

Continuing Education -- WORD ver 2007

Session No # 4
File: CE-Word-4.doc

Date: March 30th, 2011
Tom Gerfen, CSIS Professor

Class Notes:

Class WEB Address (URL) <http://infotwg.com/>

Final Class meeting tonight March 30, 2011

Excel I Class April 27 – May 18, 2011
Excel II Class Summer ? ?
Access Class May 25 - June 15, 2011

Questions

Review last week's class

Tonight
Review

- Downloading files
 - Saving a Document Page 2
 - Page Borders
 - Bulleted list 3

 - Mail Merge
 - Names & Address Into Word documents
 - Address Labels
 - Excel files 9
 - Envelops & Labels 4
 - WordArt
 - Lines & Shading 6 - 7
 - Saving as a PDF file **Portable Document Format**
 - TABS To set and clear tabs
- drive **K:CIS | CE WORD-Gerfen**
FileNames in documents



Snagit by
TechSmith

Class Evaluation

=rand()

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Class Notes:

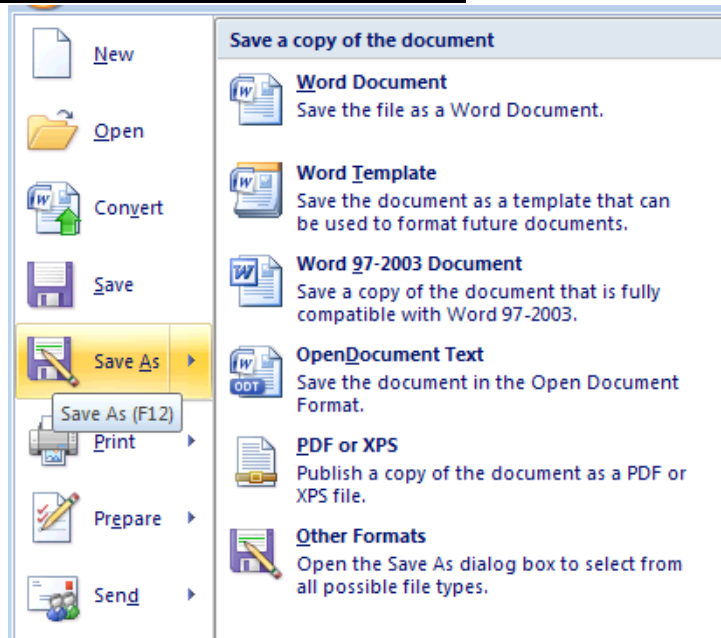
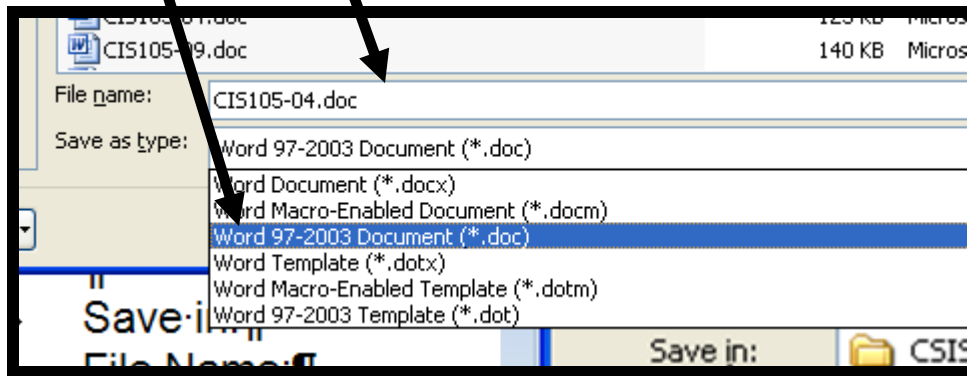
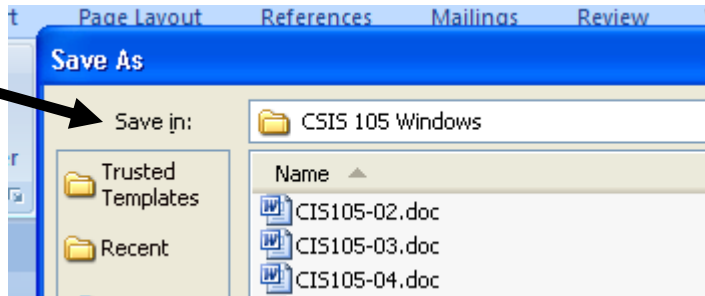
Saving the document / file

Save the document / file

Save in:

File Name:

File type:



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Class Notes:

Adding Bulleted and Numbered List

What are Bulleted and Number

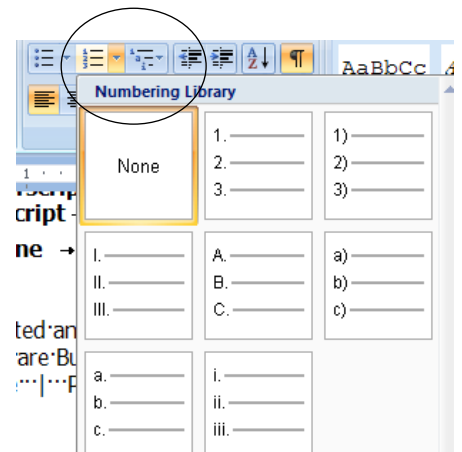
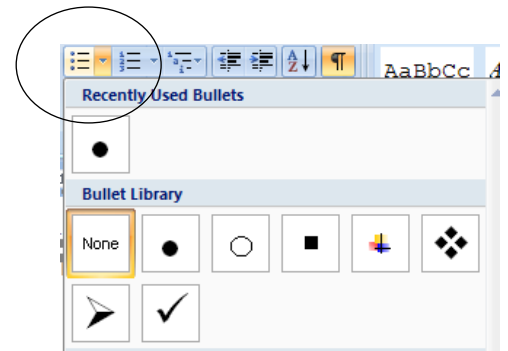
Home | Paragraph

Bulleted

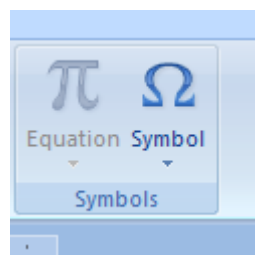
- Nklsdf ose kjfkjdf;aldsk
- Kklkdk akdfjklfdlksdfklsad f;l
- Dkjfkleir kdjfs sieri kksliorew kl

Number

1. Jkds dlkf skdljfoeiwi
2. Pdkfkd klkl kldfksdieuri kj kdf uyuu twerwt
3. Quer djh jk auieyu weukjhd
4. Seryuierwuiwojdhf dsjks
 - Ksdjfkldjfkldjlkf slkdf
 - Dskf lksdf lksdf salk;
5. JKjkd fk kdjfkjir iewkjdf



Symbols



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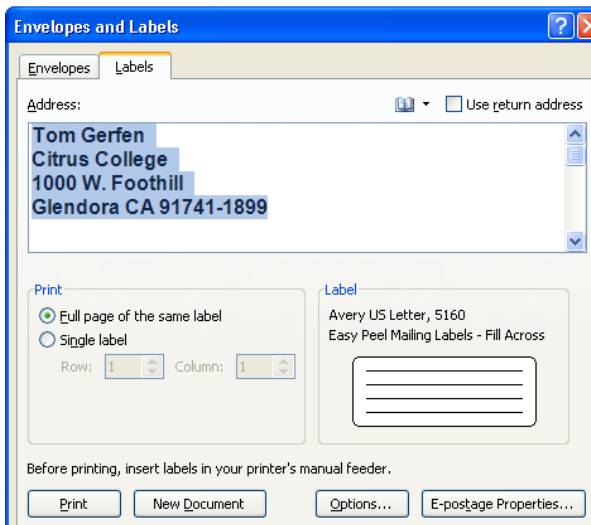
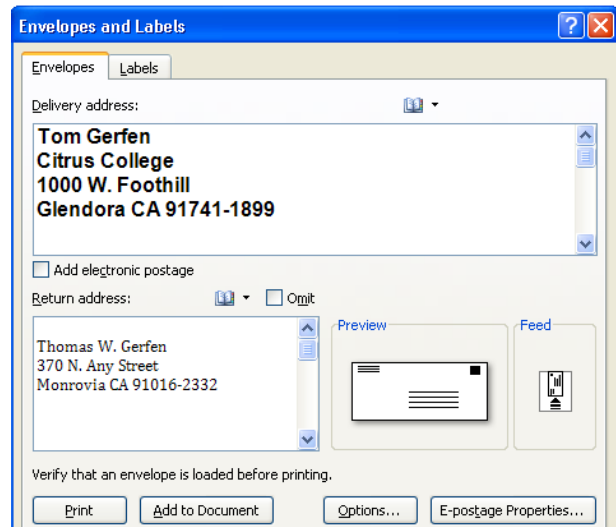
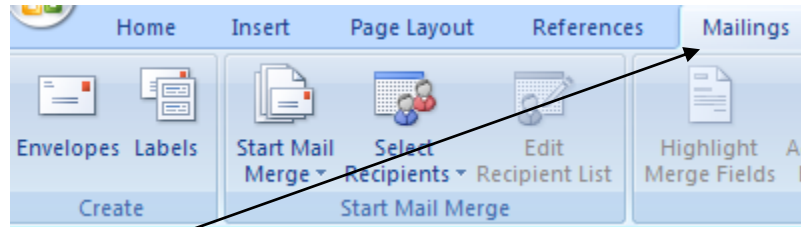
Class Notes:

Envelops & Labels

Type a address

**Tom Gerfen
Citrus College
1000 W. Foothill
Glendora CA 91741-1899**

Tab - Mailings



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Class Notes:

To add the name of the file into the document
name the document first then ... this is now known as a "FIELD"

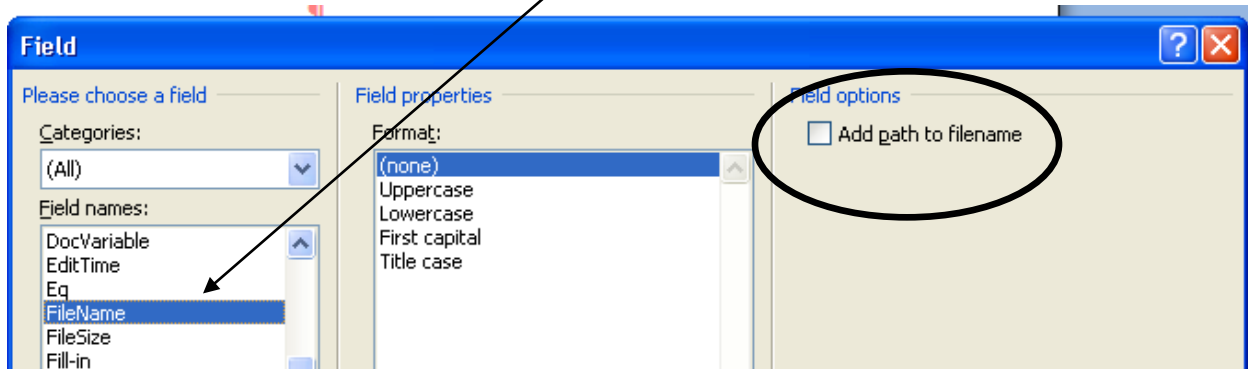
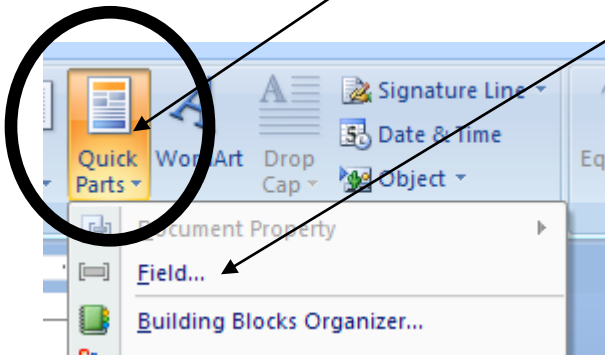
Like this

`c:\csis\commed classes - word\ce-word-4.doc`

Must have saved the document first
Have your cursor at the point you want to insert the field

Insert tab

Quick Parts - pull down - Field... select option - File Name



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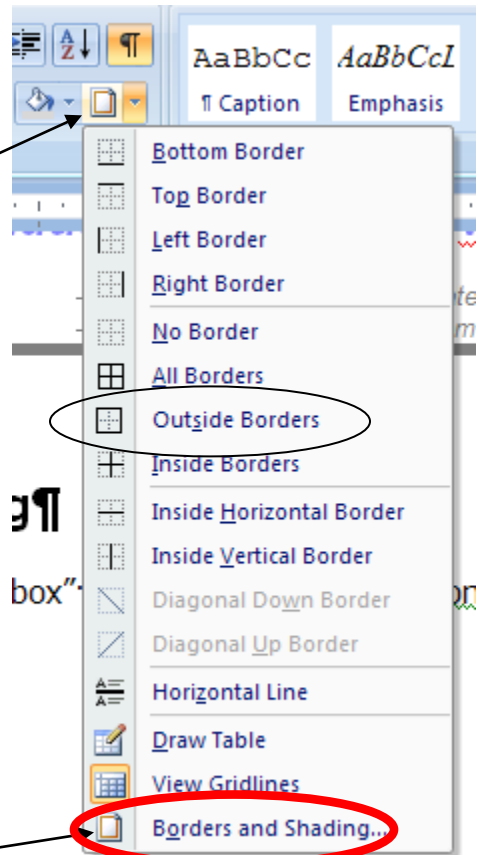
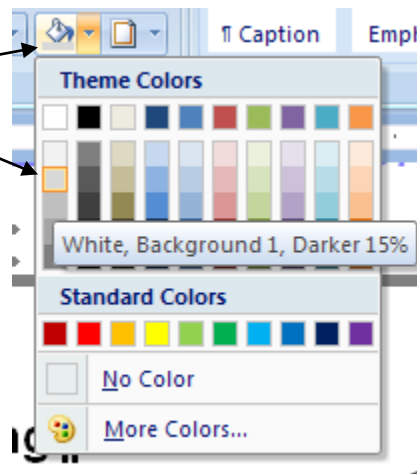
Class Notes:

Lines & Shading

Highlight the area you want to "box" in.
Plus one above and one below the lines.

Home | Select Outside Borders

Color Themes
Fill backgrounds



Recolor the Border & Shading for the PARAGRAPHIC

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, add an extra ¶ before the area and after ... document building blocks.

¶ When you create pictures, charts, or diagrams, they also coordinate with your current document look. ¶

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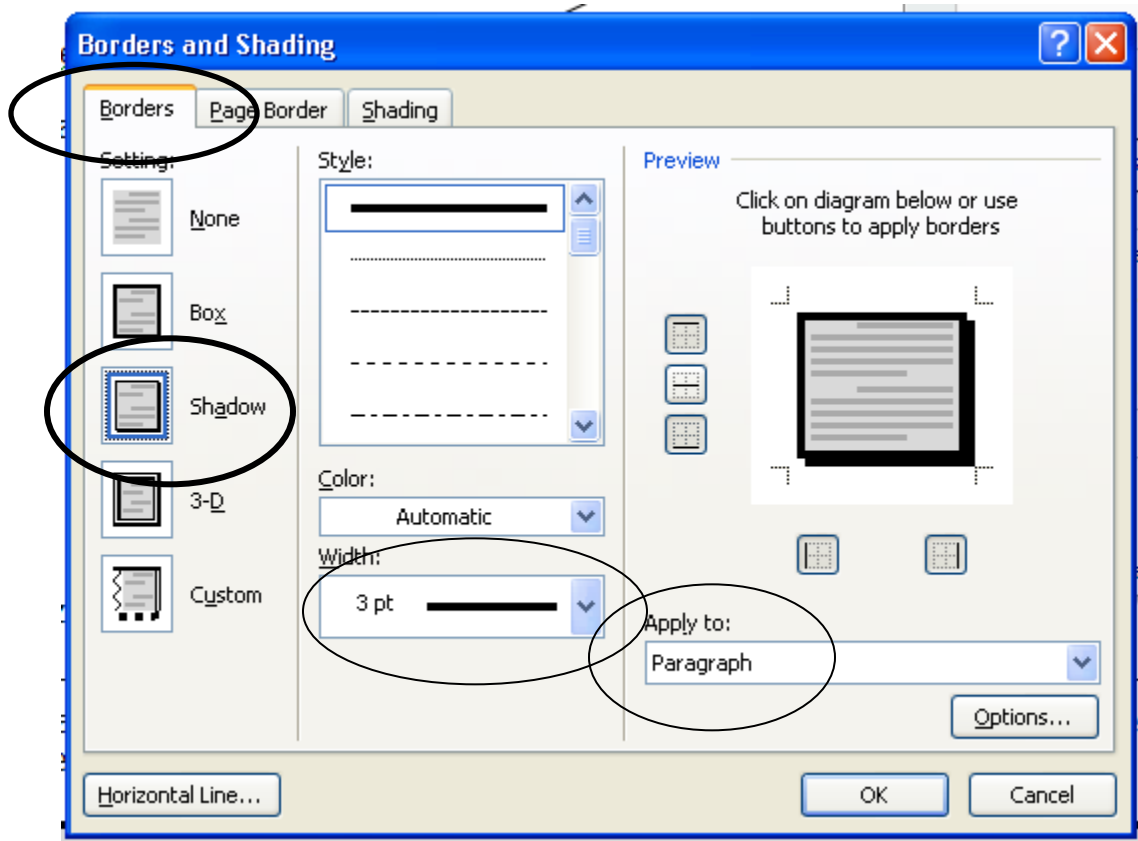
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Class Notes:

You can easily change the formatting of selected text in the document text by choosing

Recolor the Border & Shading for the PARAGRAPHIC

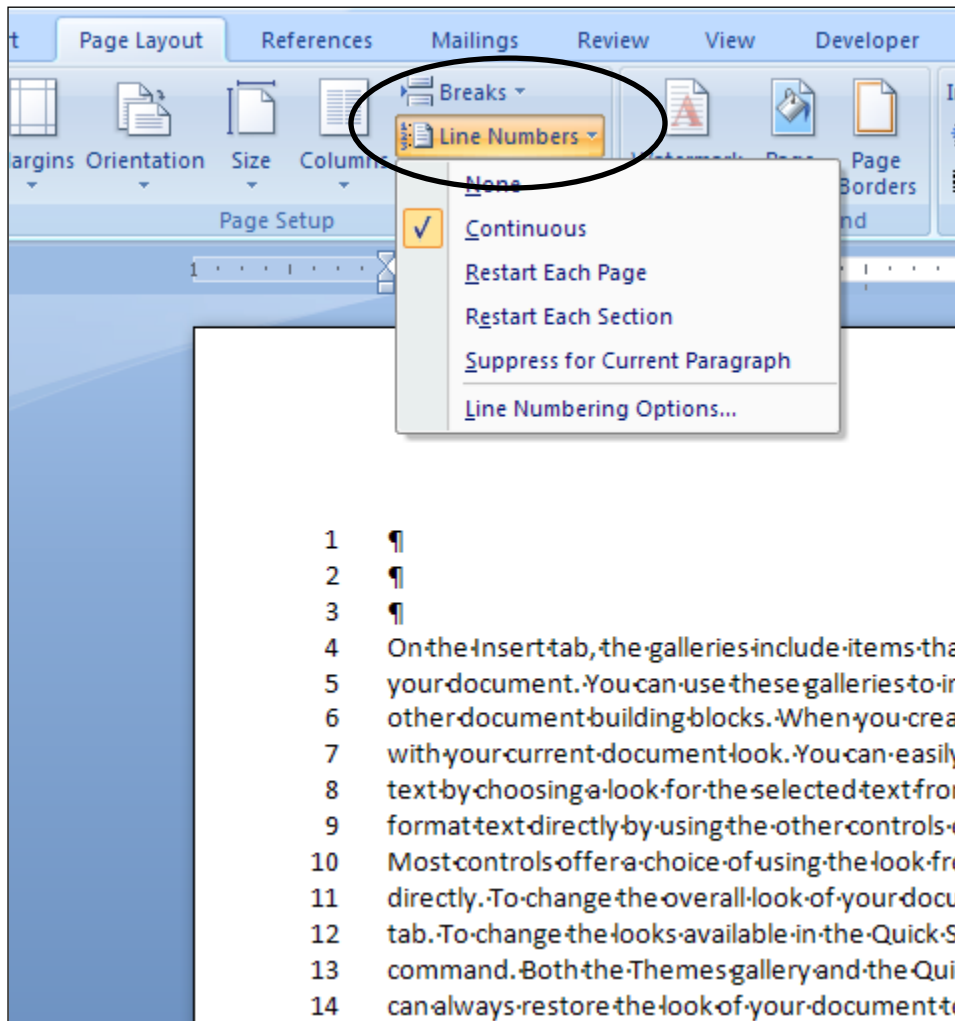


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Class Notes:

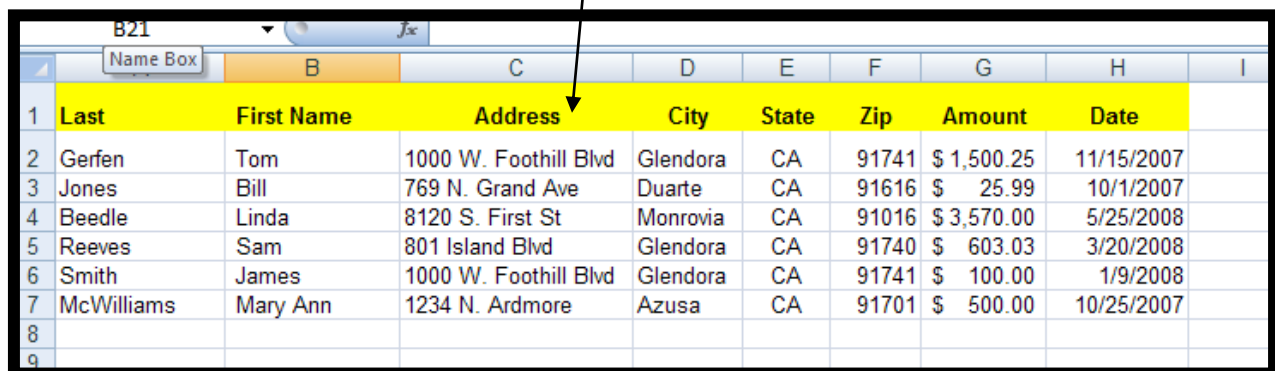
Mail Merge

Data base using EXCEL files

Filename: **mm-names-ttt222.xls**

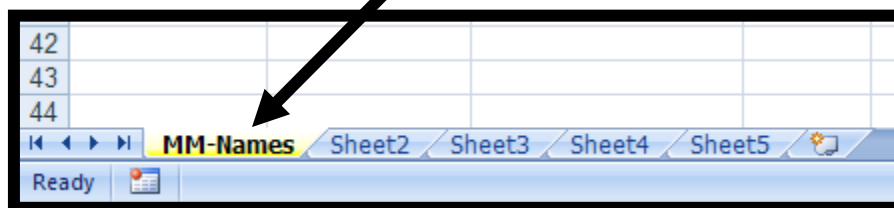
Tab MM-Names

1st Row MUST be the name of the "field"



1	Last	First Name	Address	City	State	Zip	Amount	Date
2	Gerfen	Tom	1000 W. Foothill Blvd	Glendora	CA	91741	\$ 1,500.25	11/15/2007
3	Jones	Bill	769 N. Grand Ave	Duarte	CA	91616	\$ 25.99	10/1/2007
4	Beedle	Linda	8120 S. First St	Monrovia	CA	91016	\$ 3,570.00	5/25/2008
5	Reeves	Sam	801 Island Blvd	Glendora	CA	91740	\$ 603.03	3/20/2008
6	Smith	James	1000 W. Foothill Blvd	Glendora	CA	91741	\$ 100.00	1/9/2008
7	McWilliams	Mary Ann	1234 N. Ardmore	Azusa	CA	91701	\$ 500.00	10/25/2007
8								
9								

Tabs at bottom of Excel sheet



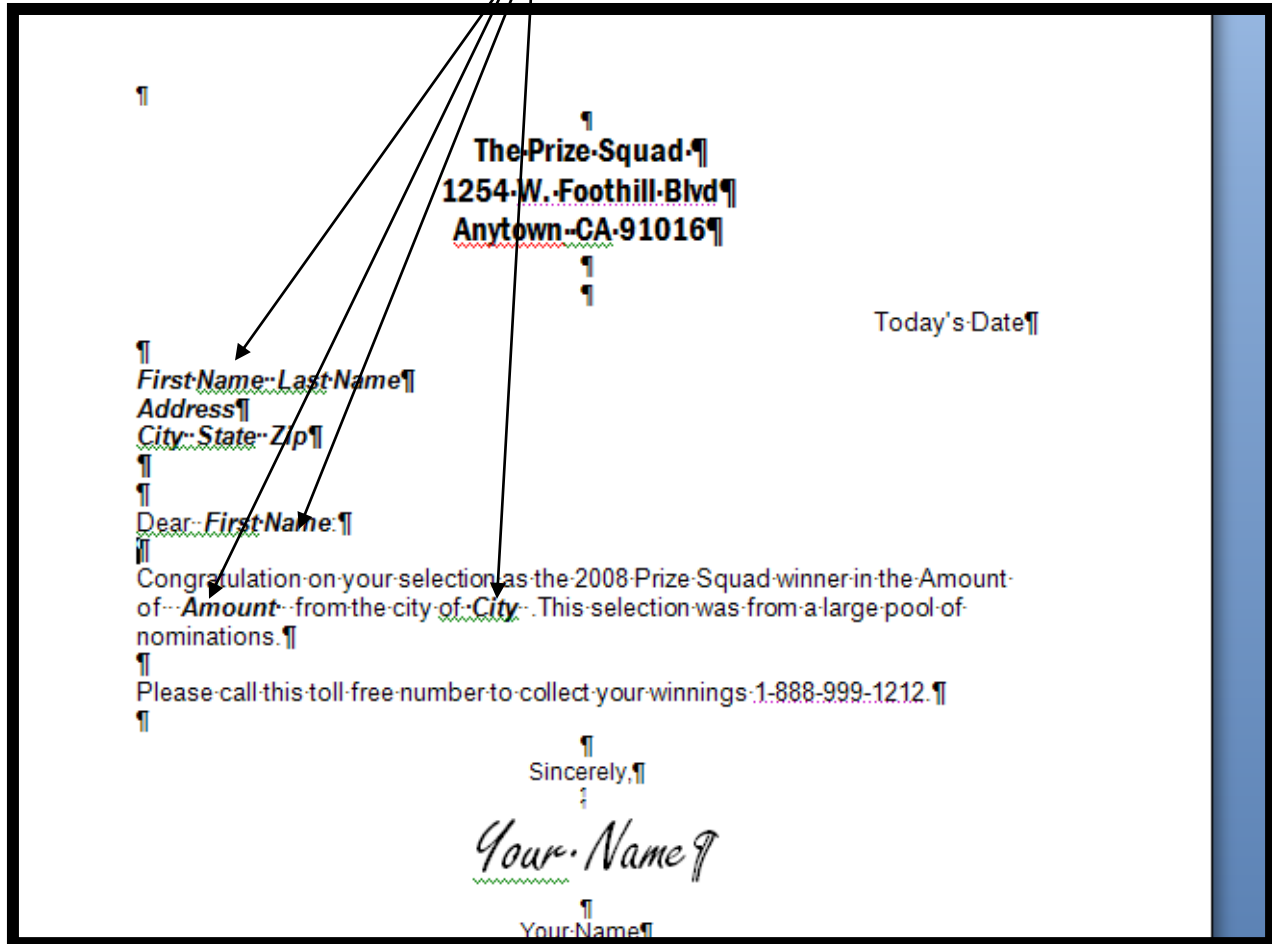
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Class Notes:

Mail merge fields from Excel



The-Prize-Squad
1254-W-Foothill-Blvd
Anytown-CA-91016

Today's-Date

First-Name-Last-Name
Address
City-State-Zip

Dear-First-Name

Congratulation-on-your-selection-as-the-2008-Prize-Squad-winner-in-the-Amount-of-Amount-from-the-city-of-City. This selection was from a large pool of nominations.

Please-call-this-toll-free-number-to-collect-your-winnings-1-888-999-1212.

Sincerely
Your-Name
Your-Name

Sample fields

«First_Name» «Last»
 «Address»
 «City» «State» «Zip»

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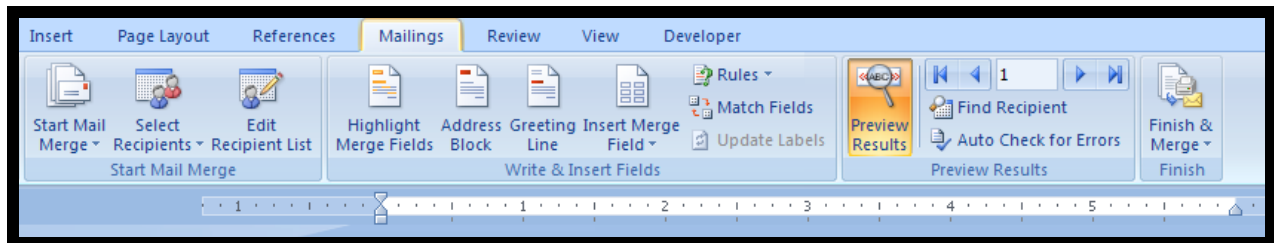
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Class Notes:

Ribbon

Mailings



See attached handouts about Mail Merge

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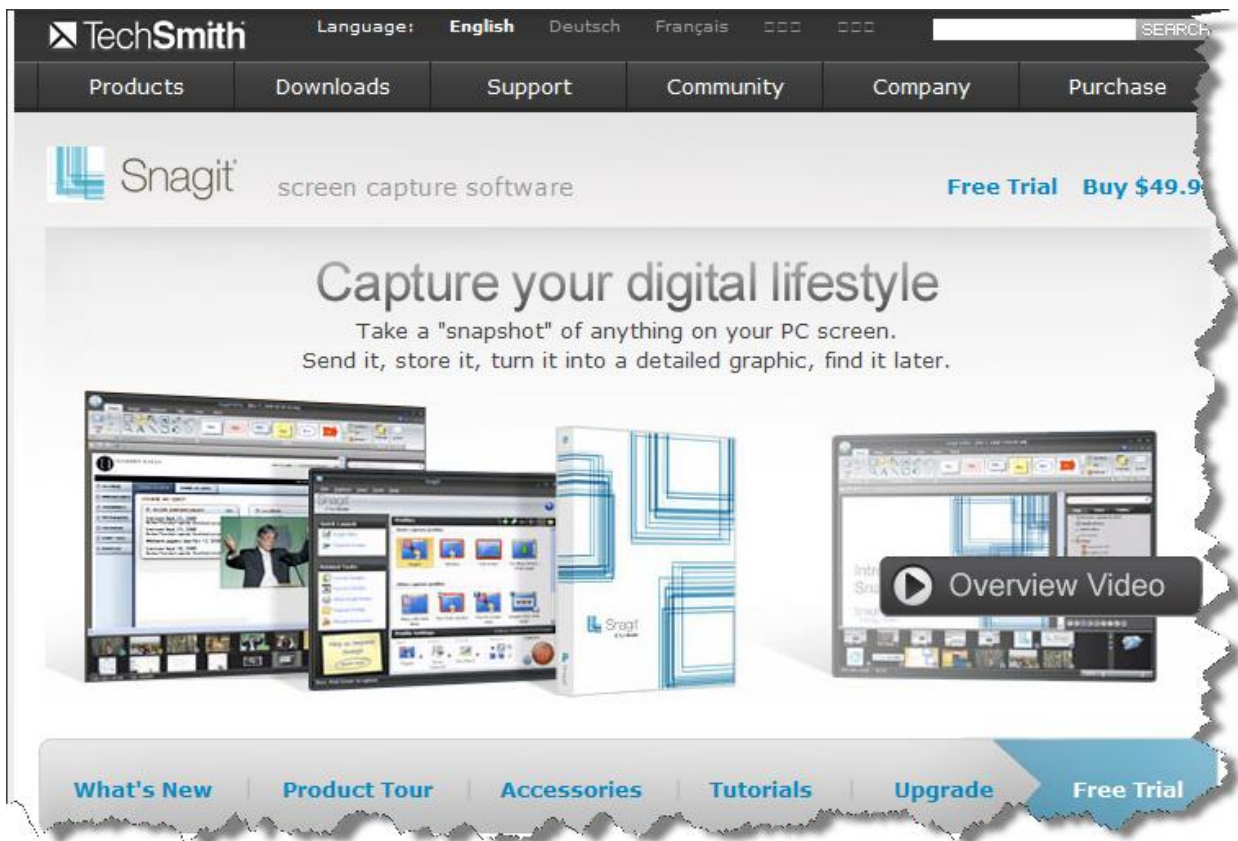
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Class Notes:

An add-on you MUST have ...

SnagIt by TechSmith

<http://www.techsmith.com>



The screenshot shows the TechSmith website for Snagit. The top navigation bar includes 'Language: English', 'Deutsch', 'Français', and a search box. Below the navigation bar are links for 'Products', 'Downloads', 'Support', 'Community', 'Company', and 'Purchase'. The main content area features the Snagit logo and the text 'screen capture software'. A prominent headline reads 'Capture your digital lifestyle' with a sub-headline: 'Take a "snapshot" of anything on your PC screen. Send it, store it, turn it into a detailed graphic, find it later.' Below this text are images of the Snagit software interface, a product box, and a video player labeled 'Overview Video'. At the bottom of the page, there is a navigation bar with links for 'What's New', 'Product Tour', 'Accessories', 'Tutorials', 'Upgrade', and 'Free Trial'.

Class Evaluation

Comments

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Class Notes:

Inserting Photos into a Word Document

1st Find the photo

Insert the photo (Insert)

Then Text Wrapping

The diagram illustrates the steps to insert a photo into a Word document. It shows the 'Insert' tab in the ribbon, the 'Insert Picture' dialog box, and the 'Text Wrapping' menu. Arrows indicate the flow from finding the photo to inserting it and then applying text wrapping.

The 'Insert Picture' dialog box shows the following files:

- Citrus College-019.JPG
- Citrus College-021.JPG
- Citrus College-023.JPG
- Citrus College-025.JPG
- MVC-0015.JPG

The 'Text Wrapping' menu includes the following options:

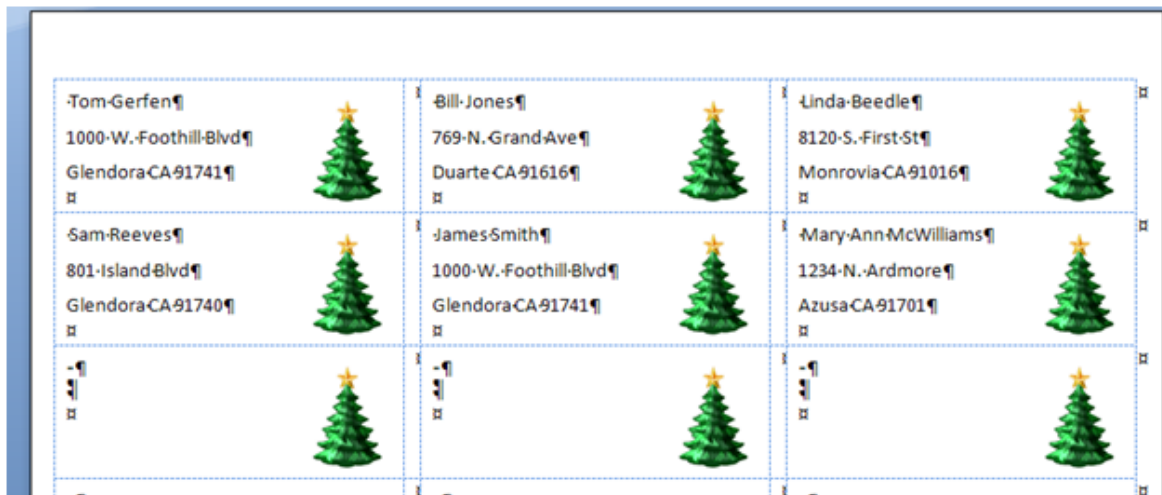
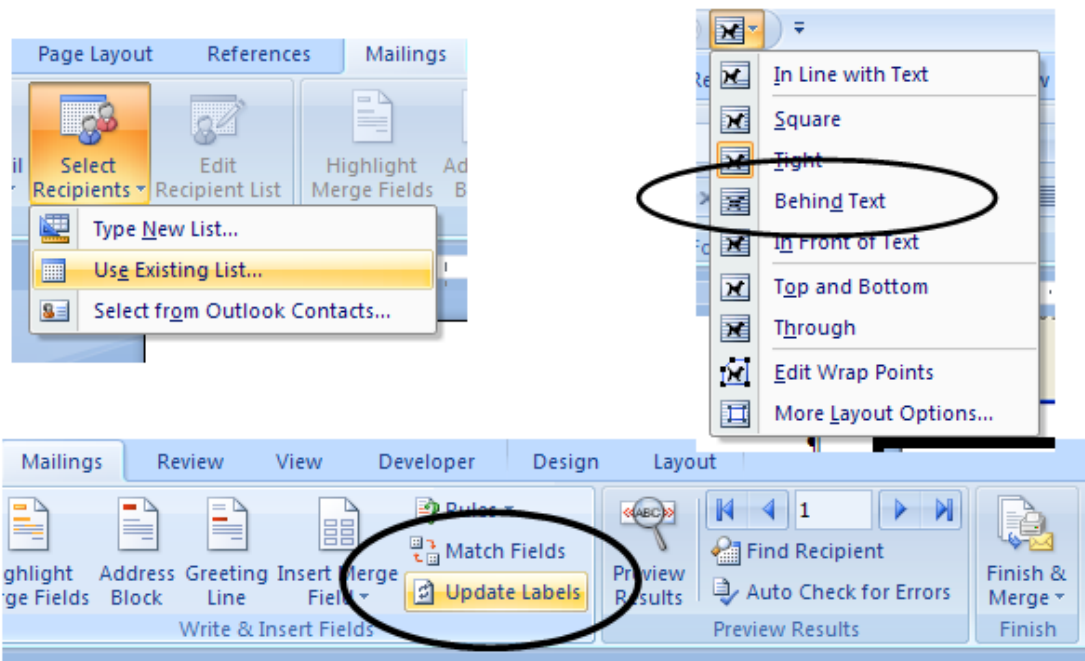
- In Line with Text
- Square
- Tight
- Behind Text
- In Front of Text
- Top and Bottom
- Through
- Edit Wrap Points
- More Layout Options...

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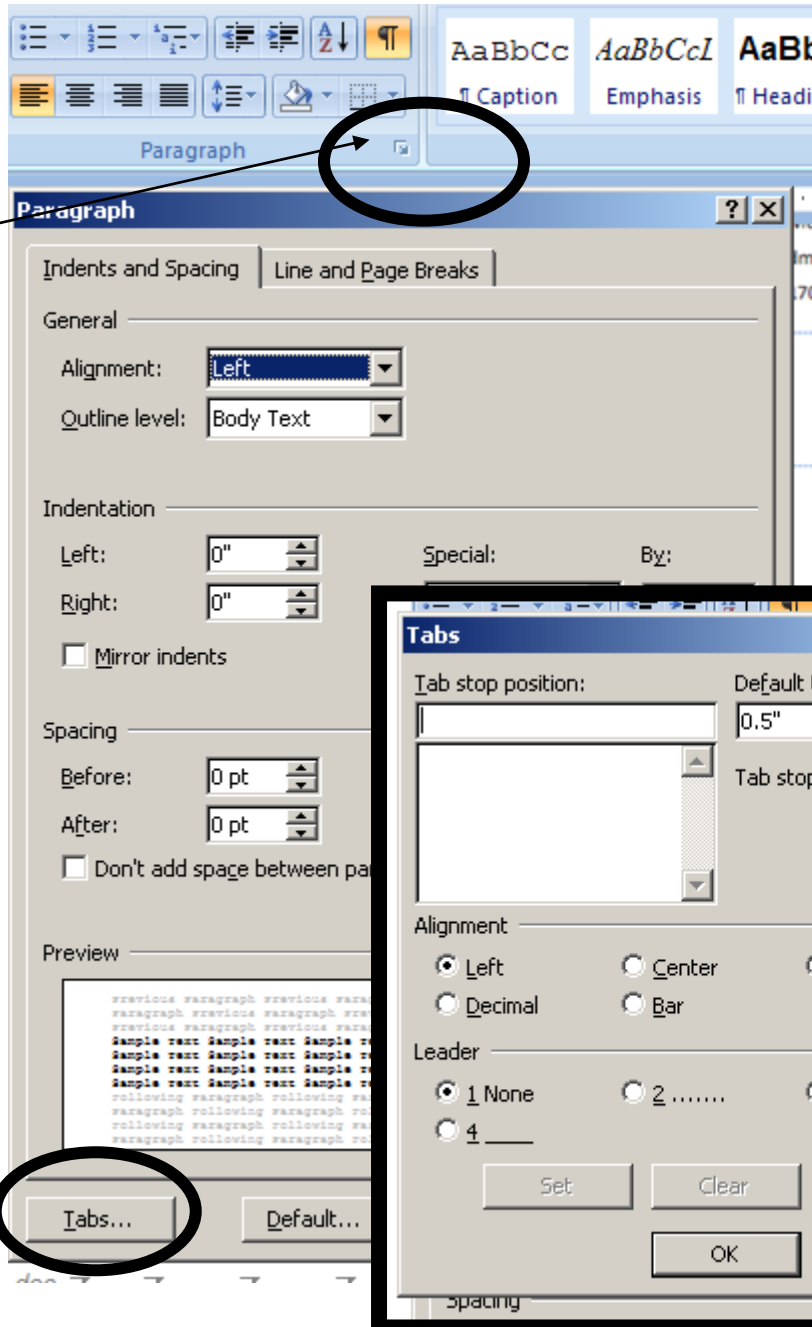
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Class Notes:

T A B S

Tabs

Paragraph
down Arrow

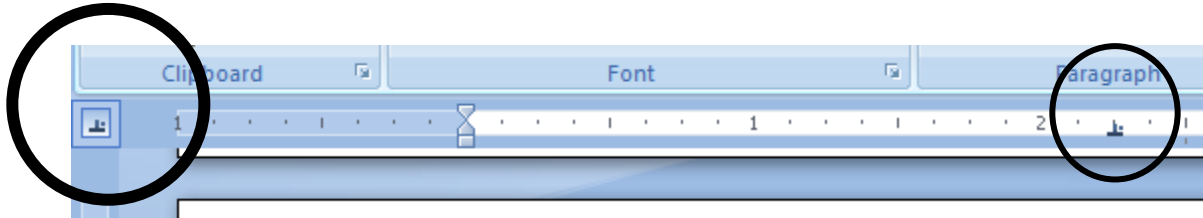


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Class Notes:



You can quickly set tabs by clicking the tab selector at the left end of the ruler until it displays the type of tab that you want and then clicking the ruler at the location you want. But which type of tab stop should you use?



A Left Tab stop sets the start position of text that will then run to the right as you type.



A Center Tab stop sets the position of the middle of the text. The text centers on this position as you type.



A Right Tab stop sets the right end of the text. As you type, the text moves to the left.



A Decimal Tab stop aligns numbers around a decimal point. Independent of the number of digits, the decimal point will be in the same position. (You can align numbers around a decimal character only; you cannot use the decimal tab to align numbers around a different character, such as a hyphen or an ampersand symbol.)



Decimal tab	4764.03 1234.88
-------------	--------------------

Dot leader	87
Table of Contents.....	76
ABC Information	14