

## Word Handout - Week Three (3/12/18)

Two of the most useful things you can do in Word are to create **Envelopes and Labels** and to work with **Tables**. They are very much related as you can use a table to create labels.

### Tables

**Word - All Versions** - A table is a group of rows and columns that are neatly arranged for editing and sorting. An example for use might be a list of names and address.

An easy way to **create a table** is:

1. Type the names of the column headings, separated by tabs or commas.
2. Then highlight the list you made
3. Click on Table from the menu bar (Insert Ribbon, under Table)
4. Then click on Convert Text to Table.
5. Pick the delimiter you decided to use (comma) and then click OK.
6. It should give you a small table.

Example - type the following:

First Name, Last Name, Address, City, State, Zip

Highlight the above and perform the steps that were itemized. It will yield the following.

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

This table has six columns that are all the same width. As you enter data it may be necessary to adjust the width - Address needs more space and State and Zip may need less. The tab key jumps you from cell to cell and hitting tab from the last box in the last row will add an additional row. It is also possible to add rows by using the Table, Insert, Rows from the menu. Hitting the enter key goes to the next line in the same cell. Also when creating a table you can let the title determine the column width and then expand as needed.

If you put the cursor in the table, the column widths show on the ruler at the top. Adjustment can be made to the width by grabbing the spacer (when the double arrow shows) and moving it. When adjusting width, start with the columns you wish to shrink. Then expand the ones that need to be wider. Text can be made to automatically wrap (default) or to fix to cell. Switch is found under table properties.

Tables can be **sorted** by any column(s). When a table is sorted, every column is automatically included in the sort. (This is different from sorting in Excel) If a table overflows to several pages, you can print headers on each page by checking the appropriate entry from the Table Menu. When sorting be sure to tell the sort function whether or not you have a header row so that row isn't included in the sort.

**2007 and later** - You can use the same method to create a table in version 2007 and later. However, the Convert Text to Table command is found on the ribbon that is revealed by the Insert tab. Click this tab, find the table section and click the down arrow. This will reveal the same commands as 2003 and prior. Click Convert Text to Table and finish.

Word 2007 and later gives you a couple of easier options to use versus 2003 and prior. You can create a blank table just by highlighting the boxes that appear under the Table Section. Rather than describe them all, I think you will see they are fairly easy to use.

An additional feature of 2007 and later is that when you want to change the font in a table (or in any document, for that matter), you can hover over the highlighted text or table and you will see a ghosted format menu. Right clicking will solidify that menu and give you choices. In the case of a table it will give you a chance to add rows or columns and play with cell alignment. Sort is found in the Layout Tab, which only appears if the table is highlighted.

When creating a table from text you can specify the delimiter character, such as a comma, tab or paragraph marker and also the width of each column. Sometimes it is easiest to let the width be dictated by text and then adjust the width later. Revealing the ruler by finding the box in the View Tab allows for easy adjustment. Address, for example, needs a wider column than a two-character state abbreviation.

## **Envelopes and Labels**

**2003 and prior** - If you want to create just one envelope or a sheet of labels that are all the same (return addresses), click on Tool from the menu bar and then Envelopes and Labels.

Use the Envelope tab to print a single envelope. Your printer likely has a slot for feeding an envelope. The return address field will be the address in the Tools, Options, User Information tab. This can be changed. Type the addressee, adjust to the font you want and then hit print. Return address will remain. Print.

Use the Labels tab to create labels. Choose the label size from the list of numbers. The measurements or dimensions of the label are shown. It is handy if you know the Avery Standard Label code, which is usually found on the box. Type the contents and then create a new document to see what it looks like. You can play with the font and style by highlighting the whole document and then adjusting the settings.

Creating a page of labels that are all different requires use of the Mail Merge Feature. Mail Merge allows you to blend or merge the information from a table into a document. The document can be a letter or a page of labels. Mail Merge is explained very well in the help menu.

**2007 and later** - In this version of Word there is a Mailings tab. Choosing this tab will expose several, self-explanatory options. At the left in the Create section is where you would make a single envelope or a set of return address labels.

To print directly on envelopes (typically a #10, business envelope) you need to have a printer with a special feed that will handle envelopes. Often it is easier to print addresses on labels and stick them on the envelope. White or clear labels are available (Avery # 8257, 5160 or 8160). Return address labels are Avery #5267 or 8167). Always check the number printed on the packages as the same product measurement can sometimes be referenced by more than one number.

## **Mail Merge**

In doing a Mail Merge you create a general document or label that contain the column names from a table. After the merge you will get a SET of documents, one entry for each line in the table. This permits you to make a set of greeting card mailing labels or form letters with the name imbedded. The Publisher's Clearing House letters - addressing you by name with your address in the body of the letter could have been done with a mail merge. The PebbleCreek Computer Club Membership Cards were done with this method.

**2003 and prior** - Although the exact details of doing a Mail Merge differ from Word 2000 and Word XP (2002) or Word 2003 and prior, they are all similar and each contain a 'wizard' designed to hold your hand while you do the creation. Like anything else, practice makes it easier. This will be demonstrated in class. The first time through this you will, no doubt, make a mistake or two (How's that for confidence??).

**2007 and later** - Mail Merge, although somewhat tricky to do, is a little easier in Word 2007 and later. It is all handled in the ribbon revealed from the Mailings Tab. You start with the Start Mail Merge Section. Instead of a wizard to help you there are several icons that start as "grayed out" and solidify as you complete prerequisite steps. Once you have mastered the terminology, the creation of the merged document is fairly straight forward.

## **Page Breaks and Columns**

Sometimes it is desirable to end a page in the middle of a sheet of paper and jump to start a new page. This could happen if you are writing a book and want to start a new chapter on the next page. It is

always tempting to just hit Enter enough times to get you to a new page. This obviously works, but will lead to trouble if you ever have to change the font size. If you change font face (style) this can be a problem too. The best way to end a page is to insert a Page Break. If document is multi columns on the same page, you can insert a Column Break.

**2003 and prior** - Click on the Insert Menu item and then choose Break. It will give you another menu of choices. Pick the one you want. Creating a multi column document is found under the Format entry in the Menu.

**2007 and later** - There are two locations for inserting Breaks. Page Break is found on the ribbon under the Insert Tab in the Pages Section. Column breaks are found in the Page Layout Tab under Page Setup Section. By the way, columns are set up in the Page Setup section as well.

### **Other Word Features**

There are so many features in Word that it is hard to touch on them all in a few lectures. Other features that I have used that can be very handy are:

- Inserting a symbol (Insert then Symbol) like a degree sign ° or a fraction  $\frac{1}{3}$  or a Euro sign €
- Inserting a drop capital letter at the beginning of a paragraph - see first paragraph under Help.
- Doing a word count on a document (Review Ribbon)
- Making unique designs using WordArt (See Question 3 on page 1)
- Tracking changes made to a document. Changes will appear in red (Review Ribbon)
- Adding headers and/or footers to a document that can contain things like page numbers (Insert)
- Adding pictures, lines, arrows and boxes using the drawing feature
- Creating letterhead using the header record
- Inserting tabs on the top ruler to define stops

Bear in mind that if you are using a Word facsimile such as Open Office or Microsoft Works, all of these features may not be available.

### **Help With Word**

The Help entry in the menu bar (2003) is very valuable in getting answers to questions while you are working with Word. On the Help Menu dropdown, select Microsoft Word Help or simply press the F1 key (The F1 function key opens 'help' in many applications). Type a keyword in the index and then choose the task you are looking to get help with. In Word 2007 and after, there is small white question mark in the upper right corner of the application that will access the help feature.

There are a number of tutorials on the Internet. One pretty good one can be found at [www.baycongroup.com/wlesson0.htm](http://www.baycongroup.com/wlesson0.htm). That website also offers free lessons on Excel, PowerPoint and other applications. This site deals with Word 2002 and newer. For Word 2010 try <https://www.youtube.com/watch?v=fUkh3yWm3d4>. Other helpful sites can be found by typing "MS Word 20xx Help" or "MS Word 20xx Tutorial" into Google. That would get you to the exact version number you want. (Remember... Google can find ANYTHING... well, almost anything.)

### **Final Thought**

Remember that a Beginner Class in Word (at a community college, for example) would likely last about 24 classroom hours. This would be followed by another Intermediate Class of about the same length. Then would come the Advanced Class. Students in such classes would have a chance to try things out as they learn. I'm sure you folks realize that this is a basic exposure and that to get good at some of the things presented you need to practice.

Dan Phelka  
535-7791