

Introduction to MS Word

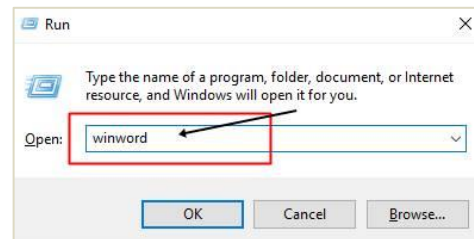
Microsoft Word is a word processor developed by Microsoft. It allows us to create, edit, format, save, print, delete, and view a multidirectional text document. It allows you to create and edit personal and business documents, such as letters, reports, invoices, emails, and books. By default, documents saved in Word 2010 are saved with the **.docx** extension.

How to open or run MS-Word

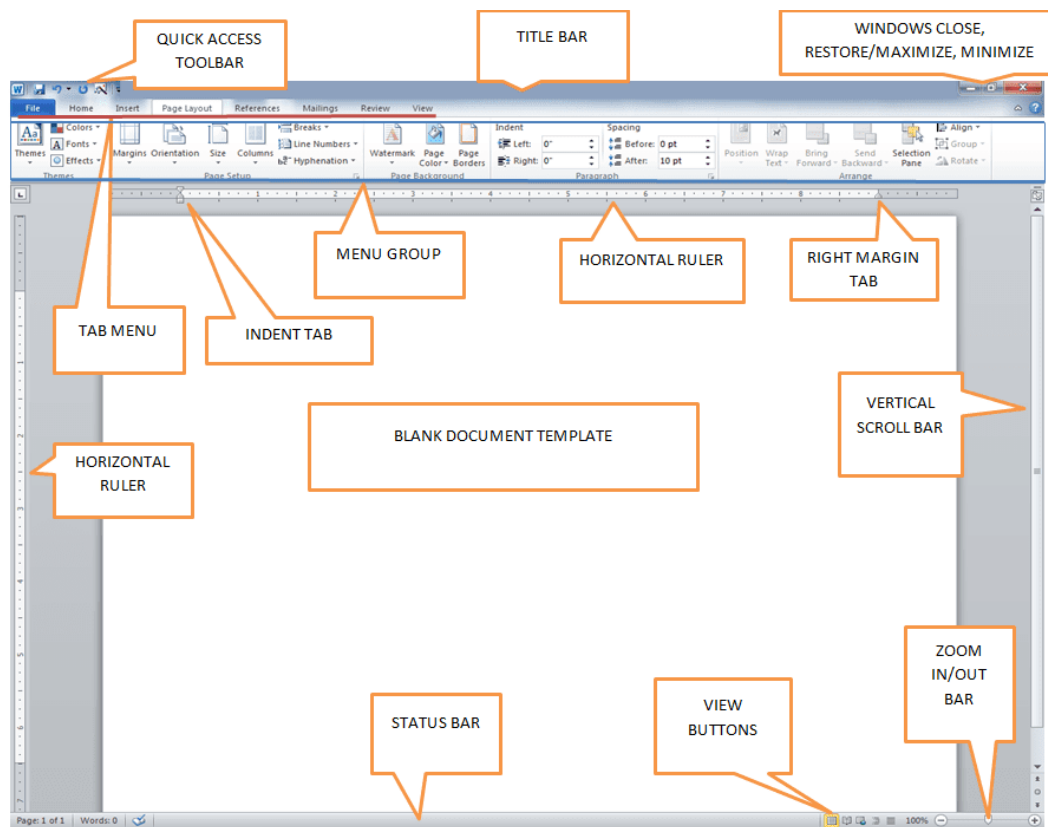
Step 1: Click the button Windows key + R. Then the run window will pop out in screen.

Step 2: Write winword in Open option in run window.

Step 3: Press OK button and now MS-Word file is open.



Following is the basic window which you get when you start the Word application.



Navigation

Title Bar

It is the top most part of the window. It is the place where file information is located.

Menu Bar

The Menu bar is directly below the Title bar and it displays the menu.

Quick-Access Toolbar

The Quick Access Toolbar displays a small selection of the more commonly used commands in the top left hand corner of the application window.

Ribbon

It lies below Menu bar. These tabs are divided into groups which we see below the tab and differ according to tab. The groups in MS Word 2010 are the same as the toolbars in previous versions. They are much more organized, making it easier for us to find what we need and complete the task.

Ruler

The ruler is generally found below the main toolbars. The ruler is used to change the format of your document quickly.

Document Area

Just below the toolbar, there is a large area called document area. This is the place where we type text.

Status Bar

The status bar is the area at the bottom of the Word window that indicates information about the current document. It displays information about what page you are on, as well as your line number on the page and character number on the line.

Features

i. Text Formatting

To format a text

- a) Select the text you want to format
- b) Click the Home tab.
- c) Click the Font Dialog Box Launcher.

- d) Select the font, font style, and font size you want
- e) If you want, click the Font Color list arrow, and then click a color.
- f) If you want, select the effect you want in your text.
- g) If you want, select your underline style.
- h) You can see your formatted text in preview
- i) Click OK.

ii. Paragraph Formatting

To format a paragraph

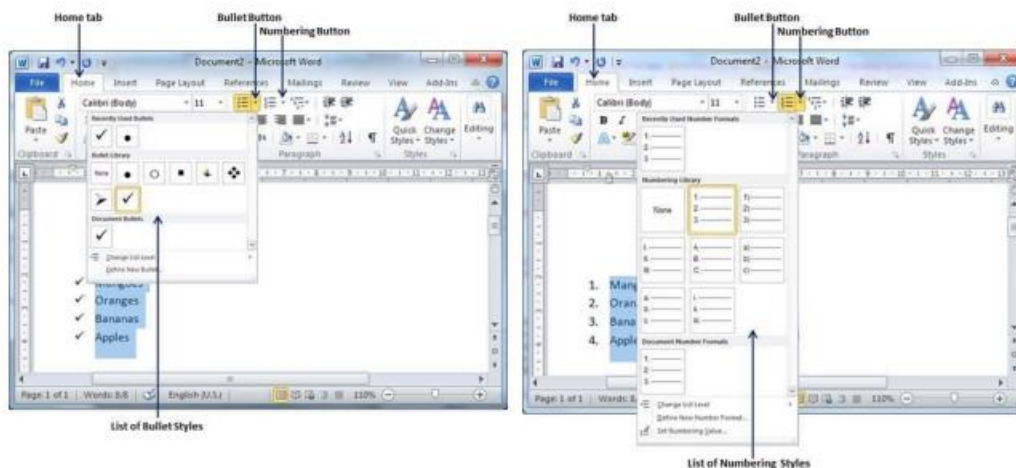
- a) Select the paragraph you want to format
- b) Click the Home tab.
- c) Click the Paragraph Dialog Box Launcher
- d) Select the alignment, indentation, and line spacing you want
- e) You can see your formatted paragraph in preview

iii. Create a List from Existing Text

Step 1 – Select a list of text which you want to assign bullets or numbers. You can use any of the text selection method to select the portion of text.

Step 2 – Click the Bullet Button triangle icon to display a list of bullets you want to assign to the list. You can select any of the bullet style available by simply clicking over it.

Step 3 – If you are willing to create a list of bullets you

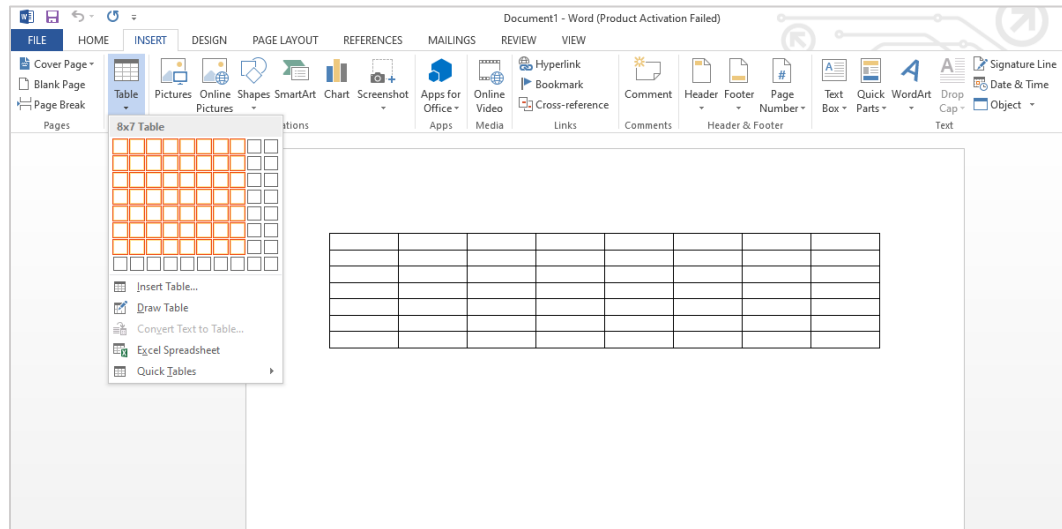


iv. Table

A table is a structure of vertical columns and horizontal rows with a cell at every

intersection. Each cell contain text or graphics, and you can format the table in any way you want. Usually the top row in the table is kept as a table header and can be used to put some informative instructions.

Creating a table



Step 1 – Click the **Insert** tab followed by the **Table** button. This will display a simple grid as shown below. When you move your mouse over the grid cells, it makes a table in the table that appears in the document. You can make your table having the desired number of rows and columns.

Step 2 – Click the square representing the lower-right corner of your table, which will create an actual table in your document and word goes in the table design mode. The table design mode has many options to work with.

Step 3 – This is optional step that can be worked out if you want to have a fancy table. Click the Table Styles button to display a gallery of table styles. When you move your mouse over any of the styles, it shows real time preview of your actual table.

Step 4 – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.

Mail Merge in MS-Word

When you use the Word Mail Merge feature, Word merges a main document with a recipient list to generate a set of output documents:

- The main document contains the basic text that is the same in all of the output documents. It may contain a letterhead, text, and instructions in merge fields for inserting text (such as recipient names and addresses) that vary from one output document to another.
- The recipient list is a database that contains the data that is to be merged into the output documents. For example, the recipient list is a Microsoft Access database file or an Excel worksheet. This database is typically a list of names, addresses, phone numbers, and other categories of personal information.
- The output documents are the result of the mail merge. The text in an output document can be the same in all output documents, but you can apply formatting to specific documents.

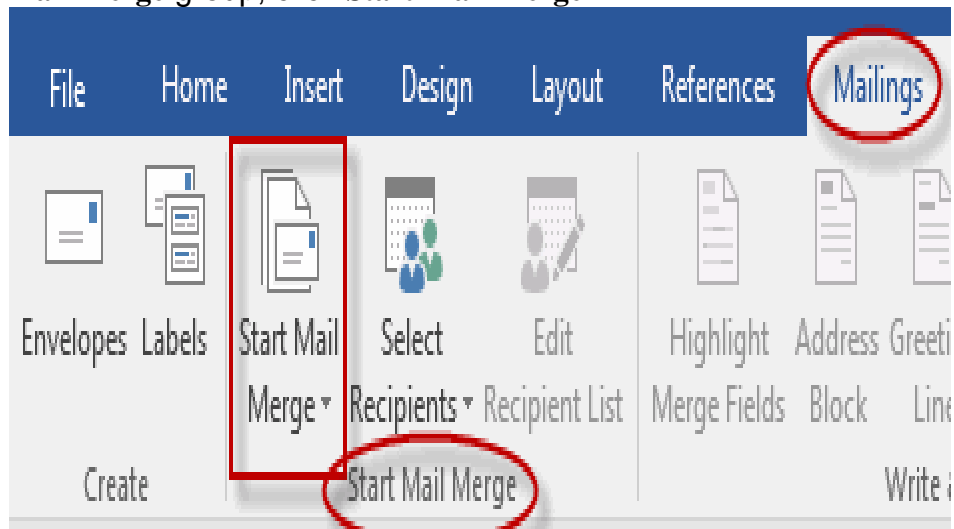
How to Use Mail Merge in Microsoft Word

Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

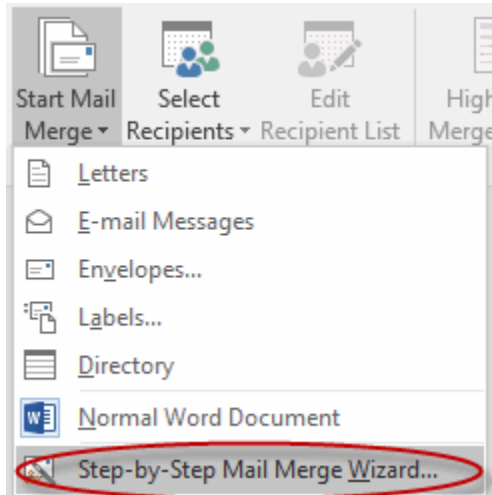
This feature works the same in all modern versions of Microsoft Word: 2010, 2013, and 2016.

1. In a blank Microsoft Word document, click on the **Mailings** tab, and in the **Start**

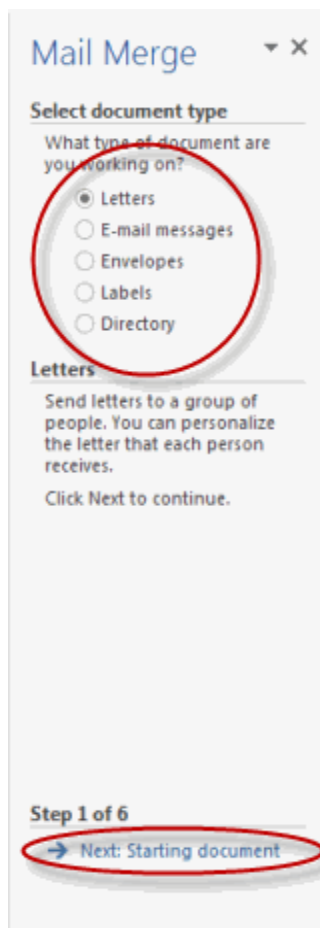
Mail Merge group, click **Start Mail Merge**.



2. Click **Step-by-Step Mail Merge Wizard**.



3. Select your document type. In this demo we will select **Letters**. Click **Next: Starting document**.



4. Select the starting document. In this demo we will use the current (blank) document. Select **Use the current document** and then click **Next: Select recipients**.

Mail Merge ▾ ✕

Select starting document

How do you want to set up your letters:

- ☒ Use the current document
- ☐ Start from a template
- ☐ Start from existing document

Use the current document

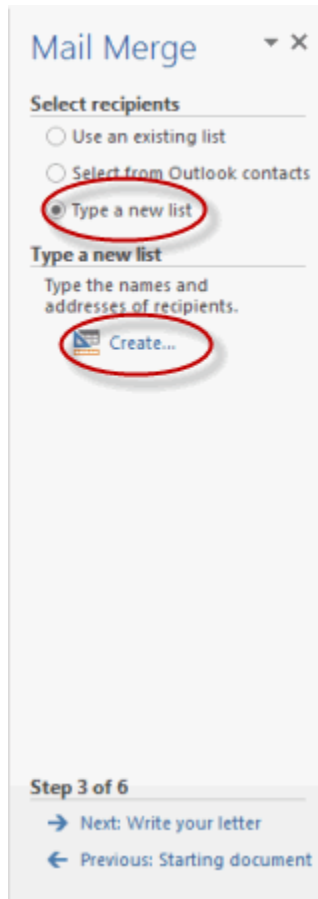
Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6

→ **Next: Select recipients**

← Previous: Select document ty

5. Select recipients. In this demo we will create a new list, so select **Type a new list** and then click **Create**.



The image shows a 'Mail Merge' dialog box with a title bar containing a dropdown arrow and a close button. The main section is titled 'Select recipients' and contains three radio button options: 'Use an existing list', 'Select from Outlook contacts', and 'Type a new list'. The 'Type a new list' option is selected and circled in red. Below this, the section 'Type a new list' is shown, with the instruction 'Type the names and addresses of recipients.' and a 'Create...' button with a document icon, also circled in red. At the bottom, a progress bar indicates 'Step 3 of 6', with navigation links for 'Next: Write your letter' and 'Previous: Starting document'.

Mail Merge ▾ ✕

Select recipients


☐ Use an existing list

☐ Select from Outlook contacts

☒ Type a new list

Type a new list

Type the names and addresses of recipients.

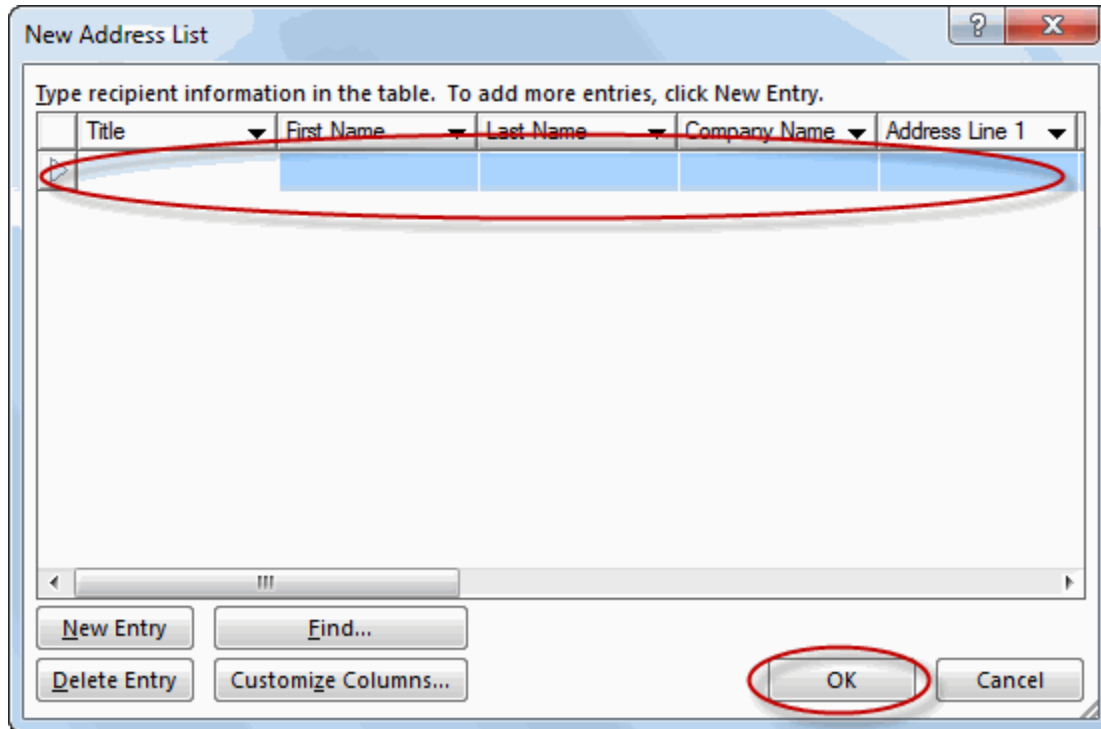
 Create...

Step 3 of 6

→ Next: Write your letter

← Previous: Starting document

Create a list by adding data in the **New Address List** dialog box and clicking **OK**.



The image shows a 'New Address List' dialog box. At the top, there is a title bar with a question mark icon and a close button (X). Below the title bar, a text instruction reads: 'Type recipient information in the table. To add more entries, click New Entry.' Below this instruction is a table with five columns: 'Title', 'First Name', 'Last Name', 'Company Name', and 'Address Line 1'. Each column header has a small downward arrow. The first row of the table is highlighted in light blue. A red oval is drawn around the first row of the table. Below the table is a horizontal scrollbar. At the bottom of the dialog box, there are four buttons: 'New Entry', 'Find...', 'Delete Entry', and 'Customize Columns...'. To the right of these buttons are two more buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.

Title ▼	First Name ▼	Last Name ▼	Company Name ▼	Address Line 1 ▼

New Entry Find... Delete Entry Customize Columns... OK Cancel

- Save the list.
- Note that now that a list has been created, the Mail Merge Wizard reverts to **Use an existing list** and you have the option to edit the recipient list.

Mail Merge ▾ ✕

Select recipients

☒ **Use an existing list**

☐ Select from Outlook contacts

☐ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "address-l

☐ Select a different list...

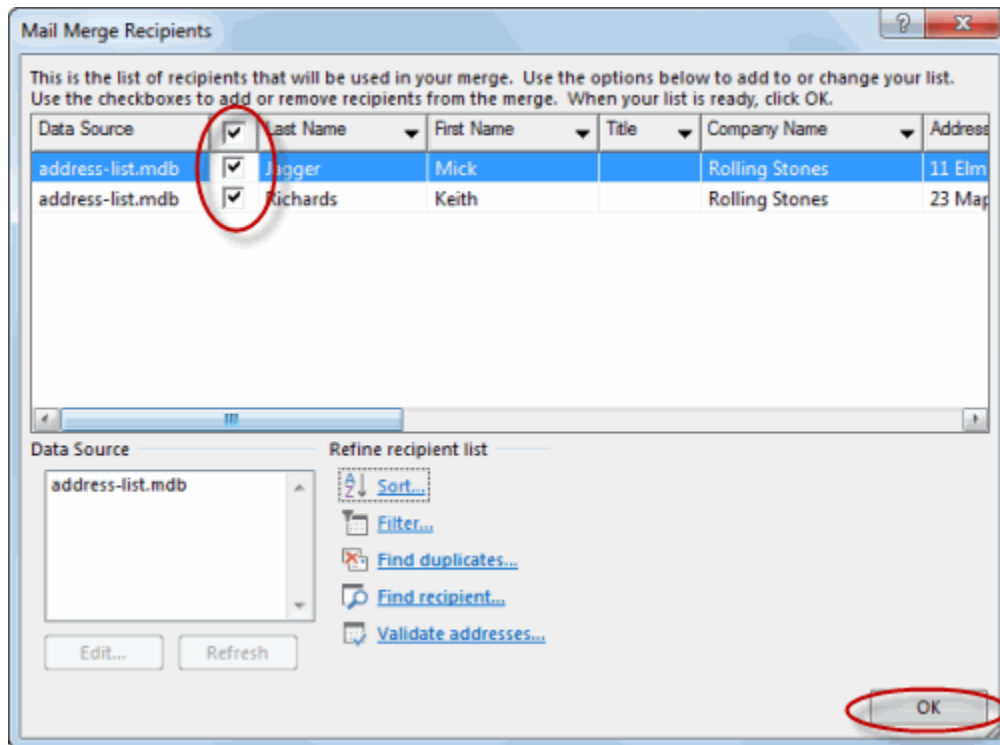
☒ **Edit recipient list...**

Step 3 of 6

→ Next: Write your letter

← Previous: Starting document

Selecting **Edit recipient list** opens up the **Mail Merge Recipients** dialog box, where you can edit the list and select or unselect records. Click **OK** to accept the list as is.



Click **Next: Write your letter.**

Mail Merge ▾ ✕

Select recipients

☒ Use an existing list

☐ Select from Outlook contacts

☐ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "address-l

☐ Select a different list...

☐ Edit recipient list...

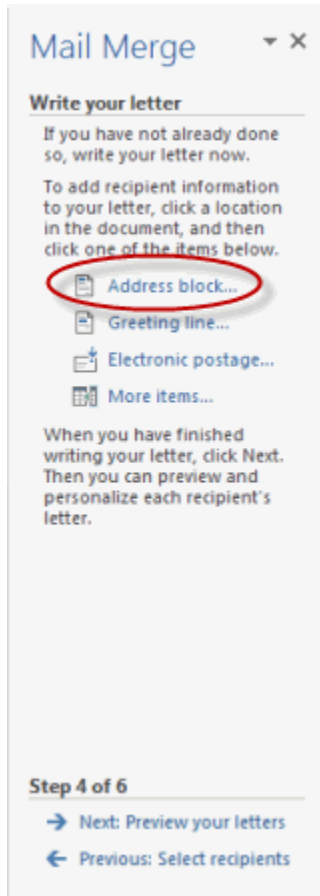
Step 3 of 6

➔ **Next: Write your letter**

⬅ Previous: Starting document

Write the letter and add custom fields.

- Click **Address block** to add the recipients' addresses at the top of the document.



In the **Insert Address Block** dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to.

The screenshot shows the 'Insert Address Block' dialog box. On the left, under 'Specify address elements', the following options are checked and circled in red: 'Insert recipient's name in this format:', 'Insert company name', 'Insert postal address:', and 'Format address according to the destination country/region'. The 'Country/region' dropdown is set to 'United States'. In the center, a list of names is shown, with 'Mr. Joshua Randall Jr.' selected. On the right, the 'Preview' section shows a sample address: 'Mick Jagger', 'Rolling Stones', '11 Elm St., Sticky Fingers, TX 11111'. Below the preview, the 'Correct Problems' section includes a 'Match Fields...' button, which is also circled in red. At the bottom right, the 'OK' button is circled in red.

Insert Address Block

Specify address elements

☒ Insert recipient's name in this format:

Joshua
Joshua Randall Jr.
Joshua Q. Randall Jr.
Mr. Josh Randall Jr.
Mr. Josh Q. Randall Jr.
Mr. Joshua Randall Jr.

☒ Insert company name

☒ Insert postal address:

☐ Never include the country/region in the address
☐ Always include the country/region in the address
☒ Only include the country/region if different than:

United States

☒ Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

Mick Jagger
Rolling Stones
11 Elm St., Sticky Fingers, TX 11111

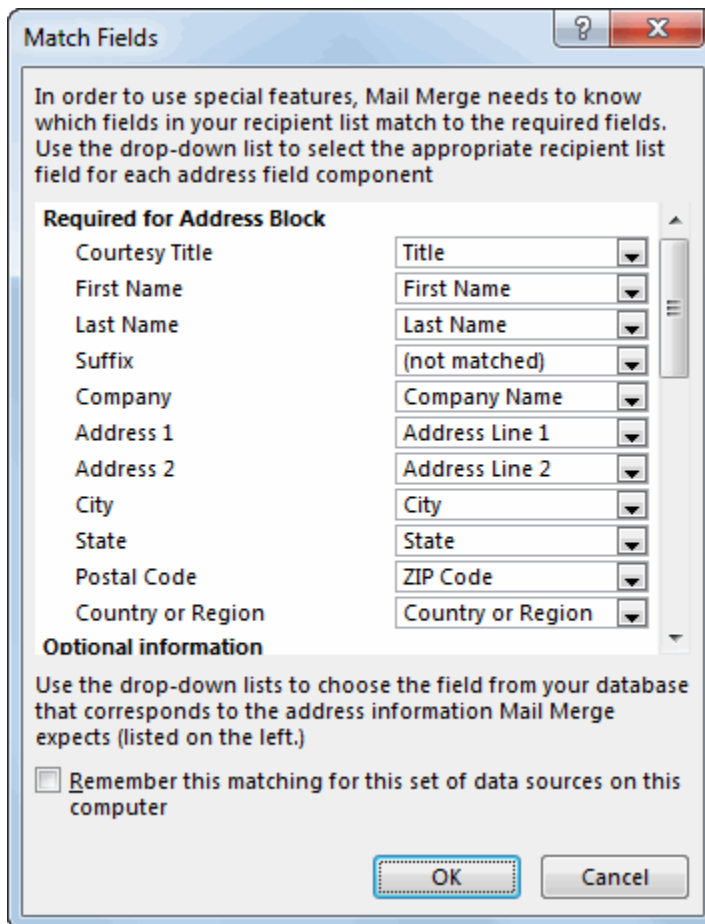
Correct Problems

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

Note that you can use **Match Fields** to correct any problems. Clicking **Match Fields** opens up the **Match Fields** dialog box, in which you can associate the fields from your list with the fields required by the wizard.



The image shows a Windows-style dialog box titled "Match Fields". It has a standard title bar with a question mark icon and a close button (X). The main content area contains instructional text, a list of required fields with corresponding dropdown menus, a section for optional information, a checkbox, and "OK" and "Cancel" buttons at the bottom.

Match Fields

In order to use special features, Mail Merge needs to know which fields in your recipient list match to the required fields. Use the drop-down list to select the appropriate recipient list field for each address field component

Required for Address Block

Courtesy Title	Title
First Name	First Name
Last Name	Last Name
Suffix	(not matched)
Company	Company Name
Address 1	Address Line 1
Address 2	Address Line 2
City	City
State	State
Postal Code	ZIP Code
Country or Region	Country or Region

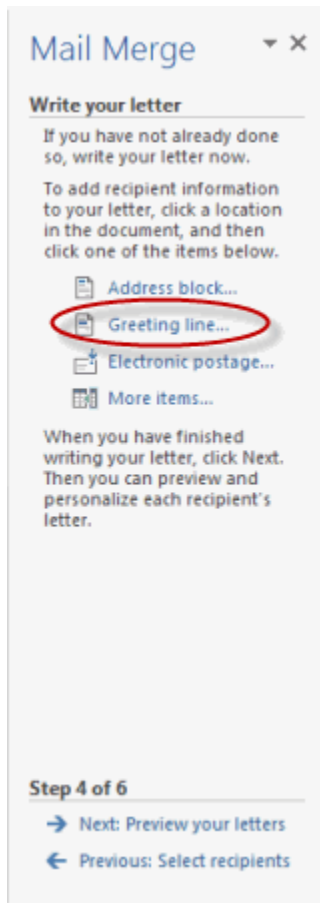
Optional information

Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

☐ Remember this matching for this set of data sources on this computer

OK Cancel

7. Press **Enter** on your keyboard and click **Greeting line...** to enter a greeting.



8. In the **Insert Greeting Line** dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click **OK**.

The screenshot shows the 'Insert Greeting Line' dialog box. A red circle highlights the 'Greeting line format:' section, which includes a dropdown menu set to 'Dear', a text field containing 'Mr. Randall', and a punctuation dropdown set to a comma. Below this, another red circle highlights the 'Greeting line for invalid recipient names:' dropdown, which is set to 'Dear Sir or Madam,'. At the bottom right, a red circle highlights the 'OK' button. The dialog also features a 'Preview' section showing 'Dear Mick Jagger,' and a 'Correct Problems' section with a 'Match Fields...' button.

Insert Greeting Line

Greeting line format:

Dear Mr. Randall ,

Greeting line for invalid recipient names:

Dear Sir or Madam,

Preview

Here is a preview from your recipient list:

Dear Mick Jagger,

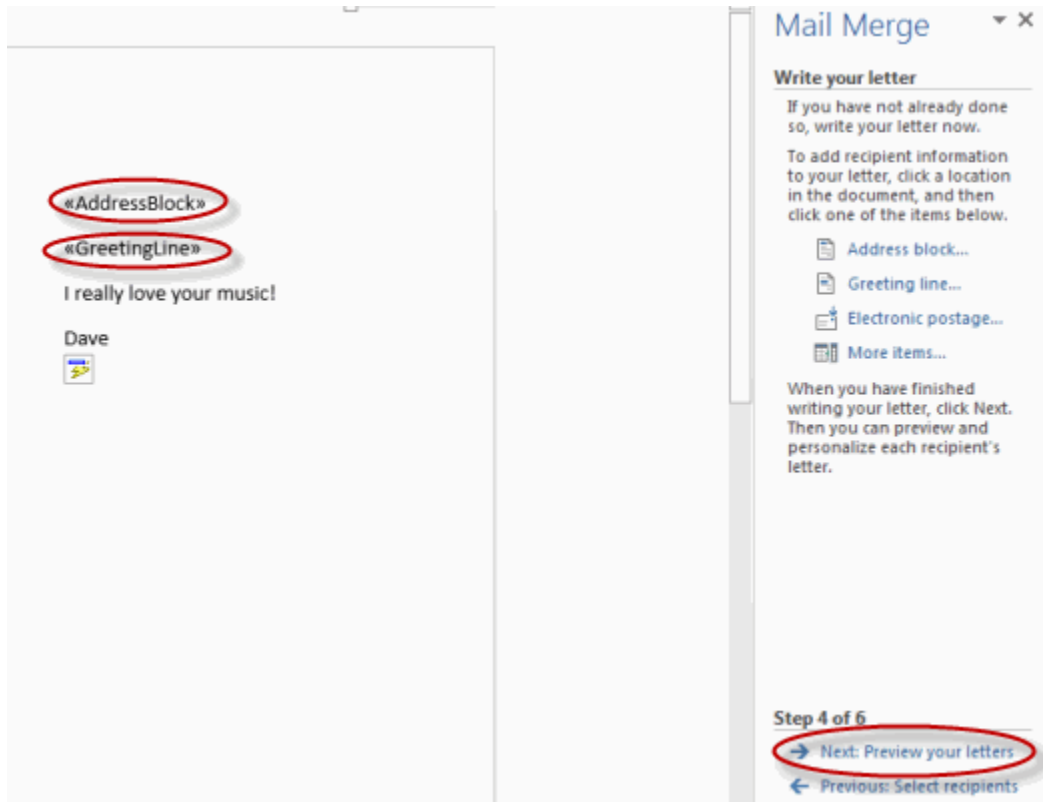
Correct Problems

If items in your greeting line are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

9. Note that the address block and greeting line are surrounded by chevrons (« »). Write a short letter and click **Next: Preview your letters**.



Preview your letter and click **Next: Complete the merge.**

Mail Merge ▾ ✕

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<< Recipient: 1 >>

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

→ **Next: Complete the merge**

← Previous: W Next wizard step

Mick Jagger
Rolling Stones
11 Elm St., Sticky Fingers, TX
11111
Dear Mick,
I really love your music!
pave

Click **Print** to print your letters or **Edit individual letters** to further personalize some or all of the letters.

