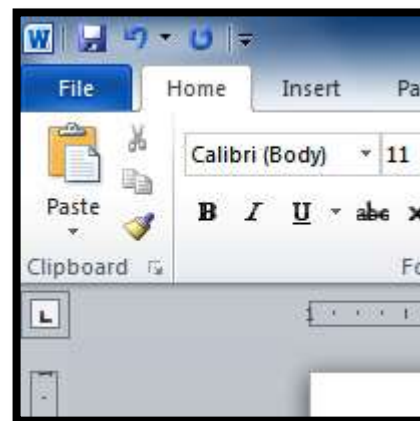


Word 2010

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Introduction

Word 2010 is a **word processor** that allows you to create various types of documents such as letters, papers, flyers, faxes and more. In this lesson, you will be introduced to the **Ribbon** and the new **Backstage view**, and you'll learn how to create **new** documents and **open** existing ones.

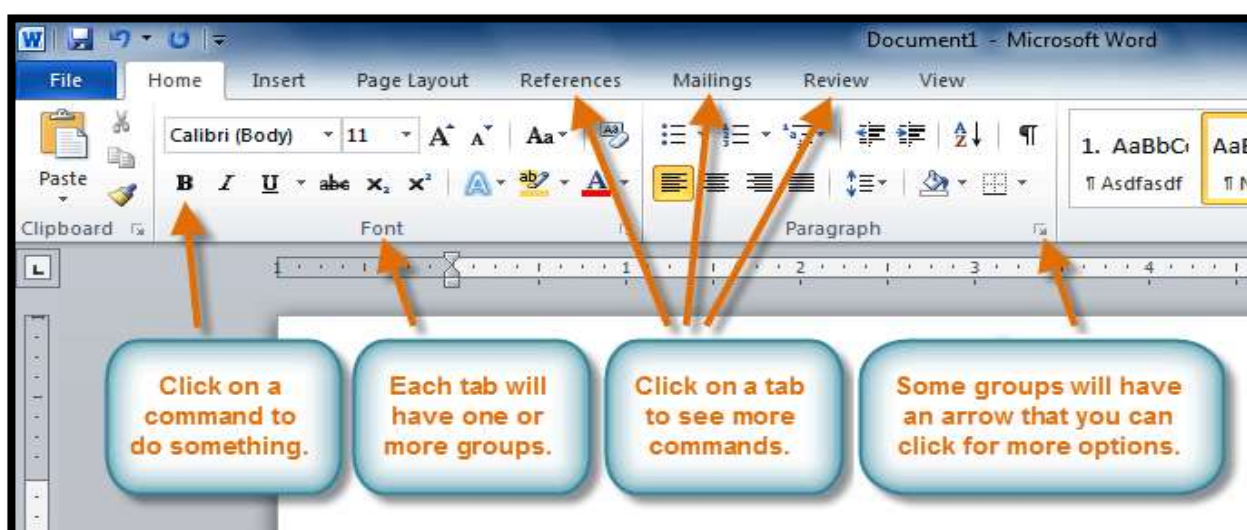


Lesson 1: Getting to Know Word 2010

Word 2010 is a bit different from earlier versions, so even if you've used Word before, you should take some time to familiarize yourself with the interface. The toolbars are similar to those in Word 2007, and they include the **Ribbon** and the **Quick Access Toolbar**. Unlike Word 2007, commands such as **Open** and **Print** are housed in **Backstage view**, which replaces the **Microsoft Office Button**.

The Ribbon

The new, **tabbed Ribbon system** was introduced in Word 2007 to replace traditional menus. The **Ribbon** contains all of the commands you'll need in order to do common tasks. It contains multiple **tabs**, each with several **groups** of commands, and you can add your own tabs that contain your favorite commands. Some groups have an arrow in the bottom-right corner that you can click to see even more commands.



The Ribbon

- Certain programs, such as **Adobe Acrobat Reader**, may install additional tabs to the Ribbon. These tabs are called **Add-ins**.

To Minimize and Maximize the Ribbon:

The Ribbon is designed to be responsive to your current task and easy to use; however, you can choose to **minimize** it if it's taking up too much screen space.

1. Click the **arrow** in the upper-right corner of the Ribbon to minimize it.
2. To maximize the Ribbon, click the arrow again.

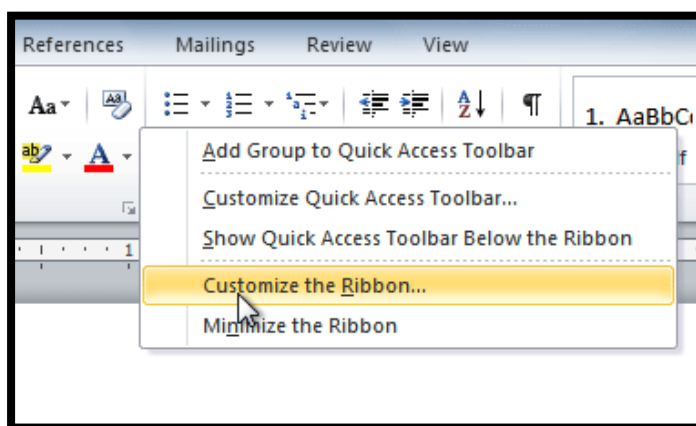
When the Ribbon is minimized, you can make it reappear by clicking on a tab. However, the Ribbon will disappear again when you're not using it.



To Customize the Ribbon:

You can customize the Ribbon by creating your own **tabs** with whichever commands you want. Commands are always housed within a **group**, and you can create as many groups as you want in order to keep your tab organized. If you want, you can even add commands to any of the default tabs, as long as you create a custom group in the tab.

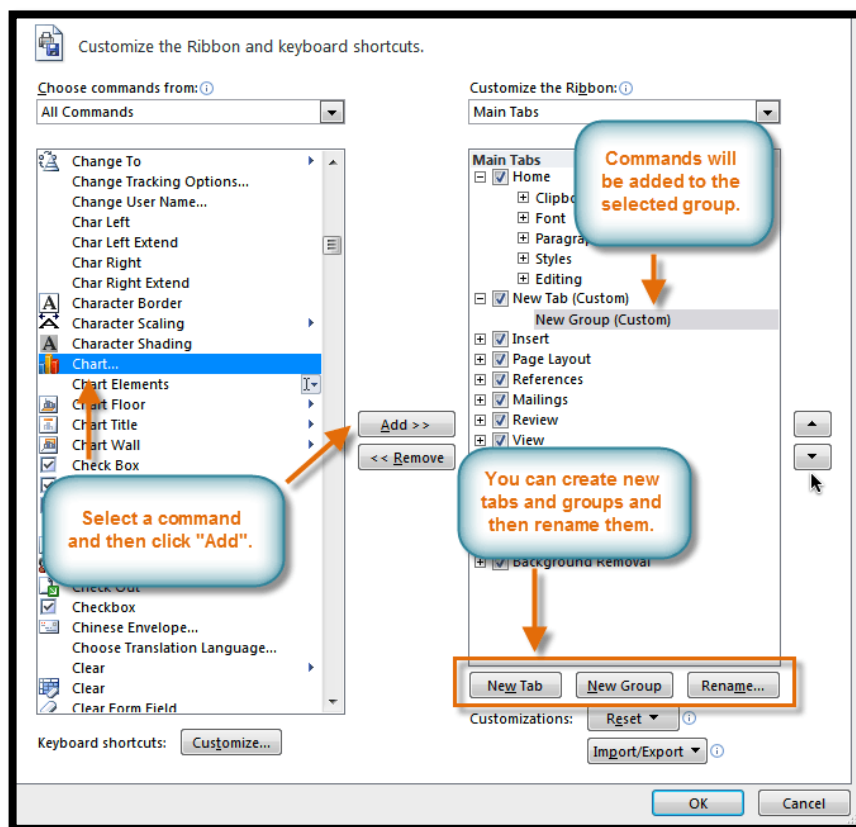
1. Right-click the **Ribbon** and select **Customize the Ribbon**. A dialog box will appear.



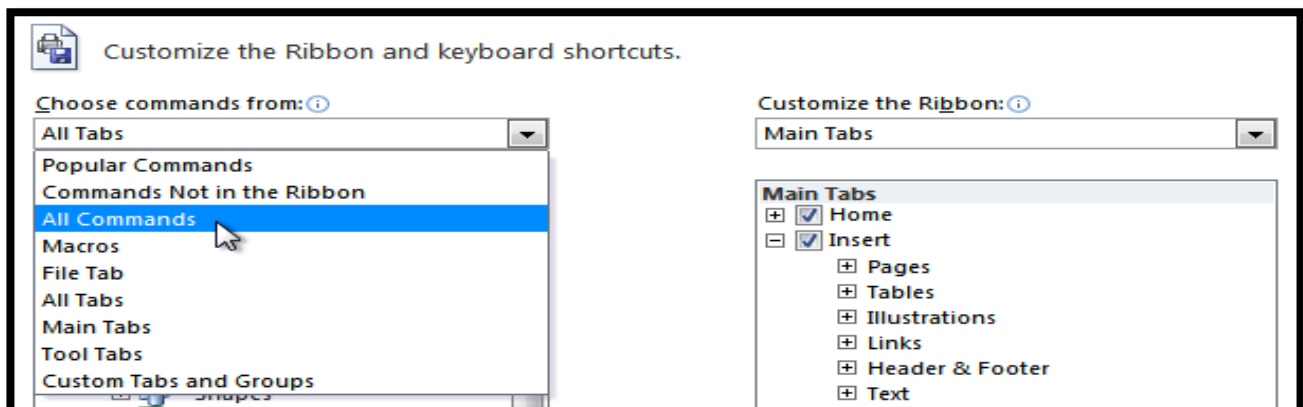
Right-clicking the Ribbon to customize it

2. Click **New Tab**. A new tab will be created with a new group inside it.
3. Make sure the new group is selected.
4. Select a command from the list on the left, then click **Add**. You can also drag commands directly into a group.
5. When you are done adding commands, click **OK**.

The dialog box where you can customize the Ribbon



If you don't see the command you want, click on the **Choose commands from:** drop-down box and select **All Commands**.



Displaying All Commands

Backstage View

Backstage view gives you various options for saving, opening a file, printing, or sharing your document. It is similar to the **Office Button Menu** from Word 2007 or the **File Menu** from earlier versions of Word. However, instead of just a menu, it is a full-page view which makes it easier to work with.

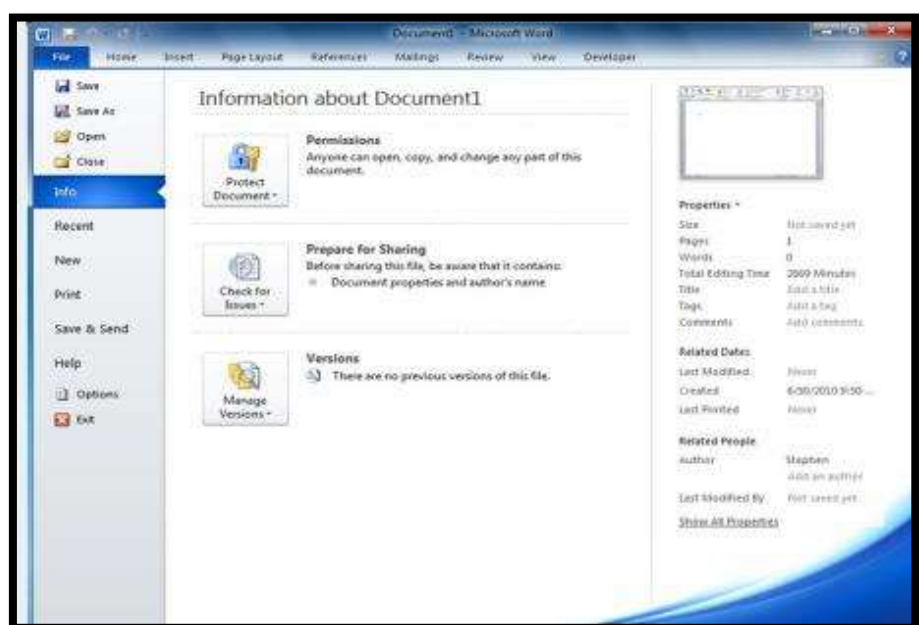
To Get to Backstage View:

1. Click the **File** tab.



Backstage view

2. You can choose an option on the left side of the page.
 3. To get back to your document, just click any tab on the Ribbon.
- Click the buttons in the interactive below to learn about the different things you can do in Back stage view.

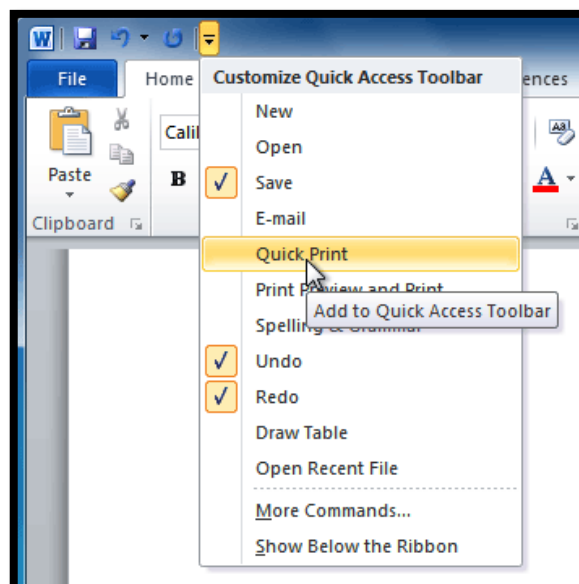


The Quick Access Toolbar

The **Quick Access Toolbar** is located above the Ribbon, and it lets you access common commands no matter which tab you're on. By default, it shows the **Save**, **Undo**, and **Repeat** commands. You can add other commands to make it more convenient for you.

To Add Commands to the Quick Access Toolbar:

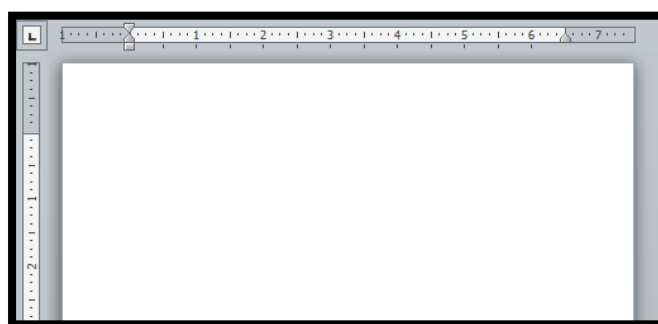
1. Click the **drop-down arrow** to the right of the **Quick Access Toolbar**.
2. Select the command you wish to add from the drop-down menu. It will appear in the Quick Access toolbar.



Adding a command to the Quick Access Toolbar

The Ruler

The **Ruler** is located at the top and to the left of your document. It makes it easier to adjust your document with precision. If you want, you can hide the Ruler to free up more screen space.



The Ruler

To Hide or View the Ruler:

1. Click the **View Ruler** icon over the scrollbar to hide the ruler.
2. To show the ruler, click the **View Ruler** icon again.



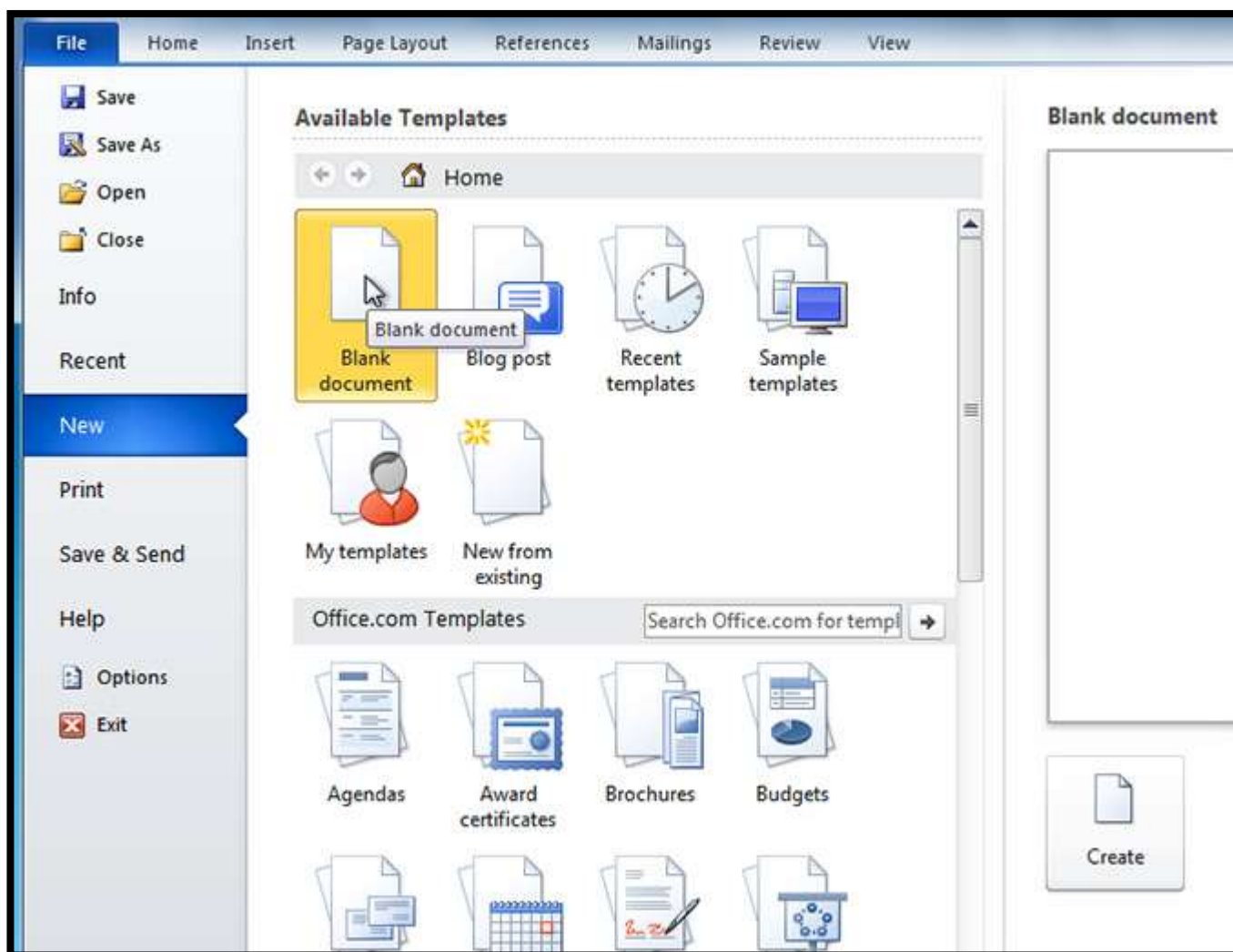
Hiding and viewing the Ruler

Creating and Opening Documents

Word files are called **documents**. Whenever you start a new project in Word, you'll need to **create a new document**, which can either be blank or from a template. You'll also need to know how to **open an existing document**.

To Create a New, Blank Document:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **New**.
3. Select **Blank document** under **Available Templates**. It will be highlighted by default.



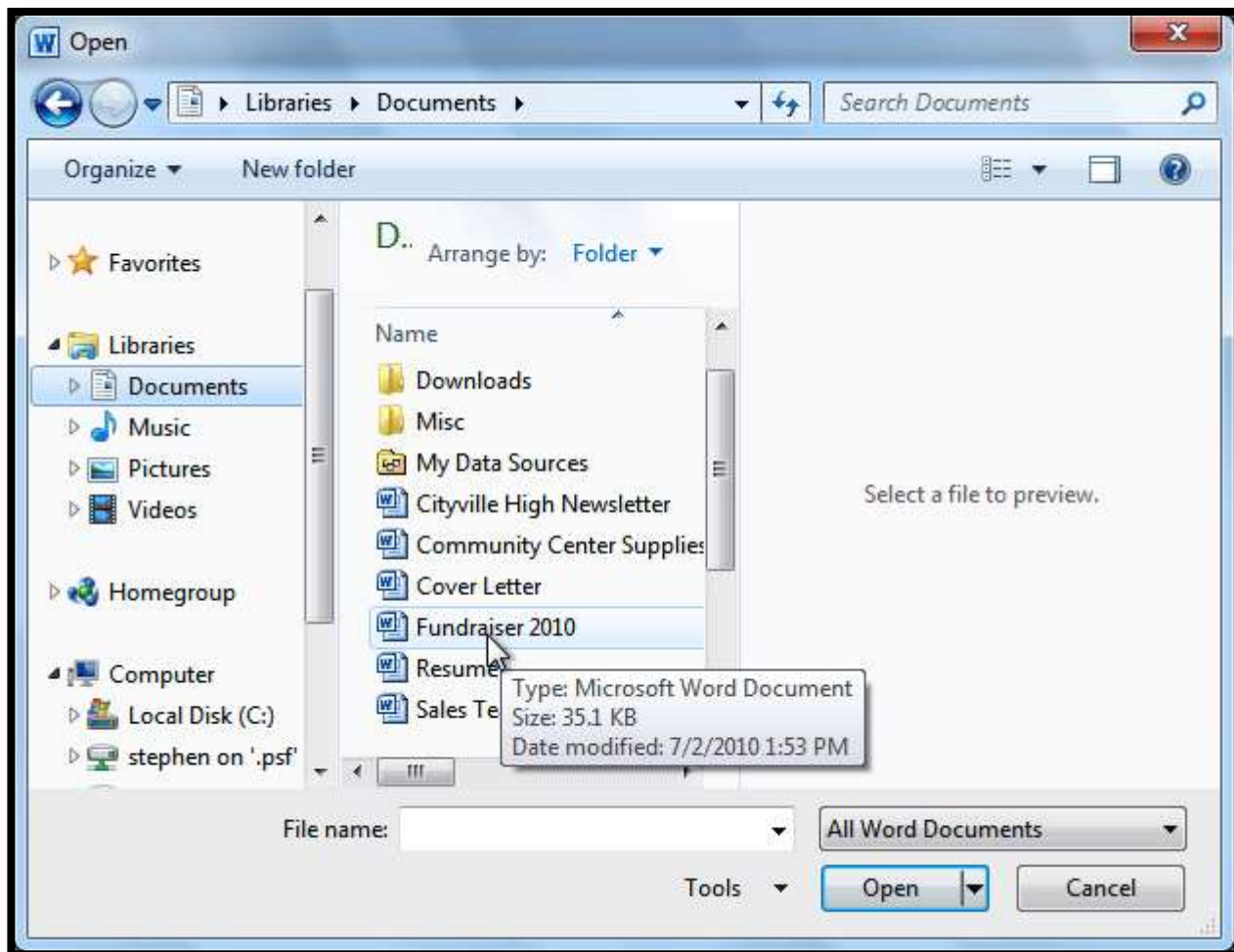
Creating a new document

4. Click **Create**. A new, blank document appears in the Word window.

To save time, you can create your document from a **template**, which you can select from the New Document pane. We'll talk about templates in a later lesson.

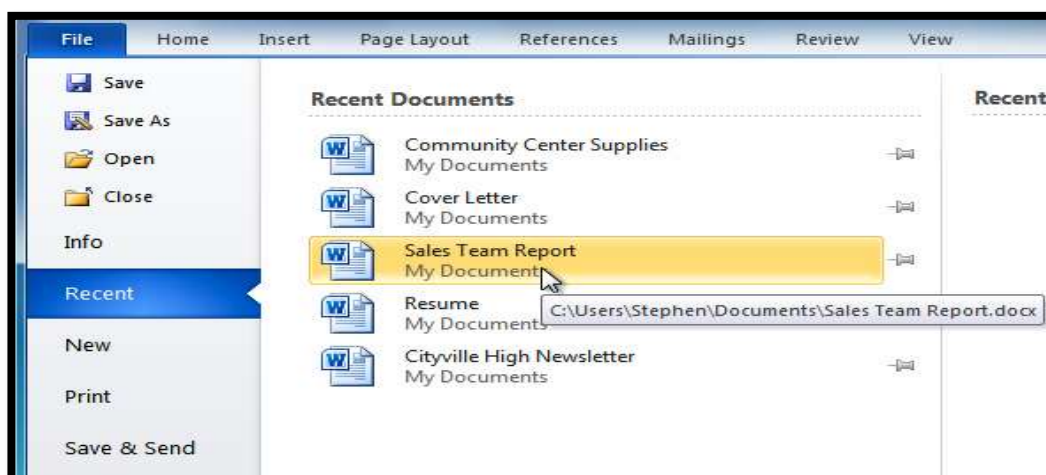
To Open an Existing Document:

1. Click the **File** tab. This takes you to **Backstage view**.
2. Select **Open**. The Open dialog box appears.



3. Select your document and then click **Open**.

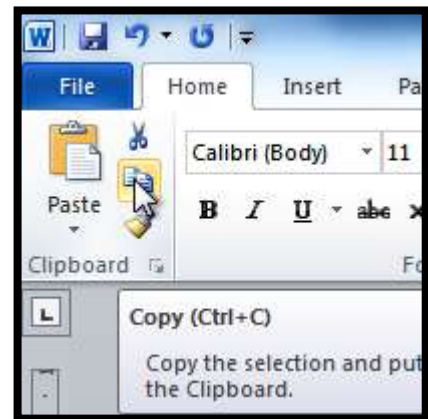
If you've opened a file recently, you can also access it from the **Recent Documents** list. Just click on the **File** tab and select **Recent**.



Lesson 2-Text Basics:

Introduction

It is important to know how to perform **basic tasks with text** when working in a word processing application. In this lesson you will learn the basics of working with text including how to **insert, delete, select, copy, cut, paste**, and **drag and drop** text.

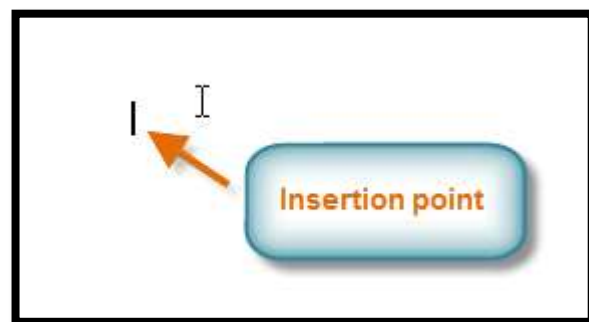


To Insert Text:

1. Move your mouse to the location you wish text to appear in the document.
2. Click the mouse. The **insertion point** appears.

The insertion point

3. Type the text you wish to appear.

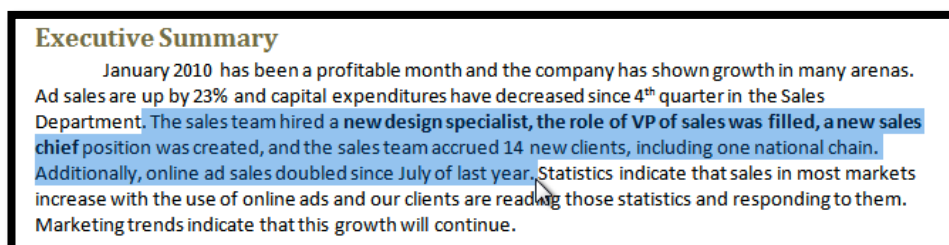


To Delete Text:

1. Place the **insertion point** next to the text you wish to delete.
2. Press the **Backspace** key on your keyboard to delete text to the **left** of the insertion point.
3. Press the **Delete** key on your keyboard to delete text to the **right** of the insertion point.

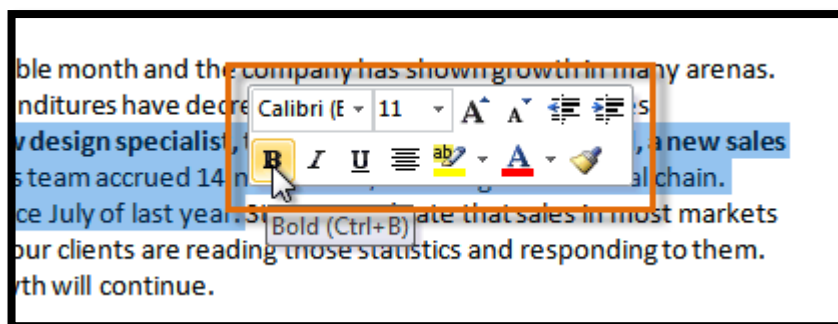
To Select Text:

1. Place the **insertion point** next to the text you wish to select.
2. Click the mouse, and while holding it down, drag your mouse over the text to select it.
3. Release the mouse button. You have selected the text. A **highlighted box** will appear over the selected text.



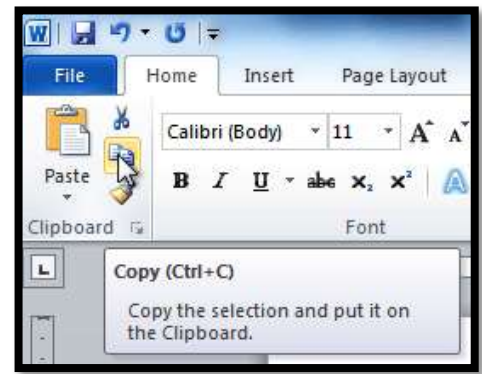
When you select text or images in Word, a **hover toolbar** with formatting options appears. This makes formatting commands easily accessible, which may save you time. If the toolbar does not appear at first, try moving the mouse over the selection.

Hover toolbar with formatting options



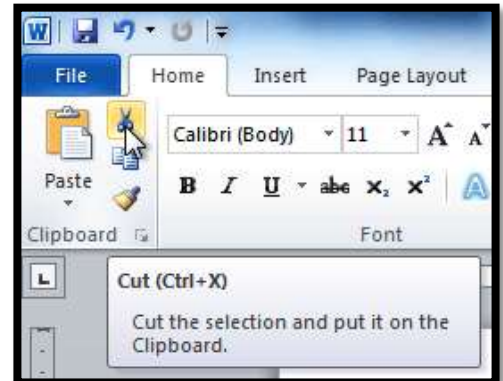
To Copy and Paste Text:

1. Select the text you wish to copy.
2. Click the **Copy** command on the **Home** tab. You can also right-click your document and select **Copy**.
3. Place your insertion point where you wish the text to appear.
4. Click the **Paste** command on the Home tab. The text will appear.



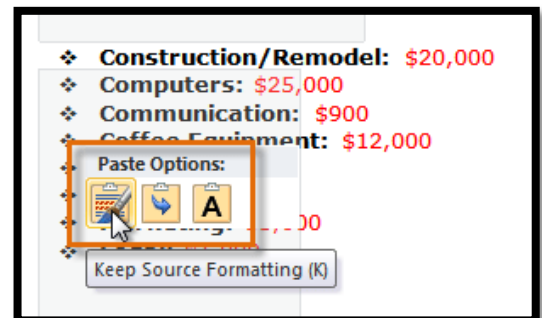
To Cut and Paste Text:

1. Select the text you wish to copy.
2. Click the **Cut** command on the **Home** tab. You can also right-click your document and select **Cut**.
3. Place your insertion point where you wish the text to appear.
4. Click the **Paste** command on the **Home** tab. The text will appear.



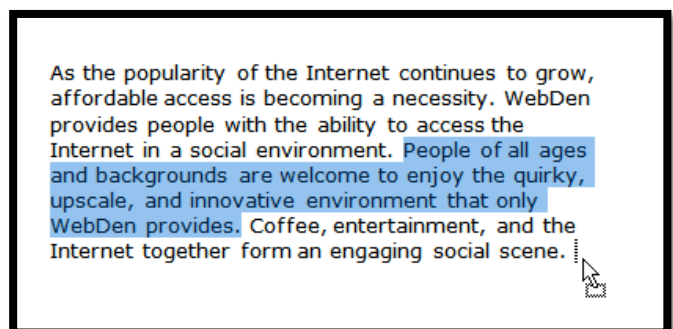
You can also cut, copy, and paste by right-clicking your document and choosing the desired action from the drop-down menu. When you use this method to paste, you can choose from three options that determine how the text will be formatted:

Keep Source Formatting, **Merge Formatting** and **Keep Text Only**. You can hover the mouse over each icon to see what it will look like before you click on it.



To Drag and Drop Text:

1. Select the text you wish to copy.
2. **Click and drag the text** to the location you wish it to appear. The cursor will have a rectangle under it to indicate that you are moving text.
3. Release the mouse button and the text will appear.



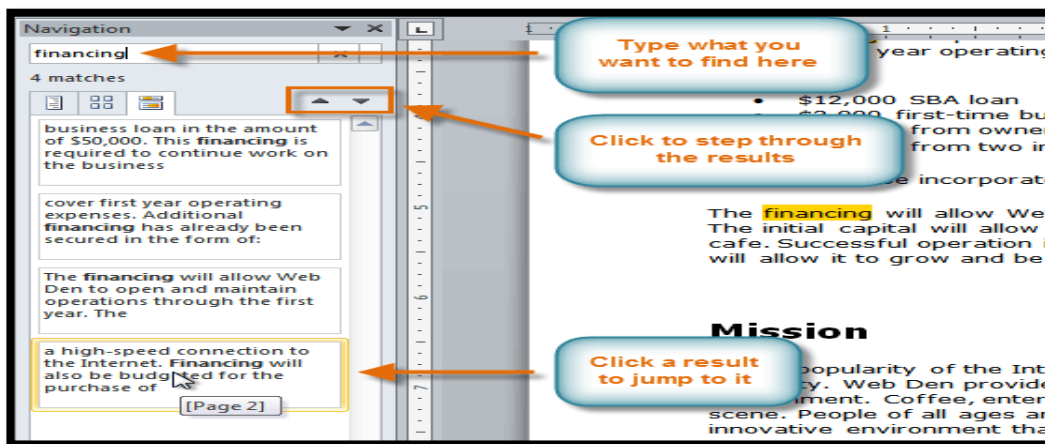
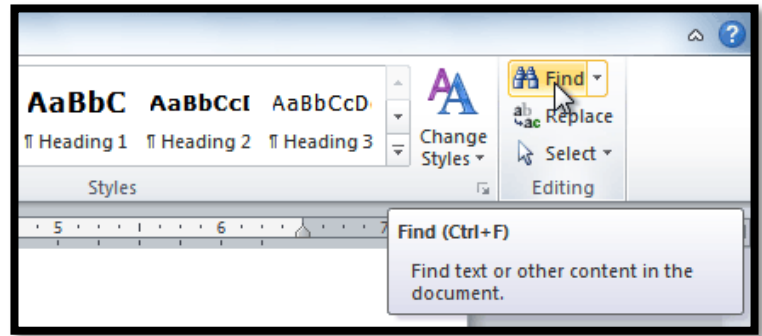
If text **does not appear** in the exact location you wish, you can click the **Enter** key on your keyboard to move the text to a new line.

Find and Replace

When you're working with longer documents, it can be difficult and time consuming to locate a specific word or phrase. Word can automatically search your document using the **Find** feature, and it even allows you to change words or phrases using **Replace**.

To Find Text:

1. From the **Home** tab, click the **Find** command. The **Navigation** pane will appear on the left side of the screen.
2. Type the text you wish to find in the field at the top of the Navigation pane.
3. If the text is found in the document, it will be highlighted in yellow, and a preview will appear in the Navigation pane.
4. If the text appears more than once, you can click the **arrows** on the Navigation pane to step through the results. You can also click the **result previews** on the Navigation pane to jump to the location of a result in your document.



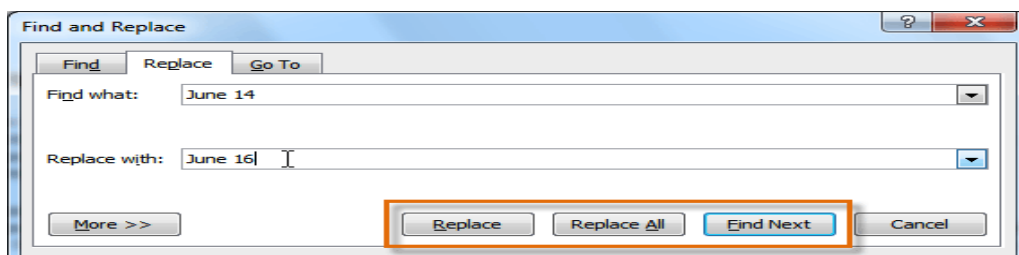
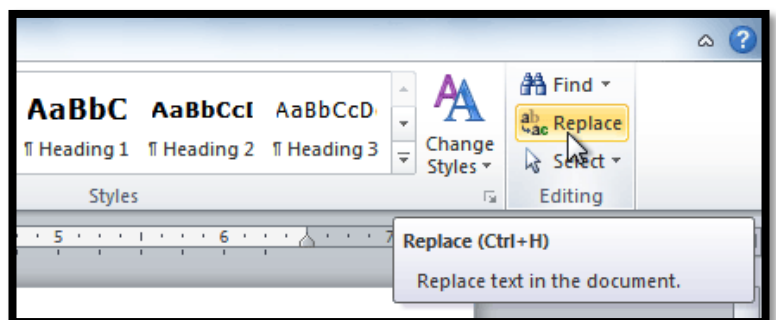
5. When you close the Navigation pane, the highlighting will disappear.

To Replace Text:

1. From the **Home** tab, click the **Replace** command. The **Find and Replace** dialog box will appear.

Clicking the Replace command

2. Type the text you wish to find in the **Find what** field.
3. Type the text you wish to replace it with in the **Replace with** field.
4. Click **Find Next** and then **Replace** to replace text. You can also click **Replace All** to replace all instances within the document.



Lesson 3: Formatting Text

Introduction

To create and design effective documents, you need to know how to format text. In addition to making your document more appealing, formatted text can draw the reader's attention to specific parts of the document and help communicate your message.

In this lesson you will learn to format the font size, style, and color; highlight the text; and use the Bold, Italic, Underline, and Change Case commands.

To Change the Font Size:

1. Select the text you wish to modify.
2. Click the drop-down arrow next to the Font Size box on the Home tab. A drop-down menu appears.
3. Move the mouse pointer over the various font sizes. A live preview of the font size will appear in the document.
4. Select the font size you wish to use.

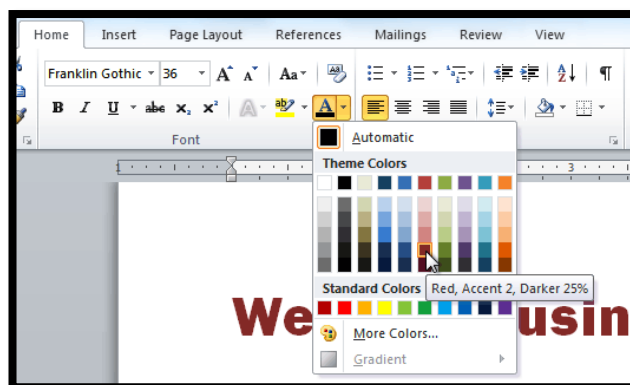
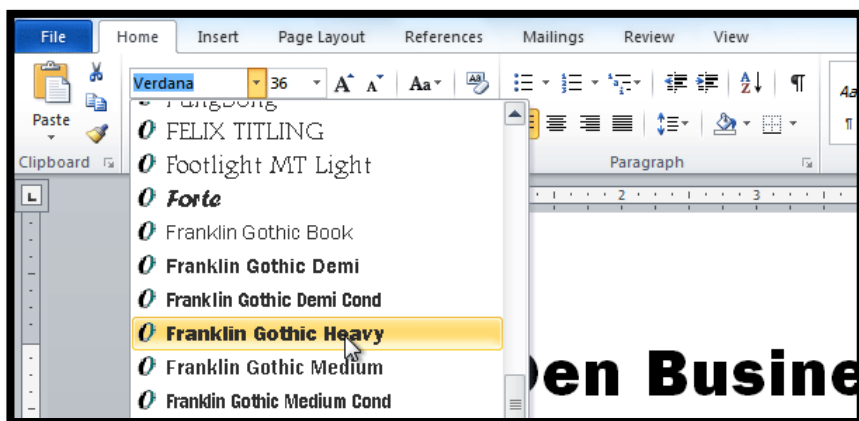
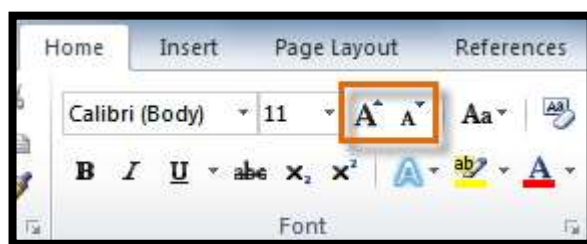
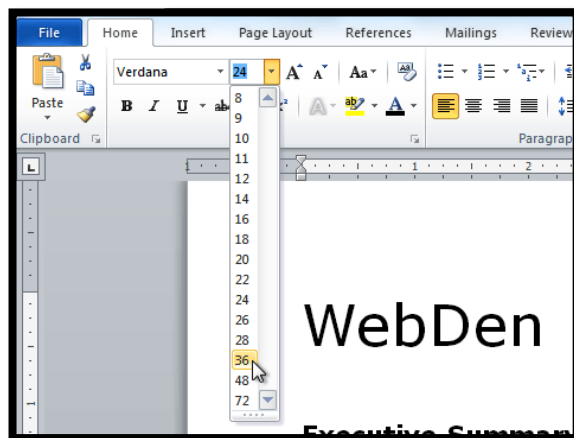
You can also use the Grow Font and Shrink Font commands to change the size.

To Change the Font:

1. Select the text you wish to modify.
2. Click the drop-down arrow next to the Font box on the Home tab. The Font drop-down menu appears.
3. Move the mouse pointer over the various fonts. A live preview of the font will appear in the document.
4. Select the font you wish to use. The font will change in the document.

To Change the Font Color:

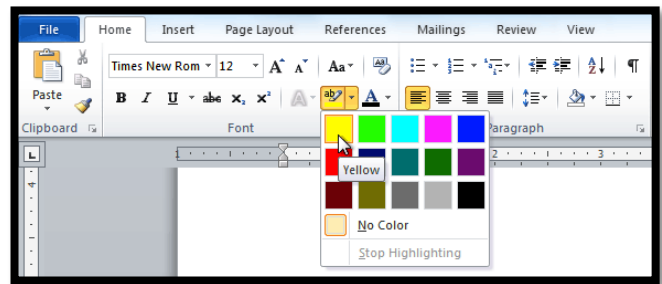
1. Select the text you wish to modify.
2. Click the Font Color drop-down arrow on the Home tab. The Font Color menu appears.
3. Move the mouse pointer over the various font colors. A live preview of the color will appear in the document.
4. Select the font color you wish to use. The font color will change in the document.



Your color choices aren't limited to the drop-down menu that appears. Select More Colors at the bottom of the list to access the Colors dialog box. Choose the color that you want and click OK.

To Highlight Text:

1. From the Home tab, click the Text Highlight Color drop-down arrow. The Highlight Color menu appears.
2. Select the desired highlight color.
3. Select the text you wish to modify. It will then be highlighted.



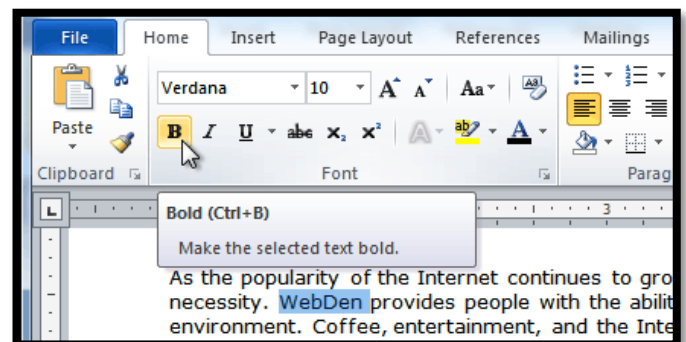
unication and entertainment, rather than a
creasing public demand for Internet access
ironment. WebDen's goal is to provide the
atmosphere for accessing the Internet.

Highlighting text

4. To switch back to the normal cursor, click the Text Highlight Color command.

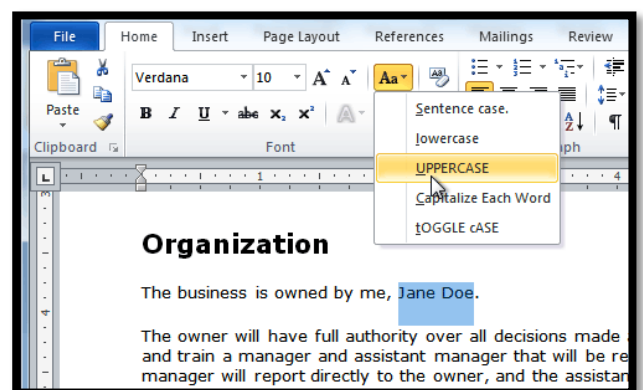
To Use the Bold, Italic, and Underline Commands:

1. Select the text you wish to modify.
2. Click the Bold (B), Italic (I), or Underline (U) command in the Font group on the Home tab.



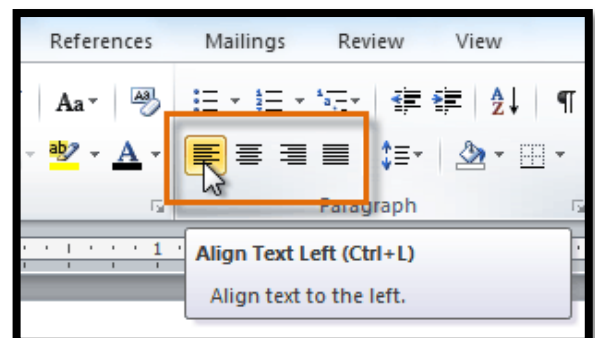
To Change the Text Case:

1. Select the text you wish to modify.
2. Click the Change Case command in the Font group on the Home tab.
3. Select the desired case option from the list.



To Change the Text Alignment:

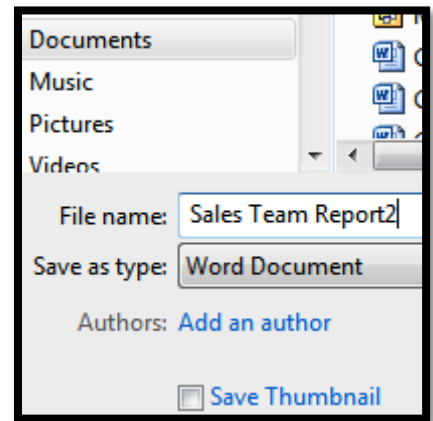
1. Select the text you wish to modify.
2. Select one of the four alignment options from the Paragraph group on the Home tab.
 - o **Align Text Left:** Aligns all the selected text to the left margin.
 - o **Center:** Aligns text an equal distance from the left and right margins.
 - o **Align Text Right:** Aligns all the selected text to the right margin.
 - o **Justify:** Justified text is equal on both sides and lines up equally to the right and left margins. Many newspapers and magazines use full-justification.



Lesson 4: Saving

Introduction- It is important to know how to save the documents you are working with. Frequently saving your documents helps to keep you from losing your work, and using **Save As** allows you to edit a document while leaving the original copy unchanged. There are many ways you **share and receive documents**, which will affect how you need to save the file.

Are you downloading the document? Saving it for the first time? Saving it as another name? Sharing it with someone that does not have Word 2010? All of these things will affect how you **save your Word documents**. In this lesson you will learn how to use the **Save** and **Save As** commands, how to save as a **Word 97-2003** compatible document, and how to save as a **PDF**.



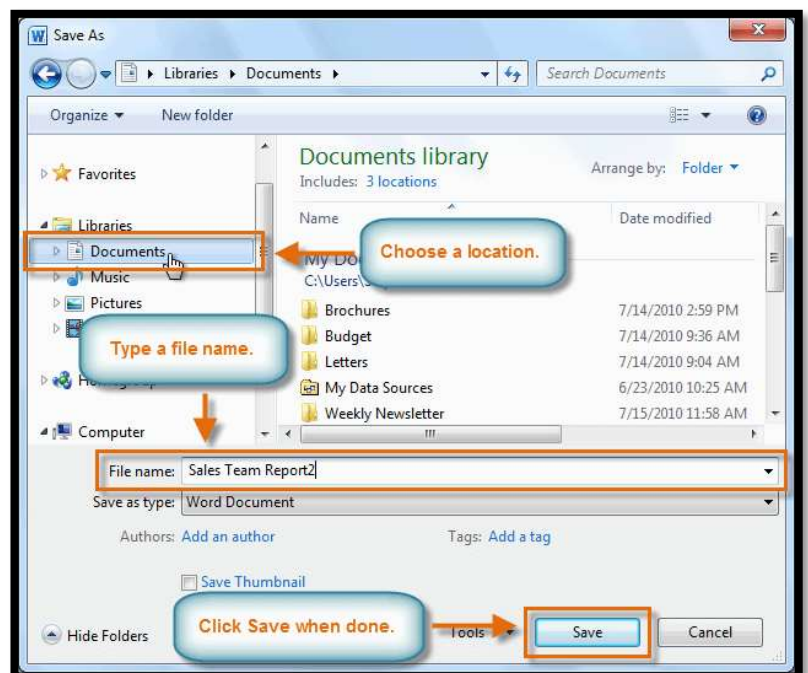
To Use the Save As Command:

Save As allows you to choose a name and location for your document. It's useful if you've first created a document or if you want to save a different version of a document while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.
3. The **Save As** dialog box will appear. Select the location where you wish to save the document.
4. Enter a name for the document and click **Save**.



If you're using **Windows 7**, you'll usually want to save things to your **Documents library**, and in other versions of Windows you'll save them to the **My Documents** folder.



To Use the Save Command:

1. Click the **Save** command on the **Quick Access Toolbar**.
2. The document will be saved in its current location with the same file name.

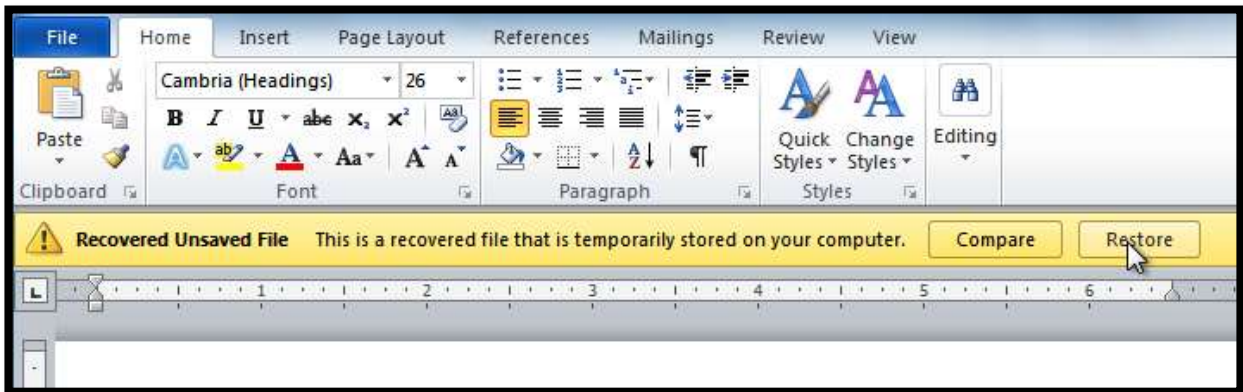
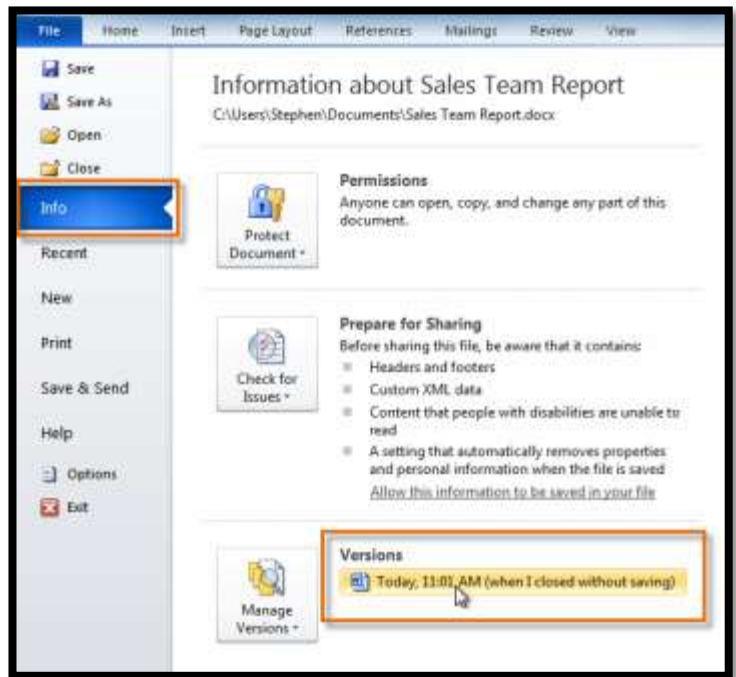


If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.

AutoRecover:

Word automatically saves your documents to a temporary folder while you're working on them. If you forget to save your changes, or if Word crashes, you can recover the autosaved file.

1. Open a document that was previously closed without saving.
2. In **Backstage view**, click **Info**.
3. If there are autosaved versions of your file, they will appear under **Versions**. Click on the file to open it.
4. To save changes, click **Restore** and then click **OK**.



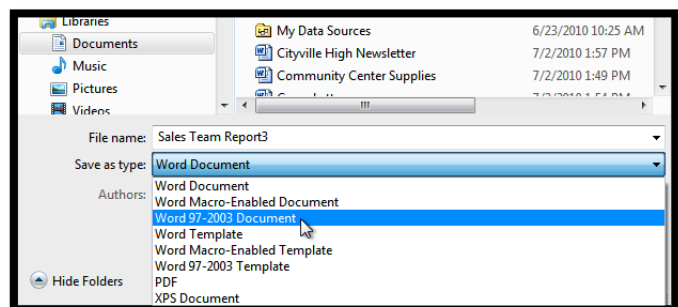
By default, Word autosaves every 10 minutes. If you are editing a document for less than 10 minutes, Word may not create an autosaved version.

Other File Formats

You can share your documents with anyone using Word 2010 or 2007, since they use the same file format. However, earlier versions of Word use a different file format, so if you want to share your document with someone using an earlier version of Word, you'll need to save it as a Word 97-2003 Document.

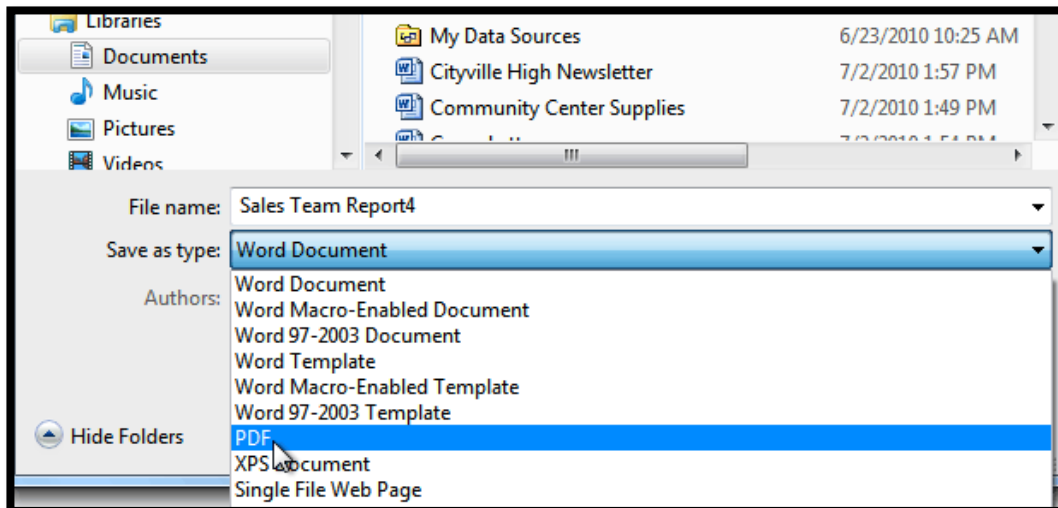
To Save As Word 97 - 2003 Document:

1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **Word 97-2003 Document**.
4. Select the location you wish to save the document.
5. Enter a name for the document and click **Save**.



To Save As a PDF:

1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **PDF**.



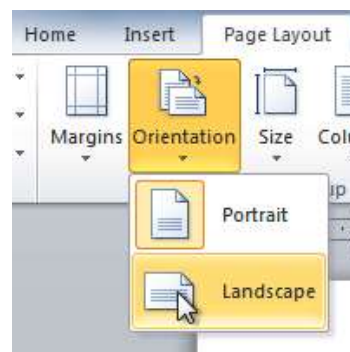
Saving as a PDF file

4. Select the location you wish to save the document.
5. Enter a name for the document.
6. Click the **Save** button.

Lesson 5: Modifying Page Layout

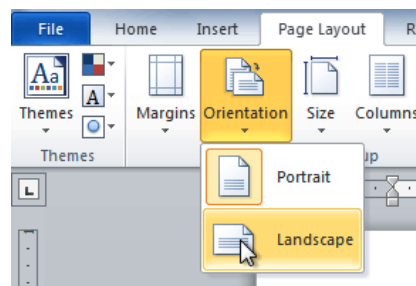
Introduction- You may find that the **default page layout settings** in Word are not sufficient for the document you wish to create, in which case you will want to modify those settings. For example, if you are printing on a different paper size, you'll want to change the document page size to match the paper. In addition, you may want to change the **page formatting** depending on the type of document you are creating.

In this lesson, you will learn how to change the **page orientation**, **paper size**, and **page margins**.



To Change Page Orientation:

1. Select the **Page Layout** tab.
2. Click the **Orientation** command in the Page Setup group.
3. Click either **Portrait** or **Landscape** to change the page orientation.



Landscape format means that the page is oriented **horizontally**, and **portrait** format is oriented **vertically**.

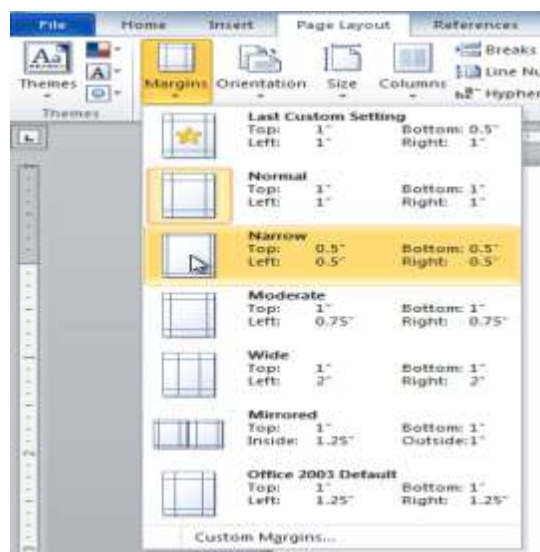
To Change the Page Size:

1. Select the **Page Layout** tab.
2. Click the **Size** command and a drop-down menu will appear. The current page size is highlighted.
3. Click the **size option** you desire. The page size of the document changes.



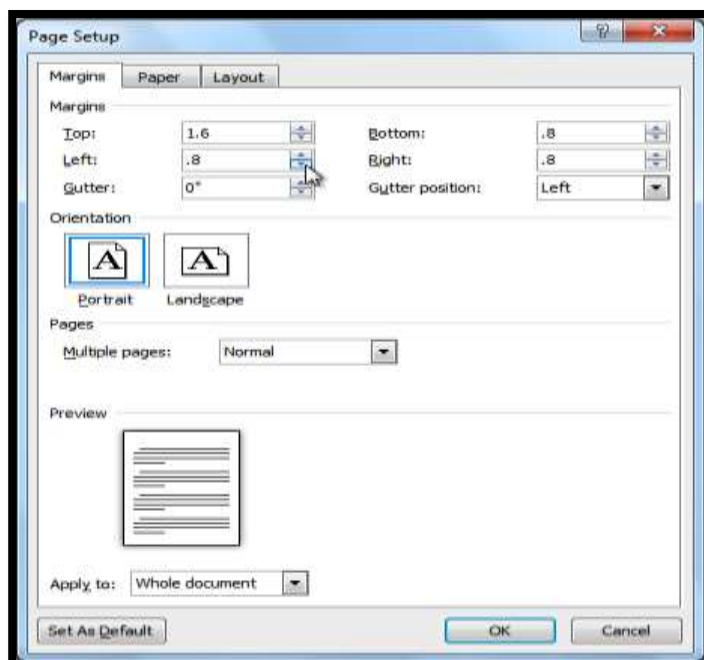
To Format Page Margins:

1. Select the **Page Layout** tab.
2. Click the **Margins** command. A menu of options appears. **Normal** is selected by default.
3. Click the **predefined margin size** you desire.



To Use Custom Margins:

1. From the **Page Layout** tab, click **Margins**.
2. Select **Custom Margins**. This will take you to the **Page Setup** dialog box.
3. Adjust the **margin sizes** for each side of the page and click **OK**.

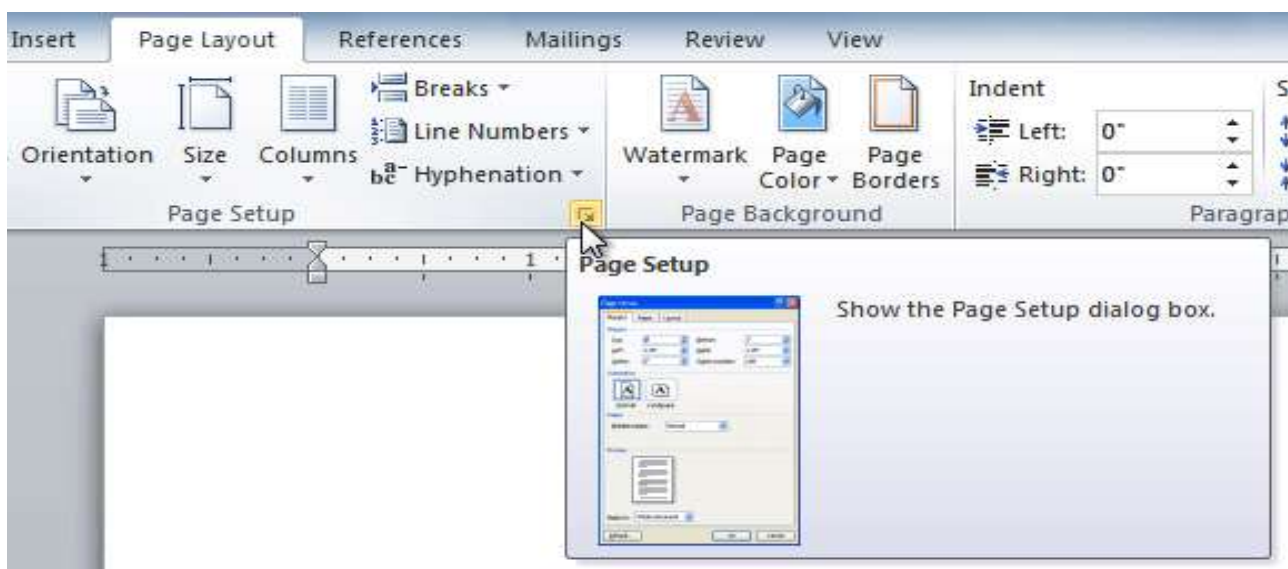


The Page Setup Dialog Box

Previously, we showed how to open the **Page Setup** dialog box from the **Margins** drop-down menu. As you become more familiar with Word, you may find that you want to use the Page Setup dialog box **more often** to fine-tune the page margins and adjust other settings. To get there more quickly, you may want to use a **shortcut** that's conveniently located on the **Page Layout** tab.

To Open the Page Setup Dialog Box:

1. Click the **Page Layout** tab.
2. Click the small arrow in the bottom-right corner of the **Page Setup** group. The **Page Setup** dialog box will appear.



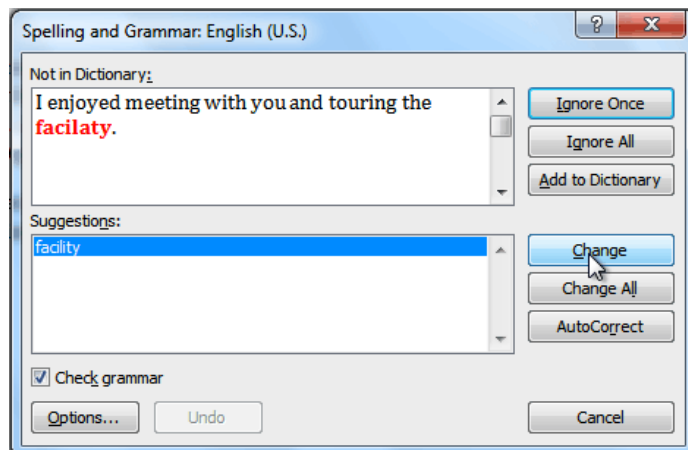
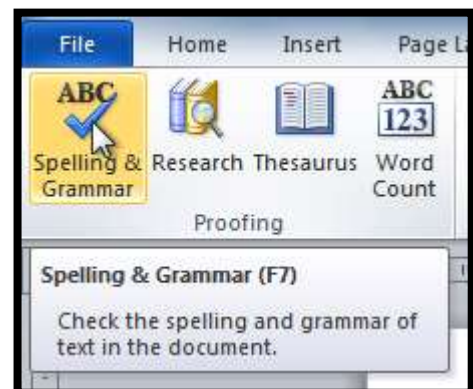
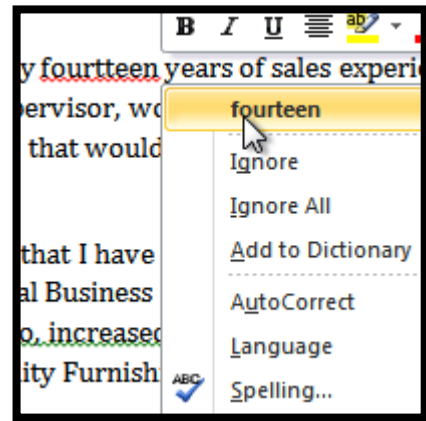
Lesson 6: Checking Spelling and Grammar

Introduction

Worried about making mistakes when you type? Don't be. Word provides you with several **proofing features** that will help you produce professional, error-free documents. In this lesson you will learn about the various **proofing features**, including the **Spelling and Grammar** tool.

To Run a Spelling & Grammar Check:

1. Go to the **Review** tab.
2. Click on the **Spelling & Grammar** command.
3. The **Spelling and Grammar** dialog box will open. For each error in your document, Word will try to offer one or more **suggestions**. You can select a suggestion and then click **Change** to correct the error.



4. If no suggestions are given, you can manually type in the correct spelling.



Ignoring "Errors"

The spelling and grammar check is **not always correct**. Particularly with grammar, there are many errors that Word will not notice. There are also times where the spelling and grammar check will say that something's an error when it's actually not. This often happens with people's names, which may not be in the dictionary.

If Word says that something is an error, you can choose not to change it. Depending on whether it's a spelling or grammar error, you can choose from several options:

For spelling "errors":

- **Ignore Once:** This will skip the word without changing it.
- **Ignore All:** This will skip the word without changing it, and it will also skip all other instances of this word in the document.
- **Add to Dictionary:** This adds the word to the dictionary so that it will never come up as an error. Make sure that the word is spelled correctly before choosing this option.

For grammar "errors":

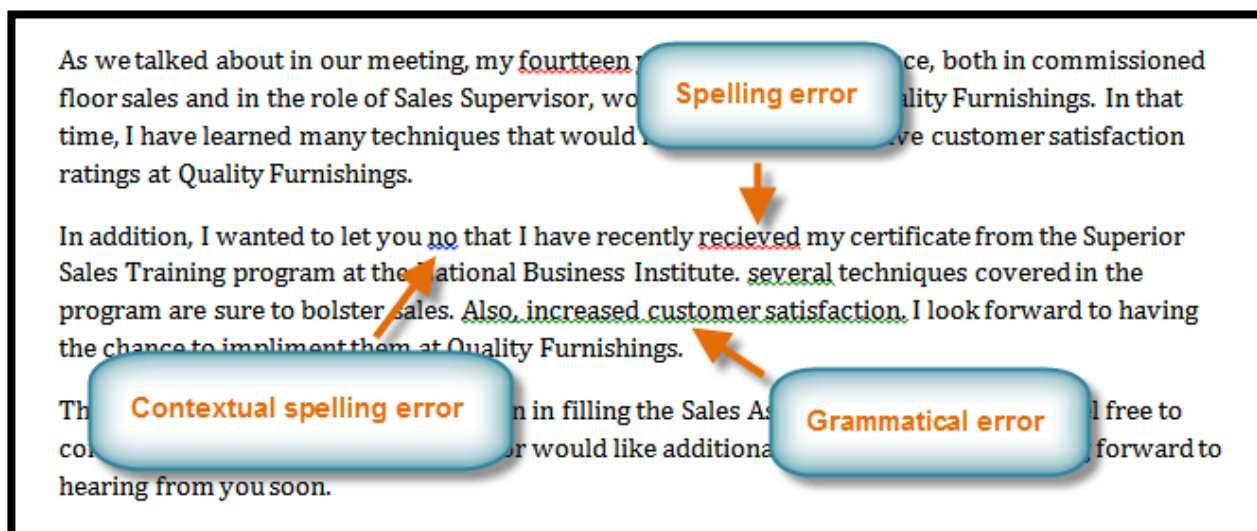
- **Ignore Once:** This will skip the "error" without changing it.
- **Ignore Rule:** This will skip this "error" as well as all other instances that relate to this grammar rule.
- **Next Sentence:** This skips the sentence without changing it, and leaves it marked as an error. That means it will still show up if you do another Spelling and Grammar check later on.

If you're not sure about a grammar error, you can click **Explain** to see why Word thinks it's an error. This can help you determine whether you want to change it or not.

Automatic Spelling and Grammar Checking

By default, Word automatically checks your document for **spelling and grammar** errors, so you may not even need to run a separate Spelling and Grammar check. These errors are indicated by **colored, wavy lines**.

- The **red line** indicates a misspelled word.
- The **green line** indicates a grammar error.
- The **blue line** indicates a contextual spelling error. This feature is turned off by default.

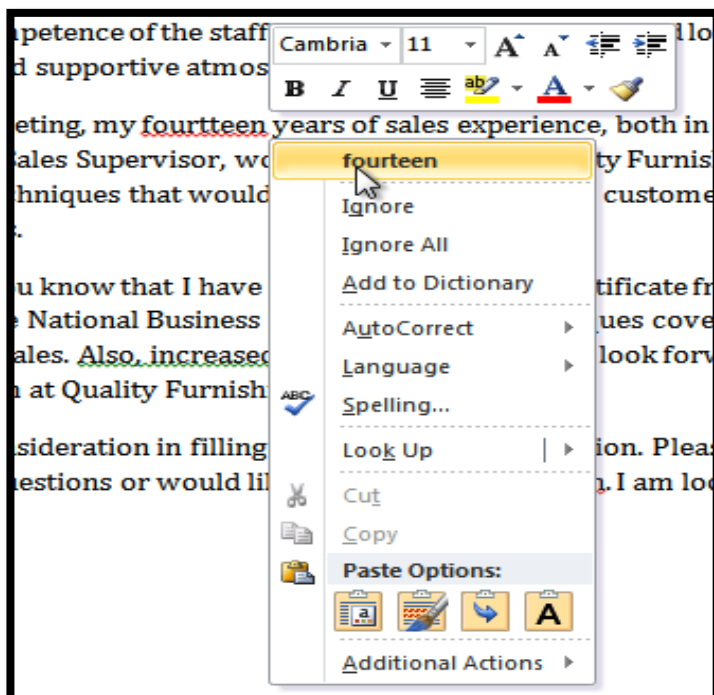


Spelling and grammar errors

A **contextual spelling** error is when a wrong word is used, but the word is spelled correctly. For example, if I write "Deer Mr. Theodore," at the beginning of a letter, **deer** is a contextual spelling error because I should have used **dear**. **Deer** is spelled correctly, but it is used incorrectly in this letter.

To Use the Spelling Check Feature:

1. Right-click the **underlined word**. A menu will appear.
2. Click on the **correct spelling** of the word from the **listed suggestions**.
3. The corrected word will appear in the document.



Correcting a spelling error

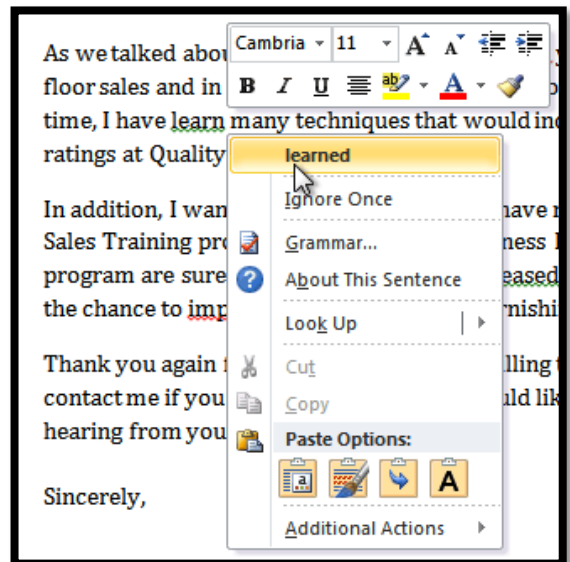
You can choose to **Ignore** an underlined word, add it to the **dictionary**, or go to the **Spelling** dialog box for more options.

To Use the Grammar Check Feature:

1. Right-click the **underlined word or phrase**. A menu will appear.
2. Click on the **correct phrase** from the **listed suggestions**.
3. The corrected phrase will appear in the document.

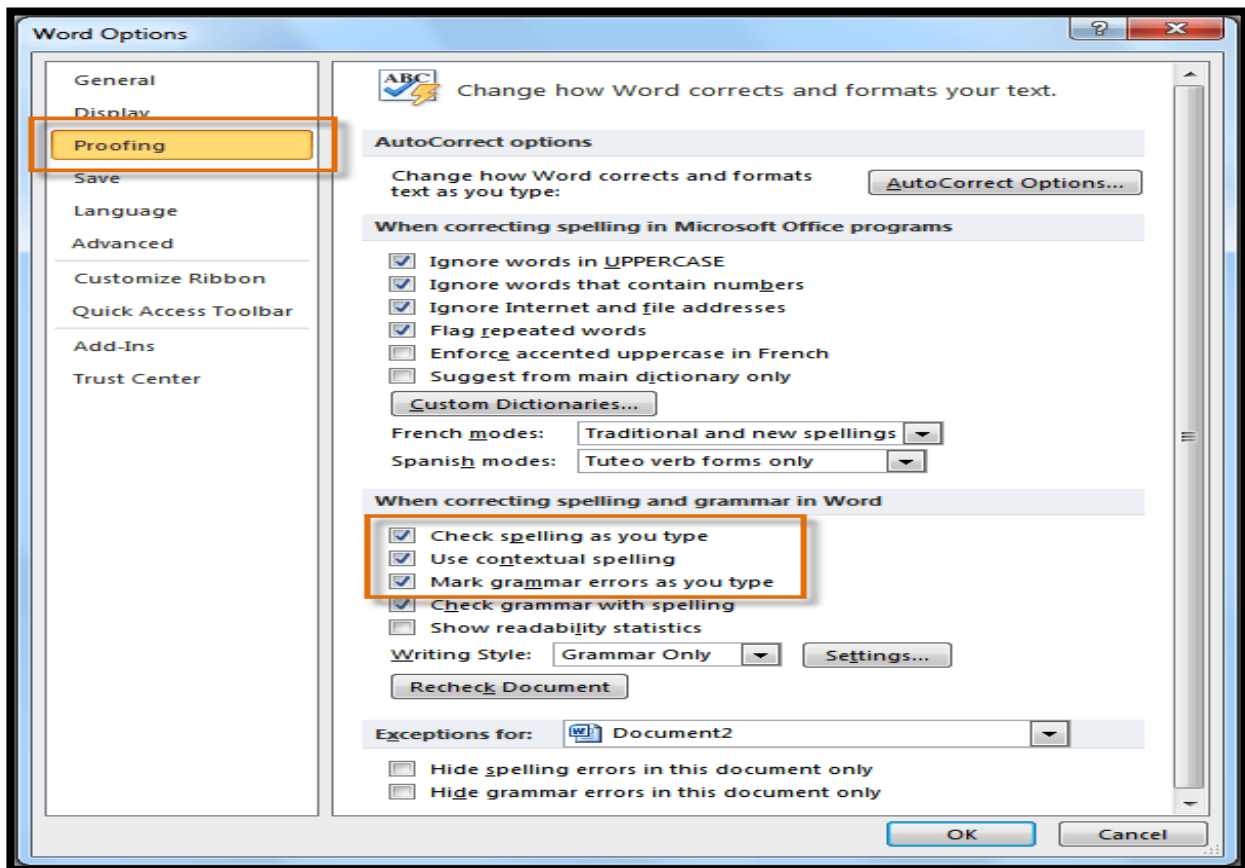
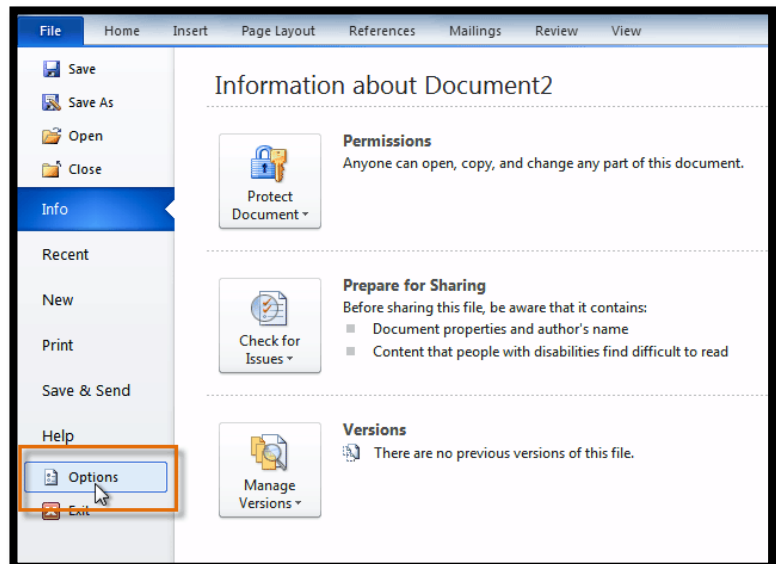
Correcting a grammar error

You can also choose to **Ignore** an underlined phrase, go to the **Grammar** dialog box, or click **About This Sentence** for information about the grammar rule.



To Change the Automatic Spelling and Grammar Check Settings:

1. From **Backstage view**, click on **Options**.
2. Select **Proofing**. The dialog box gives you several options to choose from:
 - If you don't want Word to automatically check spelling, uncheck **Check spelling as you type**.
 - If you don't want grammar errors to be marked, uncheck **Mark grammar errors as you type**.
 - To check for contextual spelling errors, check **Use contextual spelling**.



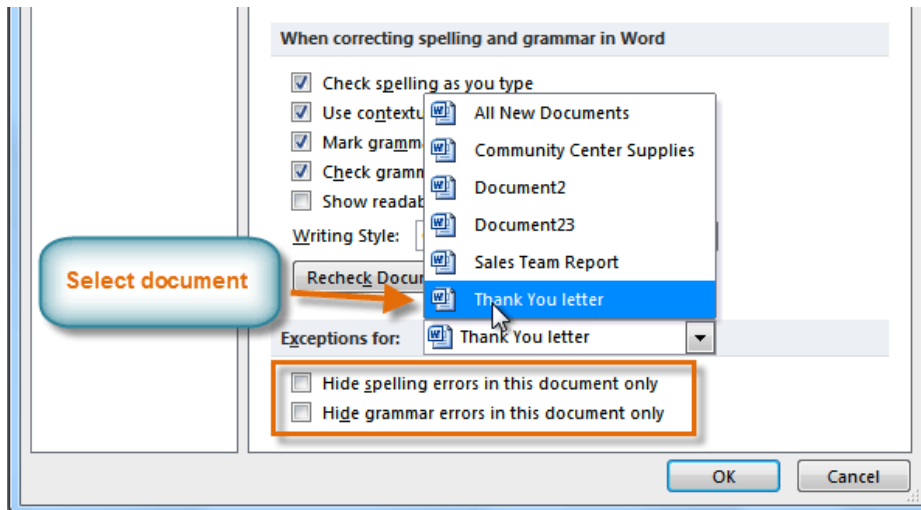
Changing the Proofing Options

If you've turned off the automatic spelling and/or grammar checks, you can still run a check by going to the **Review** tab and clicking the **Spelling & Grammar** button.

To Hide Spelling and Grammar Errors in a Document:

If you're sharing a document such as a resume with someone, you might not want them to see those annoying red, green, and blue lines. Turning off the automatic spelling and grammar checks only applies to your computer, so the lines may still show up when someone else views your document. Luckily, you can hide spelling and grammar errors in a document so that the lines will not show up on any computer.

1. From **Backstage view**, click on **Options**.
2. Select **Proofing**.
3. In the drop-down box next to "**Exceptions for:**" select the correct document (if you have more than one document open).



Creating exceptions for a

document

4. Put a checkmark next to **Hide spelling errors in this document only** and **Hide grammar errors in this document only**.
5. Click **OK**.

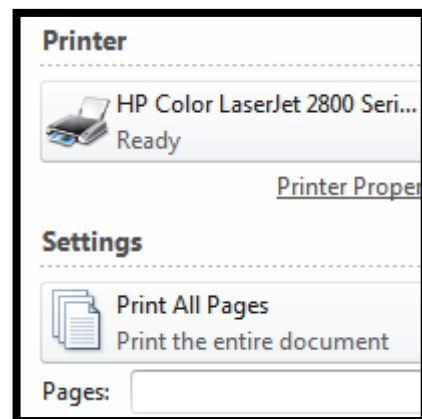
Lesson 7: Printing

Introduction

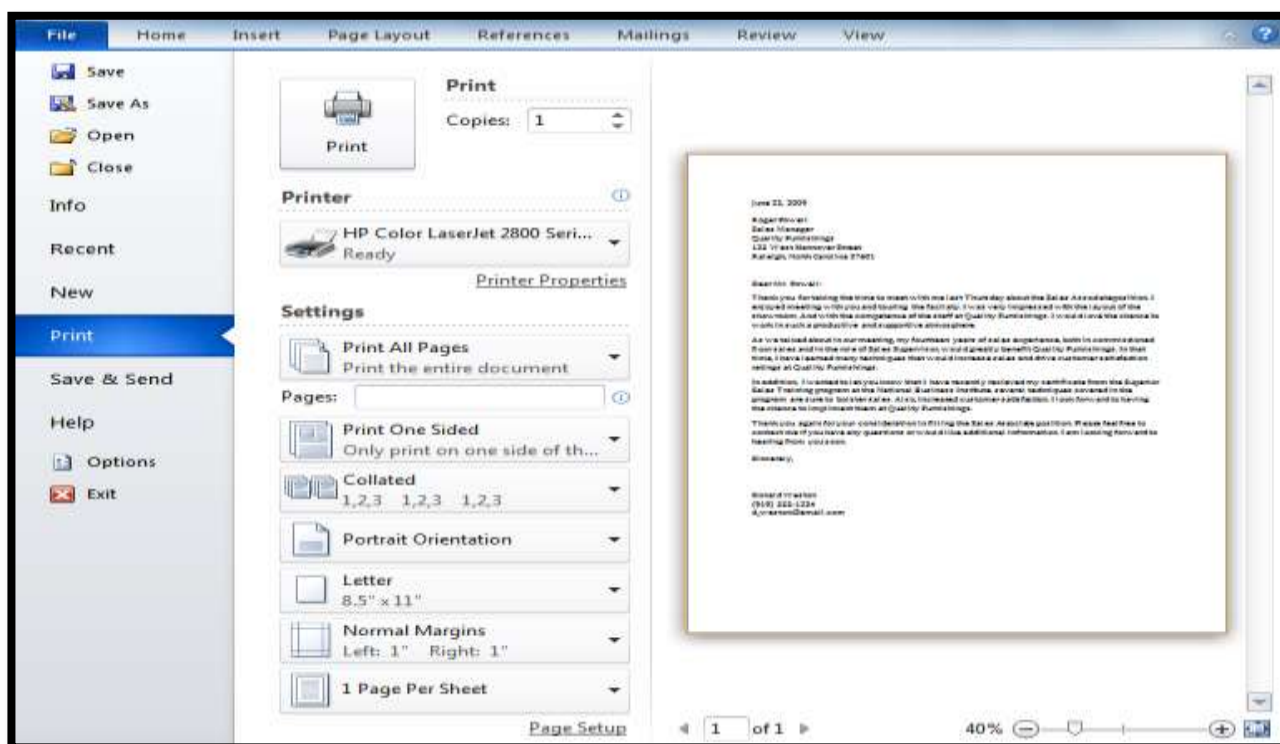
Once you've completed your document, you may want to **print** it. This lesson covers the tasks in the **Print pane** along with the **Quick Print** feature.

To View the Print Pane:

1. Click the **File** tab to go to **Backstage view**.
2. Select **Print**. The Print pane appears, with the print settings on the left and the **Preview** on the right.



Click the buttons in the interactive below to learn about the Print pane.



To Print:

1. Go to the **Print** pane.
2. If you only want to print certain pages, you can type a **range** of pages. Otherwise, select **Print All Pages**.
3. Select the **number of copies**.
4. Check the **Collate** box if you are printing multiple copies of a multi-page document.
5. Select a **printer** from the drop-down list.
6. Click the **Print** button.

Quick Print

There may be times when you want to print something with a single click, using **Quick Print**. This feature prints the document using the **default settings** and the **default printer**. In Word 2010, you'll need to add it to the **Quick Access Toolbar** in order to use it.

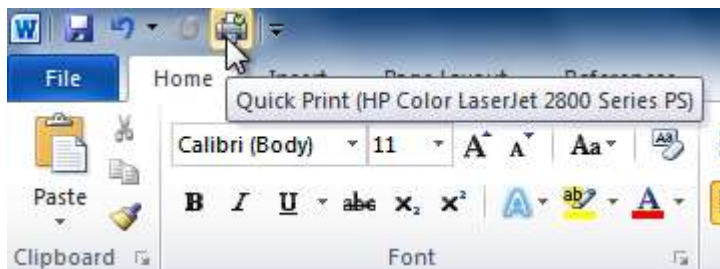
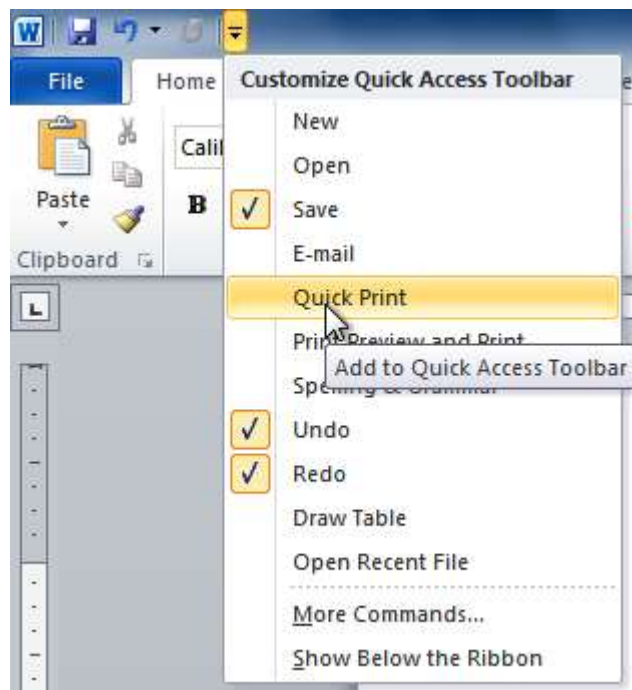
Quick Print always prints the **whole document**, so if you only want to print part of your document you'll have to use the Print pane.

To Access the Quick Print Button:

1. Click the **drop-down arrow** on the right side of the **Quick Access Toolbar**.
2. Select **Quick Print** if it is not already checked.

Adding Quick Print to the Quick Access Toolbar

3. To print, just click the **Quick Print** command.



The Quick Print command

Lesson 8: Using Indents and Tabs

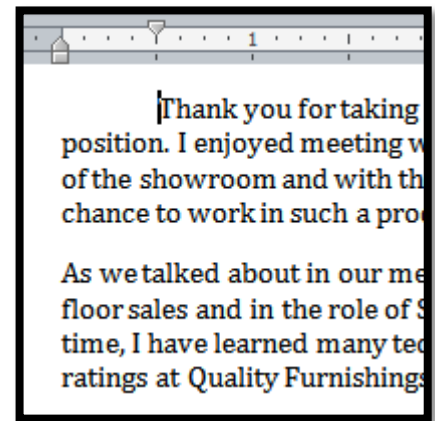
Introduction

There are several ways in Word that you can indent text; however, it's important to use these tools appropriately in order to **indent correctly** each time. This helps the editing process go smoothly, thus saving you time.

In this lesson, you will learn how to use the **tab selector** and the **horizontal ruler** to set **tabs** and **indents**, and how to use the **Increase** and **Decrease Indent** commands.

Indenting Text

In many types of documents, you may wish to indent only the **first line** of each paragraph. This helps to **visually separate** paragraphs from one another. It's also possible to indent every line **except the first line**, which is known as a **hanging indent**.



Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday about my position. I enjoyed meeting with you and touring the facility. I was impressed by the showroom and with the competence of the staff at Quality Furnishings. I had the chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of experience in commissioned floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase customer satisfaction ratings at Quality Furnishings.

In addition, I wanted to let you know that I have recently received a Superior Sales Training program at the National Business Institute. The program are sure to bolster sales. I look forward to having them at Quality Furnishings.

First Line Indent

Dear Mr. Powell:

Thank you for taking the time to meet with me last Thursday about my position. I enjoyed meeting with you and touring the facility. I was impressed by the showroom and with the competence of the staff at Quality Furnishings. I had the chance to work in such a productive and supportive atmosphere.

As we talked about in our meeting, my fourteen years of sales experience in floor sales and in the role of Sales Supervisor, would greatly benefit Quality Furnishings. In that time, I have learned many techniques that would increase satisfaction ratings at Quality Furnishings.

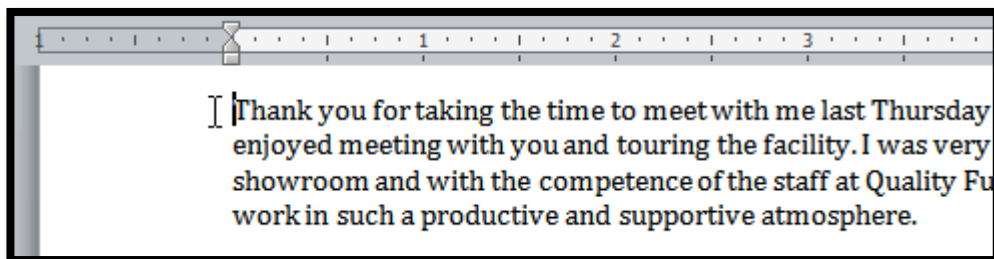
In addition, I wanted to let you know that I have recently received a Superior Sales Training program at the National Business Institute. The program are sure to bolster sales. I look forward to having them at Quality Furnishings.

Hanging Indent

To Indent Using the Tab Key:

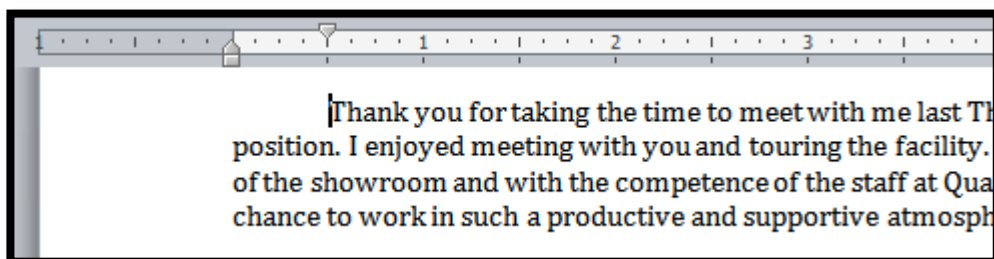
A quick way to indent is to use the **Tab** key. This will create a first line indent of 1/2 inch.

1. Place the insertion point **at the very beginning** of the paragraph you wish to indent.



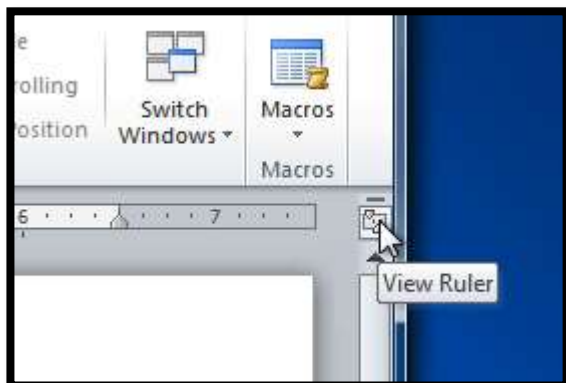
Placing the insertion point

2. Press the **Tab** key. On the ruler, you should see the **First Line Indent marker** move to the right by 1/2 inch.



Pressing the Tab key

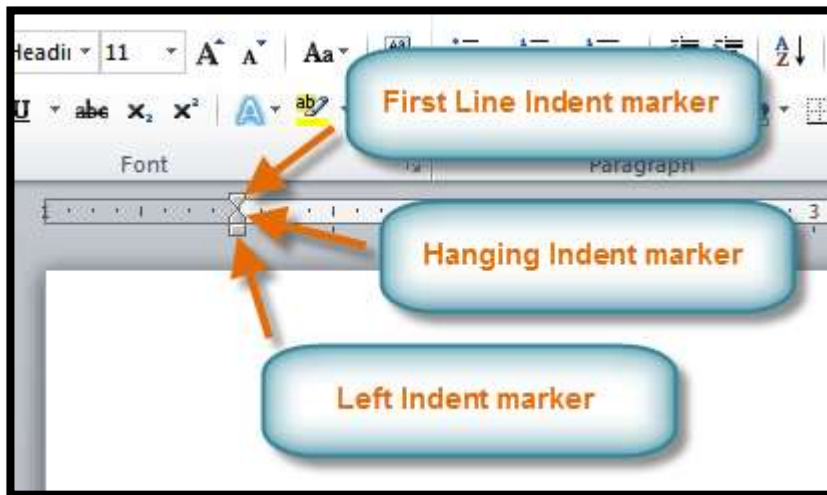
If you can't see the ruler, click the **View Ruler** icon over the scrollbar to display it.



Hiding and viewing the Ruler

To Create or Adjust a First Line Indent or Hanging Indent:

1. Place the **insertion point** anywhere in the paragraph you wish to indent, or select one or more paragraphs.
2. To adjust the first line indent, drag the **First Line Indent marker** on the ruler.
3. To adjust the hanging indent, drag the **Hanging Indent marker**.
4. To move both markers at the same time, drag the **Left Indent marker**. This will indent all of the lines in the paragraph.

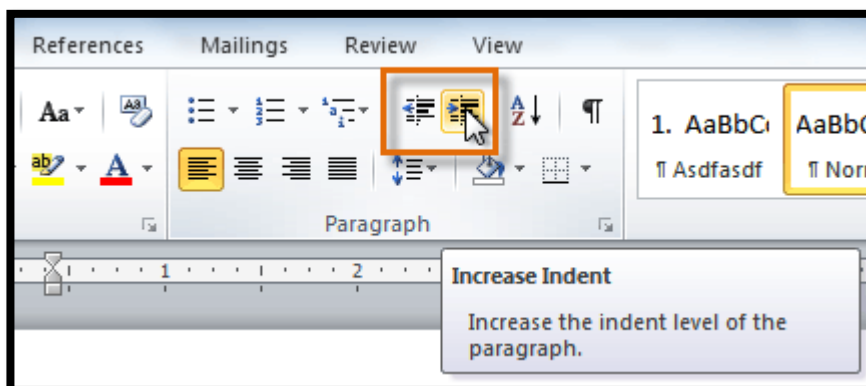


The three indent markers

To Use the Indent Commands:

If you want to indent all of the lines in a paragraph, you can use the **Indent commands** on the Home tab.

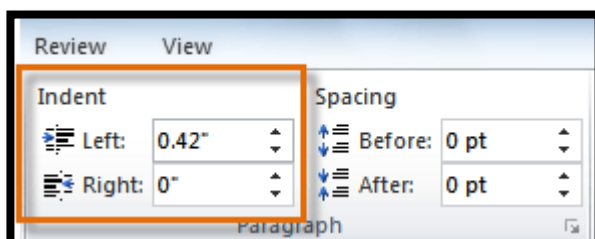
1. Select the text you wish to indent.
2. Make sure you are on the **Home** tab.
3. Click the **Increase Indent** command to **increase** the indent by increments of **1/4 inch**.



Increasing the indent

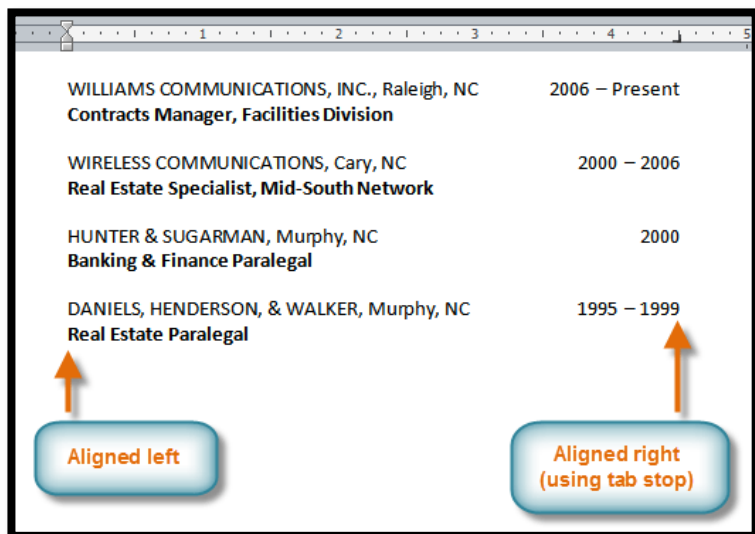
4. Click the **Decrease Indent** command to **decrease** the indent by increments of **1/2 inch**.

If you would prefer to type in your indent amounts, you can use the **Indent fields** on the **Page Layout** tab.



Typing an indent amount

Tabs- Tabs are often the best way to control exactly where text is placed. By default, every time you press the tab key, the insertion point will move **1/2 inch** to the right. By adding **tab stops** to the **Ruler**, you can change the size of the tabs, and you can even have more than one type of alignment in a single line. For example, you could **Left Align** the beginning of the line and **Right Align** the end of the line by simply adding a **Right Tab**.

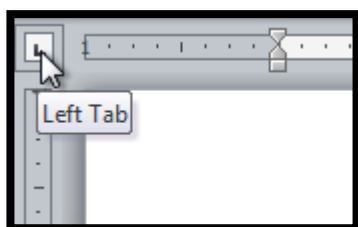


Using two types of alignment

Pressing the tab key can either add a **tab** or create a **first line indent** depending on where the insertion point is. Generally, if the insertion point is at the beginning of an existing paragraph, it will create a first line indent; otherwise, it will create a tab.








The Tab Selector

The **tab selector** is above the **vertical ruler** on the left. Hover over the tab selector to see the name of the type of **tab stop** that is active.



The tab selector

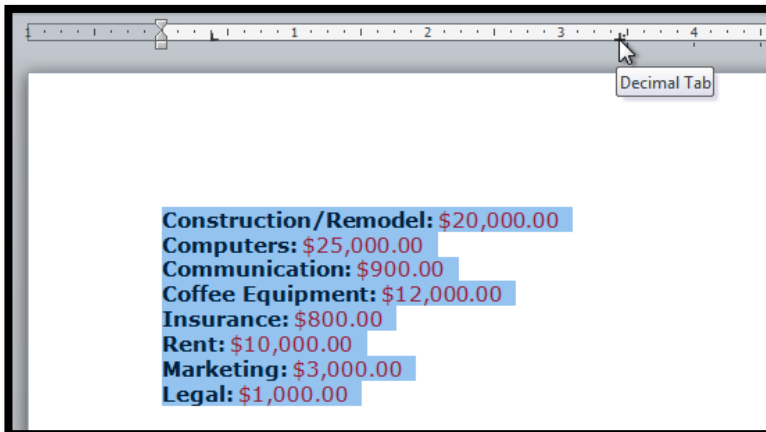
The types of tab stops include:

- **Left Tab** : Left-aligns the text at the tab stop.
- **Center Tab** : Centers the text around the tab stop.
- **Right Tab** : Right-aligns the text at the tab stop.
- **Decimal Tab** : Aligns decimal numbers using the decimal point.
- **Bar Tab** : Draws a vertical line on the document.
- **First Line Indent** : Inserts the indent marker on the ruler and indents the first line of text in a paragraph.
- **Hanging Indent** : Inserts the hanging indent marker and indents all lines other than the first line.

Although **Bar Tab**, **First Line Indent**, and **Hanging Indent** appear on the **tab selector**, they're not technically tabs.

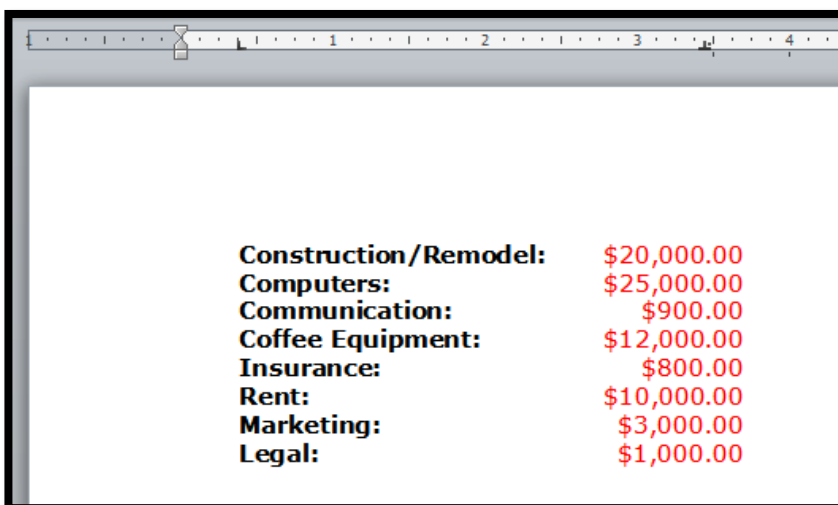
To Add Tab Stops:

1. Select the paragraph or paragraphs that you want to add tab stops to. If you don't select any paragraphs, the tab stops will apply to the **current paragraph** and any **new paragraphs** that you type below it.
2. Click the **tab selector** until the tab stop you wish to use appears.
3. Click the **location on the horizontal ruler** where you want your text to appear (it helps to click on the **bottom edge** of the ruler). You can add as many tab stops as you want.



Adding a Decimal tab stop

4. Place the **insertion point** where you want to add the tab, and press the **Tab** key. The text will jump to the next tab stop.

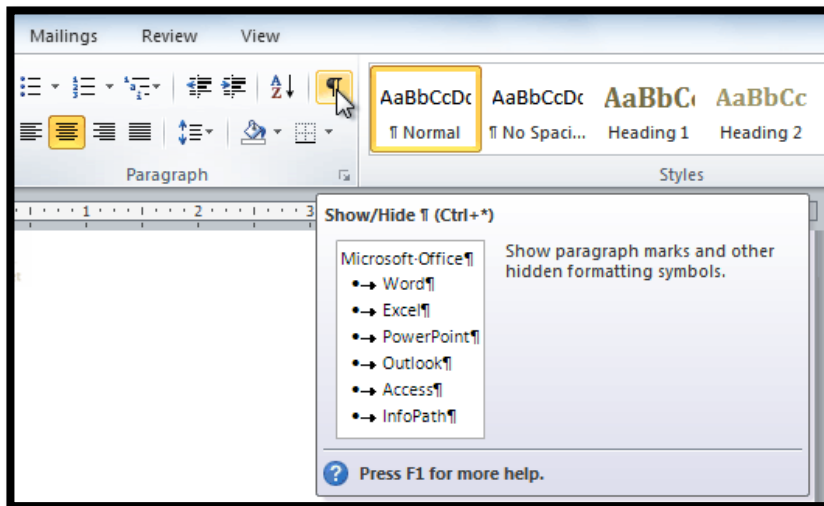


Using the Tab key to move the text to

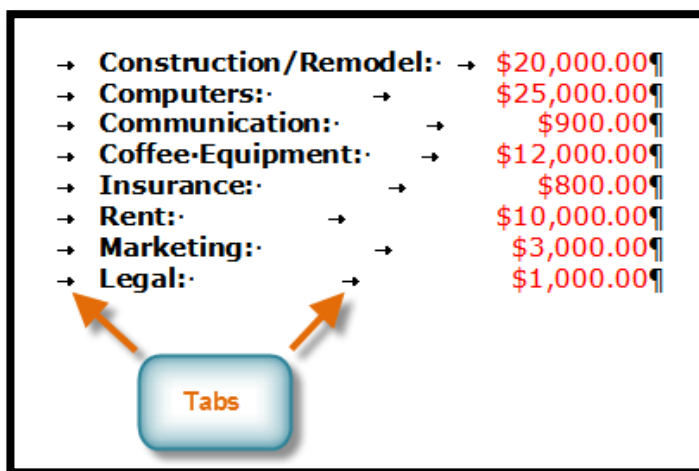
each tab stop

5. To remove a tab stop, just drag it off of the Ruler.

Click the **Show/Hide ¶** command on the Home tab (in the **Paragraph** group). This will allow you to see the nonprinting characters such as the spacebar, paragraph (¶), and Tab key markings.



The Show/Hide ¶ command



Tab markings

Lesson 9: Line and Paragraph Spacing

Introduction

An important part of creating effective documents lies in the document design. When designing your document and making formatting decisions, you will need to know how to **modify the spacing**. In this lesson, you will learn how to modify the **line** and **paragraph spacing** in various ways.

About Line Spacing

Line spacing can either be measured in **lines** or **points**. For example, when text is **double-spaced**, the line spacing is **two lines** high. On the other hand, you might set **12-point** text with something like **15-point** spacing, which gives enough height for the text plus a little extra space. You can **reduce** the line spacing to fit more lines on the page, or you can **increase** it to improve readability.

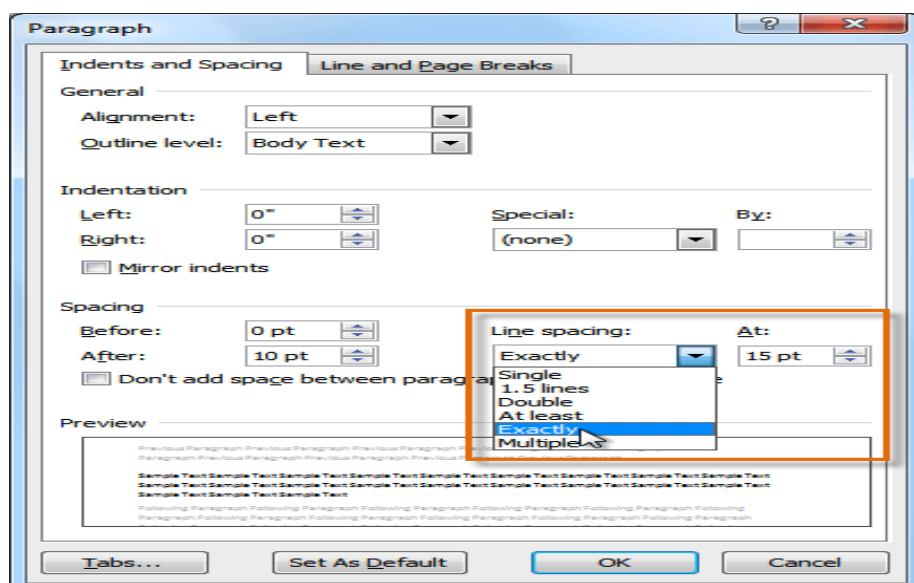
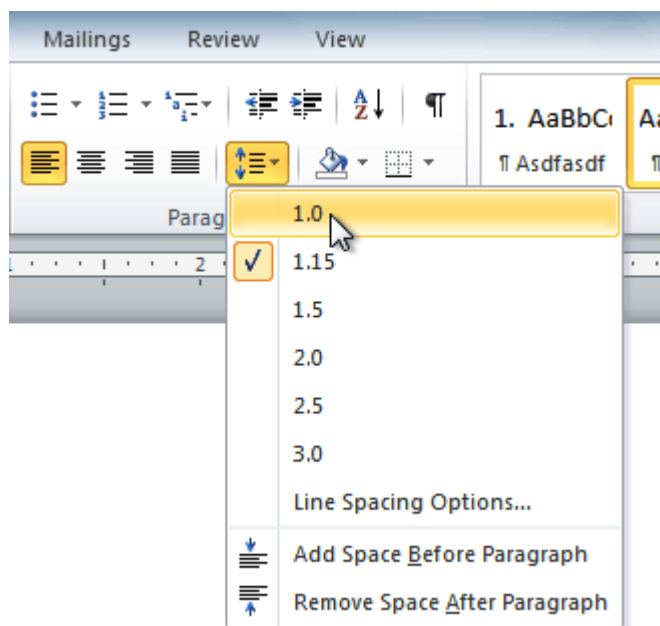
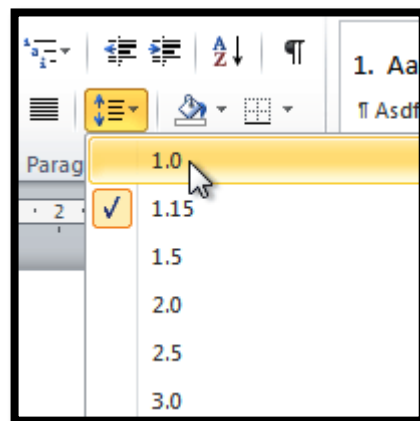
Line spacing is also known as **leading** (pronounced to rhyme with "wedding").

To Format Line Spacing:

1. **Select** the text you want to format.
2. Click the **Line and Paragraph Spacing** command in the **Paragraph** group on the **Home** tab.
3. Select the desired spacing option from the drop-down menu.

Changing the line spacing

4. From the drop-down menu, you can also select **Line Spacing Options** to open the **Paragraph** dialog box. From here, you can adjust the line spacing with even more precision.



Fine-tuning the line spacing

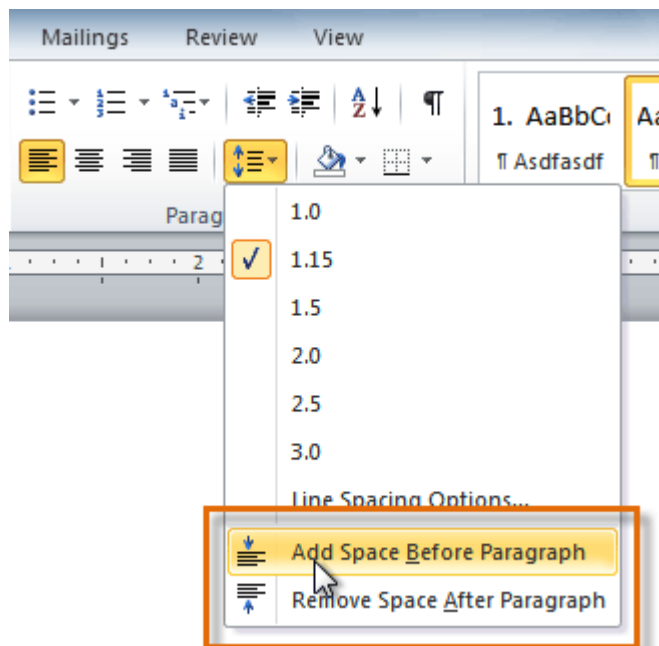
If you select **At least** or **Exactly** in the Paragraph dialog box, the line spacing will be measured in **points**. Otherwise, it will be measured in **lines**.

Paragraph Spacing

Just as you can format spacing between lines in your document, you can also choose spacing options between each paragraph. Typically, extra spaces are added between paragraphs, headings, or subheadings. Extra spacing between paragraphs helps to make a document easier to read.

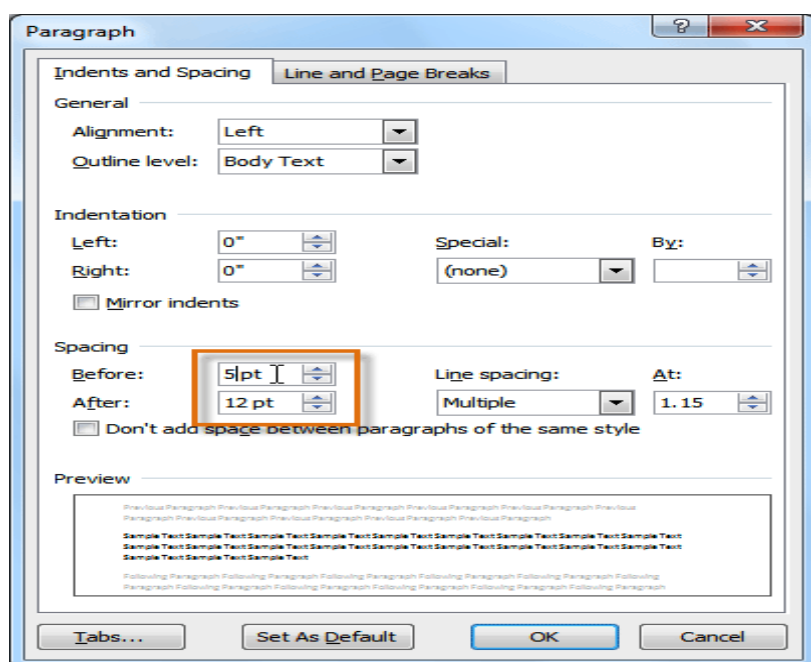
To Format Paragraph Spacing

1. Click the **Line and Paragraph Spacing** command on the Home tab.
2. Select **Add Space Before Paragraph** or **Remove Space After Paragraph** from the drop-down menu.



Adding space before a paragraph

3. From the drop-down menu, you can also select **Line Spacing Options** to open the Paragraph dialog box. From here, you can control exactly how much space there is **before** and **after** the paragraph.



Fine-tuning the paragraph spacing

Lesson 10: Working with Lists

Introduction

Bulleted and numbered lists can be used in your documents to **format, arrange and emphasize text**. In this lesson, you will learn how to **modify existing bullets**, insert new **bulleted** and **numbered lists**, select **symbols** as bullets, and format **multilevel lists**.

To Create a List:

1. Select the text that you want to format as a list.
2. Click the **Bullets** or **Numbering** drop-down arrow on the Home tab.

The Bullets and Numbering commands and drop-down arrows

3. Select the bullet or numbering style you would like to use, and it will appear in the document.
4. To remove numbers or bullets from a list, select the list and click the **Bullets** or **Numbering** commands.

When you're editing a list, you can press **Enter** to start a new line, and the new line will automatically have a bullet or number. When you've reached the end of your list, press **Enter** twice to return to "normal" formatting.

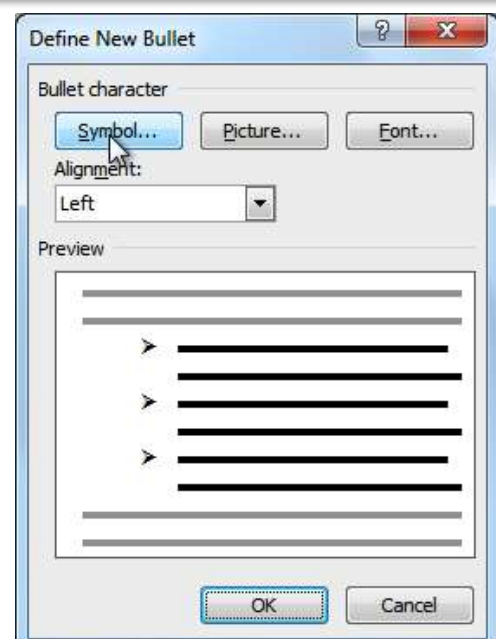
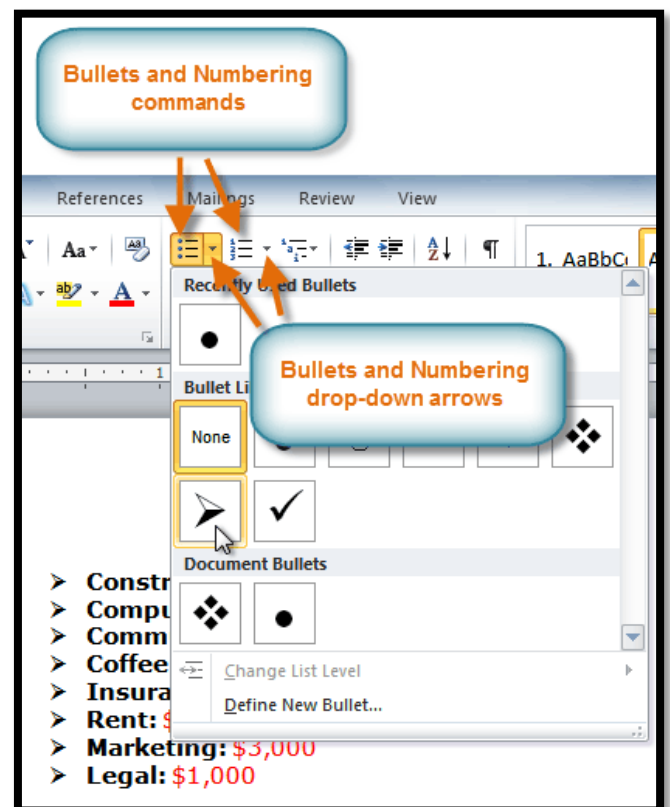
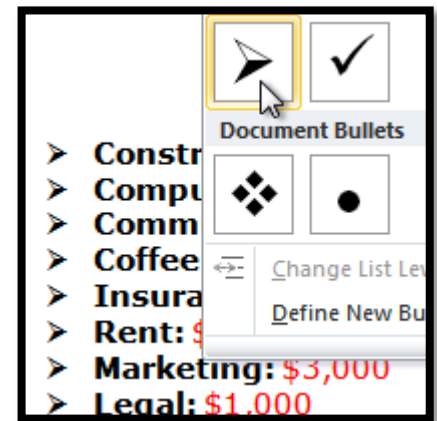
Bullet Options

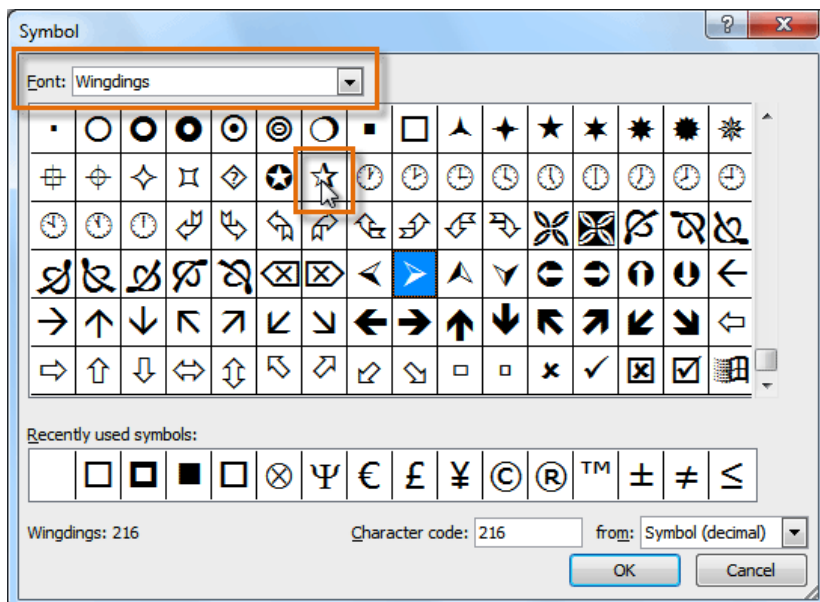
To Use a Symbol as a Bullet:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the drop-down menu. The Define New Bullet dialog box appears.

The Define New Bullet dialog box

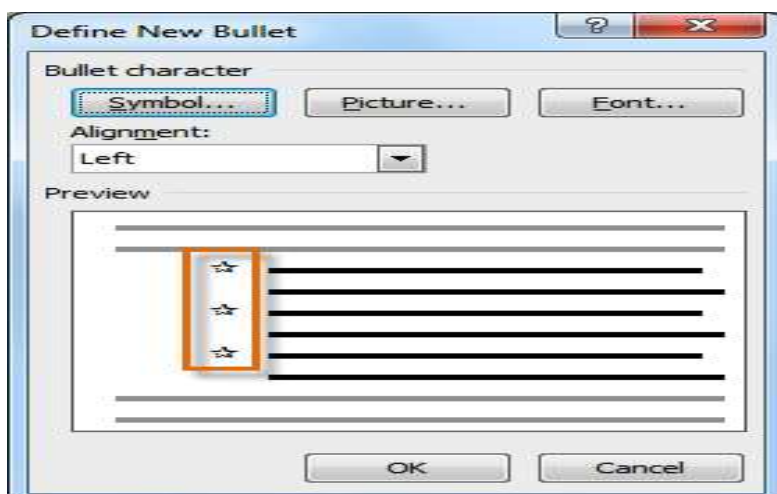
4. Click the **Symbol** button. The Symbol dialog box appears.
5. Click the **Font** drop-down box and select a font. The **Wingdings** and **Symbol** fonts are good choices as they have a large number of useful symbols.





Choosing a symbol

6. Select the desired symbol.
7. Click **OK**. The symbol will now appear in the Preview section of the Define New Bullet dialog box.



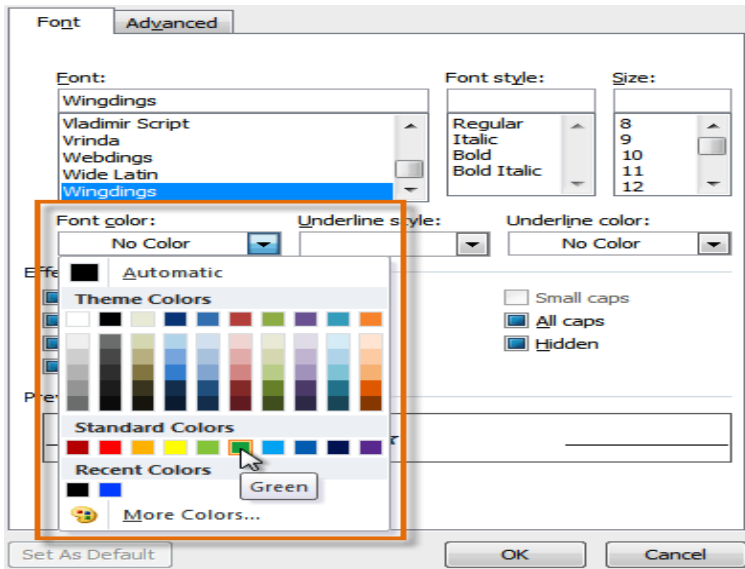
Preview of the new bullets

8. Click **OK** to apply the symbol to the list in the document.

You can use a picture as a bullet. Click the **Picture** button in the Define New Bullet dialog box, and then locate the image file on your computer.

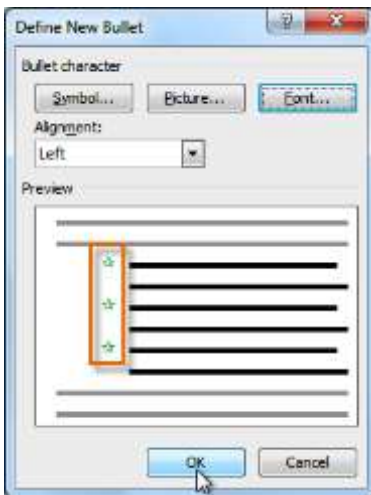
To Change the Bullet Color:

1. Select an existing list.
2. Click the **Bullets** drop-down arrow.
3. Select **Define New Bullet** from the list. The Define New Bullet dialog box appears.
4. Click the **Font** button. The Font dialog box appears.
5. Click the **Font Color** drop-down box.



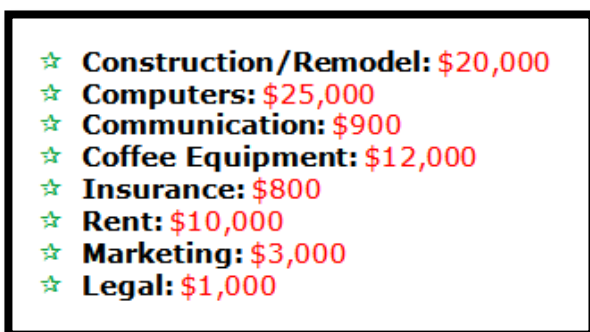
Choosing a bullet color

6. Click on the desired color to select it.
7. Click **OK**. The bullet color will now appear in the Preview section of the Define New Bullet dialog box.



Preview of the new bullet color

8. Click **OK** to apply the bullet color to the list in the document.



The finished bullets

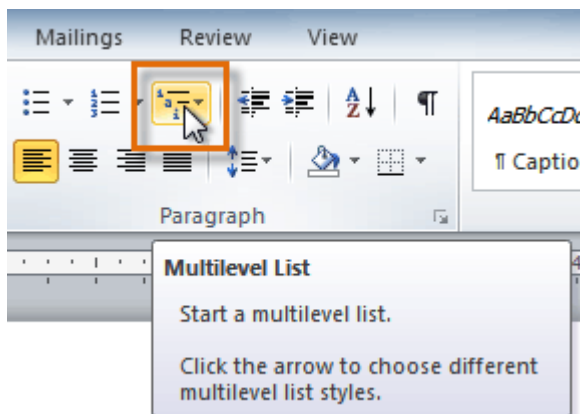
Multilevel Lists

Multilevel lists allow you to create an **outline** with **multiple levels**. In fact, you can turn any bulleted or numbered list into a multilevel list by simply placing the insertion point at the beginning of a line and pressing the **Tab** key to change the level for that line. You can then use the **Multilevel List** command to choose the types of bullets or numbering that are used.

A multilevel list

To Create a Multilevel List:

1. Select the text that you want to format as a multilevel list.
2. Click the **Multilevel List** command on the Home tab.



The Multilevel List command

3. Click the bullet or numbering style you would like to use. It will appear in the document.
4. Position your cursor at the end of a list item and press the **Enter** key to add an item to the list.

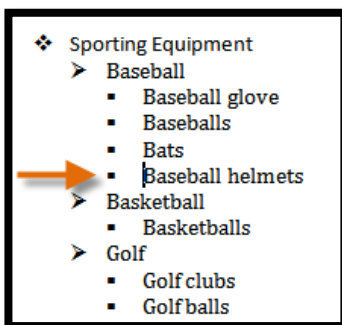
To remove numbers or bullets from a list, select the list and click the **Bullets** or **Numbering** commands.

To Change the Level of a Line:

1. Place the **insertion point** at the beginning of the line.

Placing the insertion point at the beginning of a line

2. Press the **Tab** key to increase the level.



Pressing the Tab key to increase the level of

a line

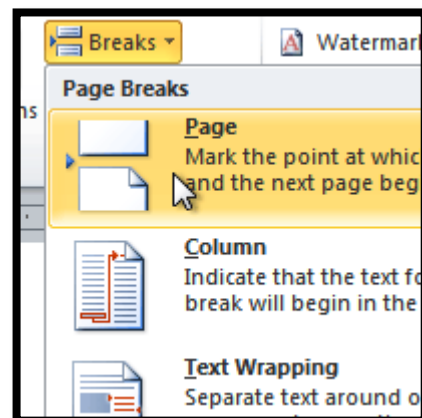
3. Hold **Shift** and press **Tab** to decrease the level.



Lesson 11: Adding Breaks

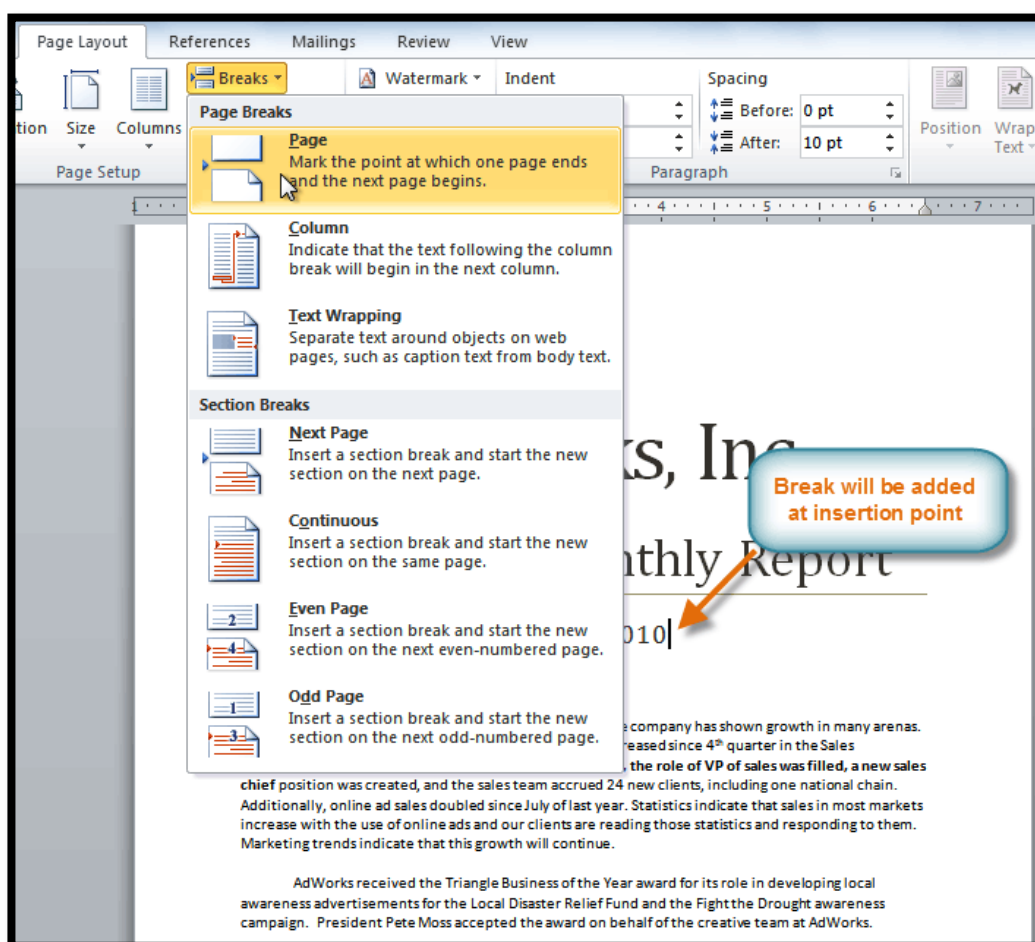
Introduction

Word has several different types of **breaks** that you can add to your document to change the layout and pagination. Each type of break serves a different purpose and will affect the document in different ways. **Page breaks** move text to a new page before reaching the end of a page, while **section breaks** create a barrier between parts of the document for formatting purposes. **Column breaks** split text in columns at a specific point. In this lesson, you'll learn how to **insert** and **delete** breaks.



To Insert a Break:

1. Place the **insertion point** where you want the **break** to appear.
2. Select the **Page Layout** tab.
3. Click the **Breaks** command. A menu appears.



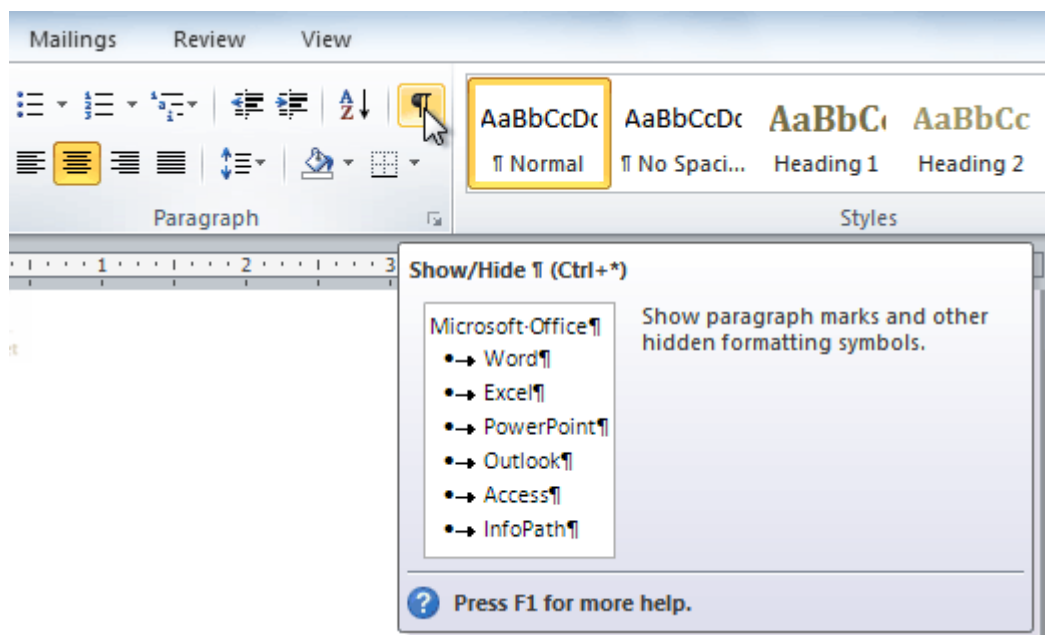
Adding a page break

4. Click the desired **break option** to create a break in the document.

To Delete a Break:

Breaks are **hidden by default**. If you want to delete a break, then you'll probably want Word to show the breaks so you can find them for editing.

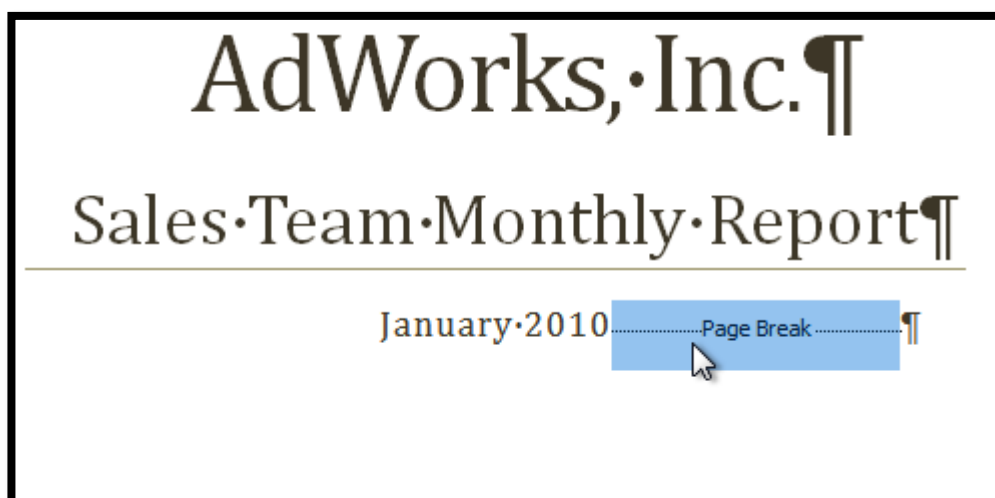
1. From the **Home tab**, click the **Show/Hide ¶** command.



Showing paragraph

markings

2. **Double-click the break** to select it.



Selecting the break

3. Press the **Backspace** or **Delete** key to delete the break.

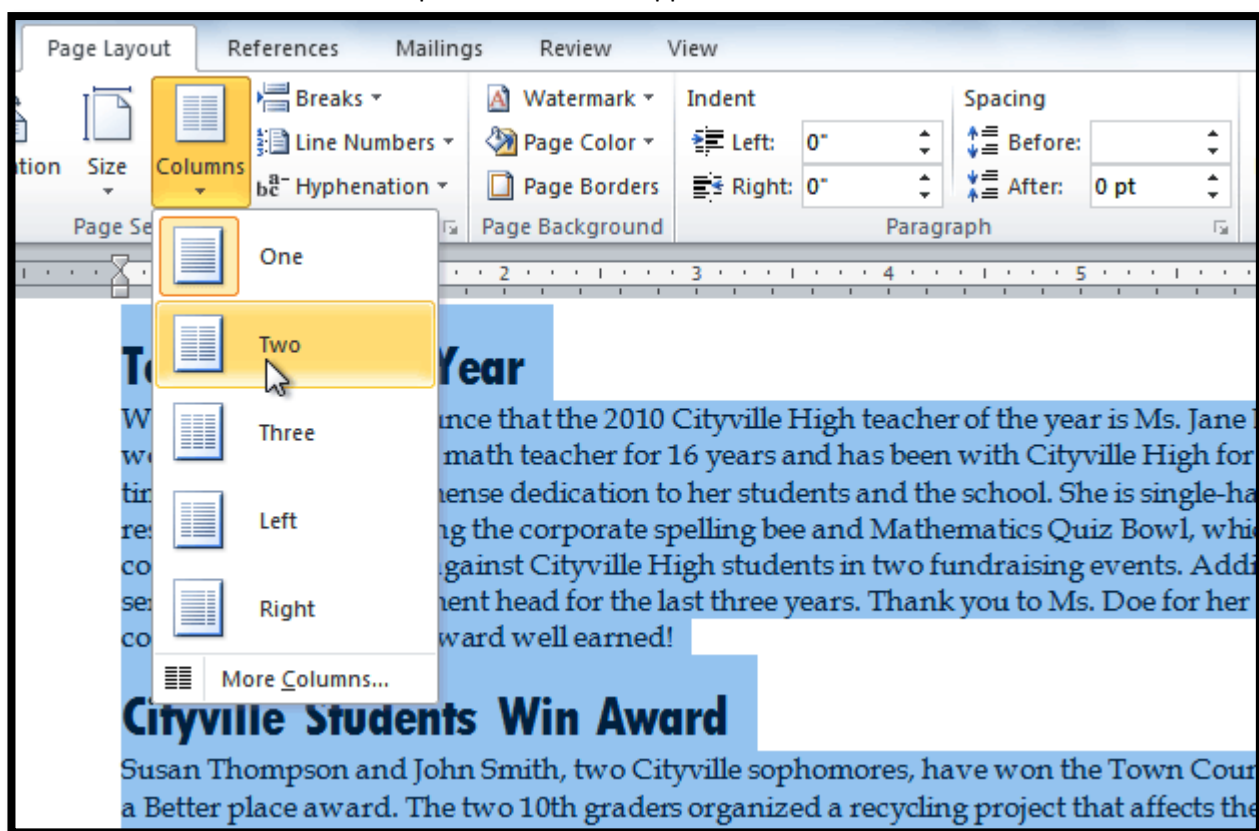
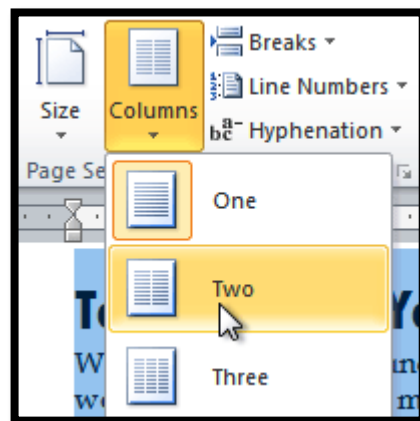
Lesson 12: Working with Columns

Introduction

Columns are used in many types of documents, but are most commonly used in newspapers, magazines, academic journals, and newsletters. In this lesson you will learn how to **insert columns** into a document and create **column breaks**.

To Add Columns to a Document:

1. Select the text you want to format.
2. Click the **Page Layout** tab.
3. Click the **Columns** command. A drop-down menu will appear.



Adding columns

4. Select the number of columns you would like to insert. The text will then format into columns.

If you want to remove the columns, just click the **Columns** command and select **One** for the number of columns.

Adding Column Breaks

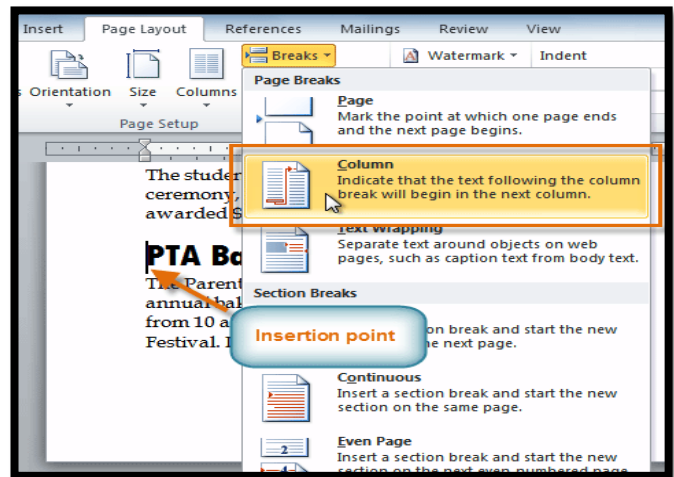
Once you've created columns, the text will automatically flow from one column to the next. Sometimes, though, you might want to control exactly where each column begins. You can do this by creating **column breaks**.

To Add Column Breaks:

1. Place the **insertion point** where you would like to add the break.
2. Click the **Page Layout** tab.
3. Click the **Breaks** command in the **Page Setup** group. A drop-down menu will appear.
4. Select **Column** from the list of break types.

Adding a column break

5. The text will shift to reflect the column break.



<h3>Teacher of the Year</h3> <p>We are pleased to announce that the 2010 Cityville High teacher of the year is Ms. Mary Jenkins. Ms. Jenkins has worked as a high school math teacher for 16 years and has been with Cityville High for 12 years. In that time she has shown immense dedication to her students and the school. She is single-handedly responsible for organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to compete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last three years. Thank you to Ms. Jenkins for her dedication and congratulations for an award well earned!</p>	<h3>PTA Bake Sale</h3> <p>The Parent Teacher Association is holding its annual bake sale on Saturday, February 16th from 10 a.m. to 4 p.m. at the Cityville Town Festival. If you're interested in participating, we still need people to work various shifts throughout the day and are always looking for more donations of baked goods. To ensure the freshness of all foods we sell, we're asking that all donations be delivered on Friday, February 15th from 8 a.m. to 5 p.m. in Room 555. Contact Ms. Drake at 555-555-5555 with any questions.</p>
<h3>Cityville Students Win Award</h3> <p>Susan Thompson and John Smith, two Cityville sophomores, have won the Town County Make the World a Better place award. The two 10th graders organized a recycling project that affects the entire school system. All schools and administrative buildings are now equipped with recycling containers that the students distributed. In addition, they arranged for a free collection program of the recycled items that will not defer any of the costs to the school system. The students were recognized in a January ceremony, presented with a plaque, and awarded \$1,000 each.</p>	<h3>Valentine's Day Fundraiser</h3> <p>The rose sale is well underway, but the PTA has not yet reached its fundraising goal of \$5,000. Please continue to sell the roses and try to help the PTA reach their goal. Remind potential buyers that \$25 a dozen is an excellent rate for roses this time of year and that delivery is only \$5. All profits go to support the Cityville High PTA in its efforts to fund school programs such as the drama club, environmental club, athletics, and more.</p>
	<h3>Tutoring Available</h3> <p>The tutoring center has availability for students that need help in any subject. The center is open during lunch break, and after school from 3 p.m. to 4:30 p.m. All tutoring is free of charge.</p>

Columns after adding a column break

Lesson 13: Working with Hyperlinks

Introduction

Whenever you use the Web, you are using **hyperlinks** to navigate from one web page to another. Sometimes, a hyperlink will link to a different section of the same page. If you want to include a **web address** or **email address** in your Word document, you can format it as a **hyperlink** for a person to click on.

In this lesson, you will learn the **basics of working** with hyperlinks, including how to insert and remove them in your Word document.

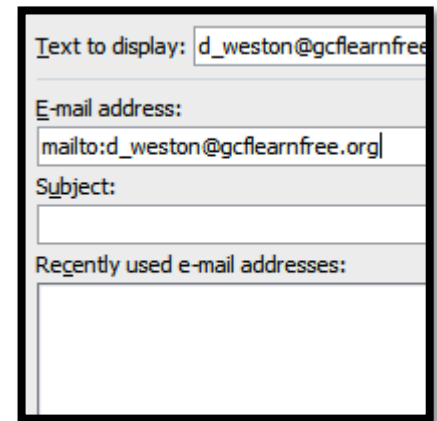
About Hyperlinks

Hyperlinks have **two basic parts**: the **address** of the web page, email address, or other location that they are linking to, and the **display text (or image)**. For example, the address could be **<http://blog.gcfllearnfree.org>**, and the display text could be **"blog"**. In some cases, the display text might be the same as the address. When you're creating a hyperlink in Word, you'll be able to choose both the address and the display text or image.

To follow a hyperlink in Word, hold down the **Control** key and click on the hyperlink.

To Insert a Hyperlink:

1. Select the text or image you would like to make a hyperlink.
2. Right-click the selected text or image and click **Hyperlink**. Or, if you would prefer, you can right-click in a blank area of the document and click **Hyperlink**.
3. The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert** tab by clicking **Hyperlink**.
4. If you selected text, the words will appear in the **Text to display:** field at the top. You can change this text if you want.
5. Type the address you would like to link to in the **Address:** field.

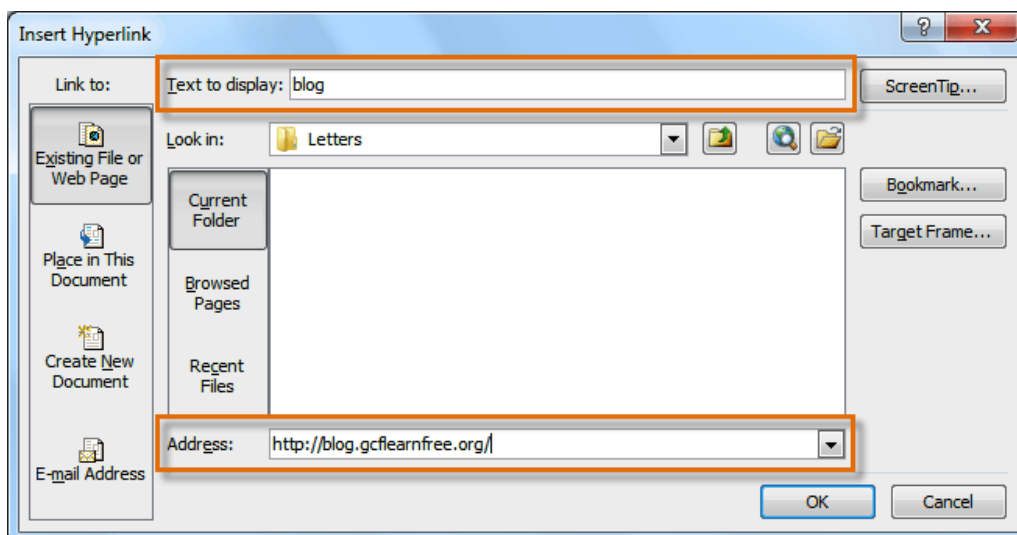


Text to display: d_weston@gcfllearnfree

E-mail address: mailto:d_weston@gcfllearnfree.org

Subject:

Recently used e-mail addresses:



The Insert Hyperlink

dialog box

6. Click **OK**. The text or image you selected will now be a hyperlink.

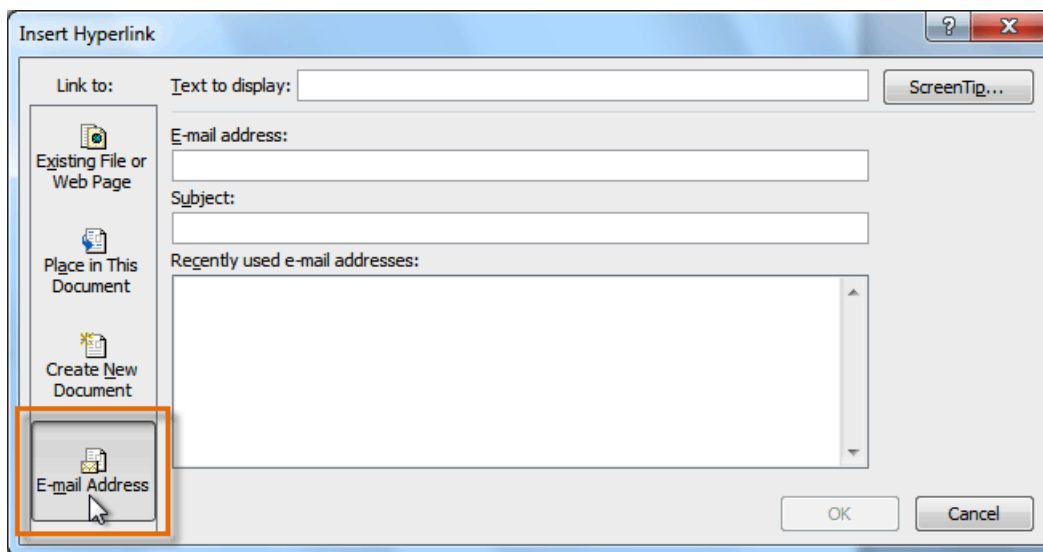
More on our [blog](#).

The finished hyperlink

You can also insert a hyperlink that links to **another portion of the same document** by selecting **Place in This Document** from the **Insert Hyperlink** dialog box.

To Make an Email Address a Hyperlink:

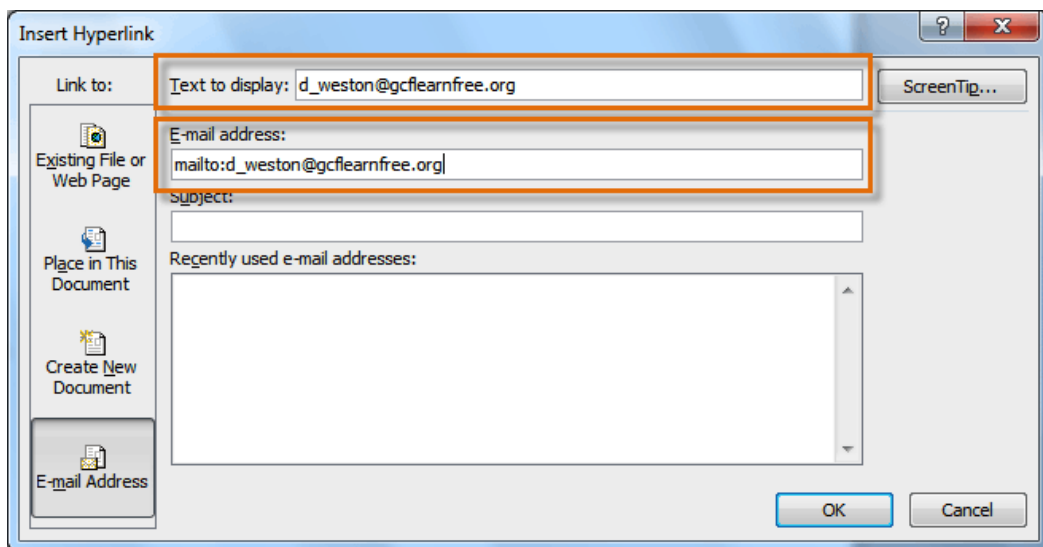
1. Right-click the selected text or image and click **Hyperlink**.
2. The **Insert Hyperlink** dialog box will open.
3. On the left side of the dialog box, click **Email Address**.



Creating an email

hyperlink

4. Type the email address you want to connect to in the **Email Address** box and click **OK**.



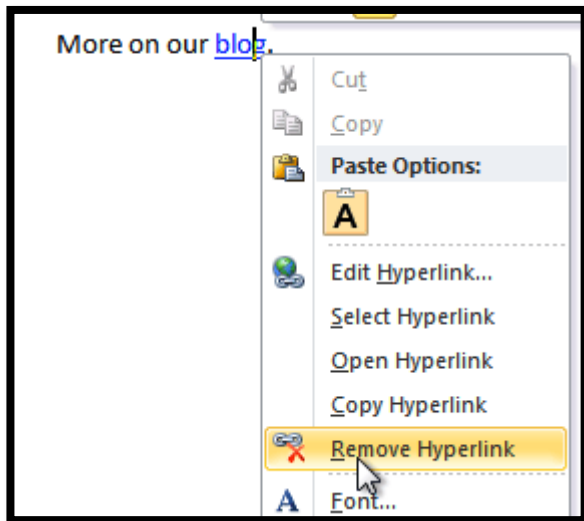
Typing the email

address and display text

Word often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or **spacebar**.

To Remove a Hyperlink:

1. Right-click the hyperlink.
2. Click **Remove Hyperlink**.



Removing a hyperlink

After you create a hyperlink, you should **test** it. If you have linked to a web site, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

Lesson 14: Working with Shapes

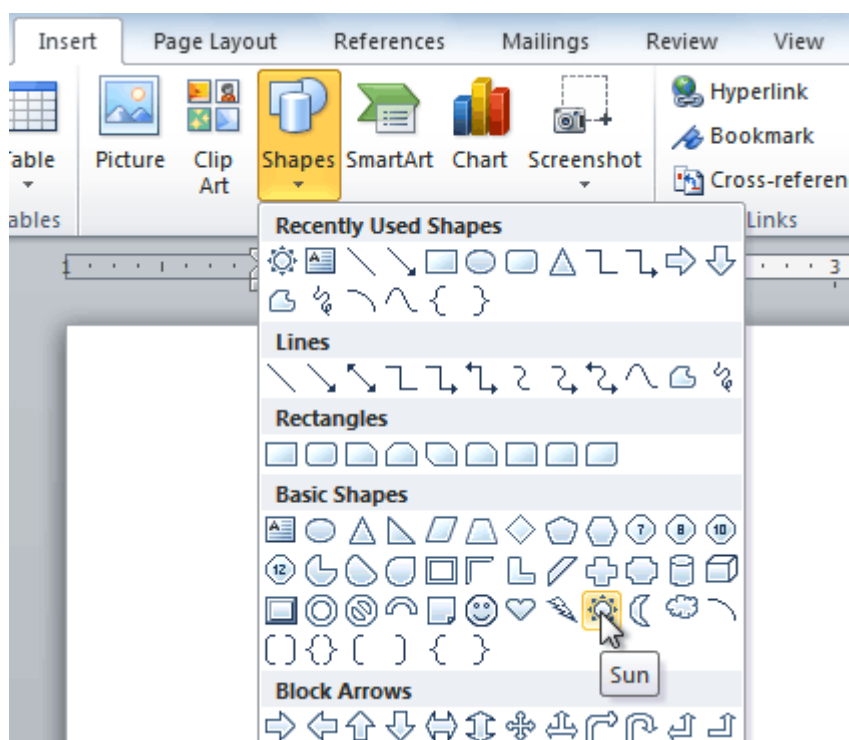
Introduction

You can add a **variety of shapes** to your document including arrows, callouts, squares, stars, flowchart shapes and more. Want to set your name and address apart from the rest of your resume? Use a line. Need to create a diagram showing a timeline or process? Use the flowchart shapes.

In this lesson you will learn how to **insert a shape** and **format** it by changing its **fill color**, **outline color**, **shape style**, and **shadow effects**. Additionally, you will learn how to apply **3-D effects** to shapes.

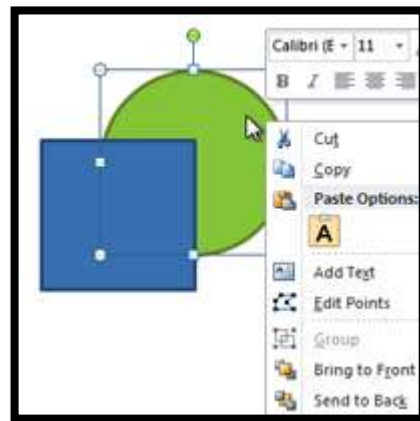
To Insert a Shape:

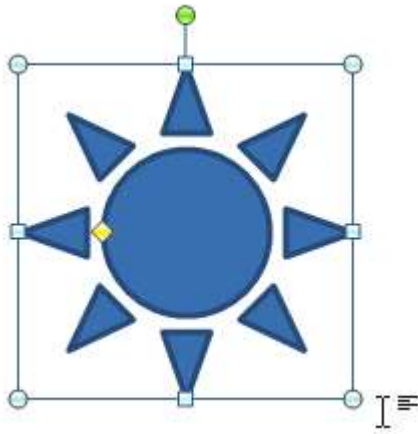
1. Select the **Insert** tab.
2. Click the **Shapes** command.



The Shape command

3. Select a shape from the drop-down menu.
4. Click and drag the mouse until the shape is the desired size.



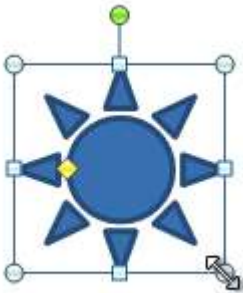


Creating a new shape

5. Release the mouse button.

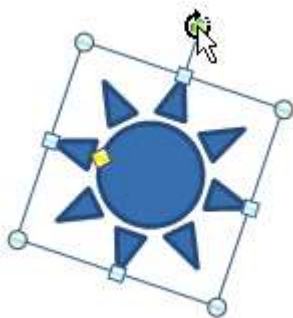
To Resize a Shape:

1. Click on the shape to select it.
2. Click and drag one of the **sizing handles** on the corners and sides of the shape until it is the desired size.



Resizing the shape

3. To rotate the shape, drag the **green handle**.



Rotating the shape

4. Some shapes also have one or more **yellow handles** that can be used to modify the shape. For example, with star shapes, you can adjust the length of the points.



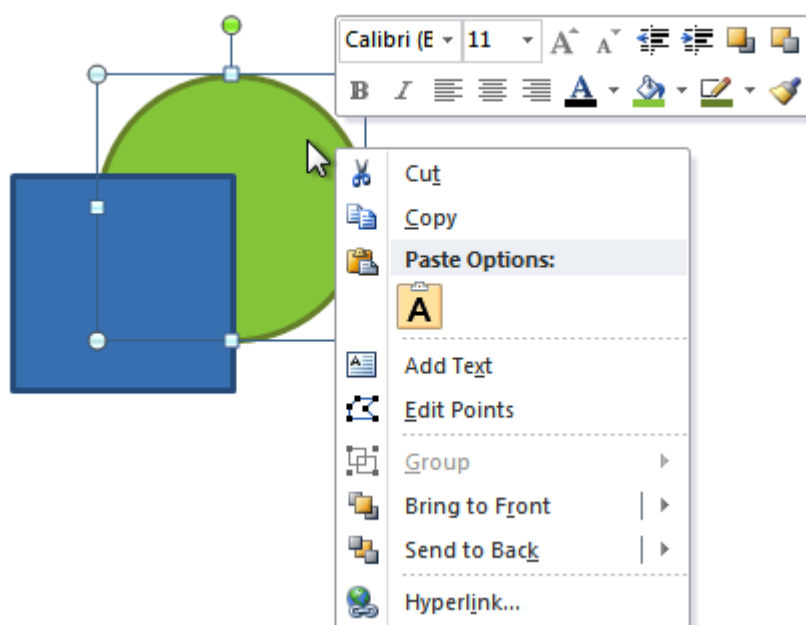
Modifying the shape

If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width** at the same time. The sizing handles on the top or bottom of the shape will only allow you to resize **vertically**, while the handles on the left and right sides will resize the shape **horizontally**.

To Change the Order of Shapes:

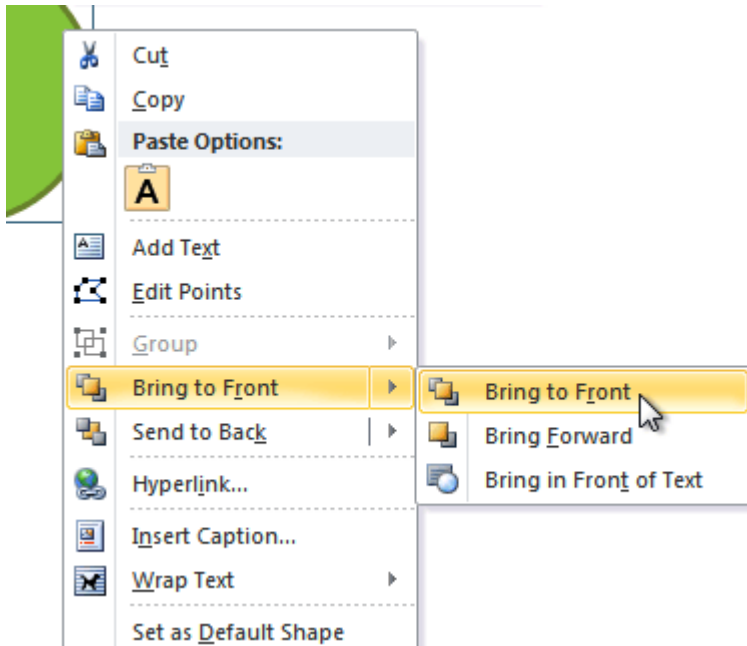
If one shape overlaps another, you may need to change the **ordering** so that the correct shape appears in front. You can bring a shape to the **front** or send it to the **back**. If you have multiple images, you can use **Bring Forward** or **Send Backward** to fine-tune the ordering. You can also move a shape **in front of** or **behind** text.

1. Right-click the shape you wish to move.



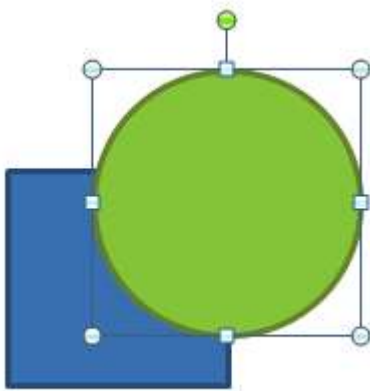
Right-clicking the shape

2. In the menu that appears, hover over **Bring to Front** or **Send to Back**. Several ordering options will appear.



Selecting an ordering option

3. Select the desired ordering option. The shapes will reorder themselves.



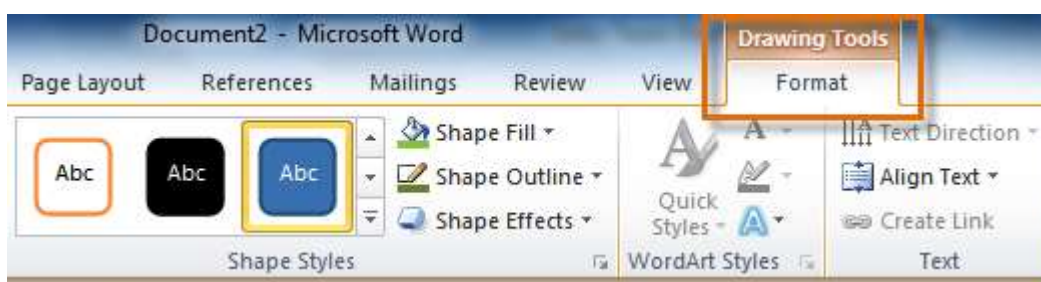
The reordered shapes

In some cases, the ordering option you select will not affect the ordering of the shapes. If that happens, select the same option again or try a different option.

Changing a Shape's Appearance

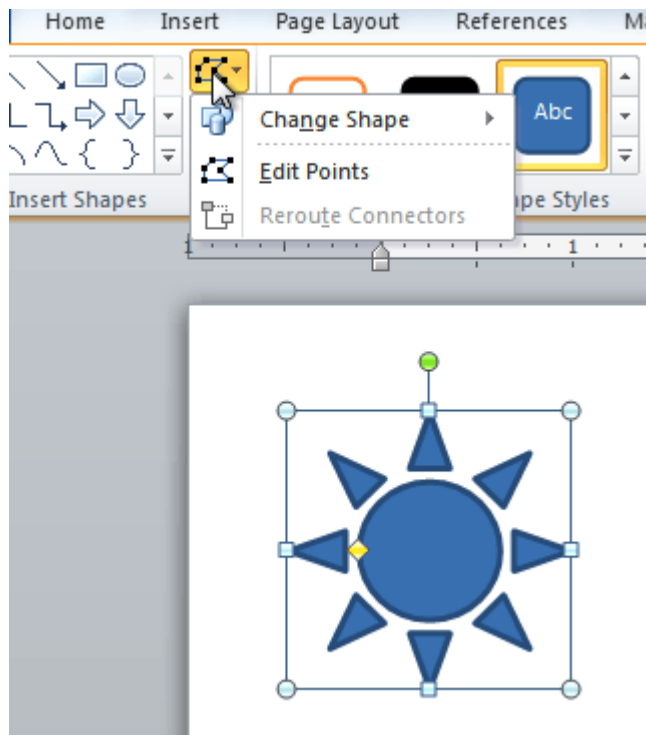
To Change to a Different Shape:

1. Select the shape. A new **Format** tab appears with Drawing Tools.



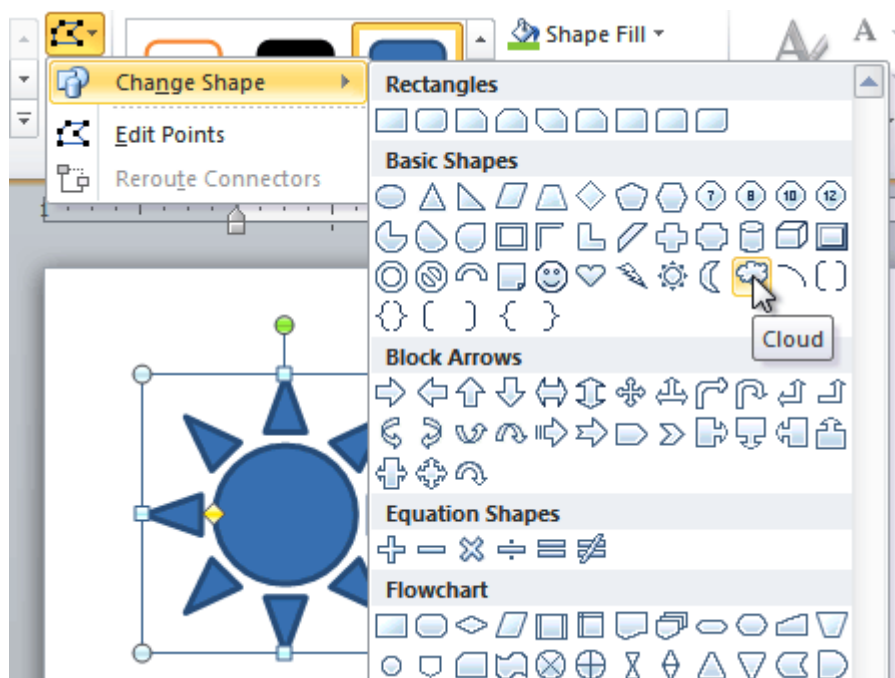
The Format tab

2. Click on the **Format** tab.
3. Click the **Edit Shape** command.



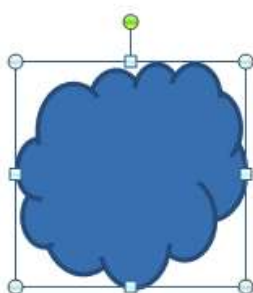
The Edit Shape command

4. Click **Change Shape** to display a drop-down list.



Choosing a new shape

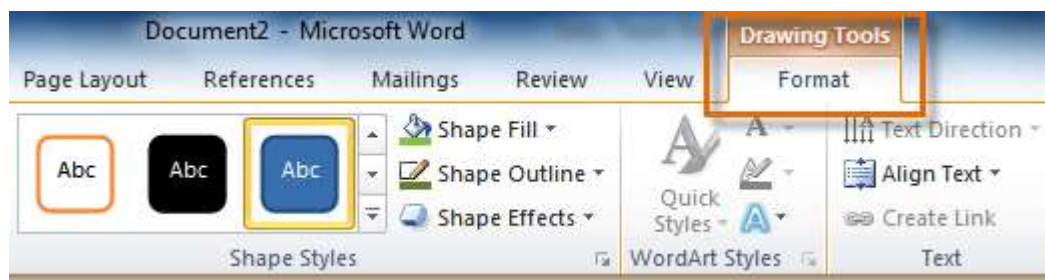
5. Select the desired shape from the list.



The new shape

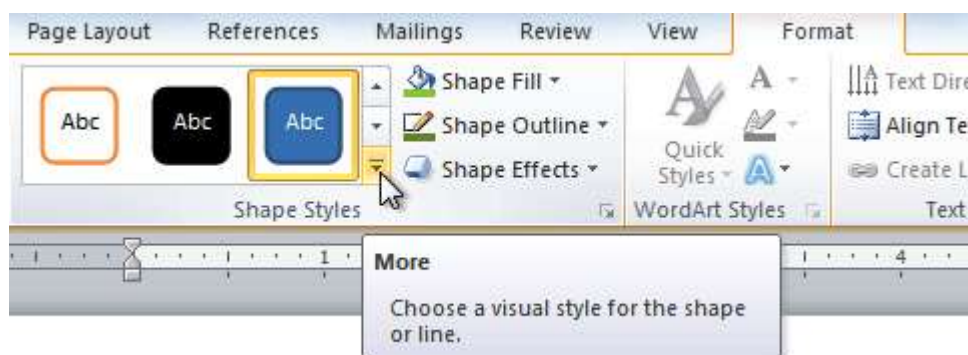
To Change the Shape Style:

1. Select the shape. The **Format** tab appears.



The Format tab

2. Click the **More** drop-down arrow in the Shape Styles group to display more style options.



The More drop-down arrow

3. Move your cursor over the styles to see a live preview of the style in your document.

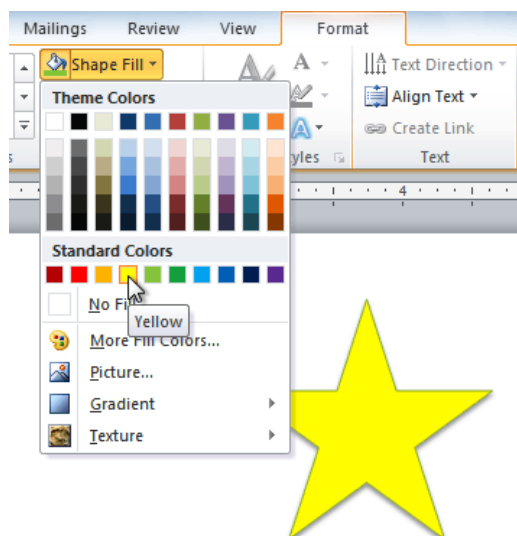


Previewing shape styles

4. Select the desired style.

To Change the Shape Fill Color:

1. Select the shape. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Fill** command to display a drop-down list.

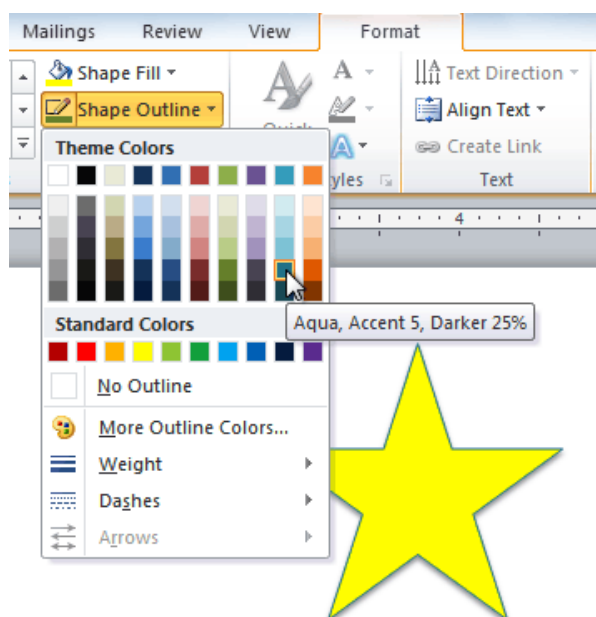


Choosing a fill color

4. Select the desired **color** from the list, choose **No Fill**, or choose **More Fill Colors** to choose a custom color.

To Change the Shape Outline:

1. Select the shape. The **Format** tab appears.
2. Click the **Format** tab.
3. Click the **Shape Outline** command to display a drop-down menu.



Choosing an outline color

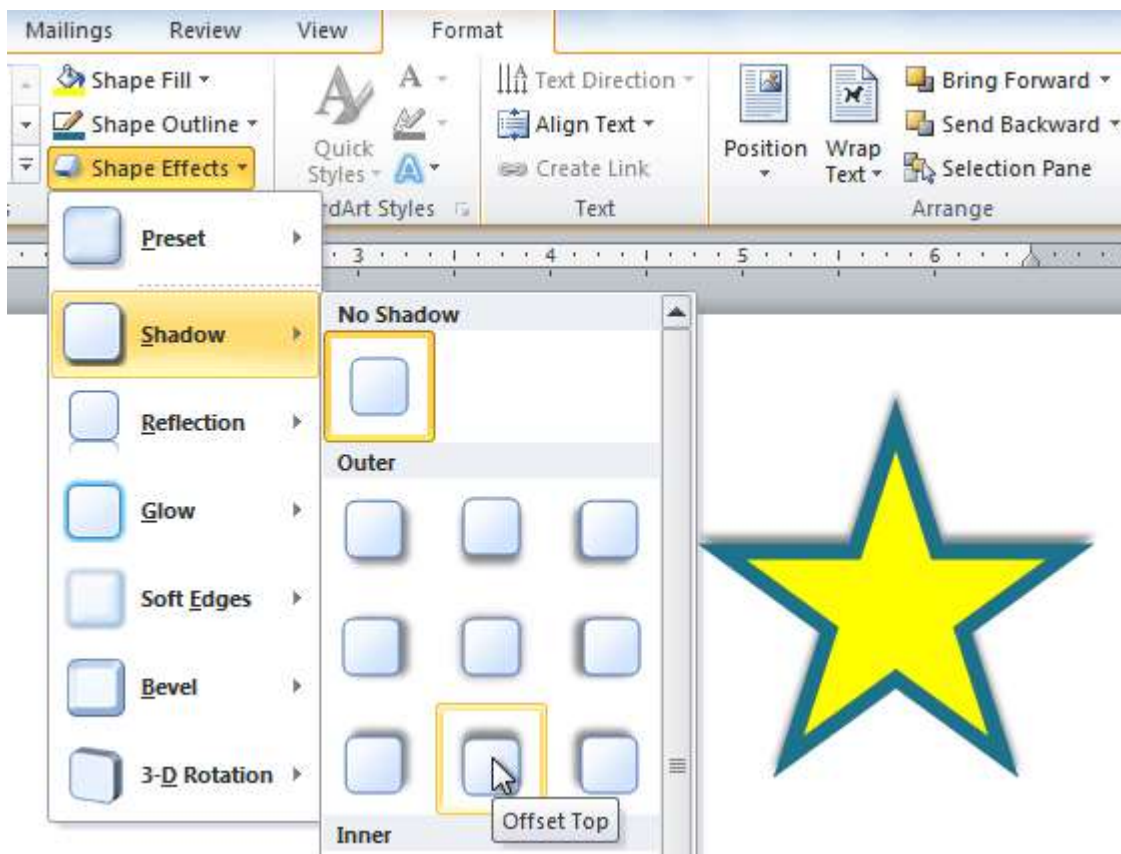
4. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.



A thicker outline

To Change Shadow Effects:

1. Select the **Format** tab.
2. Click the **Shape Effects** command. A drop-down menu will appear.
3. Hover the mouse over **Shadow**. You will see a list of shadow presets.
4. Move your mouse over the menu options to see a live preview of the shadow effect in your document.



Choosing a

shadow type

5. Click the desired shadow effect to add it to your shape.

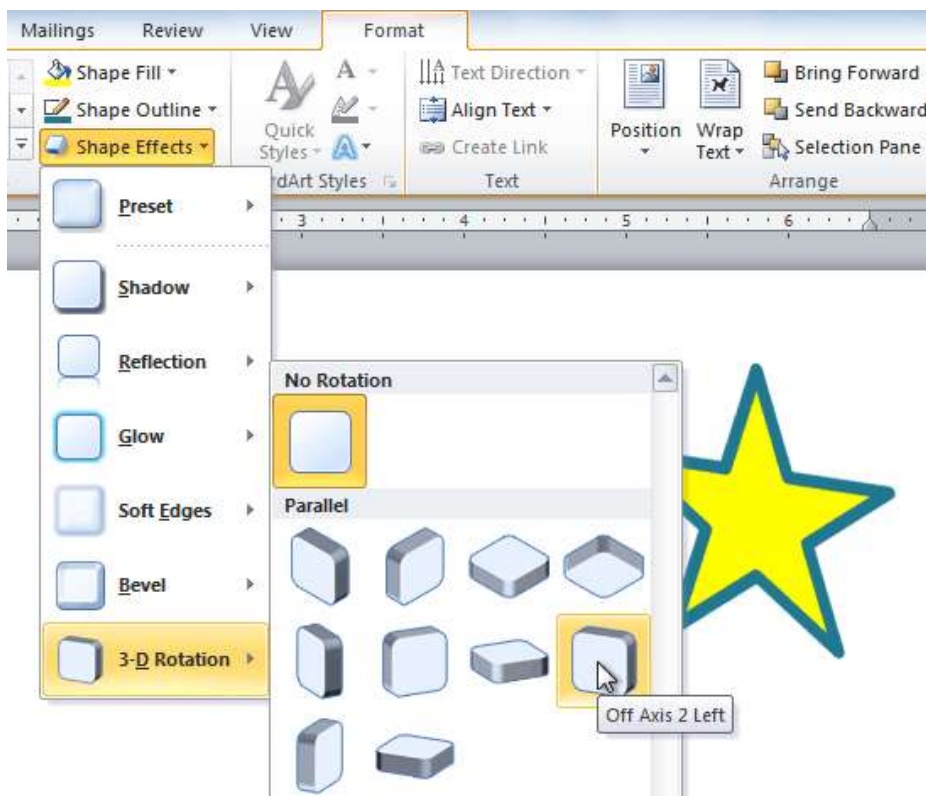
You can select **Shadow Options** from the drop-down menu and click the **Color** button to select a different shadow color for your shape.

3-D Effects

There are two kinds of effects that you can apply to your shapes to give them a 3-D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing the object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes, but it doesn't work with every type of shape.

To Use 3-D Rotation:

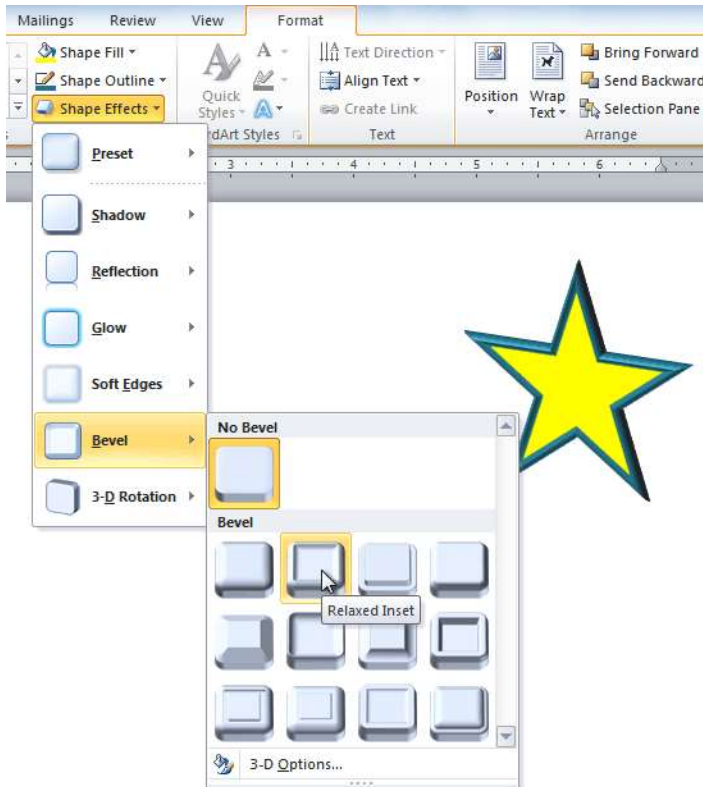
1. Select the shape.
2. Click on the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **3-D Rotation**. A drop-down menu will appear.
5. Select the desired **rotation preset** from the drop-down menu. You can also click **3-D Rotation Options** if you would prefer to type in custom values.



Choosing a 3-D rotation preset

To Use Bevel:

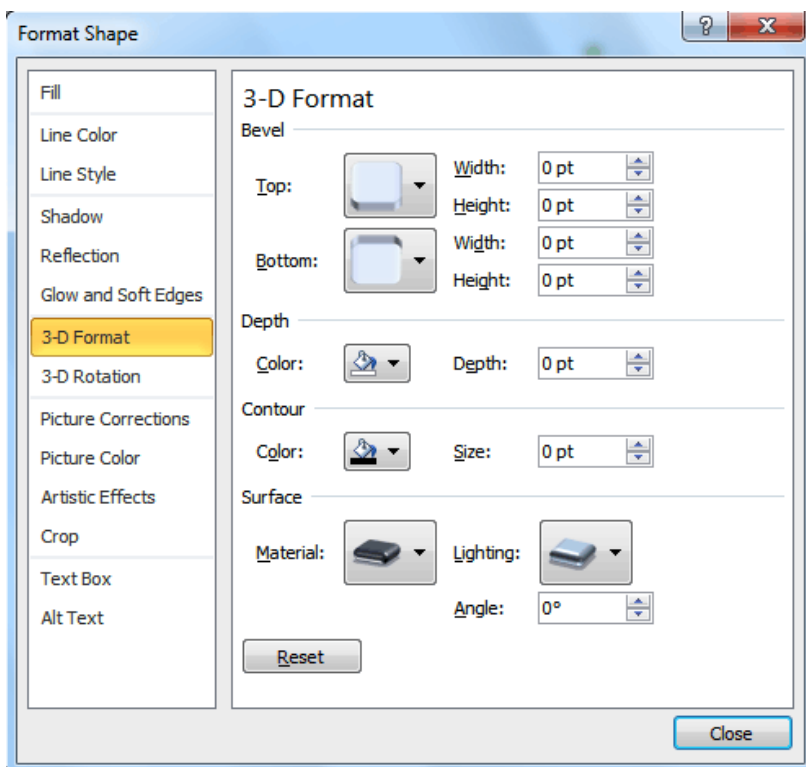
1. Select the shape.
2. Click on the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **Bevel**. A drop-down menu will appear.



Choosing a bevel preset

5. Select the desired **bevel preset** from the drop-down menu. You can also click **3-D Options** if you would prefer to type in custom values.

If you click on **3-D Options**, you'll also be able to change the shape's material to give it a metal, plastic, or translucent appearance, and you can choose the lighting type to change how the shape is illuminated.



Viewing the 3-D Options

Lesson 15: Text Boxes and WordArt

Introduction

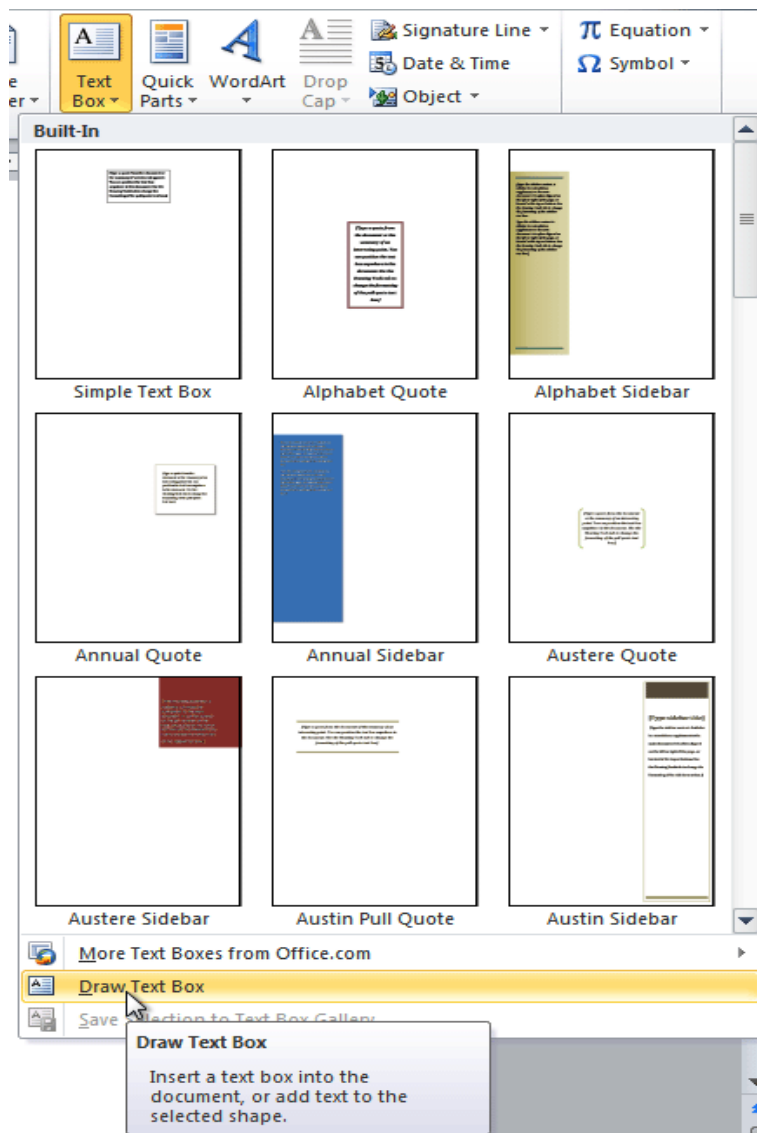
You may want to **insert a text box** into your document to draw attention to specific text or to have the ability to **easily move text** around within a document. Text boxes are basically treated the same as **shapes**, so you can add the same types of effects to them, and you can even change their shape.

In this lesson, you will learn how to **insert a text box** and format it in various ways including **resizing** and **moving** it, and changing the text box **shape**, **color**, and **outline**. You will also learn how to create and format **WordArt**.



To Insert a Text box:

1. Select the **Insert** tab on the Ribbon.
2. Click the **Text Box** command in the **Text** group. A drop-down menu will appear.
3. Select **Draw Text Box**.



Creating a blank text box

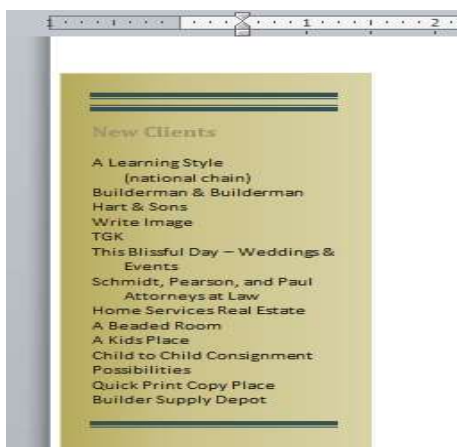
- Click and drag on the document to create the text box.



Drawing the text box


- You can now start typing to create text inside the text box.

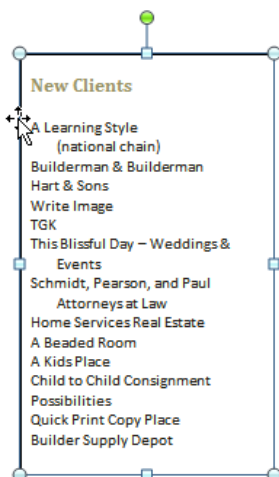
From the drop-down menu, you can also select one of the built-in text boxes that have pre-defined colors, fonts, positions and sizes. If you choose this option, the text box will appear automatically, so you will not need to click and drag to draw it.



A built-in text box

To Move a Text Box:

- Click on the text box.
- Hover the mouse over one of the edges of the text box. The mouse pointer becomes a **cross with arrows** on each end .
- Click and drag** the text box to the desired location on the page.



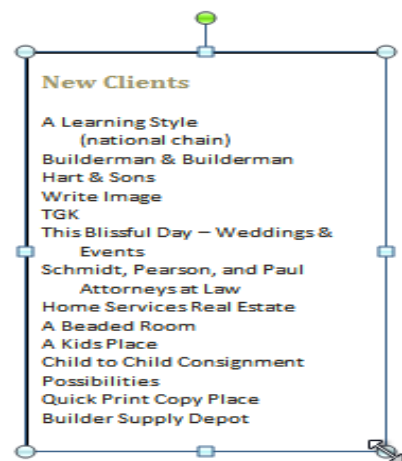
Moving a text box

To Resize a Text Box:

1. Click the text box.
2. Click and drag one of the **sizing handles** on the corners or sides of the text box until it is the desired size.

Resizing a text box

If you drag the **sizing handles** on any of the four corners, you will be able to change the **height** and **width** at the same time. The sizing handles on the top or bottom of the text box will only allow you to resize **vertically**, while the handles on the left and right sides will resize the text box **horizontally**.



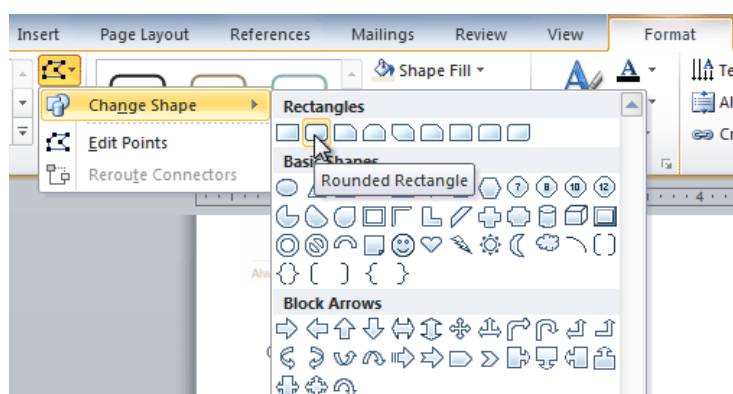
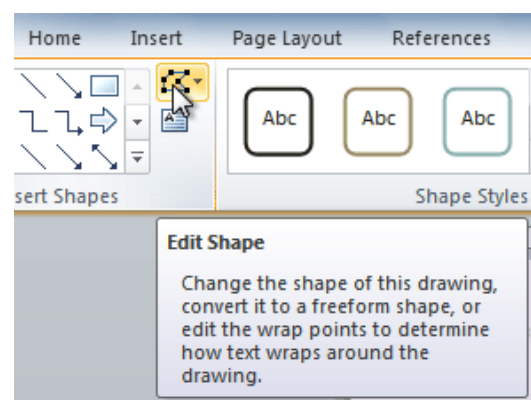
Changing a Text Box's Appearance

To Change the Text Box Shape:

1. Select the text box. A new **Format** tab appears with Drawing Tools.
2. Go to the **Format** tab.
3. Click the **Edit Shape** command

The Edit Shape command

4. Click **Change Shape** to display a drop-down list.



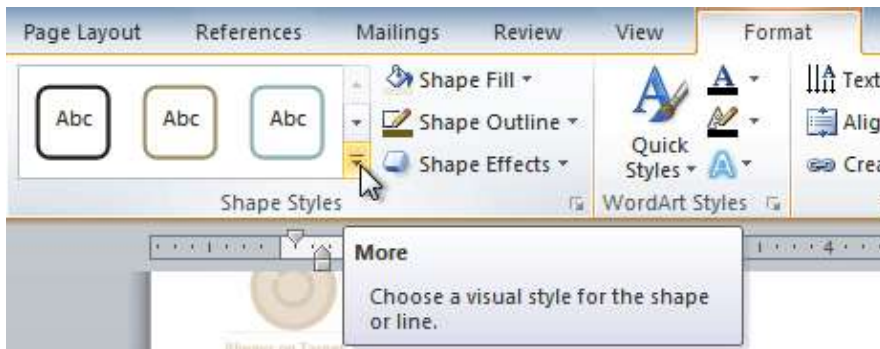
Choosing a different shape for the text box

5. Select the desired shape from the list.

To Choose a Shape Style:

Choosing a **Shape Style** allows you to apply a preset fill and outline color, and in some cases, other effects such as **beveling** and **shadow**. You don't have to pick a style for your text box, but it can help you save time or experiment with different appearances.

1. Select the text box. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **More** drop-down arrow in the Shape Styles group to display more style options.



Viewing the Shape Styles

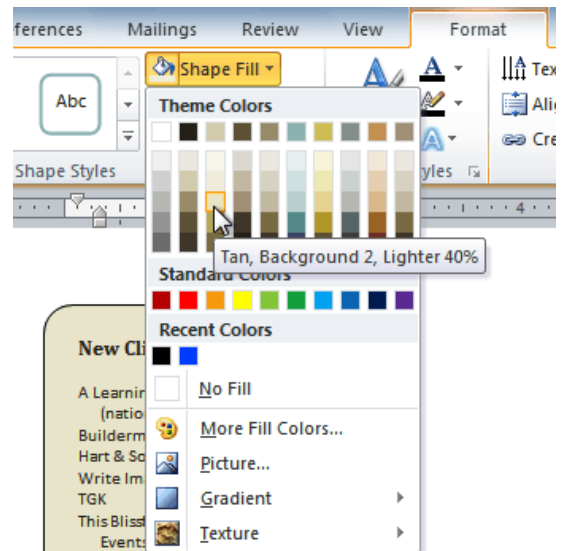
4. Hover the mouse over the styles to see a live preview.
5. Select the desired style.

To Change Shape Fill:

1. Select the text box. The **Format** tab appears.
2. Click the **Format** tab.

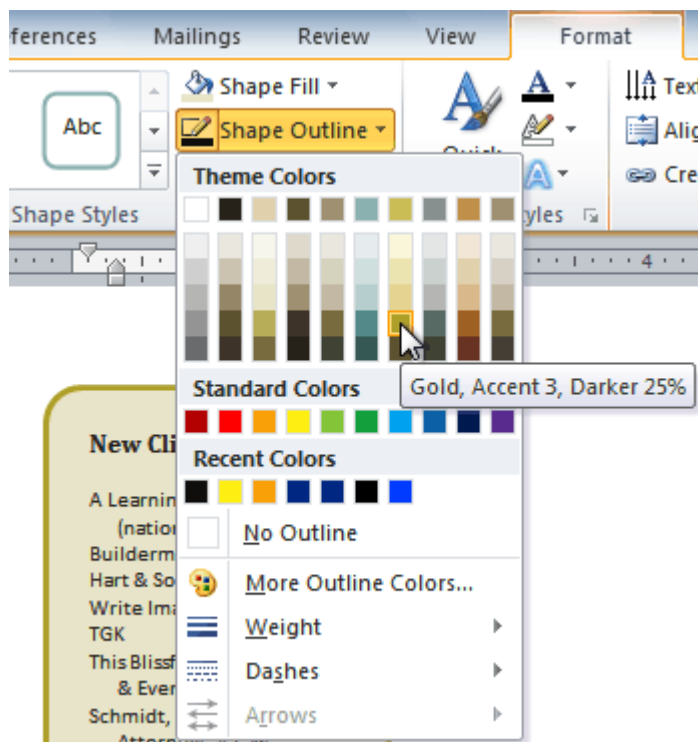
Changing the fill color

3. Click the **Shape Fill** command to display a drop-down menu.
4. From the drop-down menu, you can select a **color** from the list, choose **No Fill**, or select **More Fill Colors** to use a color that's not on the list.



To Change the Shape Outline:

1. Select the text box. The **Format** tab appears.
2. Click the **Shape Outline** command to display a drop-down list.



Changing the outline color

3. Select a **color** from the list, choose **No Outline**, or select **More Outline Colors** to use a color that's not on the list.
4. From the drop-down menu, you can change the outline **color**, **weight** (thickness), and whether or not it is a **dashed** line.

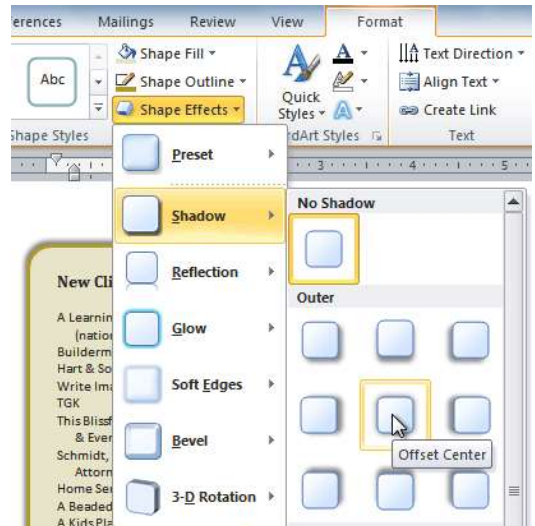
To Change Shadow Effects:

1. Select the text box. The **Format** tab appears.
2. Select the **Format** tab.
3. Click the **Shape Effects** command.
4. Click **Shadow**.
5. Move your mouse over the menu options to see a live preview in your document.

Adding a shadow

6. Click the desired option to select the shadow effect.

To choose a different shadow color for your shape, select **Shadow Options** from the drop-down menu and click the **Color** button.

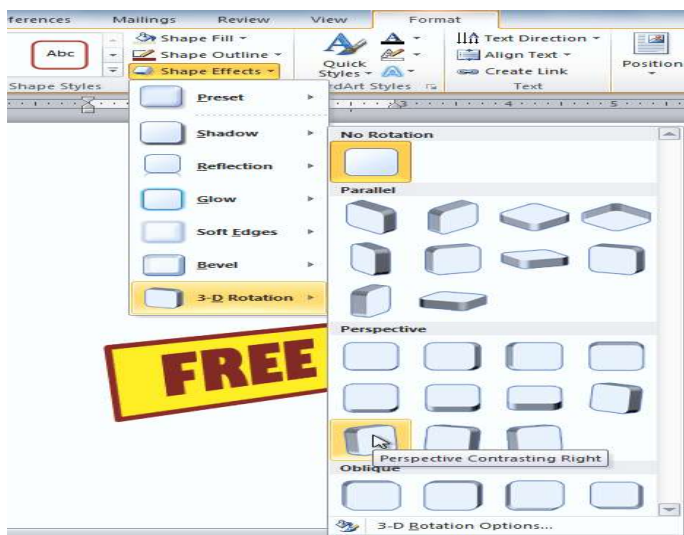


3-D Effects

Just like other types of shapes, text boxes can have **3-D Effects**. There are two kinds of effects that you can apply to your shapes to give them a 3-D appearance: **3-D Rotation** and **Bevel**. **3-D Rotation** gives the appearance that you are viewing the object from a different angle, and it can be applied to any shape. **Bevel** adds thickness and a rounded edge to shapes, however it doesn't work with every type of shape.

To Use 3-D Rotation:

1. Select the text box.
2. Click on the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **3-D Rotation**. A drop-down menu will appear.



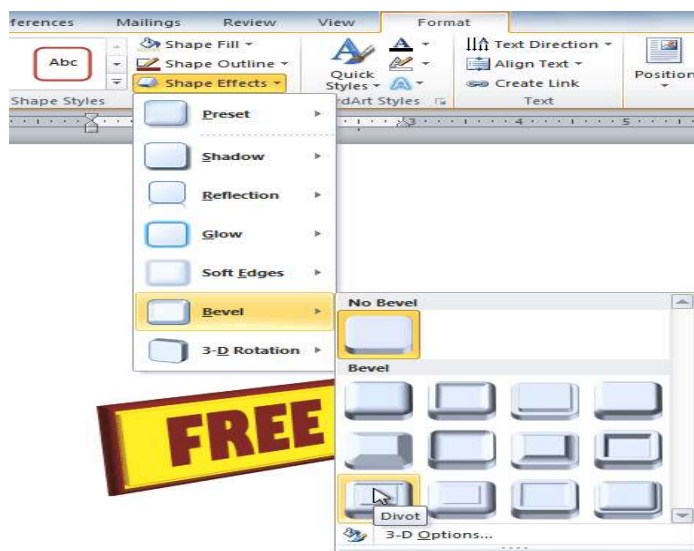
Applying 3-D Rotation to a text box

5. Select the desired **rotation preset** from the drop-down menu. You can also click **3-D Rotation Options** if you would prefer to type in custom values.

3-D Rotation Options

To Use Bevel:

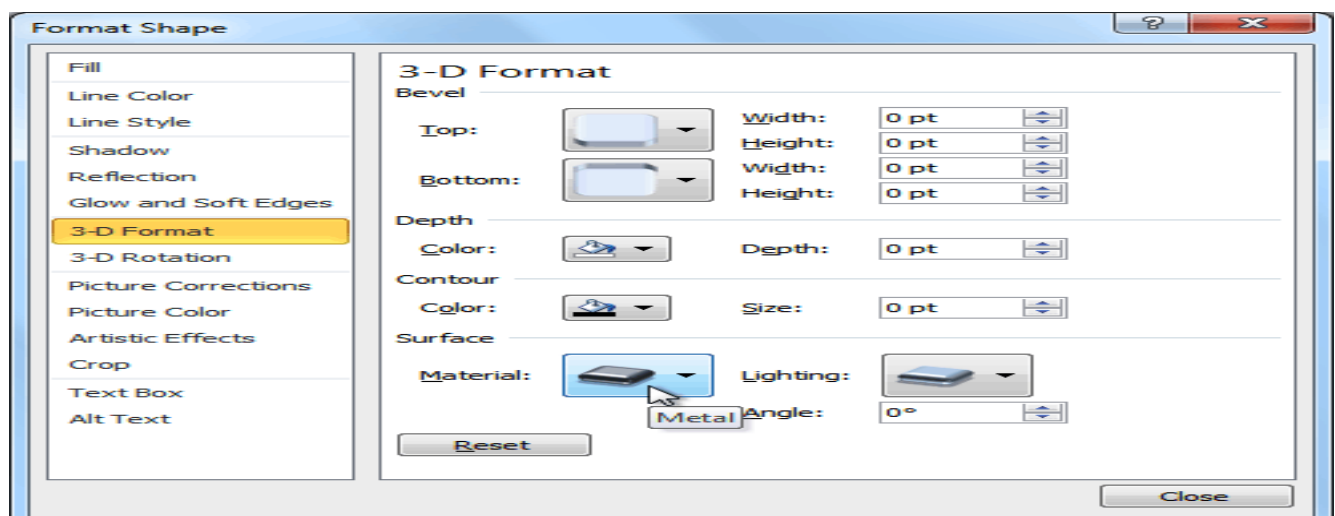
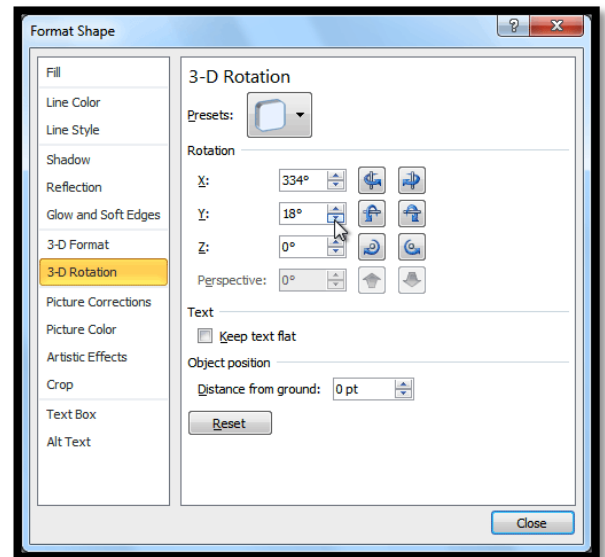
1. Select the text box.
2. Click on the **Format** tab.
3. Click **Shape Effects** from the **Shape Styles** group.
4. Hover the mouse over **Bevel**. A drop-down menu will appear.



Adding bevel to a text box

5. Select the desired **bevel preset** from the drop-down menu. You can also click **3-D Options** if you would prefer to type in custom values.

If you click on **3-D Options**, you'll also be able to change the shape's **Material** to give it a metal, plastic, or translucent appearance, and you can choose the **Lighting** type to change how the shape is illuminated.



3-D Format Options

Creating WordArt

In addition to adding effects to a text box, you can also add effects to the **text inside the text box**, which is known as **WordArt**. For the most part, the types of affects you can add are the same as the ones you can add to shapes or text boxes (shadow, bevel, etc.). However, you can also **Transform** the text to give it a wavy, slanted, or inflated look.

To Apply a Quick Style to Text:

A **Quick Style** will automatically apply several effects to your text at once. You can then refine the look of your text by adding or modifying text effects.

1. Select the text box, or select some text inside of the text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Quick Styles** command in the **WordArt Styles** group. A drop-down menu will appear.



Selecting a Quick Style

4. Select the desired style preset to apply the style to your text.

After you have applied a Quick Style, you can still modify the **font** or **font color** from the **Home** tab if desired.

To Convert Regular Text into WordArt:

For text to be formatted as WordArt, it needs to be inside a **text box**. However, there is a shortcut that allows you to convert text into WordArt even if it's not in a text box.

1. Select the text you wish to convert.
2. Click the **Insert** tab.
3. Click the **WordArt** command. The **Quick Styles** drop-down menu will appear.



Converting text to WordArt

4. Select the desired **Quick Style**.
5. Word will automatically create a text box for your text and apply the style to the text.

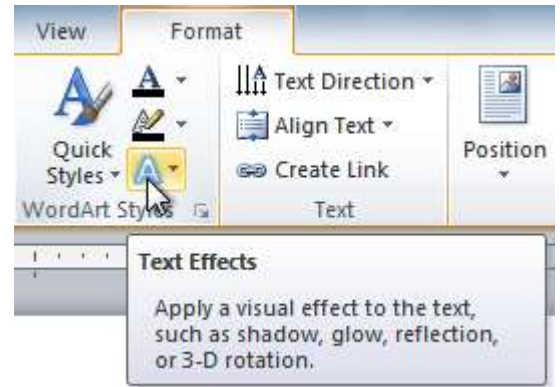


After converting to WordArt

Some effects, such as **shadows**, can be added from the **Text Effects** menu in the **Home** tab. When you add effects in this way, it will not place the text in a text box.

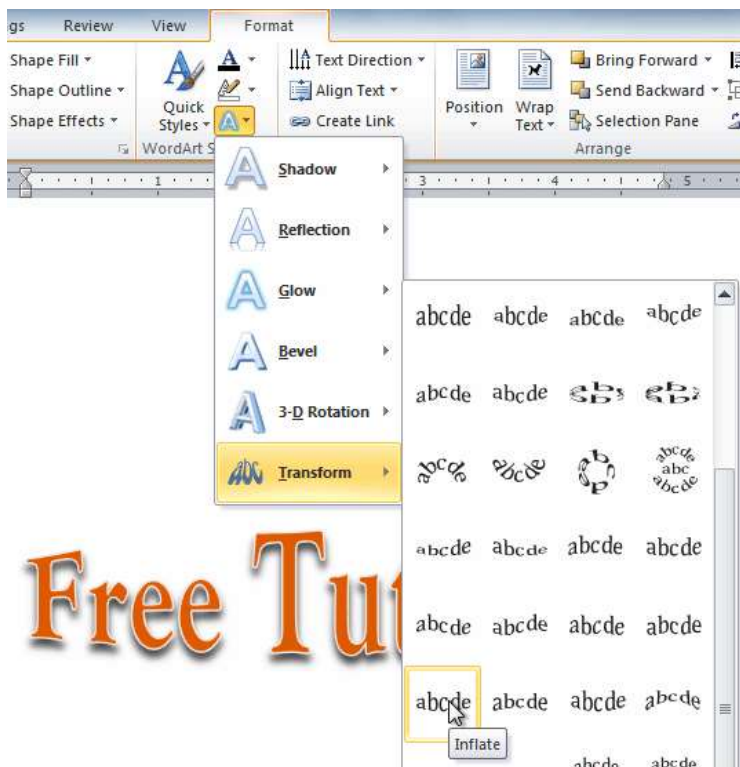
To Add or Modify Text Effects:

1. Select the text box, or select some text inside of the text box. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Text Effects** command in the **WordArt Styles** group. A drop-down menu will appear showing the different **effect categories**.



The Text Effects command

4. Hover over an effect category. A drop-down menu will appear. You can hover the mouse over the different presets to see a live preview.



Adding an effect

5. Select the desired effect preset. The effect will be applied to your text. If you want, you can combine several different effects.

Free Tutoring
Cityville High

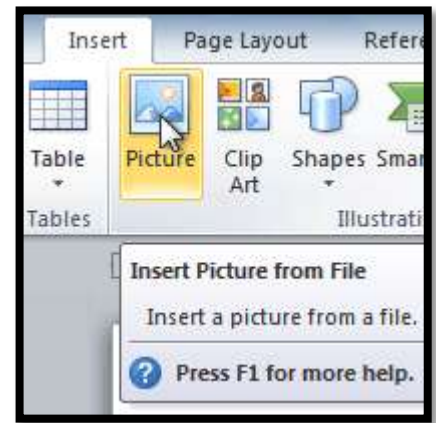
The finished WordArt

Lesson 16: Inserting Clip Art and Pictures

Introduction

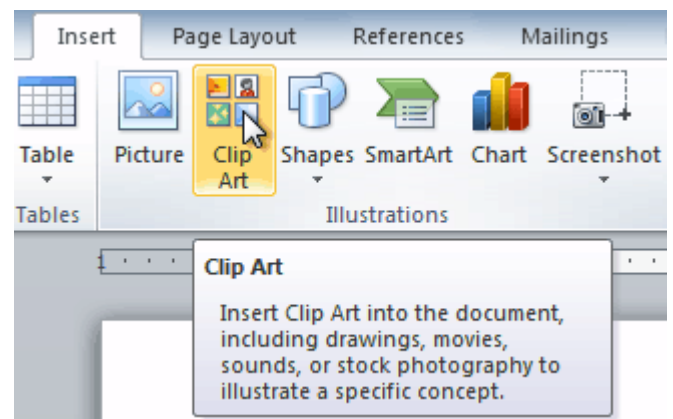
Images are a great way to liven up a document, and Word offers a couple of ways of inserting images. There are built-in **Clip Art** images for just about every topic, so you may be able to find a perfect Clip Art image for your document. If you have a more specific image in mind, you can **insert a picture from a file**.

In this lesson, you will learn how to **search for and insert Clip Art**, how to **insert an image from a file**, and how to change the **text wrapping settings** for your images.



To Locate Clip Art:

1. Select the **Insert** tab.
2. Click the **Clip Art** command in the **Illustrations** group.

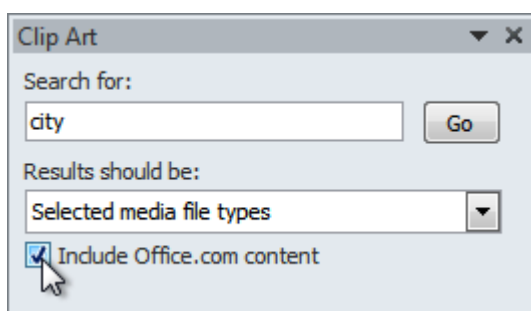


The Clip Art command

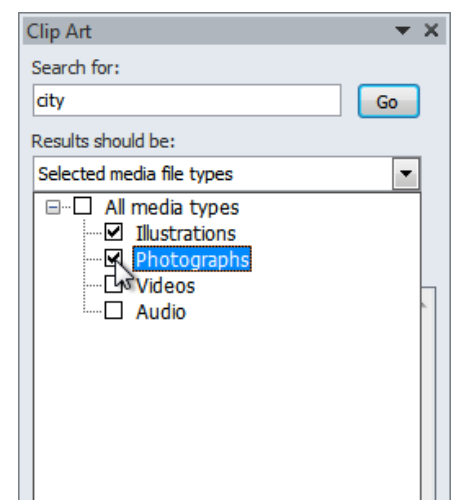
3. The Clip Art options appear in the **task pane** to the right of the document.
4. Enter keywords in the **Search for:** field that are related to the image you wish to insert.
5. Click the drop-down arrow in the **Results should be:** field.
6. Deselect any types of media you do not wish to see.

Choosing which media types to display

7. If you would like to also search for Clip Art on Office.com, place a checkmark next to **Include Office.com content**. Otherwise, it will just search for Clip Art on your computer.



Including Office.com content



8. Click **Go**.

To Insert Clip Art:

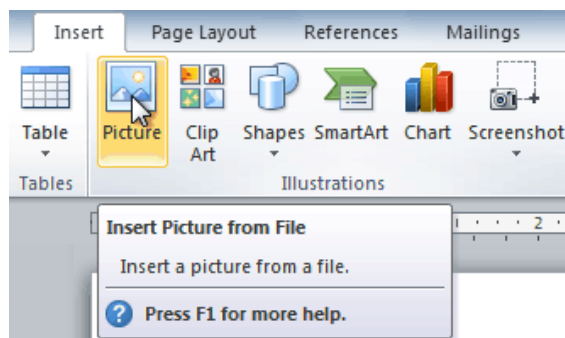
1. Review the results from a clip art search.
2. Place your **insertion point** in the document where you wish to insert the clip art.
3. Click an image in the **Clip Art** pane. It will appear in the document.

Selecting a Clip Art image

You can also click the **drop-down arrow** next to the image in the Clip Art pane to view more options.

To Insert a Picture From a File:

1. Place your **insertion point** where you want the image to appear.
2. Select the **Insert** tab.
3. Click the **Picture** command in the **Illustrations** group. The Insert Picture dialog box appears.



Inserting a picture from a file

4. Select the desired image file and click **Insert** to add it to your document.



Selecting an image file

To resize an image, click and drag one of the **corner sizing handles**. The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles**.

Changing the Text Wrapping Settings

When you insert Clip Art or a picture from a file, you may notice that it's difficult to move it exactly where you want. That's because the **text wrapping** for that image is set to **In Line with Text**. You'll need to change the **text wrapping setting** if you want to move the image freely, or if you just want the text to wrap around the image in a more natural way.



To Wrap Text Around an Image:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Wrap Text** command in the Arrange group.
4. Select the desired menu option. The text will adjust based on the option you have selected.

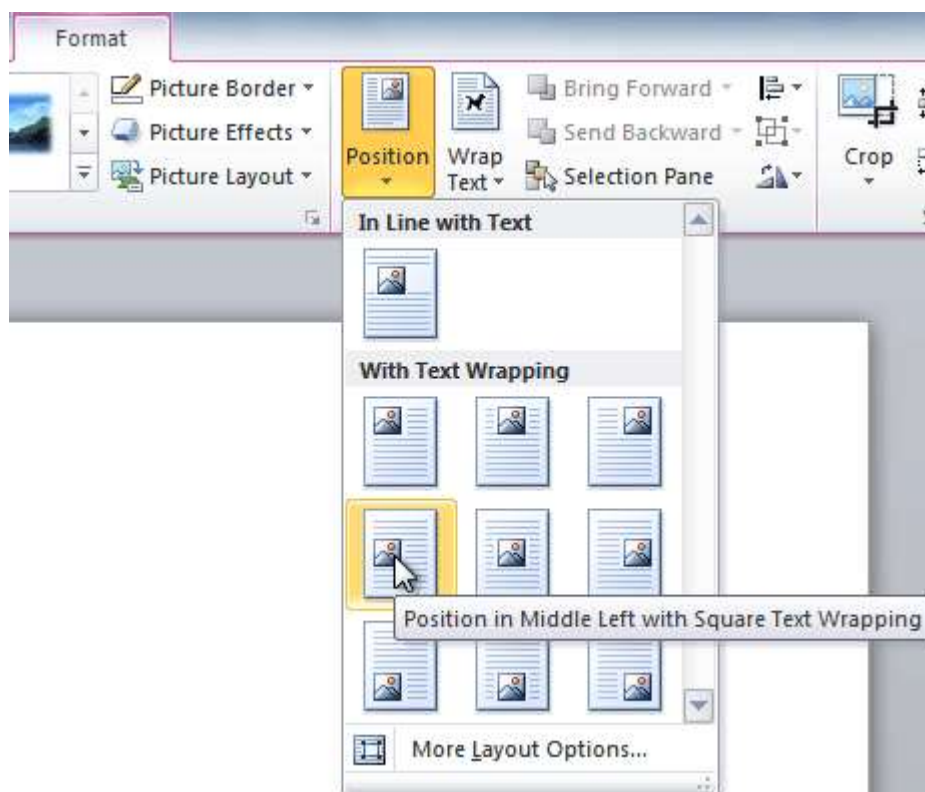
Choosing a text wrapping setting

5. Move the image around to see how the text wraps for each setting.

If you can't get your text to wrap the way you wish, click the **Wrap Text** command and select **More Layout Options** from the menu. You can make more precise changes in the Advanced Layout dialog box that appears.

To Use a Pre-Defined Text Wrapping Setting:

1. Click the **Position** command, to the left of the **Wrap Text** command. A drop-down menu will appear.
2. From the drop-down menu, select the desired image position.



Choosing an image position

3. The image will move to the position that you have selected, and it will automatically have text wrapping applied to it.

Lesson 17: Formatting Pictures

Introduction

Once you've added pictures to your documents, you can format them in various ways. The **picture tools** in Word 2010 make it easy to incorporate images into your documents and **modify those images** in interesting ways.

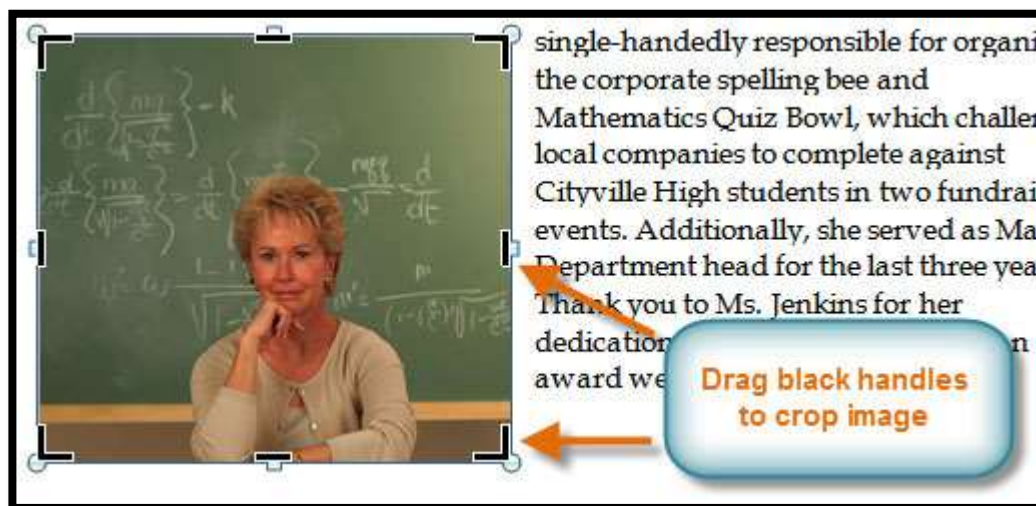
In this lesson, you will learn how to change the **picture style** and **shape**, add a **border**, **crop** and **compress** pictures, add **artistic effects**, and more.



To Crop an Image:

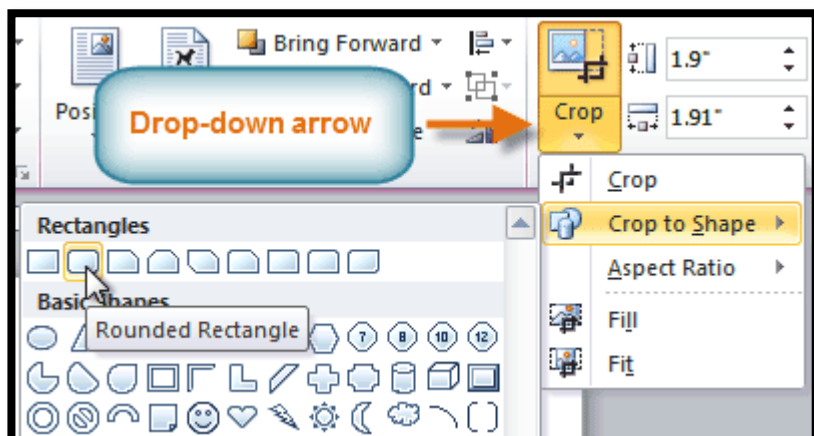
1. Select an image. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Crop** command. The black cropping handles appear.
4. Click and drag a **handle** to crop an image.
5. Click the **Crop** command to deselect the crop tool.

Corner handles will allow you to simultaneously crop the image horizontally and vertically.



To Crop an Image to a Shape:

1. Select the image. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Crop** drop-down arrow (below the Crop command). A drop-down menu will appear.




The Crop drop-down arrow and menu

4. Select a shape from the drop-down menu.
5. The image will take the shape that you have selected.

Mary Jenkins Named Teacher of the Year

We are pleased to announce that the 2010 Cityville High teacher of the year is Ms. Mary Jenkins. Ms. Jenkins has worked as a high school math teacher for 16 years and has been with Cityville High for 12 years. In that time she has shown immense dedication to her students and the school. She is single-handedly responsible for



organizing the corporate spelling bee and Mathematics Quiz Bowl, which challenges local companies to complete against Cityville High students in two fundraising events. Additionally, she served as Math Department head for the last three years. Thank you to Ms. Jenkins for her dedication and congratulations for an award well earned!

After cropping to

shape

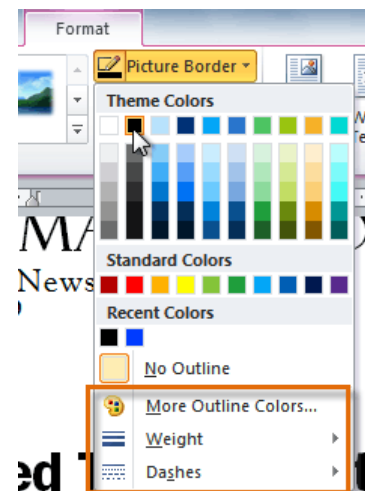
You may want to crop the image to the desired size before cropping it to a shape.

To Add a Border to a Picture:

1. Select the picture.
2. Select the **Format** tab.
3. Click the **Picture Border** command. A drop-down menu will appear.

Changing the Picture Border

4. From the drop-down menu, you can select a **color**, **weight** (thickness), and whether or not the line is **dashed**.

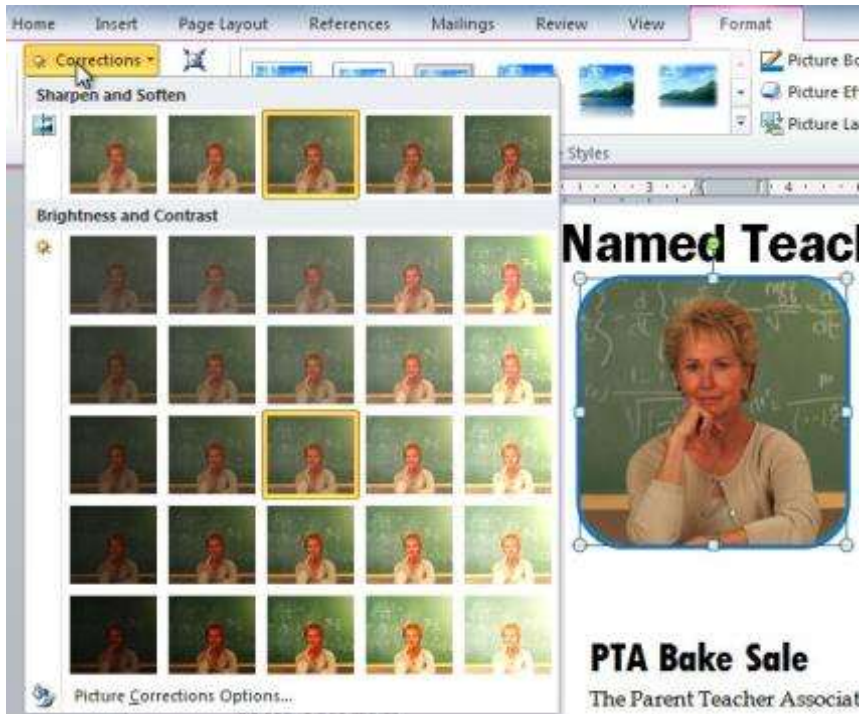


A picture with a blue border

Image Adjustments

To Make Image Corrections:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Corrections** command. A drop-down menu will appear.



Named Teac

PTA Bake Sale

The Parent Teacher Associat

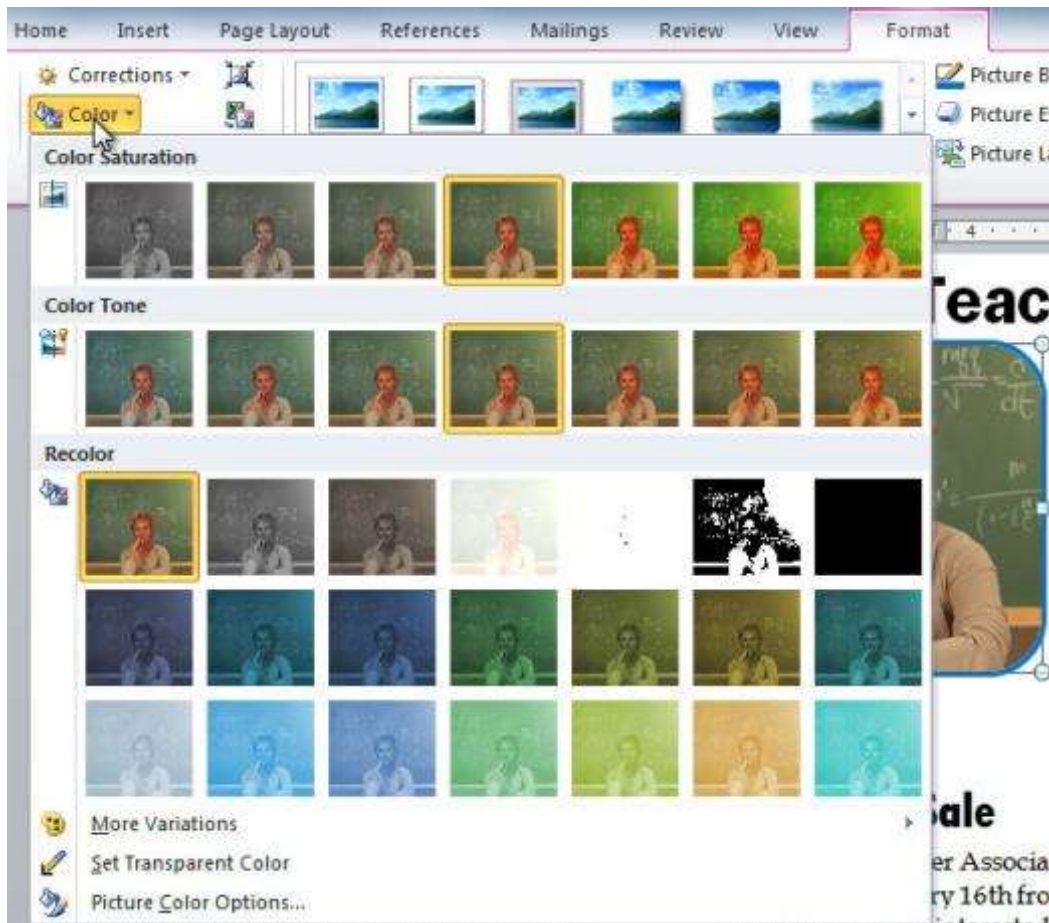
The Picture Corrections menu

4. To sharpen or soften the image, hover over the **Sharpen and Soften** presets. You'll see a live preview of the preset in the document.
5. When you've found a preset you like, click on it to select it.
6. Click the **Corrections** command again.
7. Hover over the **Brightness and Contrast** presets to see a live preview.
8. When you've found one you like, click on it to select it.

You can also select **Picture Corrections Options** from the drop-down menu to refine the settings.

To Adjust the Color in an Image:

1. Select the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Color** command. A drop-down menu will appear.



The Picture Color menu

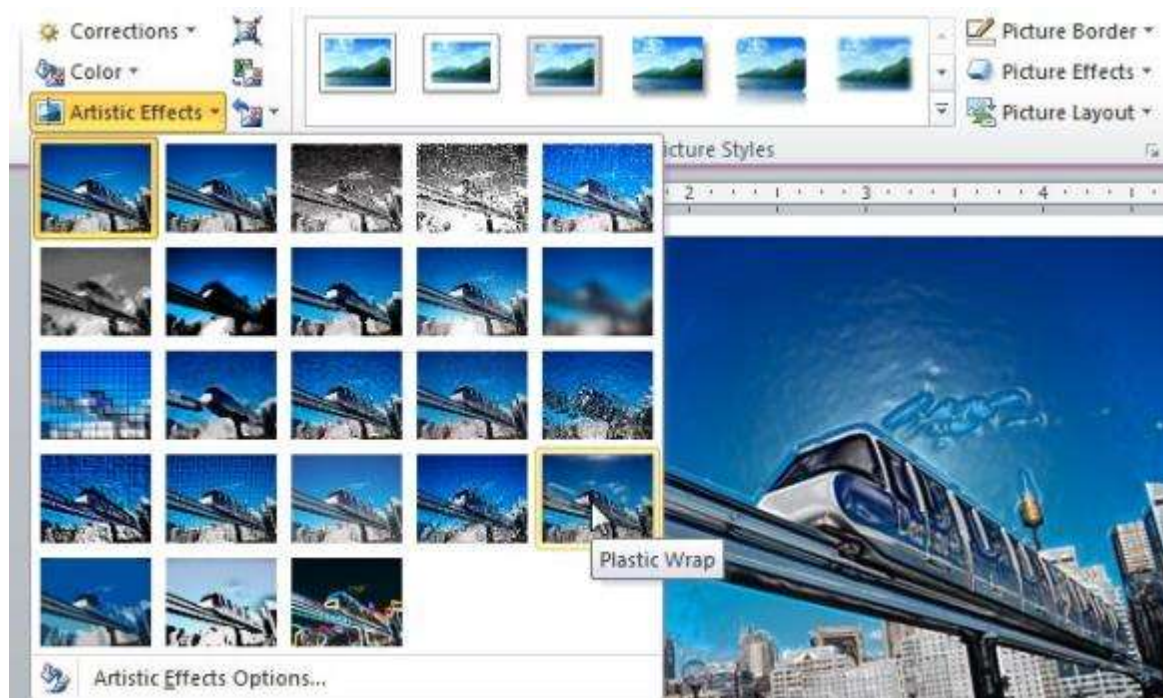
4. From the drop-down menu, you can choose a preset from each of the three categories:
 - **Color Saturation:** Controls how vivid the colors are in the image.
 - **Color Tone:** Controls the "temperature" of the color, from **cool** to **warm**.
 - **Recolor:** Controls the overall color of the image. Use this option to make the image **black and white**, **grayscale**, or to **colorize** it with a different color.

You can also select **Picture Color Options** from the drop-down menu to refine the settings.

Artistic Effects and Styles

To Apply an Artistic Effect:

1. Select the picture. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Artistic Effects** command. A drop-down menu will appear.



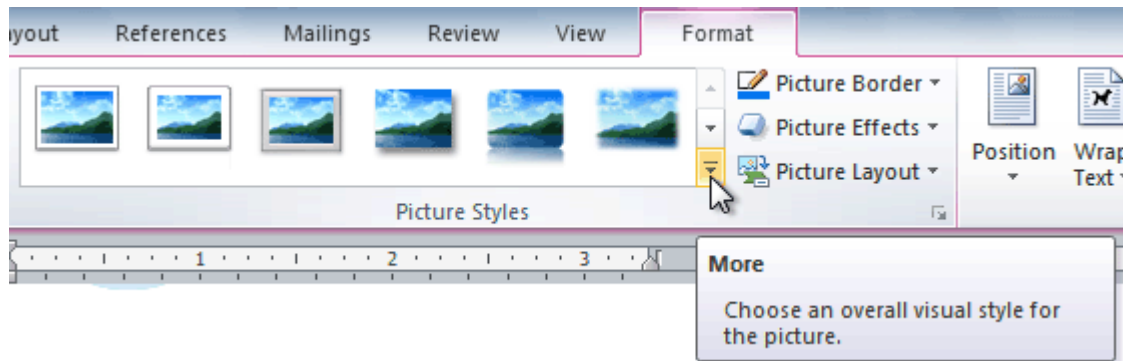
Effects menu

4. Hover over the different presets to see a Live Preview of each one.
5. When you've found a preset you like, click on it to select it.
6. To adjust the settings for the effect, click **Artistic Effects** again and select **Artistic Effect Options**.

Many **Clip Art** images do not allow you apply artistic effects. Generally speaking, the ones that look hand-drawn or painted do not work, while photographs do.

To Apply a Picture Style:

1. Select the picture. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **More** drop-down arrow to display all the picture styles.



Viewing the

Picture Styles

4. Hover over a picture style to display a live preview of the style in the document.
5. Select the desired style.



After adding a Picture Style

6. To refine the picture style, click the **Picture Effects** command to see the **Effects** drop-down menu. You may remember that we talked about the Effects menu in the [Working with Shapes](#) lesson; you can review that lesson if you'd like more information.



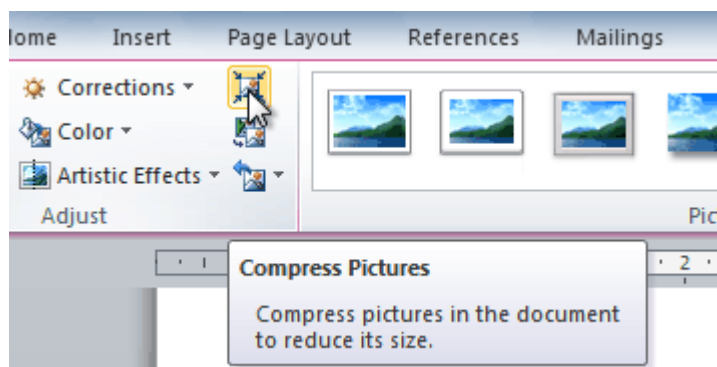
The Picture Effects menu

Compressing Pictures

You'll need to monitor the **file size** of your documents that include pictures, especially if you send them via email. Large, high-resolution pictures can quickly cause your document to become too large, which may make it difficult or impossible to attach to an email. In addition, **cropped areas** of pictures are saved with the document by default, which can add to the file size. Word can reduce the file size by **compressing** pictures, lowering their **resolution**, and **deleting cropped areas**.

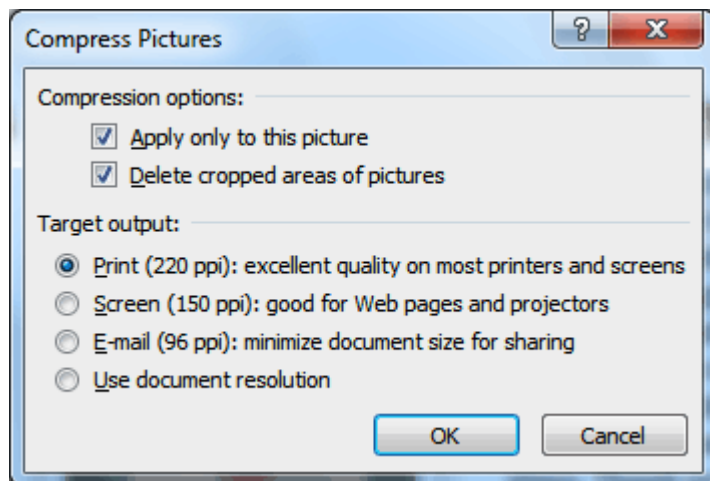
To Compress a Picture:

1. Select the picture. The **Format** tab will appear.
2. Select the **Format** tab.
3. Click the **Compress Pictures** command in the Adjust group. A dialog box appears.



The Compress Pictures command

4. Place a checkmark next to **Delete cropped areas of pictures**. You can also choose whether to apply the settings to **this picture only** or to all pictures in the document.
5. Choose a **Target output**. If you are emailing your document, you may want to select **Email**, which produces the smallest file size.



The Compress Pictures dialog box

6. Click **OK**.

About Background Removal

With **Background Removal**, Word uses special algorithms to determine which parts of the image are the background and then removes those areas from the image.

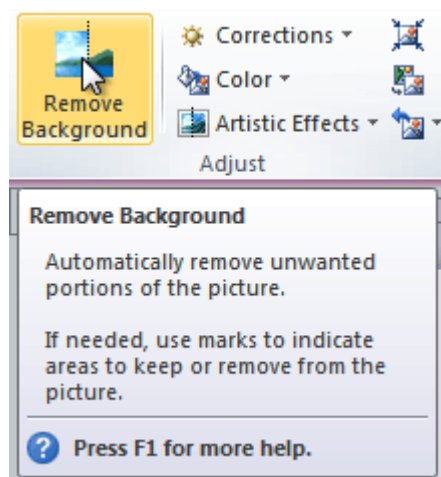
Before



After

To Remove the Background From an Image:

1. Click on the image. The **Format** tab will appear.
2. Click the **Format** tab.
3. Click the **Remove Background** command.



The Remove Background command

4. Word will try to guess which part of the image is the background, and it will mark that area with a **magenta** fill. It will also place a box around the image with selection handles.



Background areas are marked with magenta

5. Drag the selection handles until all of the foreground is inside the box. After you do this, Word may re-adjust the background.
6. At this point, you may need to help Word decide which parts of the image are **foreground** and which parts are **background**. You can do this by using the **Mark Areas to Keep** and **Mark Areas to Remove** commands:
 - If Word has marked part of the foreground magenta, click **Mark Areas to Keep** and draw a line in that region of the image.
 - If part of the background has not been marked with magenta, click **Mark Areas to Remove** and draw a line in that region of the image.



Marking areas to remove

7. After you add your marks, Word will readjust the image.



After adding markings

8. When you're satisfied with the image, click **Keep Changes**. All of the magenta areas will be removed from the image.



The finished image

9. You can adjust the image at any time by clicking the **Remove Background** command again.

As with **artistic effects**, Background Removal will not work with some **Clip Art** images.

Lesson 18: Styles and Themes

Introduction

Styles and themes are powerful tools in Word that can help you easily create professional looking documents. A **style** is a predefined combination of font style, color, and size of text that can be **applied to selected text**. A **theme** is a set of formatting choices that can be applied to an **entire document** and includes theme colors, fonts, and effects.

In this lesson you will learn how to **apply, modify and create a style**, use **style sets**, apply a **document theme**, and create a **custom theme**.



To Select a Style:

1. Select the text that you want to format.

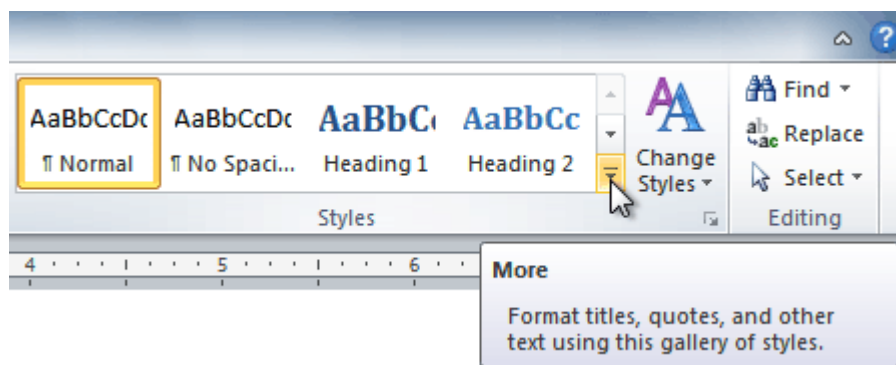
AdWorks, Inc.

Sales Team Monthly Report

January 2010

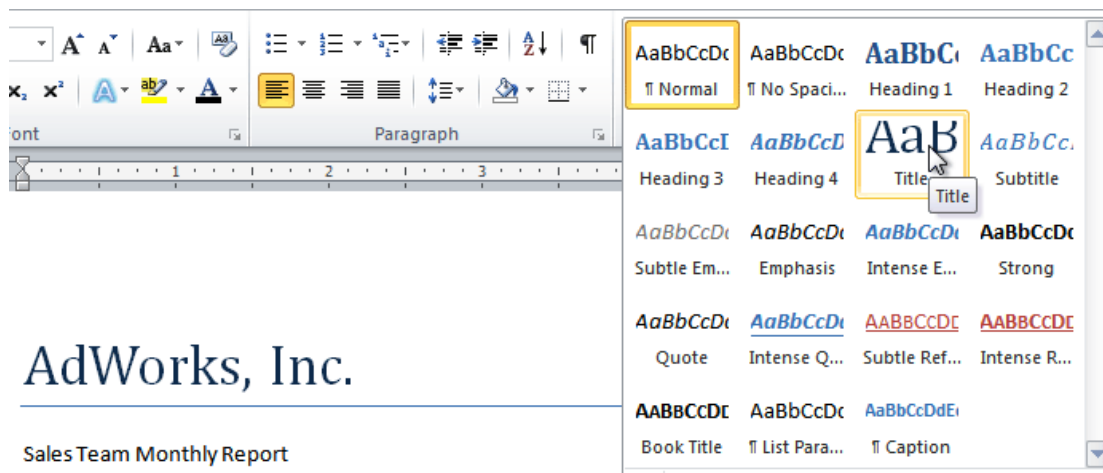
Selecting text

2. In the **Style** group on the **Home** tab, hover over each style to see a live preview in the document. Click the **More** drop-down arrow to see additional styles.



Viewing the Text Styles

3. Select the style you desire. Now the **selected text appears formatted** in the style.

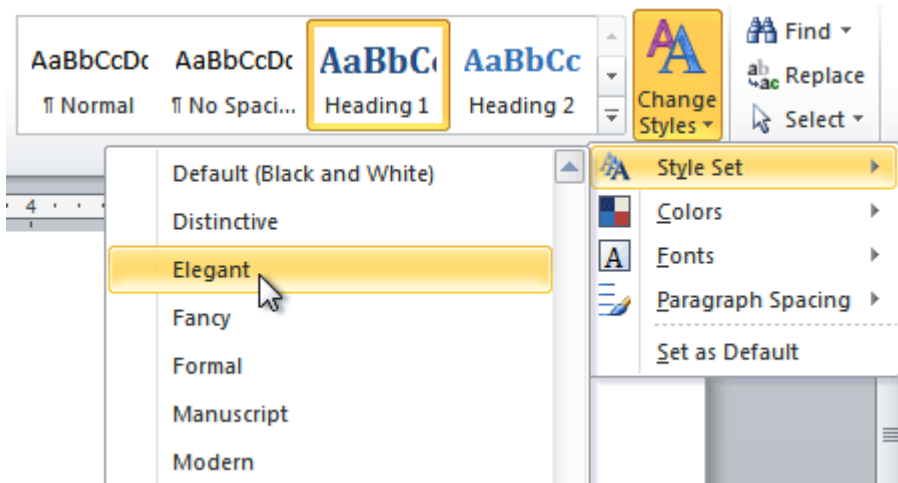


Selecting a Style

To Apply a Style Set:

Style Sets include a combination of title, heading, and paragraph styles. Style sets allow you to **format all the elements of your document** at once, rather than formatting your title and headings separately.

1. Click the **Change Styles** command on the Ribbon. A drop-down menu will appear.
2. From the drop-down menu, select **Style Set**.

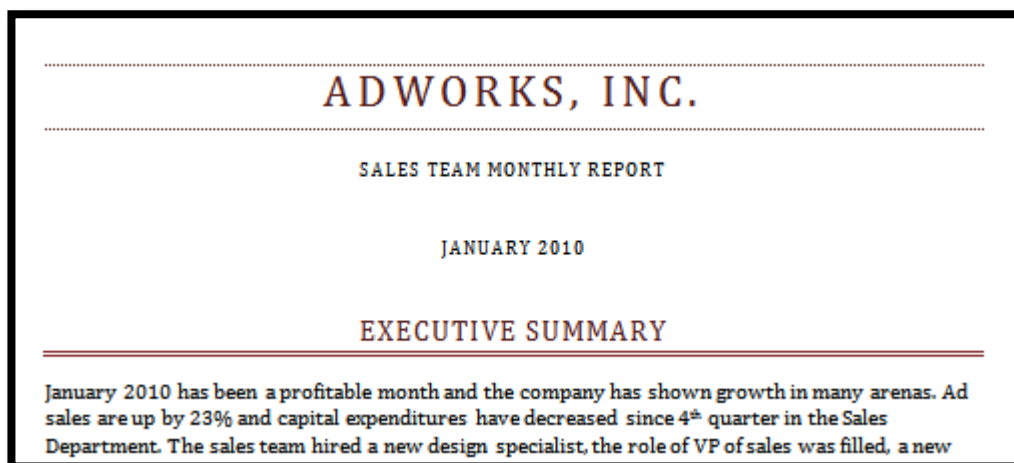


Selecting a Style Set

3. Select the **Style Set** you desire and the change will be reflected in the entire document.



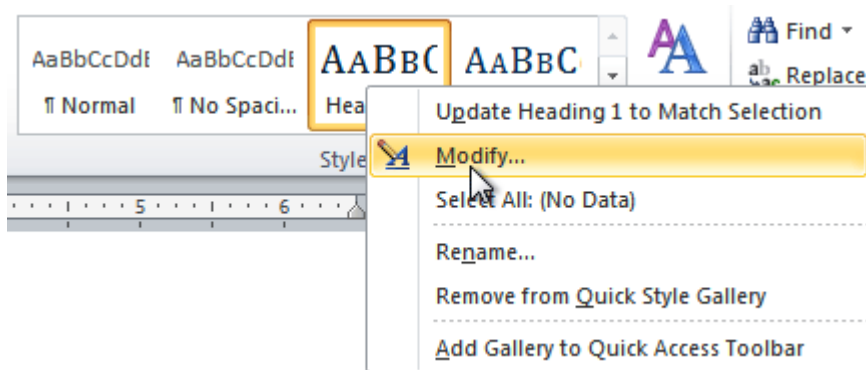
Elegant Style Set



Formal Style Set

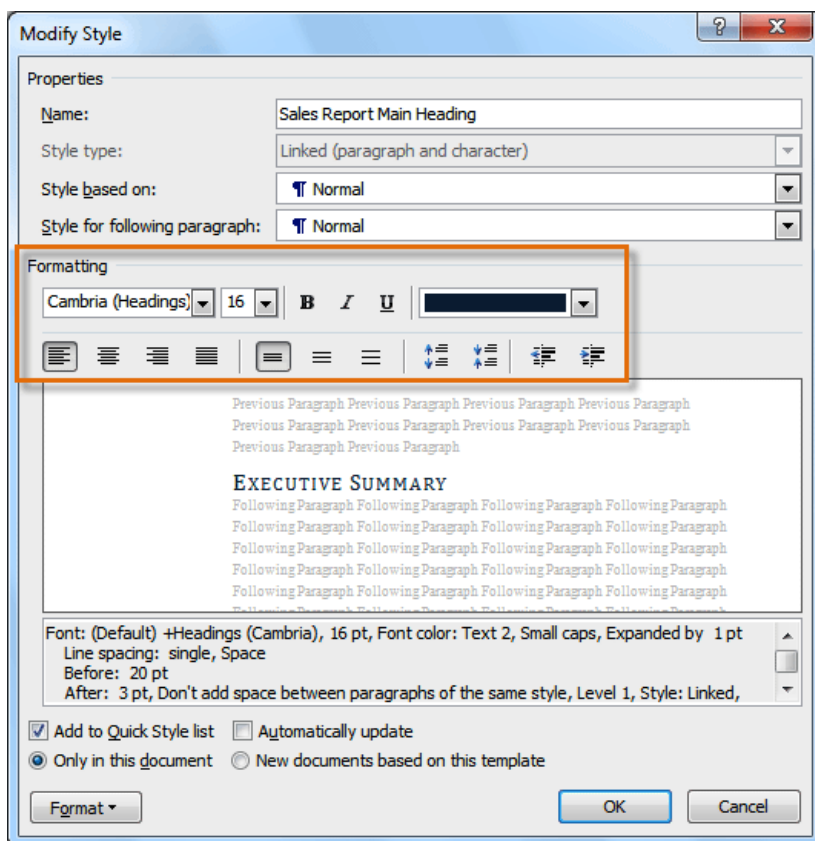
To Modify a Style:

1. Locate the style you wish to change in the **Styles** group.
2. Right-click the style. A drop-down menu will appear.
3. Click **Modify** and the **Modify Style** dialog box appears.



Modifying a Style

4. Make the desired changes to the formatting. If you want, you can also change the name of the style.

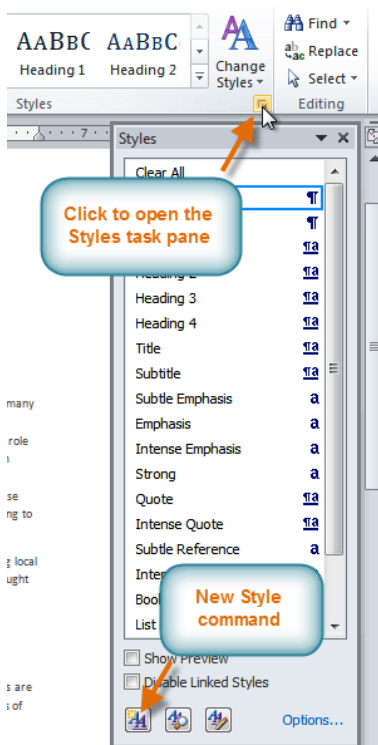


The Formatting options for the Style

5. Click **OK** to apply the modifications to the style.

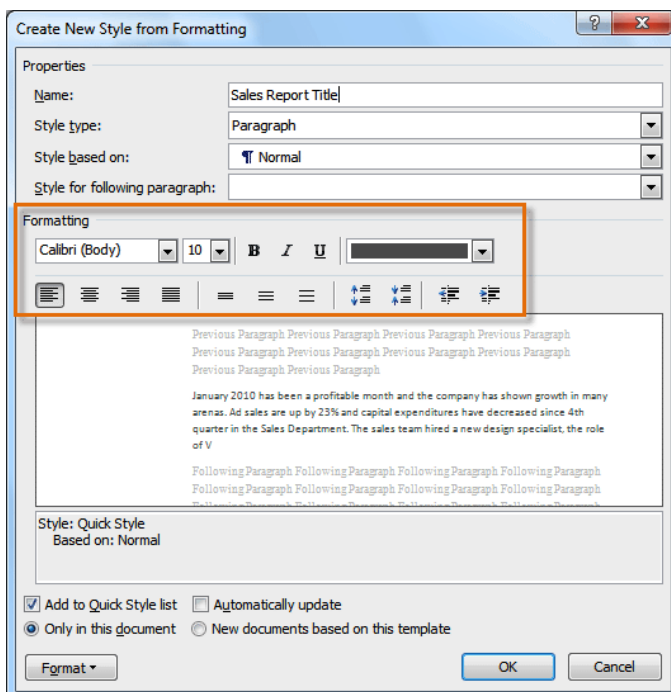
To Create a New Style:

1. Click the **arrow** in the bottom-right corner of the Styles group. This opens the **Styles** task pane.



The Styles task pane

2. Select the **New Style** button at the bottom. A dialog box will appear.
3. Enter a name for the style, and set the text formatting the way you want.



Formatting options for the new Style

4. Click **OK**, and the new style will appear in the task pane.

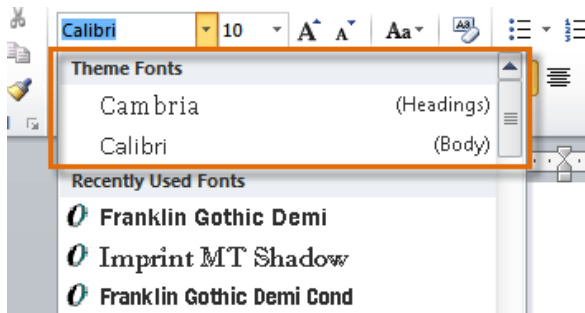
What is a Theme?

All documents in Word 2010 use a theme. You've already been using a theme, even if you didn't know it: the default **Office** theme. Every theme, including the Office theme, has its own **theme elements**:

- **Theme Colors** (available from every **Color** menu)

Theme Colors

- **Theme Fonts** (available from the **Font** menu)



Theme Fonts

- **Shape Styles** (available in the **Format** tab when you click on a shape)



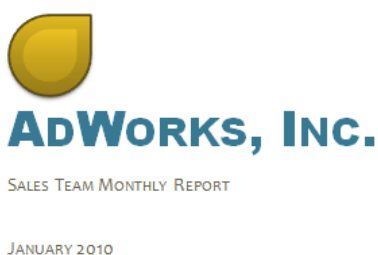
Shape Styles

Why Should You Use Theme Elements?

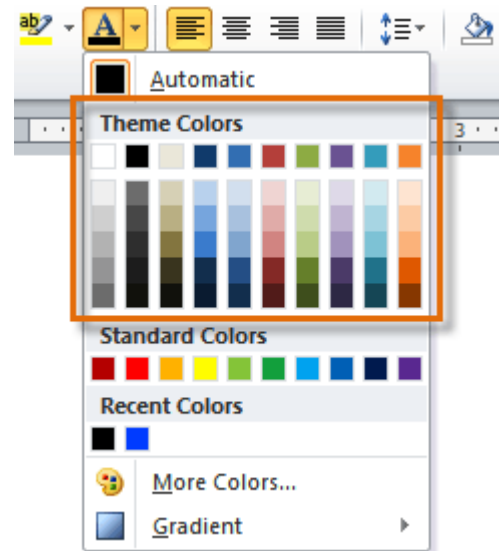
If you're using theme elements, you'll probably find that your document looks pretty good and all of the colors work well together, which means you don't have to spend as much time tweaking the document. But there's another great reason to use theme elements: When you switch to a different theme, **all of those elements will update** to reflect the new theme. You can drastically change the look of the document in a couple of clicks, and it will usually still look good.



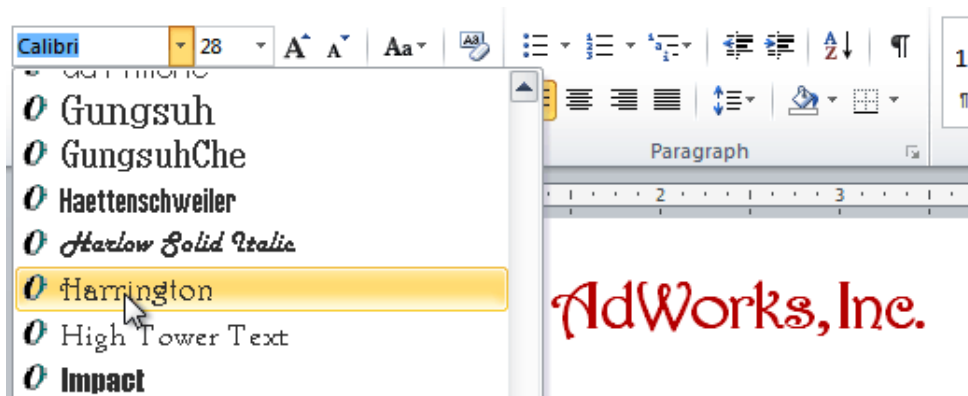
Oriel Theme



Tradeshow Theme



Remember, the colors and fonts will only update if you're using **Theme Fonts** or **Theme Colors**. If you choose one of the **Standard Colors** or any of the **Fonts** that are not **Theme Fonts**, then your text will not change when you change the theme. That can be useful if you're creating a logo or title that always needs to look the same.

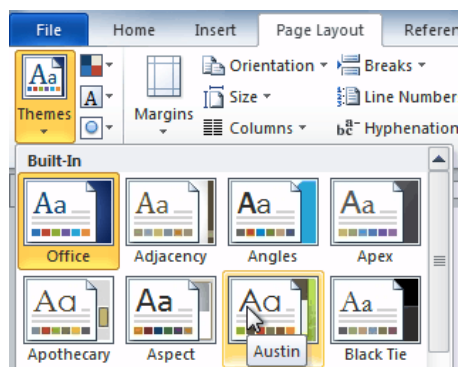


Selecting a non-theme font

If you're using built-in **styles**, you may notice that the fonts for those styles change when you select a different theme. That's because all of the built-in styles are based on the **Theme Fonts**. If you don't want the styles to change, you'll need to create **custom styles**.

To Change the Theme:

1. Select the **Page Layout** tab.
2. Click the **Themes** command. A drop-down menu will appear.



Selecting a Theme

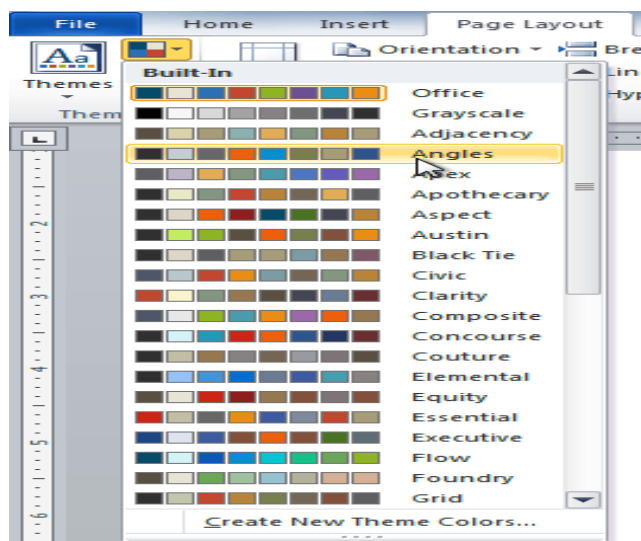
3. Hover the mouse over a theme to see a live preview of it.
4. Select the desired theme.

Customizing a Theme

Suppose you really like the **fonts** from one theme, but you'd like to experiment with different **color schemes**. That's not a problem: you can mix and match the **colors**, **fonts**, and **effects** from different themes to create a unique look for your document. If it still doesn't look exactly right, you can customize the **Theme Colors** and **Theme Fonts**.

To Change the Theme Colors:

1. From the **Page Layout** tab, click the **Theme Colors** command. A drop-down menu will appear.



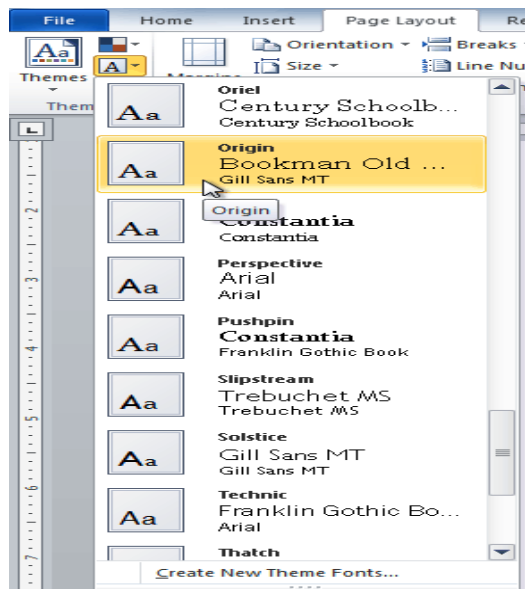
Changing the Theme Colors

2. Hover the mouse over the different sets of **Theme Colors** to see a live preview.
3. Select the set of **Theme Colors** you desire, or select **Create New Theme Colors** to customize each color individually.

When setting Theme Colors, try to find a part of your document that uses several colors, so that you get the best idea of what the color scheme looks like.

To Change the Theme Fonts:

1. From the **Page Layout** tab, click the **Theme Fonts** command. A drop-down menu will appear.

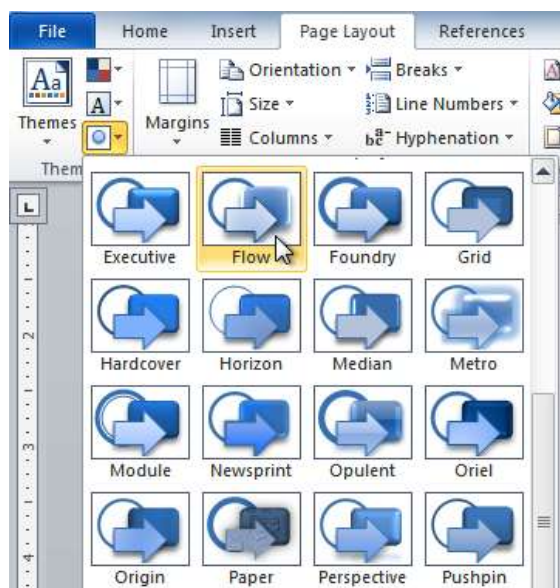


Changing the Theme Fonts

2. Hover the mouse over the different sets of **Theme Fonts** to see a live preview.
3. Select the set of **Theme Fonts** you desire, or select **Create New Theme Fonts** to customize each font individually.

To Change the Theme Effects:

1. From the **Page Layout** tab, click the **Theme Effects** command. A drop-down menu will appear.



Changing the Theme Effects

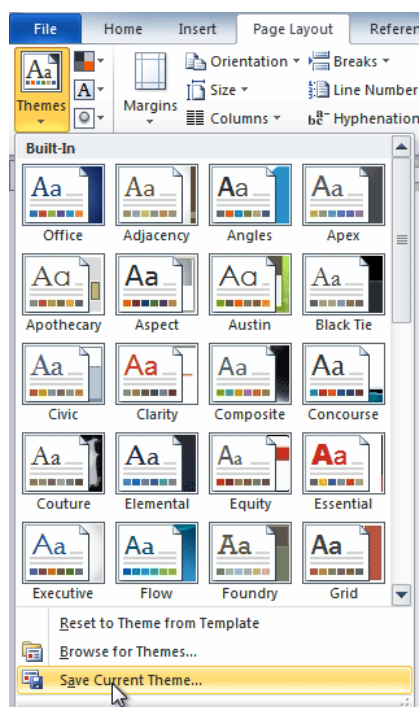
2. Hover the mouse over the different sets of **Theme Effects** to see a live preview.
3. Select the set of **Theme Effects** you desire.

Some themes can add a **Picture Fill** to shapes, depending on which **Shape Styles** are used. For example, the **Paper** theme can add a paper-like texture to shapes. Try exploring some of the different Shape Styles after changing the theme.

To Save Your Theme:

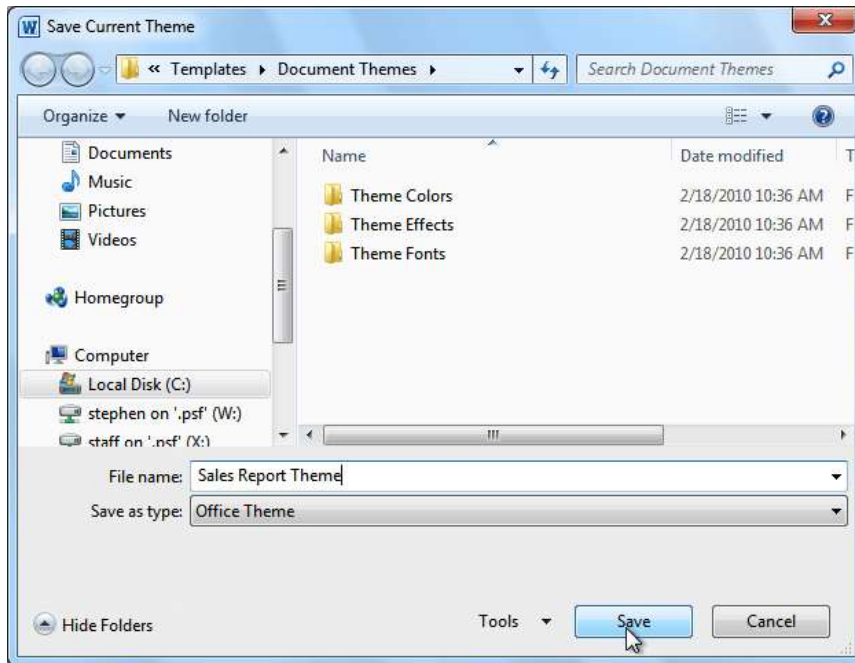
Once you've found settings that you like, you may want to save the theme so that you can use it in other documents.

1. From the **Page Layout** tab, click the **Themes** command. A drop-down menu will appear.



Saving the current Theme

2. Select **Save Current Theme**.



The Save dialog box

3. Type a **file name** for your theme and the click **Save**.

Lesson 19: Working with Headers and Footers

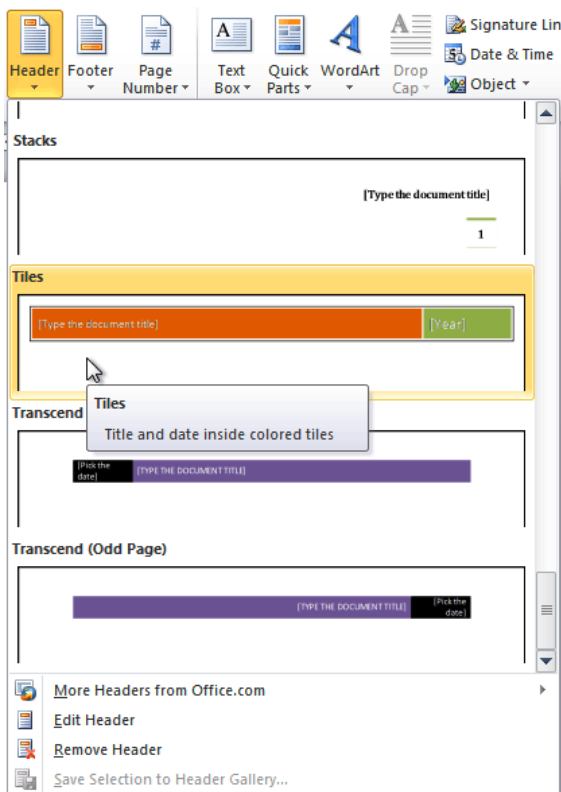
Introduction

You can make your document look **professional and polished** by utilizing the header and footer sections. The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain information such as the page number, date, and document name.

In this lesson, you will learn how to **insert and edit headers and footers**.

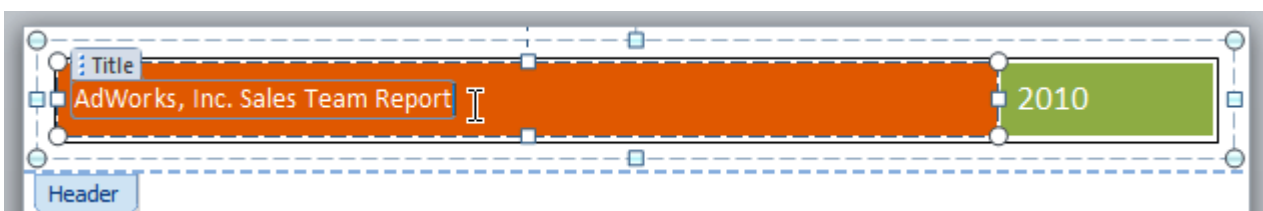
To Insert a Header or Footer:

1. Select the **Insert** tab.
2. Click either the **Header** or **Footer** command. A drop-down menu will appear.
3. From the drop-down menu, select **Blank** to insert a blank header or footer, or choose one of the **built-in options**.



Inserting a header

4. The **Design** tab will appear on the Ribbon, and the header or footer will appear in the document.
5. Type the desired information into the header or footer.



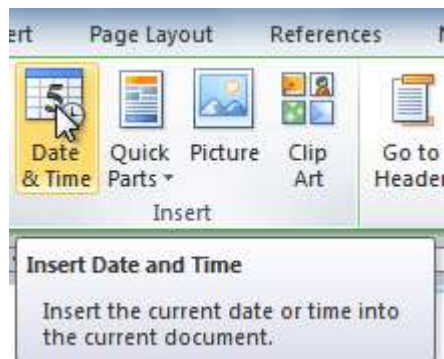
Typing text into a header

6. When you're finished, click **Close Header and Footer** in the **Design** tab, or hit the **Esc** key.

After you close the header or footer, it will still be visible, but it will be **locked**. To edit it again, just double-click anywhere on the header or footer, and it will become unlocked

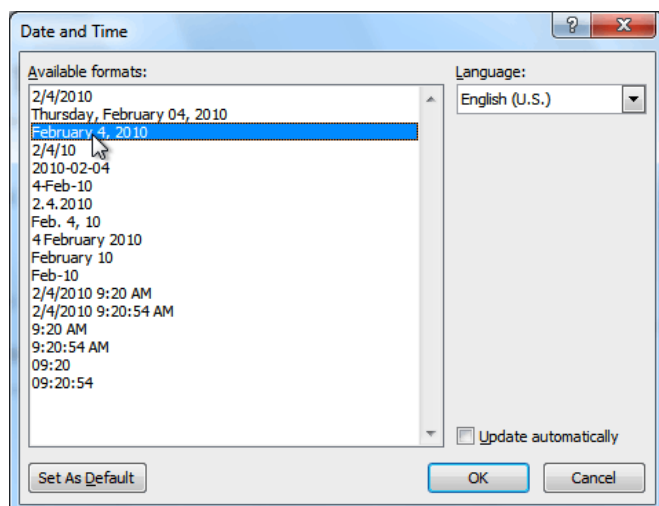
To Insert the Date or Time into a Header or Footer:

1. **Double-click** anywhere on the header or footer to **unlock** it. The **Design** tab will appear.
2. From the **Design** tab, click the **Date & Time** command.



The Date & Time command

3. Select a **date format** in the dialog box that appears.

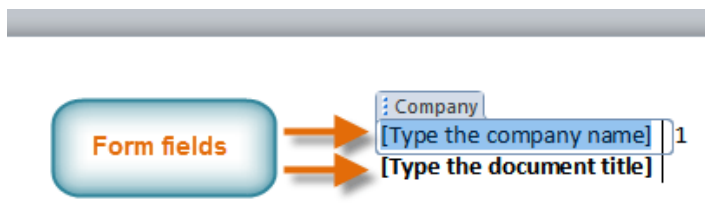


Selecting a date format

4. Place a checkmark in the **Update Automatically** box if you would like it to always reflect the current date. Otherwise, it will not change when the document is opened at a later date.
5. Click **OK**. The date/time now appears in the document.

To Remove Content Controls:

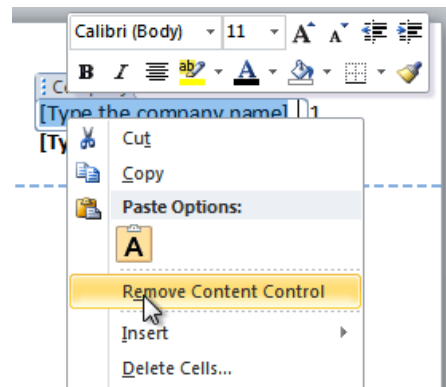
By default, some of the built-in headers and footers have snippets of text that are called **Content Controls**. Content Controls can contain information such as the **document title** or **company name**, and they allow you to enter that information into a **form field**.



Form fields

However, you'll often just want to type a "normal" header, without any Content Controls. To do this, you'll need to remove any Content Control fields from the header or footer.

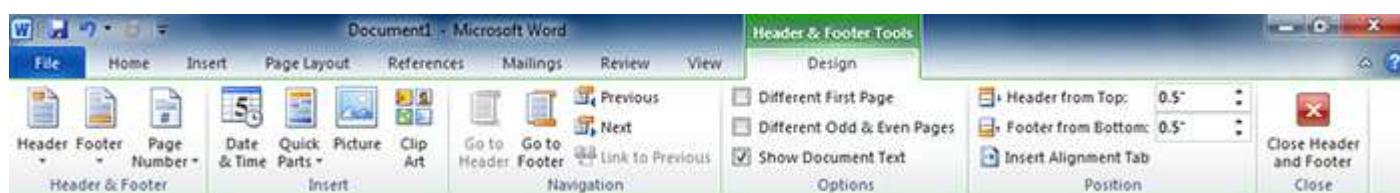
1. With the header or footer section active, right-click the **Content Control** field you wish to remove. A drop-down menu will appear.
2. Click **Remove Content Control**. The Content Control field will disappear.



Removing Content Control

Other Header and Footer Options

There are many other **header and footer options** that you can use to design these sections of your document. You can review the Header and Footer Tools **Design** tab, to view and explore the design options.



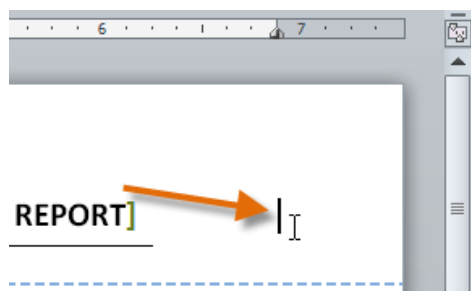
The Design Tab

Adding Page Numbers

Word can automatically label each page with a page number and place it in a **header**, a **footer** or in the **side margin**. You can add page numbers to an **existing header or footer**, or you can insert page numbers into a **new header or footer**.

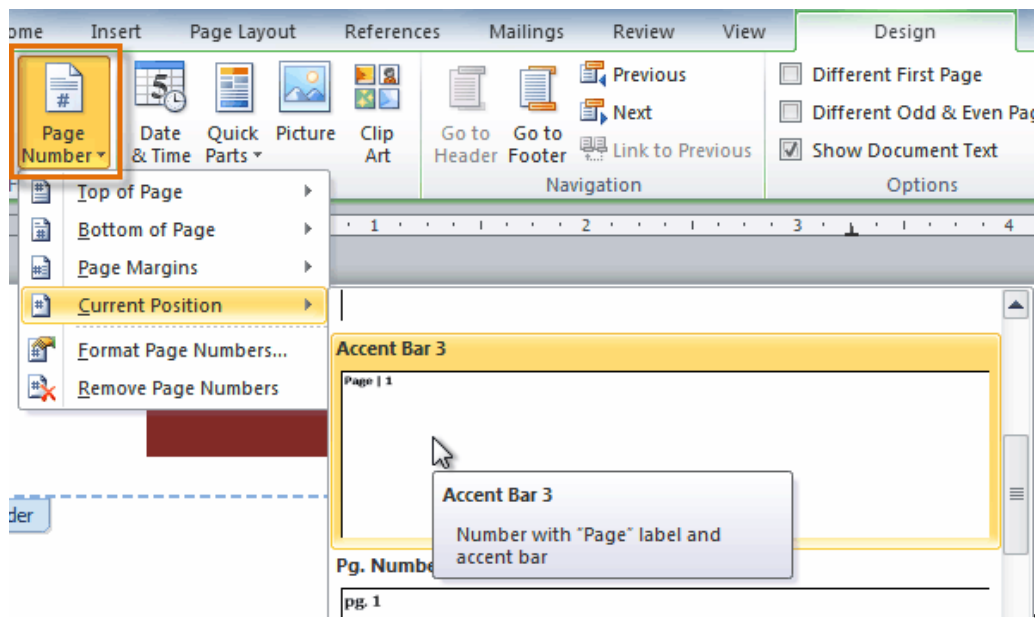
To Add Page Numbers to an Existing Header or Footer:

1. Select the **header** or **footer**. The **Design** tab will appear.
2. Place the **insertion point** where you want the page number to be. You can place it anywhere **except** inside a **Content Control** field.



The Insertion point

3. From the Design tab, select the **Page Number** command.
4. Click **Current Position** and select the desired style. The page number will appear in the document.

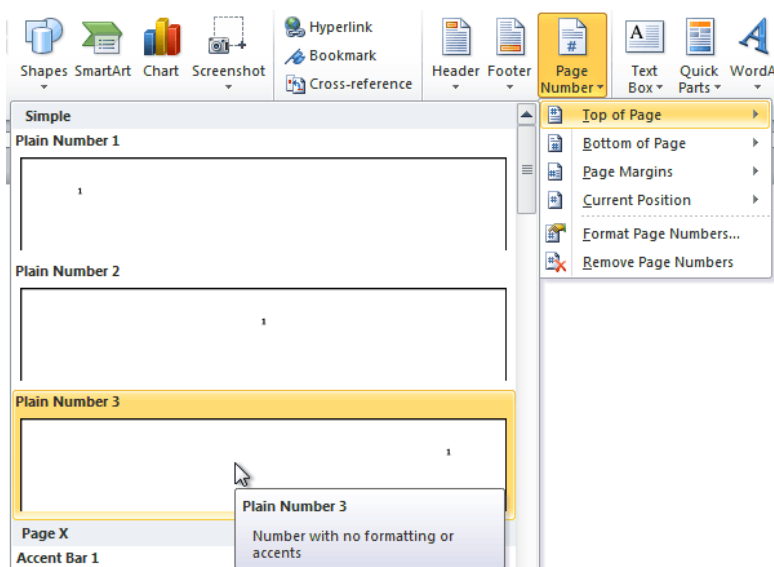


Selecting a page number

If you've already typed information into your header or footer, it's important to place the page number at the **Current Position** to avoid losing anything. If you select a page number from **Top of Page** or **Bottom of Page**, it will **delete anything that you have already added** to the header or footer.

To Insert Page Numbers into a New Header or Footer:

1. From the **Insert** tab, click **Page Number**. A drop-down menu will appear.
2. Select the desired **page number style**, and it will appear in your document.



Inserting a page number at the top of the page

To Hide the Page Number on the First Page:

In some documents, you may not want the first page to show the page number. You can **hide the first page number** without affecting the rest of the pages.

1. Select the **header** or **footer** that contains the page number.
2. From the **Design** tab, place a checkmark next to **Different First Page**. The header and footer will disappear from the first page. If you want, you can **type something new** in the header or footer, and it will only affect the **first page**.

Hiding the page number on the first page

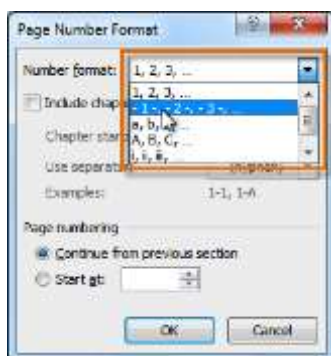
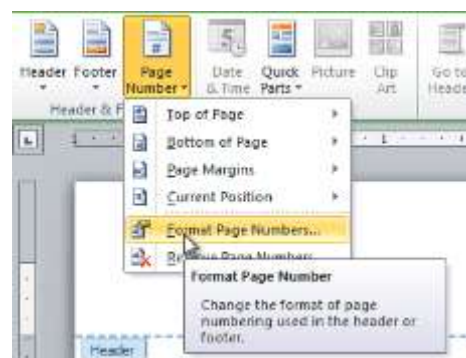
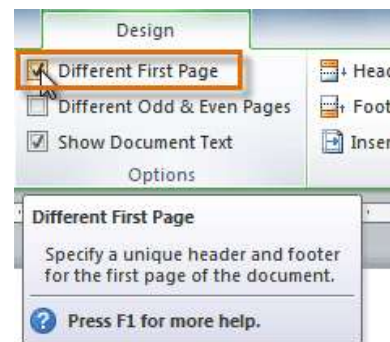
If you're unable to select **Different First Page**, it may be because an object within the header or footer is selected. Click in an **empty area** within the header or footer to make sure nothing is selected.

To Format the Page Numbers:

1. Select the **header** or **footer** that contains the page number.
2. From the **Design** tab, select the Page Number command.
3. Click **Format Page Numbers**.

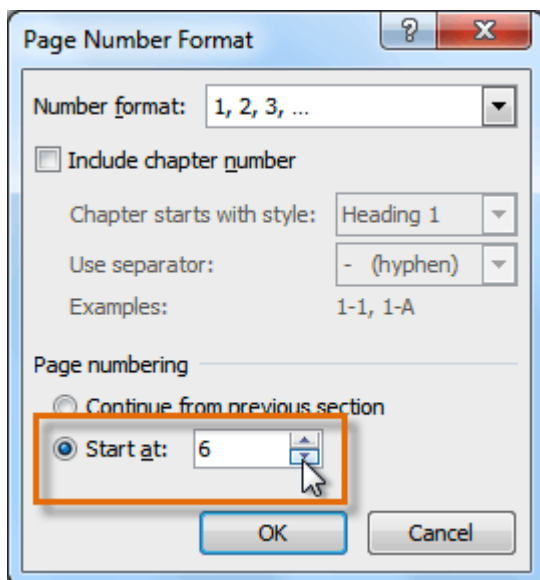
Clicking Format Page Numbers

4. From the dialog box, Select the desired **Number format**.



Selecting a number format

5. Next to **Start at**, enter the number that you want the page numbers to start with.



Selecting a starting page number

If you've created a page number in the **side margin**, it's still considered part of the header or footer. You won't be able to select the page number unless the **header or footer is selected**.

An alternative way to modify your page numbering is by using section breaks.

Lesson 20: Reviewing Documents

Introduction

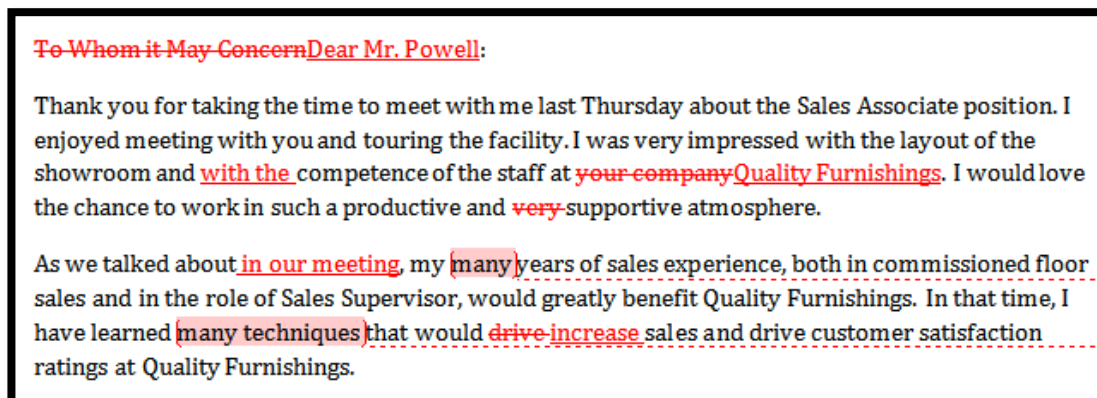
Suppose someone asks you to proofread a report for them. If you have a hard copy of the report, you might use a red pen to cross out sentences, mark misspellings, or add comments in the margins. However, you could also do all of these things in Word using the **Track Changes** and **Comments** features.

When you've finished reviewing the document, the other person can choose to automatically **Accept** all of your changes, or decide whether to **Accept** or **Reject** each change one-by-one.

In this lesson, you'll learn how to **Track Changes**, add **Comments**, and **Compare** two versions of a document.

About Track Changes

When you turn on the **Track Changes** option, every change you make to the document shows up as colored **markups**. If you delete some text, it won't disappear, but instead will have a visible strike through it. If you add text, it will be underlined. This allows another person to see which changes have been made before making the changes permanent.



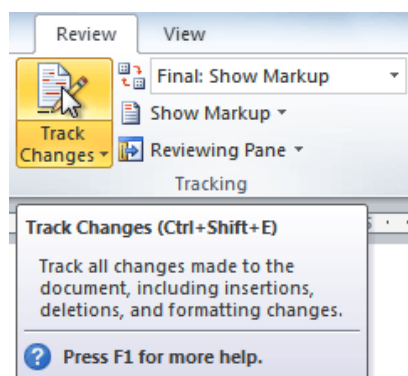
A document with

tracked changes

The **color** of the markups will vary depending on who is reviewing the document, so if there are multiple reviewers, you'll be able to tell at a glance who made each change.

To Turn on Track Changes:

1. Click the **Review** tab.
2. Click the **Track Changes** command. It should now be highlighted in gold to show that it is active.



The Track Changes command

- Any changes you make to the document will be shown as colored markups.

g the facility. I was very impressed with the layout of the
of the staff at ~~your company~~ Quality Furnishings. I would love

Tracked changes

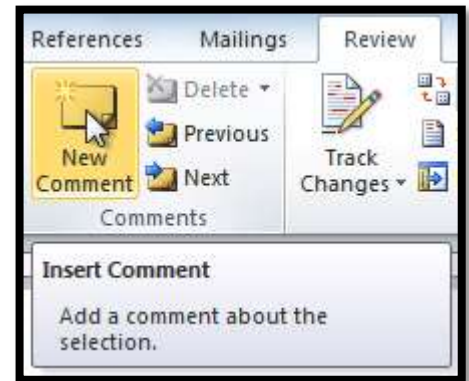
- Click the **Track Changes** command again to turn it off.

Adding and Deleting Comments

Sometimes, instead of changing something, you may want to make a **comment** about part of the document. Comments show up in "balloons" in the right margin and can be read by the original author or by any other reviewers.

To Add a Comment:

- Highlight some text** or place the **insertion point** where you want the comment to appear.
- From the **Review** tab, click the **New Comment** command.



The New Comment command

- Type your comment.

my ~~many~~ years of sales experience, both in commissioned floor
visor, would greatly benefit Quality Furnishings. In that time, I

Comment [BH1]: How many years?

A comment

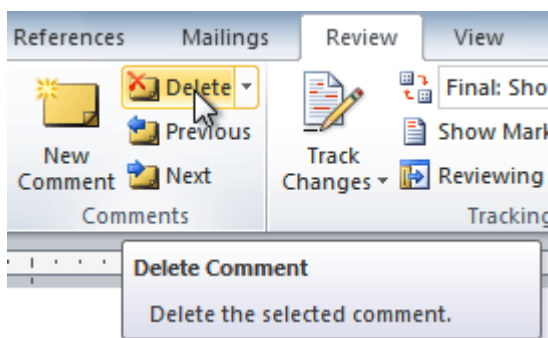
To Delete a Comment:

- Select the **balloon** containing the comment you wish to delete.

Comment [BH1]: How many years?

A selected comment

- From the **Review** tab, click the **Delete** command.



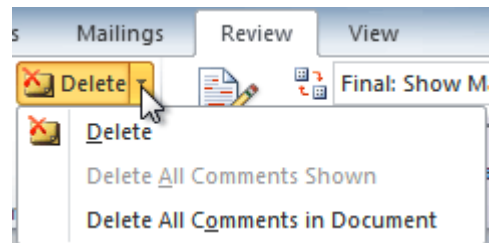
Deleting a comment

To Delete All Comments:

1. From the **Review** tab, click the **Delete** drop-down arrow.

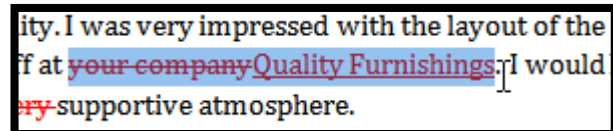
The Delete drop-down arrow

2. Click **Delete All Comments in Document**.



Accepting or Rejecting Changes

Tracked changes are really just "suggested" changes. To become permanent, they have to be **Accepted**. On the other hand, the original author may disagree with some of the tracked changes and choose to **Reject** them.

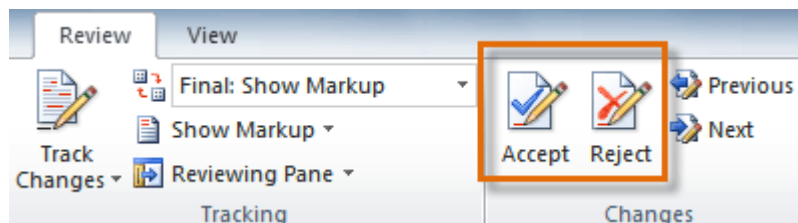


To Accept or Reject Changes:

1. Select the change you want to accept or reject.

Selecting a change

2. From the **Review** tab, click the **Accept** or **Reject** command.



The Accept and Reject commands

3. If you accepted the change, the markup will disappear, and the text will look "normal."

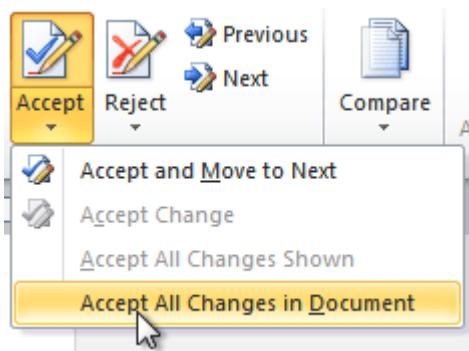
ity. I was very impressed with the
if at Quality Furnishings. I would
atmosphere.

After accepting a change

For some tracked changes, you can "reject" the changes by simply deleting them as if they were normal text. For example, if a reviewer adds a word to a sentence, you can just delete the word.

To Accept All Changes:

1. From the **Review** tab, click the **Accept** drop-down arrow. A drop-down menu will appear.



Accepting all changes

2. Select **Accept All Changes in Document**.

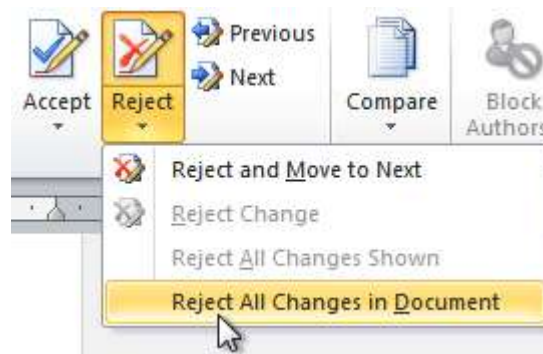
To Reject All Changes:

1. From the **Review** tab, click the **Reject** drop-down arrow. A drop-down menu will appear.

Rejecting all changes

2. Select **Reject All Changes in Document**.

Accepting or Rejecting all changes does not affect **comments**, so if you want to delete them, you'll have to do it separately.

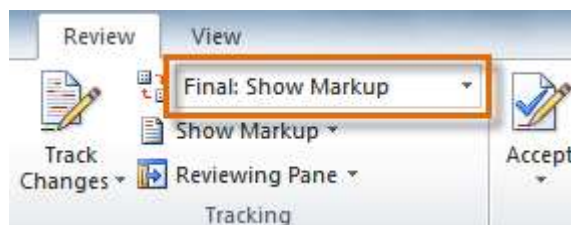


Changing How Markups Appear

If there are a lot of tracked changes in a document, they may become distracting if you're trying to read through the document. There are a couple of settings that you can use to **hide the markups** or **change how they appear**.

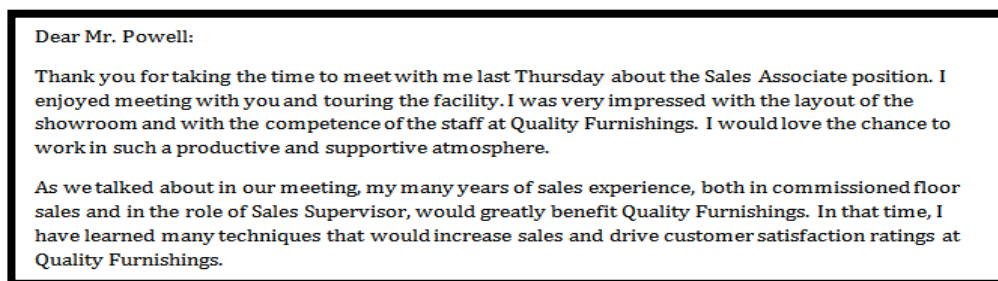
To Hide Tracked Changes:

1. From the **Review** tab, click the **Display for Review** command. The Display for Review command is located to the right of the Track Changes command, and it may not be labeled. It will probably say **Final:Show Markup**.



The Display for Review Command

2. In the drop-down menu, there are four options:
 - **Final: Show Markup:** Shows the final version along with the markup.
 - **Final:** Shows the final version and hides all markups.
 - **Original: Show Markup:** Shows the original version along with the markup.
 - **Original:** Shows the original version and hides all markups.
3. Choose **Final** or **Original** from the drop-down menu to hide the markups.



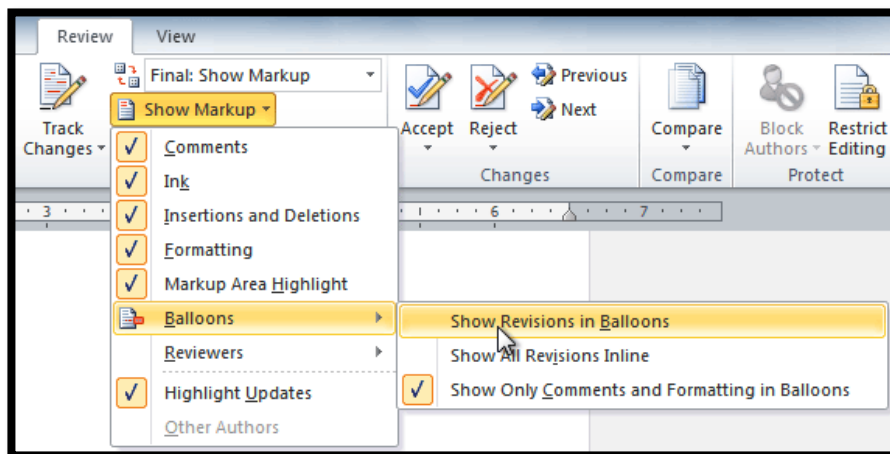
Displaying the Final

version (markups hidden)

Setting **Display for Review** to **Final** is not the same as **accepting all changes**. You will still need to **Accept** or **Reject** the changes before sending out the final version of your document.

To Show Revisions in Balloons:

By default, most revisions show up **inline**, meaning the text itself is marked. You can choose to **show the revisions in balloons**, which moves many of the revisions (such as **deletions**) to balloons in the right margin. This may make the document easier to read, as there are fewer inline markups. The balloons also give you more detailed information about some markups.



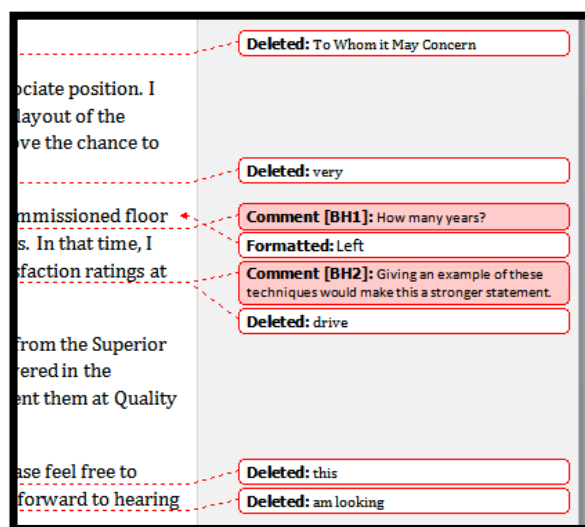
1. From the **Review** tab, click **Show Markup** → **Balloons** → **Show Revisions in Balloons**.

Showing revisions in balloons

2. Some of the revisions will move to the right margin.

Revisions in the right margin

To go back to **inline** markups, you can select either **Show All Revisions Inline** or **Show Only Comments and Formatting in Balloons**.

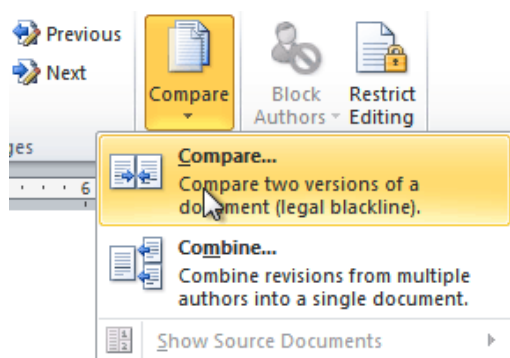


Comparing Two Documents

If you edit a document without tracking changes, it's still possible to use reviewing features such as **Accept** and **Reject**. You can do this by **comparing** two versions of the document. All you need is the **original** document and the **revised** document, and they need to have different file names.

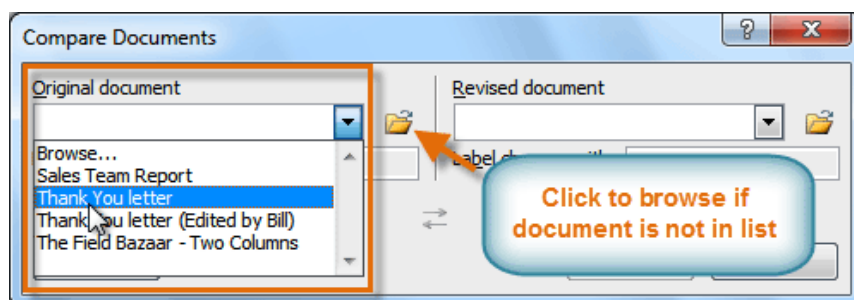
To Compare Two Documents:

1. From the **Review** tab, click the **Compare** command. A drop-down menu will appear.
2. From the drop-down menu, click **Compare**.



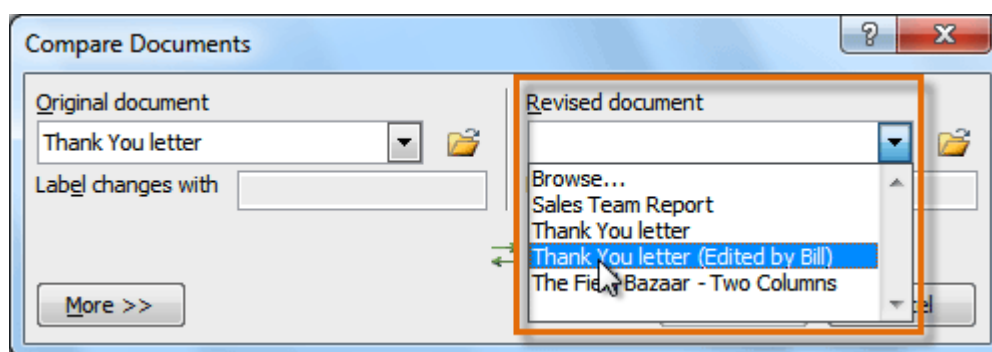
The Compare command

3. A dialog box will appear. Choose your **Original document** by clicking on the drop-down arrow and selecting the document from the list. If your document is not on the list, click the **Browse** button to browse for the file.



Choosing the Original document

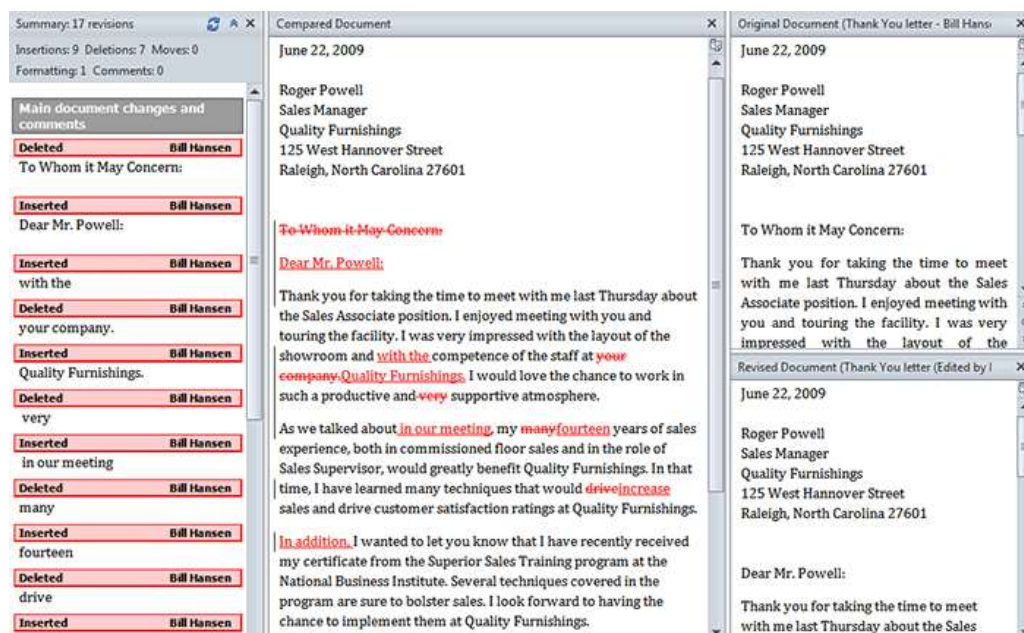
4. Choose the **Revised document** the same way you chose the **Original document** and click **OK**.



Choosing the Revised document

document

At this point, Word compares the two documents to determine which changes were made, and it creates a new document that you can save if you want. The changes show up as colored **markups**, just like the ones that appear when using **Track Changes**. You can then use the **Accept** and **Reject** commands to finalize the document.



Comparing two documents

documents

To the right of the new document, there is a pane that displays the Original and Revised documents that you can use for reference (although you can't edit them). If you don't see the pane on the right, click **Compare** → **Show Source Documents** → **Show Both**.

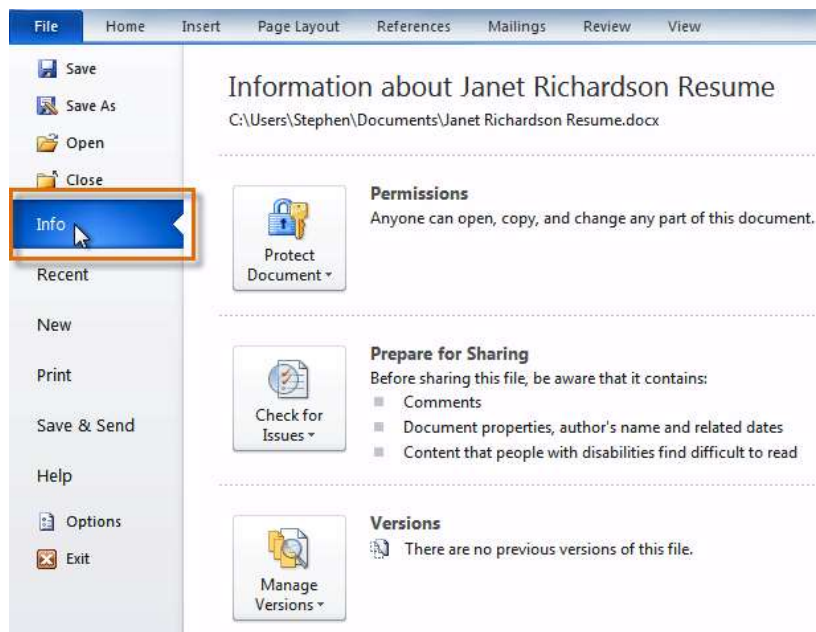
Using the Reviewing Features Safely

If there are any **comments** or **tracked changes** in your document, you should **remove them before sending it out** to anyone you're not collaborating with. Comments and tracked changes can reveal confidential information that could lead to embarrassment or make you or your company appear unprofessional (or worse).

Once you've removed all of the comments and tracked changes, it's a good idea to double-check your document using the **Document Inspector**. The **Document Inspector** can tell you if there is any hidden data in your document that you may need to remove. It looks for data in many different places—not just comments and tracked changes.

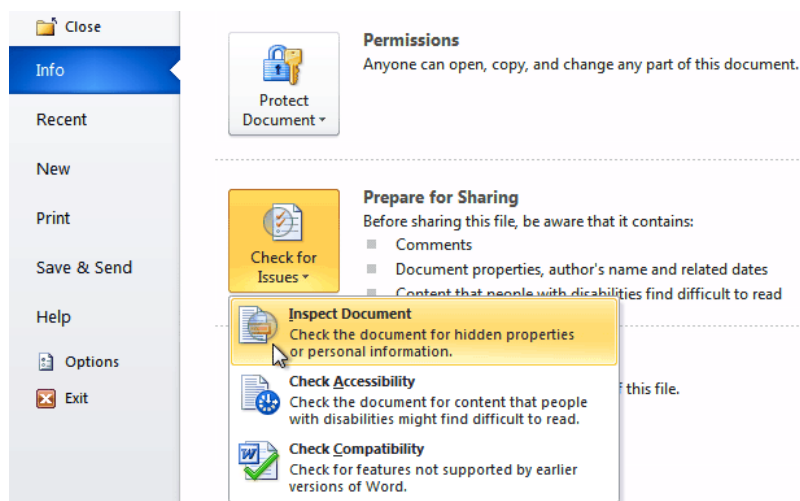
To Use the Document Inspector:

1. **Save** your document.
2. Click the **File** tab to go to **Backstage view**.
3. Select **Info** on the left side of the page.



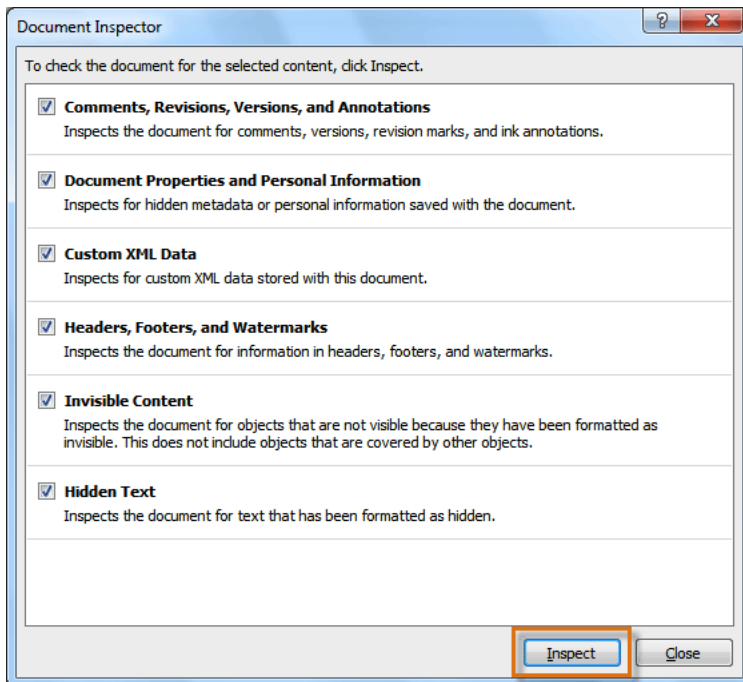
Selecting Info

4. Click the **Check for Issues** command. A drop-down menu will appear.
5. Select **Inspect Document**.



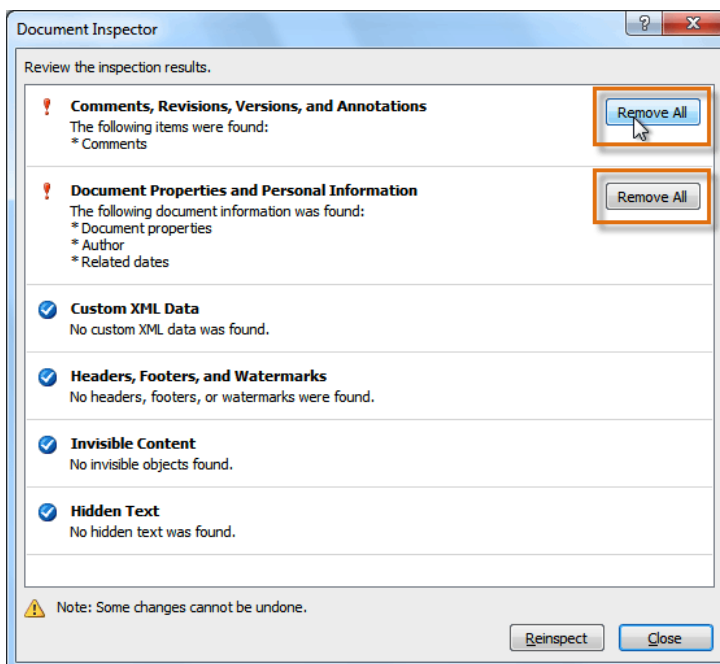
Clicking Inspect Document

6. Click **Inspect**.



Starting the inspection

- The **inspection results** will show an **exclamation mark** for any categories where it found potentially sensitive data, and it will also have a **Remove All** button for each of those categories. Click **Remove All** to remove the data.



Removing possibly sensitive data

- Close** the dialog box when you're done.
- From **Backstage view**, click **Save** to make the changes permanent.

Lesson 21: Working with Tables

Introduction

A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

In this lesson, you will learn how to **convert text to a table**, apply **table styles**, **format tables**, and create **blank tables**.

To Insert a Blank Table:

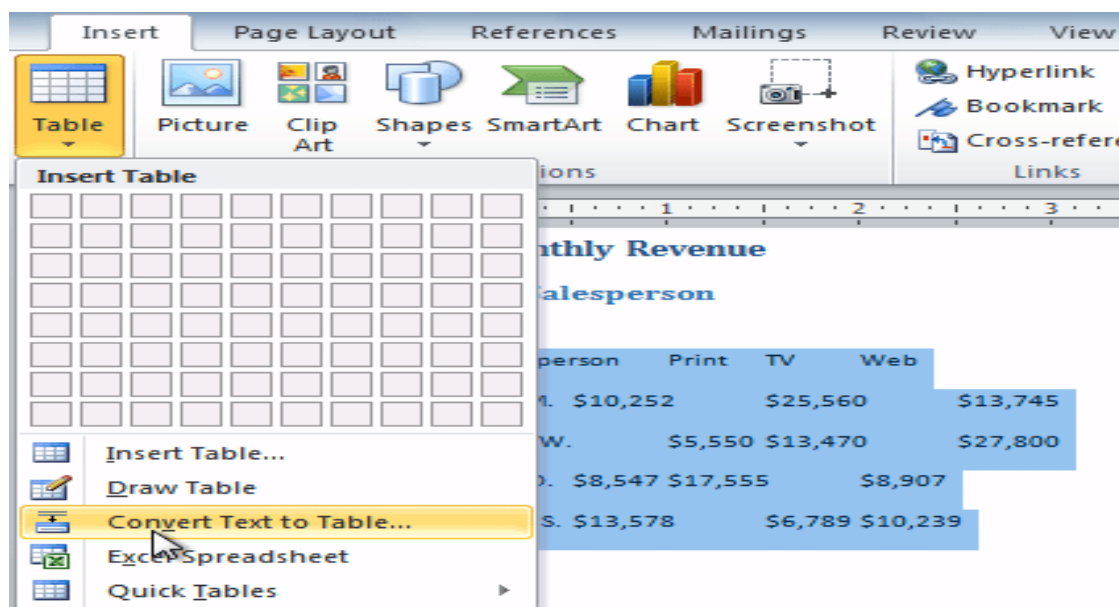
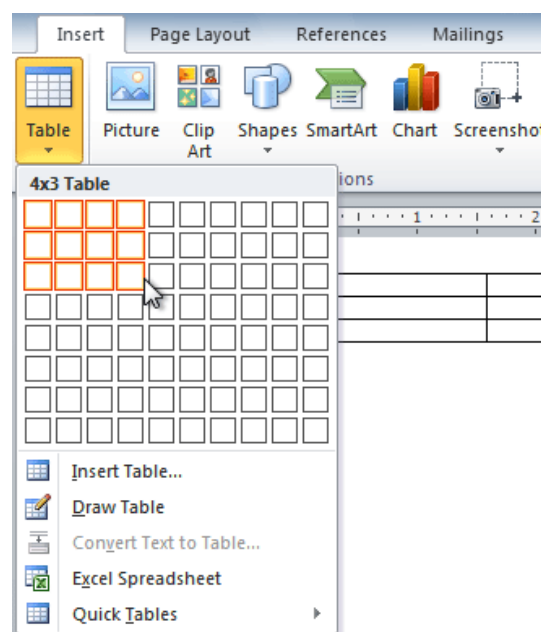
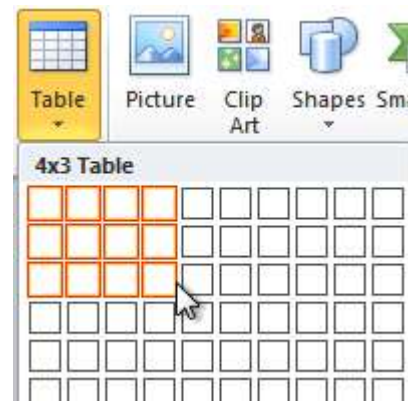
1. Place your insertion point in the document where you want the table to appear.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.

Inserting a new table

5. Click your mouse, and the table appears in the document.
6. You can now place the insertion point anywhere in the table to add text.

To Convert Existing Text to a Table:

1. Select the text you wish to convert.
2. Select the **Insert** tab.
3. Click the **Table** command.
4. Select **Convert Text to Table** from the menu. A dialog box will appear.

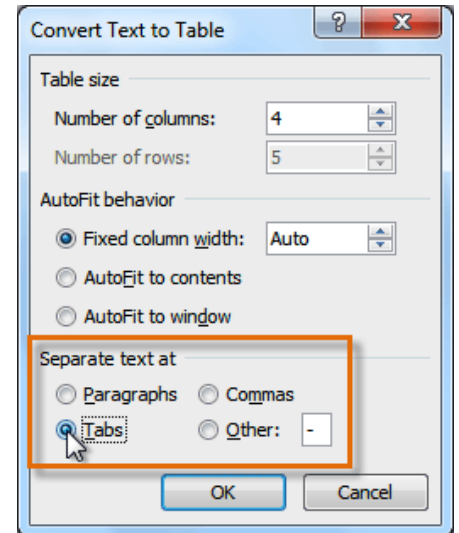


Converting text to

a table

- Choose one of the options in the **Separate text at:** section. This is how Word knows what text to put in each column.

Separating text at Tabs



- Click **OK**. The text appears in a table.

Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

The converted table

To Add a Row Above an Existing Row:

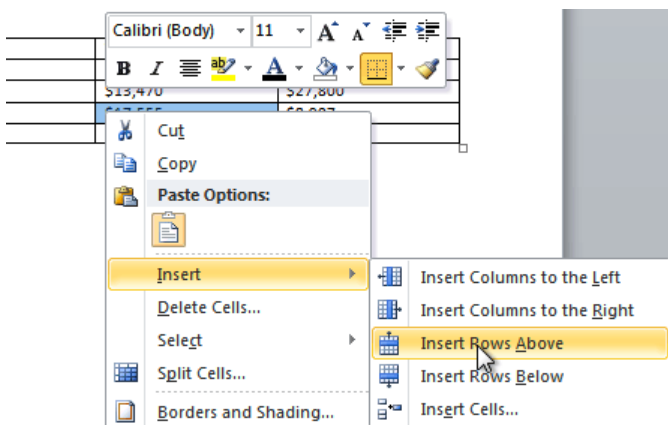
- Place the insertion point in a row **below** the location where you wish to add a row.

Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239



Placing the insertion point

- Right-click the mouse. A menu appears.
- Select **Insert** → **Insert Rows Above**.



Adding a row

- A new row appears **above** the insertion point.

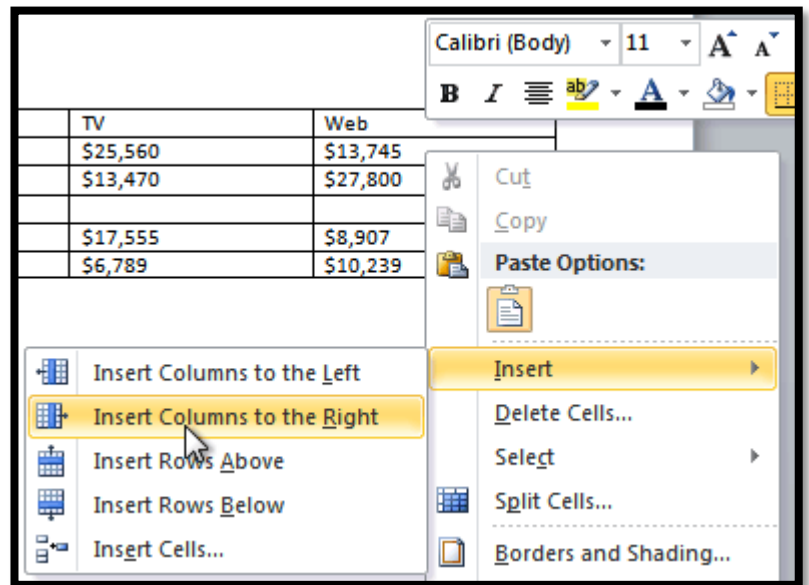
Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

The new row

You can also add rows below the insertion point. Follow the same steps, but select Insert Rows Below from the menu.

To Add a Column:

- Place the **insertion point** in a **column adjacent** to the location you wish the new column to appear.
- Right-click the mouse. A menu will appear.



Adding a column

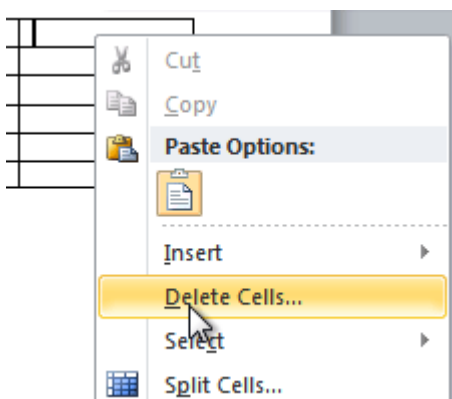
- Select **Insert** → **Insert Columns to the Left** or **Insert Columns to the Right**. A new column appears.

Salesperson	Print	TV	Web	
Jim M.	\$10,252	\$25,560	\$13,745	
Beth W.	\$5,550	\$13,470	\$27,800	
Luiz D.	\$8,547	\$17,555	\$8,907	
Alice S.	\$13,578	\$6,789	\$10,239	

The new column

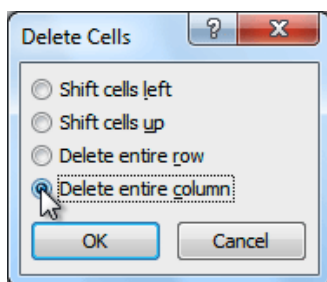
To Delete a Row or Column:

- Select the row or column.
- Right-click your mouse. A menu will appear.
- Select **Delete Cells**.



Selecting Delete Cells

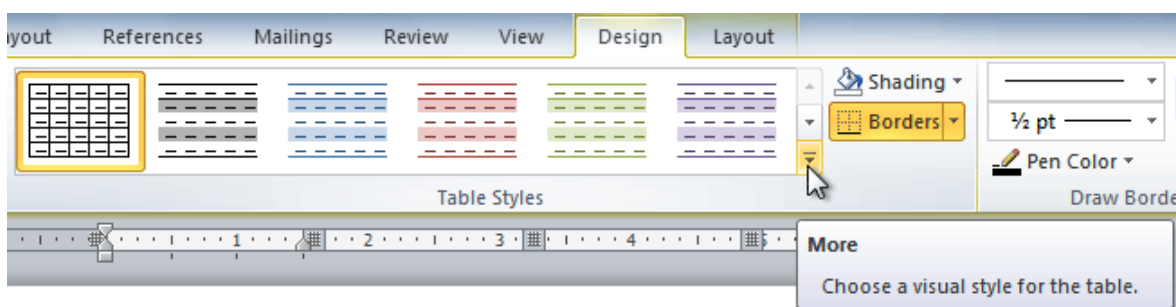
4. Select **Delete entire row** or **Delete entire column** and click **OK**.



Deleting a column

To Apply a Table Style:

1. Click anywhere on the table. The **Design** tab will appear on the Ribbon.
2. Select the **Design** tab and locate the **Table Styles**.
3. Click the **More** drop-down arrow to see all of the table styles.



Viewing the

Table Styles

4. Hover the mouse over the various styles to see a live preview.
5. Select the desired style. The table style will appear in the document.

Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

After adding a Table Style

To Change the Table Style Options:

Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere on the table. The **Design** tab will appear.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.

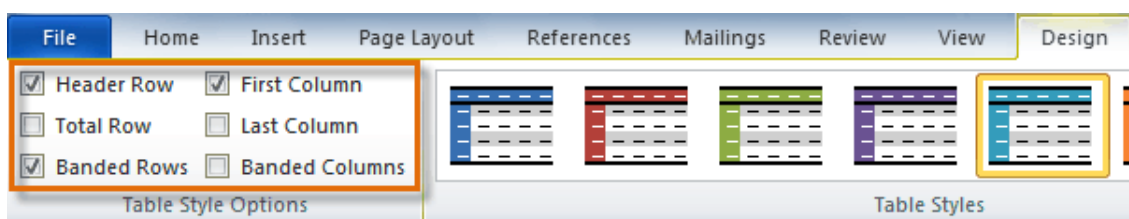


Table Style

Options

Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to **experiment** to get the exact look you want.

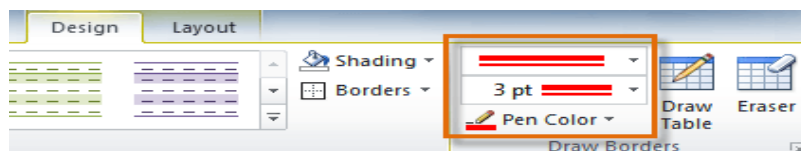
To Add Borders to a Table:

1. Select the cells you wish to add a border to.

Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

Highlighted cells

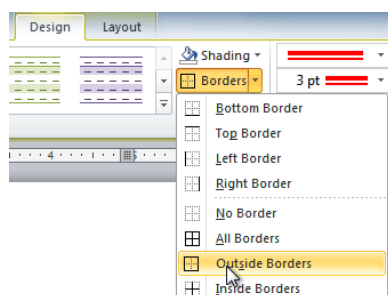
2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.



Line Style, Line Weight, and Pen Color

commands

3. Click the **Borders** drop-down arrow.
4. From the drop-down menu, select the desired **border type**.



Selecting a border type

5. The border will be added to the selected cells.

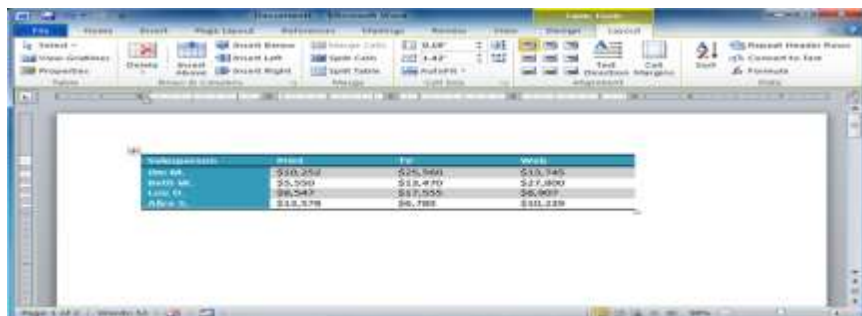
Salesperson	Print	TV	Web
Jim M.	\$10,252	\$25,560	\$13,745
Beth W.	\$5,550	\$13,470	\$27,800
Luiz D.	\$8,547	\$17,555	\$8,907
Alice S.	\$13,578	\$6,789	\$10,239

The finished border

Modifying a Table Using the Layout Tab

When you select a table in Word 2010, **Design** and **Layout** tabs appear under **Table Tools** on the ribbon. Using commands on the **Layout** tab, you can make a variety of modifications to the table.

Click the buttons in the interactive below to learn about the different ways you can modify a table with the Layout tab.



Lesson 22: SmartArt Graphics

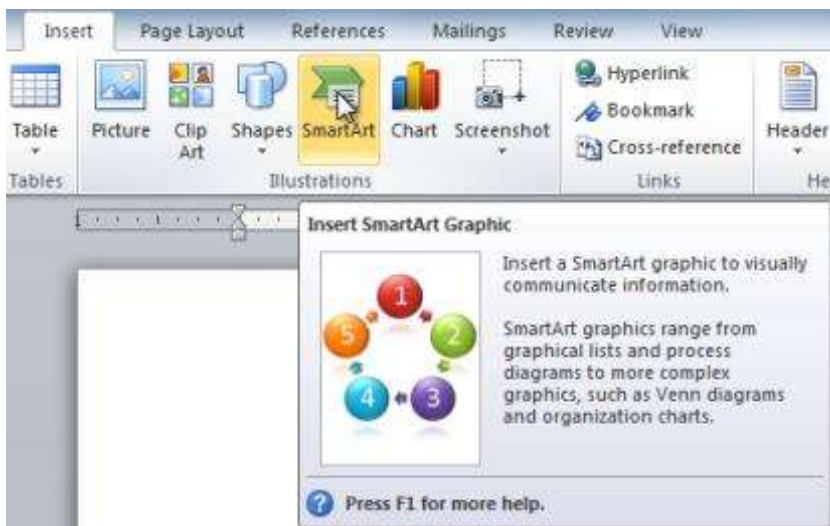
Introduction

SmartArt allows you to **visually communicate information** rather than simply using text. Illustrations can really enhance your document, and SmartArt makes using graphics especially easy. In this lesson, you will learn how to **insert a SmartArt graphic**, modify the **color** and **effects**, and change the **organization** of the graphic.



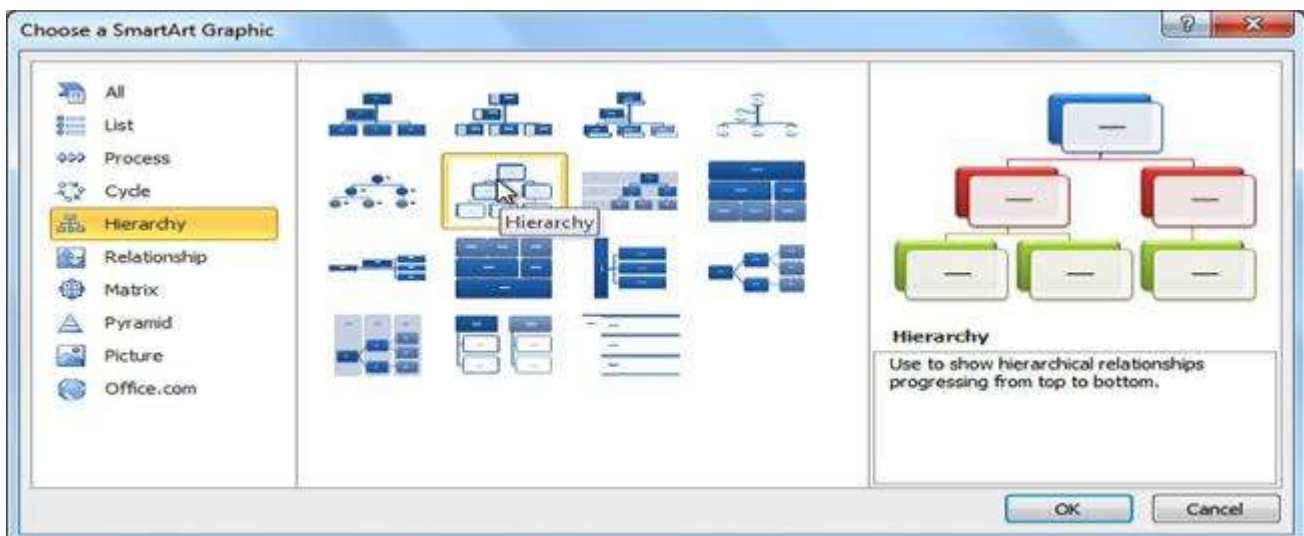
To Insert a SmartArt Illustration:

1. Place the insertion point in the document where you want the graphic to appear.
2. Select the **Insert** tab.
3. Select the **SmartArt** command in the Illustrations group. A dialog box appears.



The SmartArt command

4. Select a **category** on the left of the dialog box and review the SmartArt graphics that appear in the **center**.
5. Select the desired SmartArt graphic and click **OK**.

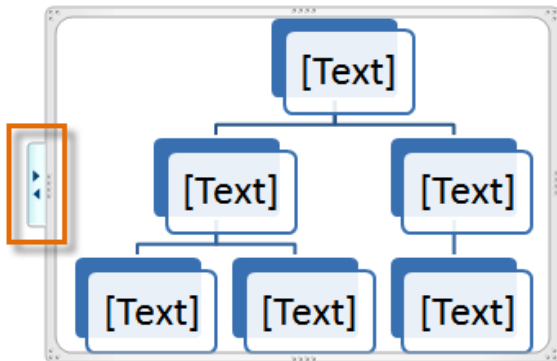


Selecting a SmartArt graphic

To see more details about a graphic, click on any image, and a larger preview of the graphic with **additional text details** will appear on the **right side** of the dialog box.

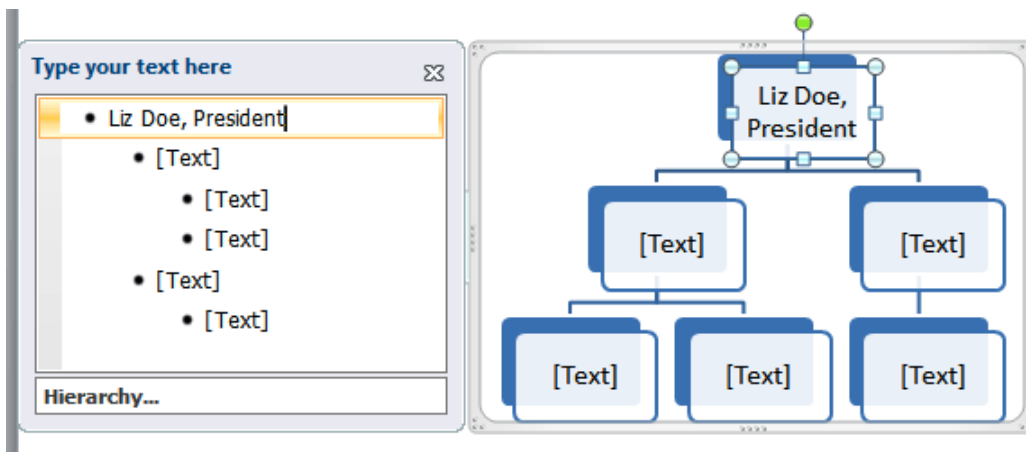
To Add Text to a SmartArt Graphic:

1. Select the graphic. A border will appear around it with an **arrow** on the left side.
2. Click the **arrow** on the left side of the graphic to open the task pane.



The arrow to open the task pane

3. Enter text next to each bullet in the task pane. The information will appear in the graphic, and will resize to fit inside the shape.



Typing text into the

task pane

4. To add a new shape, press **Enter**. A new bullet will appear in the task pane, and a new shape will appear in the graphic.

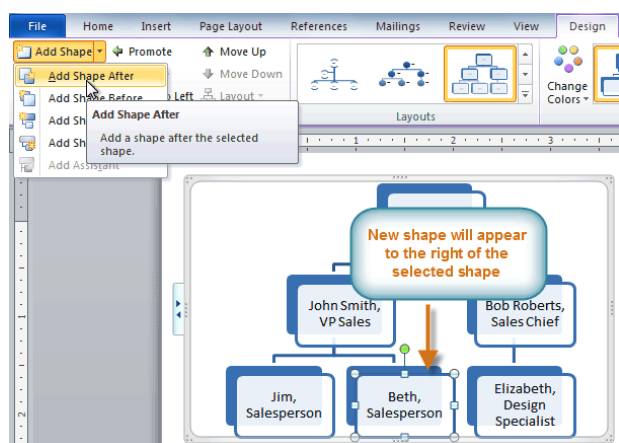
You can also add text by clicking on the desired shape and then typing your text. This works well if you only need to add text to a **few shapes**. However, for more complex SmartArt graphics, working in the **task pane** is often faster.

You can change the layout of a SmartArt graphic even after you've added text. However, if the new layout is very different from the old one, some of your text may not show up. Experiment with different layouts to see how they display your text differently.

Changing the Organization of a SmartArt Graphic

To Add a Shape to a Graphic:

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Click the **Add Shape** command in the Graphics group.
4. Decide where you want the **new shape** to appear and select one of the shapes nearby the desired location.
5. Select **Add Shape Before** or **Add Shape After**. If we wanted to add a superior or a subordinate, we could select the **Add Shape Above** or **Add Shape Below** options.

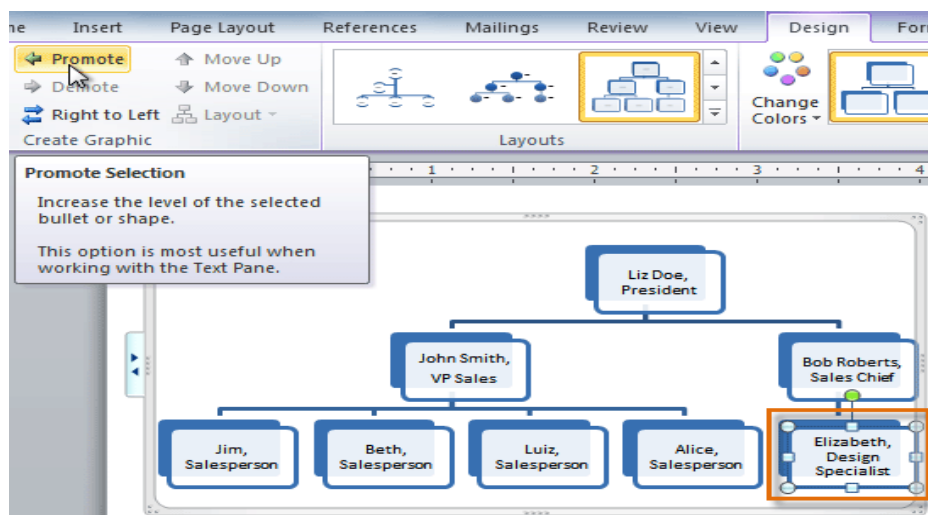


Adding a shape

You can change the layout of a SmartArt graphic even after you've added text. However, if the new layout is very different from the old one, some of your text may not show up. Experiment with different layouts to see how they display your text differently.

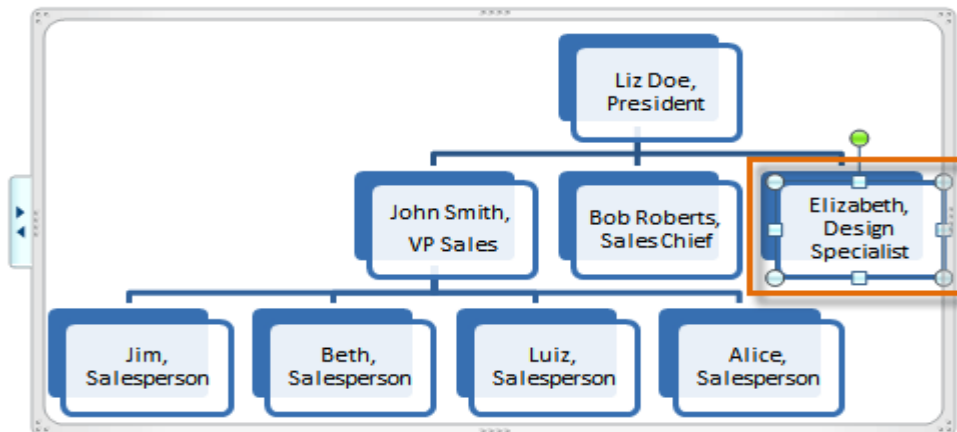
To Move Shapes Using the Promote or Demote Commands:

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Select the **shape** you would like to move.
4. Click the **Promote** or **Demote** commands in the Create Graphic group.



Promoting a shape

- The shape will move up or down by one level.

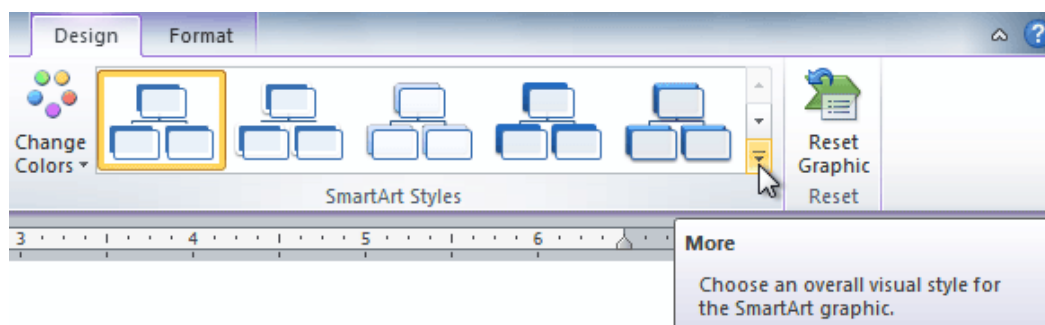


The promoted shape

You can also demote and promote shapes from within the **task pane**. With the **insertion point** in the task pane, press the **Tab** key to demote a shape. Press the **Backspace** key (or **Shift-Tab**) to promote a shape. It's a lot like creating an outline with a **multilevel list**.

To Change the SmartArt Style:

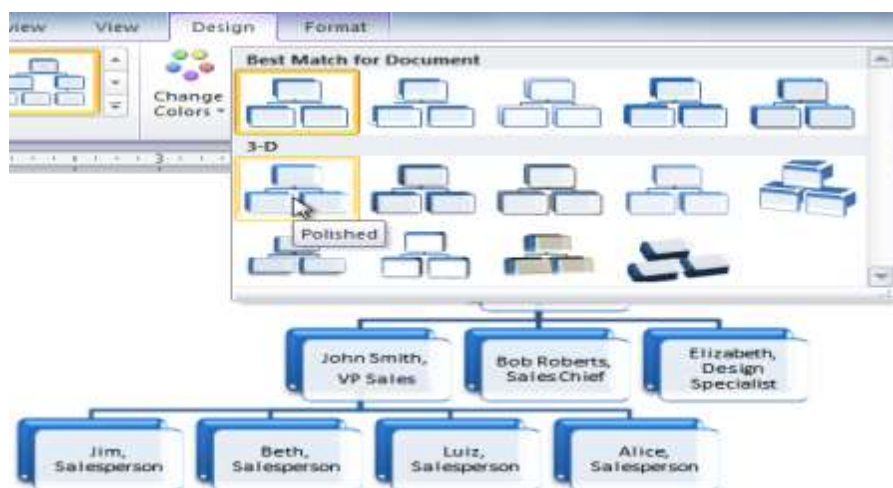
- Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
- Click the **Design** tab.
- In the **SmartArt Styles** group, click the **More** drop-down arrow to view all of the styles.



Viewing the SmartArt

Styles

- Hover the mouse over each style to see a live preview.



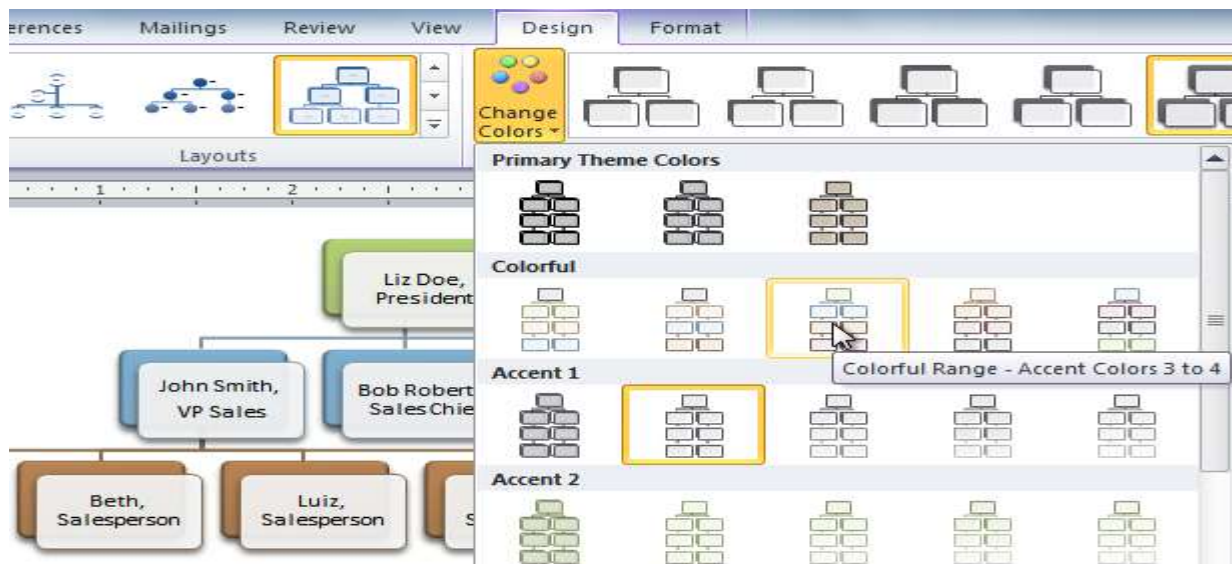
Selecting a SmartArt Style

- Select the desired style.

To Change the Color Scheme:

Word provides a variety of **color schemes** to use with SmartArt. The color schemes use **Theme Colors**, so they will vary depending on which **Theme** you are using.

1. Select the graphic. The **Design** and **Format** tabs appear on the Ribbon.
2. Select the **Design** tab.
3. Click the **Change Colors** command. A drop-down menu appears showing various color schemes.
4. Select the desired color scheme.



Selecting a new color scheme

If you want to change the appearance of a **single shape** within the SmartArt graphic, select the shape and click the **Format** tab. You can then modify the **Shape Style, color, effects** or other settings for that shape.

Lesson 23: Using a Template

Introduction

A **template** is a pre-designed document that you can use to **create documents quickly** without having to think about **formatting**. With a template, many of the big document design decisions such as margin size, font style and size, and spacing are predetermined. In this lesson, you will learn how to **create a new document with a template** and **insert text** into it.

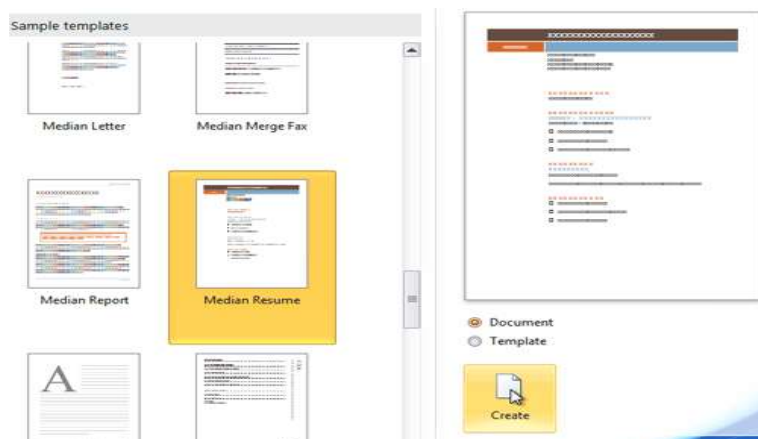
To Insert a Template:

1. Click the **File** tab to go to **Backstage view**.
2. Select **New**. The **New Document** pane appears.
3. Click **Sample templates** to choose a built-in template, or select an **Office.com template** category to download a template.

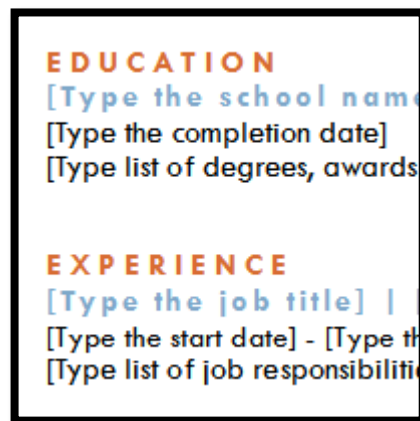


The New Document pane

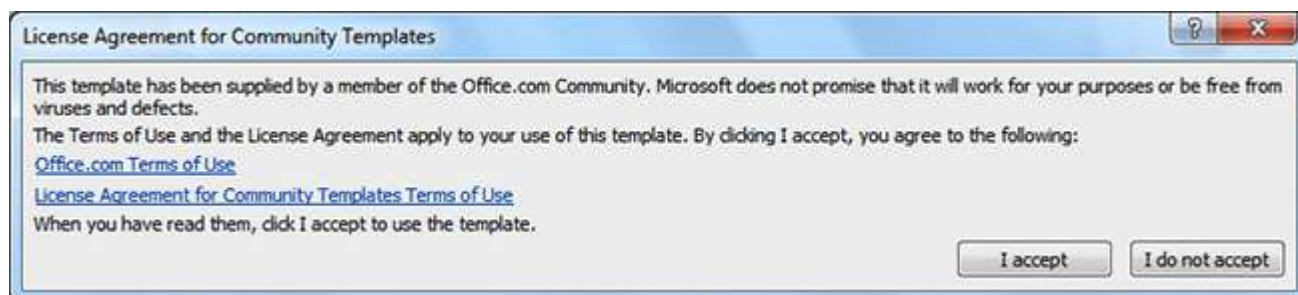
4. Select the desired template and click **Create**. A new document will appear using the template you have selected.



Selecting a template



Use caution when downloading **Office.com templates**. Some of them are uploaded by people not affiliated with Microsoft, and Microsoft cannot guarantee that those templates are free from viruses or defects. For those templates, you'll see a **warning message** before downloading them.



Warning message for a non-Microsoft template

Entering Information into a Template

To Insert Text into a Template:

Templates include **placeholder text** that is surrounded by **brackets**. To personalize your document, you'll need to replace the placeholder text with your own text.

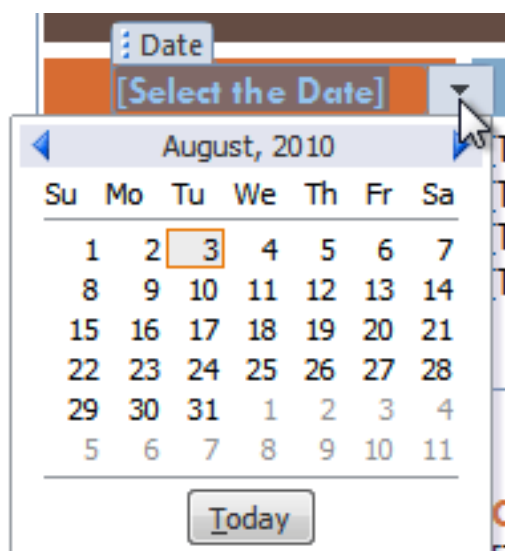
Some templates simply use regular text as the placeholder text, rather than the "traditional" placeholder text with brackets. In those cases, just delete the text and type in your own text.

1. Click on the text you want to replace. The text will appear **highlighted** and a template **tag** will appear.



2. Enter some text. It will replace the placeholder text.

For some fields, there is a drop-down arrow that you can use to select the information, rather than typing it. For example, a **date** field will show a calendar so that you can choose the date more easily.

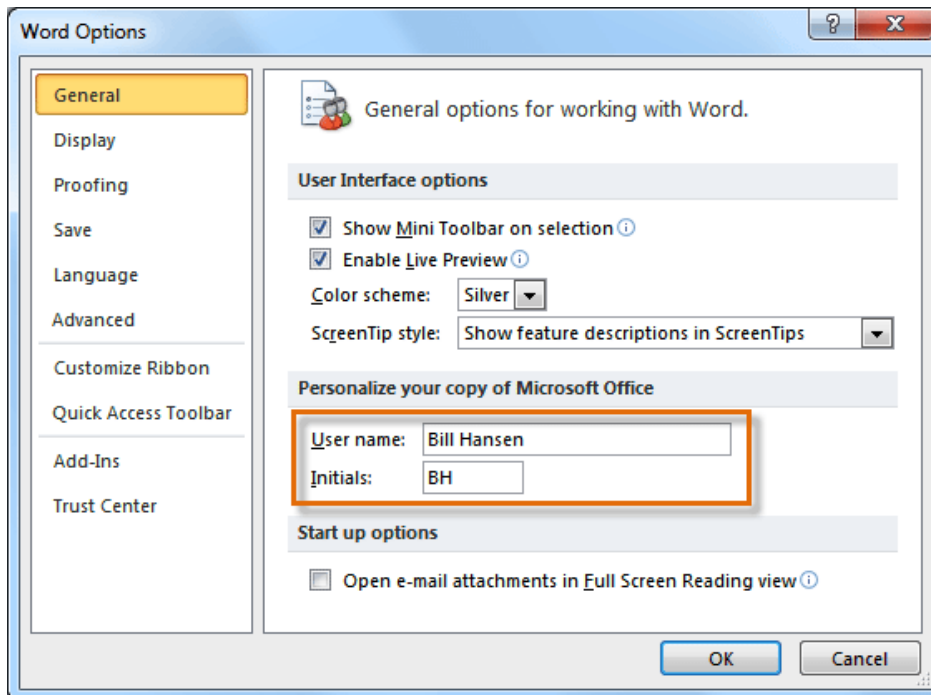


Selecting a date for a date field

To Change Prefilled Information:

In some templates, your **name** or **initials** will be automatically added. This is known as **prefilled information**. If your name or initials are incorrect, you'll need to change them in **Word Options**.

1. Click the **File** tab to go to **Backstage view**.
2. Click the **Options** button. The **Word Options** dialog box appears.
3. Enter the **user name and/or initials** in the **General** section, then click **OK**.



User name and initials

If you are using a public computer, such as one at a library, you may not want to change these settings.

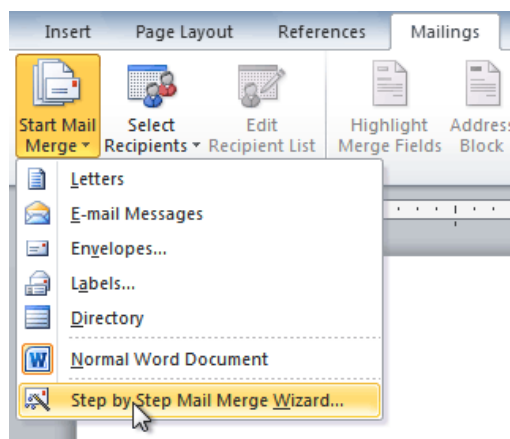
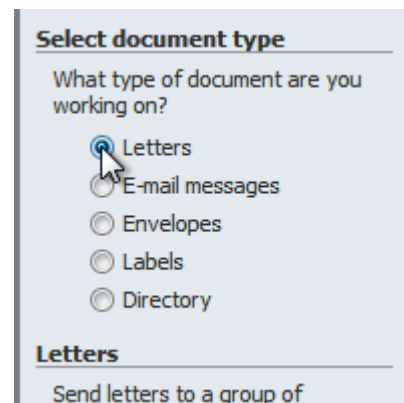
Lesson 24: Using Mail Merge

Introduction

Mail merge is a useful tool that will allow you to easily produce multiple letters, labels, envelopes, name tags and more using information stored in a list, database, or spreadsheet. In this lesson, you will learn how to use the **mail merge wizard** to create a **data source** and a form **letter**, and explore other wizard features.

To Use Mail Merge:

1. Open an **existing** Word document, or create a **new** one.
2. Click the **Mailings** tab.
3. Click the **Start Mail Merge** command.
4. Select **Step by Step Mail Merge Wizard**.

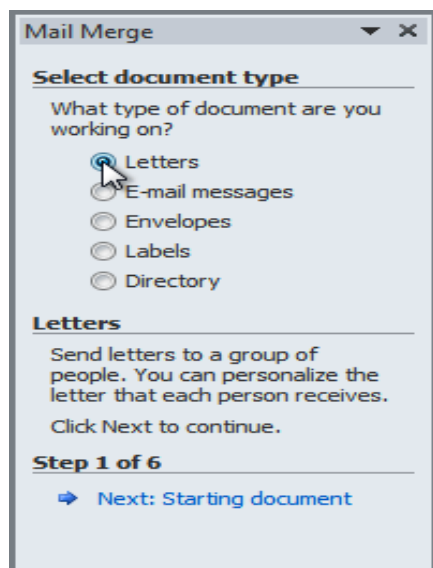


Selecting Step by Step Mail Merge Wizard

The Mail Merge task pane appears and will guide you through the **six main steps** to complete a mail merge. The following is an example of how to create a form letter and merge the letter with a **recipient list**.

Step 1:

1. Choose the type of document you wish to create. In this example, select **Letters**.

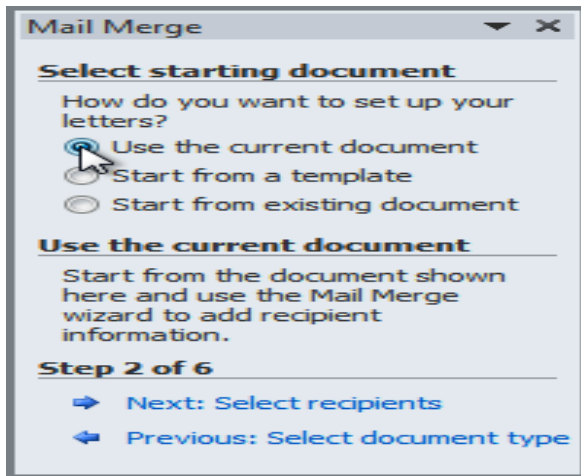


Selecting a document type

2. Click **Next: Starting document** to move to Step 2.

Step 2:

1. Select **Use the current document**.



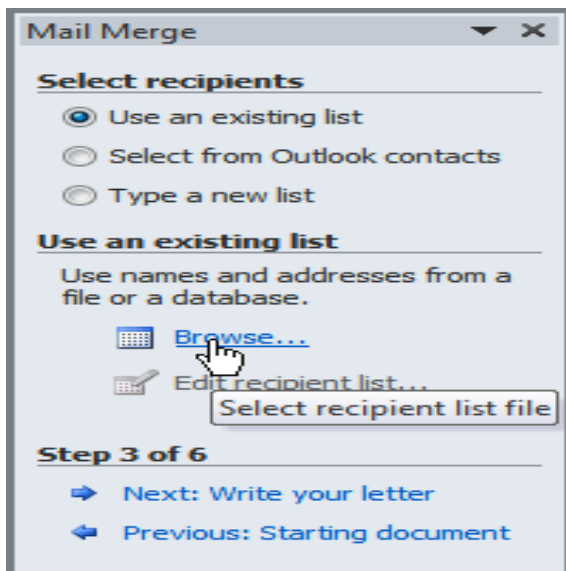
Selecting a starting document

2. Click **Next: Select recipients** to move to Step 3.

Step 3:

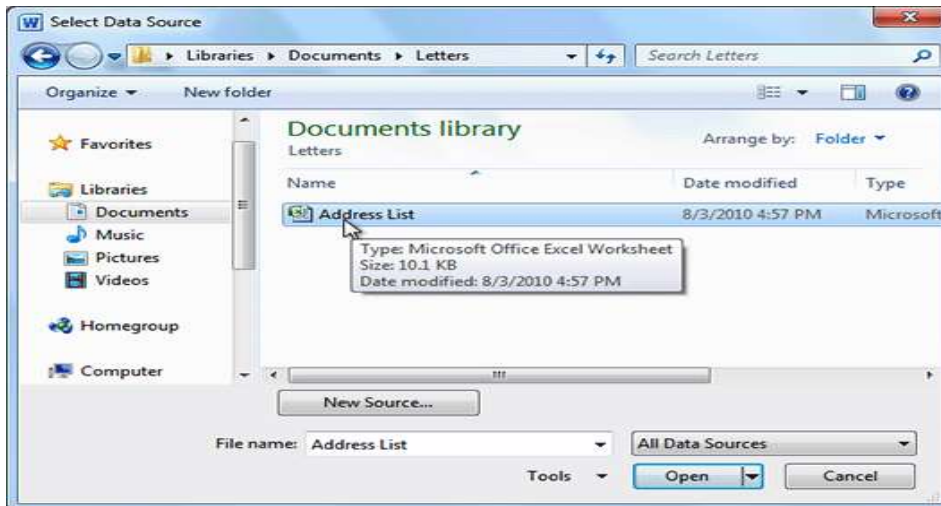
Now you'll need an address list so that Word can automatically place each address into the document. The list can be in an existing file, such as an **Excel workbook**, or you can **type a new address list** from within the Mail Merge Wizard.

1. From the **Mail Merge** task pane, select **Use an existing list** and then click **Browse**.



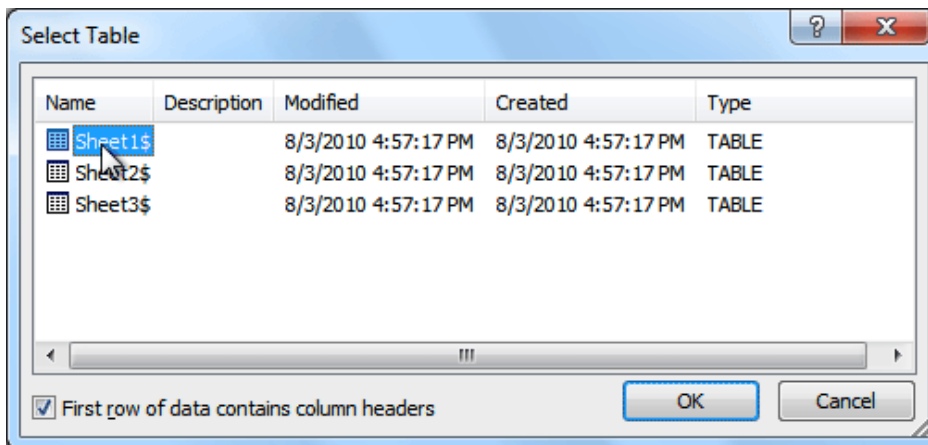
Browsing for a data source

2. Locate your file in the dialog box (you may have to navigate to a different folder) and click **Open**.



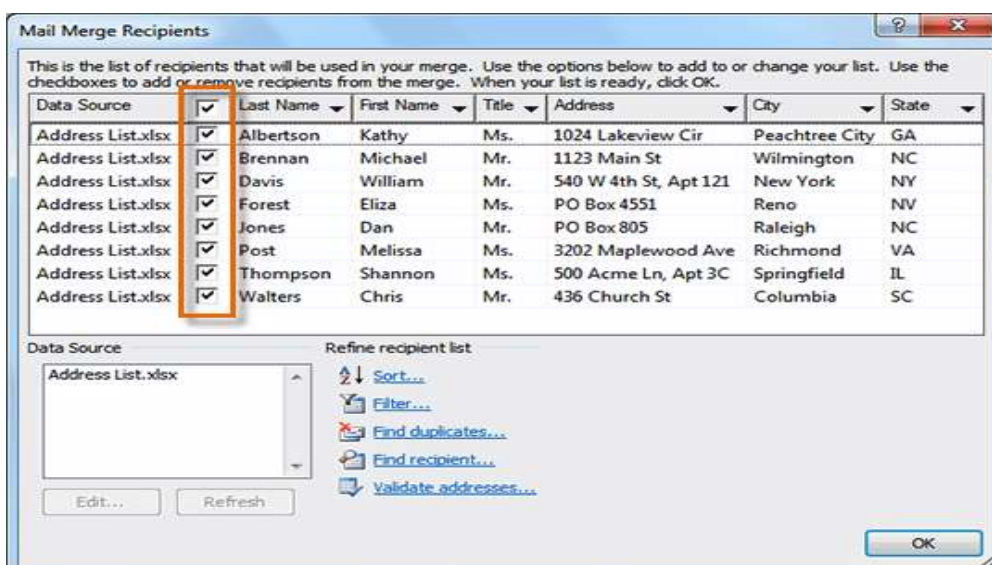
Choosing a file

3. If the address list is in an Excel workbook, select the **worksheet** that contains the list and click **OK**.



Selecting a table

4. In the **Mail Merge Recipients** dialog box, you can **check** or **uncheck** each recipient to control which ones are used in the mail merge. When you're done, click **OK** to close the dialog box.



Use check boxes to include

or exclude recipients

5. From the **Mail Merge** task pane, click **Next: Write your letter** to move to Step 4.

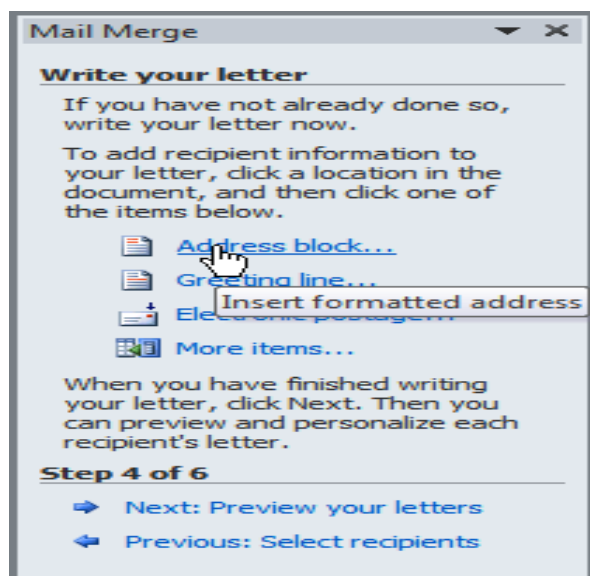
If you don't have an existing address list, you can click the **Type a new list** button and click **Create**. You can then type your address list.

Step 4:

Now you're ready to write your letter. When it's printed, each copy of the letter will basically be the same, except the **recipient data** (such as the **name** and **address**) will be different on each one. You'll need to add **placeholders** for the recipient data, so that mail merge knows exactly where to add the data. If you're using mail merge with an existing letter, make sure that the file is open now.

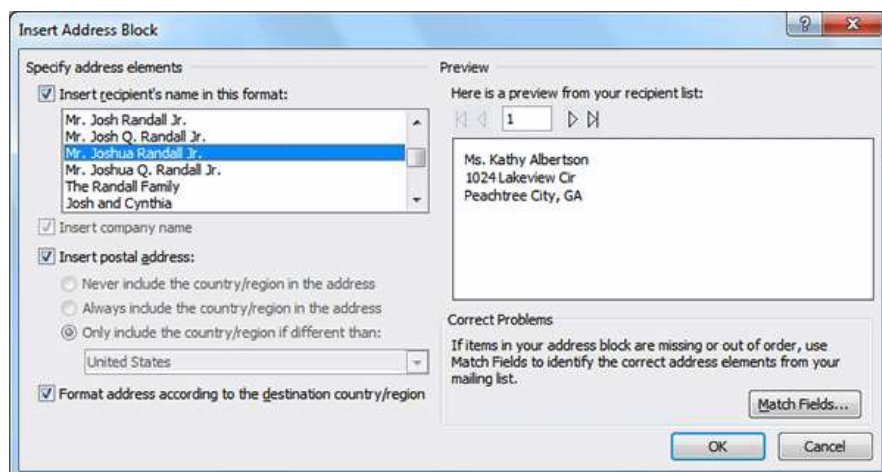
To Insert Recipient Data:

1. Place the insertion point in the document where you wish the information to appear.
2. Select **Address block**, **Greeting line**, **Electronic postage**, or **More items** from the task pane.



Inserting an address block

3. Depending on your selection, a dialog box may appear with various options. Select the desired options and click **OK**.



Adjusting the address block

formatting

4. A placeholder appears in your document. For example: «AddressBlock».
5. Repeat these steps each time you need to enter information from your data record.
6. From the **Mail Merge** task pane, click **Next: Preview your letters** to move to Step 5.

For some letters, you'll only need to add an **Address block** and **Greeting line**. Sometimes, however, you may wish to place **recipient data** within the body of the letter to **personalize it** even further.

Step 5:

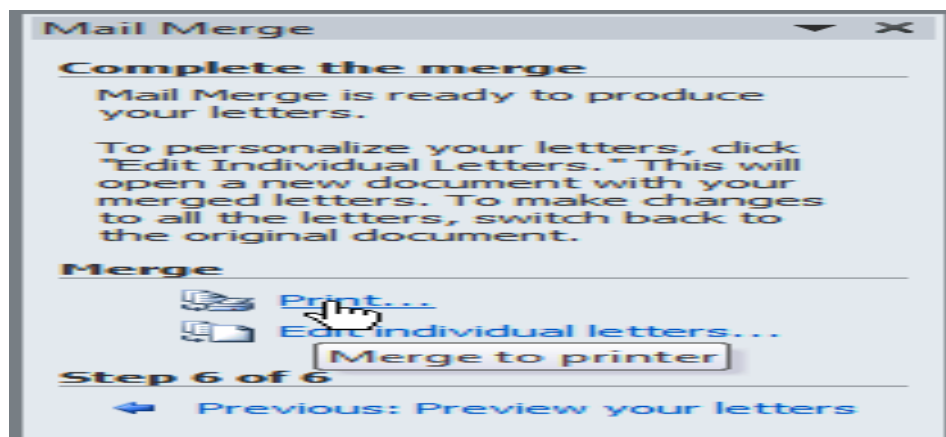
1. Preview the letters to make sure the information from the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.

Previewing the letters

2. Click **Next: Complete the merge** to move to Step 6.

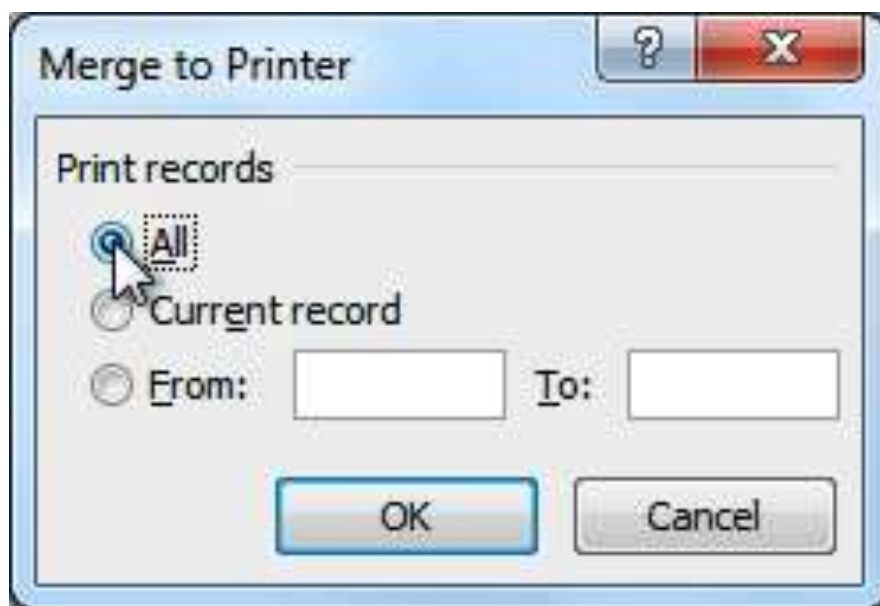
Step 6:

1. Click **Print** to print the letters.



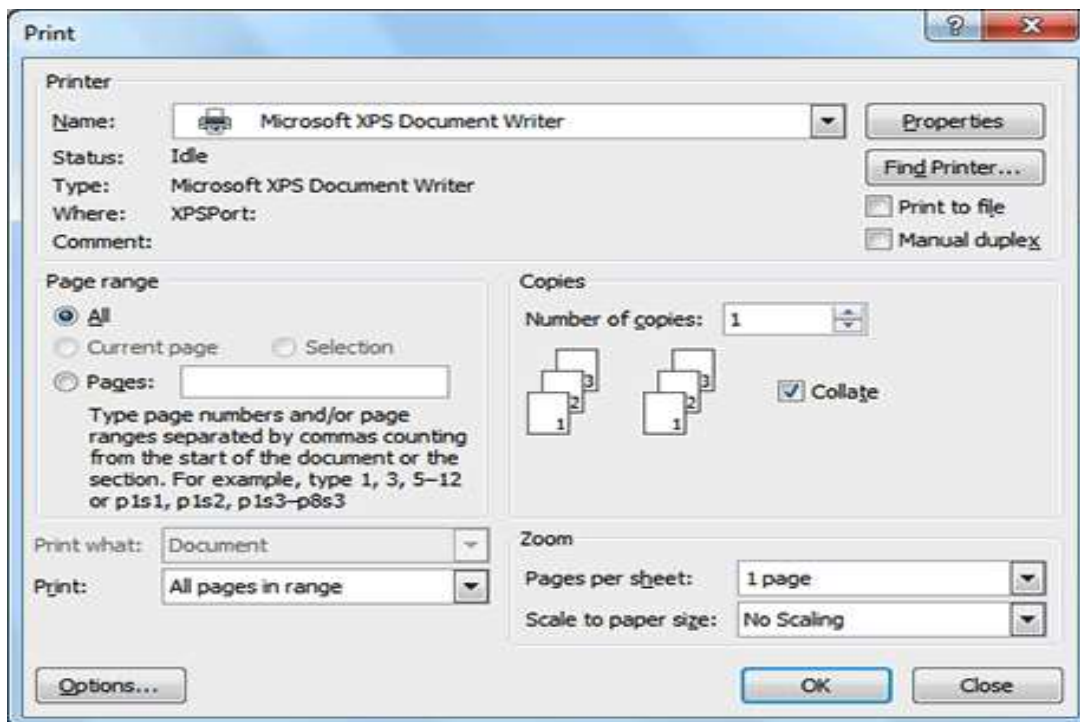
Printing the letters

2. The **Merge to Printer** dialog box opens. Click **All**, and then click **OK**.



The Merge to Printer dialog box

3. The **Print** dialog box will appear. Adjust the print settings if needed, and then click **OK**.



The Print dialog box