

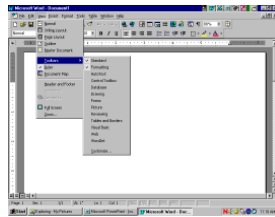
www.reliable-computer.com

- Senior Training
 - Links to Web Sites
 - Photo Gallery
 - Training Report
- On Our Favorites
- Our Web Site
- Sponsored by
 - South Boston Citizens Association
- Slides on Site in PDF Format



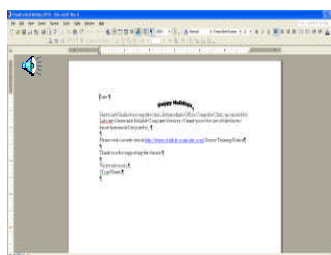
View Menu

- Tool Bar
 - Check
 - Standard
 - Formatting



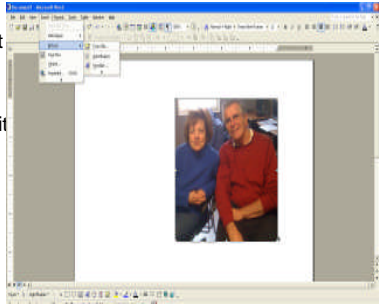
Edit Your Document

- Cursor and Mouse Position
- Insert Text
- Cursor Point
 - Control Insert or Overtyping
 - By toggling Insert Key
 - Status shown on Status Bar
 - OVR
 - Mouse showing or not
- Hard Return
 - End of paragraph
- Soft Return
 - Word Wrap
- Type Your Name
- Insert Date



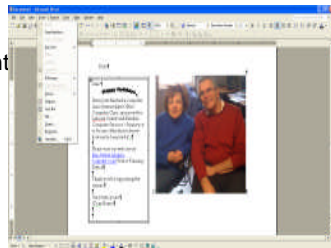
Insert Picture

- Photo or Graphic
 - JPEG or GIF
 - Drop Down List
 - My Documents
 - Class5
 - Size Picture With
 - Sizing Handle



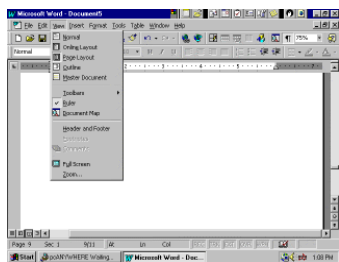
Text Box

- Text Box
- Can Move
- Over Picture
- Top of Document & Home
- Enter Twice
- Left Align
- Type Dear



View

- Header & Footer

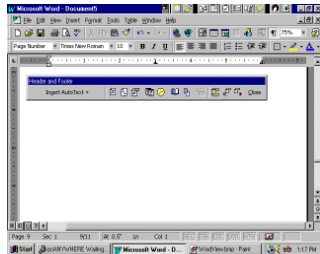


Header and Footer

• Insert Autotext

– Page

- Author, Page #, Date
- Confidential Page#, Date
- Created By
- Created On
- File Name
- File Name and Path
- Last Printed
- Last Saved by
- Page x of Y

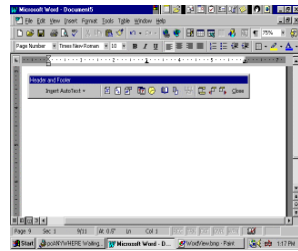


Header and Footer

• Icons

- Insert Page Number
- Format Page Number
- Insert Date
- Insert Time
- Page Setup
- Show/Hide Text
- Switch Between Header and Footer
- Show Previous
- Show Next
- Close Header

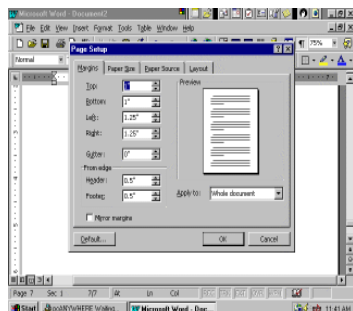
– Laboure Center



Page Setup

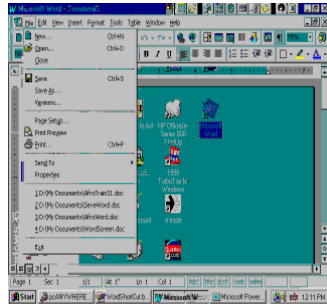
• Margins Tab

- Top
- Bottom
- Left
- Right
- Gutter
- From Edge
- Header
- Footer
- Apply to:



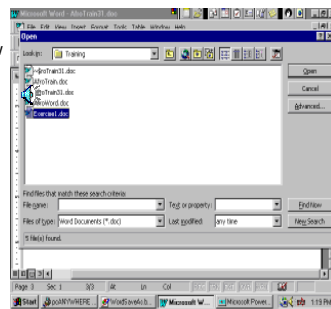
Save and Open Your Document

- File Menu
 - New
 - Open
 - Save
 - Save As
- Standard Tool Bar
 - New
 - Open
 - Save



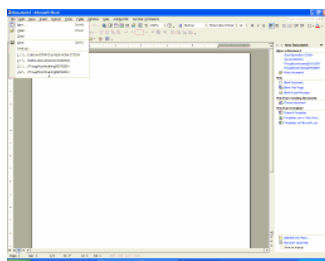
Open Existing File

- File Menu
 - Open
 - Drop Down List Arrow
 - Icons
 - Folder Arrow
 - x Up one level



Save

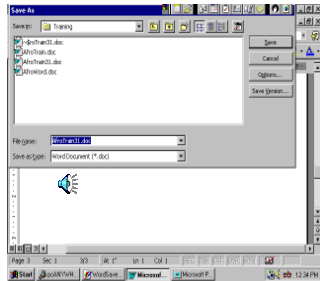
- File Menu**
 - Saves
- Floppy Disk Icon
- Ctl + S



Save As

File Menu

- Saves As
- **Ctrl + A**
- **Folder Arrow**
 - Up one level
- Look in favorite
- Create new folder
 - **My Documents**
 - **Separate Directory or Folder**

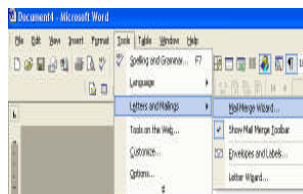


Mail Merge

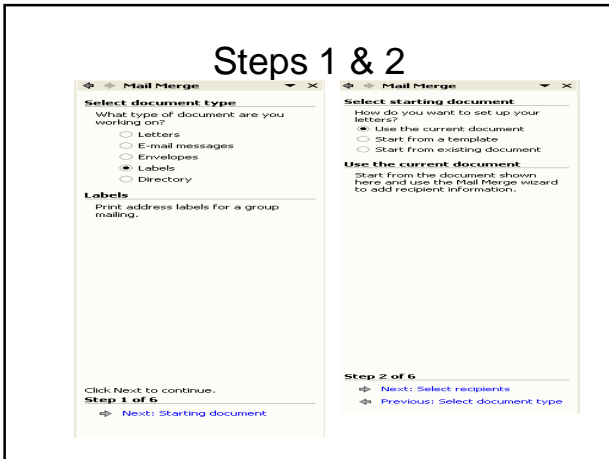
- Mail merge is a software function describing the production of multiple (and potentially large numbers of) documents from a single template form and a structured data source.
- This helps to create personalized letters and pre-addressed envelopes or mailing labels for mass mailings from a word processing document which contains fixed text, which will be the same in each output document, and variables, which act as placeholders that are replaced by text from the data source

Printing Labels in Word

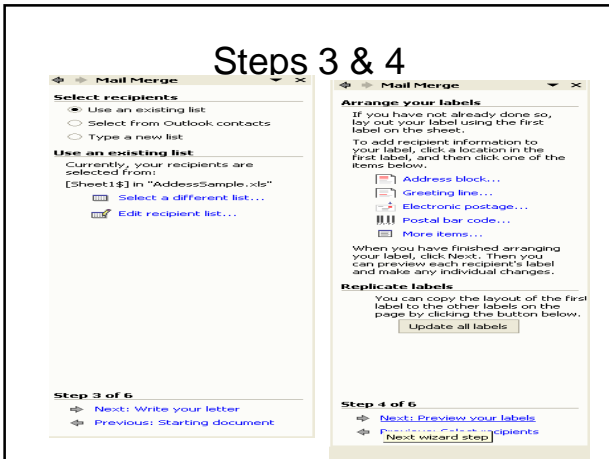
- On the Tools menu, point to Letters and Mailings, and then click Mail Merge Wizard



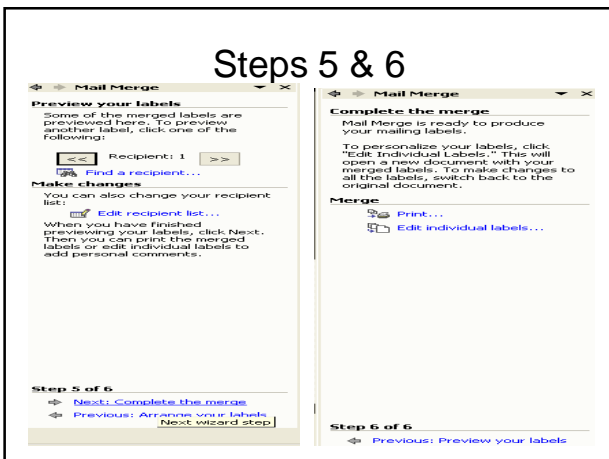
Steps 1 & 2



Steps 3 & 4

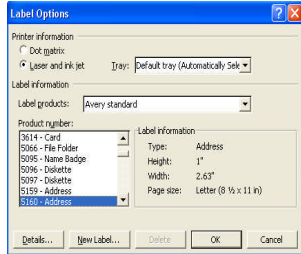


Steps 5 & 6



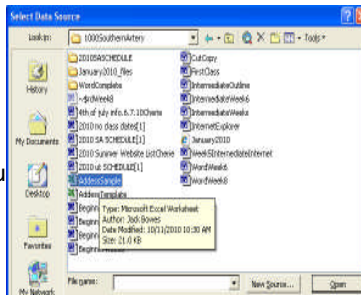
Step 1

- What type of document are working on?
- Check Labels
- Go to step 2
- Click Next: Starting Document.
- Click Label Options to check type of label

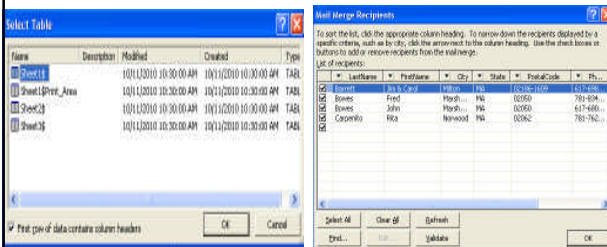


Step 3

- Go to step 3
- Click Next Select Receipts
- Click Select a Different List
- Click on Data Source and Click OK
- Click OK to



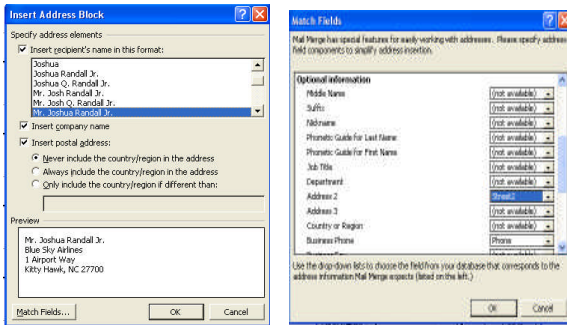
Step 3



Step 4

- Go to Step 4
- Click Next: Arrange Your Labels
- Click Address Block
- Match list if necessary

Step 4

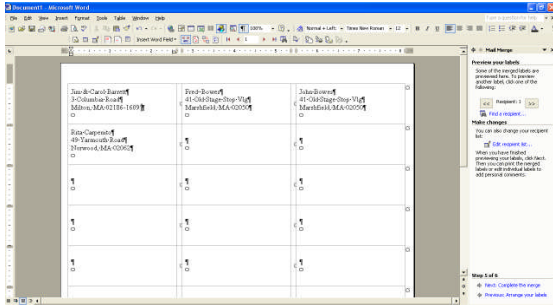


Step 5 1 of 2

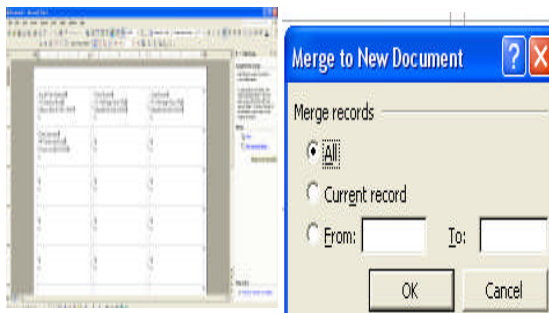
- Click update all labels
- Go to Step 5



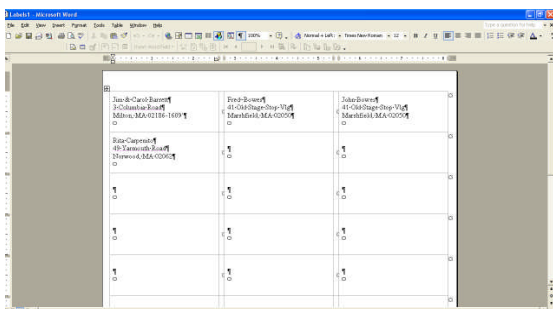
Step 5 2 of 2



Step 6 1 of 2

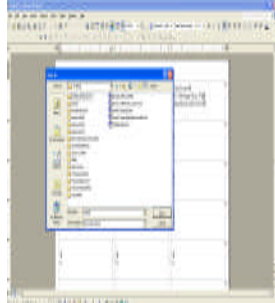


Step 6 2 of 2



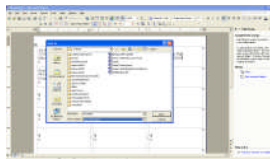
Save Labels

- Save labels



Save Template

- Save Label Template



Mail Merge

