

# Inside Microsoft Office

## ► Session 05

### Working with Microsoft Word – Part III



# Objectives

- ▶ Describe Templates and Forms
- ▶ Explain the process of Mail Merge

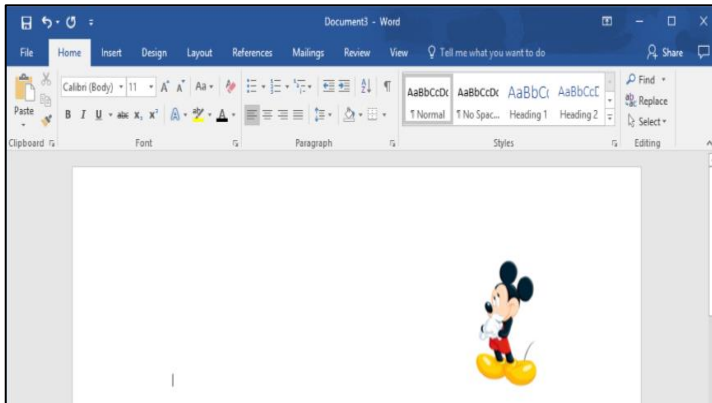
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# Working with Templates and Forms

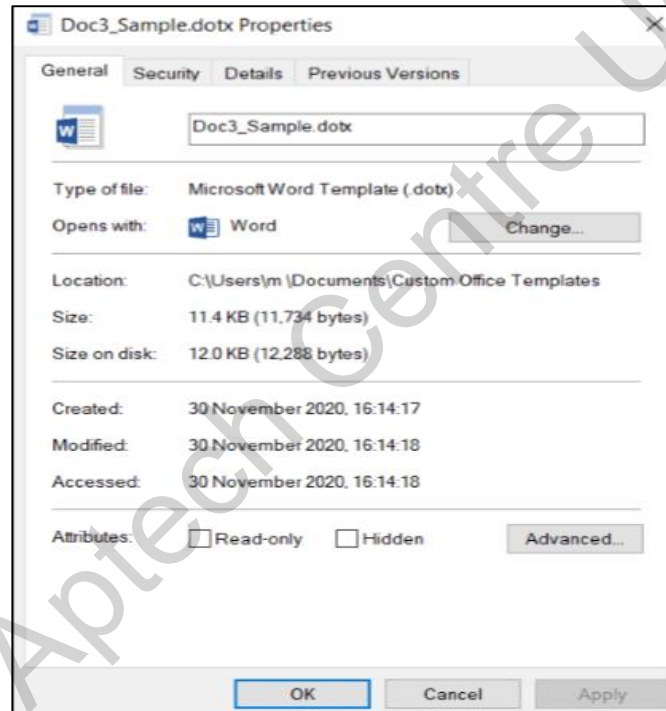
- ▶ Microsoft Word is one of the most widely used document editor applications because of the user-friendly yet powerful features it provides.
- ▶ Microsoft Word allows users to create documents for both personal and professional purposes.
- ▶ Users can create business letters, party invitations, and 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]

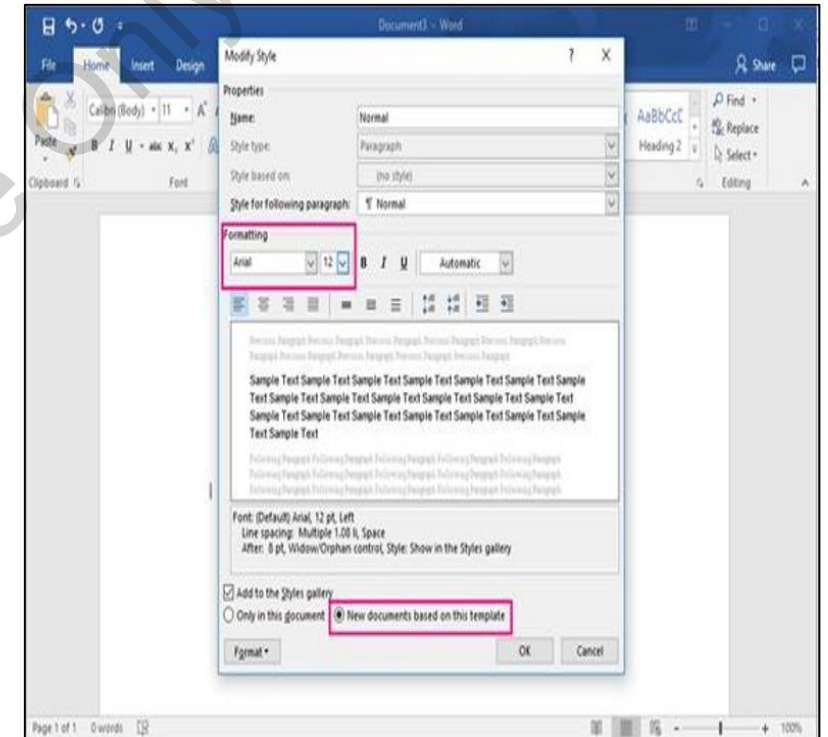
- ▶ Creating templates in Microsoft Word is a simple task.
- ▶ After a template is created, users can apply it to create any number of Word documents.



New Word Document with Image

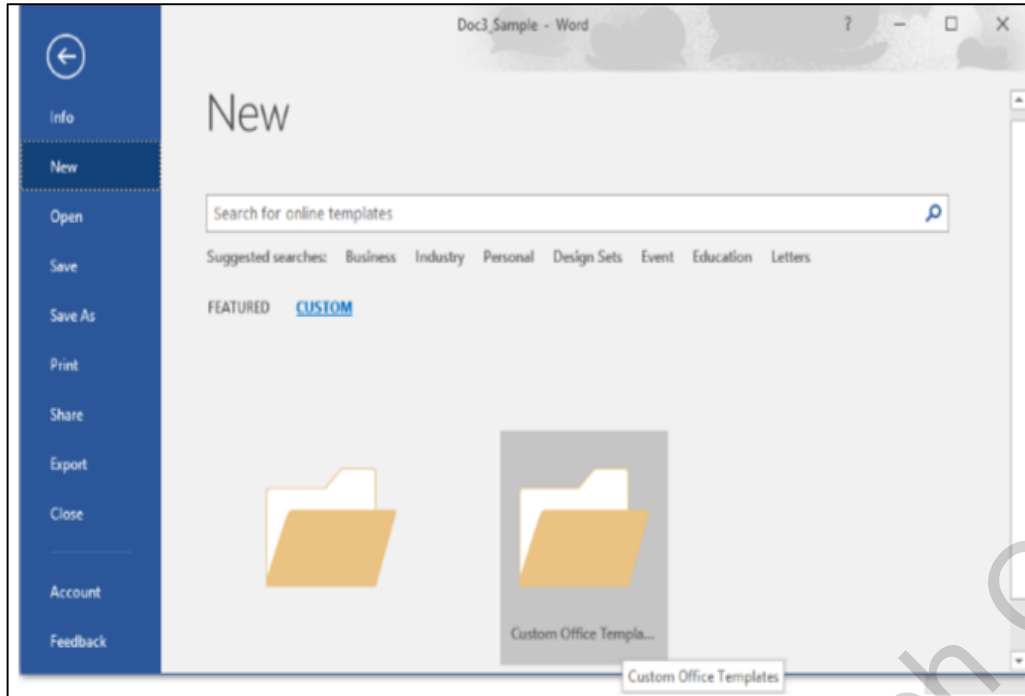


Properties Dialog Box

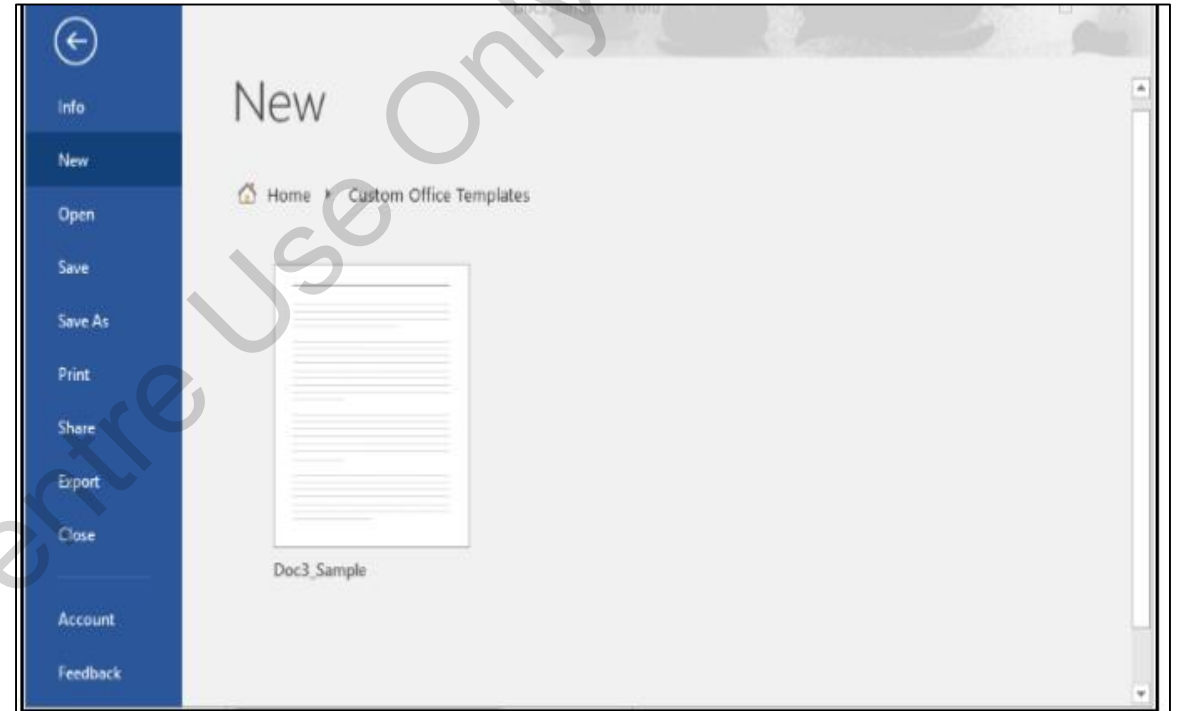


Modify Style Dialog Box – Modified Font Options

# Creating Templates [2-2]



New Dialog Box-Custom Tab



Custom Tab with the User-Defined Template

# 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.

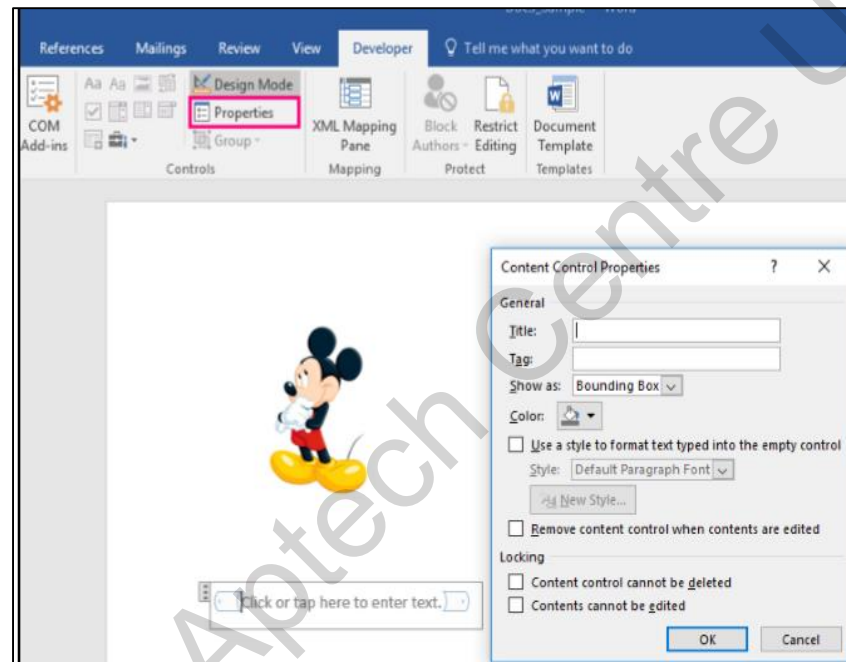
Check boxes

Text boxes

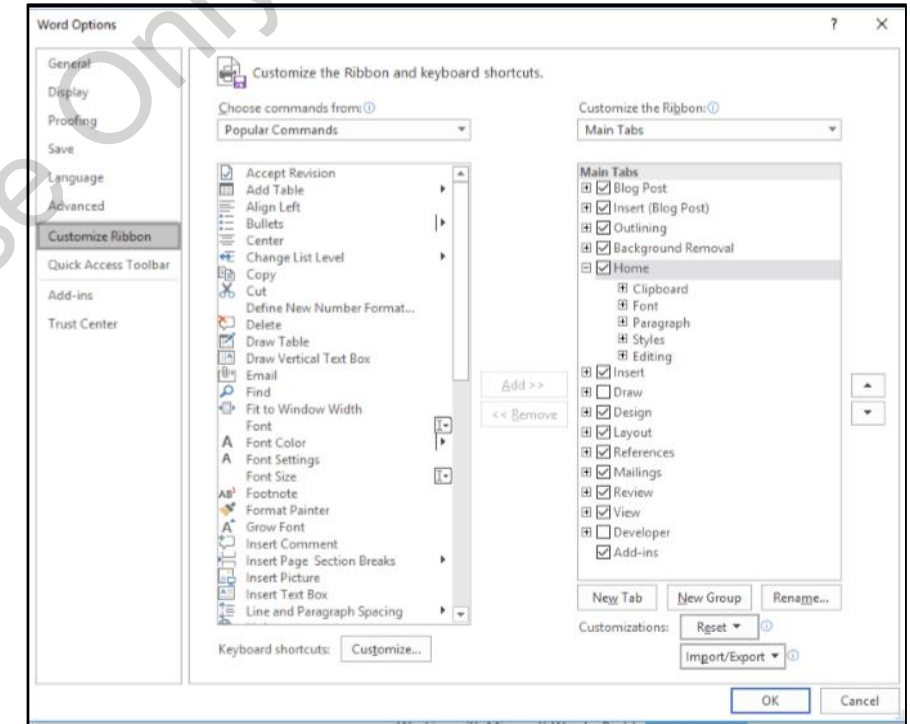
Radio buttons

Date pickers

Drop-down lists

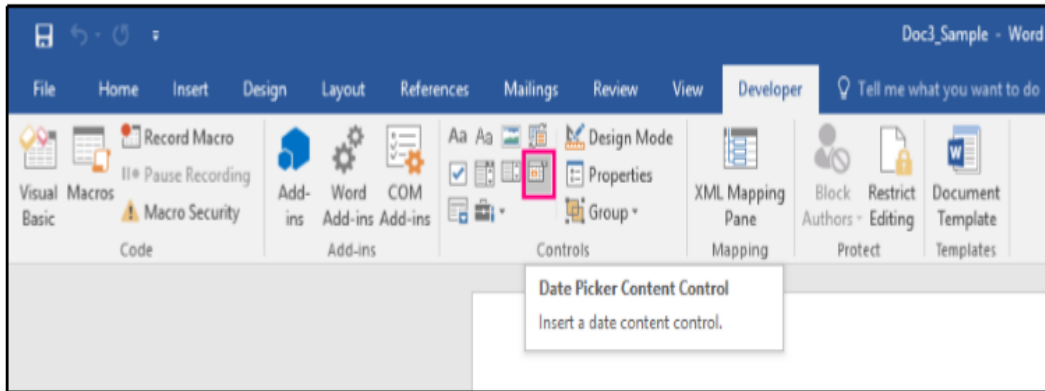


Content Control Properties Dialog Box

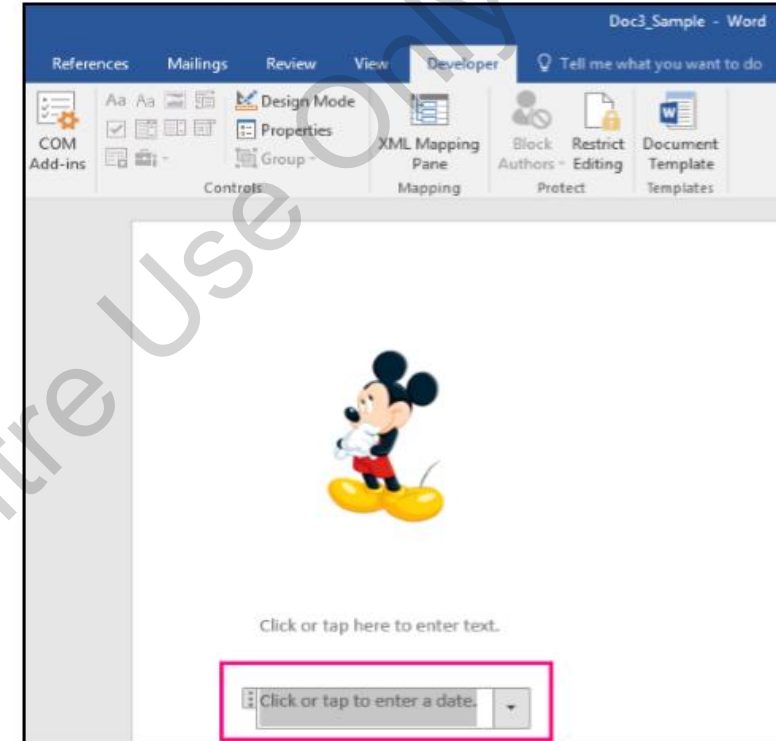
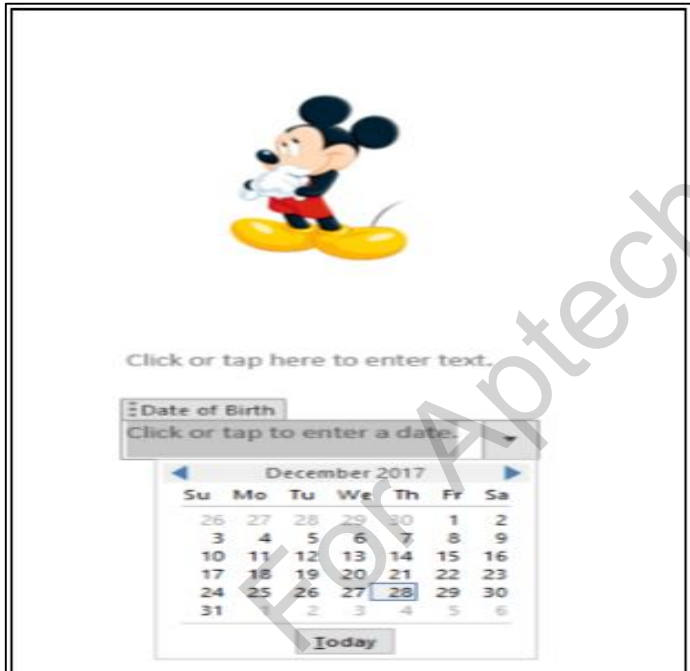


Word Options Dialog Box

# Creating Forms [2-2]

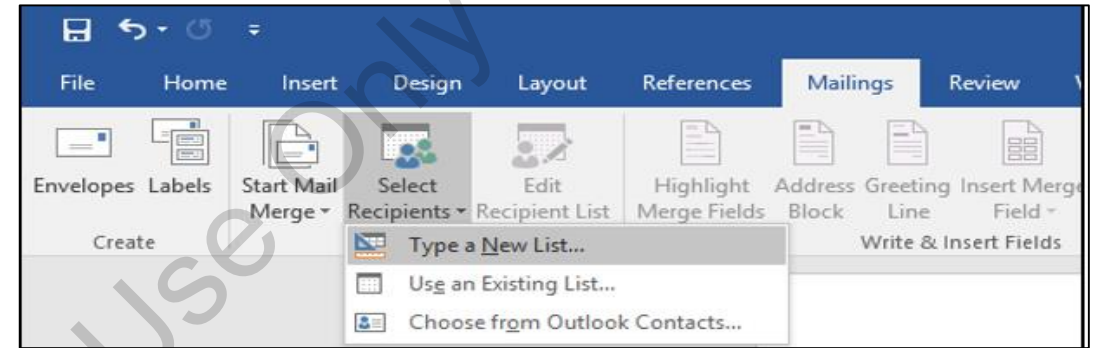


Date Picker Content Control Command



# 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

A screenshot of the 'New Address List' dialog box. It contains a table for entering recipient information. The table has columns for Title, First Name, Last Name, Company, Address Line 1, and Address. One entry is shown: Ms, Gail, Erikson, AdventureW., 9539 Glenside Dr. Below the table are buttons for 'New Entry', 'Find...', 'Delete Entry', and 'Customize Columns...'. There are also 'OK' and 'Cancel' buttons at the bottom right.A screenshot of the 'Specify address elements' dialog box. It has several checkboxes: 'Insert recipient's name in this format:' (checked), 'Insert company name' (checked), and 'Insert postal address:' (checked). Under 'Insert recipient's name in this format:', there is a list of name formats, with 'Mr. Joshua Randall Jr.' selected. Under 'Insert postal address:', there are radio buttons for 'Never include the country/region in the address', 'Always include the country/region in the address', and 'Only include the country/region if different than:' (selected). A text box below shows 'United States'. At the bottom, there is a checkbox for 'Format address according to the destination country/re'.

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.