Inside Microsoft Office

▶ Session 05

Working with

Microsoft Word –

Part III

Objectives

▶ Describe Templates and Forms

▶ Explain the process of Mail Merge

Working with Templates and Forms

▶ Microsoft Word is one of the most widely used document editor applications because of the user-friendly yet powerful features it provides.

▶ Microsoft Word allows users to create documents for both personal and professional purposes.

▶ Users can create business letters, party invitations, and status reports, festival greeting letters, and many more.

▶ One of the most powerful features of Microsoft Word is that it allows users to create templates and forms.

▶ Another important feature of Microsoft Word is forms. Forms are documents that are structured and designed to capture user data, such as names, address, date of birth, and so on and save this data for future references.
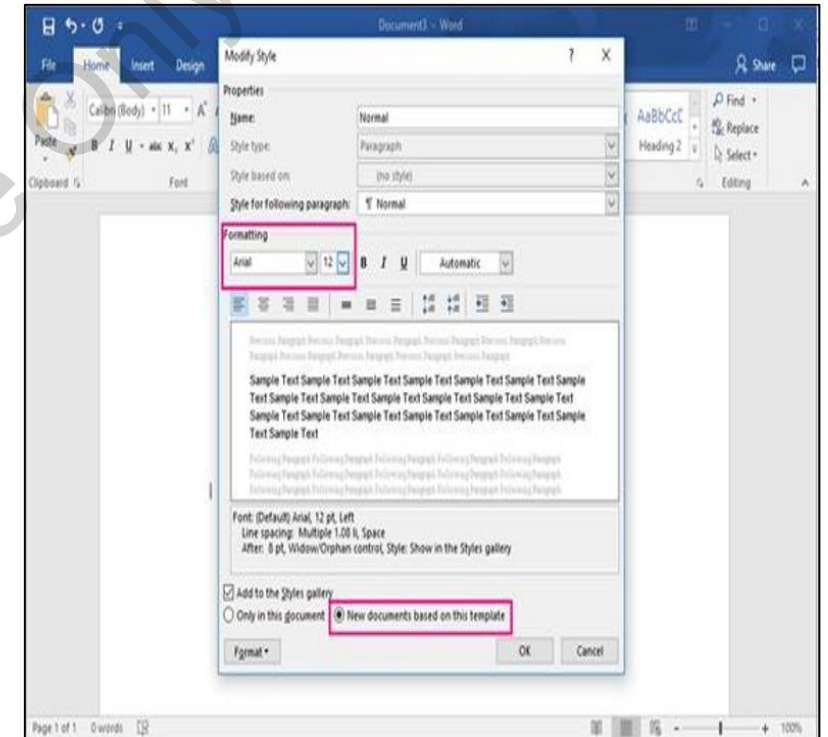
Creating Templates [1-2]

▶ Creating templates in Microsoft Word is a simple task.

▶ After a template is created, users can apply it to create any number of Word documents.
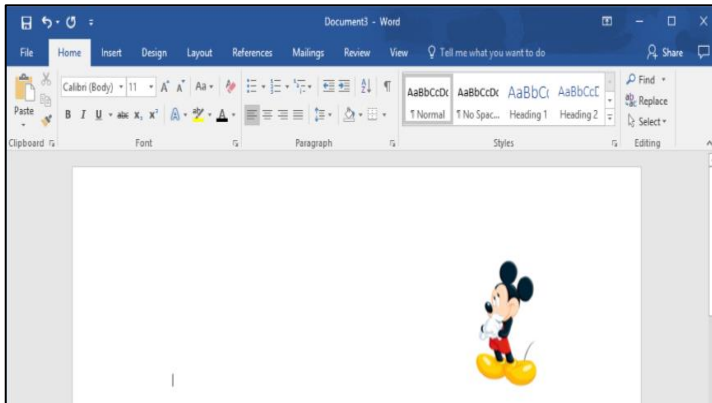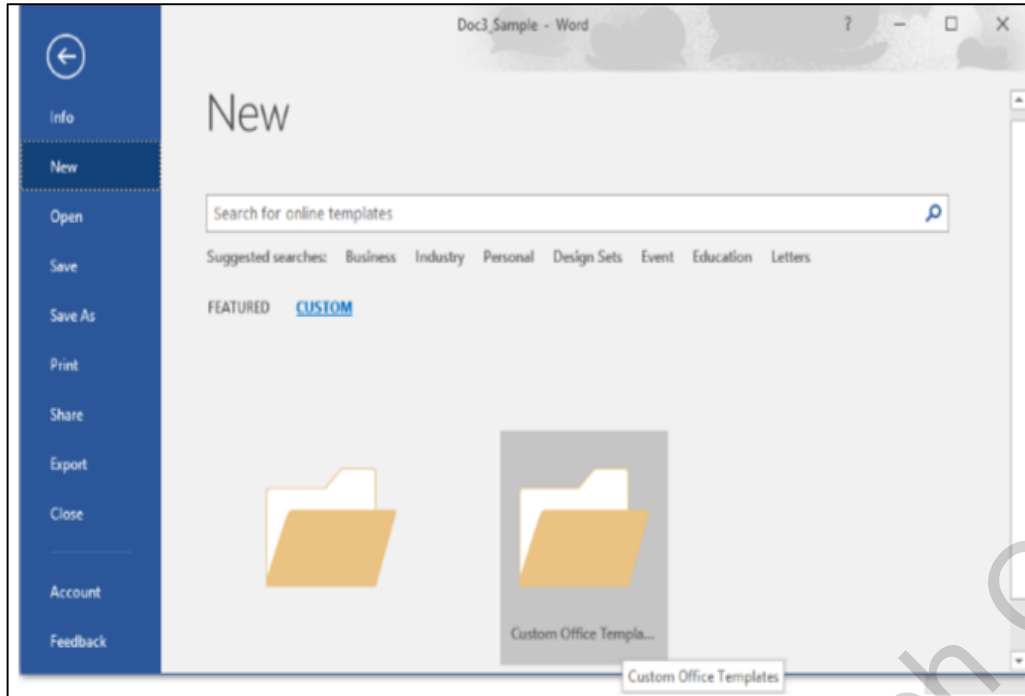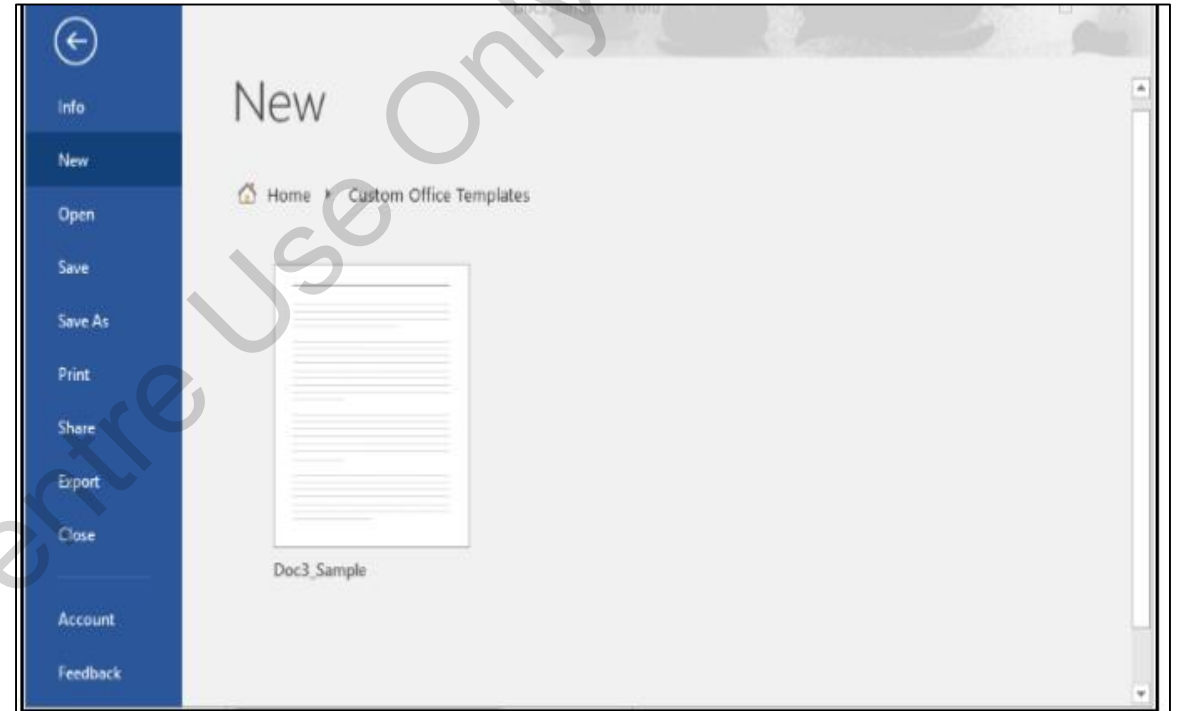

New Word Document with Image
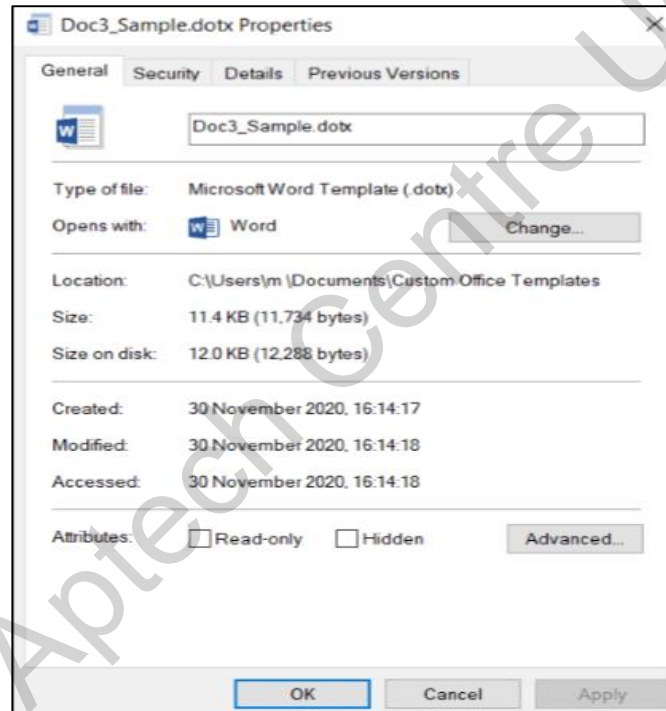
Properties Dialog Box

Modify Style Dialog Box – Modified Font Options

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Creating Templates [2-2]

New Dialog Box-Custom Tab

Custom Tab with the User-Defined Template

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Creating Forms [1-2]

▶ Form is an extremely useful feature provided by Microsoft Word.

▶ To create a form, users must create a template and then, add content controls.
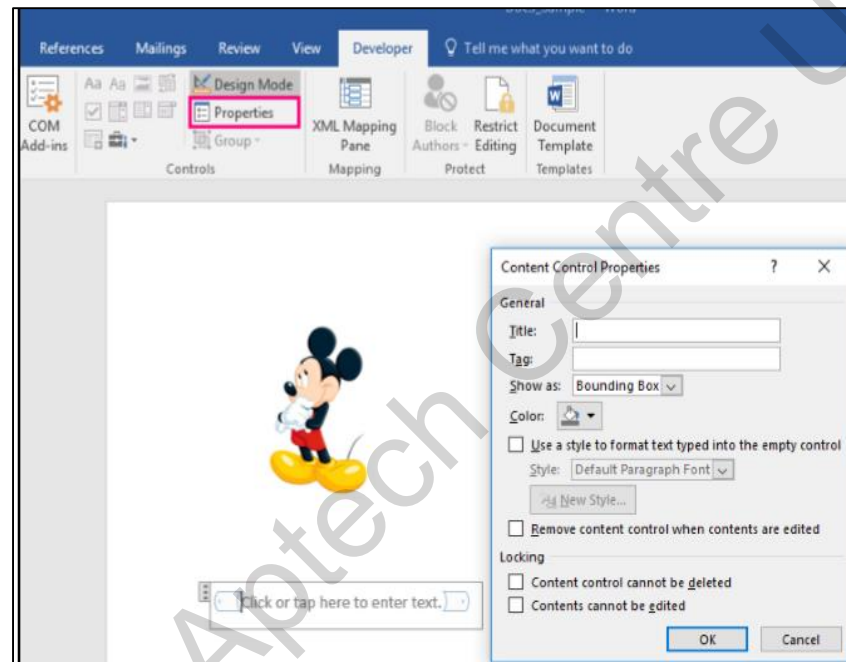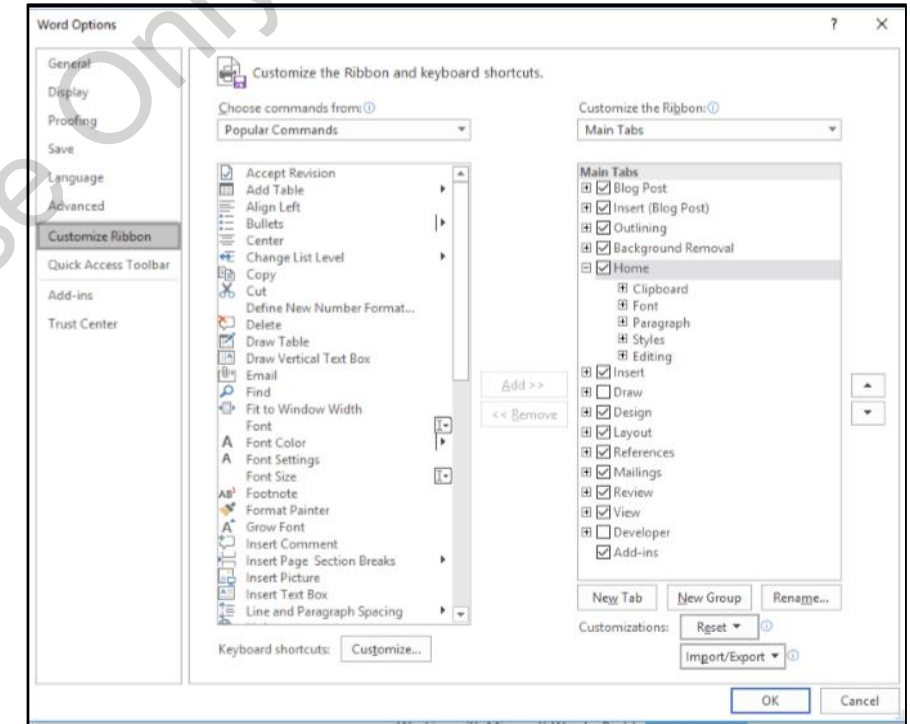
Check boxes
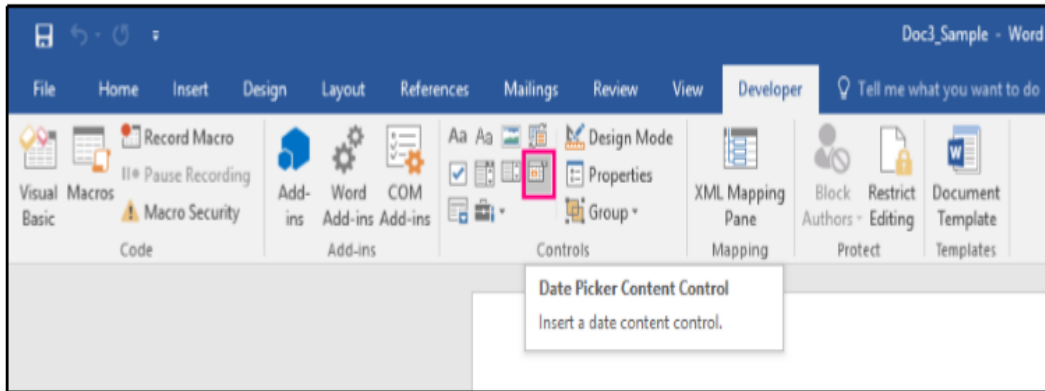
Text boxes

Radio buttons

Date pickers

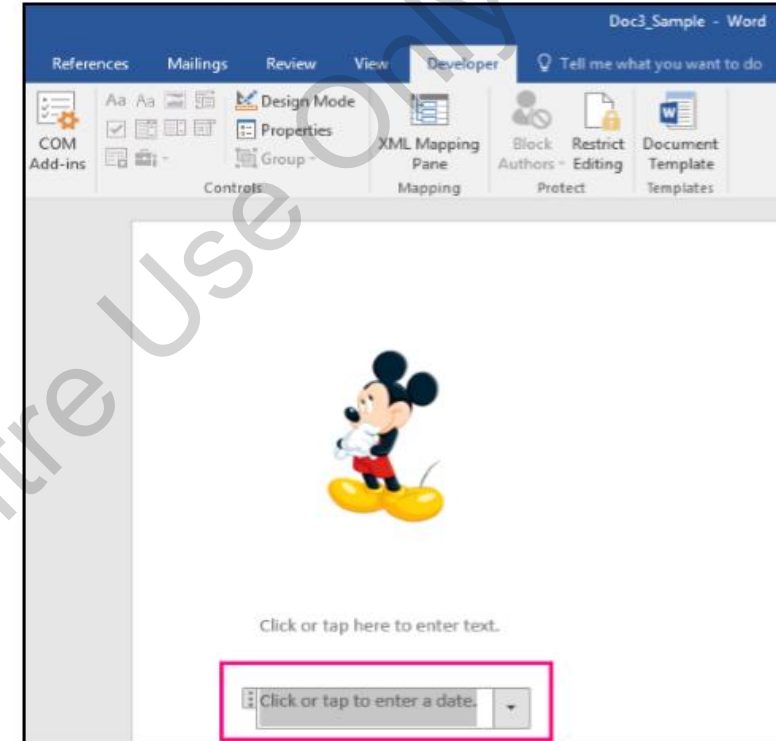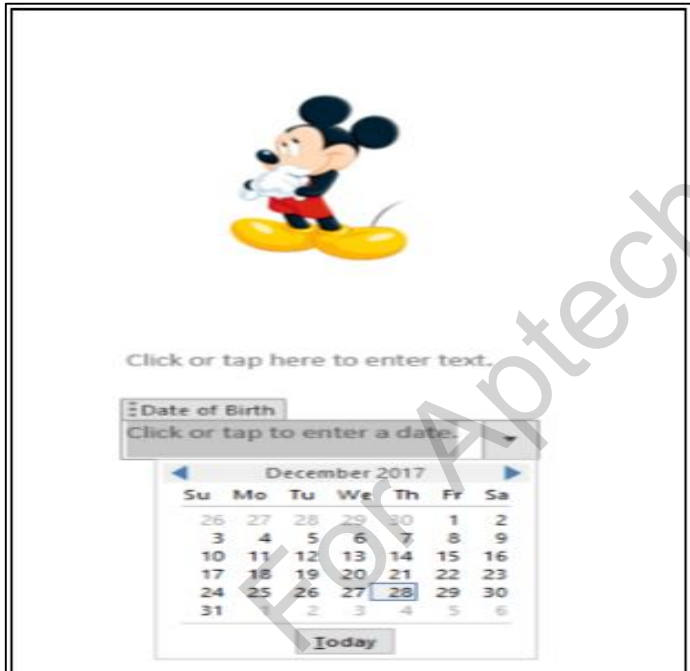Drop-down lists

Content Control Properties Dialog Box

Word Options Dialog Box

Creating Forms [2-2]

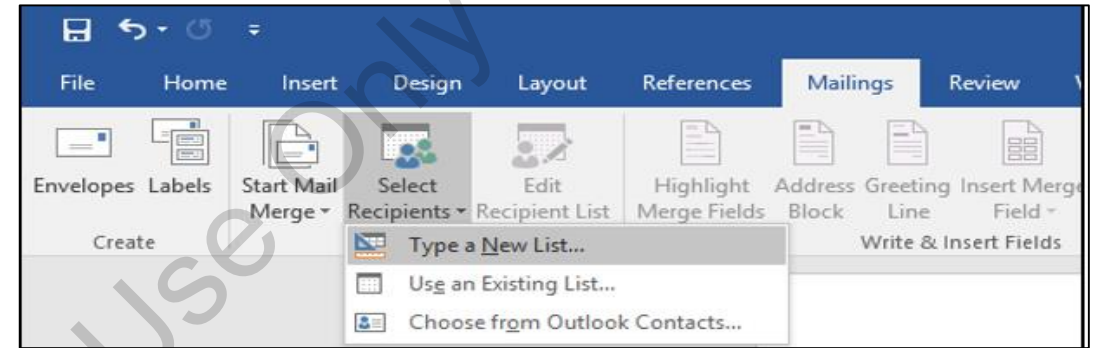

Date Picker Content Control Command

Using Mail Merge

▶ Mail merge is a powerful feature of Microsoft Word that allows users to create one document and then, create several personalized versions of this document.

▶ Mail merge functionality is used when the content of an email or letter remains the same and only the receiver's name and address must change.

Mailings Tab

New Address List dialog box and Specify address elements dialog box

Ms Gail Erikson

AdventureWorks,

9539 Glenside Dr,

Bothell - 98011, Minnesota

Dear Ms Erikson,

This is to inform you that the annual residents welfare meeting has been postponed to the last Sunday of this month. We look forward to your participation and continued support towards all activities planned for the coming months.

Sincerely,

Apartment Director,

Michael Sullivan

Final Outcome After Merging

Summary

- Microsoft Word allows users to create documents for both personal and professional purposes, such as business letters, party invitations, status reports, festival greeting letters, and many more.

- Templates are defined as Word documents that include pre-defined styles and formats and are used to create similar documents on a regular frequency.

- Microsoft Word enables users to create forms, which are documents designed to capture user data, such as names, address, date of birth, and so on and save this data for future references.

- Templates are Word documents that already have font and formatting styles included and these templates can be used to create any number of Word documents.

- Word templates are usually stored in the Custom Office Templates folder.

- Mail merge functionality is used when the content of an email or letter remains the same and only the receiver's name and address must change.

- Mail merge allows reusability of documents that must be used repeatedly; users just require to create the document one time and reuse this document as many times as required.