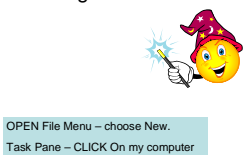



1	<p>Microsoft Word</p> <p>Lesson 4 Increasing Efficiency</p>	<p style="text-align: center;"><b>Colette Mc Nally</b> <b>1/27/10</b></p> <p style="text-align: center;"><b><u>Colettem9412@gmail.com</u></b> <b>480 835 9499</b></p>
2	<p>Increasing Efficiency Overview</p> <ul style="list-style-type: none"> <li>• Create and use templates</li> <li>• Wizards</li> <li>• Mail merge</li> <li>• Creating and printing envelopes and labels</li> <li>• Sending documents by e-mail</li> <li>• Inserting, viewing, and editing comments</li> <li>• Tracking changes</li> </ul>	
3	<p>Increasing Efficiency Overview</p> <ul style="list-style-type: none"> <li>• Comparing and merging documents</li> <li>• Saving a document as a Web page and applying a theme</li> <li>• Inserting hyperlinks in documents and Web pages</li> </ul>	<p>Suppose you are a sales representative, and you must file a report each week that summarizes your sales and the new contacts you have made. Parts of this report will be the same each week, such as the format and the headings. Re-creating the document each week would be time consuming. Word solves this problem by allowing you to create a template or use an existing Word template for documents that you use frequently. Word contains many templates you can use to create documents.</p>
4	<p>Create and use Templates</p> <ul style="list-style-type: none"> <li>• A template is a file that already contains the basic elements of a document such as page and paragraph formatting, fonts, and text. You can customize the template to create a new document that is similar to but slightly different from the original. A report template would save all formatting, font choices, and text that do not change, allowing you to fill in only the new information each week.</li> </ul>	<p>To use an existing Word template:  <b>Open</b> the <b>File</b> menu and choose <b>New</b>. The task pane opens. In the Templates section, <b>click on My Computer</b>. The Templates dialog box opens. The Templates dialog box contains a number of tabs for document types. You can use as is or modify it and save it as a new template. To open a template, <b>click</b> its icon and <b>click OK</b>. Word opens a new blank document with the settings and text specified by the template already in place. Replace the data in the template with your own data and save.  Let's try it.  Word saves regular word documents with the <b>.doc</b> extension and saves templates with <b>.dot</b> extension. After you make changes to this document, choose <b>Save As</b> to save it to your data disk as a regular Word document with the <b>.doc</b> extension.</p>

5	<p>Using Wizards</p> 	<p>A wizard is similar to a template, but it asks you questions and creates a document based on your answers. The work processing wizards available to you include memos, letters, faxes and reports. To start a wizard, <b>OPEN</b> the File menu and choose <b>New</b>. In the new Document task pane, <b>CLICK</b> my computer. In the Templates dialog box, <b>CLICK</b> one of the tabs and <b>CLICK</b> a document wizard. The Preview box shows a sample of what the document will look like. <b>CLICK OK</b></p> <p>A wizard dialog box opens. The wizard will begin by asking you a question or asking you to key information. Sometimes you will choose between two or more alternatives. When you <b>CLICK</b> on a choice, an example is shown in the dialog box. <b>Click NEXT</b> to go to the next step. <b>Click BACK</b> to go to the previous step. <b>Click FINISH</b> at the end, and wizard will create the document for you. Once you have created the document, you can add and modify text in your document.</p>
6	<p>Using Mail Merge</p> <ul style="list-style-type: none"> <li>• <b>The main document:</b> document with the information that does not change</li> <li>• <b>The data source:</b> The file containing the information that will vary in each document.</li> </ul>	<p><b>Mail merge</b> is combining a document with information that personalizes it. For example, you might send a letter to each member of a professional organization. In each letter, the text is the same but the names of the recipients are different. A letter may begin Dear Mr. Montgomery or Dear Ms Jansen. The document with the information that does not change is called the main document. The data source is the file containing the information that will vary in each document. The Mail Merge Wizard will guide you through the mail merge process.</p> <p><b>OPEN</b> the <b>TOOLS</b> menu and choose <b>Letters and Mailing</b>. Choose Mail Merge on the submenu. The Mail Merge task pane appears. Follow the directions to create the mail merge. In the Mail Merge task pane under Select recipients, <b>click</b> Type a new list. In the Type a new list section, <b>click Create</b>. The New Address list dialog box appears. Key in the address information. When finished <b>click Close</b>. The <b>Save Address List dialog box</b> appears. Save the information as Resume Contacts followed by your initials. The Mail Merge Recipients dialog box appears. <b>Click SELECT ALL</b> button to place a check mark beside each name. <b>Click OK</b> <b>Click NEXT:</b> Write your letter.</p>

7	<p>Using Mail Merge</p> 	<p>Place the insertion point on the fourth blank line after the letterhead.</p> <p>Under Write your letter, <b>click</b> Address block. The insert Address Block dialog box appears.</p> <p>Select the address you want. Make sure the other check boxes are selected. <b>CLICK OK.</b> The address Block merge field is inserted in the document.</p> <p>Insert two blank lines after the address block in the letter.</p> <p>In the Mail Merge task pane, in the WRITE YOUR LETTER section, <b>click</b> Greeting line. The Greeting Line dialog box appears.</p> <p>Specify the elements you want to appear in the letter, <b>CLICK OK.</b> The Greeting Line block merge field is inserted into the document.</p> <p>Insert one blank line.</p> <p><b>CLICK</b> Next: Preview your letters. In the Mail Merge task pane under Preview your letters, <b>click</b> the arrows to preview the letters.</p> <p><b>Click</b> Next: Complete the merge at the bottom of the task pane.</p> <p><b>Click</b> PRINT under Merge. The Merge to Printer dialog box appears.</p> <p><b>Click</b> the Current record option. <b>Click OK</b></p> <p>The Print dialog box appears. <b>Click OK.</b> The letter is printed.</p> <p>Close the Mail Merge task pane. Save and close the document.</p>
8	<p>Envelopes and Labels</p> <ul style="list-style-type: none"> <li>• Creating and Printing Envelopes</li> <li>• Creating and Printing Labels</li> <li>• Sending a Document by E-mail</li> </ul>	<p>Addressing envelopes is easy using Word.</p> <p><b>Open</b> the <b>Tools</b> menu and choose Letters and Mailing. Choose Envelopes and Labels on the submenu to display the dialog box.</p> <p>On the Envelopes tab key the delivery address and return address.</p> <p>To change the envelope size or the font, choose Options to display the Envelope Options dialog box.</p> <p>Creating and Printing Label is similar to creating envelopes.</p> <p><b>Click</b> the Labels tab in the dialog box</p> <p>Key the address you want to appear on the labels.</p> <p>You can choose to print a full page of the same label or just one label</p> <p>To choose a label type other than the one shown, <b>click</b> the Options button</p> <p>You have two ways to send a document by e-mail with Word. You can e-mail a copy of a document directly from Word or e-mail a Word document as an attachment.</p> <p><b>Open File</b> menu choose Send To. Choose Mail Recipient on the submenu. An e-mail header appears where you fill in the recipient information. Click the Send a Copy button. The file remains open on your screen.</p> <p>To send as an attachment, open or create a document and then choose Send To on File Menu. Choose Mail Recipient [as Attachment] on the submenu. Enter recipient information and click Send.</p>

<p>9</p>	<p>Workgroup Collaboration</p> <ul style="list-style-type: none"> <li>• Inserting and Viewing Comments</li> <li>• Editing Comments</li> <li>• Tracking Changes</li> <li>• Revision marks</li> </ul>	<p>The process of working together in teams, sharing comments, and exchanging ideas for a common purpose is called workgroup collaboration. When you work in groups, the different tasks are often divided among the team members. The team then meets to review each other's work, comment on it, and suggest changes. Word has several ways team members can collaborate.</p> <p>To insert a comment, either position the pointer or select the text where you wish to comment.</p> <p><b>Open the INSERT</b> menu and choose <b>COMMENT</b>. If you are in Print Layout or Web Layout view, a text box will appear in the right margin where you can key your comments. The text box, or comment balloon, is connected to the text by a dashed line. You can also click the <b>INSERT COMMENT BUTTON</b> on the <b>REVIEWING TOOLBAR</b>. <b>Open the View</b> menu and choose <b>Toolbars</b>. Choose <b>REVIEWING</b> on the submenu. The Reviewing toolbar appears.</p> <p>After you have inserted your comments you can go back and make changes to them by clicking next or previous button and clicking inside the comment balloon.</p> <p>Word provides a tool called <b>Track Changes</b> that keeps a record of any changes you or a reviewer makes in a document.</p> <p><b>Open TOOLS</b> menu and choose Track Changes.</p> <p>Word also inserts revision marks and changed line marks directly into the text to indicate where a change has occurred. These show where text has been added to or deleted from a document. Added text is indicated by underlines in a different color of text. Deleted text is indicated by strikethroughs and a different color of text. By default, revision marks are different colors for each reviewer. Changed line marks are vertical lines that appear in the left margin next to lines where the text was modified.</p>
<p>10</p>	<p>Workgroup Collaboration</p> <ul style="list-style-type: none"> <li>• Compare and Merge Documents</li> </ul>	<p><b>Compare and Merge</b> is a useful way to view differences between documents. Suppose you send your document to several colleagues for review. They return their copies with changes and suggested revisions. Using the Compare and Merge feature, you can merge their comments and changes into one document for easy review. To compare and merge documents,</p> <p><b>Open</b> an edited version of your document.</p> <p>Next, <b>open</b> the Tools menu and choose <b>Compare and Merge Documents</b>. The window appears.</p> <p>Select the original file you want to compare. To display the merge results in the original doc, <b>click Merge</b>.</p> <p>To display the results in the current edited document, <b>click</b> the arrow next to the Merge button; then <b>click Merge into current document</b>.</p> <p>To display the results in a new doc, <b>click</b> the arrow next to the Merge button; then click Merge into new document.</p>

11	<p>Workgroup Collaboration</p> <ul style="list-style-type: none"> <li>• Insert Hyperlinks in Documents</li> </ul>	<p>Office is an integrated program. The word integration means combining parts into a whole. You can integrate data within a single application or among several applications. For example, in Word you can insert a hyperlink that connects two word documents together. A hyperlink is underlined and colored text in a document that links you to another document or Web page. To insert a hyperlink into a document, select the text you want to make a hyperlink. Open the Insert menu and choose Hyperlink. The Insert Hyperlink dialog box appears. Choose the document to which you want to link. Click OK and a hyperlink is inserted into the document. The text you selected is displayed in blue with a blue underline. Press Ctrl and click on the hyperlink to go to the linked location.</p>
12	<p>Workgroup Collaboration</p> <ul style="list-style-type: none"> <li>• Creating a Web Page</li> </ul>	<p><b>A web page</b> is a document created with the programming language HTML. [Hypertext Markup Language], which can be viewed by a Web browser, such as Internet Explorer. A Web browser is a program that translates HTML into the text, graphics, audio, and video you see displayed on your screen. You can convert Word documents to Web pages without having to learn HTML. When you <b>open the File menu</b> and <b>choose Save as Web Page</b>, Word converts your document to HTML format and supplies HTML tabs for most common document features, such as tables and fonts.</p> <p>To see what your document looks like when viewed by a browser, switch to <b>Web Layout view</b>. To actually preview a document in your browser, <b>open the File menu</b> and choose Web Page Preview. The browser opens and displays your document. A good way to enhance a Web page is to add a theme. A theme is a preformatted design that you can apply to a document to change its appearance without changing the content. A theme changes the color scheme, font, and formatting of your document to provide a new look.</p> <p><b>Open the Format menu</b> and choose <b>Theme</b> to open the Theme dialog box.</p> <p>You can insert hyperlinks in Web pages much like you insert hyperlinks in documents. Select the text. Open the Insert menu and choose Hyperlink. Choose link to a Web page. <b>Click OK</b> Press Ctrl and click on the hyperlink to go to the linked location.</p>