

Terms and Definitions

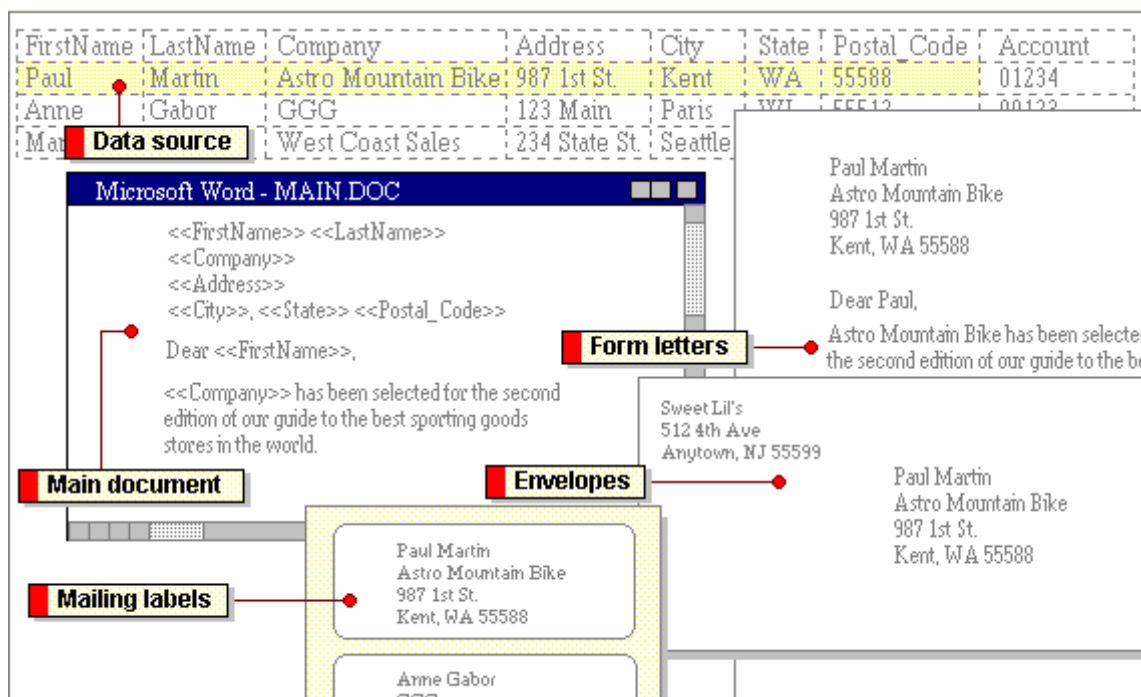
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Word-Processing

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Mail-merge

- A mass-mail facility that takes names, addresses, and sometimes pertinent facts about recipients and merges the information into a form letter or another such basic document.
- Word-processing uses two documents: A separate document for the names, addresses, and other facts to be 'merged', and a second document to contain the 'basic document' general information that is to be common in all the 'customised' documents.
- The document to hold the names, addresses, etc. is called the *data document*. The data document contains a table of the subject matter that is different for every document you merge. Again, if the final result is a form letter, the data document contains the names and addresses for the letters and any other subject matter you want to send to each person.
- The document to hold the 'basic information' that is going to be the same for all published documents, is called the *main document*, contains subject matter that is the same for every document you create. If the final result is a form letter, for example, the main document contains the letterhead, message, and closing, which are the same in every form letter. The main document also contains fields for subject matter that is unique in each letter, such as name and address.



- Get more help for mail-merge, by asking Microsoft Office Assistant for more information

Spell Check

- Many word-processors providing a 'spell check' option, similar to a proof-reading assistant. The word-processor can check the 'spelling' inside a document compared to a list of words it holds in a 'dictionary.'
- When words are not found in the dictionary, then the word-processor's Spell Checker will presume the word is incorrectly spelled.
- The word-processor user can generally add more words to the dictionary (by creating their own dictionary which is also checked by the Spell Checker.)
- What is the keyboard control key command for starting the Spell Check in your word-processor?

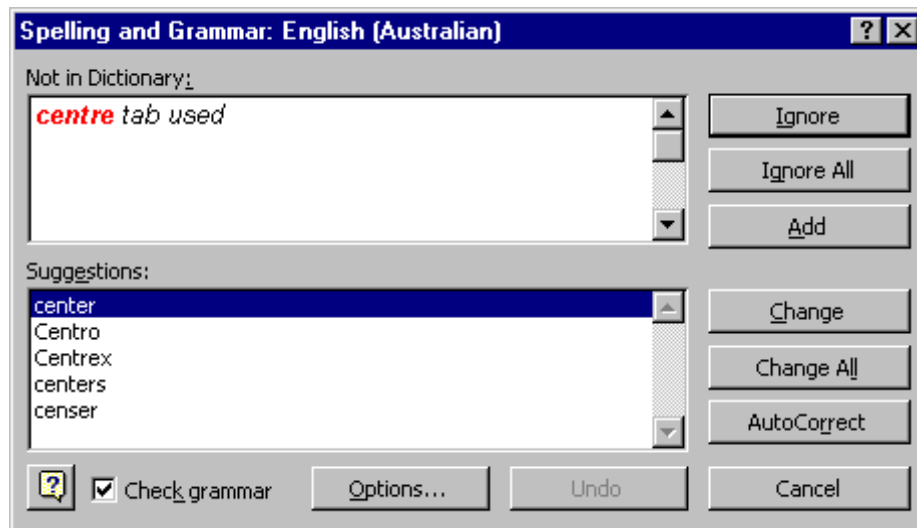
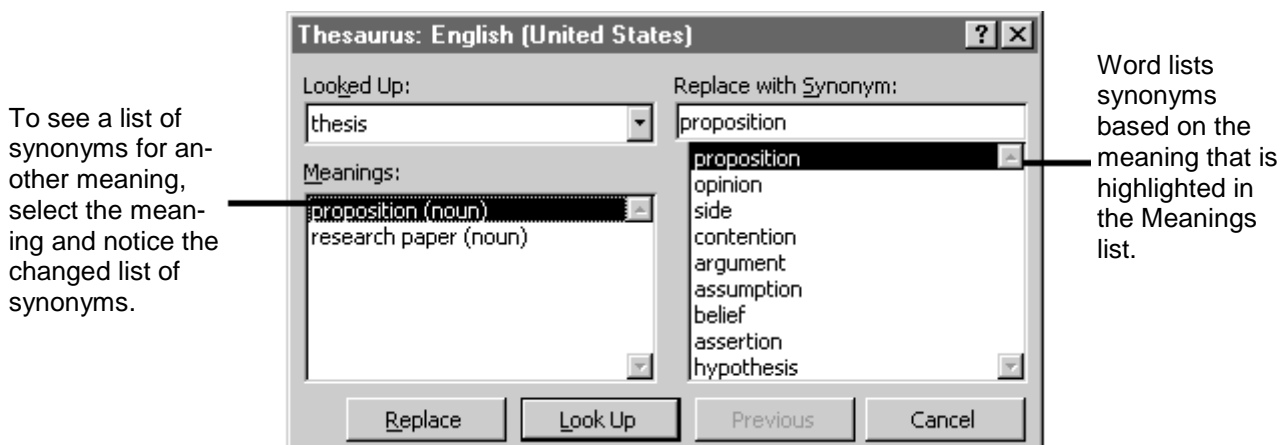


Figure: The Spelling And Grammar dialog box for a spelling error.

Thesaurus

- A thesaurus is a tool for writers and speakers to seek, find, more precise wording for presenting their thoughts. A thesaurus is a book of synonyms, often including related and contrasting words and antonyms. A thesaurus can also be a book of selected words or concepts, such as a specialized vocabulary of a particular field, as of medicine or music.



- Synonyms are words having the same or nearly the same meaning as another word or other words in a language. Synonyms can also be words or an expression that serves as a figurative or symbolic substitute for another.
- What is the keyboard control key command for starting the Thesaurus program in your word-processor?

Macro

- A macro is a miniature program using a program's commands and capabilities to manipulate the program and/or the documents of the program. Macros can be manually executed by the application user while inside the application, or the macro can be set to automatically execute in response to a predetermined event (such as opening a document.)
- A set of keystrokes and instructions recorded and saved under a short key code. When the key code is typed, the program carries out the instructions of the macro. Program users create macros to save time by replacing often-used, sometimes lengthy, series of key-strokes with shorter versions. Doing this eliminates frequent retyping, minimizes inadvertent typing errors, and enables users who are unfamiliar with a program to play back sets of instructions prerecorded by someone more adept with the application. If the application also includes a macro language that responds to variables and conditional statements, the user can also control the outcome of a procedure by having the macro respond differently under different conditions.

Sources and References:

Borland, Russell Running Microsoft Word 97, (Microsoft Press, Redmond, 1997)
Microsoft Bookshelf 98

<http://www.tongatapu.net.to/compstud/> - Computer Studies Course Notes
<http://www.tongatapu.net.to/extern/msword/> - Running Microsoft Word
<http://www.tongatapu.net.to> - **Tonga on the 'NET**

Tonga on the 'NET is available on all networked computers at Queen Salote College and participating schools.