

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()

Continuing Education -- WORD ver 2007

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Class Notes:

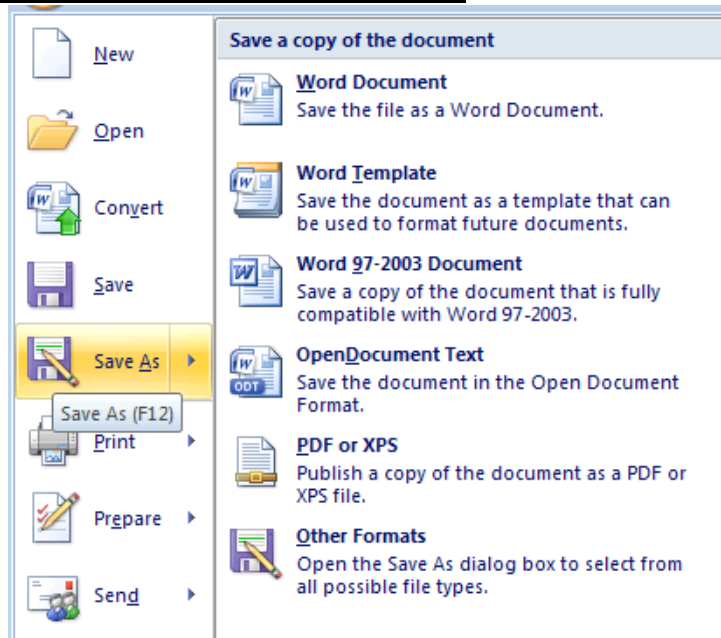
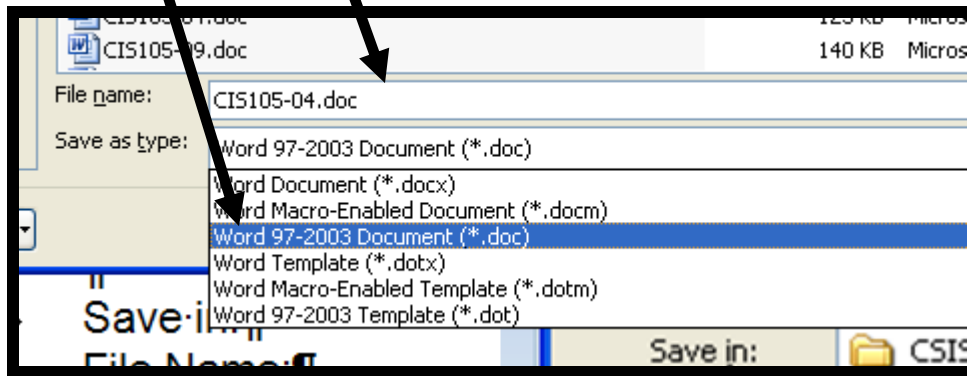
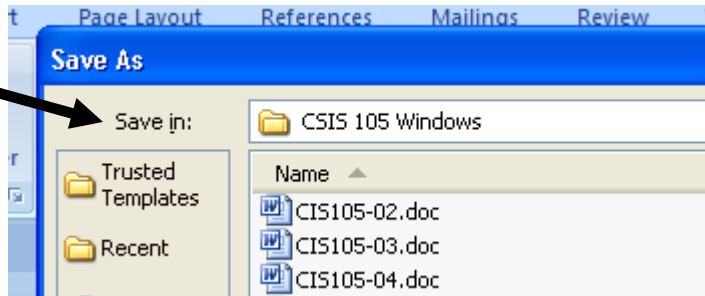
Saving the document / file

Save the document / file

Save in:

File Name:

File type:



Continuing Education -- WORD ver 2007

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Class Notes:

Adding Bulleted and Numbered List

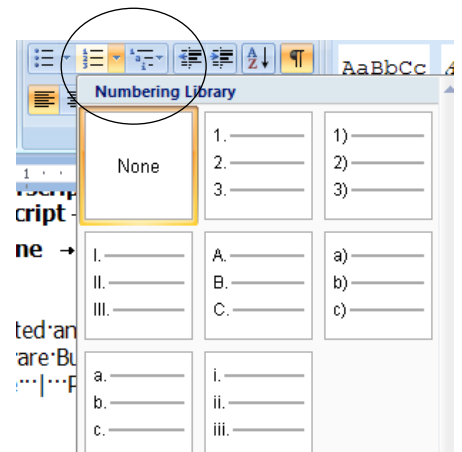
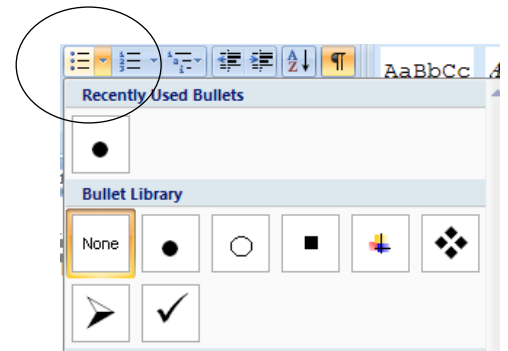
What are Bulleted and Number
Home | Paragraph

Bulleted

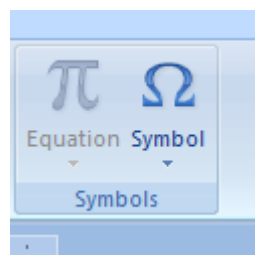
- Nklsdf ose kjfkjdf;aldsk
- Kklkdk akdfjklfdlksdfklsad f;l
- Dkjfkleir kdjfs sieri kksliorew kl

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



Continuing Education -- WORD ver 2007

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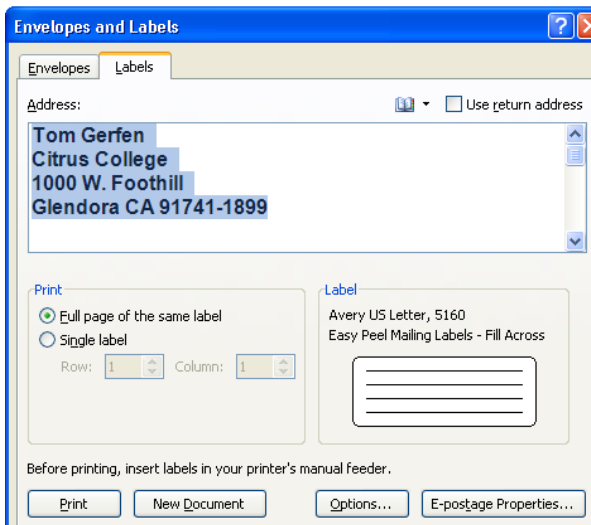
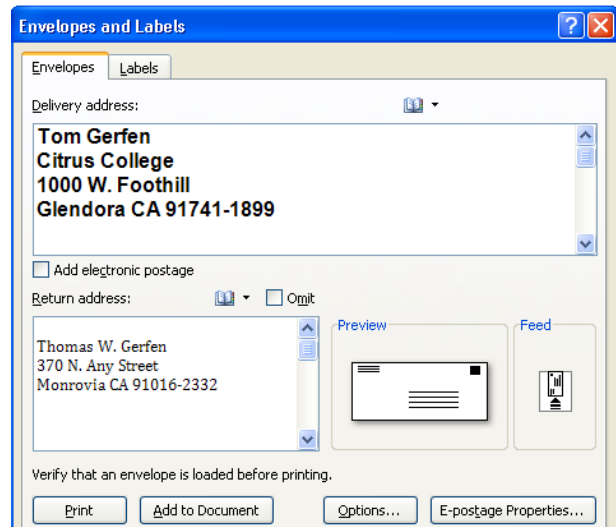
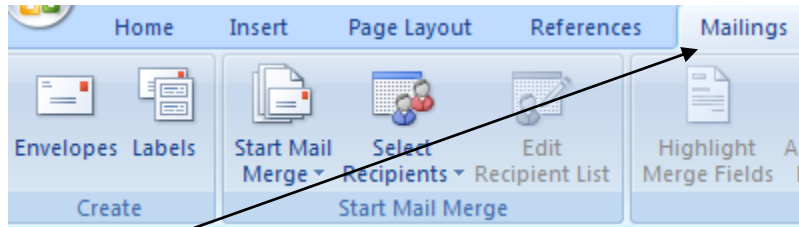
Class Notes:

Envelops & Labels

Type a address

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

Tab - Mailings



Continuing Education -- WORD ver 2007

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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"

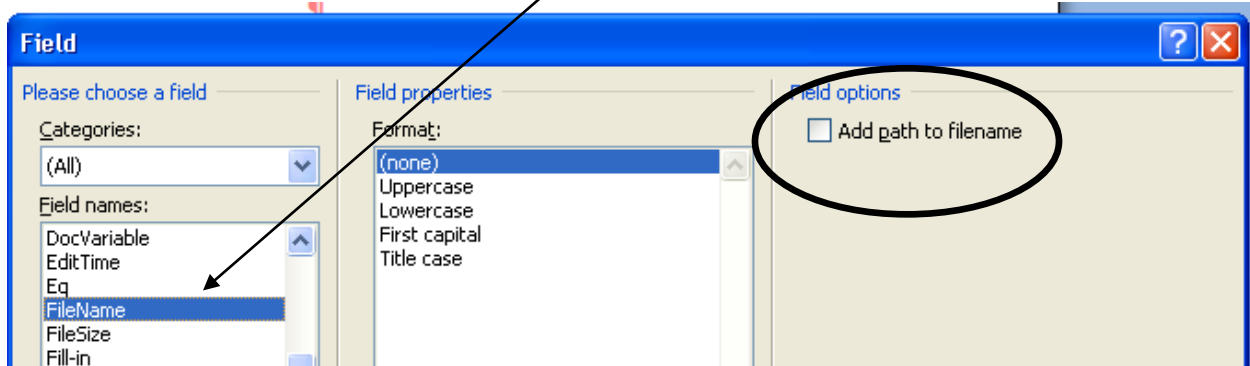
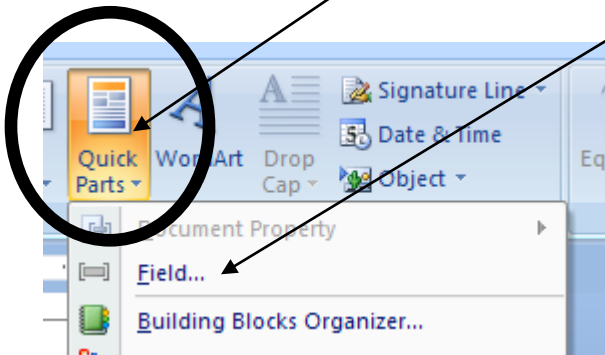
Like this

`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



Continuing Education -- WORD ver 2007

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Date: March 30th, 2011
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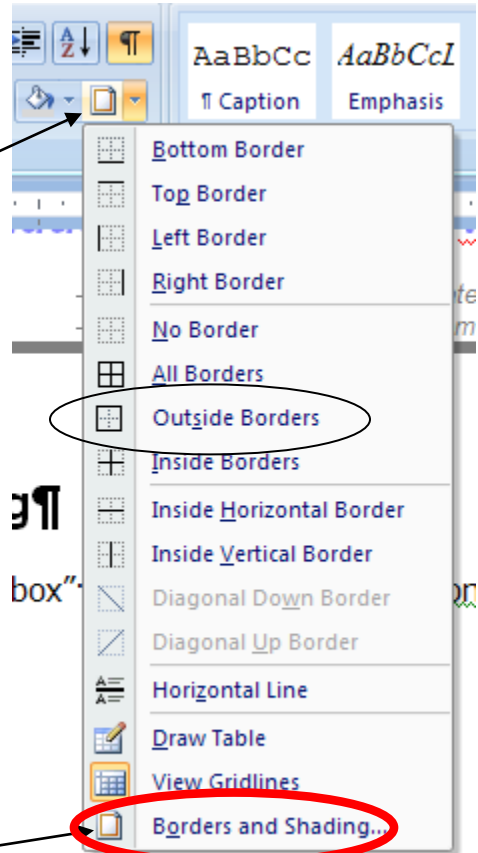
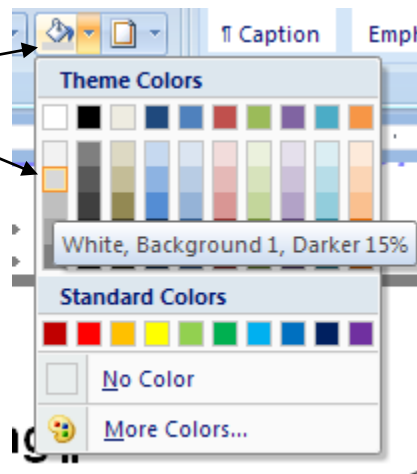
Class Notes:

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. ¶

Continuing Education -- WORD ver 2007

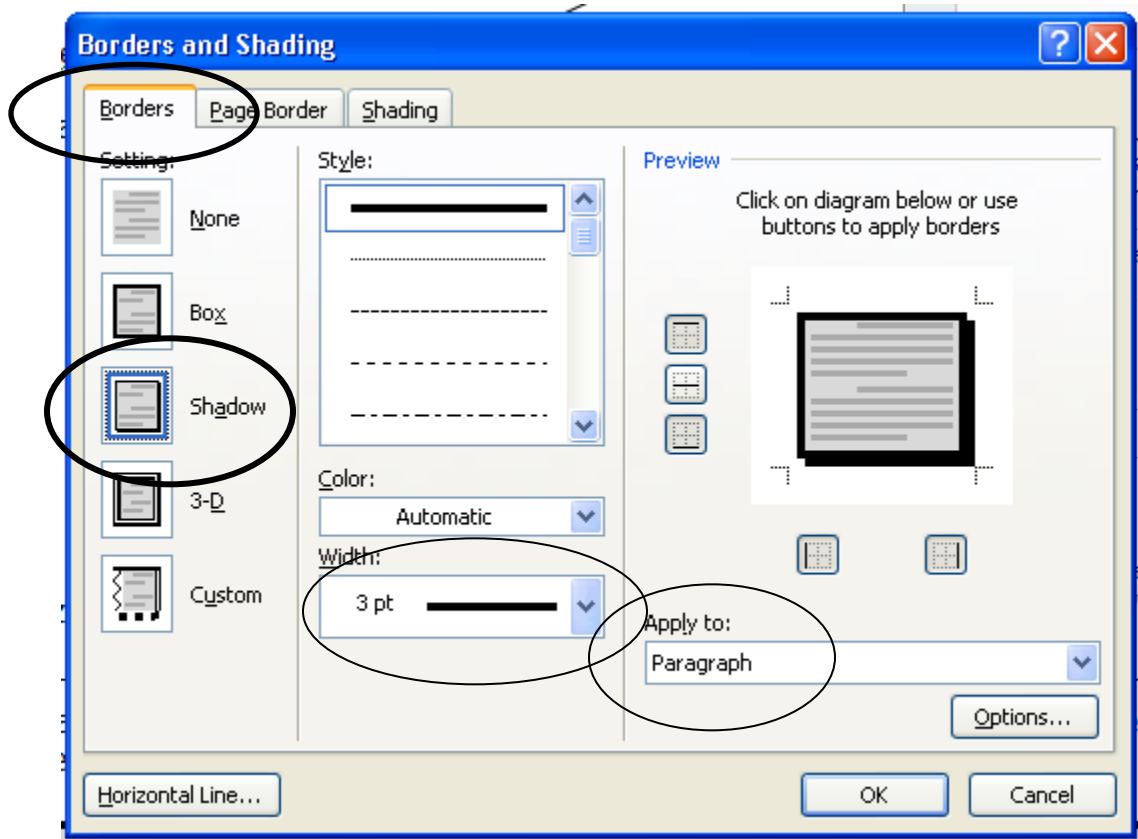
Session No # 4
File: CE-Word-4.doc

Date: March 30th, 2011
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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

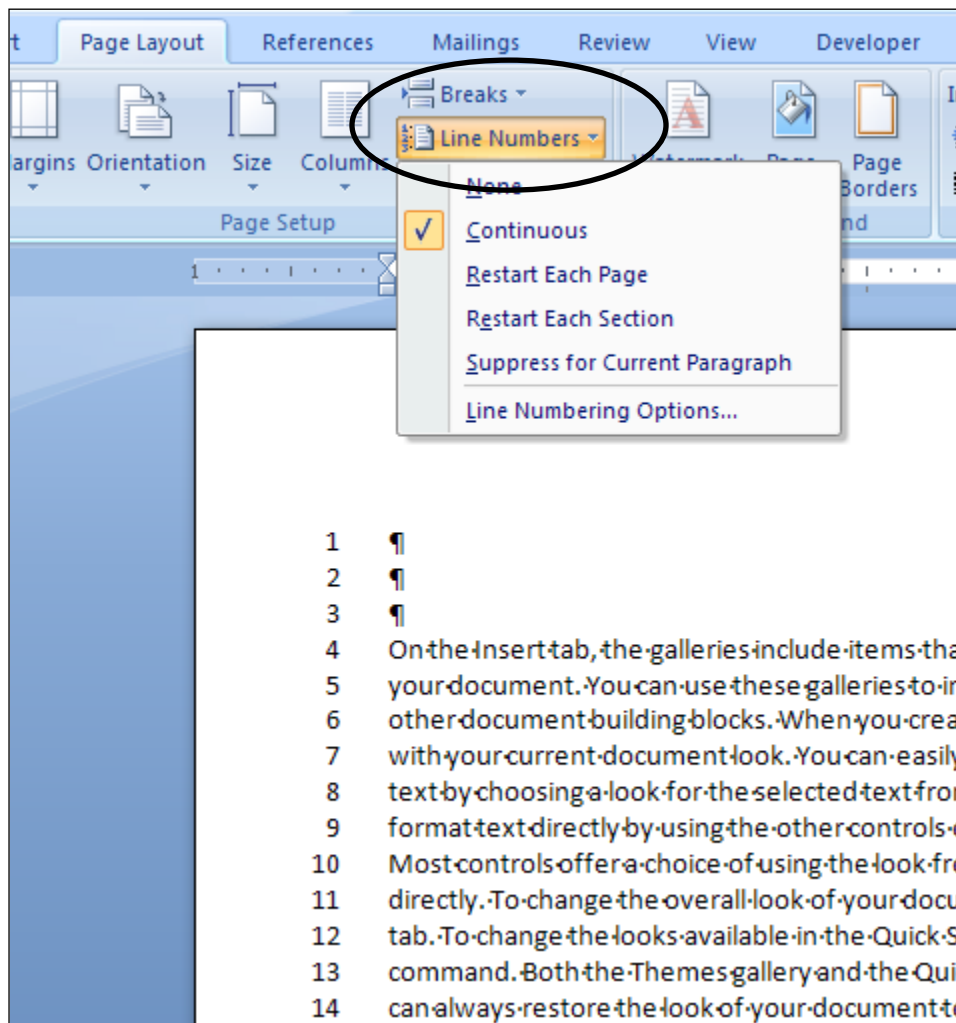


Continuing Education -- WORD ver 2007

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Class Notes:



Continuing Education -- WORD ver 2007

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Class Notes:

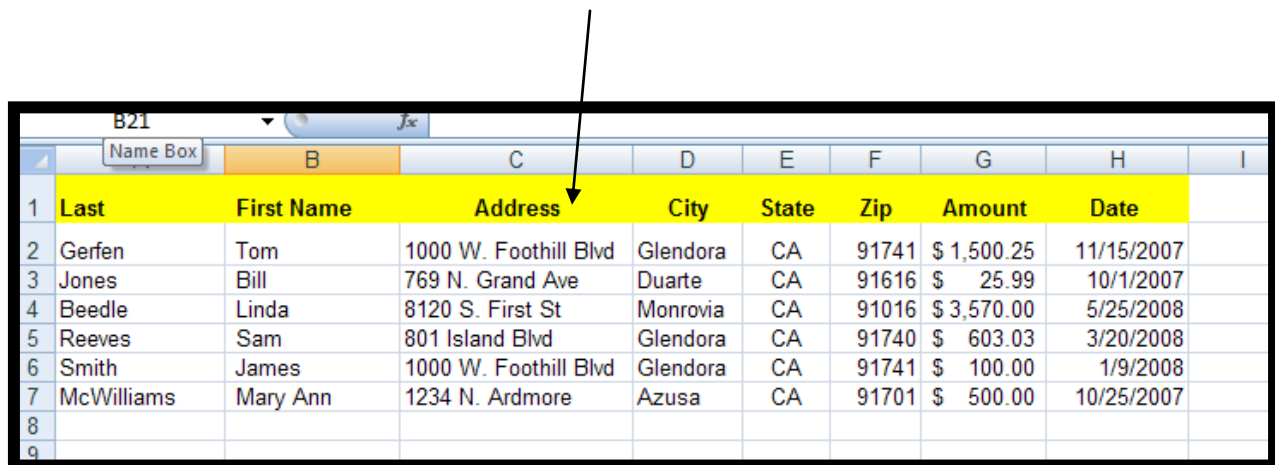
Mail Merge

Data base using EXCEL files

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

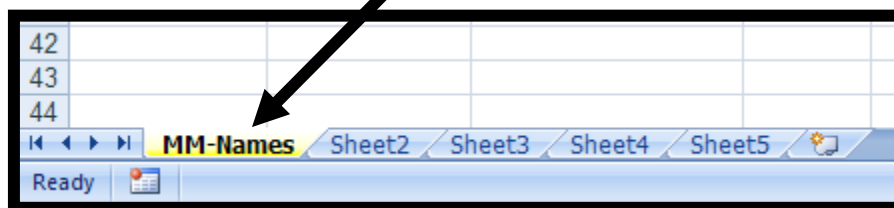
Tab MM-Names

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



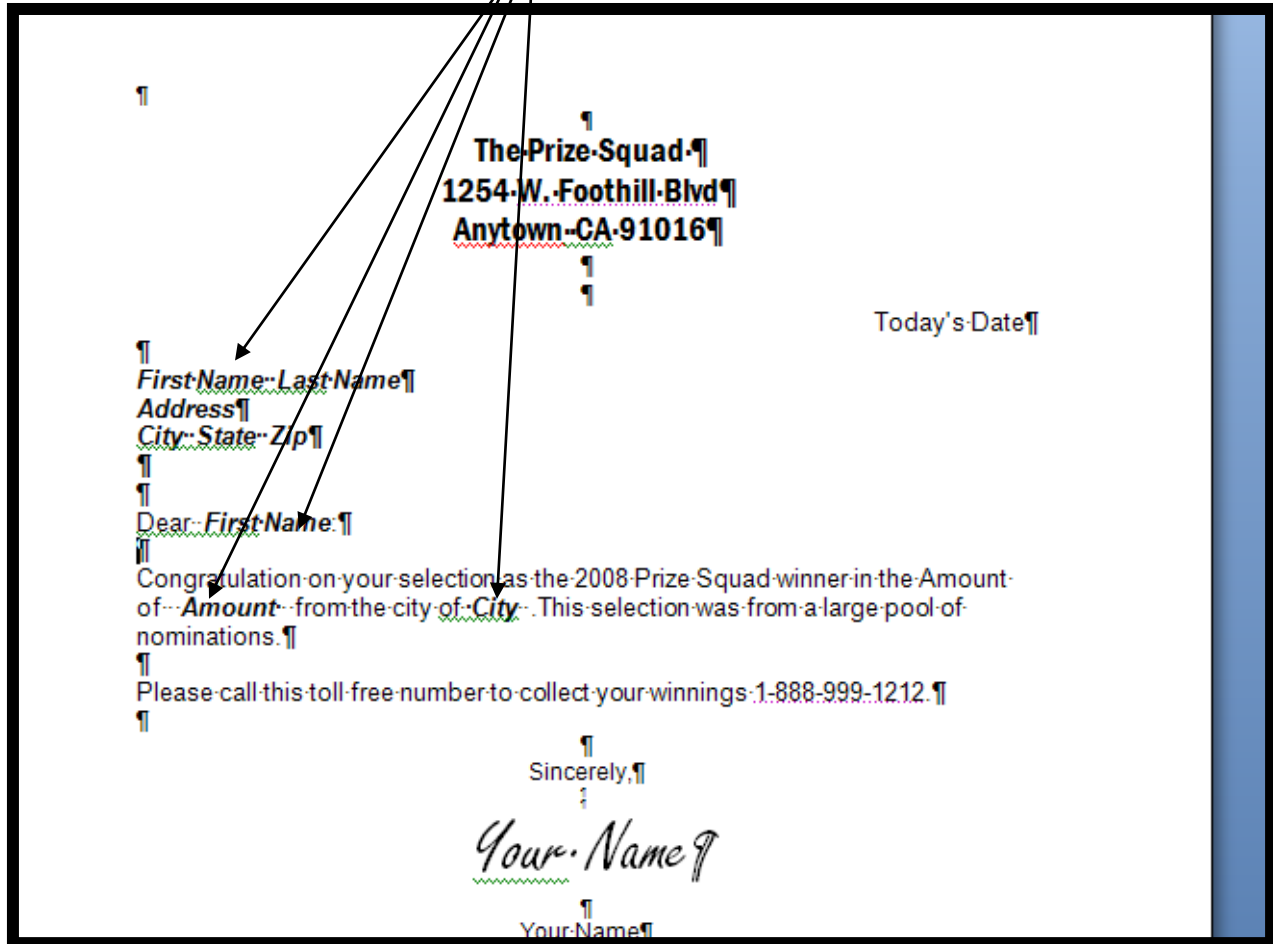
Continuing Education -- WORD ver 2007

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

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Class Notes:

Mail merge fields from Excel



Sample fields

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

Continuing Education -- WORD ver 2007

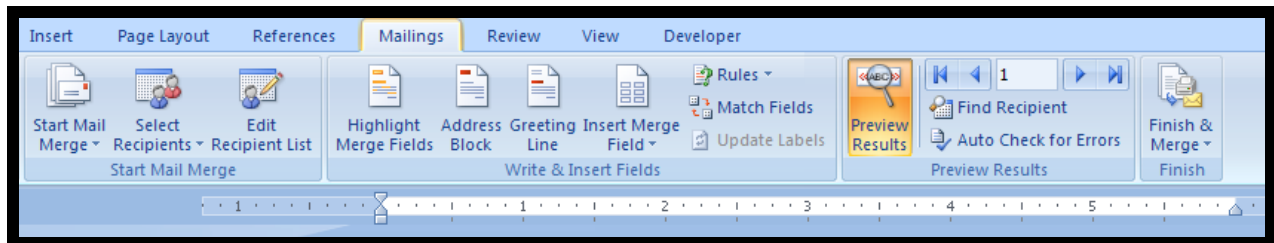
Session No # 4
File: CE-Word-4.doc

Date: March 30th, 2011
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Class Notes:

Ribbon

Mailings



See attached handouts about Mail Merge

Continuing Education -- WORD ver 2007

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

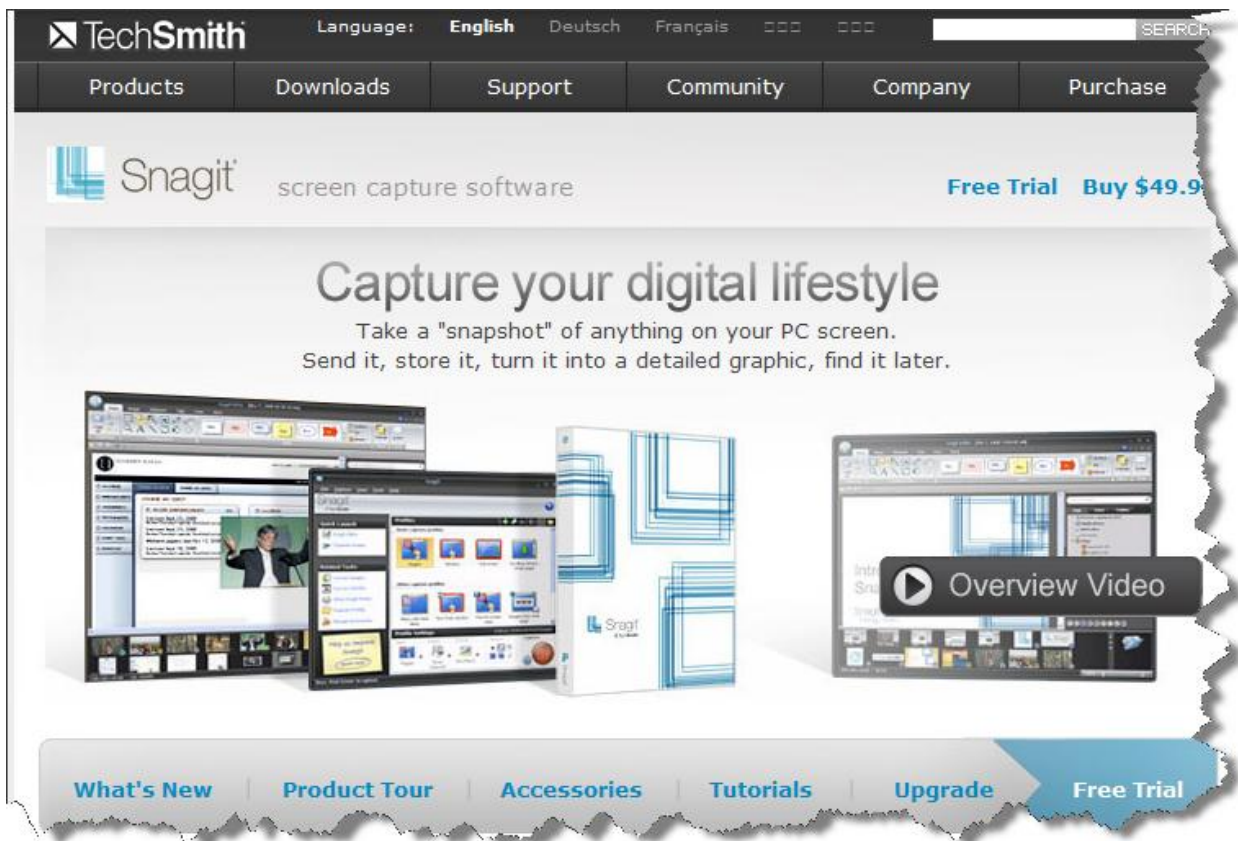
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Class Notes:

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 '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, there are images of the Snagit software interface and a box set. A 'Free Trial Buy \$49.99' button is visible. At the bottom, a navigation bar contains links for 'What's New', 'Product Tour', 'Accessories', 'Tutorials', 'Upgrade', and 'Free Trial'.

Class Evaluation

Comments

Continuing Education -- WORD ver 2007

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Class Notes:

Inserting Photos into a Word Document

1st Find the photo

Insert the photo (Insert)

Then Text Wrapping

Insert Picture

Look in: citrusPhoto

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

Picture Tools CE-Word-4.doc [Comp...]

Format

Text Wrapping

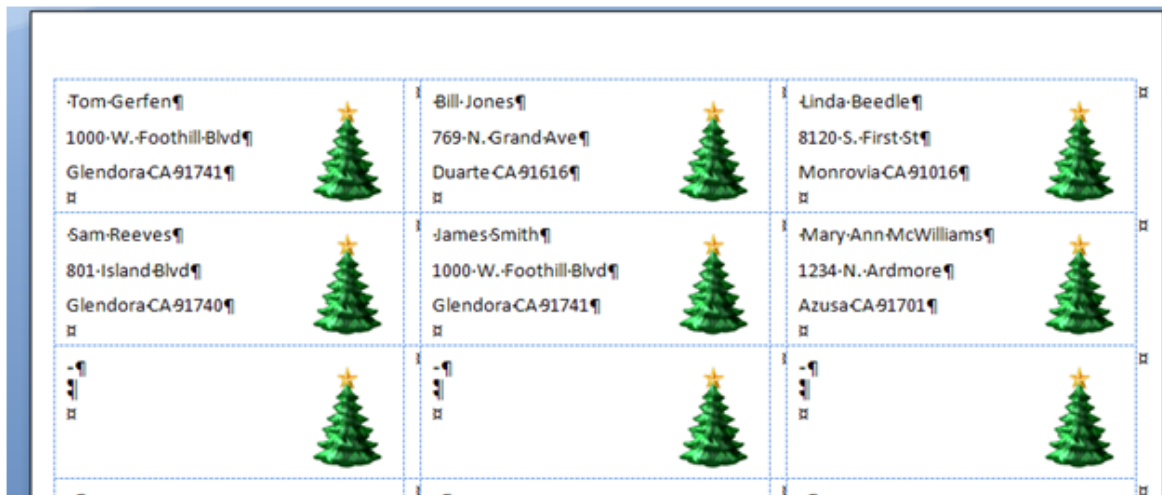
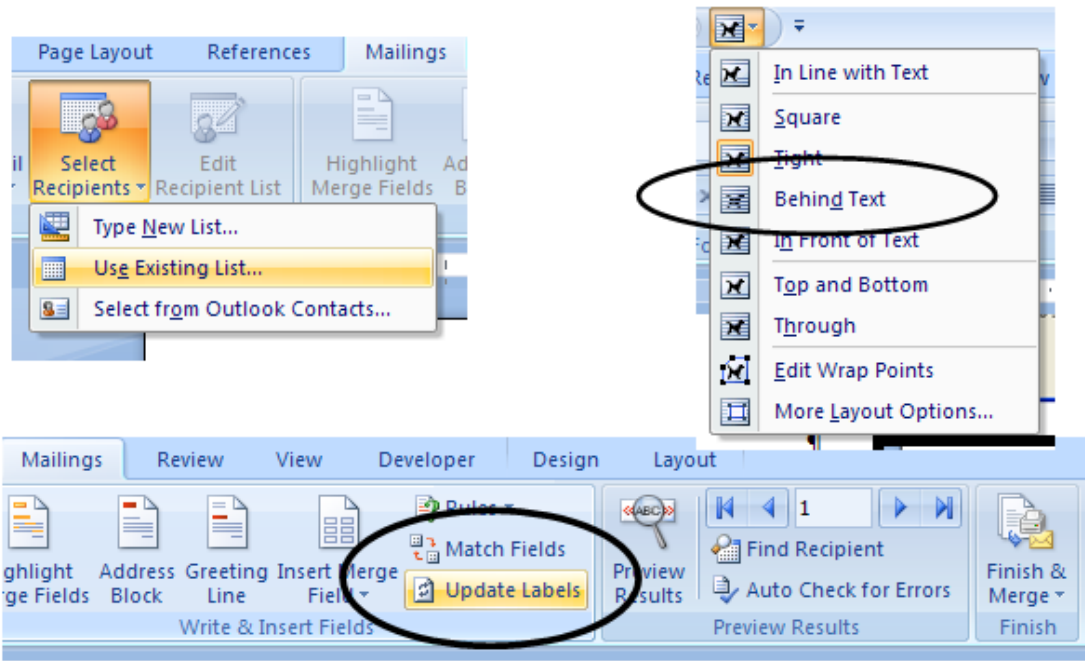
- In Line with Text
- Square
- Tight
- Behind Text
- In Front of Text
- Top and Bottom
- Through
- Edit Wrap Points
- More Layout Options...

Continuing Education -- WORD ver 2007

Session No # 4
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Class Notes:



Continuing Education -- WORD ver 2007

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

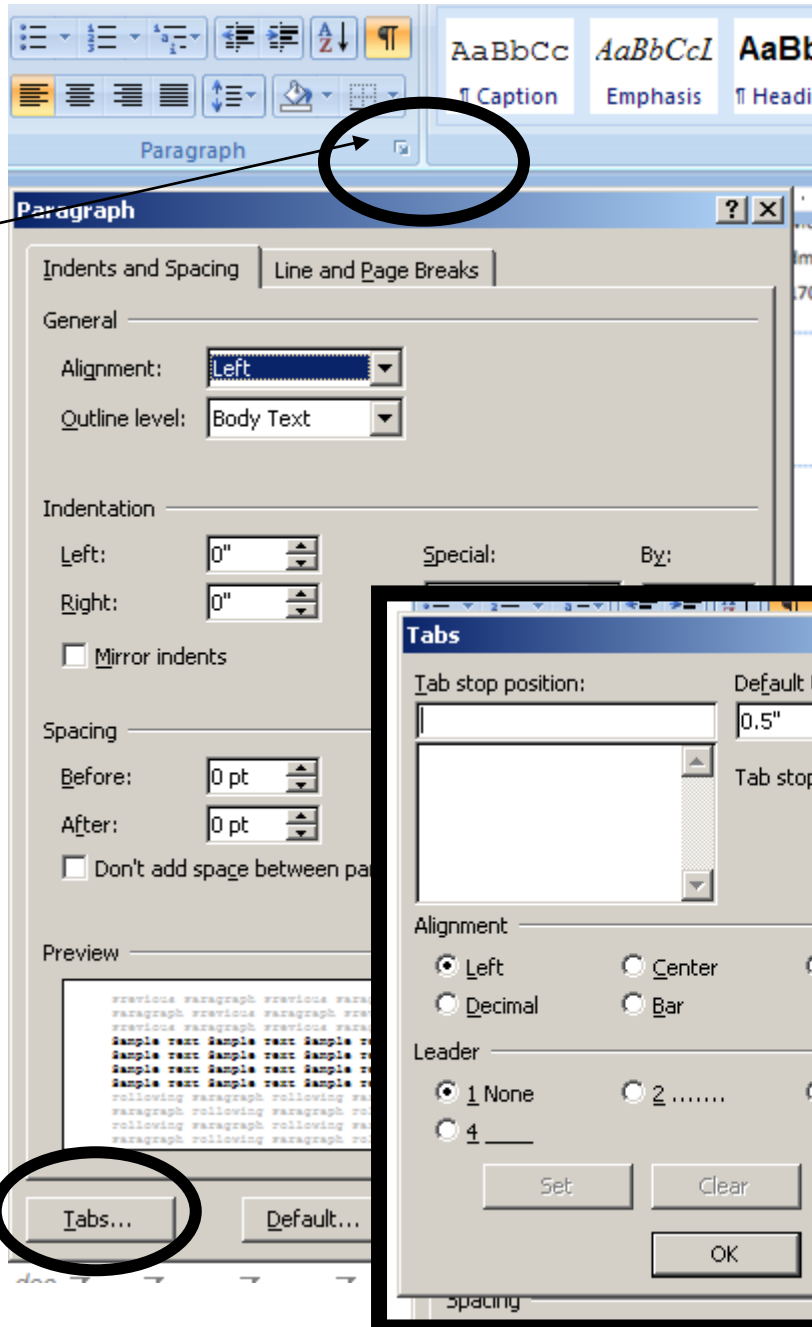
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Class Notes:

T A B S

Tabs

Paragraph
down Arrow

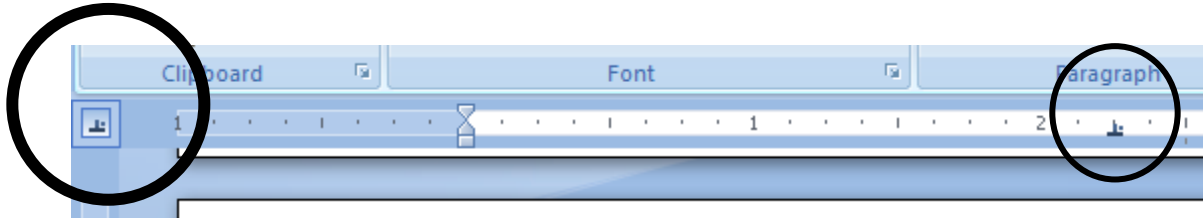


Continuing Education -- WORD ver 2007

Session No # 4
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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