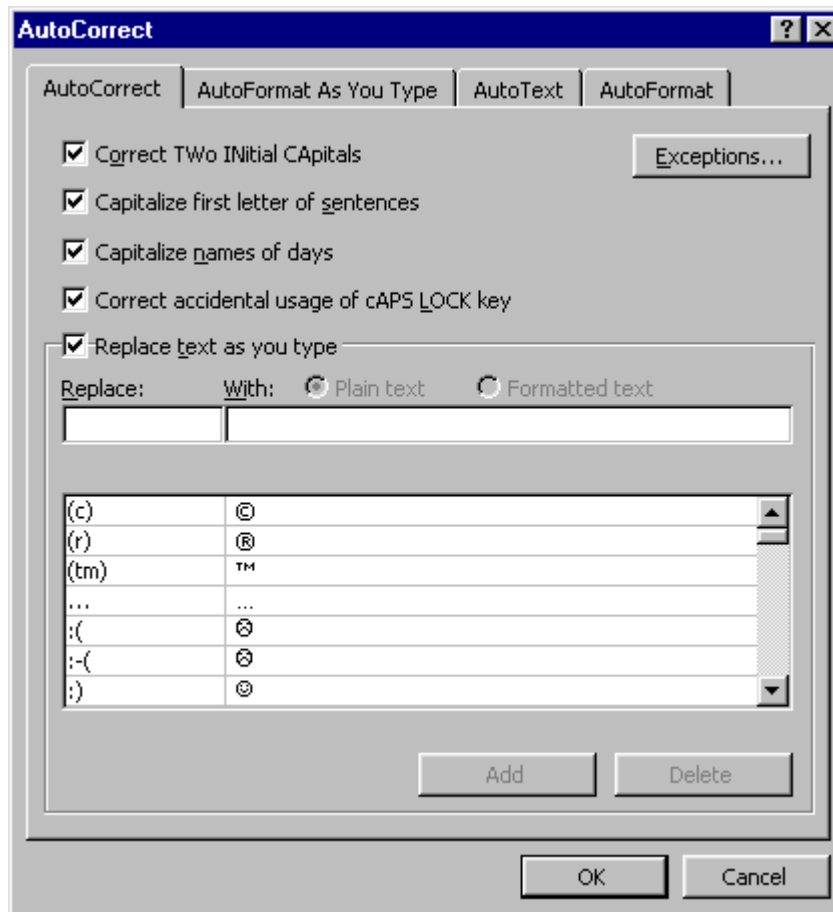


Word 97 for Classroom Teachers

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To Work with Auto Correct

This feature in Word allows you to customize options to meet your needs. For instance, if you have a common phrase you type quite a bit or you want it to correct something for you automatically.



To Use Auto Text

1. **Select Tools** on the Menu Bar.
2. Slide down and **select AutoCorrect**.
3. In the AutoCorrect window **select the AutoText tab**.
4. Where it says to enter AutoText entries here, **enter the phrase** you would like to add to AutoText, then click the **Add** button.
5. Click **OK**.

To Run Auto Text

1. As you type the phrase you will notice a yellow box with the phrase in it. To have the computer finish typing the phrase for you press **Enter**.

To Make Changes to the Other AutoCorrect features

1. **Select Tools** on the Menu Bar.
2. Slide down and **select AutoCorrect**.
3. In the AutoCorrect window **select the appropriate tab**.
4. Make the desired changes to the AutoCorrect or AutoFormat features.

Creating a Template

From Scratch, New Document

1. On the Menu Bar, **click** on **File**, select **New**
2. On the New Dialog box at the bottom right, select **Create New Template** (notice in the title bar it usually says Document 1 but now it says Template 1)
3. Type the document the way you want it to appear.
4. When you save it notice that it automatically wants to save it as a Document Template. (You can't save it as a different file type) It also wants to save it in the Templates folder; this is so that when you click **File, New** you can open the template file. Give the file a name and leave it in the template folder.

After You Have Created a Document

1. If you have typed a document and have decided that it would be a good template, you can save the file as a document template.
2. On the Menu Bar, **click** on **File**, select **Save As**.
3. In the Save As window in the bottom left where it says Save As Type change that to say Document Template. You will notice that it automatically changes the location of where it is going to save to the Template folder. Give the file a name and leave it in the template folder.

To Run a Template (that has been saved in Template folder)

1. On the Menu Bar, **click** on **File**, select **New**.
2. In the list of file icons **double click** the template you want to open.
3. You will notice that on the top it will say Document 1 so that if you make changes it is not affecting your template.

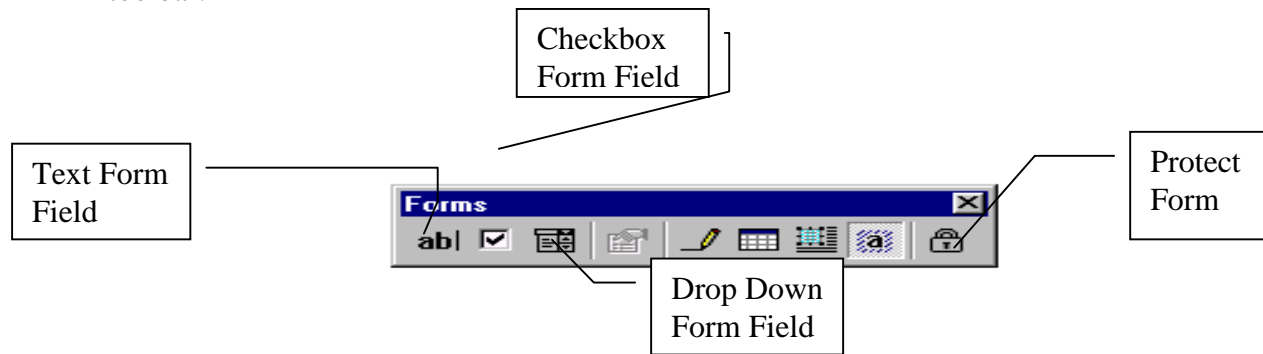
To Make Changes to your Template

1. On the Menu Bar, **click** on **File**, select **Open**.
2. In the Open window where it says Look in navigate to the Templates folder. (Go to the C drive, double click on the Program Files folder, double click on the Microsoft Office folder, double click on the Templates folder.)
3. Also in the Open window on the bottom left where it says Files of Type, select Document Templates.
4. This will allow you to see your template files, double click on the file you want to change.
5. Notice up in the title bar it says the name of the template not Document 1 so you are actually making changes to the template file.
6. When done making changes save it.

Creating Documents/Templates with Form Fields

1. You usually want to create a Form as a template so follow the steps to create a template. (On the Menu Bar, **click** on **File**, select **New**. On the New Dialog box at the bottom right, select **Create New Template**.)
2. To insert form fields you must turn on the Forms toolbar. On the Menu Bar, **select View**, slide down to **Toolbars**, slide over and **select Forms**.

- When you are ready to insert a form field, click the appropriate icon from the Forms toolbar.



- To add options to the drop down field, **double click on the field** once you have selected it from the Forms toolbar.
- Continue this process until you have entered all the desired fields and text for your form.
- Before you save you need to protect it so that people can only type in the form field area. **Select the Protect Form icon** on the Forms toolbar.
- Save** the document/template.

To Make changes to a Form Field Document/Template

- Open the document/template.
- Unprotect the file. On the Forms toolbar, **select Protect Form icon**.
- Make changes; remember to protect the document again before you save it.

Working with Tables

Creating a Table

- Place the cursor where you would like your table to be inserted. (If it is at the top of the page remember to leave room for a title if you want one.)
- On the Menu Bar, **select Table**, slide down and **select Insert Table**.
- Enter the number of columns and rows you would like and **click OK**.

Entering Text into a Table

- Place the cursor into the first cell of the table.
- Enter the text you want displayed in the cell.
- Press Tab** to move to the next cell (you can use the mouse and arrow keys to move between cells also).
- Continue to enter text until you have completed your table.

To Delete Space in a Cell

- If you press the enter key while working in a cell it will give you extra space.
- Use either **Backspace** or **Delete** depending on where you are in the cell to get rid of extra space. ***In order to get rid of the extra space you must be in the correct cell.***

Formatting Text

- Highlight the information you want to format.

2. Use the Formatting Toolbar like you would on other text to format it.

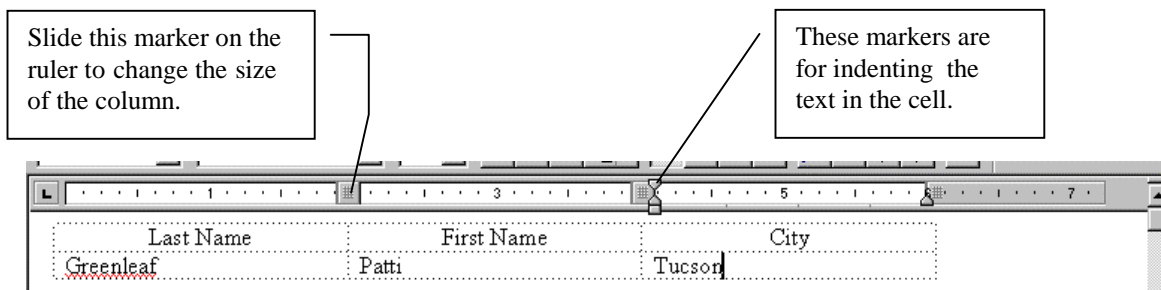
To Insert a New Column or Row

1. Select the column (to the right of) or the row (below) where you want the new column or row.
2. **Click Table** on the Menu Bar.
3. **Click Insert Column** or **Insert Row**.

To Delete a Column or Row

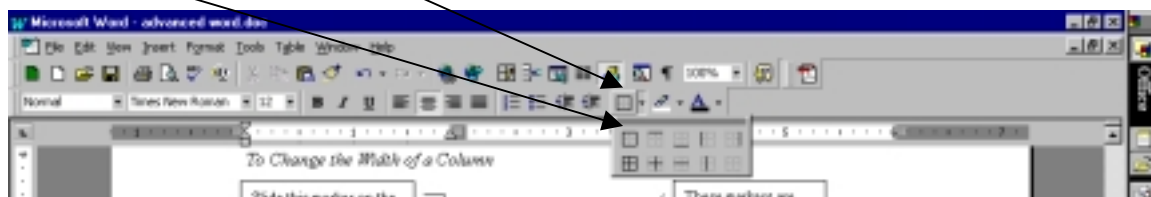
1. Select the column or row.
2. **Click Table** on the Menu Bar.
3. **Click Delete Column** or **Delete Row**.

To Change the Width of a Column



To Add Borders to Your Table

1. Highlight the entire table.
2. **Click the Border icon** on the Formatting Toolbar.
3. **Click** on the border option of your choice to add it to your table.



Spreading Text Across Cells

1. Select the range of cells where the text will be spread across
2. **Click Table** from the Menu Bar.
3. **Select Merge Cells**.
4. Use the Formatting Toolbar to format the text.

Spreading Text Across Cells		
Last Name	First Name	City
Greenleaf	Patti	Tucson

To Draw Your Own Table

1. **Click on Table** on the Menu Bar and slide down and **select Draw Table**. Or **click**

the **Draw Table** icon on the Standard Toolbar.

2. Draw your table and enter the information.
3. You can make necessary formatting changes in the Table menu or on the Table and Borders Toolbar which will appear when you draw your table.

Other Features of the Table

In the Table menu or on the Tables and Borders Toolbar you can distribute your rows or columns evenly. Making which every rows or columns you highlight equal length.

In the Tables and Borders Toolbar, you can do the features mentioned above plus align text vertically in a cell. If you do not see the Tables and Borders Toolbar, **select View** on the Menu Bar, slide down to **Toolbars**, and **select Tables and Borders**.

Mail Merge

What is merging? The purpose of this class is to introduce you to the concept of using two documents, a main document and a data source, to produce customized letters, labels, and envelopes.

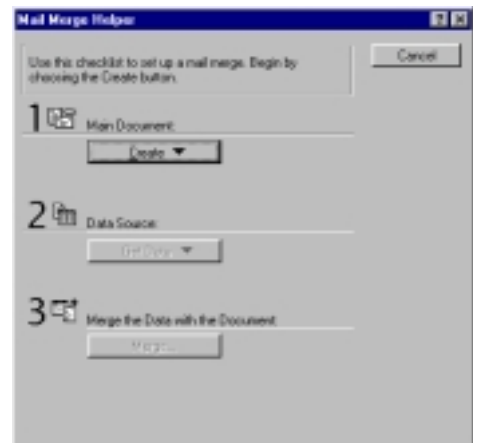
That main document contains the text, field codes, and perhaps graphics. The data source contains the information that replaces field codes in the main document. The data source can be a table created in Word, a worksheet created in Excel or a file from another database programs such as Access.

Creating Your Main Document

- Open** a blank **Word** document
- Click Tools** from the menu bar
- Click Mail Merge**
- Click Create** to display a drop-down list
- Click Form Letters**

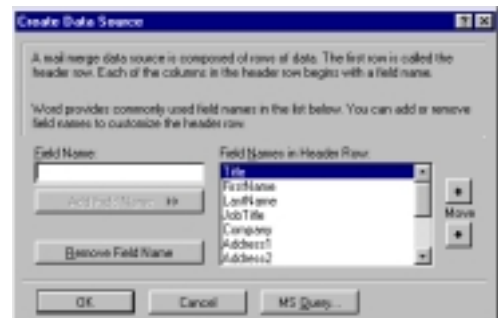
you will be asked if you want to open a new document
or create within the active window

Click the option of **your choice** you are now returned to the Mail Merge Helper dialog box



Creating a Data Source

- Click Get Data**
you will be presented with a drop down list
- Click Create Data Source**
add and/or eliminate fields to match your needs
- Click OK**
the Save As dialog box will appear
- Name** and **Save** your data list



Entering Records in Your Data Source

After you save, you are asked to Edit Data Source or Edit Main Document, **choose Edit**

Data Source,

the Data Form dialog box appears

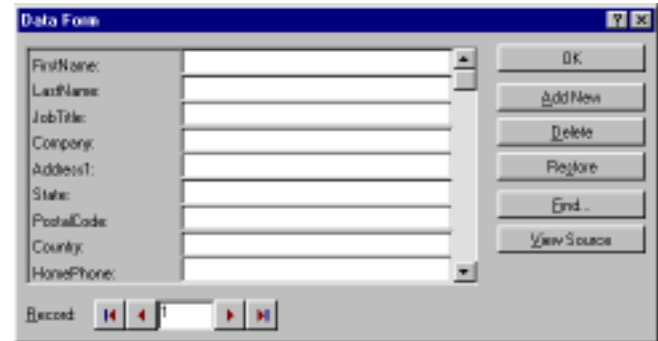
Enter data

Press Tab to move from field-to-field

Click Add New

continue to add data until you have finished

Click OK to return to the main document



Opening a Data Source

Use these directions when you want to use an existing table, worksheet, or database as your data source and are not creating it when you select Tools, Mail Merge.

On the menu bar, **select Tools.**

Click Mail Merge.

Decide on a type of main document, and where to build it.

In step 2, choose **Get Data.**

Select Open Data Source.

Indicate the location of data source file and click **Open.**

Proceed as before.

Working With the Main Document

Begin to type your document as you would any other document

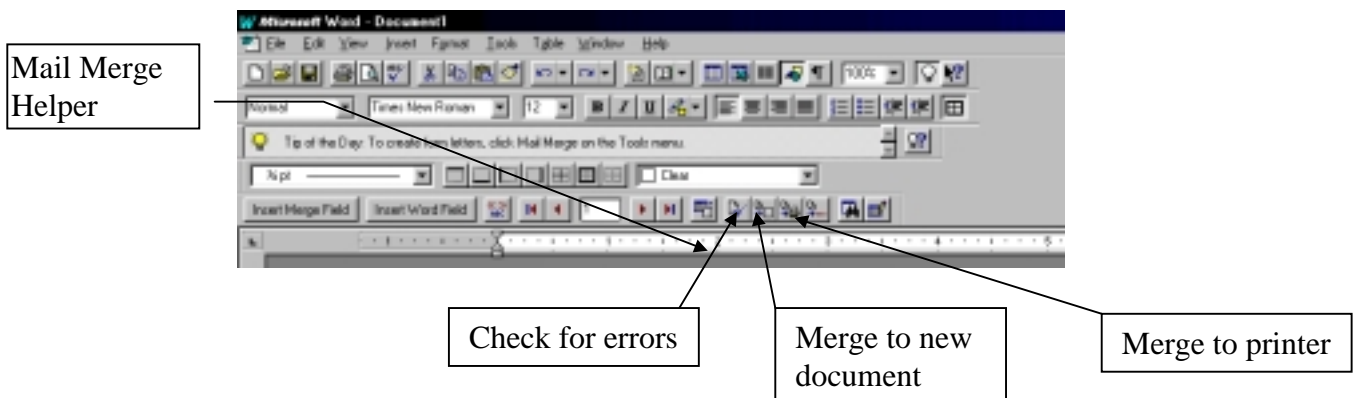
When you get to an area where you want you data (information from your data source) to

merge with you document **Click Insert Merge Field**

Click the field you want to merge

Continue typing your document and adding merged fields

Make sure to **Save** periodically



Merging Files

At this stage, you can immediately merge and print the letters or you can decide to give the merge feature more options. If your data source contains more than two or three records, you might want to check that everything is working correctly before you print all the letters.

To Print Directly

Click on **Merge to Printer** on the Mail Merge Toolbar

This takes you to the Printer dialog box

To Check for Errors

Click on **Check for Errors** on the Mail Merge toolbar, The Checking and Reporting Errors dialog box appears.

Make your choice, and click **OK**.

If Word finds an error, it displays a message box to tell you the nature of that error. Then you must correct the main document or the data source and check for errors again before proceeding. If there are no errors, Word will create a single document containing all the letters you want to send.

To Merge to New Document

Click on **Merge to New Document** on the Mail Merge toolbar

It will automatically merge all your form letters to a single document that you can print, save or look at.

To Merge with More Options

Click on **Tools** from the menu bar

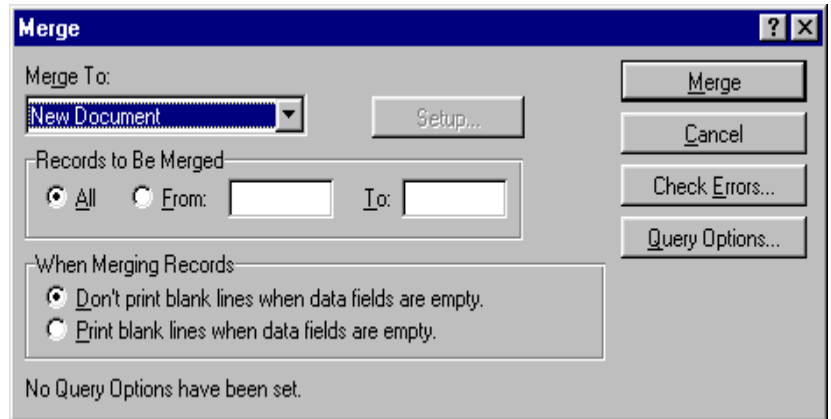
Click **Mail Merge Helper**

Click **Merge**, the Merge dialog box is displayed

Select the Options you want to use in controlling which records are merged

Click **Merge**

Your “custom” letters are created for each record in the data source file



Merging Specific Records

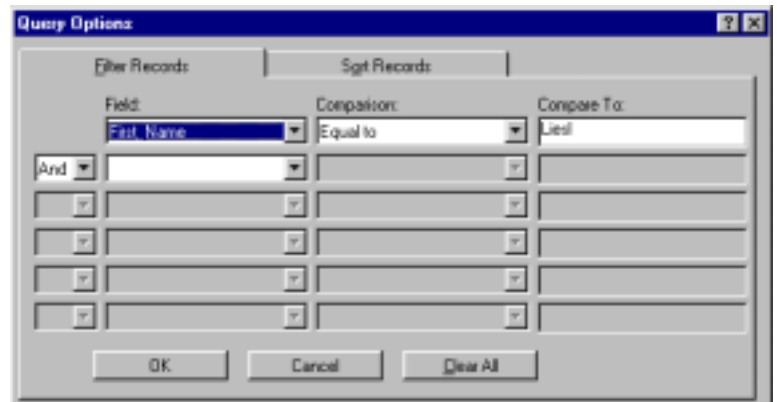
A query enables you to specify conditions under which a record in the data source document is merged to the main document when you merge.

Click on the Mail Merge Helper button on the **Mail Merge** toolbar.

Click the **Query Options** button.

Specify the options you want for your query.

Click **OK** and then **Click Merge**.



Creating Envelopes

The steps you follow to print envelopes, using an already-existing data source document, are similar to those used to create form letters.

Word uses the text in the Mailing Address section of the User Info tab of the Options dialog box for the return address on envelopes. Make sure this information is correct before you prepare to print envelopes. To check, click **Tools**, select **Options**, select the **User Info** tab, make changes, click **OK**.

Open the Tools menu

Click Mail Merge

the Mail Merge Helper dialog box appears

Click Create

a drop down list of options appears

Click Envelopes

Click New Main Document

you are returned to the Mail Merge Helper dialog box

Click Get Data

Click Open Data Source

the Open Data Source dialog box appears

Double Click the previously created **data source file** you want to use

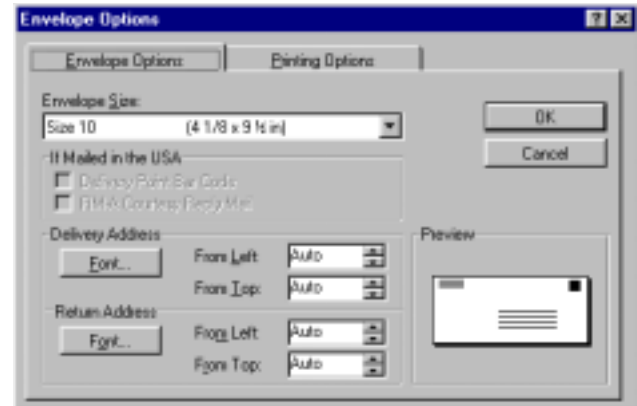
Click Setup Main Document (envelopes)

Make changes or keep the default settings

To keep default, **Click OK**

To Make changes to the Envelope Options

Select the options that are appropriate



To Make Changes to the Printer Options

Select the **Printer Options** tab.

The name of the printer appears at the top, if this is not correct, you must cancel and change your default printer, and start the sequence of steps over. Make appropriate changes to this dialog box. Word shows you how to feed the envelope into the printer. In most cases, you don't change these settings. Click **OK**. The Envelope Address dialog box appears this is where you insert the merge codes you want



The Envelope Address Dialog Box

Click Insert Merge Field

Choose a merge field

Repeat this step for each merge field you want

Click OK

Click Close

the envelope form will appear

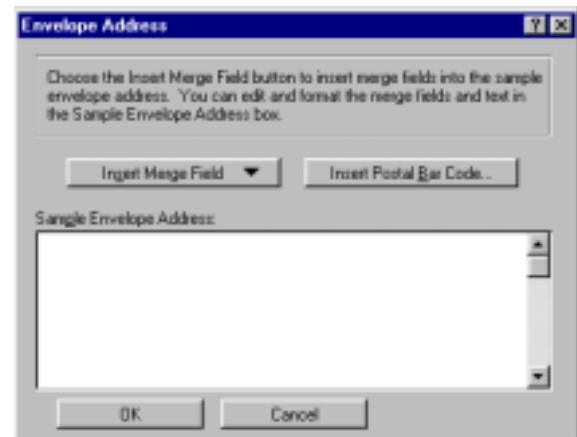
Type or edit the return address

Save your file

Click the **Merge to Printer** button

Insert your first envelope

Click OK



Creating Labels

Using mail merge to print labels is not much different than using it to print envelopes.

Open the Tools menu

Choose Mail Merge

the Mail Merge Helper dialog box appears

Click Create

use the drop down list to display your options

Click Mailing Label

Click New Main Document

you will return to the Mail Merge Helper dialog box

Click Get Data

Click Open Data Source

the Open Data Source dialog box appears

Double Click the data source file with which you want to work

Click Set Up Main Document

you will now be in the Labels Options dialog box

Choose a label type from the list

Click OK

Click the Insert Merge Field button

Choose the merge fields you want to print

Click OK

Click Close

Click the Merge to Printer button or other Merge

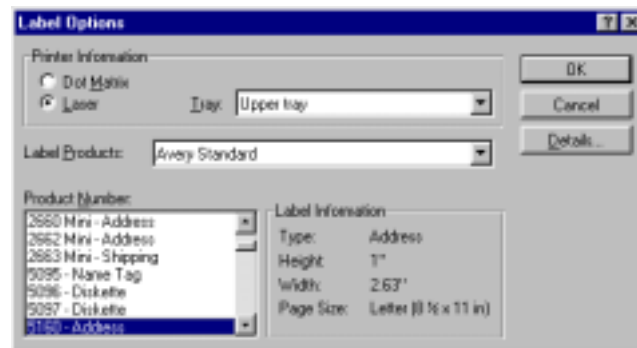
Option, **Click OK**

For a Quick Envelope or Label Job

Click **Tools** on the menu bar, select **Envelopes and Labels**

Enter Information

Choose desired options, click **Print**.



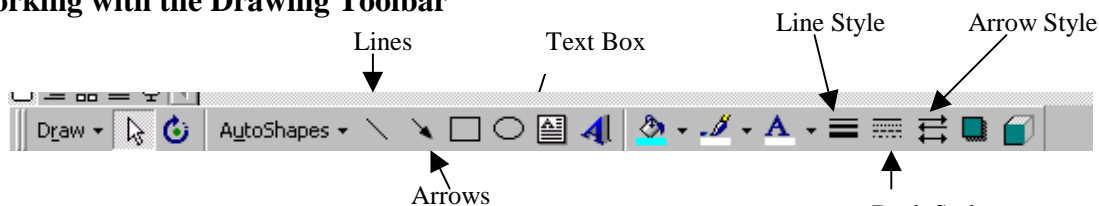
Printing Mail Merged Jobs

If you are printing the whole job or the current page print like you normally would. However, if you only want to print only certain pages the process is a little different.

On the menu bar go to **File**, slide down and select **Print**.

In the Print window, click the **radio button** for **Pages** under Page Range. Then in the box next to Pages type an S before the page numbers you want to print. For instance, if you want to print pages 1, 4, and 7, in the box you would type s1, s4, s7.

Working with the Drawing Toolbar



To ensure that you draw a straight-line hold down the shift key as you

Excellent

WordArt is Fun!

Inserting a WordArt Object

Click on the **WordArt Icon** on the drawing toolbar

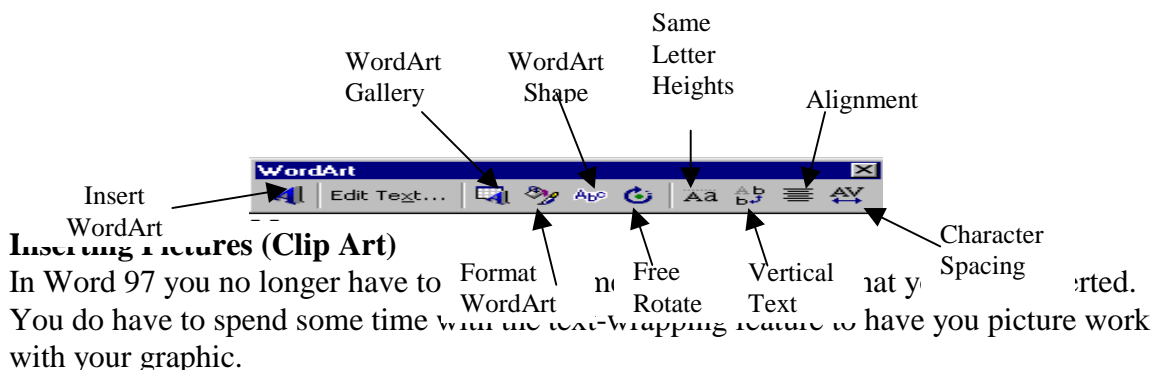


Select a WordArt Style

Enter text in the Enter Text Here dialog box then **Click OK**

Move the WordArt to where you want it to go

Make any other changes to the WordArt using the WordArt toolbar that appears.



Inserting Pictures (Clip Art)

In Word 97 you no longer have to spend some time with the text-wrapping feature to have your picture work with your graphic.

Go to **Insert** and click on **Picture** and pull to **From File** (for a picture) or **Clip Art** (for a piece of Clip Art).

For a Picture

Change to the location the file is located (i.e. floppy, desktop, my documents, server, a folder you created, etc.)

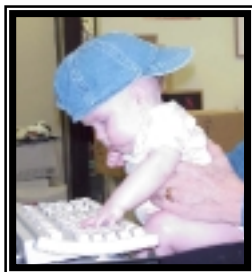
Click on the picture.

Click **Insert**.

For Clip Art

Select the clip art you want and click **Insert**.

Wrapping Text around the Picture



To make the text wrap around the picture, do the following:

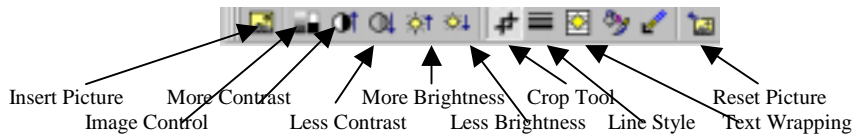
Right Click on the picture and pull to **Format Picture**

Click on the **Position tab** and check **Float over text**.

Click on the **Wrapping tab** and select choices for the **Wrapping Style** and **Wrapping** to the text to wrap. Click **OK**.

Use the Picture Tool Bar

If the Picture Toolbar is not visible, go to **View** and pull to **Toolbars** and pull to **Picture**
(Note: if *Picture* already has a check in front of it, you already have the toolbar)



To make these work, click on the picture and then click on the tool on the toolbar.

The contrast and brightness will change the image one click at a time.

The Crop Tool lets you crop part of the image. Place the tool over one of the size boxes and move it in the direction you want

The Line Style lets you determine what type of line you would like as a border around your picture.

Microsoft URL Address

<http://www.microsoft.com/education/lesson/productivity/default.asp>