. Edit the data in MS Excel window. You can close Excel after editing the chart.

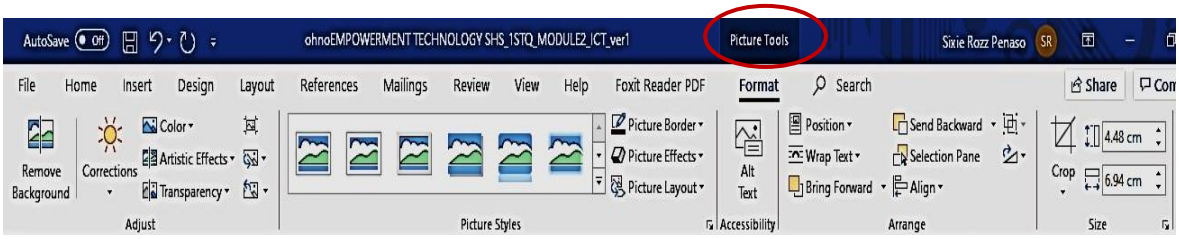
Steps in Formatting Illustrations in MS Word

Resizing Illustrations

1. Click image and **sizing handles** will appear. Click and drag any of the sizing handles.

Format Pictures and Clip art

1. Select the picture that you want to format. A **Format tab** of the **Picture**



Tools will appear.

Picture Tools:

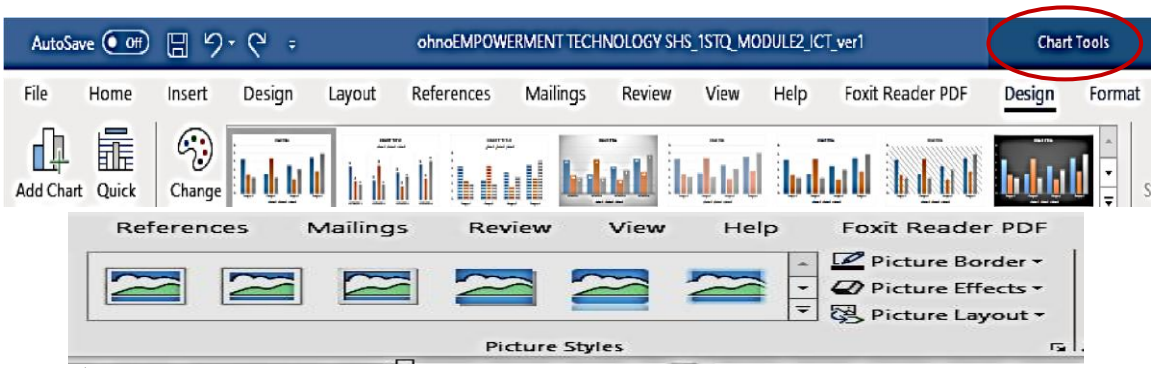
1.

- Improves brightness, contrast and sharpness
2.

- Changes color quality

3.

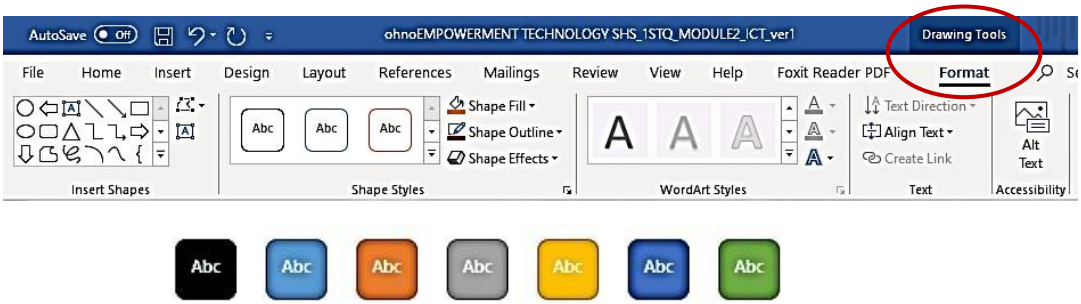
- Provides various artistic effects
4.



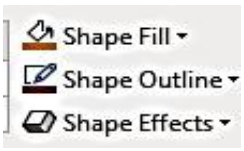
- ✓ Adds visual style to the whole picture or clip art, click **Picture Styles**
- ✓ Click **Picture Border** to add border.
- ✓ Click **Picture Effects** to add visual effects.

Format Shapes

Click the shape so the **Format Tab** of the **Drawing Tool** will appear.



To quickly change the appearance of the shape, click the drop down arrow of the Shape Styles then click one of the gallery of shape styles.



You may also click any of these buttons if you want to fill the shape with color, change the line width or style, or add effects to the shape

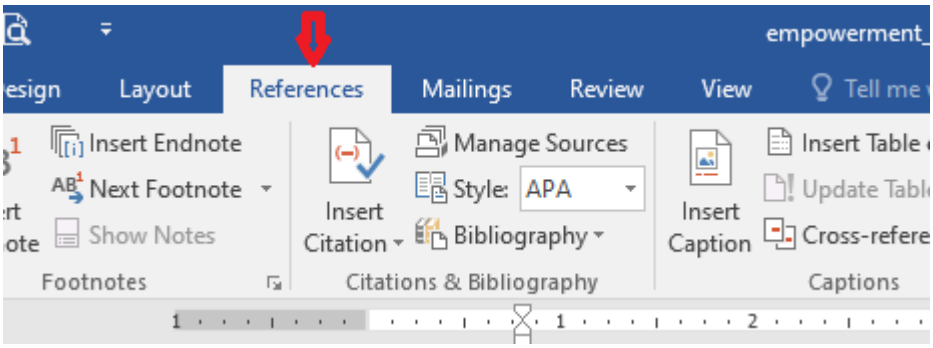
Format Chart

1. Select the chart that you want to format. **Design, Layout, and Format** tabs of the **Chart Tools** will appear.
2. To edit the data of the chart, click **Edit Data** of the **Data** group under the **Design** tab. An MS Excel window will appear where you will edit the data. Close this window as soon as you are done.

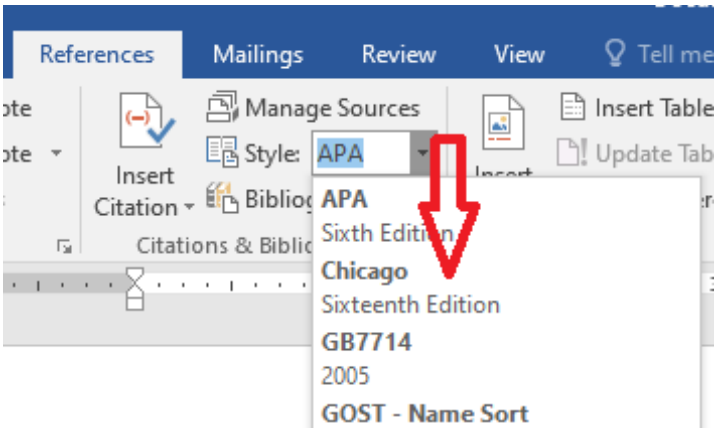
3. To add labels to your chart, go to the **Layout** tab and click the appropriate button in the **Labels** group.
   Note: The steps may vary in Office 365 version.

How to Insert Citation in Chicago Style?

1. Hover your mouse to the References Tab.

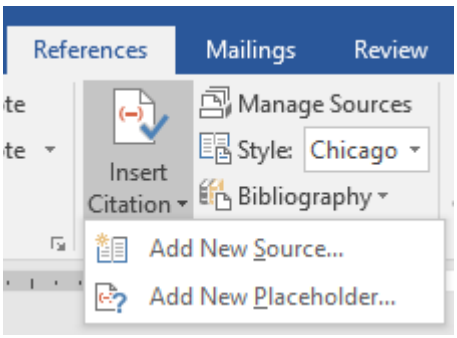


2. Under Citations and Bibliography group, Click the style that you want to use for the citation by clicking the down arrow, e.g. you can change APA style to "**Chicago** Style"



3. Click "Insert Citation" and choose "Add New Source", then *Create Source Window* will appear.

4. In the "Create source" box, type in the citations details, and then click OK

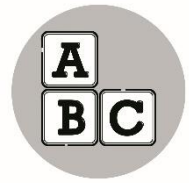


Create a bibliography from your Sources

If you want to create a bibliography from your sources, do the following:

1. Click where you want to insert a bibliography. Typically, they are at the end of a document.
2. On the **References** tab, in the **Citations & Bibliography group**, click **Bibliography**.

Similar to the Table of Contents builder in Word, you can select a predesigned bibliography format that includes a title, or you can just click **Insert Bibliography** to add the citation without a title.



What's More

Activity 2: Inserting and Editing Pictures

Open MS Word and create a travelogue of a favorite place you have visited currently or in the past. Provide descriptions of the places you have been to and what is nice about the place. Embed pictures using Wrap Text in Tight. Set the brightness at 0% and contrast at 20%. Place a Picture Border of your choice. Do not put any artistic effects on the pictures. Other requirements: choose a font style of your choice, size 12, paragraph alignment should be justified, line spacing is 1.15. Your work should be **printed** in a short bond paper. Refer to the scoring rubric below for your grading.

Criteria	4	3	2	1
Required elements **Weight: (x2)** • Images • Formatted images • Font size • Justified • Line spacing	Images are present. All images are formatted, bordered and followed specific brightness and contrast requirement. Font size is 12, paragraph alignment is justified and line spacing is 1.15.	4 of the requirements are met.	Only 2 of the requirements is met.	Only 1 of the requirements is met. Project is unacceptable.
Formatting, Design, Artistry **Weight: (x1)**	Project contains excellent formatting, page layout, and all words are clear and easy to read. Overall, aesthetically pleasing and attractive to look.	One of the following could be improved: formatting, page layout, readability, or aesthetics.	Two of the following could be improved: formatting, page layout, readability, or aesthetics.	The project is not formatted, page layout is incomplete, contents are difficult to read, and not visually appealing.
Grammar and Mechanics **Weight: (x1)**	There are no grammar or spelling errors.	There are some minor grammar and spelling errors.	There are some errors in grammar and spelling.	There are excessive grammar and spelling errors.

What I Can Do

Activity 3: Mail Merge and Label Generation

1. Let us expand your list from 10 to 20. Again, it might be a good idea to collaborate and exchange names and addresses with your classmates. Also, add additional fields on your list so that it includes Email Address.
2. On your MS Word, open your merged document. Go to the Mailing tab and modify your recipient list so that you have Email Address on the last column and ten more additional entries on your list.
3. Examine as well how you can quickly add an address block and a greeting line through the ribbon.
4. Generate labels using your recipient list.

Category	**Exemplary**	**Accomplished**	**Developing**	**Beginning**	**Score**
Skills	All skills in Advanced Word processing are applied	Most skills in Advanced Word processing are applied	Some skills in Advanced Word processing are applied	Few or no skills in Advanced Word processing are applied	
Content	The output exceeds the expectations.	The output contains minimal errors	The output is somewhat complete	The output is incomplete	
Correctness	The output is free from errors.	The output contains minimal errors.	The output has several errors.	The output contains many errors.	
Efficiency	Able to finish the task in the most effective way without wasting time and effort	Able to finish the task in the projected amount of time.	Able to complete the task but used methods that consumed more time or resource.	Used the least efficient method in finishing task.	

Assessment

A. Multiple Choice: Select the letter of the best answer from the given choices.

1. Which of the following cannot be inserted in your document?
   A. Chart B. Clip Art C. Shape D. Sound

2. Which of the following is not a component of the mail merge?
   A. File name C. Main Document
   B. Data source D. Merge Document

3. What feature of Microsoft Word allows you to efficiency create documents that have the same general content but may have different recipients or purpose
   A. Print merge B. Mail merge C. View merge D. Send merge

4. Where can you find the Start Mail Merge button?
   A. File tab B. Home tab C. Mailing tab D. Layout tab

5. What types of document can you create using mail merge?
   A. Posters B. Letters C. Envelopes D. Labels

6. What button allows you to see the result of your mail merge even before you print or send it out?
   A. Address block C. insert merge field
   B. greeting line D. Preview results

7. What file contains the information you need to merge with your main document?
   A. Address block B. Greeting line C. Contact List D. Directory

8. What are the steps in creating a simple mail merge?
   A. Create data source; insert place holders; preview; print
   B. Create main document; create data source; insert place holders; preview
   C. Preview; insert place holders; create form document; print
   D. Create form document; preview; insert place holders; print

9. Under what ribbon group does “Insert ► Shape” fall?
   A. Media B. Pages C. Illustrations D. Apps

10. What image compression / file type is capable of displaying simple animation?
    A. .gif B. .bmp C. .jpg D. .tiff

11. Among the text wrap options, which one allows you to place an image or external material in line with the text, treating the image like how a text is treated?

A. Square B. In line with text C. Tight D. Through

12. What external material allows you to insert organizational or structural templates like organizational charts and flow charts on your document?

A. Smart Art B. Chart C. Screenshot D. Pictures

13. Which image compression type allows you to display images in full color just like in digital pictures?

A. .tiff B. .gif C. .jpg D. .bmp

14. Where can you find the Citations and Bibliography in MS Word?

A. Mailing tab B. Home tab C. Reference tab D. Insert

15. What features of MS Word that corrects common spelling errors well as capitalization?

A. AutoFormat C. Auto checker
B. Grammar Checker D. AutoCorrect

B. Answer the following questions briefly.

1. Describe briefly how you can insert pictures or image in a word document.

_____
_____
_____
_____

2. How important is the mail merge feature of MS Word in different organization?

_____
_____
_____
_____

Additional Activity

Activity 6: Practice 101- Using Mail Merge Wizard

1. Open an **existing** Word document, or create a **new** one.
2. From the **Mailings** tab, click the **Start Mail Merge** command and select **Step-by-Step Mail Merge Wizard** from the drop-down menu.

The Mail Merge pane will appear and guide you through the **six main steps** to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a **recipient list**.

Step 1: From the Mail Merge task pane on the right side of the Word window, choose the **type** of document you want to create. In our example, we'll select **Letters**. Then click **Next: Starting document** to move to Step 2.

Step 2: Select **Use the current document**, then click **Next: Select recipients** to move to Step 3.

Step 3:

Now you'll need an address list so Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

1. Select **Use an existing list**, then click **Browse** to select the file.

2. Locate your file, then click **Open**.

3. If the address list is in an Excel workbook, select the **worksheet** that contains the list, then click **OK**.

4. In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each box to control which recipients are included in the merge. By default, all recipients should be selected. When you're done, click **OK**.

5. Click **Next: Write your letter** to move to Step 4.

If you don't have an existing address list, you can click the **Type a new list** button and click **Create**, then type your address list manually.

Step 4:

Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same; only the **recipient data** (such as the **name** and **address**) will be different. You'll need to add **placeholders** for the recipient data so Mail Merge knows exactly where to add the data.

To insert recipient data:

1. Place the insertion point in the document where you want the information to appear.

2. Choose one of the **placeholder** options. In our example, we'll select **Address block**.

3. Depending on your selection, a dialog box may appear with various customization options. Select the desired options, then click **OK**.

4. A placeholder will appear in your document (for example, **«AddressBlock»**).

5. Add any other placeholders you want. In our example, we'll add a **Greeting line** placeholder just above the body of the letter.

6. When you're done, click **Next: Preview your letters** to move to Step 5.

For some letters, you'll only need to add an **Address block** and **Greeting line**. But you can also add more placeholders (such as recipients' names or addresses) in the body of the letter to personalize it even further.

Step 5:

1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each version of the document.

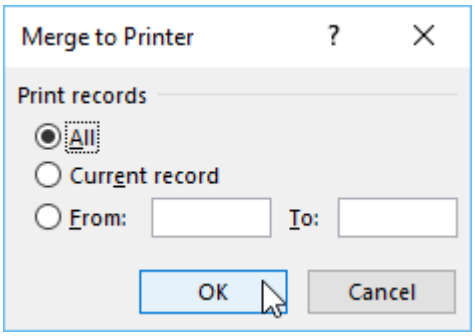
2. If everything looks correct, click **Next: Complete the merge** to move to Step 6.

Step 6:

1. Click **Print** to print the letters.

2. A dialog box will appear. Decide if you want to print **All** of the letters, the current document (record), or only a select group, then click **OK**. In our example, we'll print all of the letters.

3. The **Print** dialog box will appear. Adjust the print settings if needed, then click **OK**. The letters will be printed.



Answer Key

Assessment:

A. Multiple Choice

1. D
2. A
3. B
4. C
5. B
6. D
7. C
8. B
9. C
10. A
11. B
12. A
13. C
14. C
15. D

What I know

A. Multiple Choice

1. D
2. A
3. B
4. C
5. B
6. D
7. C
8. B
9. C
10. A
11. B
12. A
13. C
14. C
15. D

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