


Using Microsoft Word – Session Outline

- Don't forget to try Help 
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- Opening – Right Click on task bar shows recent documents
- File system
- Views in file folders
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- Toolbars
 - standard
 - customizing & quick access toolbar=====
- Formatting text (Type first, Format last)
 - Text – Setting the default font for new documents (handout)
 - Paragraphs
 - Bullets & Numbering
 - Columns vs. Tables
 - Header & Footer
 - Borders & Symbols
 - Breaks – page & section=====
- Inserting
 - Pictures
 - Drawing objects
 - Text boxes
 - Fancy Text
 - Lines and shapes=====
- Templates
 - Using
 - Creating custom=====
- Mailing
 - Labels
 - Mail Merge

Change or set the default font in Microsoft Word 2010

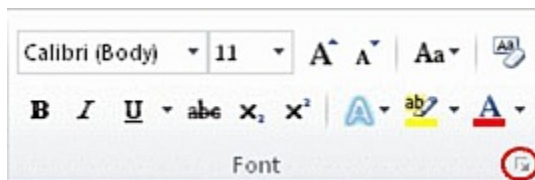
When you set a default font, every new document you open will use the font settings that you selected and set as the default. The default font applies to new documents that are based on the active template, usually Normal.dotm. You can create different templates to use different default font settings.

NOTE In Word, you can also quickly and easily format an entire document to give it a professional and modern look by applying a document theme. A document theme is a set of formatting choices that can include a color scheme (a set of colors), a font scheme (a set of heading and body text fonts), and an effects scheme (a set of lines and fill effects).

Set the default font

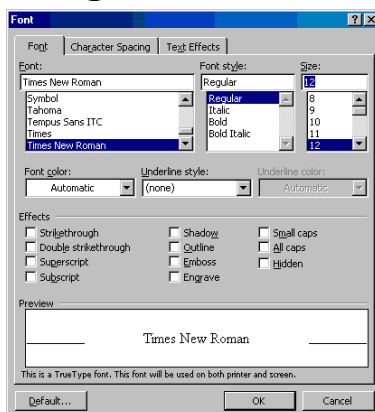
Start with a blank document, or if your document already contains text that is formatted with the properties that you want to use, select that text.

1. On the **Home** tab, click the **Font** Dialog Box Launcher, and then click the **Font** tab.



2. Select the options that you want to apply to the default font, such as font style and font size. If you selected text in step 1, the properties of the selected text are set in the dialog box.
3. Click **Set As Default**, and then click **OK**.

Change or set the default font in Microsoft Word 2010



Open a new blank document. Select the font menu.

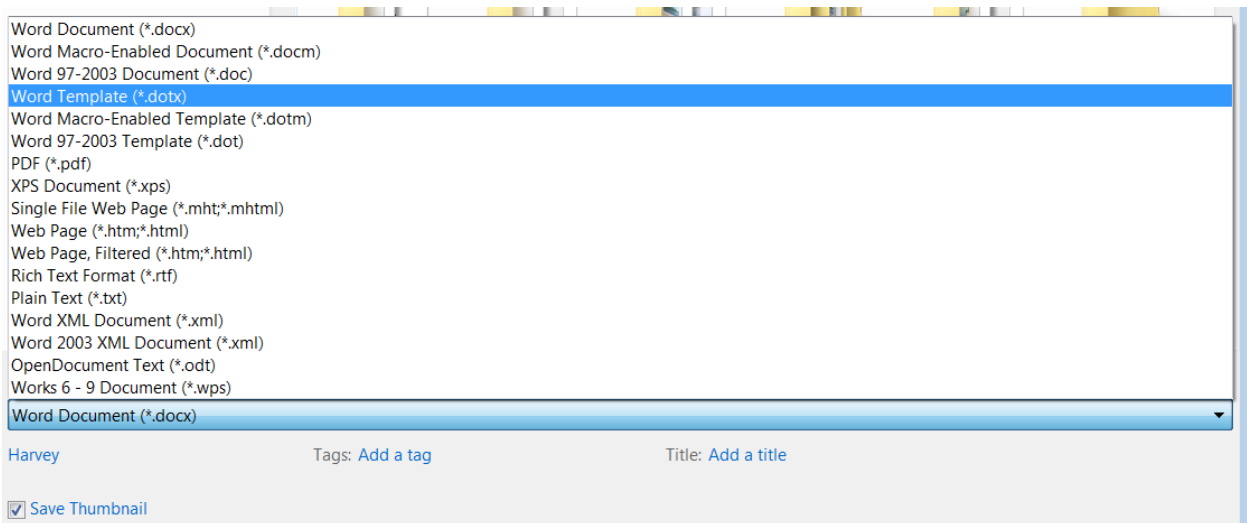
This is the font dialogue box. Click the Default button and then **OK** to change the way Word opens a new file with the font you want. Now all new blank documents will open with this font.

Create a Template

Purpose: A template allows you to save time in creating new documents with the same format, as a letterhead. If you are Secretary of an organization or are employed where you type correspondence, having special templates can save a lot of time.

Letterhead Example:

1. Start with a blank document
2. Consider what you might want to appear on every page of the document.
 - a. Date, page number, your name etc.
 - b. These items can be placed in the Header or the Footer region of the page.
 - i. To edit the header double click at the top of the page
 - ii. To edit the footer double click at the bottom
 - iii. Type the text you want or select page number from to options in the menu
3. Insert an address and or Logo or small picture in the text portion of the page
4. Save As a template.



5. Where to save the template?
C:\Users\your username\AppData\Roaming\Microsoft\Templates
6. Done.

Next time you create a new Word document, select My Templates and use the one you want. There are also many others online from Microsoft that you can adapt.

Find all office templates on line at <http://office.microsoft.com/en-us/templates/>

Keyboard Shortcuts – Selected Items from: <http://support.microsoft.com/kb/126449>**Windows system key combinations**

(Use any time.)

- F1: Help
- CTRL+ESC: Open **Start** menu
- ALT+TAB: Switch between open programs
- ALT+F4: Quit program
- SHIFT+DELETE: Delete item permanently
- Windows Logo+L: Lock the computer

(without using CTRL+ALT+DELETE)

- Esc: escapes the current operation

Windows program key combinations

(as in Word, Excel and other programs)

- CTRL+Z: Undo
- CTRL+X: Cut
- CTRL+C: Copy
- CTRL+V: Paste
- CTRL+B: Bold
- CTRL+U: Underline
- CTRL+I: Italic
- CTRL+S: Save As
- Shift+Enter: new line while typing in Word
- CTRL+Enter: new page while typing in Word

Mail Merge using Microsoft Word 2010

LABELS:

- Create list of name and addresses with listing as:
Name, Address1, Address2, City, State, Zip (Items between commas are “fields.”)
Save it. Close it. Note: no extraneous commas inside any address! ¹
 - Open new blank Word Document
 - Start Mail Merge
 - select labels
 - pick the label type from list (Word shows the label layout)
 - Select recipients
 - select existing list - find the file you created
 - Add Address Block
 - select format
 - Match Fields - VERY IMPORTANT
 - OK
 - Update Labels [this make sure all labels are created after a preview, which will show only one label]
 - Preview Results and if OK
 - Finish and Merge
 - select All
 - Put the label sheet(s) in the printer and print
- =====

LETTERS:

- Type the form letter
- Start Mail Merge
- Select Recipients from a name file just like the address labels (above)
- Insert Merge Field after setting the cursor where you want it.
 - Match Fields
- Preview
- if OK, then
- Finish and Merge, select Edit Individual Documents
- Merge to New Document, select All
[Word will create a document where each individually customized form letter is a new page. You can scroll down to check if all are OK and ready to print. You can make changes in the individual documents if you wish at this point e.g. to add a personal note.]
- Print

¹ No address can contain a comma within as 25 Apple street, Apt #2 It must be 25 Apple Street Apt #2