

## Word Handout #Two (2/20/23)

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 in the Insert Ribbon, under Table
4. Then click on Convert-Text to Table.
5. Pick the delimiter you decided to use (tab or 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
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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. Sorting tools are revealed in a ribbon call Table Tools when the table is highlighted

The method described above can be used to create a table in version 2007 and later. Remember, 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.

Word 2007 and later gives you a couple of easier options to use versus earlier version of Word. 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 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. Clicking on it 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. It is also easier to reduce the width where appropriate to create space for increasing width.

### **Envelopes and Labels**

**2007 and later** - In these versions 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.

### **Return Address Labels**

To print a page of return address labels, Choose Labels from the Mailing. This will open a smaller window with the choice of "Full page of the same label", which is what you'd want for this application. Then under options find Avery #5267 - 80 labels per page. Enter the desired name and address in the little window. Then create New Document. If font, centering, etc are not to your liking, you can work on the first label on the sheet and even add clip art. Then open the label window again and create another New Document.

If you'd like to include clip art in your label, go to the Insert Ribbon, online pictures, search for the desired clip art picture. To search for clip art, add the words "clip art" to your search. Place the cursor in the first label and double click on the picture. Then resize the clip to your liking, right click it and Wrap Text so picture is "In front of Text". Align it the way you want it, then go to the label window and create a New Document. They should now all show the clip art.

### **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.

Mail Merge, although somewhat tricky to do, is a little easier in Word 2007 and later than in earlier version of Word. It is all handled in the ribbon revealed from the Mailings Tab. You start with the Start Mail Merge Section. Here you choose the Step-by-Step Mail Merge Wizard. Once you have mastered the terminology, the creation of the merged document is fairly straightforward. Unfortunately you will never master this by reading about it. Try it. Make a few mistakes and you will master it.

### **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 ⅓ 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 the following page)
- 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 OpenOffice or LibreOffice, all of these features may not be available.

### Three Questions Answered (2/20/23)

Three questions about Word were asked of me this recently, none of which I knew the answer to... at the time. The first thing I do when that happens is to look up (through Internet Google searching) the answers. None of the solutions was difficult to find so I'd like to present them below. Two points are worth making here: 1) It isn't necessary to memorize every possible feature of a program as complex as Word and, 2) It is usually quite quick and easy to find an answer to your question on the Internet. I first state the question and then its answer in Word 2016:

**Question:** Is there a switch in Word that controls the appearance of Orphan/Widow lines? Stated differently, if only one line is going to spill over to the next page, this control would make it two lines so there is no single or widow line.

**Answer:** Yes. In the Paragraph Section of the Home Ribbon, there is a small arrow in the lower right corner of that section. Left click it to reveal a small window with more settings. Under the second tab at the top, labeled "Line and Page Breaks", there is a section named Pagination. Check the first line "Widow/Orphan Control". This will accomplish the task and BTW it's checked by default.

**Question:** Is there a command that will take a section of text that is written in all Capital letters and change the case?

**Answer:** Yes. This was an easy one and I'm surprised that I never had to use it before. Highlight the ALL CAPS text in your document. On the Home Ribbon, find the Font Section. Click the downward pointing arrow next to the symbol "Aa" and make the appropriate choice. You can change it to all lower case or you can ask it to do Sentence Case, which is likely the best choice. A keyboard shortcut, namely Shift-F3 also allows you to toggle between lower case, sentence case and all caps. If I haven't stated it before, I'll say it now, there are almost always several ways to accomplish the same thing.

**Question:** WordArt in Word 2007 allowed you to do some interesting designs with a phrase or sentence. This included making text arced or wavy. Is this feature discontinued in later versions of Word?



**Answer:** Not gone, but changed significantly. It is different in each subsequent version of Word.

Within the "Insert" Ribbon is the entry for Word Art. Clicking on this produces different results in different versions. Rather than explain it for each version of Word, my suggestion is to experiment with whichever version you are using and see what the options are. Word Art can be fun, but also frustrating.

**The lesson:** Don't ever try to explain why Microsoft does some things and when going from one version of a program to a newer version, don't expect everything to be the same.

### Help With Word

The Help section of word can be accessed in a couple of ways. Microsoft Word Help can be accessed by simply pressing 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 a blue circle 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 primarily with Word 2007 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. The site for Word 2019 is [https://www.youtube.com/results?search\\_query=word+2019+tutorial](https://www.youtube.com/results?search_query=word+2019+tutorial) (Remember... Google can find ANYTHING... well, almost anything.) If you want a tutorial on LibreOffice... just ask and you'll get <https://www.youtube.com/watch?v=BVvHZjBVHJw>. Same is true for an older version of Word.

### **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.

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