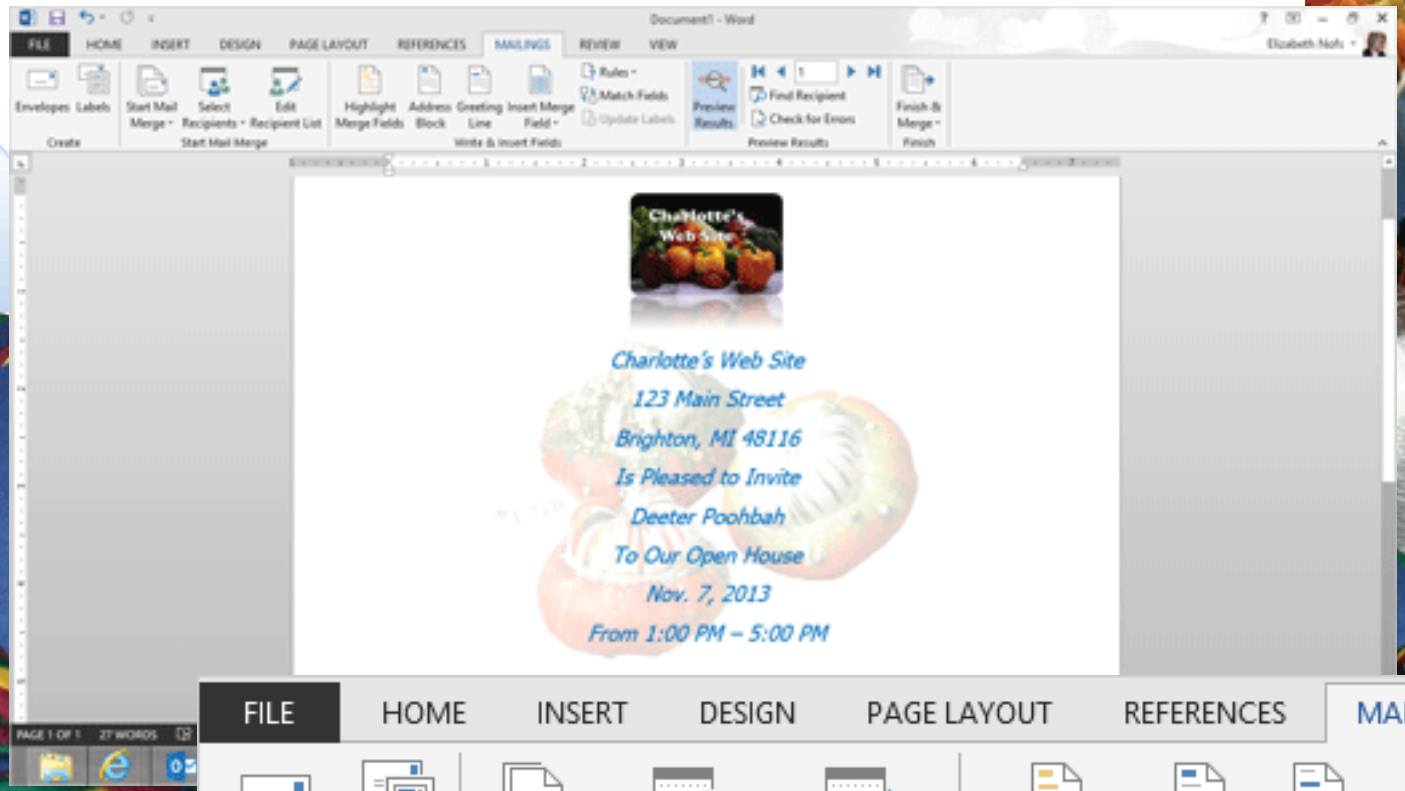
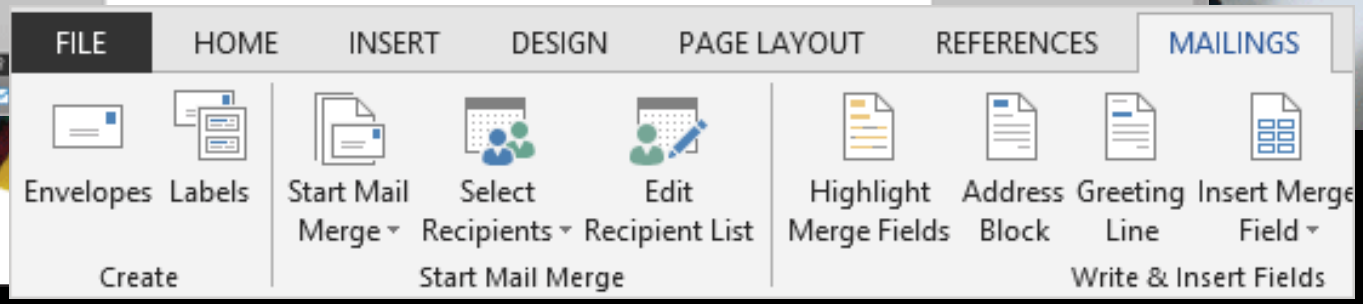
The **Intermediate** Guide to

Microsoft Word 2013

Microsoft Office Specialist Exam 77-418 Study Guide

another Computer Mama Guide





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Office

Intermediate Guide to Microsoft Word 2013

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Intermediate Guide to Microsoft Word 2013

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Microsoft Office Specialist Certification

What is Microsoft Office Specialist Certification? Microsoft Office Specialist certification validates through the use of exams that you have obtained specific skill sets within the applicable Microsoft Office programs and other Microsoft programs included in the Microsoft Office Specialist Program. Candidates can choose which exam(s) they want to take according to which skills they want to validate.

CertiPort is the premier provider for validating technology skills.

The **Microsoft Office Specialist** tests are offered at authorized testing centers.

For more information on the MOS exam topics or to find a testing center near you please contact: www.certiport.com

What is the Microsoft Office Specialist Certification Program?

The **Microsoft Office Specialist (MOS) Certification Program** enables candidates to show that they have something exceptional to offer – proven expertise in Microsoft Office programs. Recognized by businesses and schools around the world, millions of certifications have been obtained in over 100 different countries. The **Microsoft Office Specialist (MOS) Certification Program** is the only Microsoft-approved certification program of its kind.

The Microsoft Office Specialist Certification Series

Core Certification: Pass any 1 test:
Word 2013 Core: Exam 77-418
Excel® 2013 Core: Exam 77-420
PowerPoint® 2013: Exam 77-422
Outlook® 2013: Exam 77-423
Access® 2013: Exam 77-424

Expert Certification: Pass either test:
Word 2013 Expert Part 1: Exam 77-425
Word 2013 Expert Part 2: Exam 77-426
Excel 2013 Expert Part 1: Exam 77-427
Excel 2013 Expert Part 2: Exam 77-428

Master: Pass 3 required and 1 elective test:
Required
Word 2013 Expert Part 1: Exam 77-425
Excel 2013 Expert Part 1: Exam 77-427
PowerPoint® 2013: Exam 77-422

Elective
Outlook® 2013: Exam 77-423 or
Access® 2013: Exam 77-424

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The Benefits of Certification

For More Information:
www.certiport.com
www.microsoft.com

Why Get Certified?

For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Office programs but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system. (http://www.microsoft.com/learning/en/us/certification/mos.aspx). Certification proves a certain level of advanced competency with the programs in question. Employers don't have to wonder if the skills stated on the resume are honest and without exaggeration. This can lead to further employment opportunities and increased pay.

A person holding Microsoft Office Certification shows not just a level of skill, but an ability to quickly complete tasks, due to familiarity with the program and it's many time-saving features. The hard work that goes into learning Microsoft Office programs to the level of proficiency necessary for successful completion of the Certification Exams also indicates a desire on behalf of the student to learn and succeed.

The Benefits: Earn More, Find Jobs Quicker

Research indicates that employees with Microsoft Certification earn more and find jobs quicker than those employees without certification. Furthermore, employees with certification report a greater feeling of confidence. These things translate into greater job satisfaction. (http://www.microsoft.com/learning/en/us/certification/mos.aspx)

Research also shows that individuals with certification make up to 12% more than those without certification. In addition, 82% of Microsoft Office Specialists report a salary increase after receiving certification. Managers like the skills proven and the ability demonstrated by those with Microsoft Office Certifications. http://www.certiport.com/Portal/desktopdefault.aspx?page=common/pagelibrary/mos2003.html

About Our Certification Program

Books in this Series:
Beginning Guide to Microsoft® Word 2013

Intermediate Guide to Microsoft® Word 2013

Advanced Guide to Microsoft® Word 2013

Microsoft Office Specialist (MOS) Certification for Word 2013
Overview: Our Microsoft Office Specialist certification program for Word 2013 has three levels of mastery: Beginning, Intermediate and Advanced. In general, the CORE exam topics are demonstrated in the Beginning and Intermediate Guides. EXPERT concepts are included where relevant, with the Advanced Guide only covering EXPERT concepts

Our Approach: In designing these Guides, we found that it made more sense to write the lessons based on the Ribbons and Tasks. For example, the Beginning Guide to Microsoft Word 2013 shows all of the Picture Tools: CORE and EXPERT. The beginning of each lesson provides an overview of the Ribbons and Tasks covered.

The Beginning Guide to Microsoft Word 2013 demonstrates the following Ribbons: **Home**, **Insert**, **Picture Tools, Drawing Tools, and SmartArt Tools:** Design. The lesson activities focus on basic text and mouse commands, as well as inserting and formatting graphics.

The Intermediate Guide to Microsoft Word 2013 demonstrates the following Ribbons: **Page Layout, Mailings**, **Insert**, **and Table Tools**. The lesson activities focus on managing page layout, working with tables and creating Mail Merges in practical applications such as newsletters and other workplace documents.

The Advanced Guide to Microsoft Word 2013 demonstrates the following Ribbons: **Table Tools**, **Home**, **Header and Footer Tools**, References, **Developer.** The lesson activities further work with tables in addition to other document work, such as for report writing and creation of forms**.**

Course Prerequisites: Students who enroll in Microsoft Office Specialist (MOS) program should have basic computer skills including how to turn on the computer, how to use an Internet browser and how to select commands from a menu. Students should know how to save files and send attachments by email as well.

Microsoft Word 2013 Study Guide: Intermediate Word

Microsoft Office Specialist (MOS): Exam 77-418 and Exams 77-425 and 426 for Word 2013

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About the Authors

Microsoft Office Specialist (MOS): Exam 77-418 and 77-419 for Word 2013

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Elizabeth is the Computer Mama. She developed the teaching methodology in the Complete Computer Guide series using breakthrough research in gender balanced training. Elizabeth has taught several thousand men and women from government, manufacturing, small business, and education in both online and hands-on classrooms.

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All of my books

are dedicated to

Fr. Paul Cummings

who taught me

computers.

Love, eBeth

How To Use This Guide

Microsoft Office Specialist Certification Training

The Comma Method
Observation is a perceptual strategy that asks: why am I doing this and which tools would be most effective? Each lesson begins with a discussion of the purpose and the objectives.

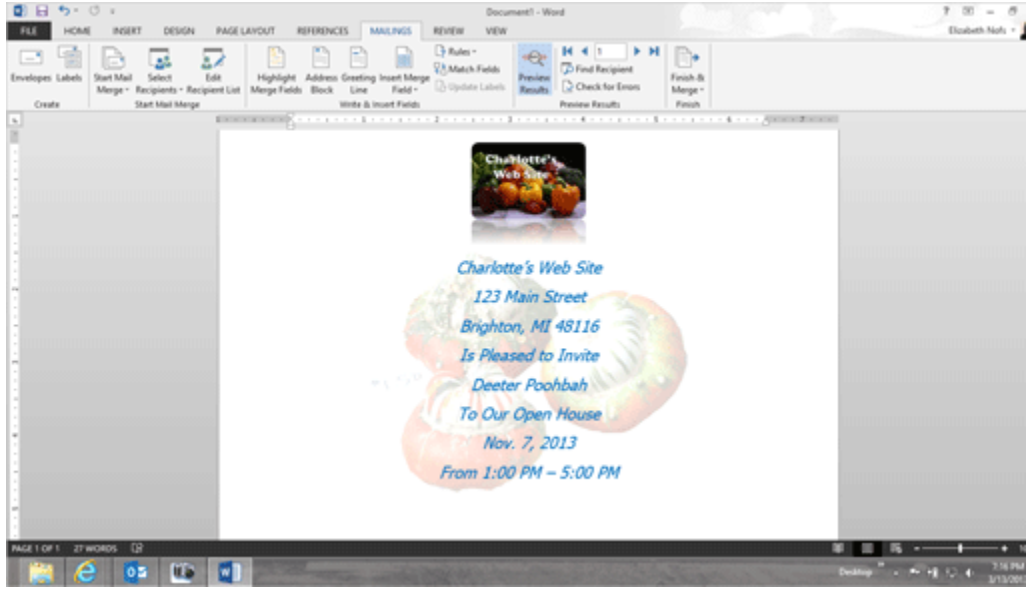
Orientation helps students start at the right place. The screen shots in the *Complete Compute Guides* show the entire window as well as a close up of the particular button or command.

Notation There are "breadcrumbs" above each screen image. Like Hansel and Gretel, the breadcrumbs show the pathway to a button or option. Our notation uses the following convention:
Ribbon->Group->Button->Options

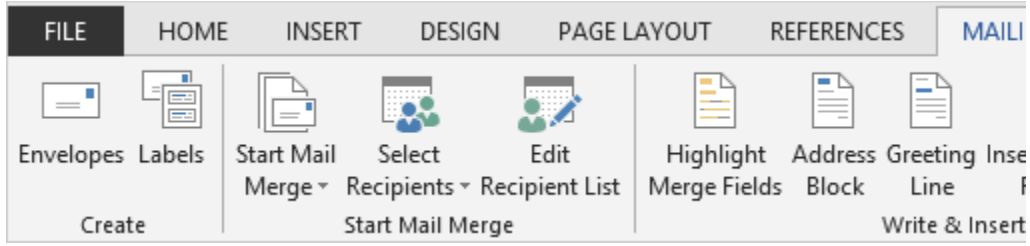
Menu Maps
The Comma Method recognizes that there is a difference in how men and women navigate the menus. Men typically have the ability to see the map first. This method of acquiring knowledge is called *Breadth-first*. [1] Women tend to work with the details first. They learn several commands, such as copy, cut, and paste, then they put those concepts under the label, "edit." This method of learning is called *Depth-first*.

The Comma Method uses menu mapping to assist men and women to see both the Breadth and the Depth. An example of the menu map is can be seen here.

[1] *Ford, Nigel, Sherry Chen, Matching/mismatching revisited: An Empirical Study of Learning and Teaching Styles. British Journal of Educational Technology v.32 no1 (Jan. 2001)*



Mailings-> Start Mail Merge->Select Recipients



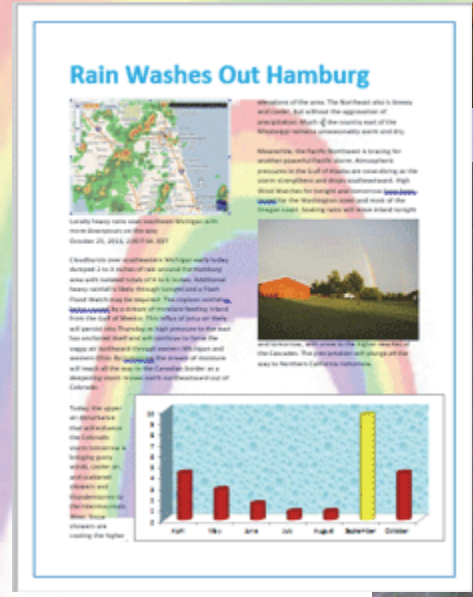
Word 2013: Business Documents

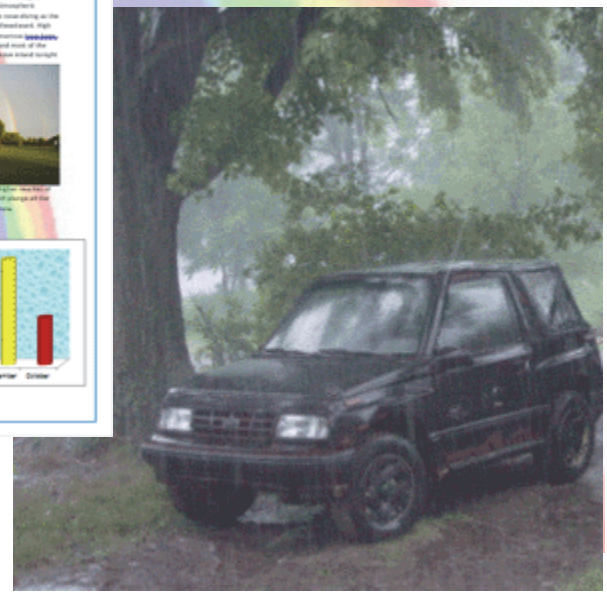
Rain Washes Out Hamburg

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Enter, select and format headlines
2. Locate and insert a document
3. Identify the Show/Hide option and what it reveals
4. Use the Page Layout Ribbon to format two columns
5. Review how to insert and format Pictures
6. Use the Picture Tools to create a Watermark
7. Use the Page Layout Ribbon to add a Page Border
8. Investigate Paste Special options on the Home Ribbon
9. Update a Chart in Word





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Lesson 1: Rain Washes Out Hamburg

1. Readings
Read Lesson 1 in the Intermediate Word Guide, page 11-37.

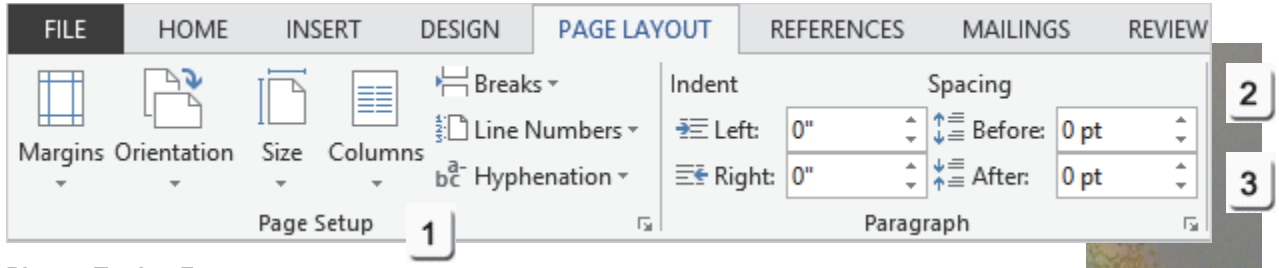
Project
A newsletter formatted with two columns. The graphics include a satellite photo and a chart designed in Excel.

Downloads
Files used in the lesson:
Locally heavy rains soak southeast Michigan.doc
Satellite2013.gif, Rainbow.jpg
Rainbow-over-barn.jpg
Rainfall 2013.xlsx
Microsoft Office 2013 Article.docx
Microsoft Office 2013 Pricing.xlsx

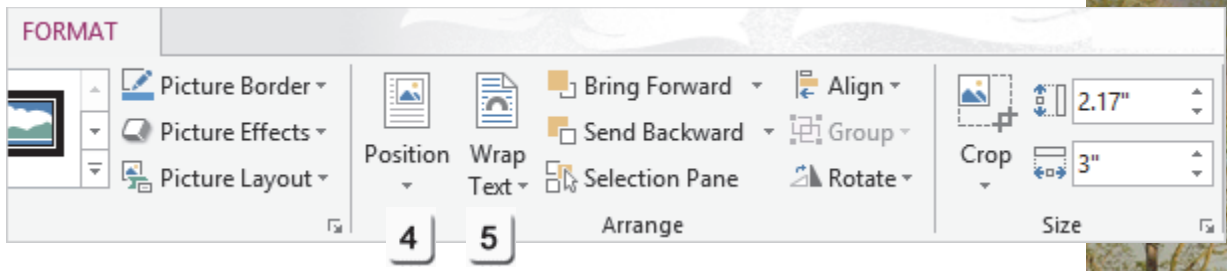
2. Practice
Complete the Practice Activity, page 38.

3. Assessment
Review the Test questions, page 39.

Page Layout



Picture Tools->Format



Menu Maps
This lesson shows options on the **Page Layout** and **Picture Tools Format** Ribbons.
1. Page Layout-> Page Setup->Columns, page 20
2. Design->Page Background-> Page Borders, page 28
3. Picture Tools-> Format-> Size, page 22
4. Picture Tools->Format->Arrange->Position, page 24
5. Picture Tools->Format->Arrange->Text Wrapping, page 26

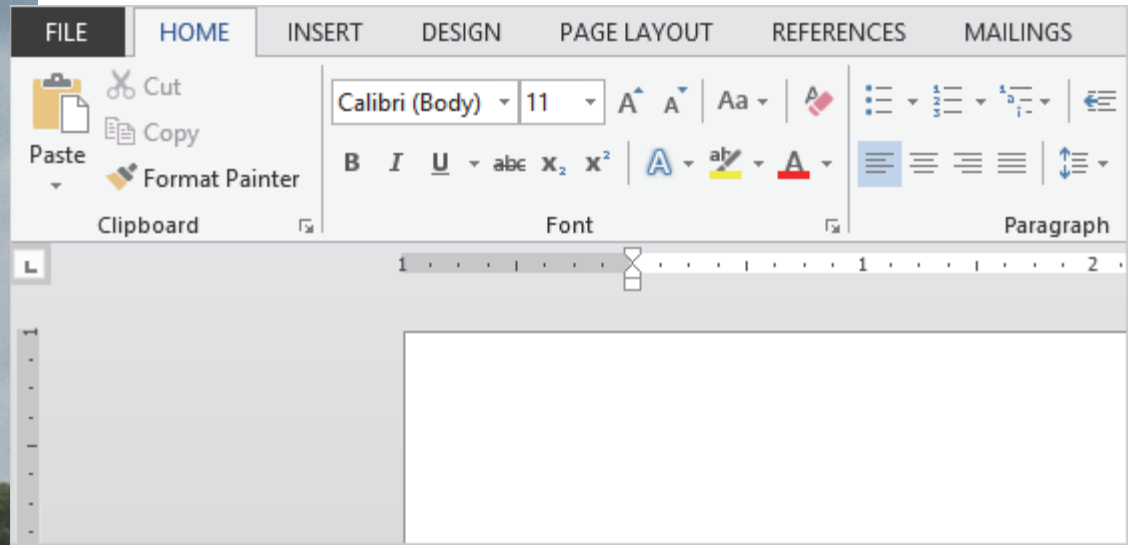
Take One

Rain Washes Out Hamburg

At work we communicate with our clients and our customers frequently. One good method of getting the message across is to distribute a newsletter. If we take time and format this document with color, watermarks, and a graph that automatically updates itself, maybe people will actually read it. <grin>

So, please **Start Microsoft Word**. When the Welcome page appears open a new, **Blank Document.** What do you see, from the top of the screen? Is there a **Home** Ribbon? And the **Insert, Design, Page Layyout, References, Mailings, Review and View** Ribbons? Yes.

If your screen looks similar to the example on this page, then you are ready to get started.



Take One

Create a Newsletter

Business runs better on collaboration. Many talented people need to work together. Microsoft Word is an excellent "container" to gather text, graphics, and photos into one message.

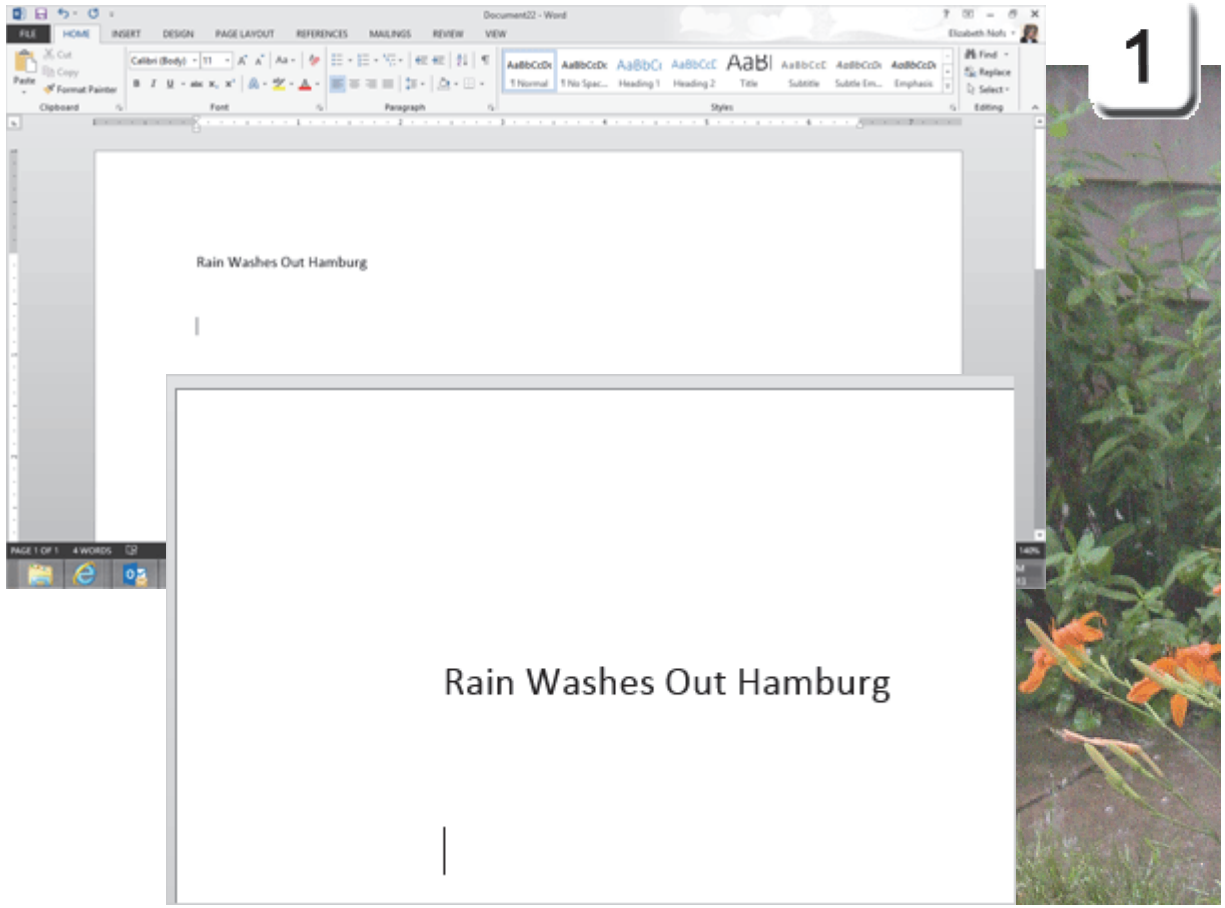
This lesson shows the steps required to create a newsletter. Let's begin by typing the headline and inserting a text file with the weather news already typed up.

1. Try it: Type the Headline
Type: Rain Washes Out Hamburg

Hit the **Enter** key on your keyboard twice to give some room between this headline and the text we will be adding.

Keep going...

Start -> Microsoft Word



Take One

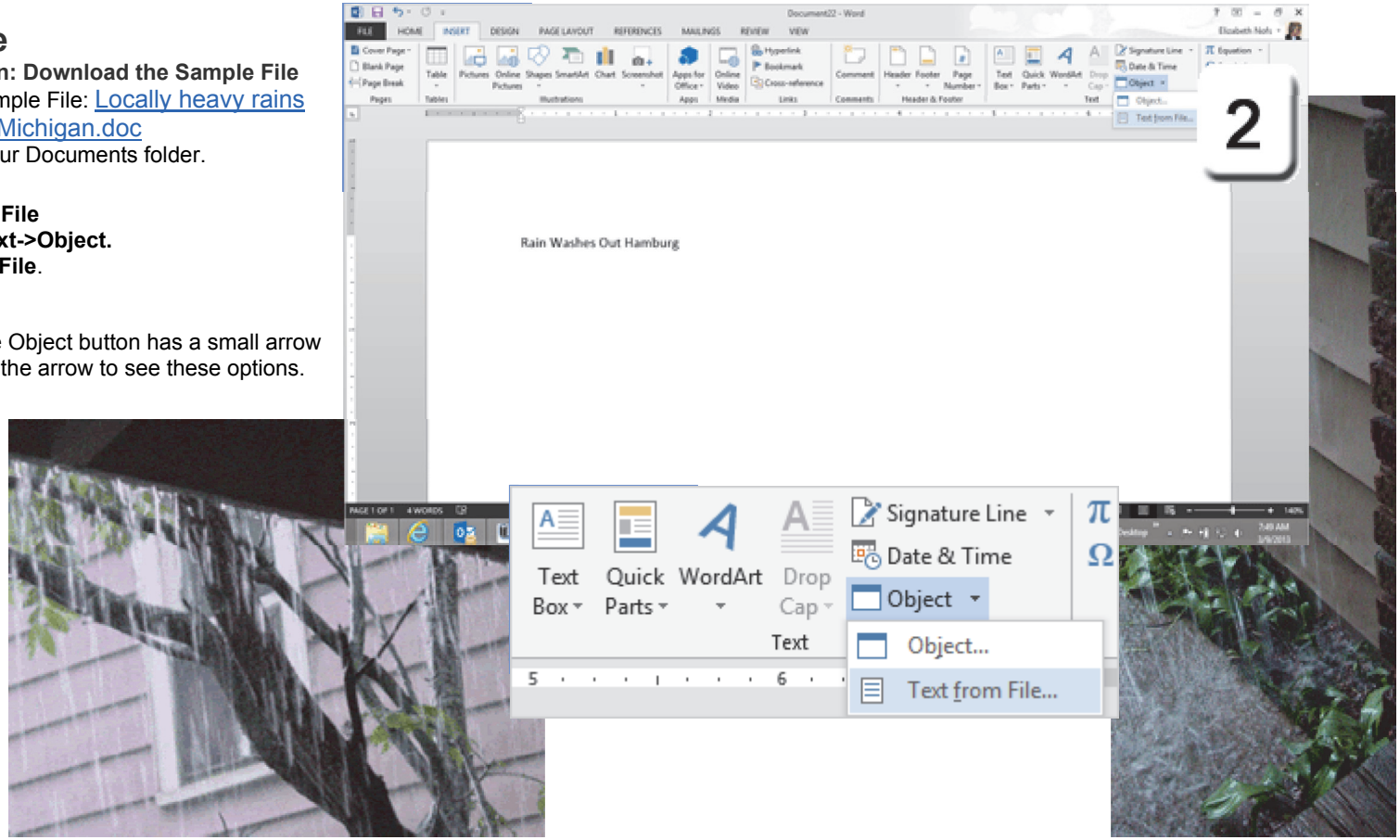
Insert a File

Before You Begin: Download the Sample File
Download the Sample File: [Locally heavy rains soak southeast Michigan.doc]
Save the file in your Documents folder.

2. Try It: Insert a File
Go to **Insert ->Text->Object.**
Select **Text from File**.
Keep going...

Did you See: The Object button has a small arrow on the right. Click the arrow to see these options.

Insert ->Text-> Object ->Text from File



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.1 Insert Text and Paragraphs: Append Text to Documents

Take One

Find the File

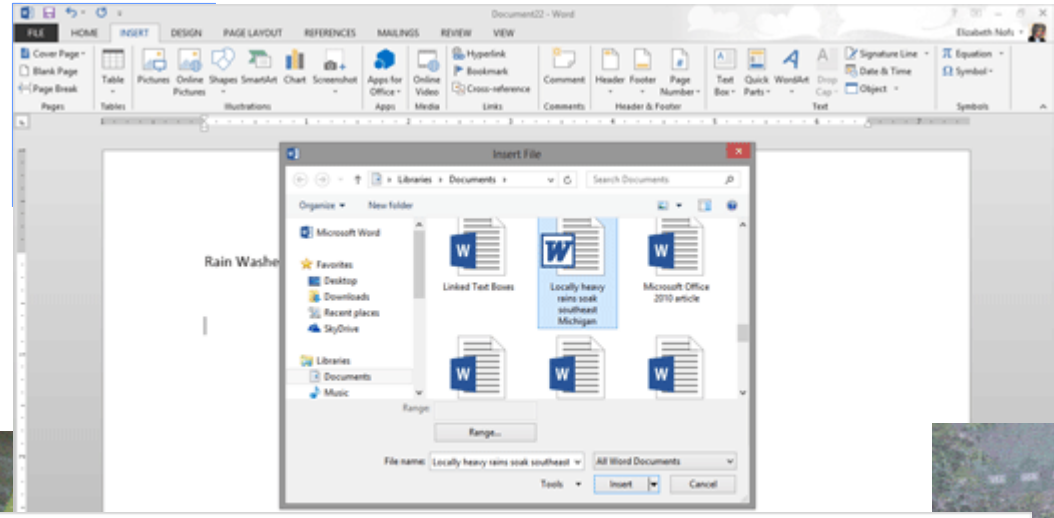
3. Try it: Browse for a sample file
Go to the **Documents** folder
Find the sample file: Locally Heavy Rains Soak Southeast Michigan.

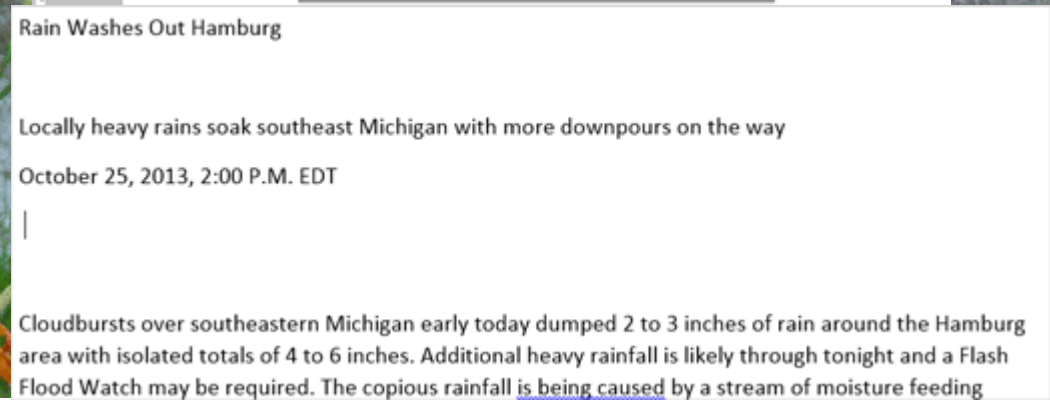
Double click on the file to insert it.
The text from the sample file should by placed into your Word document.

Keep going....

Insert ->Text->Object ->Text from File

3





Rain Washes Out Hamburg

Locally heavy rains soak southeast Michigan with more downpours on the way

October 25, 2013, 2:00 P.M. EDT

Cloudbursts over southeastern Michigan early today dumped 2 to 3 inches of rain around the Hamburg area with isolated totals of 4 to 6 inches. Additional heavy rainfall is likely through tonight and a Flash Flood Watch may be required. The copious rainfall is being caused by a stream of moisture feeding

Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.1 Insert Text and Paragraphs: Append Text to Documents

Take One

Show/Hide

All word processors are text based. Think of the old-fashioned electric typewriters. If you wanted your name by the signature, you had to enter enough blank lines to get down to the bottom of the letter. When you are working with Microsoft Word, the text is anchored to a line, just like a typewriter. You can see the paragraph marks if you turn on the **Show/Hide** option.

4. Try it: Proof the Paragraphs
Go to the **Home** Ribbon
Find the **Paragraph** Group
Click on the **Show/Hide** option

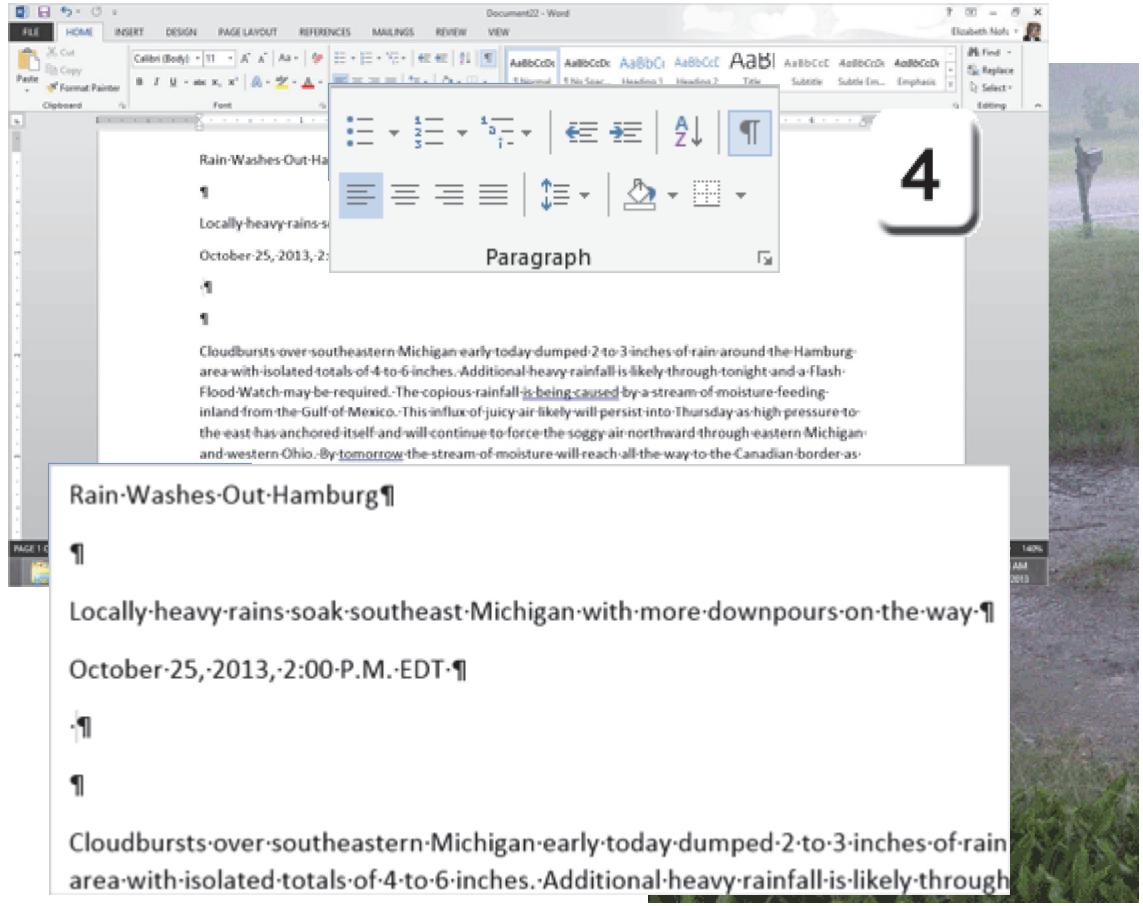
When you select **Show/Hide,** Word displays the formatting codes. Notice, each time you hit the Enter key on the keyboard, you have a new blank line. The symbol is a backward facing "P."

There should be only one paragraph mark, or blank line, between the paragraphs.

Delete the extra blank lines.
When you are done, you can turn off the **Show/Hide** option.

Keep going...

Home -> Paragraph ->Show/Hide



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Document: Demonstrate How to Use Show/Hide

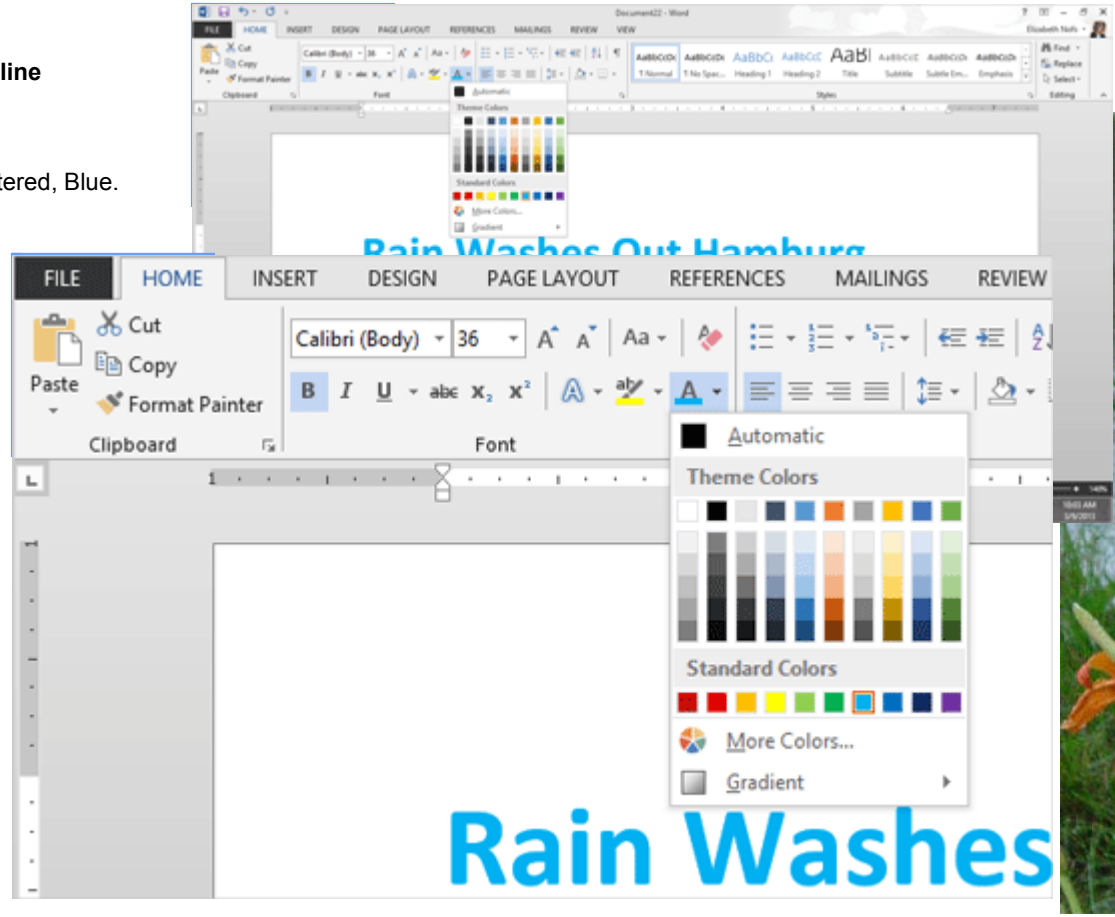
Take One

Format the Text

5. Try it: Format the Headline
Select the first line
Go to the **Home** Ribbon
Format the **Font**:
Calibri, 36 point, Bold, Centered, Blue.

Keep going...

Home ->Font



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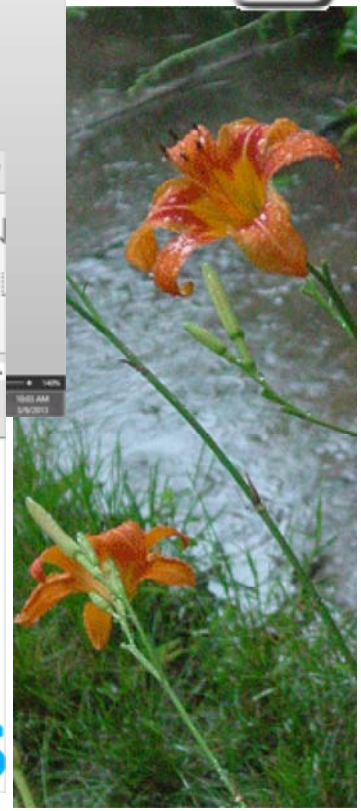


Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Document: Demonstrate How to Use Show/Hide

Take One

Page Layout: Columns

6. Try This: Format Two Columns
First, select all of the text EXCEPT for the headline.

Go to **Page Layout->Page Setup**. Select **Columns** and click on **Two**.

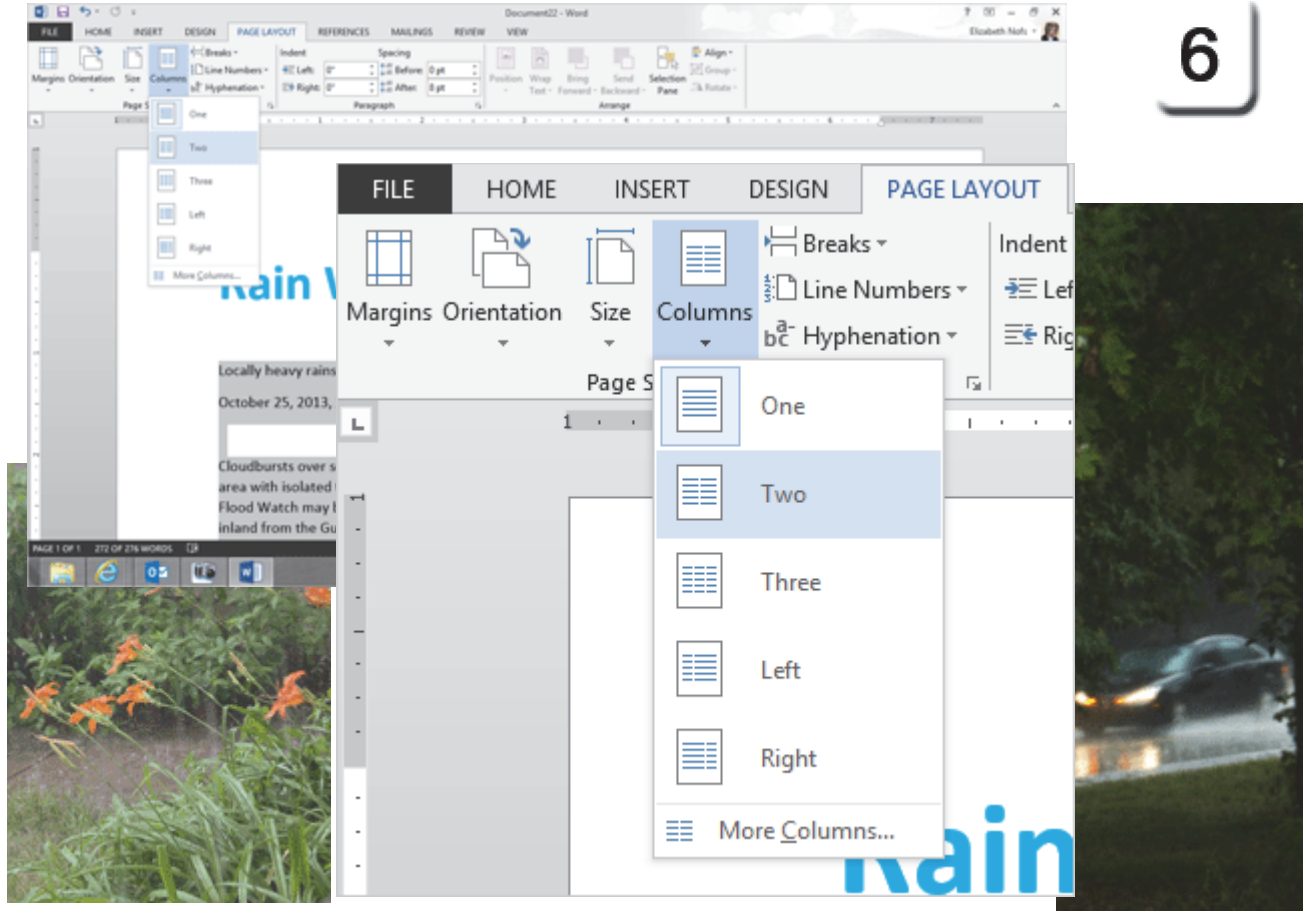
Made You Look: Two and Three Columns are used in newspapers.

Left and Right have uneven Columns. These layouts are good for training manuals. The wide Column can have text and images. The narrow Column can include icons, tips or quotes.

Keep going, please...

Page Layout ->Page Setup->Columns

6



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Create Multiple Columns within Sections

Take One

Format the Columns

There are several more options you can use to format the Columns in your newsletter.

7. Try This: Edit the Columns
Before your begin, select the two Columns of type.
Go to the **Page Layout** Ribbon.
Go to **Page Setup ->Columns.**
Select **More Columns**.

More Columns...

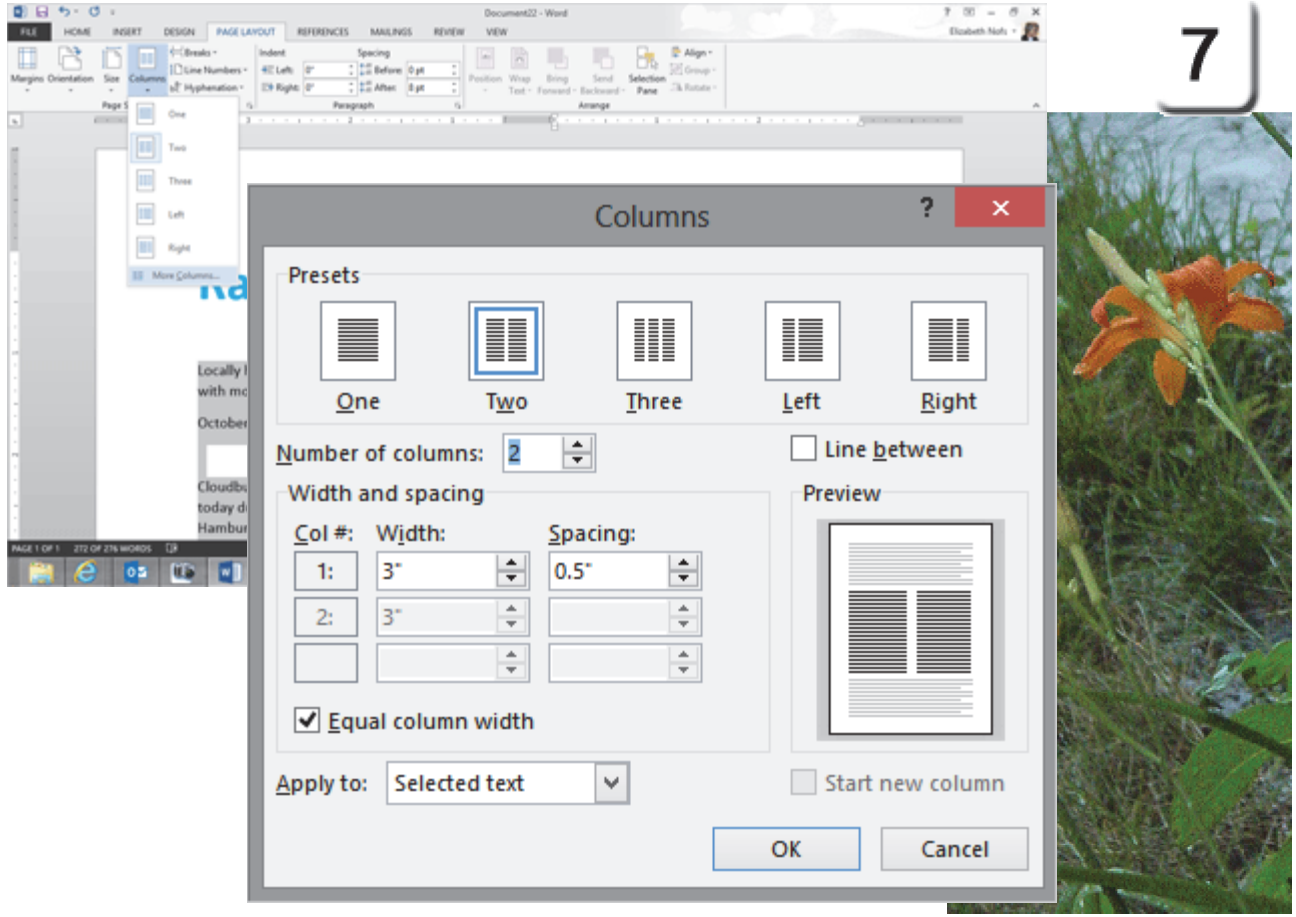
What Do You See? You can adjust the **Column Width** and **Spacing**.

By default, the gutter (or white space) between the Columns is set at half an inch (.5"). You can change that if you wish. You can also add a line between the columns.

These two Columns are equal but you can make them different widths.

Click **OK**. Keep going...

Page Layout ->Page Setup ->Columns -> More Columns



7

Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Create Multiple Columns within Sections

Take One

Insert Pictures

Before You Begin: This lesson has **Sample Files.** You can save them to your **Documents** folder and use them to create this newsletter.

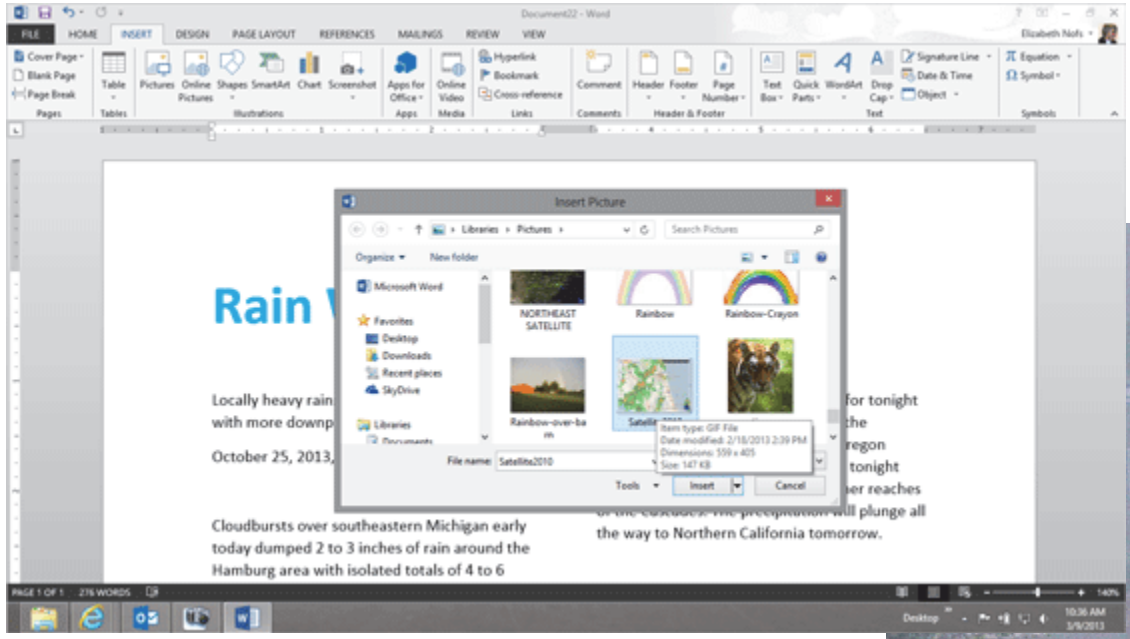
8. Try it: Insert a Picture
Go to **Insert->Illustrations->Pictures. Browse** to the Documents folder.

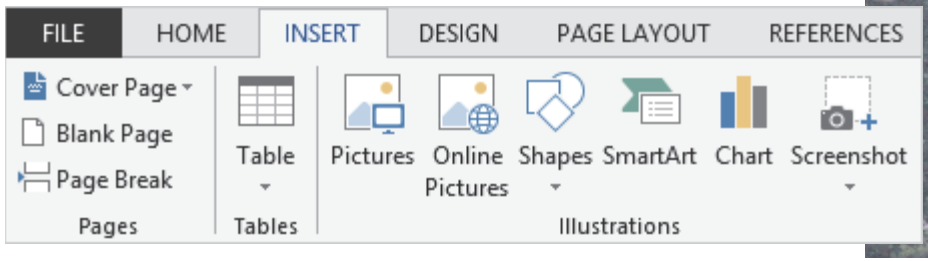
Select: Satellite2013.gif
and **Insert** it.

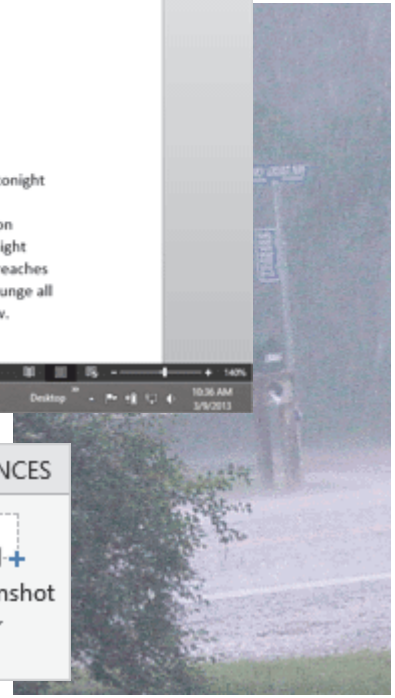
Keep going...

Insert ->Illustrations->Pictures -> From File

8







Sample satellite photos
Copyright © the Weather Channel.

Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Images

Take One

Layout Options

When you insert a picture, Microsoft Word displays a little **Layout** icon. By default, the picture is In **Line with Text**. It is part of the text. You can drag and drop it with the same mouse moves you use to move words.

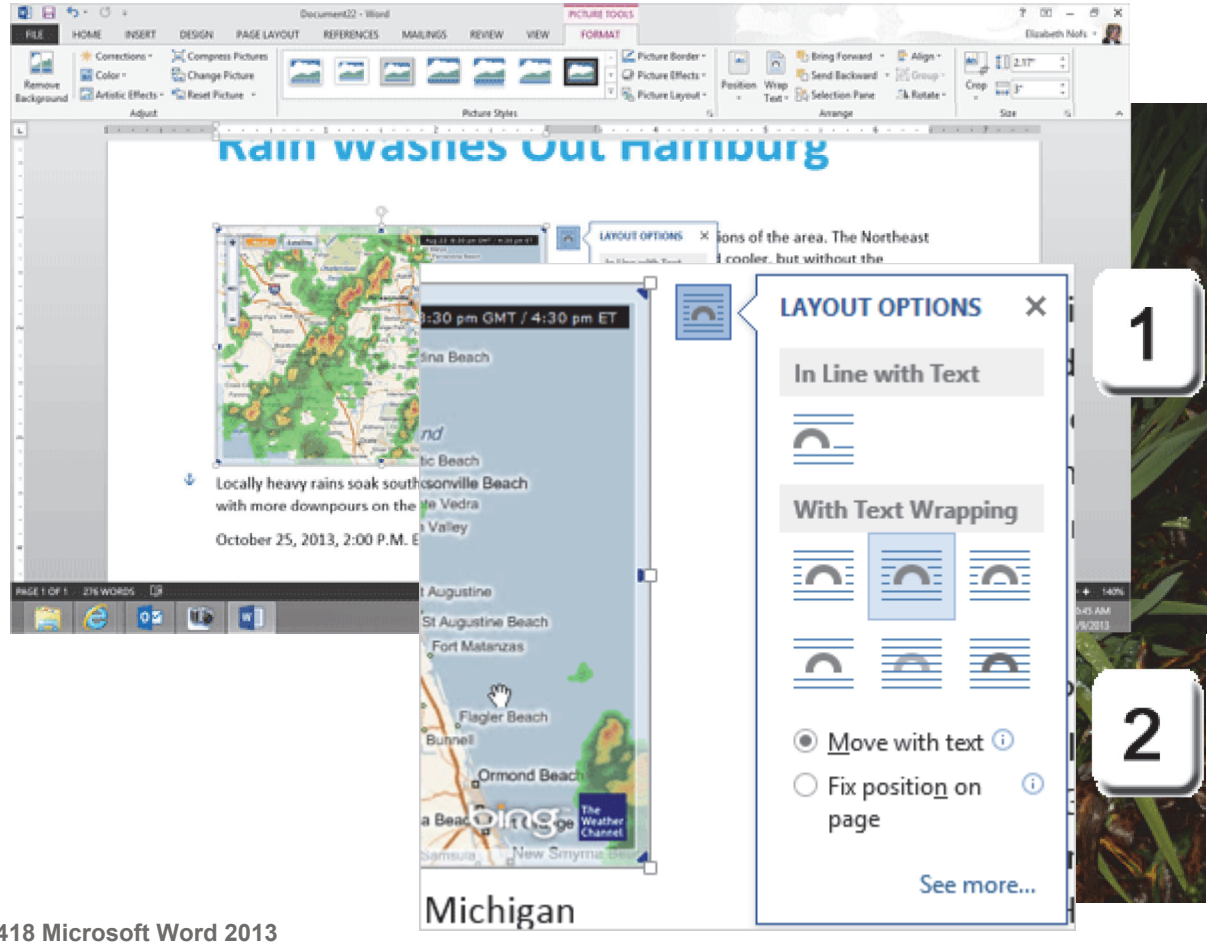
Where Have You Seen This Before? Think of the Medieval prayer books that began the readings with a stylized and ornamented letter. Important days began with a red icon, hence the term "Red Letter Days."

You can change the **Text Wrapping** if you wish. There are three ways to do anything in Microsoft Word: Menu, Mouse and Keyboard. Here is the "mouse" option.

1. Try It: Edit the Layout Options
Click once on the picture to select it.
Go to **Layout Options->With Text Wrapping**.
Select: Tight.

2. What Do You See? There are two options:
Move with Text (Anchored to a line)
Fix Position on the page (Absolute Position)
Select: Move with text
Keep going...

Layout Options -> With Text Wrapping



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Arrange Images

Take One

Add Another Picture

1. Try it: Insert Another Picture
Go to **Insert->Illustrations->Pictures. Browse** to the Documents folder.

Select the Rainbow-over-barn.jpg picture. Click **Insert** to place it into the newsletter.

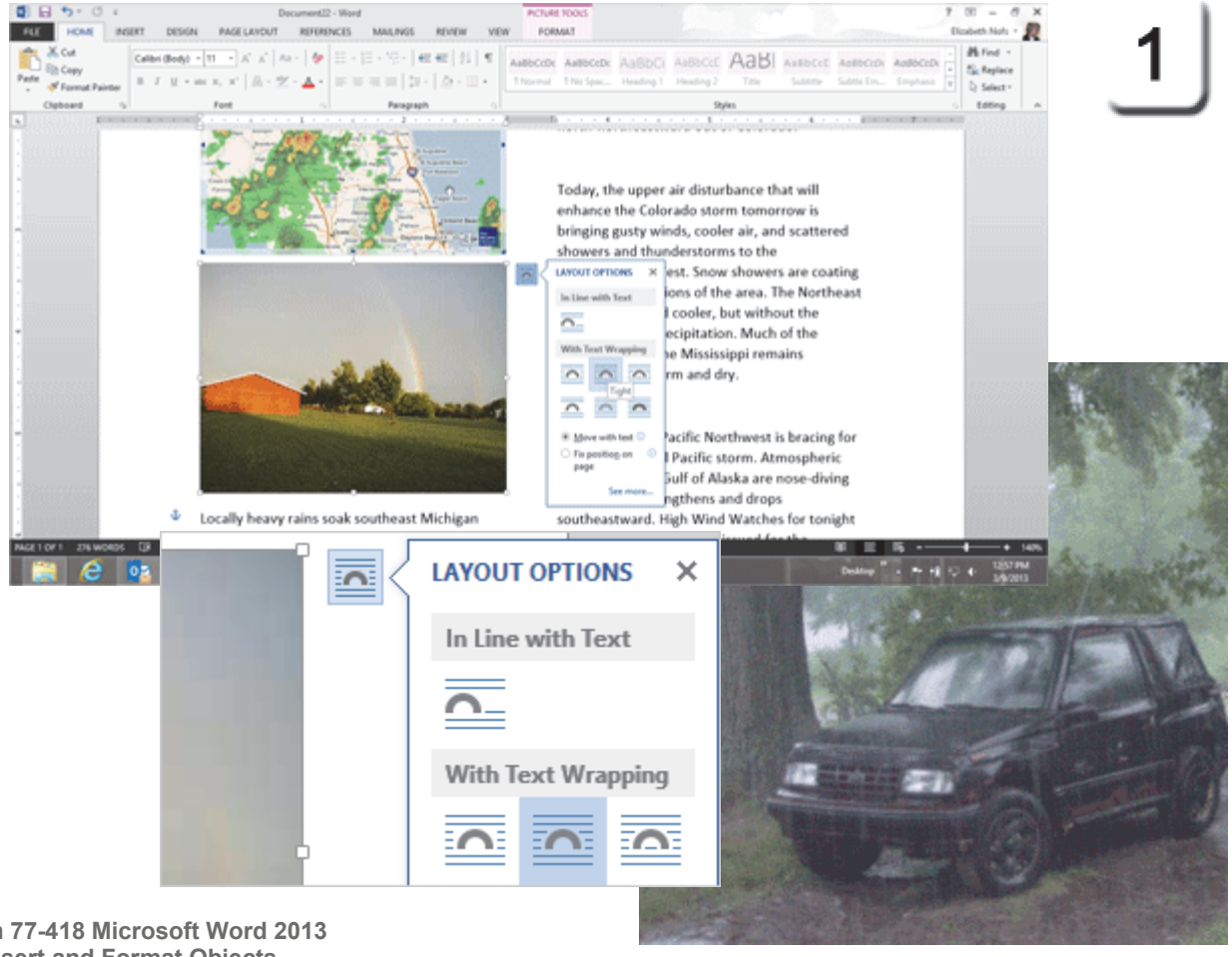
The **Layout Options** should be available. Select **With Text Wrapping->Tight**.

There should be two pictures in the first column. The text from Column one will move to Column two as needed.

You can resize these pictures to look like the ones shown on this page if you wish.

Keep going,,,

Layout Options->With Text Wrapping -> Tight



1

Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Images

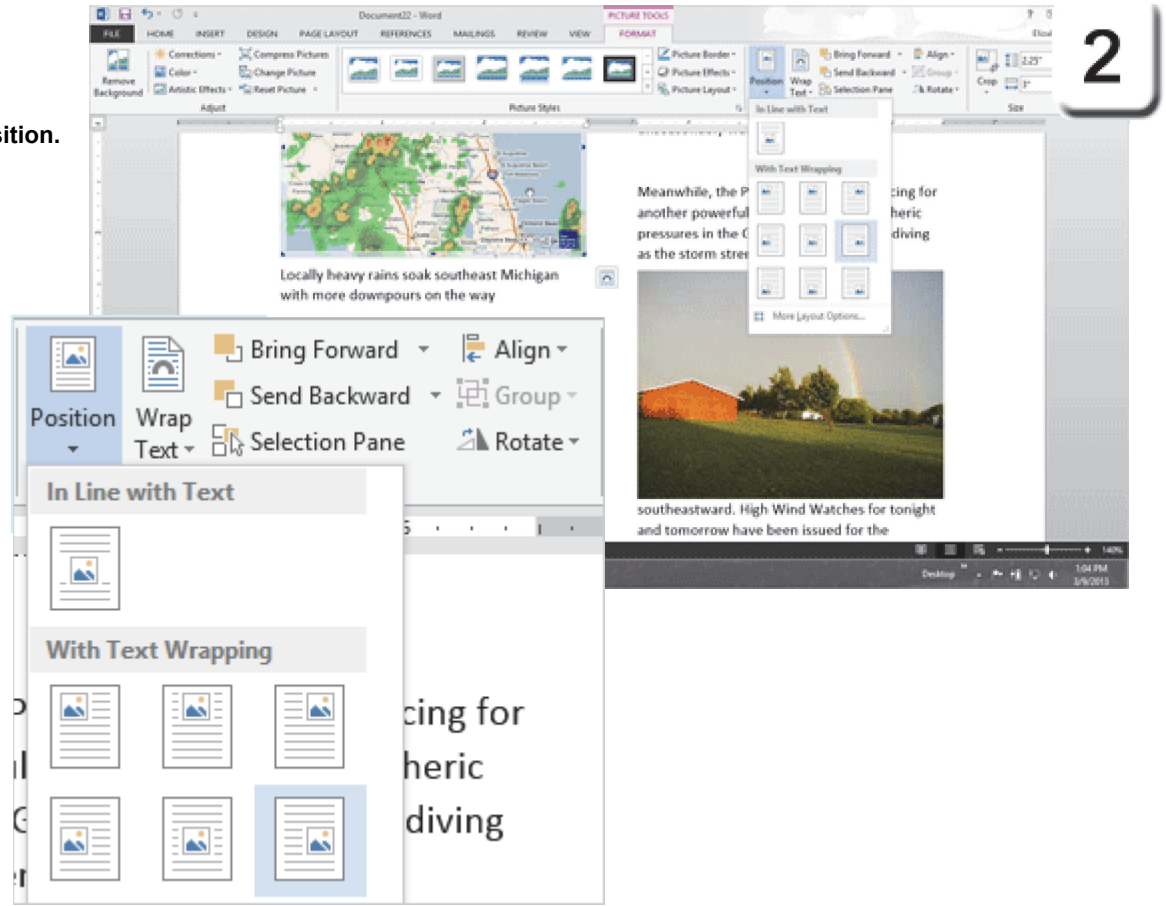
Take One

Arrange the Picture

2. Try This: Arrange the Pictures
Select the *Rainbow over Barn* picture.
Go to **Picture Tools->Format -> Arrange->Position.**
Select a **Position:** MIddle Right.

The picture will be placed in the right Column.

Picture Tools ->Format -> -Arrange -> Position



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Position Images

Take One

Add a Third Picture

This newsletter has two Columns of text. The two pictures have been formatted with Tight Text Wrapping.

The next picture will be a rainbow that will be formatted and placed behind the text and all of the other pictures.

1. Try it: Insert ClipArt
Go to **Insert ->Illustrations->Online Pictures.**
Select a **site**: Office.com ClipArt.
Search for: rainbow.

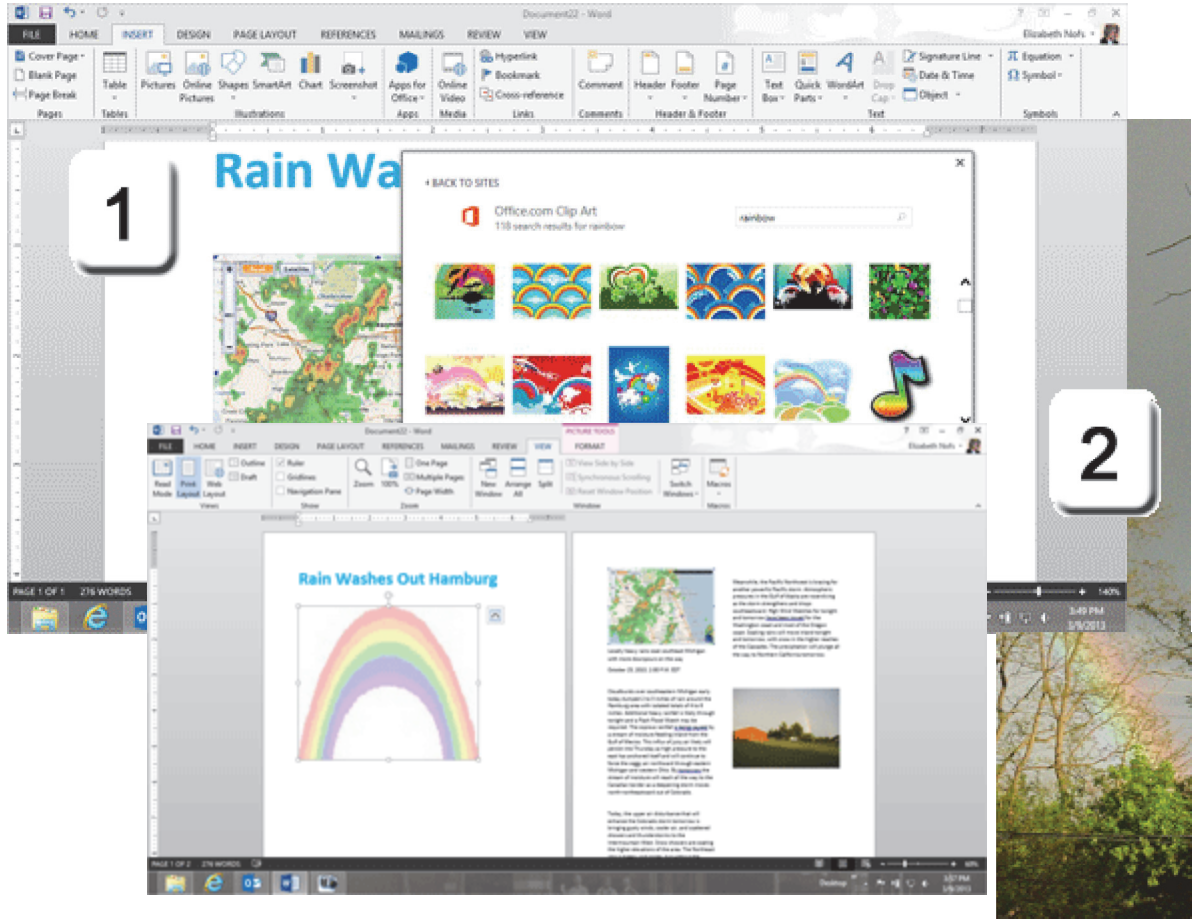
2. Select a Clip from the Gallery
Browse through the ClipArt Search Results.
Click on any rainbow picture and **Insert** it.

What Do You See? The rainbow picture may be so large that it forces the rest of the stuff onto a second page.

Let's find some **Picture Tools** that can help arrange these pictures better.

Keep going.

Insert ->Illustrations->Online Pictures->Office.com ClipArt



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Office Online.com ClipArt

Take One

Send Behind Text

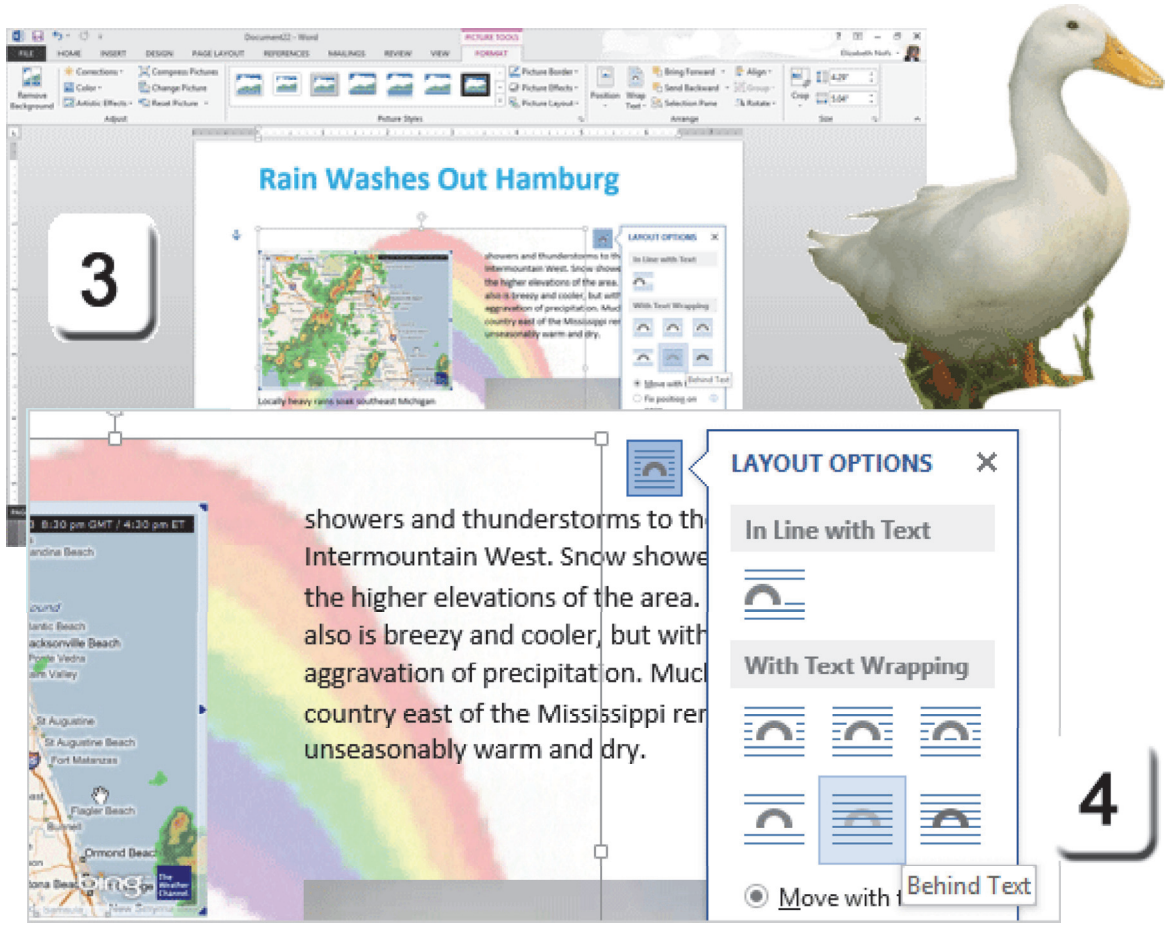
Arranging Text and Graphics makes more sense if you know that Microsoft Word has layers. Text is always on its own layer. The background is the bottom layer. You may have many layers if you have many graphics.

3. Try This: Send Behind Text
Select the rainbow picture.
The **Layout Options** should be available.
Go to **Layout Options->With Text Wrapping.**
Select **Behind Text.**

4. What Do You See? Behind Text will place the rainbow picture behind the text and the other pictures.

Where Have You Seen This Before?
Microsoft PowerPoint also uses Layers to create the Slide Master as well as to arrange objects in front or in back of each other.

Layout Options->With Text Wrapping-> Behind Text



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Position Images Behind Text

Take One

Zoom Out and Look

Please resize the rainbow picture so that it fills the page. This step is easy if you change the View, first.

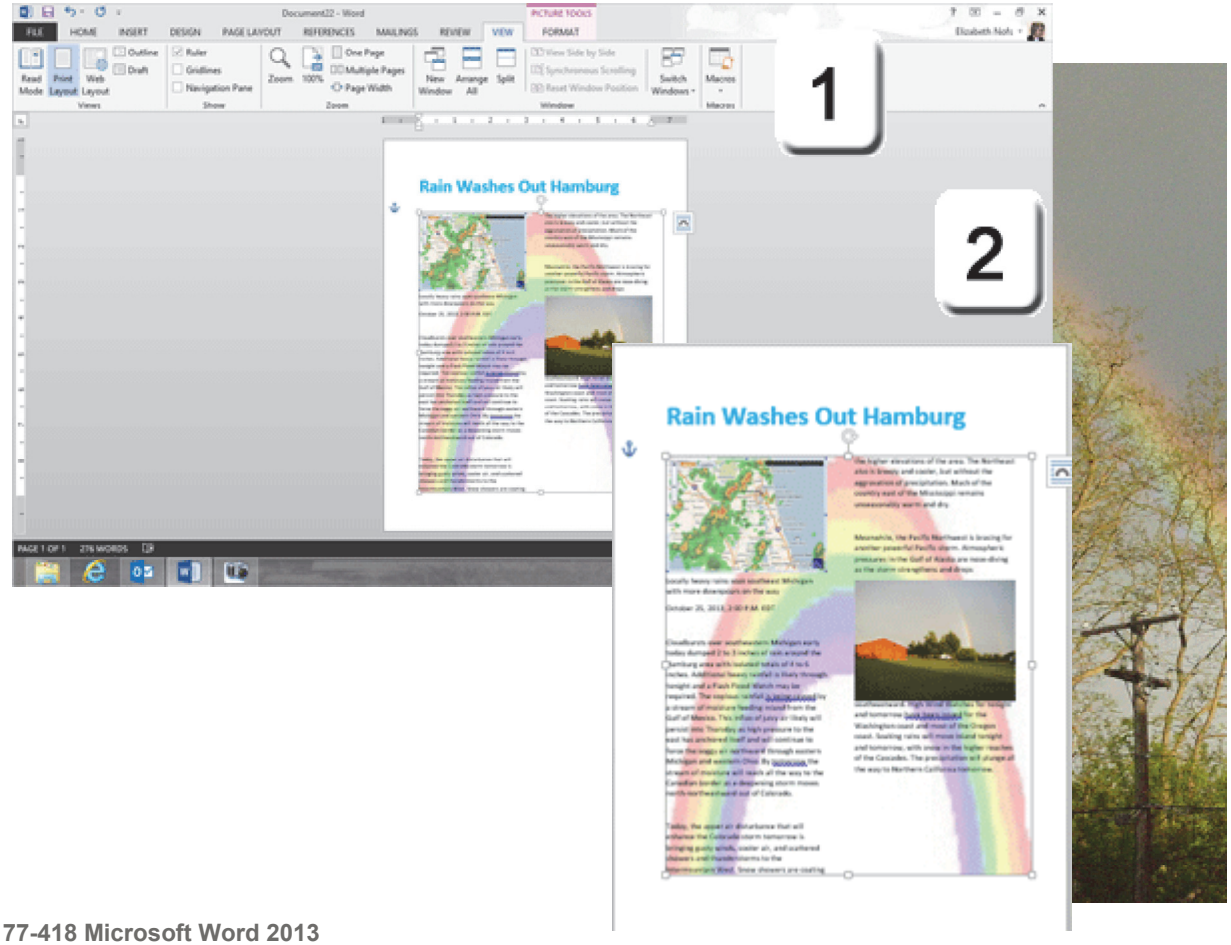
1. Try It: Change the View
Go to **View->Zoom->One Page**.

2. Try This, Too: Resize the Picture
Select the Rainbow picture.
Use the **Handles** to drag and stretch the picture so that it fills the page.

OK, that works.

Memo to Self: The rainbow in this example is a light pastel. If your rainbow picture is very dark, it may be difficult to read your text. You can use the Picture Tools to adjust the Brightness and Contrast if you wish.

View ->Zoom -> One Page



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Documents: Demonstrate How to Use Zoom

Take One

Add a Page Border

A page border adds elegance to a design, much as a picture frame surrounds a good image. Here are the steps to format a page border.

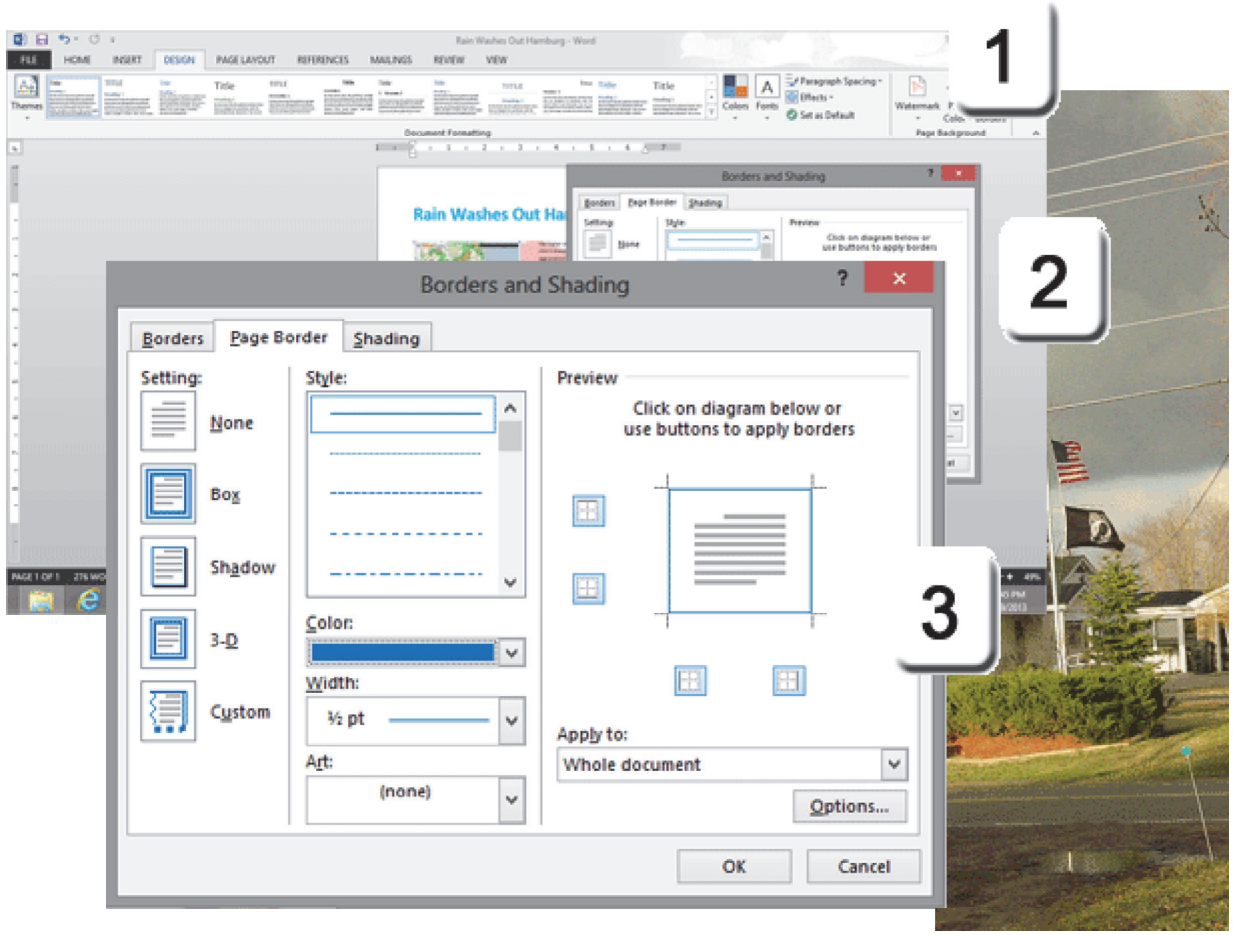
1. Try This: Add a Page Border
Go to the **Design Ribbon.**
Go to **Page Background ->Page Borders**.

2. What Do You See? There should be a new window with three Tabs: Borders, Page Border and Shading. You should be on the Tab that has the Page Borders.

3. Try This. Too: Edit the Page Border
Setting: Select Box
Color: Select blue.
Width: 1/2 pt
Click **OK**.

Do This, Now: Save Your Work.
Go to **File->Save.**
You can name this document:
Your Name Newsletter.

Design ->Page Background->Page Borders



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Modify Page Borders and Shading

Take One

Linking Word and Excel

The example on this page shows a chart that was created in Microsoft Excel then copied, pasted and **linked** to Word.

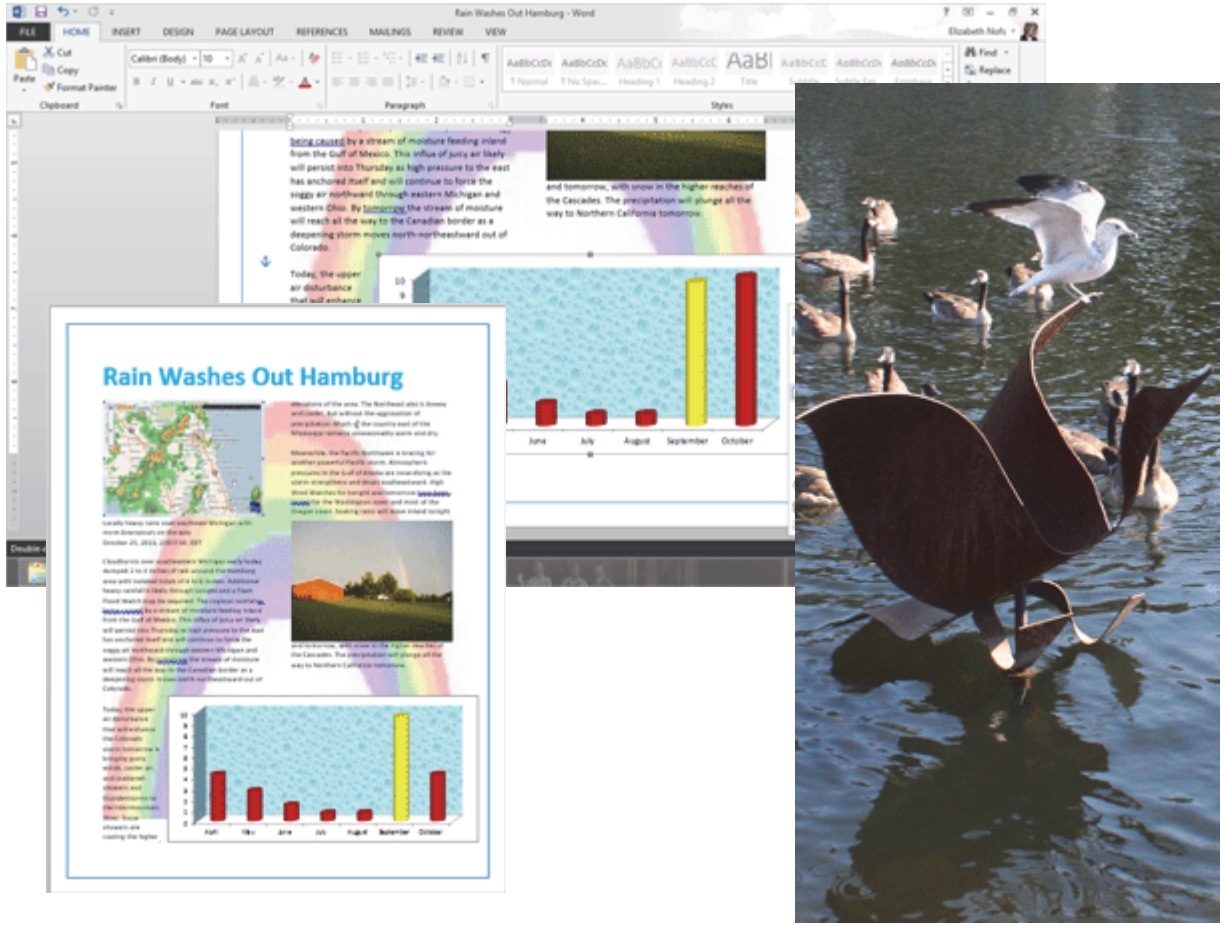
Linking a chart to a newsletter or report is an excellent example of how to use Microsoft Office effectively.

Say someone corrected the data in the spreadsheet. The chart in Microsoft Excel will change. Any chart that is **linked** with **Paste Special** in Word will update, too.

Before You Begin *The Beginning Guide to Excel 2013* demonstrates how to create charts. It is available online here.

You can also make your own chart for this demo if you wish.

Preview of the newsletter as it will look at the end of the lesson when it is completed



Take One

Welcome to Excel

This is a simple exercise that points out the similarities of the toolbars in both Microsoft Word and Excel.

1. Try It: Open a Sample Spreadsheet
Go to **Start -> Microsoft Excel**.
Open Rainfall 2013.xlsx

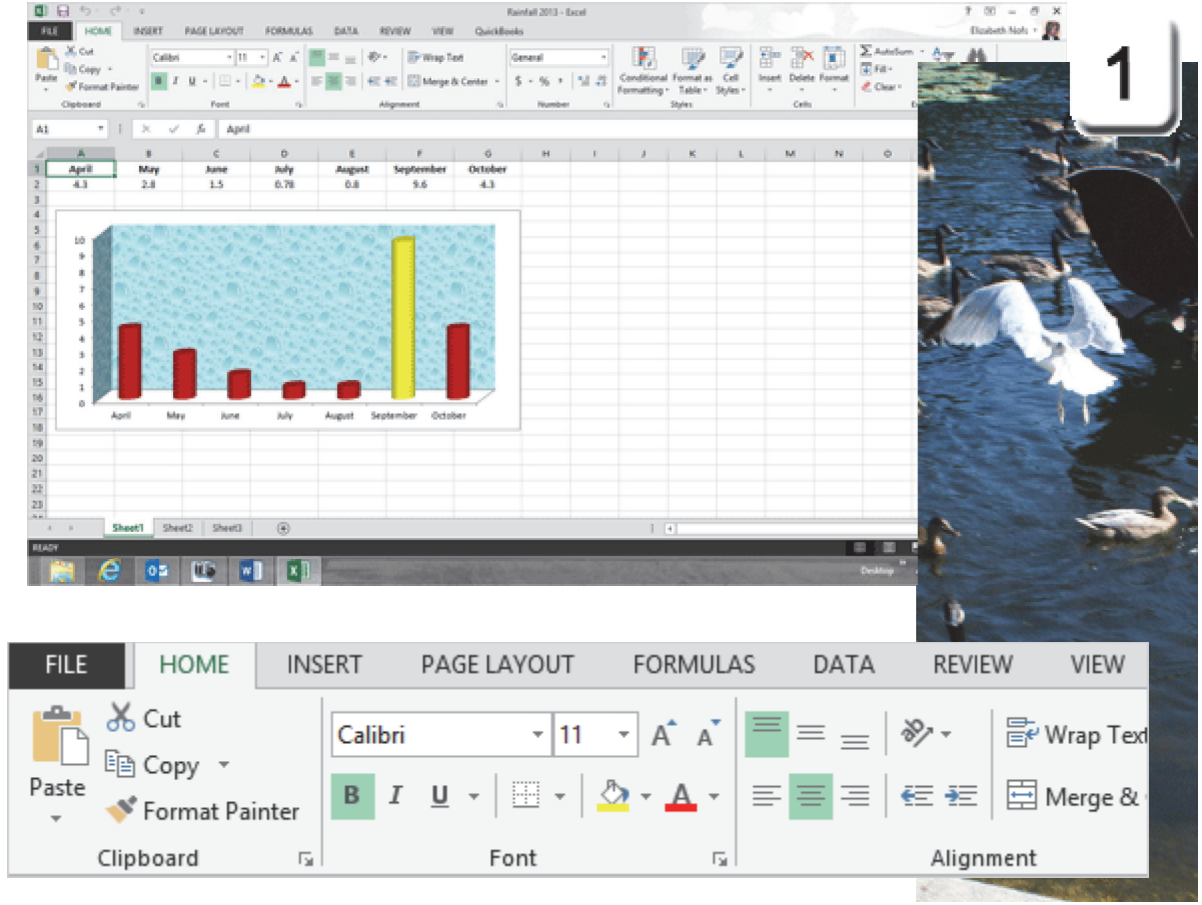
What Do You See? Microsoft Word, Excel, PowerPoint, Outlook and Access were designed to work together.

Most of the options you use in Word can be found on the same Ribbons in Excel.

Keep going...

Memo to Self: Files that are downloaded from the Internet are disabled for security reasons. Go to the Security banner and click **Enable** so that you can edit the spreadsheet.

Start Microsoft Excel



Take One

Copy and Paste

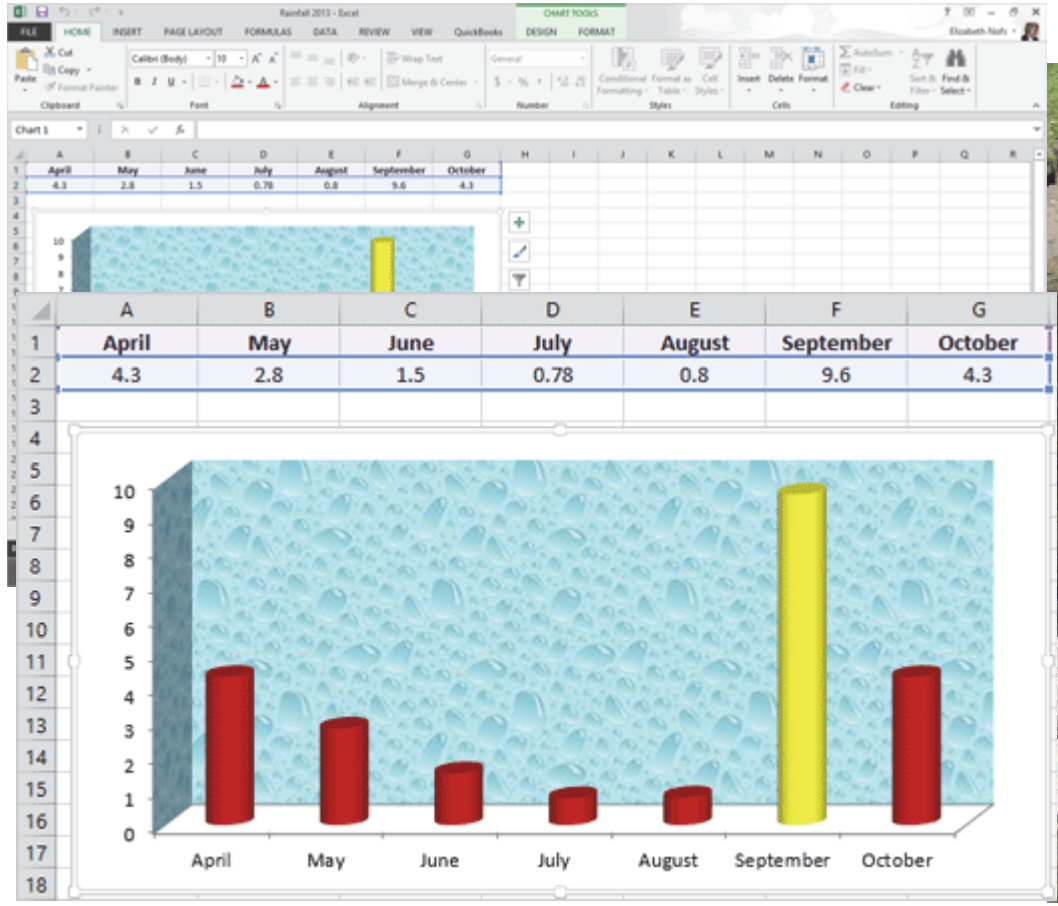
2. Try it: Copy the Chart

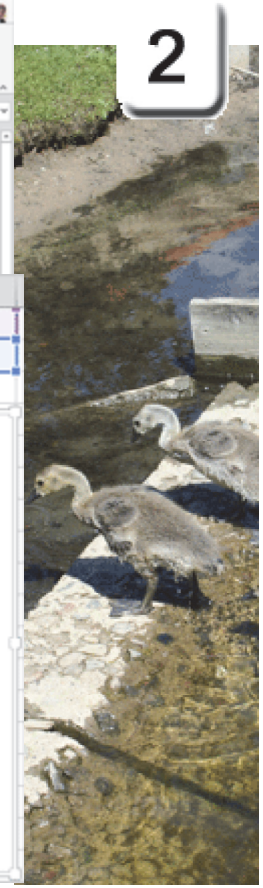
Click once on the chart to select it. You should see a light border surrounding the chart. This border has handles in the corners, just like a picture in Word when you select it.

Go to **Home -> Clipboard->Copy**.

Keep going...

Microsoft Excel-> Home -> Clipboard->Copy





Exam 77-420 Microsoft Excel 2013
Create Cells and Ranges
2.1 Insert Data in Cells and Ranges: Enter Data to Worksheets

Take One

Paste Special in Word

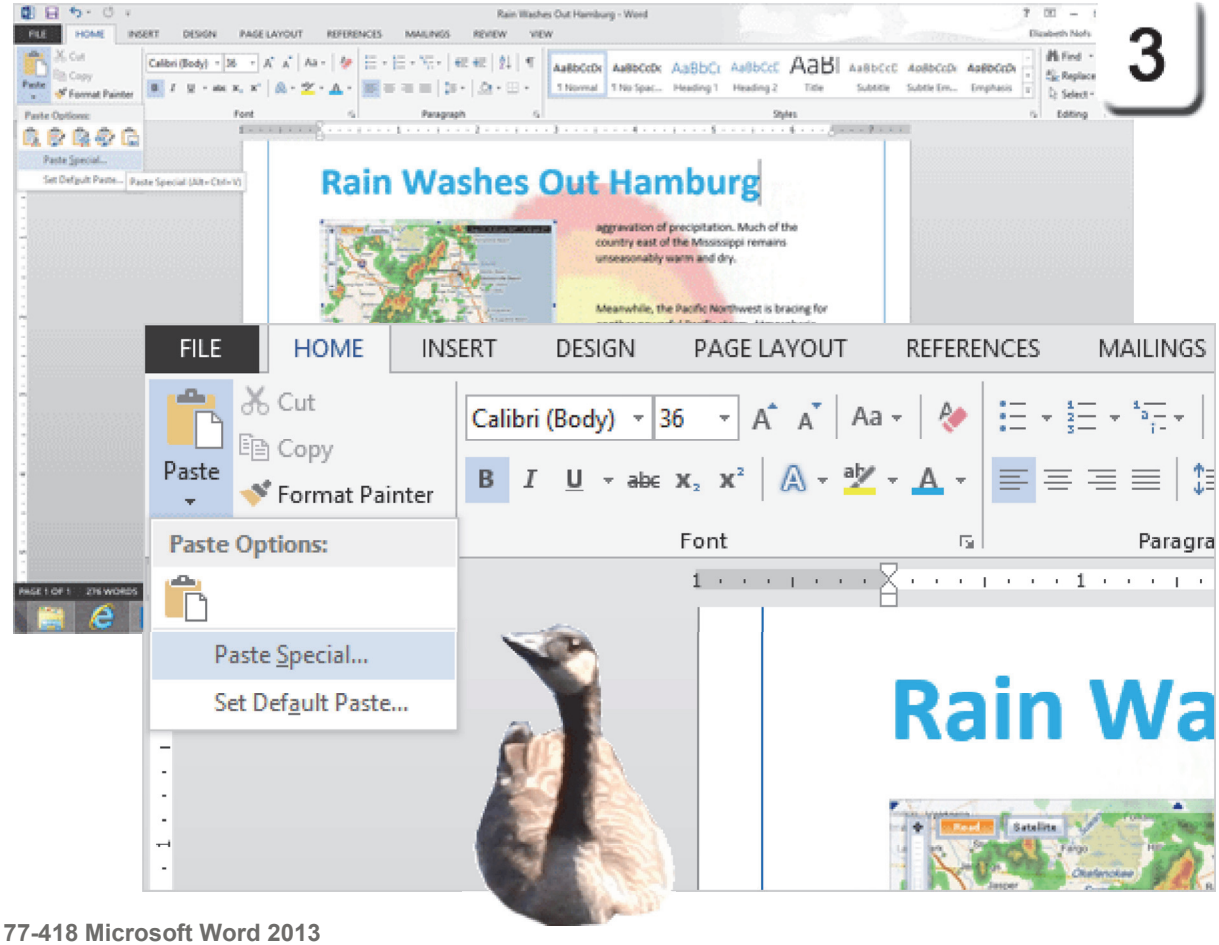
In the next steps, you will be working in Microsoft Word. You do not have to close Excel. You can have both programs open at the same time.

Where are We At? The newsletter is still open in Microsoft Word. You should see it on the Task bar at the bottom of your screen. Click on the Task bar to restore the window for Word.

3. Try it: Paste Special
In Word go to **Home->Clipboard**.
Select **Paste Special**.

Keep going...

Microsoft Word ->Home ->Clipboard->Paste Special



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Paste Special

Take One

Paste Special

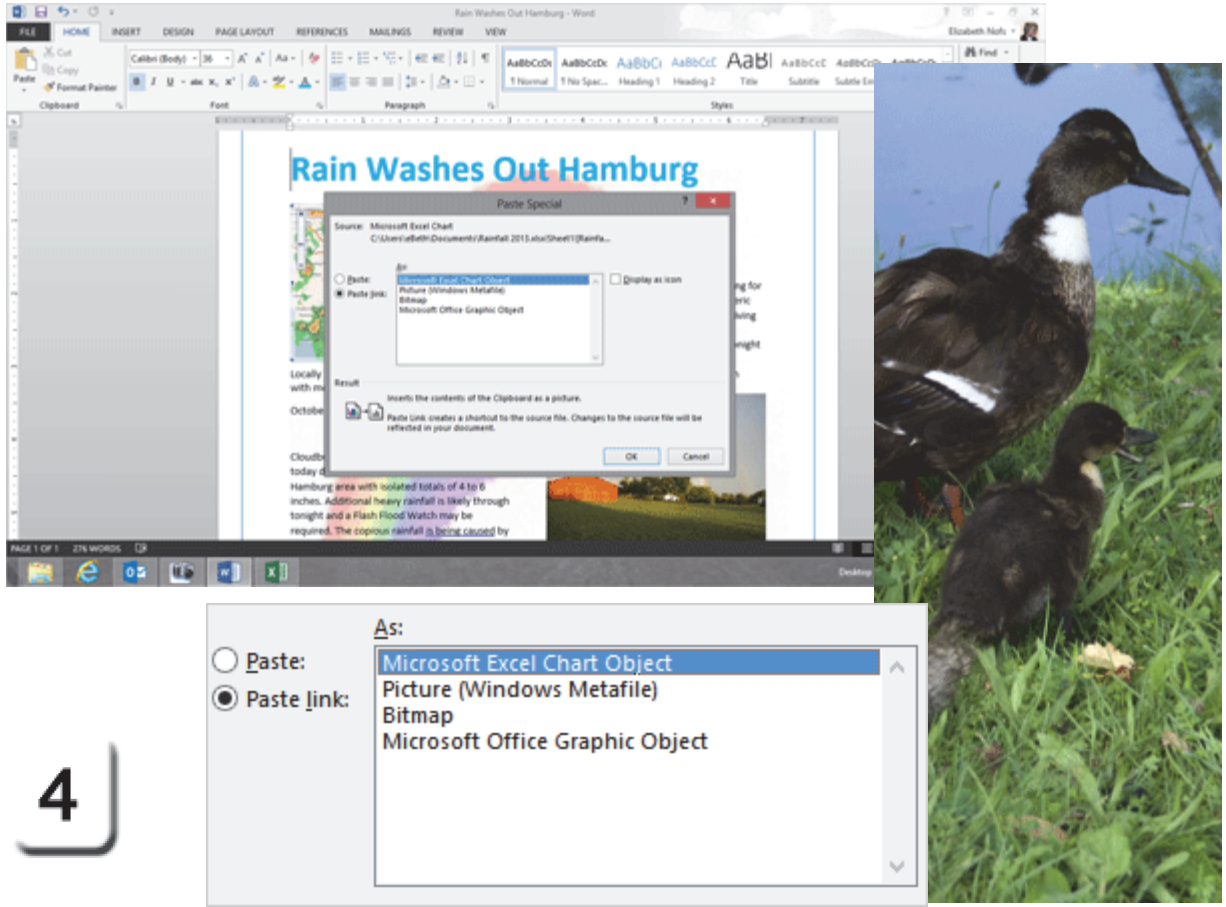
Paste Special asks two questions: First, what kind of object do you want to paste? You can paste this chart as a Picture, a Bitmap, or as an embedded Microsoft Excel Chart Object.

Second, how do you want to paste this Chart? If you choose **Paste Link**, the Chart in Word will look up the values in your Excel Spreadsheet.

4. Try it: Choose the Link
Choose: **Paste link**.
Select: **Microsoft Excel Chart Object**.
Click OK.

Keep going...

Microsoft Word ->Home ->Clipboard->Paste Special->Paste Link



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Paste Special

Take One

Paste Special

What Do You See? You should see a Microsoft Excel Chart in your newsletter. It worked. <grin>

However, the chart may be so big that is ends up on the second page.

5. Try it: Format the Chart
Click once on the Chart to select it.
Resize the Chart with the handles, as if it is just like one of your pictures.

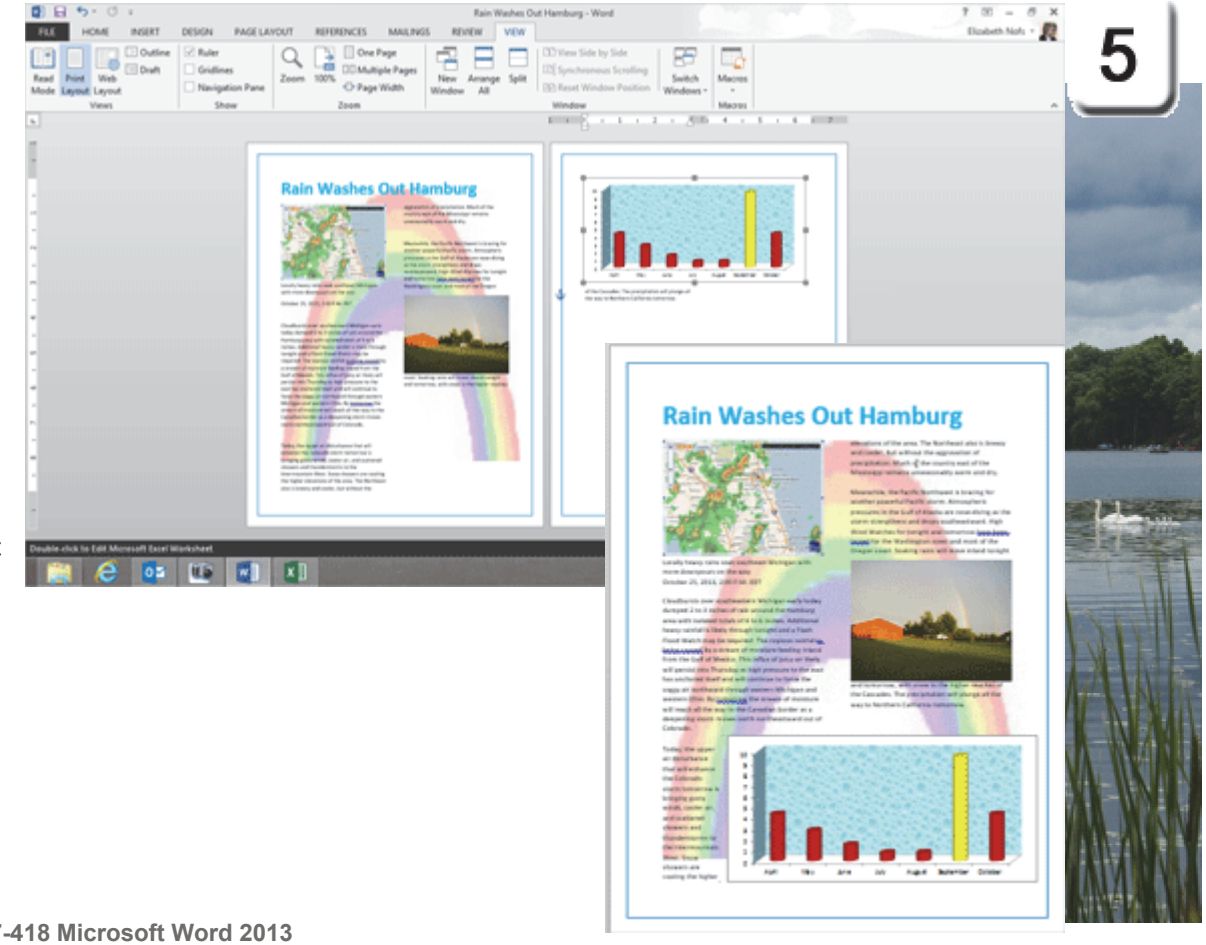
Edit the Text Wrapping:
Go to **Page Layout -> Arrange ->Wrap Text.**
Select: **Tight**.

Arrange the Layout:
You can place the Chart wherever it looks best in your newsletter.

Save your work, please.

Keep going...

Page Layout->Arrange ->Wrap Text->Tight



5

Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Paste Special

Take One

Change the Data

The chart in Word is linked to your data in Excel. The technical term for this relationship is: **OLE: Object Linking and Embedding.** Now, edit the data in Excel and watch what happens. ;-)

6. Try This: Edit the Data in Excel
Go to the rainfall spreadsheet in Excel.

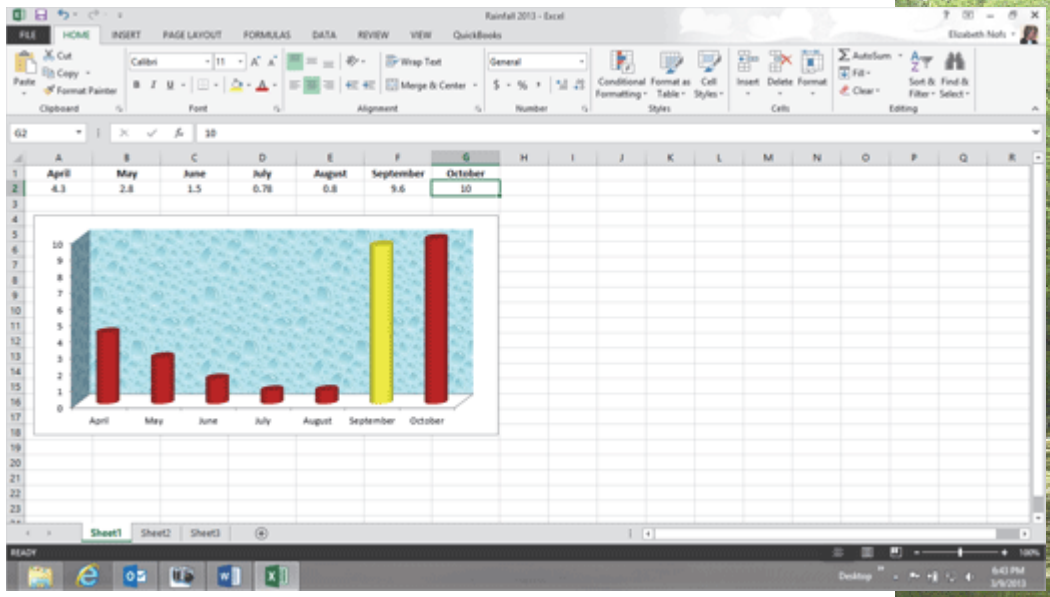
Select: Cell G2.
Type the number: 10.
Hit the Enter key on your keyboard.

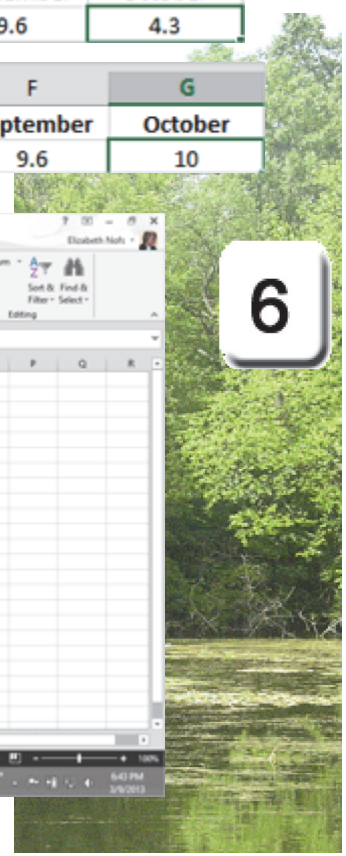
What Do You See? The chart in Excel will automatically update. So, what happened to the chart in Word?

Microsoft Excel

	A	B	C	D	E	F	G
1	April	May	June	July	August	September	October
2	4.3	2.8	1.5	0.78	0.8	9.6	4.3

	A	B	C	D	E	F	G
1	April	May	June	July	August	September	October
2	4.3	2.8	1.5	0.78	0.8	9.6	10





Exam 77-420 Microsoft Excel 2013
Create Cells and Ranges
2.1 Insert Data in Cells and Ranges: Modify data in worksheets

Take One

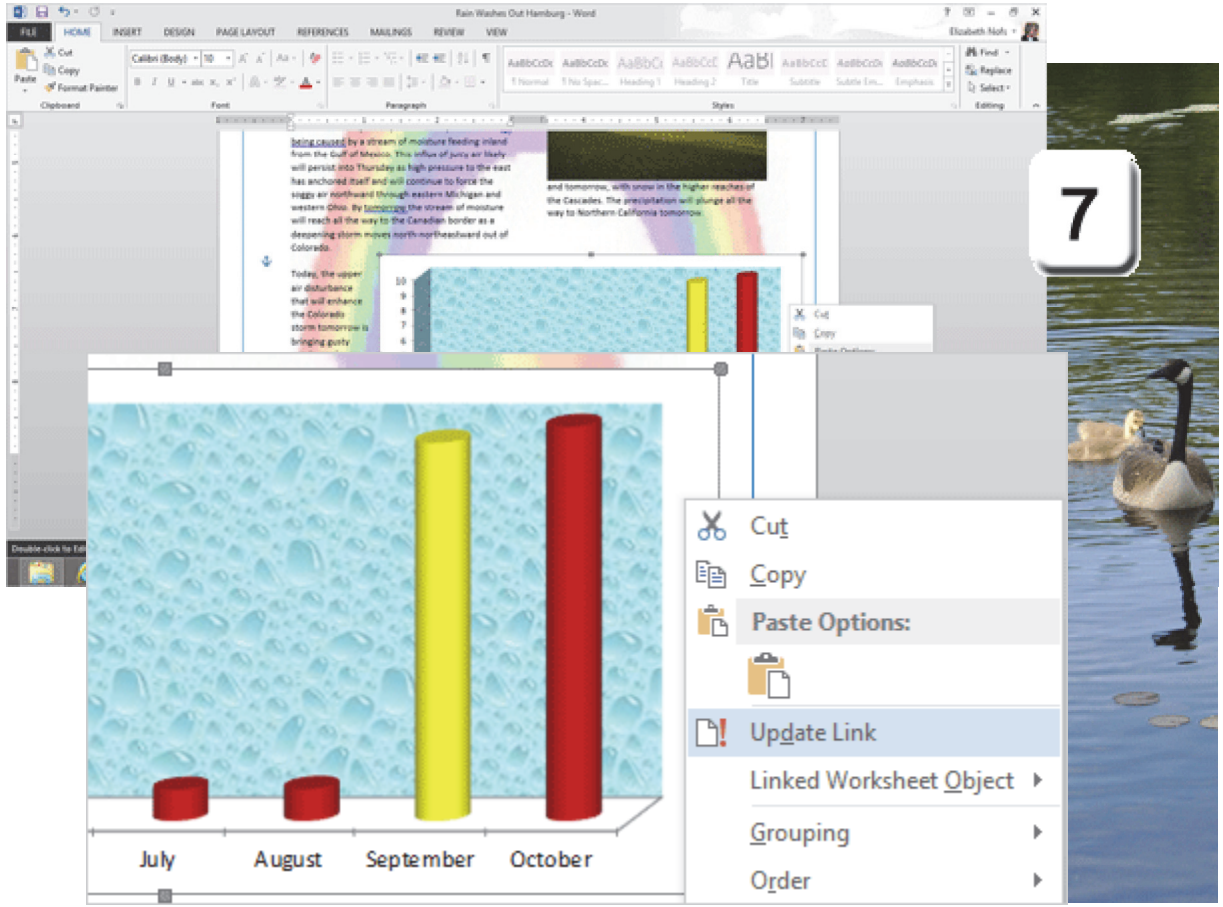
Update the Chart in Word

When you return to the newsletter in Word, the chart should show the new data.
Way cool.

7. OK, Try This: Update Link Sometimes, the chart in Word does not update. Here is how you can do the update by hand.

Right click the chart to select it.
Select: **Update Link**.

Microsoft Word ->Right Click -> Update Link



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Paste Special

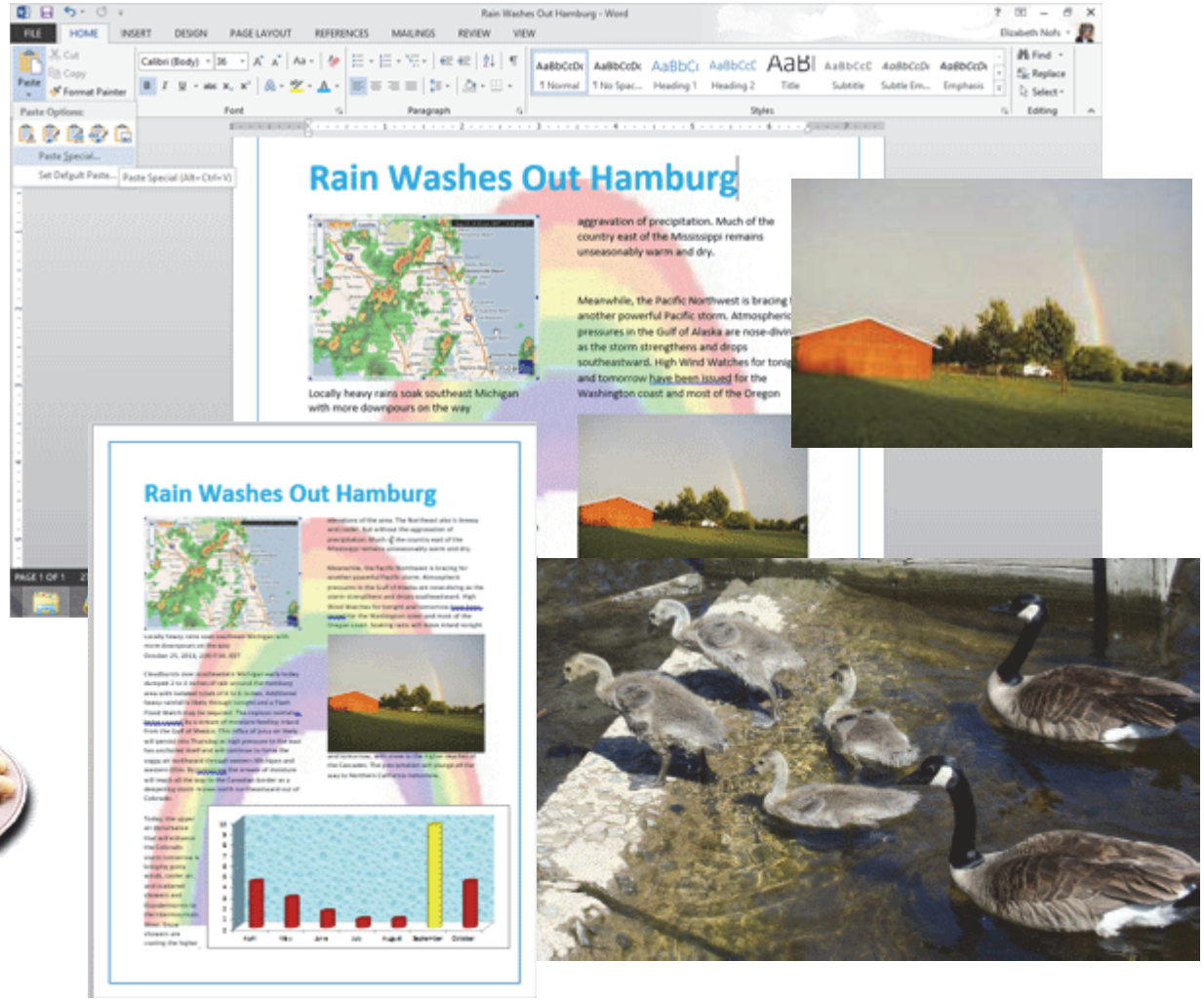
Take One

Save It For a Rainy Day

This newsletter was developed using the **Home, Insert** and **Picture Tool** Ribbons. The goal of the lesson was to design an appealing newsletter that will encourage our users to read the articles or at least browse the important information.

The lesson also demonstrated the effectiveness of linking Word and Excel with Paste Special.

You done good.
You get the cookie.

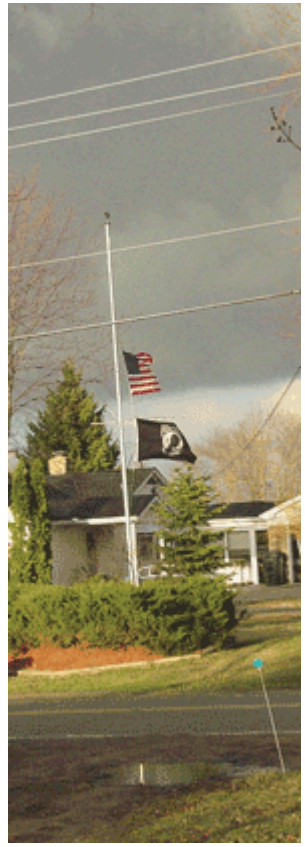


Practice Activities

Rain Washes Out Hamburg

Try This: Do the following steps

1. Open a new, blank document in Microsoft Word.
2. Insert the text from the sample file: Microsoft Office 2013 article.
3. Insert a picture from Online Pictures of a person working at a computer.
4. Format the Text Wrapping to be Top and Bottom.
5. Format the text to have three Columns.
6. Insert a second picture from Online Pictures.
7. Format the second picture to have Text Wrapping Tight.
8. Move and resize the second picture so that it overlaps the edge of the first picture.
9. Insert a third picture from Online Pictures.
10. Format the picture to have text wrapping Through.
11. Format the picture: edit the Brightness and Contrast.
12. Format the picture to be Behind Text.
13. Insert a Chart from the Spreadsheet Microsoft Office 2013 Pricing.
14. Format the Text Wrapping on the Chart to be Tight.
15. Move and Resize the Chart so that it is at the bottom of the third Column.
16. Adjust text and picture sizes so that everything fits on one page.
17. Add a Page Border.
18. Save the file as My Name Intermediate Word Practice 1.docx



Test Yourself

1. Which of the following is true about the Show/ Hide button?
(Select all correct answers.)
a. Located on the Home Ribbon
b. Located in the View Group
c. Shows formatting codes, such as paragraph marks ¶
Tip: Intermediate Word, page 17

2. Which of the following is true about columns? (Select all correct answers.)
a. The command to create columns is on the Insert Ribbon
b. The command to create columns is on the Page Layout Ribbon
c. The More Columns command opens a box with more options for creating columns
d. Two columns can be different widths
Tip: Intermediate Word, page 20

3. Which of the following is true about resizing a picture in Word?
(Select all correct answers)
a. Can be done by dragging the handles on a picture
b. Can be done using the Size command on the Picture Tools Format Ribbon
c. Cannot be done to specific measurements
Tip: Intermediate Word, page 22

4. Which of the following is a Text Wrapping option?
(Select all correct answers)
a. In Line with Text
b. Square
c. Top & Bottom
d. Behind Text
Tip: Intermediate Word, page 23

5. The new Layout Options includes Text Wrapping and In Line with Text.
a. True
b. False
Tip: Intermediate Word, page 26

6. Which of the following is true about a Chart pasted into Word?
(Select all correct answers.)
a. It can have Text Wrapping
b. It can be resized using handles
c. It can be linked so it automatically updates if changes are made to the original Excel file.
Tip: Intermediate Word, page 34

7. Which Ribbon has the command for adding a border to a document?
a. Design
b. Insert
c. View
d. Picture Tools
Tip: Intermediate Word, page 20

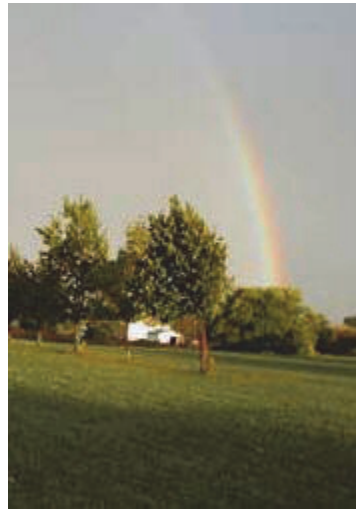
Test Yourself

8. How do you format two columns of text in Word ?
a. Go to Page Layout ->Page Setup->Columns
b. Go to Insert ->Columns
c. Go to Format ->Columns
Tip: Intermediate Word, page 19

9. Indicate the ways you can format two columns. (Select all that apply)
a. Column width
b. Column spacing
c. Equal or different column width
Tip: Intermediate Word, page 20

10. There are two pictures overlapping each other in your newsletter. Both pictures are formatted with the Text Wrapping at Tight.

How would you place a rainbow picture behind a satellite photo? (Select all that apply)
a. Click the rainbow and go to Page Layout ->Arrange ->Send to Back.
b. Right-click the rainbow and select Send to Back.
c. Click the rainbow and go to Picture Tools ->Format ->Send to Back.
Tip: Intermediate Word, page 26



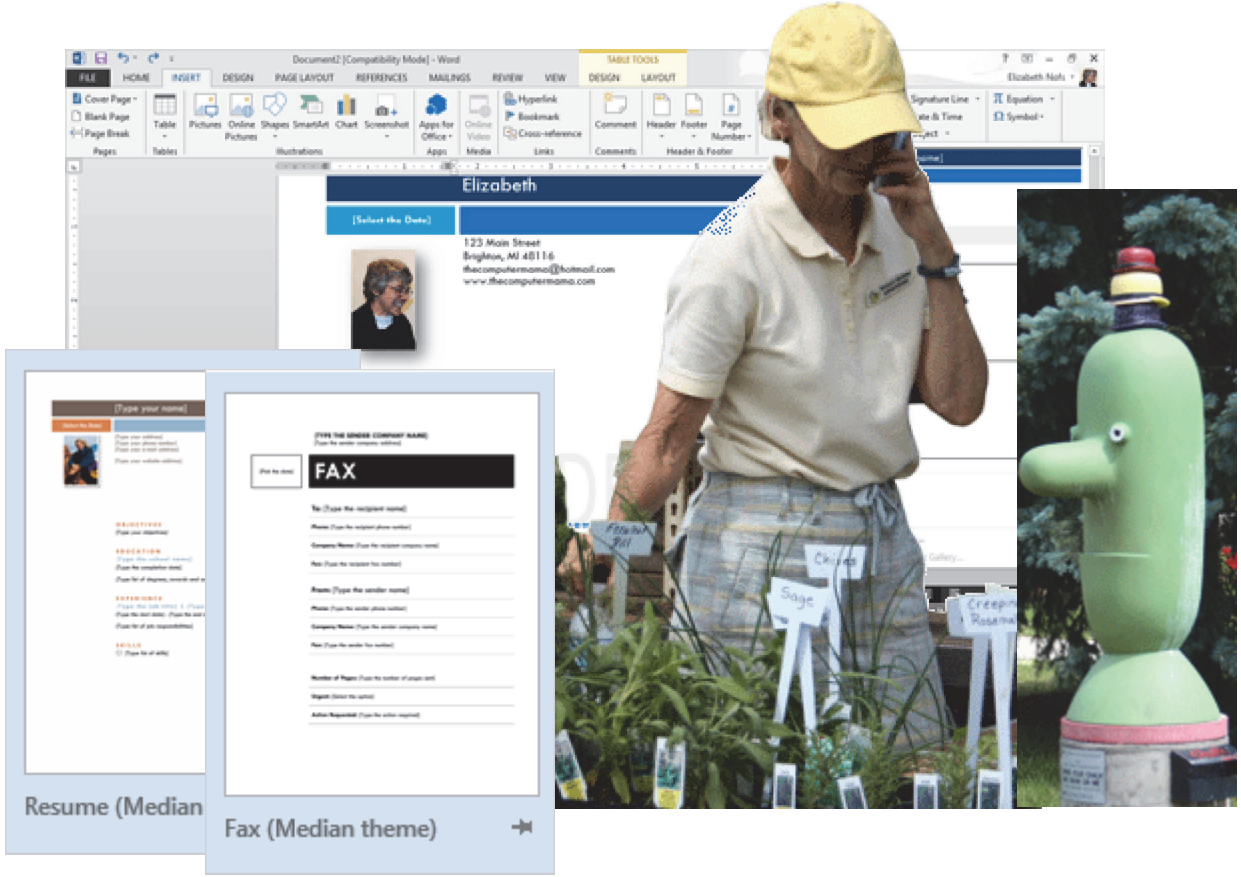
Word 2013: Business Documents

Open for Business

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Open a new document from Template.
2. Edit the Building Blocks in a Template.
3. Add content to customize a Template.
4. Apply a Theme to a document.
5. Save a document as a Template.
6. Use a Template to create a resume.
7. Use Quick Parts to edit the resume.



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Lesson 2: Open for Business

1. Readings
Read Lesson 2 in the Intermediate Word Guide, page 41-68.

Project
A custom FAX template and a Resume.

Downloads
Charlotte FAX.docx

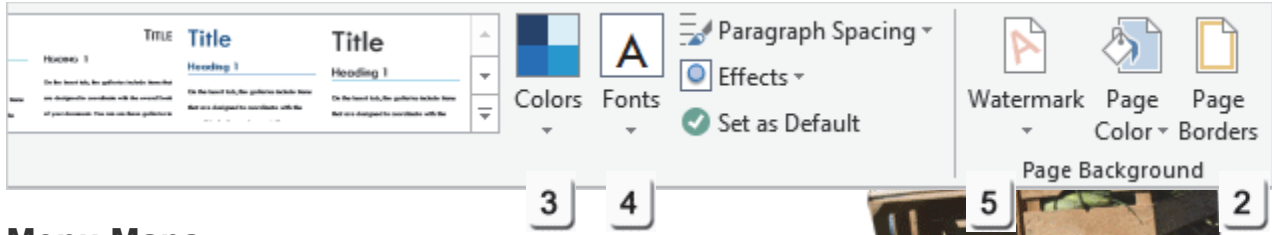
Graphic files used in the lesson:
HamburgFestival1,HamburgFestival2, HamburgFestival3, HamburgFestival4, HamburgFestival5, 1Logo, Farm

2. Practice
Do the Practice Activity on page 68.

3. Assessment
There are no Test questions

Design Ribbon

Design Ribbon



Menu Maps
This lesson shows the **Design** Ribbon.

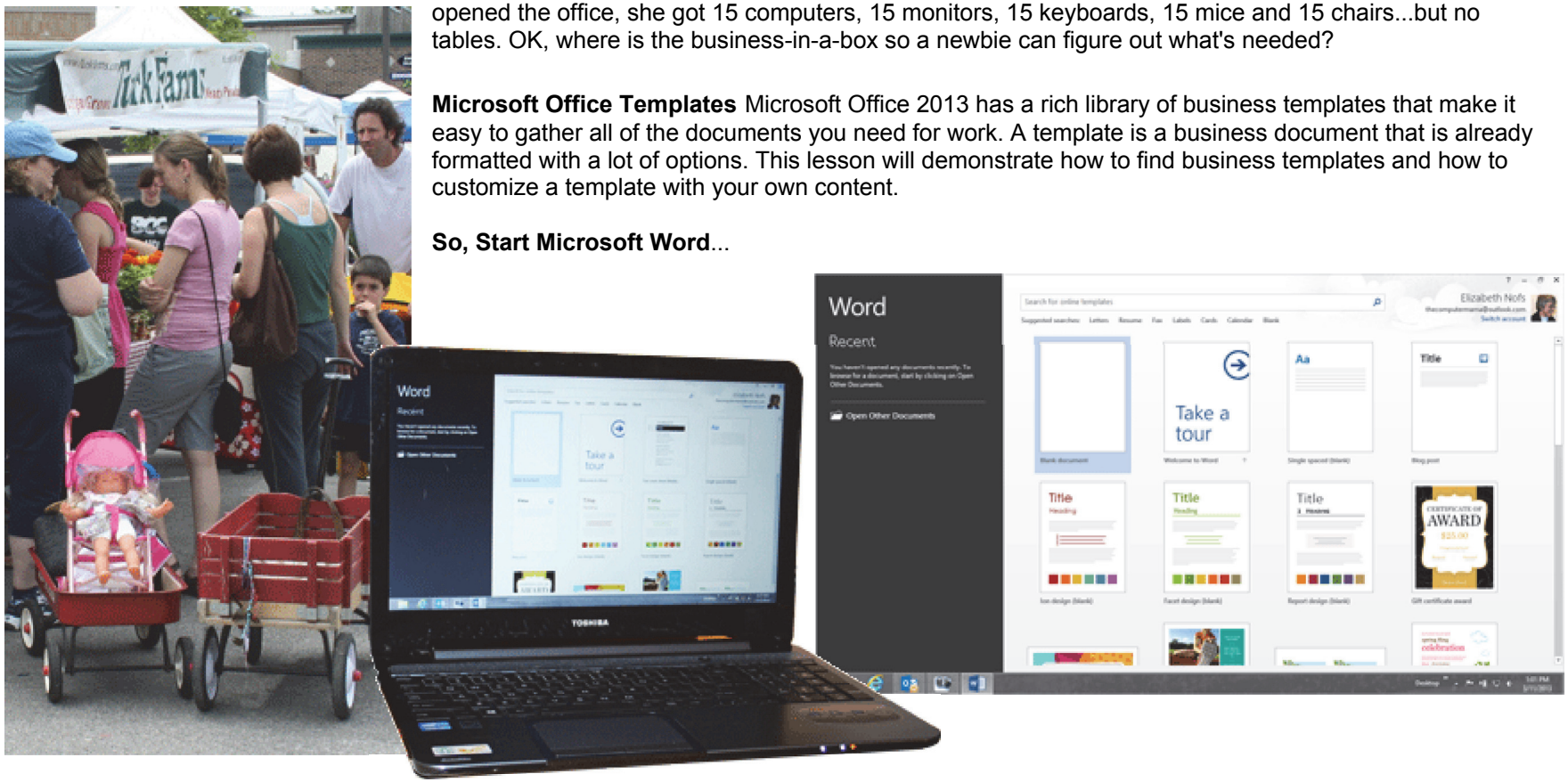
1. Design->Document Formatting-> Themes page 48
2. Design-> Page Background-> Page Borders , page 49
3. Design-> Page Background->Colors page 61
4. Design-> Page Background->Fonts page 62
5. Design-> Page Background->Watermark page 63

Open for Business

When you open a new business there are a million things you need to setup. When the Computer Mama opened the office, she got 15 computers, 15 monitors, 15 keyboards, 15 mice and 15 chairs...but no tables. OK, where is the business-in-a-box so a newbie can figure out what's needed?

Microsoft Office Templates Microsoft Office 2013 has a rich library of business templates that make it easy to gather all of the documents you need for work. A template is a business document that is already formatted with a lot of options. This lesson will demonstrate how to find business templates and how to customize a template with your own content.

So, Start Microsoft Word...



Take Two

Start ->Microsoft Word ->Blank Document

Create a New Document

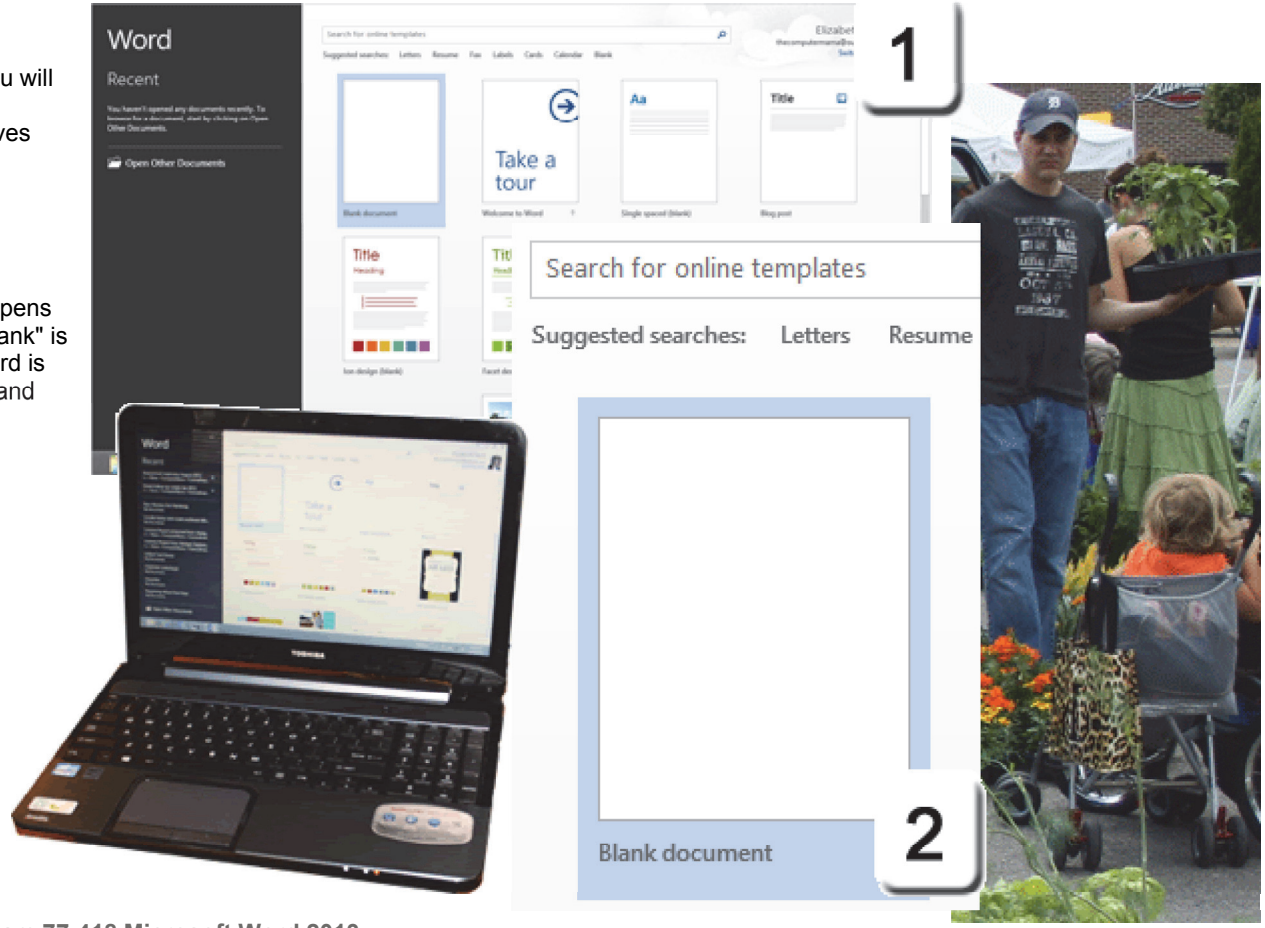
When you start Microsoft Word 2013, you will see a gallery of document Templates. A **Template** is a formatted document. It gives you a place to start.

1. Try This: Open a New Document
Select a Template: **Blank Document.**.

2. What Do You See? Microsoft Word opens a new **Blank Document**. The name, "Blank" is misleading. A plain piece of paper in Word is actually loaded with built in Quick Parts and formatting.

Please **Close** this Blank document.

Keep going...



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Blank Documents

Take Two

New Templates

3. Try This, Too: Open a Template
Go to **File ->New**.
Go to **Suggested Searches.**
Click **Fax**.

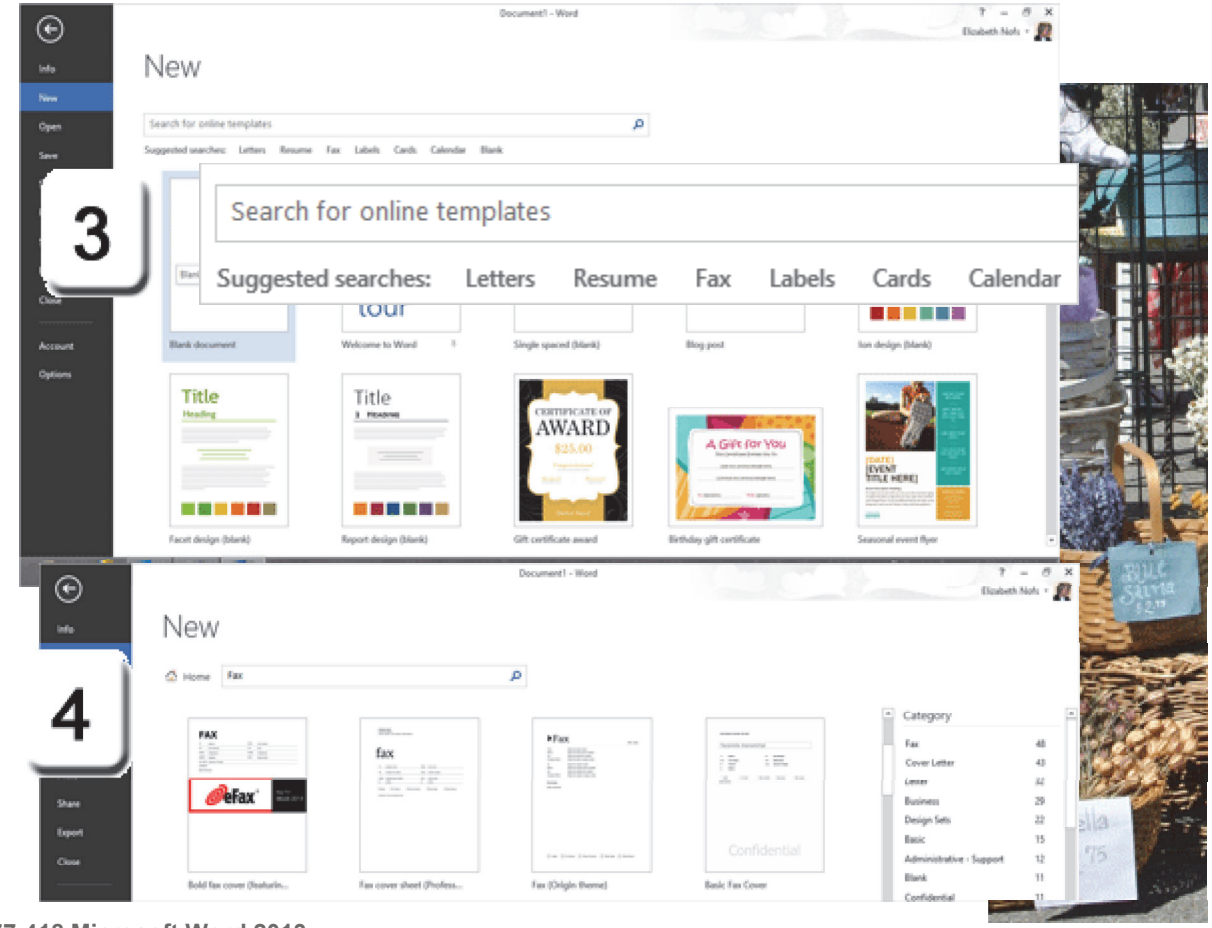
4. What Do You See? The fax templates include many different layouts. Some of the templates include eFax options.

Do This, Now: Select a Template
Search for a template: Fax Median.
Select **Fax (Median theme) template**.
Click **Create**.

Keep going...

Memo to Self: When you open a new template, you make a copy of the file, just like the Blank Document you open each time you start Word, you need to save your changes.

File ->New ->Suggested Searches



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Blank Documents from Templates

Take Two

File ->New ->Sample Templates -> Median FAX

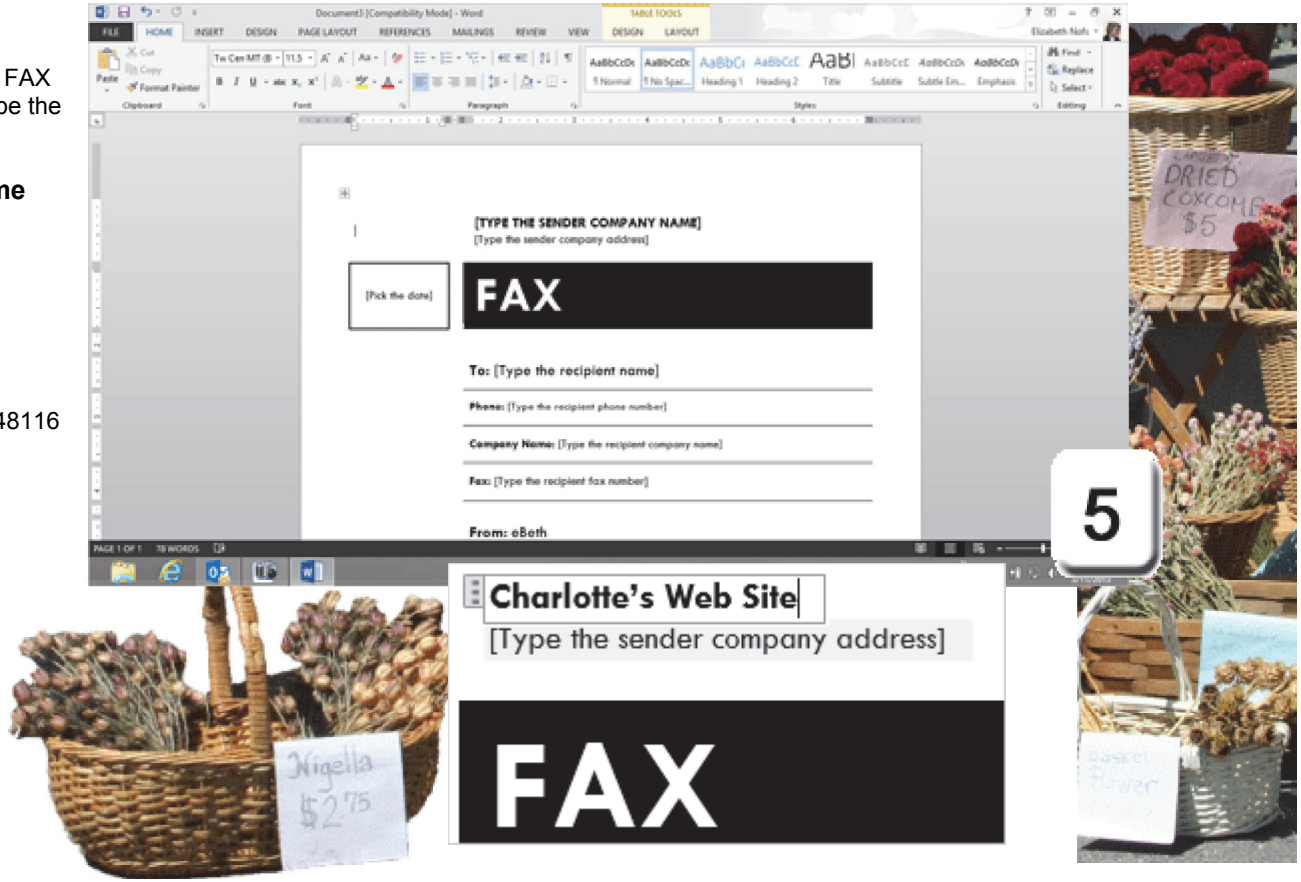
Edit the Fax Template

What Do You See? At the top of the FAX template is a field that asks you to type the Sender Company Name.

5. Try it: Edit the Company Name
Click on the field that says: Type the sender company name.
Type: Charlotte's Web Site.

Try This, Too: Edit the Address
Click on the field that says: Type the sender company address.
Type: 123 Main Street, Brighton, MI 48116

Keep going...



Exam 77-426 Microsoft Word 2013 Expert
1.0 Modify Existing Templates
1.1 Manage Multiple Documents: Modify Existing Templates

Take Two

Add Your Own Content

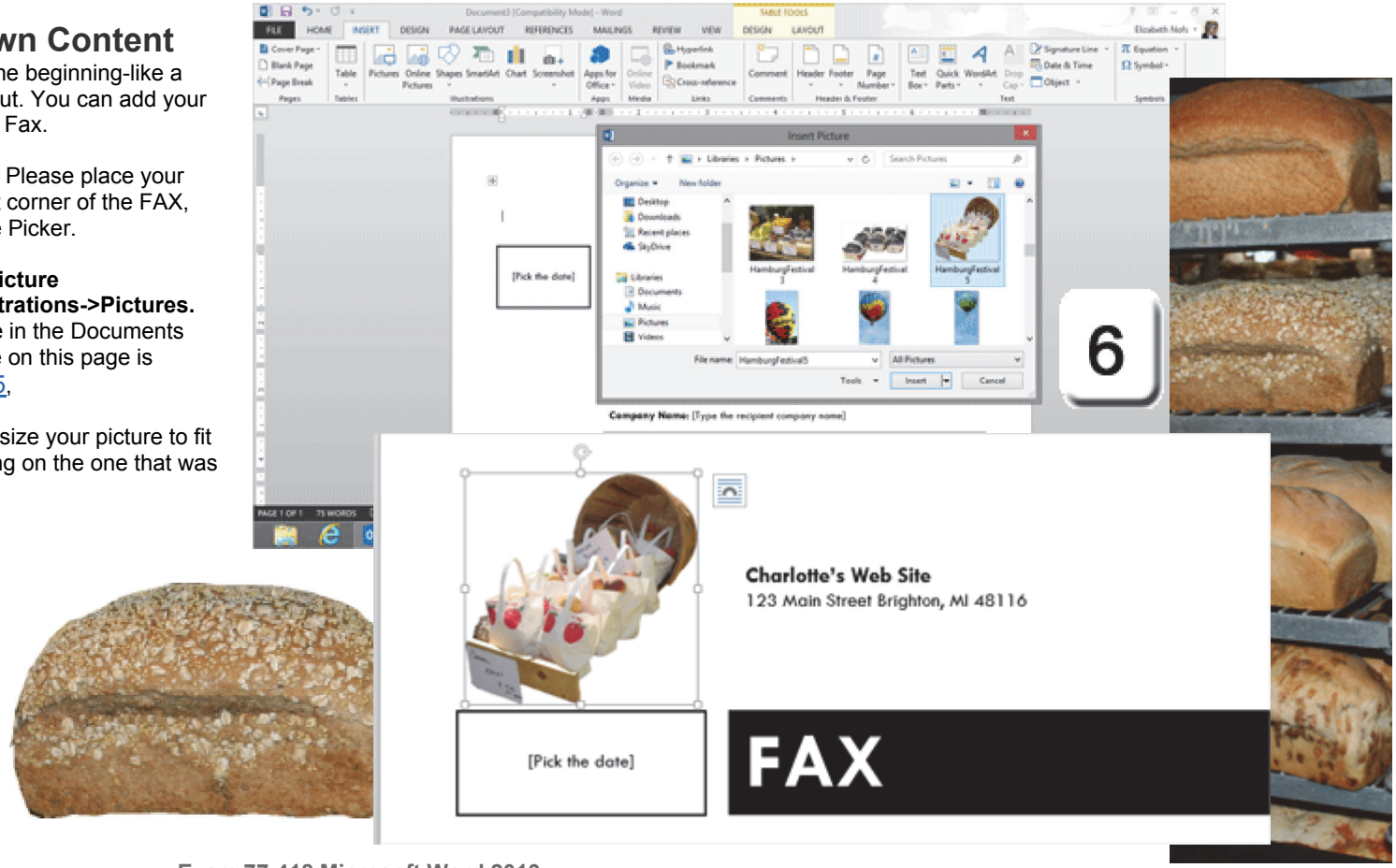
A Template is just the beginning-like a pattern or a rough cut. You can add your own graphics to the Fax.

Before You Begin: Please place your cursor in the top left corner of the FAX, above the little Date Picker.

6. Try It: Insert a Picture
Go to **Insert-> Illustrations->Pictures.** Browse for a picture in the Documents folder. The example on this page is HamburgFestival5,

You may need to resize your picture to fit this layout depending on the one that was selected, OK?

Insert ->Illustrations ->Pictures



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Images

Take Two

Choose a Theme

The **Design Ribbon** includes Themes, Styles and Page Background. These options can help customize the **document formatting**. The **Theme** formats everything on the page: Fonts, Colors and Effects. Let's change the Theme.

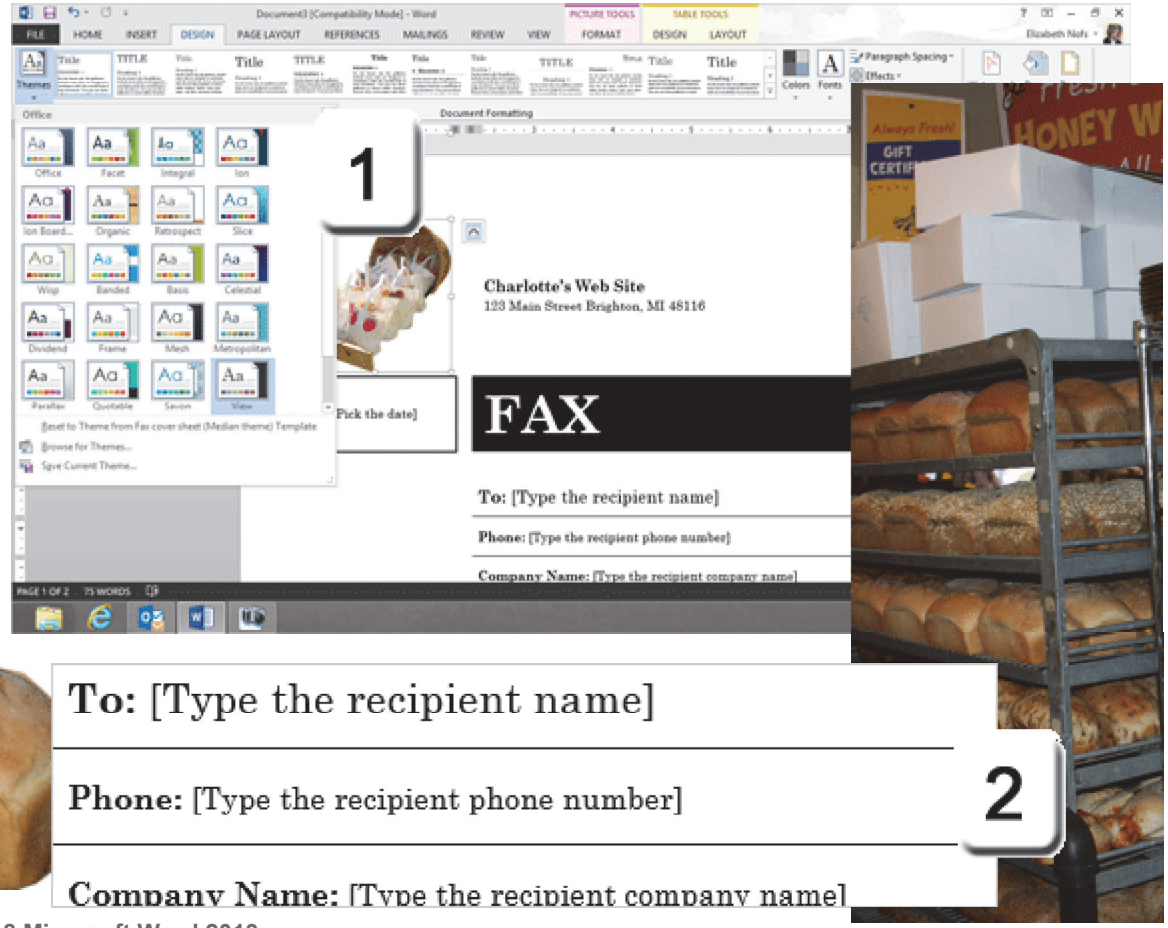
Before You Begin: Work with a Template
The example in this lesson continues with the **Median Fax template**.

1. Try It: Change the Theme
Go to **Design->Document Formatting**.
Go to **Themes**.
Choose one of the **Built-In Themes**: View.

2. What Do You See? The **Theme** formatting may be subtle, not dramatic. Look especially at the Font and size of the text. The colors may or may not change, depending on which Template you are editing.

Keep going...

Design ->Document Formatting->Themes



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Change Document Themes

Take Two

Format the Page Borders

Look again at the **Design** Ribbon. You can use these tools to format the **Page Borders.**

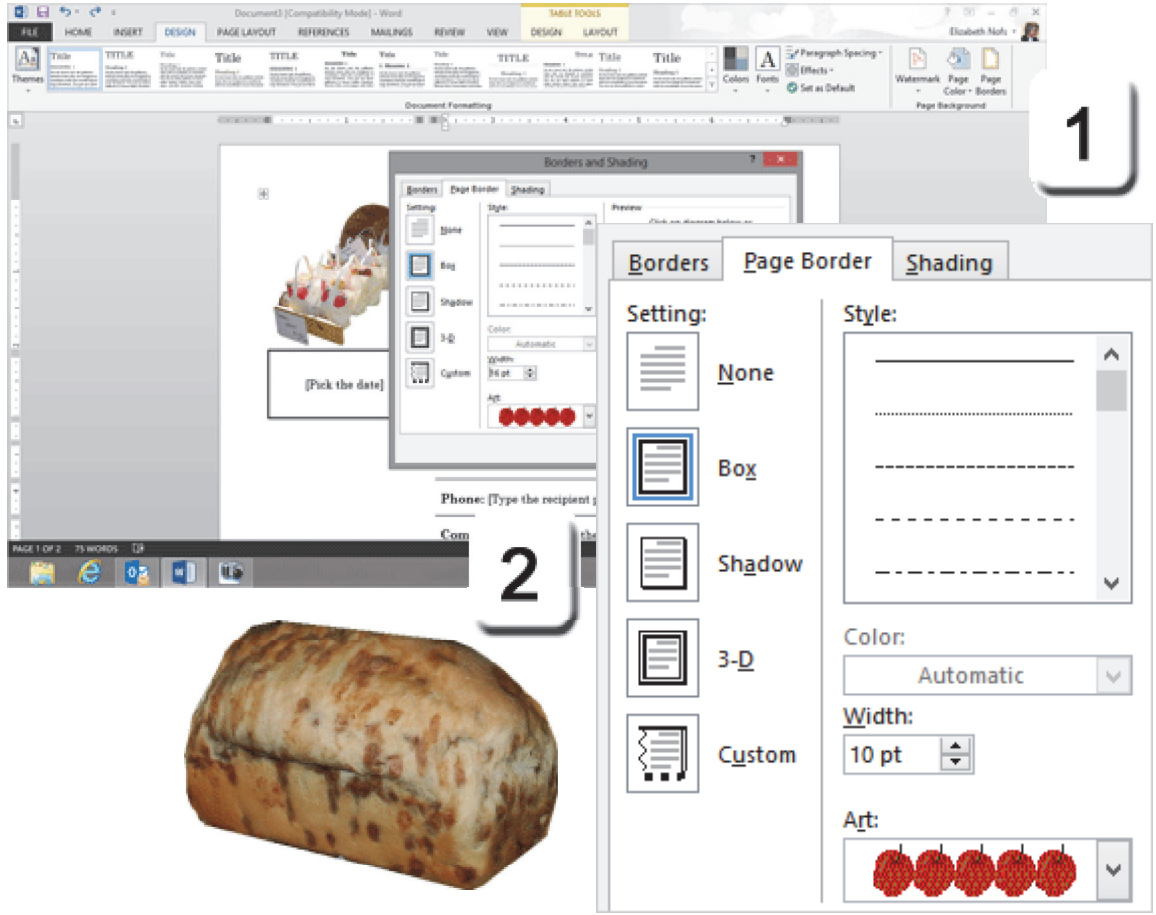
1. Try It: Change the Theme Color
Go to **Design ->Page Background.**
Click on **Page Borders.**

Edit the Page Border:
Select a Setting: Box.
Select a Width: 10 pt.
Select a Style (Art): Apples.
Click **OK** to apply the Page Borders.

2. What Do You See? The Fax should have a Page Border formatted with little apples.

Made you look...

Design ->Page Background -> Page Borders



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Edit the Page Borders

Take Two

Save Your Work

Please review the main points to keep in mind when you save a file.

1. Where Are You Saving It?
Go to the **Documents** folder.

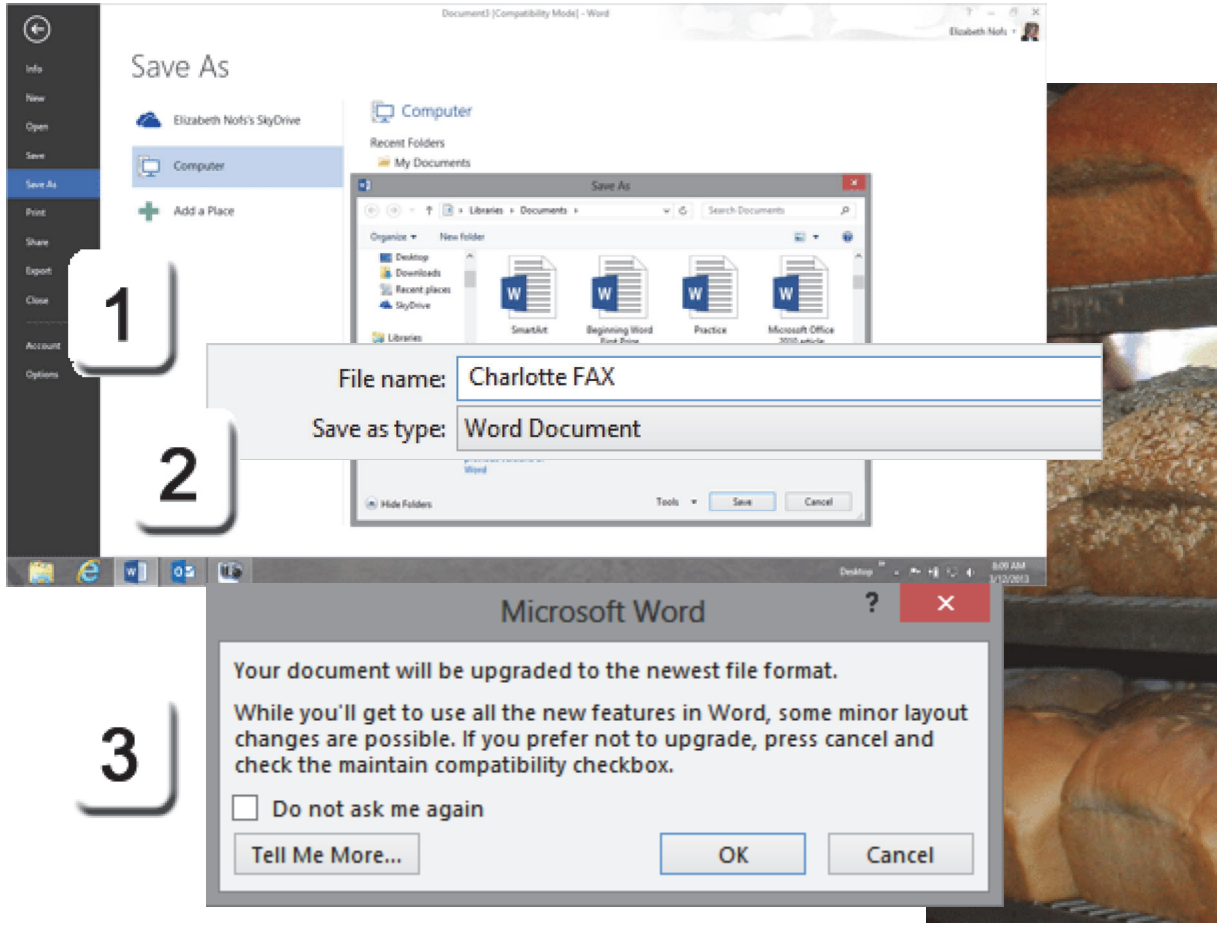
2. What Is The File Name?
Charlotte's FAX EAN,
where EAN are your initials.
Save as type: Word Document

3. What Are You Doing?
Click on **Save.**
You will be prompted that the FAX document will be upgraded to the newest file Format. Click OK.

Memo to Self: The default file type in Microsoft Word 2007, 2010 and 2013 is the docx format. The file type for Word 97-2003 was the .doc format.

This is a reminder that that there may be compatibility issues between old and new versions of Microsoft Word.

File ->Save



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print Or Save: Save

Take Two

Save As a Template

Say you wanted to use the letterhead you designed for Charlotte's Website as your own template. This is good, very good.

Using your own template saves a lot of time and gives your business or department a professional image.

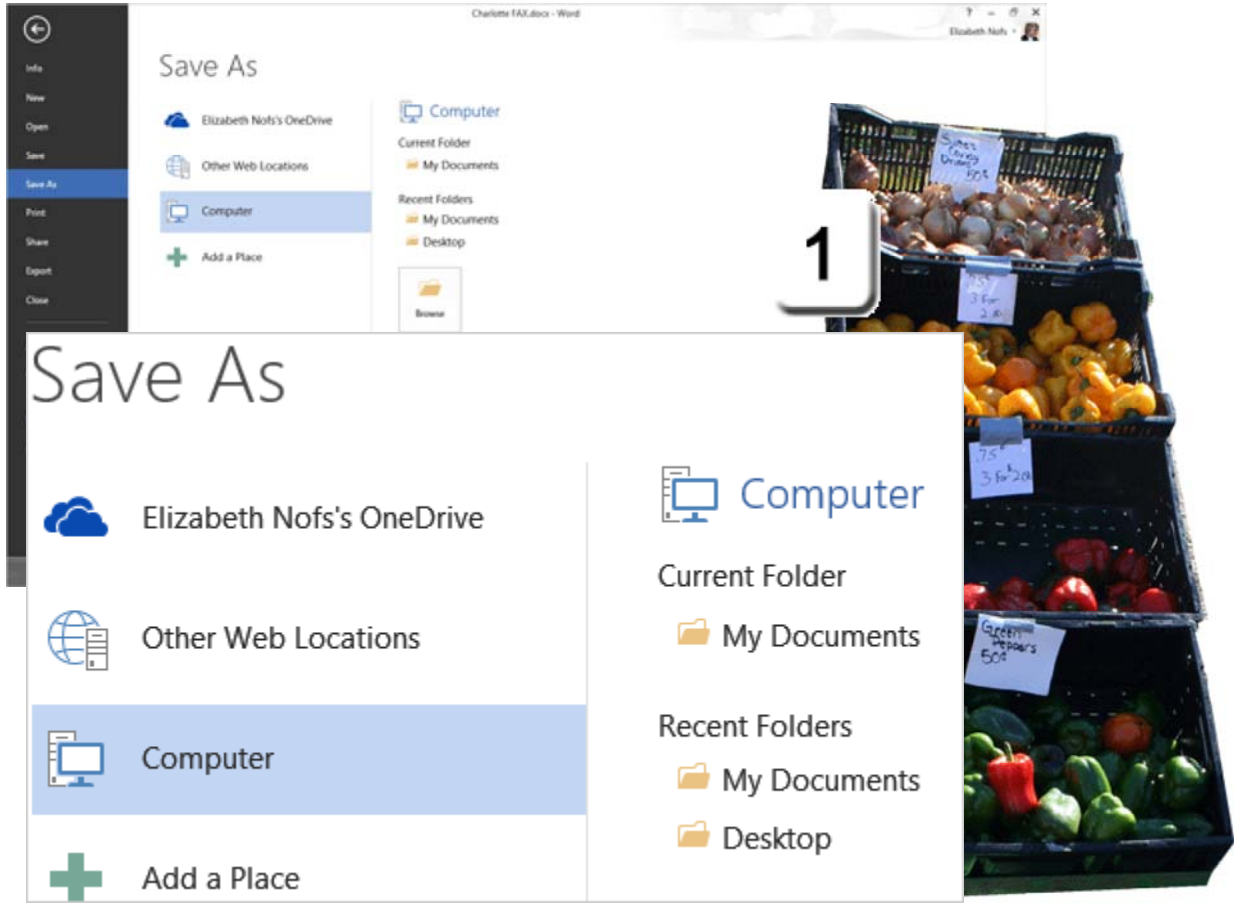
Before You Begin: This lesson continues with the document you just saved: **Charlotte FAX.**

1. Try This: Save As Template Go to **File-Save As.**

Keep going...

Memo to Self: Templates are saved in a default folder, Custom Office Templates, and should stay there is you wish to find them easily!

File ->Save As



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print Or Save: Save as a Template

Save As a Template

2. Where Are You Saving It:
Select the **Documents** Folder on your Computer.

3. What Is The File Name?
Type a File Name: Charlotte FAX.

What Do You See?
The default file type is the new Word (.docx.) format.

Select **Word Template** from the extensive list of file types that Microsoft Office 2013 supports.

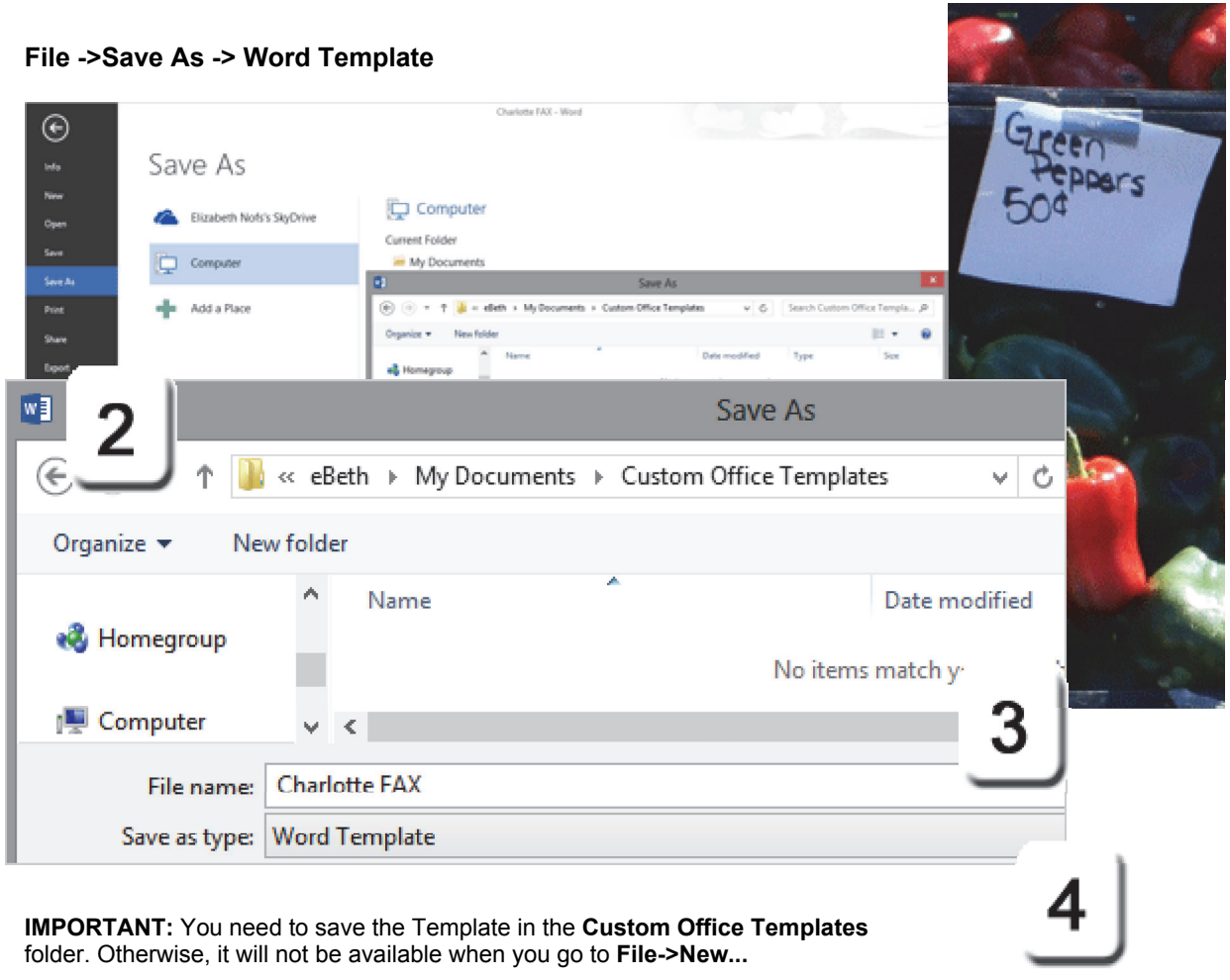
A Word Template is a .dotx file.

4. What Are You Going to Do?
Click **Save**, please.

After you save this template, please **Close** it. There should be no documents open in Word, now.

Keep going...

File ->Save As -> Word Template



IMPORTANT: You need to save the Template in the **Custom Office Templates** folder. Otherwise, it will not be available when you go to **File->New...**

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Documents Apply Templates

Use Your Template

So, how do you use your own templates? Here are the steps.

1. You Gotta Try This:
Go to **File ->New.**
The **Backstage** window will open.

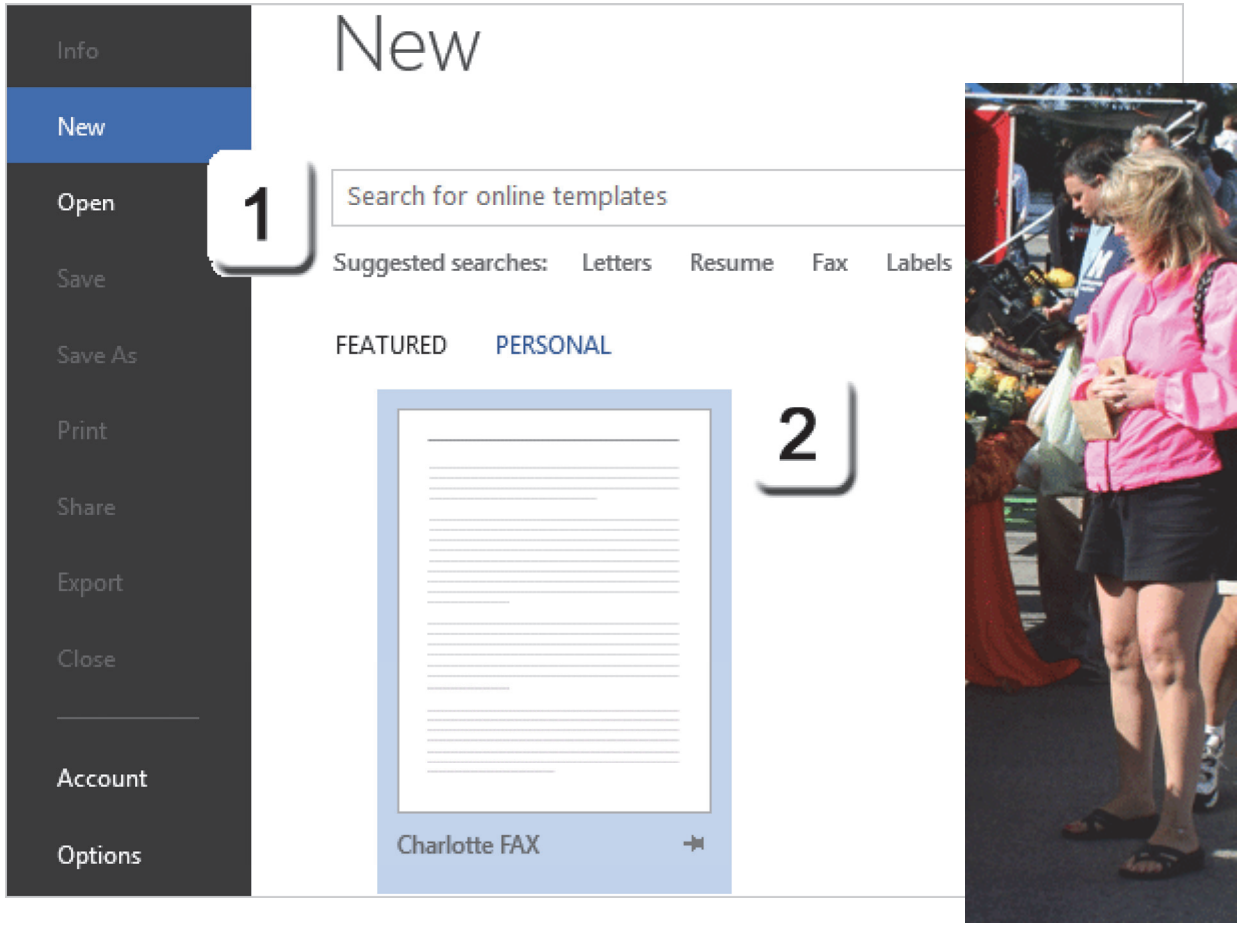
What Do You See?
The **Suggested searches** include:
Featured (Online templates)
Personal (Your templates)

2. Do This: Find Your Templates
Select **Personal**.
Your custom FAX should be available.

Please **Open** it. Keep going...

Memo to Self: The Default location for saving templates is the folder called Custom Office Templates. If you saved your Fax template to a different folder, the Fax Template may or may not be available when you click Personal.

File ->New -> Templates->Personal



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Documents with Custom Templates

Take Two

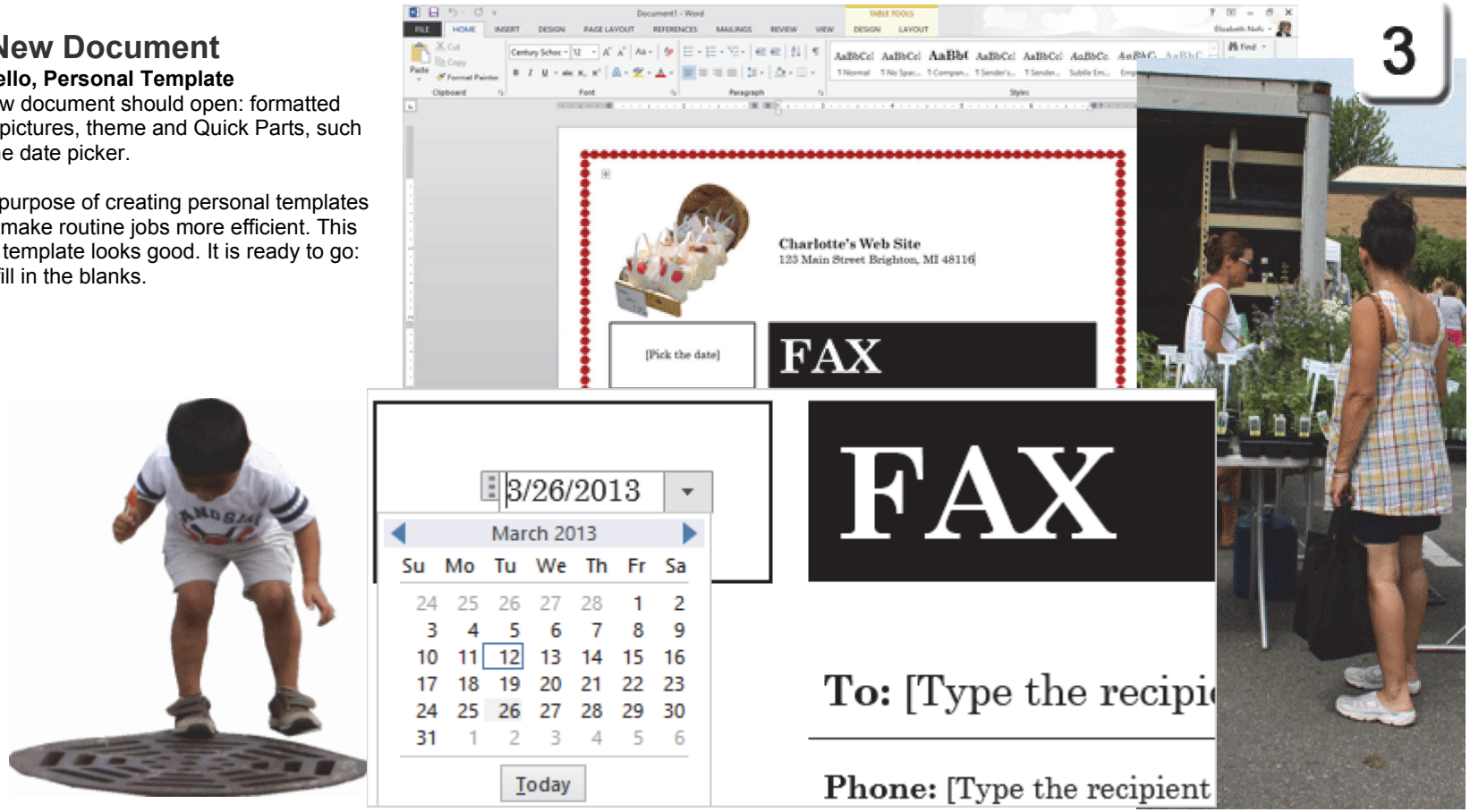
A New Document

3. Hello, Personal Template

A new document should open: formatted with pictures, theme and Quick Parts, such as the date picker.

The purpose of creating personal templates is to make routine jobs more efficient. This FAX template looks good. It is ready to go: just fill in the blanks.

File ->New ->Templates->Personal



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Documents with Custom Templates

Take Two

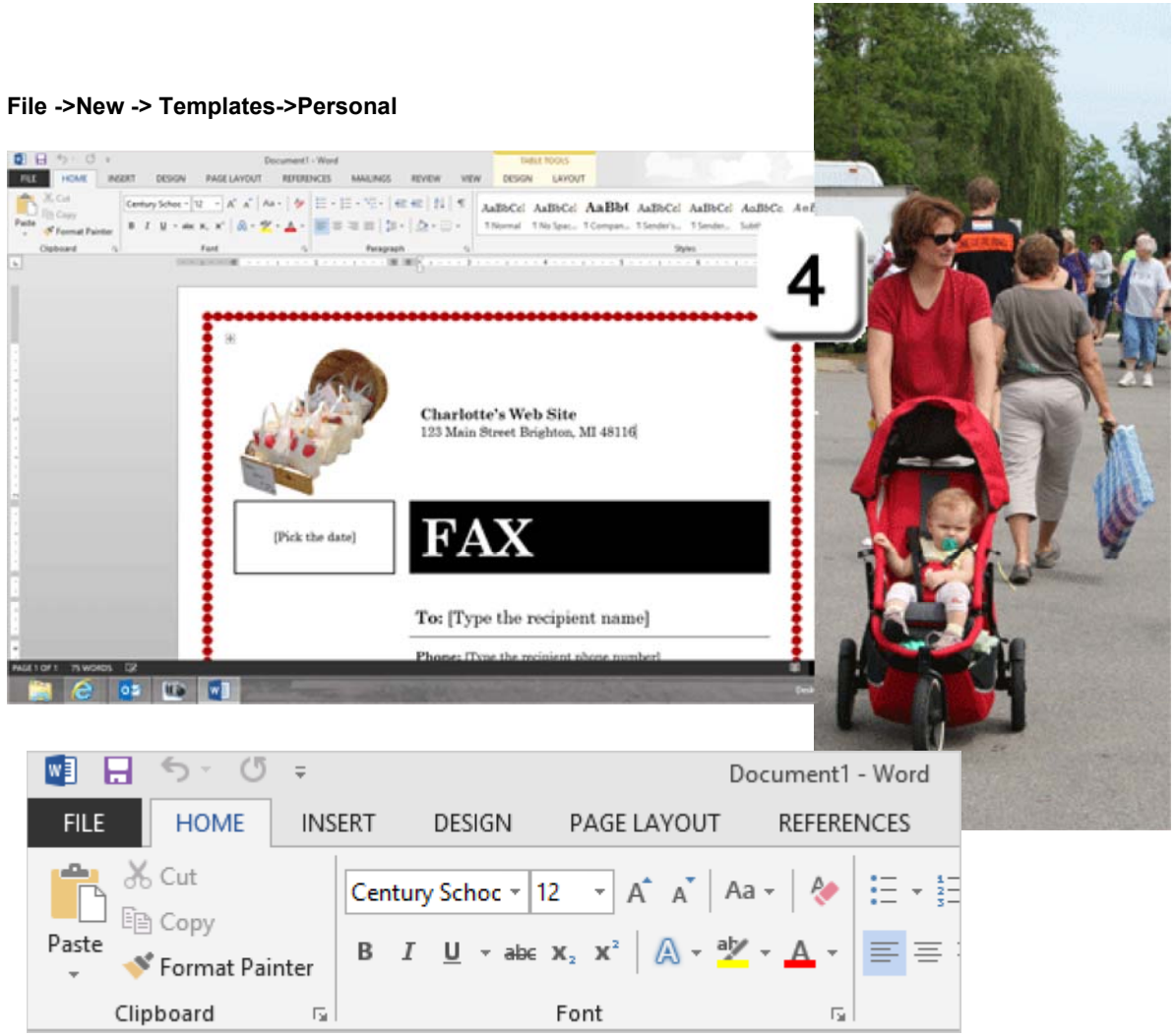
Working with Templates

What Else Do You See? Like a new, blank document, this Fax template is a new file, Document1. This is the clue that you are working on a new document which you can save if you wish to keep your changes.

OK, that's enough of the Fax template. Please **Close** Document1. You do not need to save your changes.

Memo to Self: It may say Document2, 3 or 4 depending on how many new documents or templates you opened. ;-)

File ->New -> Templates->Personal



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Documents with Custom Templates

More Templates

A **resume** is a grown-up version of a scout brag vest. Each skill is added like little merit badges. Some skills are impressive because of the effort that it takes to accomplish them. Mastering sophisticated software is an excellent merit badge and worth bragging about.

This lesson will walk through the options you can use to create and format your resume.

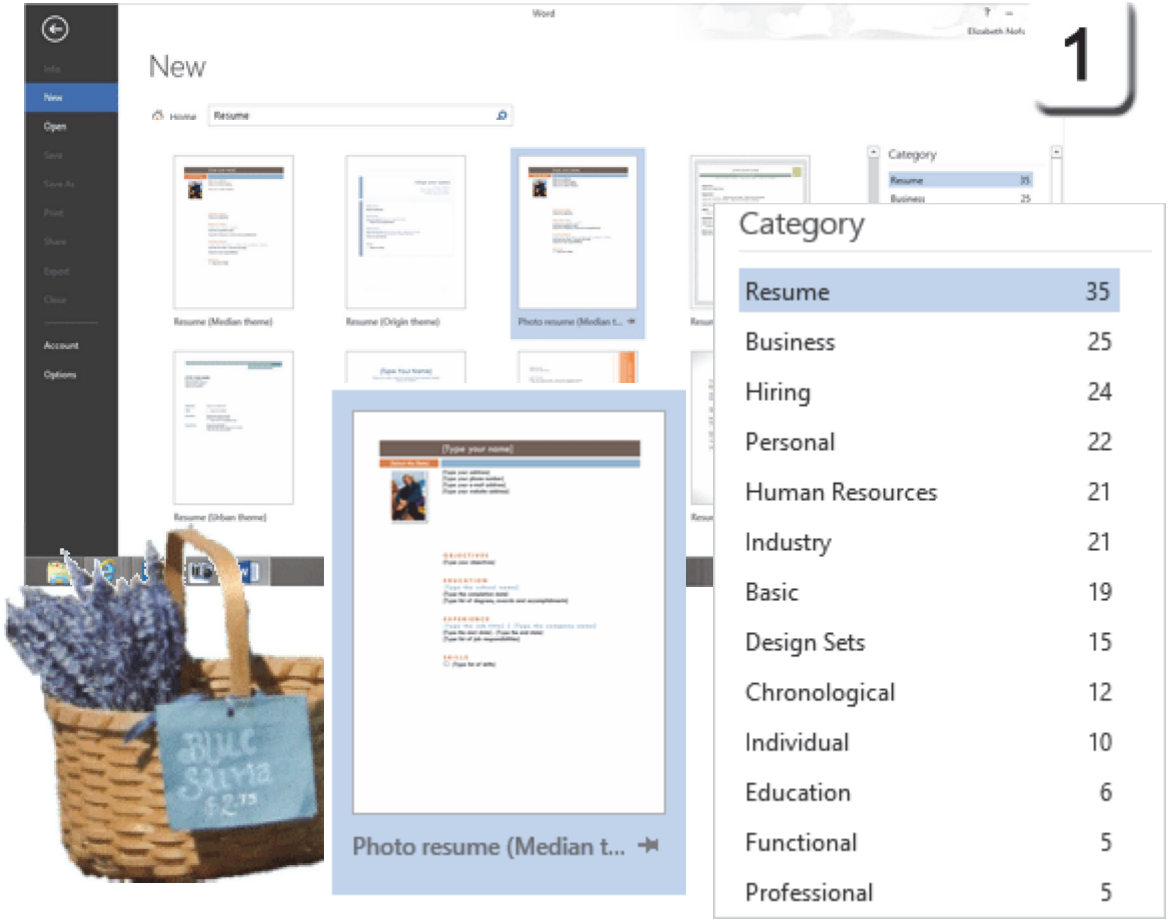
1. Try This: Search for a Resume Template
Go to **File->New->Suggested Searches**.
Click on **Resume**.

What Do You See? The search should return hundreds of resume layouts. The Resumes are Grouped by **Category**.

The **Functional** Resume highlights skills, which is good for people with little work experience or someone with gaps in their employment record. A **Chronological** Resume is more traditional. The focus is on work history, with related achievements, more than skills.

Do This: Select a Template
Select: Photo Resume (Median theme).

File ->New -> Suggested Searches->Resume



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Documents with Online Templates

Take Two

Hello, Resume Template

The resume template has places for your name and address. The template also includes a placeholder for a picture.

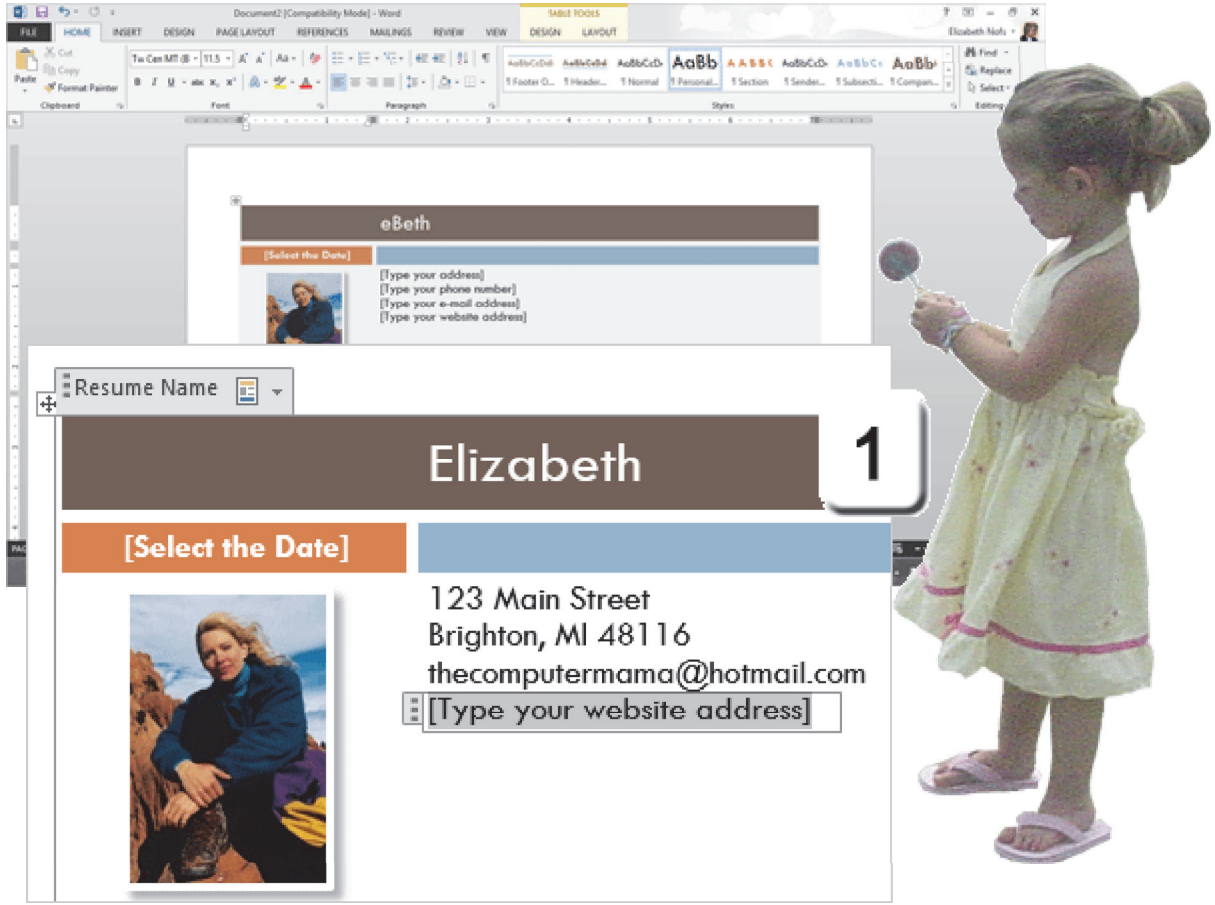
1. Try It: Edit the Resume Template
Enter your name and address.
Enter an E-mail address. Most firms prefer to contact you by E-mail.

Do you have a web site? Wait, wait! Before you post a link please consider: is it professional? A web site with screaming yellow zonkers may not be the merit badge to add to your brag vest, hmmm?

Keep going...

The Computer Mama sez: This exercise becomes more meaningful if you edit your own resume and add a picture of yourself.

File ->New -> Templates ->Resume



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New Documents with Online Templates

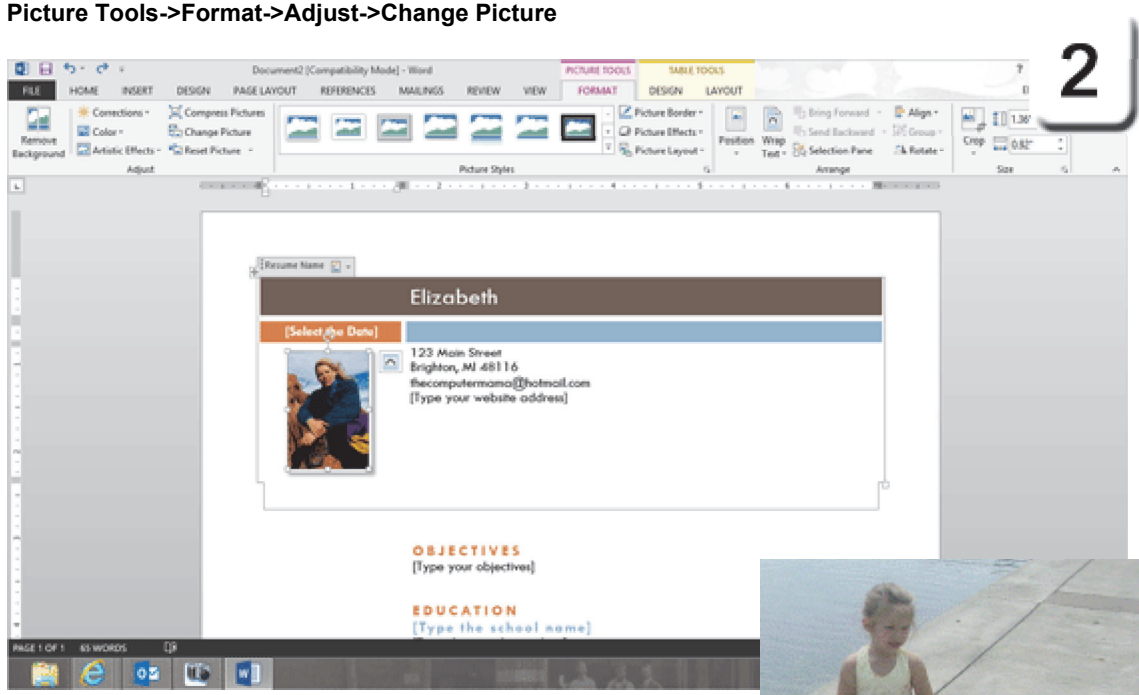
Change the Resume Picture

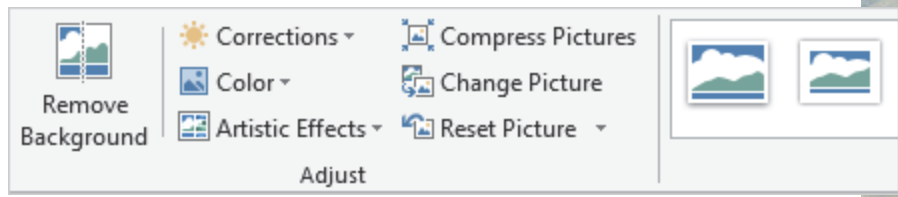
This template comes with an interesting picture of someone. However, this image is probably not a good likeness of you (or me!). So, here are the steps to **Change the Picture**.

2. Try It: Change the Picture in the Resume
Click once on the sample picture to select it.
The Picture Tools should be available.
Go to **Picture Tools->Format -> Adjust.**
Click on: **Change Picture**.

Keep going...

Picture Tools->Format->Adjust->Change Picture





Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Change Picture

Take Two

Browse for a Picture

3. Try It: Browse for a Picture
Microsoft Word 2013 will ask you where you want to look for the picture.

You can **Insert Pictures** from:
From a file (on your computer)
Office.com Clip Art
Bing Image Search
Your SkyDrive

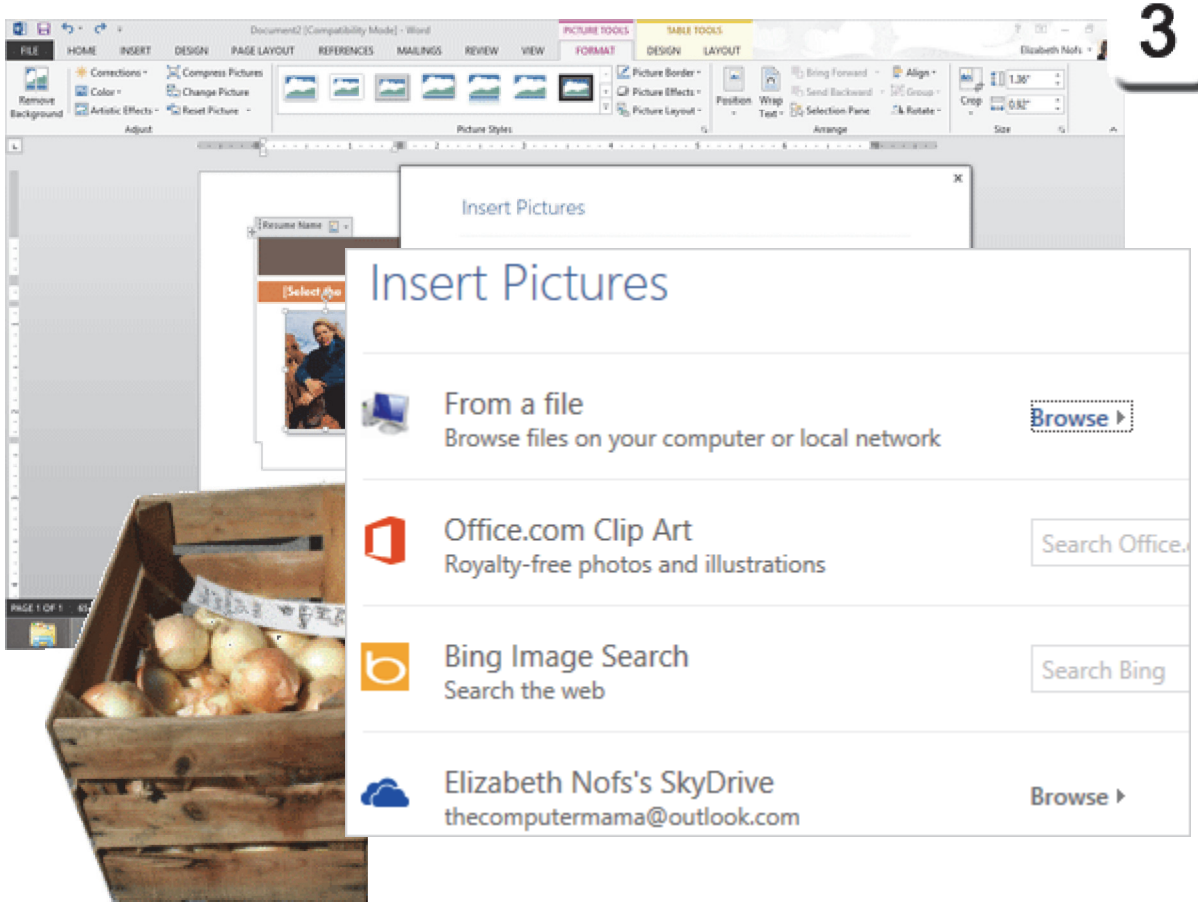
Keep in mind this is a resume. A Clip Art cartoon may not be your best choice!

OK, Go Get a Picture
Select **From a file**.
Browse to the Documents Folder and select a picture for your resume.
Click **Insert**.

Keep going, please.

Picture Tools->Format->Adjust->Change Picture

3



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Change Picture

Take Two

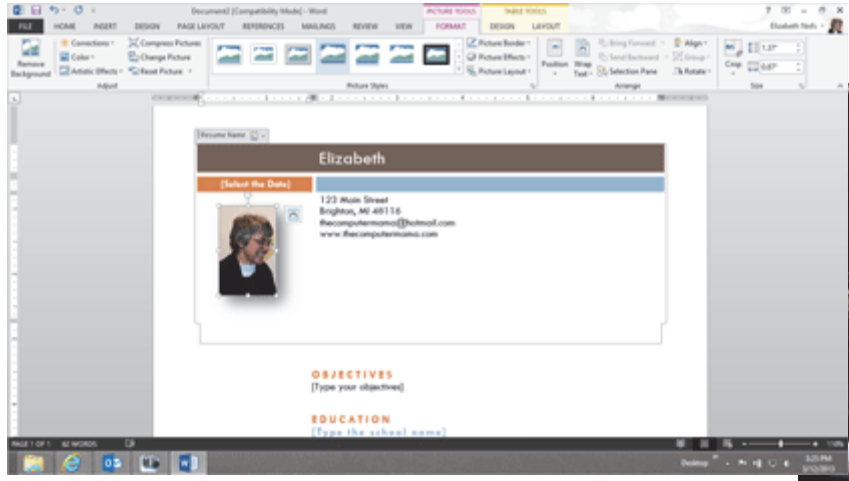
Format the Picture Style

4. Try it: Change the Picture Style
Select the picture.
The Picture Tools should be available.
Go to **Picture Tools->Format**.
Select a **Picture Style**.

What Do You See? The Picture Styles include thick and thin frames. The Styles also format the Picture Border (line, color, thickness) and the Picture Effects (shadow, shape and reflections.

Looking good.
Keep going.

Picture Tools->Format -> Picture Styles



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Format Picture Style

Take Two

Change the Theme Color

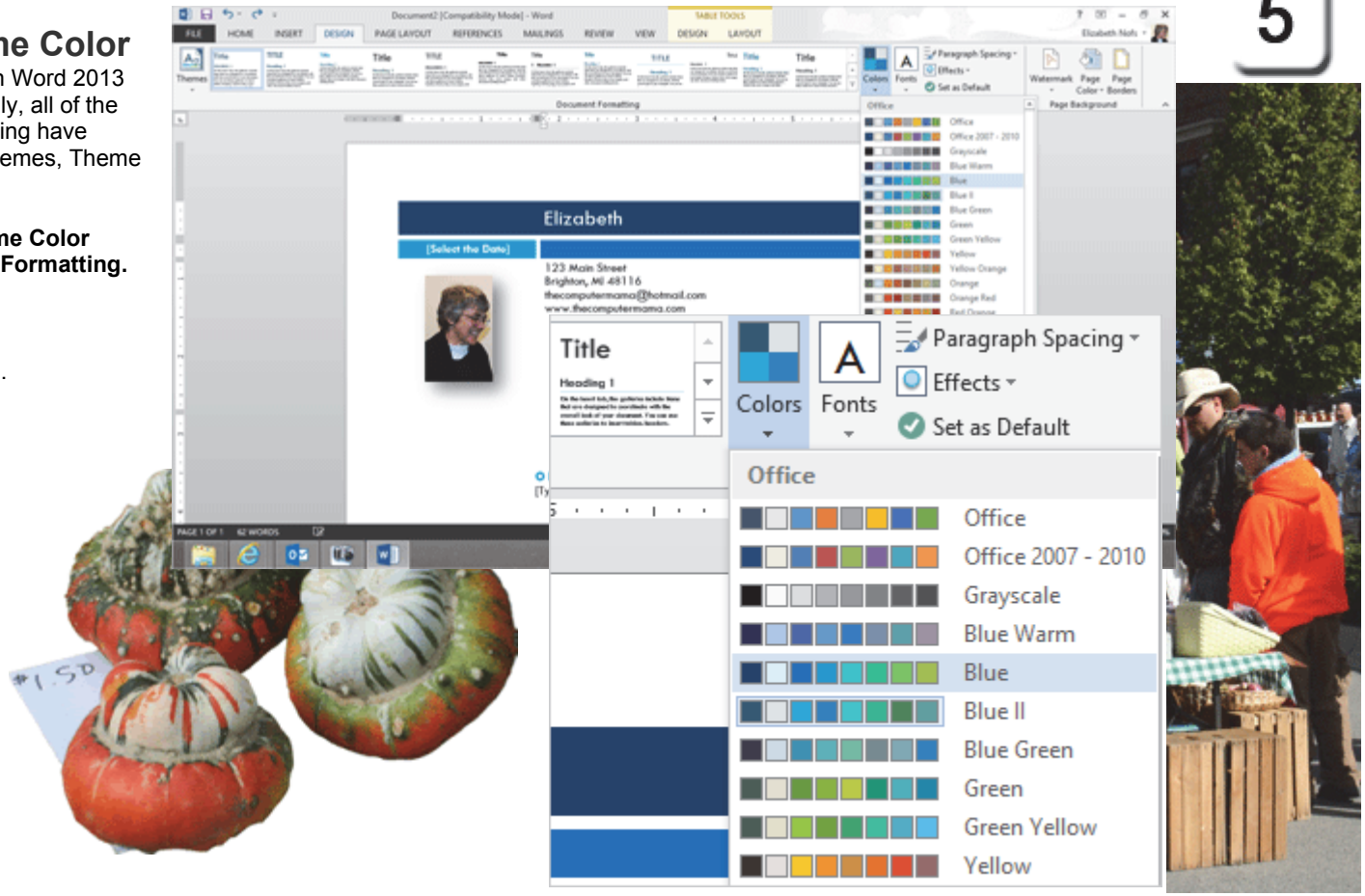
One of the best upgrades in Word 2013 is the **Design** Ribbon. Finally, all of the tools for Document Formatting have been gathered together: Themes, Theme Style, Color and Effects.

5. Try It: Change the Theme Color
Go to **Design->Document Formatting.**
Click on **Colors**.
Select a **Color**: Blue

OK, that works. Keep going.

Design ->Document Formatting ->Colors

5



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Modify Document Theme Colors

Take Two

Choose the Theme Fonts

6. Try This, Choose the Theme Fonts
Go to **Design ->Document Formatting.** Click on **Fonts**.

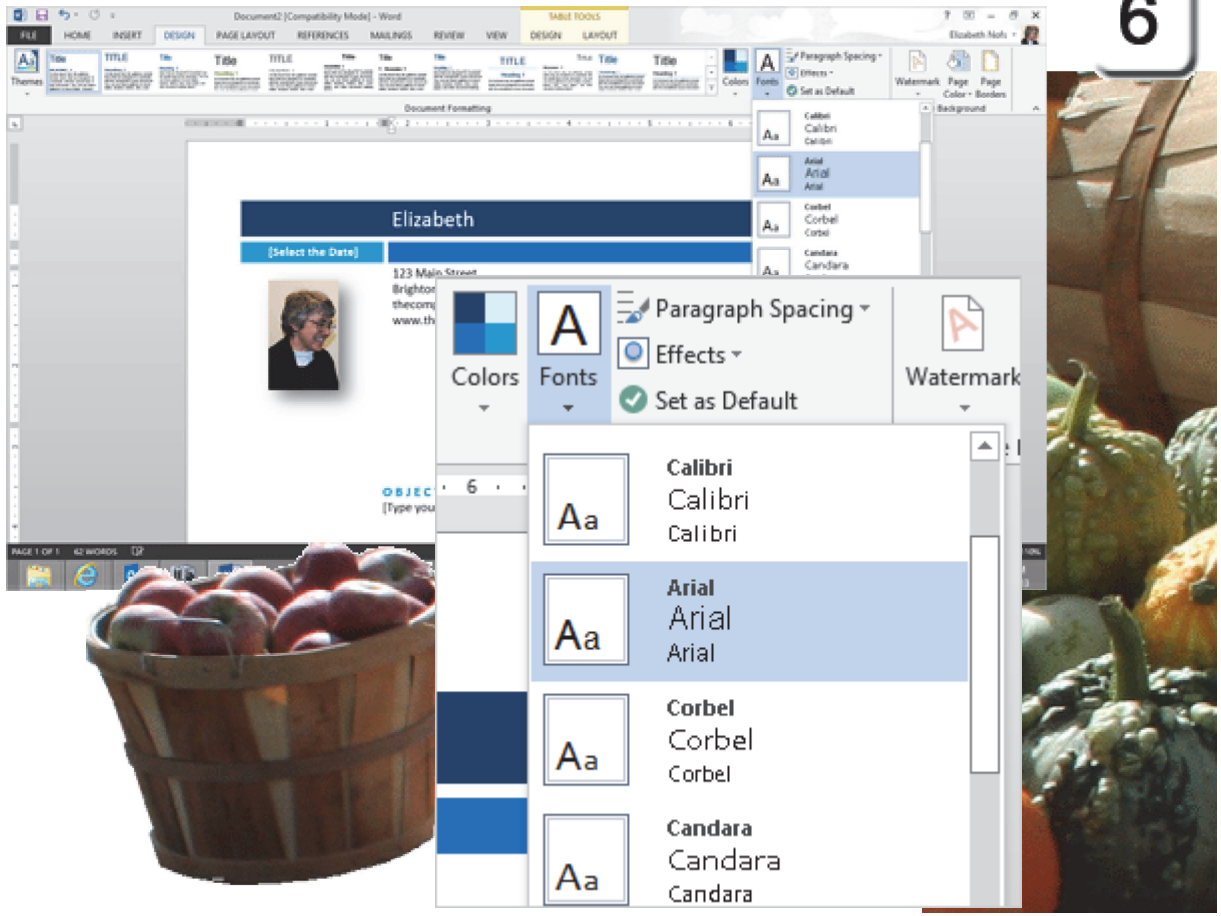
What Do You See? There are two Font Formats in each set. The first Font formats the headlines. The second Font formats the rest of the text.

What Else Do You See? Some Fonts are easy to read, others not so much. Keep in mind who will read your resume. It should be clear and easy to read.

Keep going...

Design ->Document Formatting -> Fonts

6



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Modify Document Theme Fonts

Take Two

Add a Watermark

There are three options for formatting the **Page Background**: Watermark, Page Color and Page Borders.

A **Watermark** can be text or images. Usually, the Watermark is very light so that the text in front of it can still be read.

7. Try It: Add a Watermark
Go to **Design ->Page Background.** Click on **Watermark**.

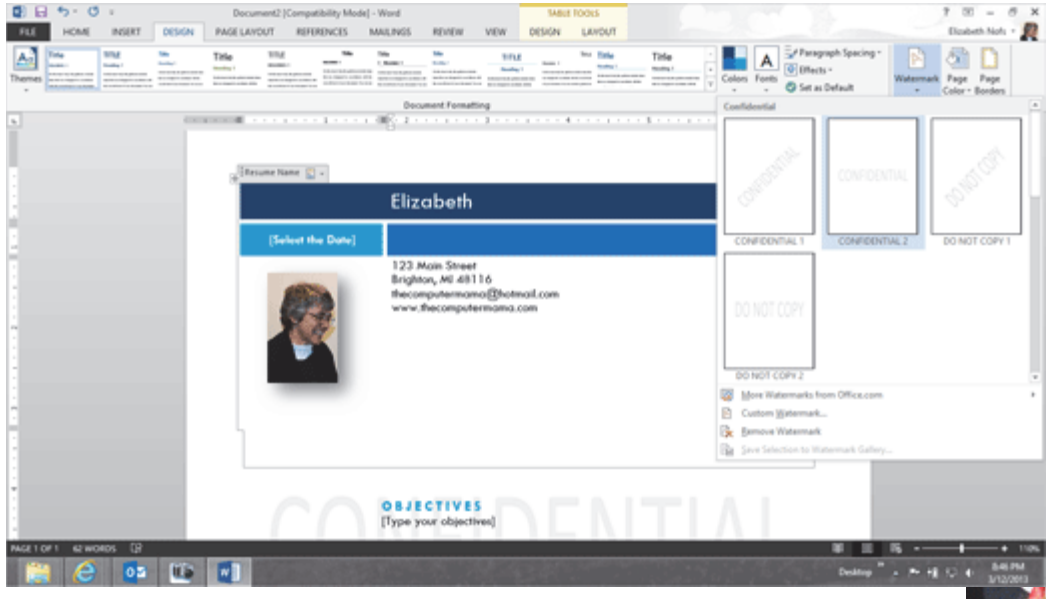
What Do You See? The gallery includes the two most common Watermarks: CONFIDENTIAL and DO NOT COPY.

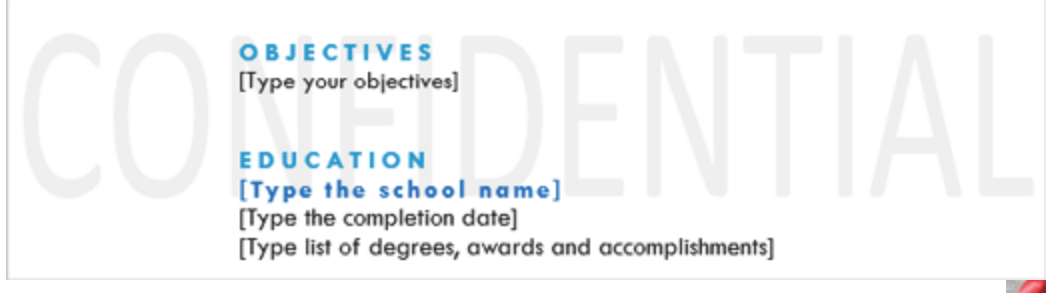
There are two different text alignments: horizontal and diagonal.

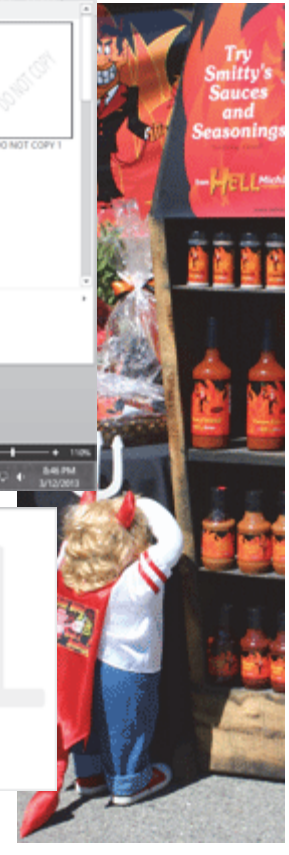
OK, Now Try It: Add a Watermark
Please select one: Confidential.

Design ->Page Background ->Watermark

7







Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Modify Document Theme Insert a Watermark

Take Two

Add a Quick Part

The lesson introduced the concept of creating documents with your own Building Blocks and Templates. This little resume template uses Quick Parts to add more Experience, Education, History, References and Skills.

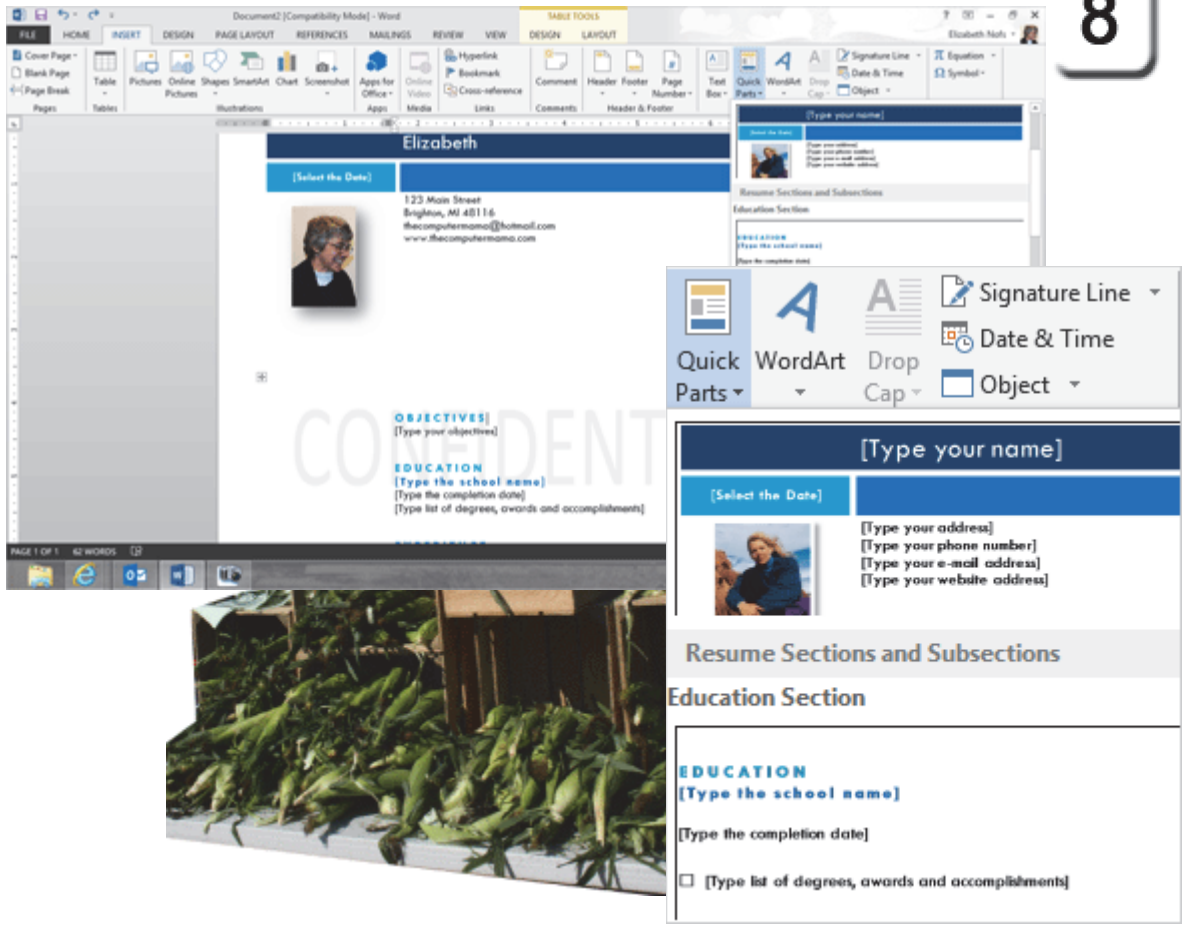
Before You Begin: Place your cursor at the just below the Skill section bullet point. This is where we will add the new Quick Part.

8. Try This: Use Quick Parts to Add a Skill
Go to **Insert->Text->Quick Parts**.
Select a Quick Part: Skills Section.

Keep going...

Insert ->Text->Quick Parts

8



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.1 Insert and Format Building Blocks: Insert Quick Parts

Take Two

Insert ->Text-> Quick Parts->Skills

9

Edit the Skills

9. Try This: Edit the Skills

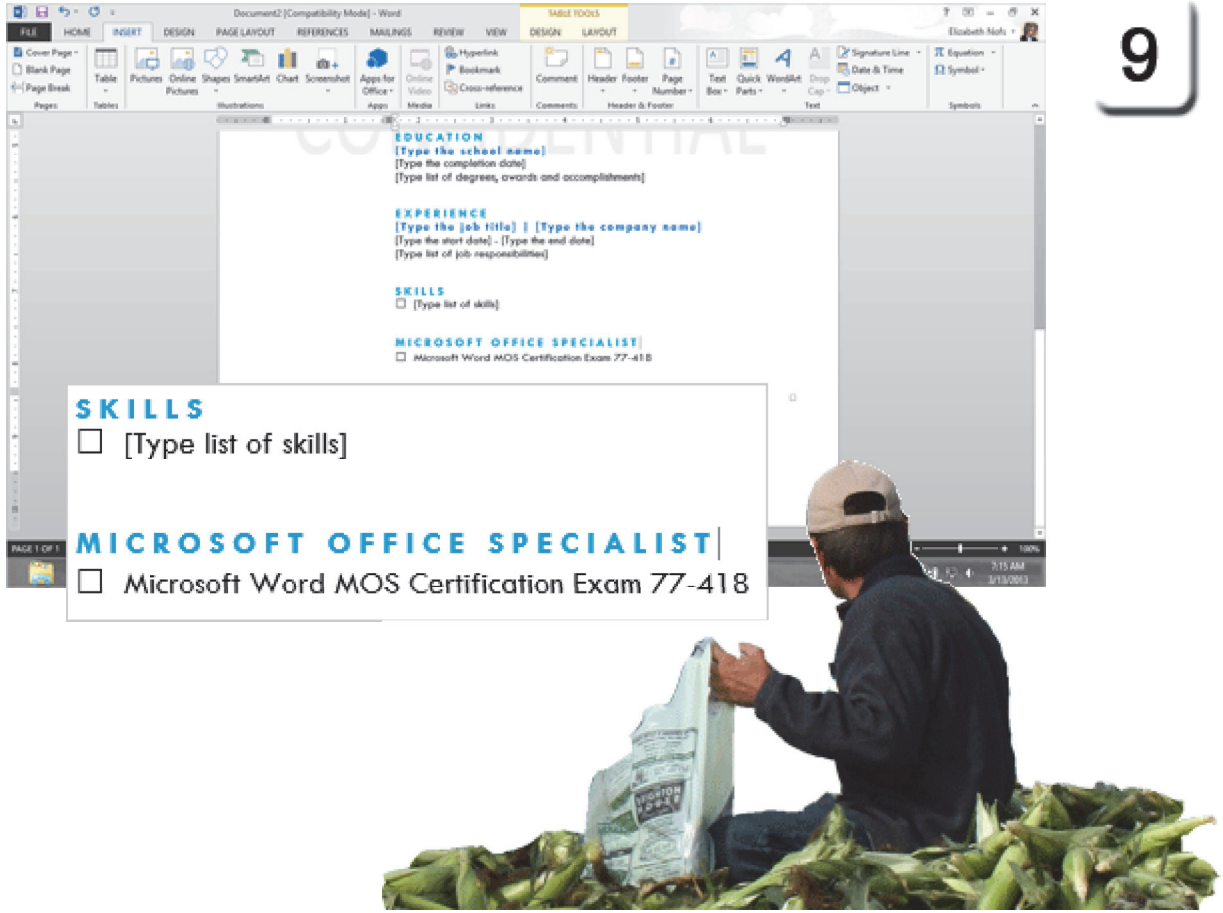
Edit the Title: Microsoft Office Specialist

Type the List of Skills: Microsoft Word MOS Certification Exam 77-418.

Here's Your Chance: Please fill in the rest of the resume with your education and experience. You can use the Quick Parts to add the Reference Section if you wish.

Better Do This Now: Save
Go to **File->Save.**
Go to **Computer-> My Documents**.
Type a File Name: ResumeEAN, where EAN are your initials.
Click **SAVE**.

Don't close...one more thing.



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.1 Insert and Format Building Blocks: Edit Quick Parts

Save as Plain Text

You should have two versions of your resume: professionally formatted and plain text. The good looking one gets you in the door. The plain text resume can be submitted or pasted in the applicant tracking database online.

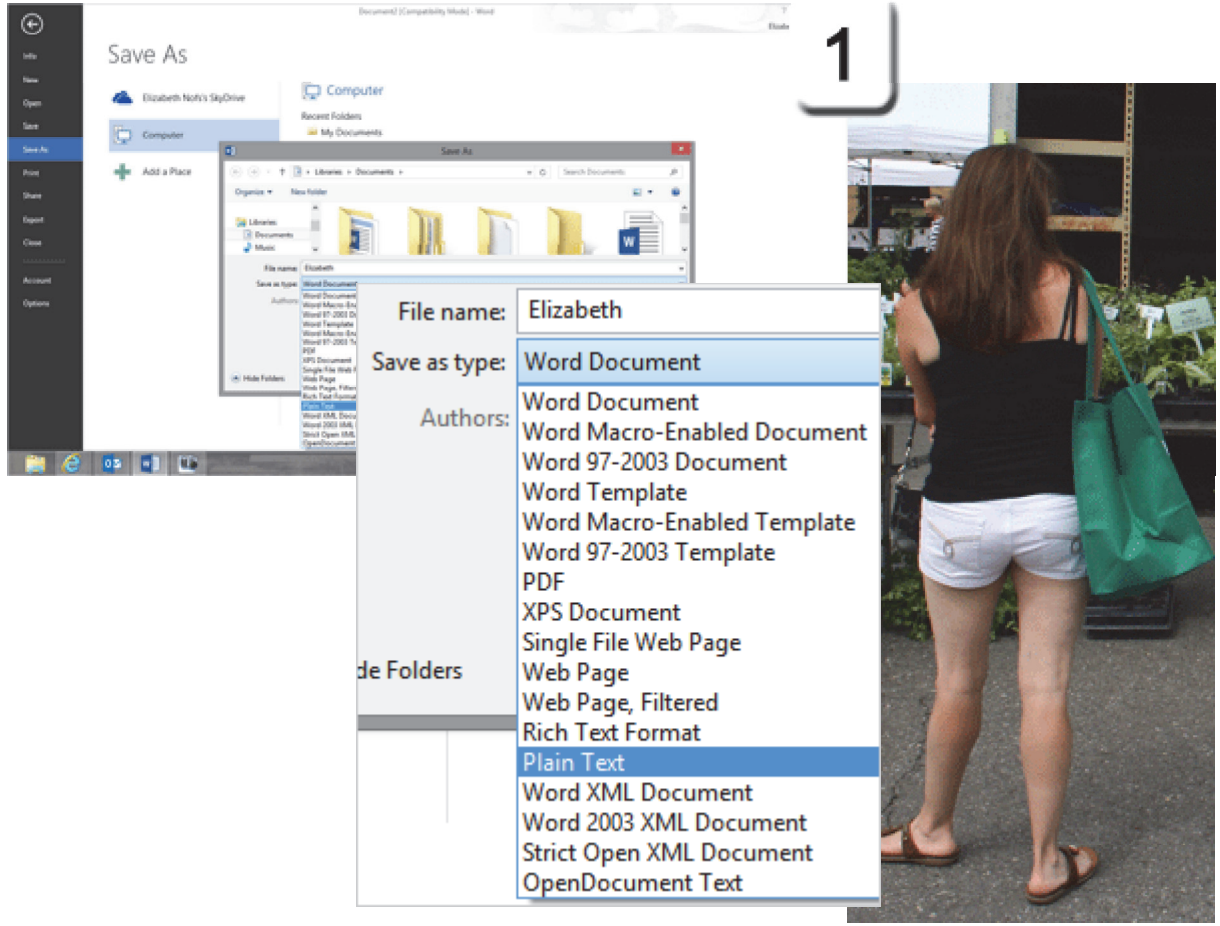
1. Try This: Save As
Go to **File->Save As.**
Go to **Computer-> My Documents.**
Type a **File Name**: ResumeEAN-TEXT, where EAN are your initials.

What Do You See? The default file format is Word Document (docx.)

Change the File Type: Plain Text.
Click **SAVE**.

But wait, there's more...

File ->Save As



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Save Documents in Alternate File Formats Plain Text

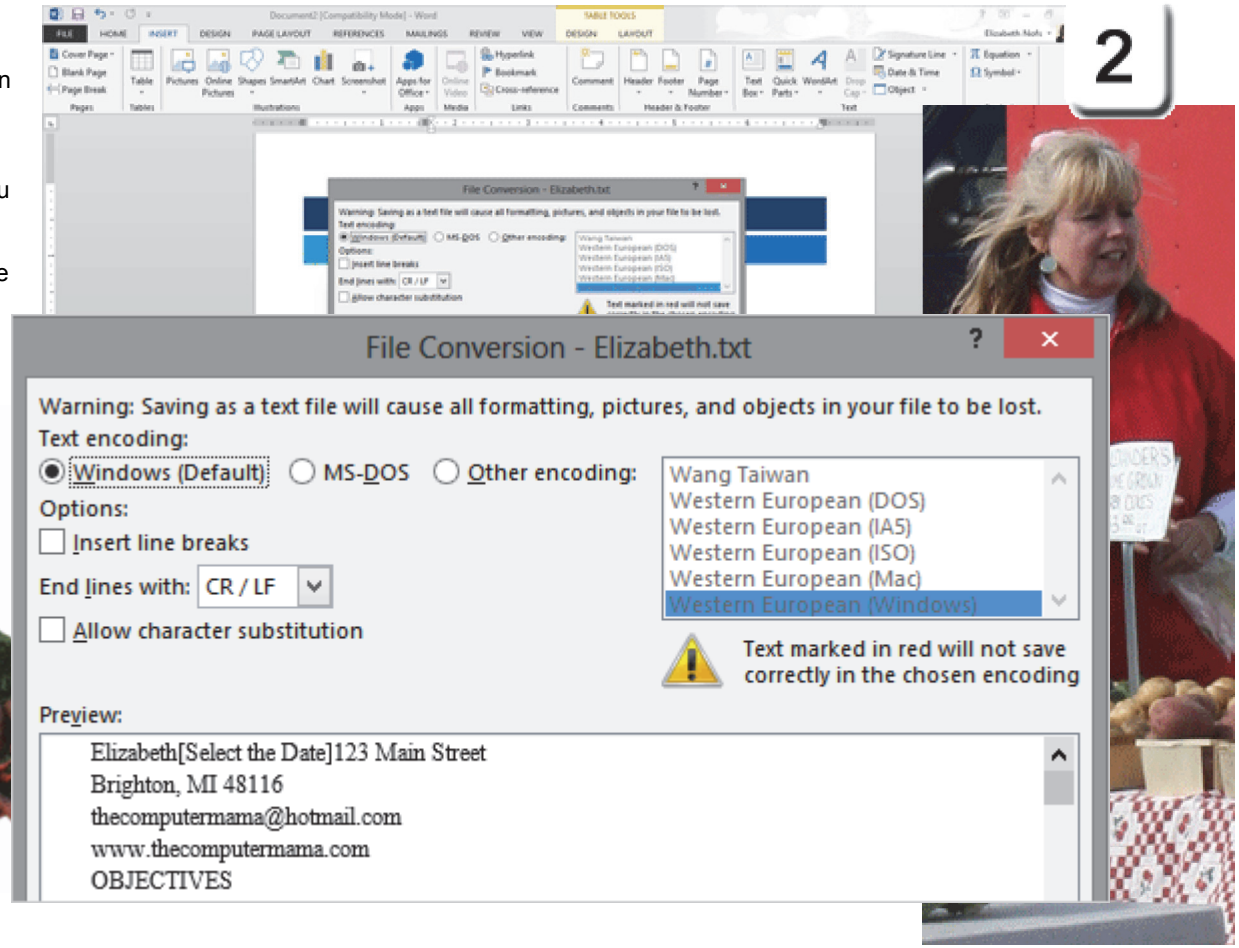
Take Two

File Conversion to Text

2. What Do You See? Saving a file as Plain Text strips away all of the formatting, pictures and objects. Plain Text is just text.

The **Compatibility Checker** will prompt you with a warning and show a preview of the resume after it is converted to text.
Click **OK**. (Remember, this is a copy of the professionally formatted resume.)

File ->Save As



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Save Documents in Alternate File Formats Plain Text

Business Documents

When you open a business you need to create and use many documents. Microsoft Office 2013 has an extensive collection of Templates that can get you started. We just looked at two.

Well, you done good.
You can get two cookies.

Practice Activities

Lesson 2: Opening Day

Before You Begin: Start Microsoft Word 2013.

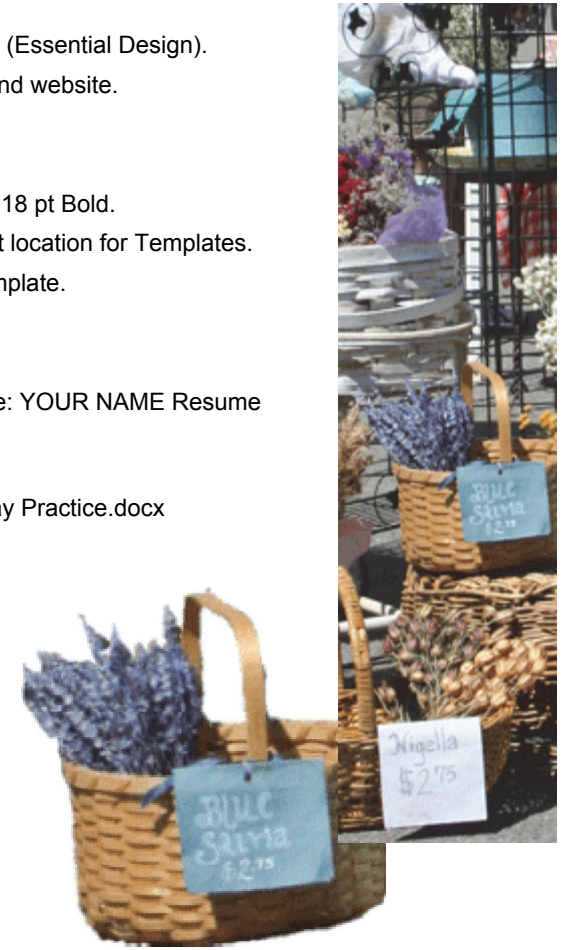
Try This: Do the following steps

1. Open the sample template: Resume (Essential Design).
2. Enter your Name, address, E-mail and website.
3. Edit the Theme: Damask.
4. Edit the Theme Colors: Aspect.
5. Select your Name. Format the type: 18 pt Bold.
6. Save as a Template: Use the default location for Templates.

File Name: YOUR NAME Resume Template.

Save as Type: Word Template (dotx).

7. Close Microsoft Word.
8. Start Word and open a new template: YOUR NAME Resume Template.
9. Format your name: Blue.
10. Save as YOUR NAME Opening Day Practice.docx



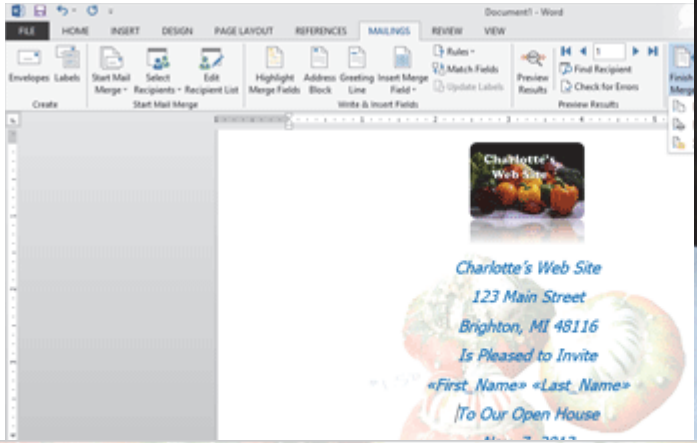
Word 2013: Mail Merges

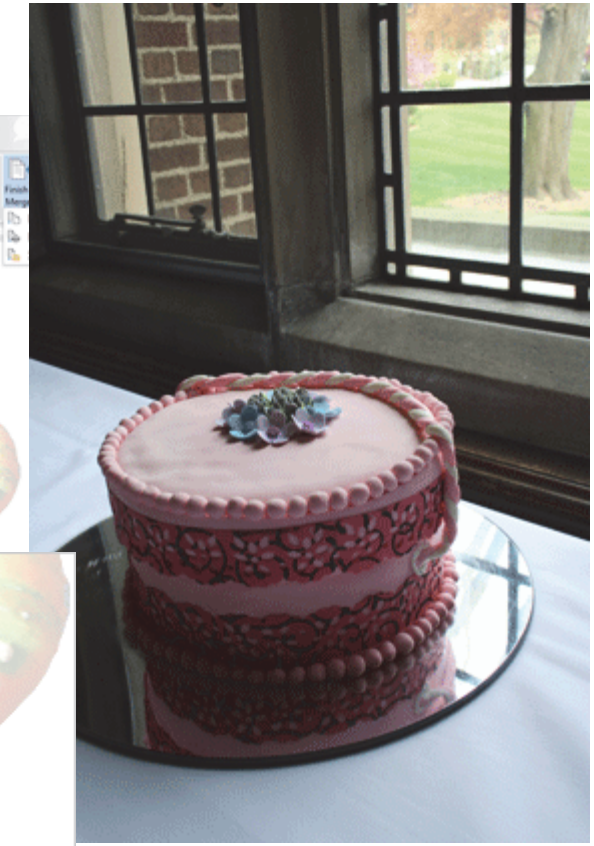
The Guests Are Invited

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Identify the parts of a Mail Merge
2. Start a Mail Merge
3. Use the Mailing Ribbon to create a new data source
4. Locate and add Mail Merge fields to a document
5. Identify Mail Merge options for Envelopes and Labels
6. Create custom watermarks





Lesson 3: The Guests Are Invited

1. Readings
Read Lesson 3 in the Intermediate Word guide, page 69-107.

Project
Several mail merge documents to publicize your business including letters, envelopes, labels and custom notes.

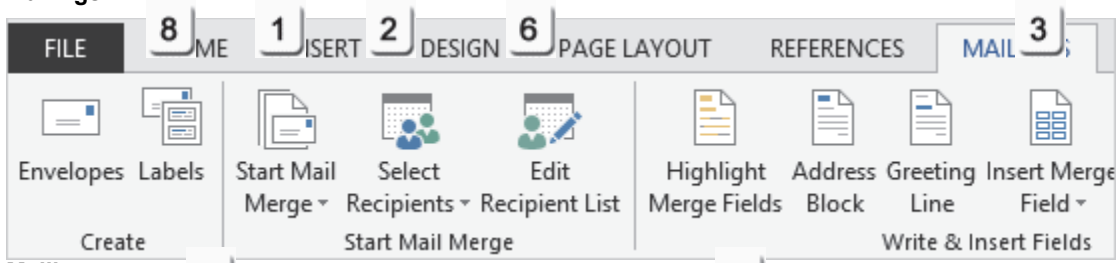
Downloads
Charlotte's Invitation.docx
Charlotte's Envelope.docx
Sample Client List.docx
Friends and Family.xlsx

Graphic files used in the lesson:
1Logo, Farm, FarmersMarket1.gif, FarmersMarket2.gif, FarmersMarket23.gif

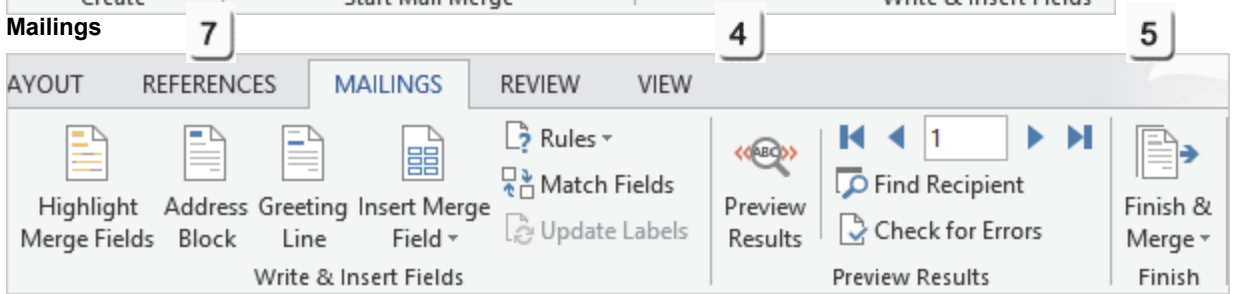
2. Practice
This lesson has no Practice Activity.

3. Assessment
Review the Test questions, page 108.

Mailings



Mailings



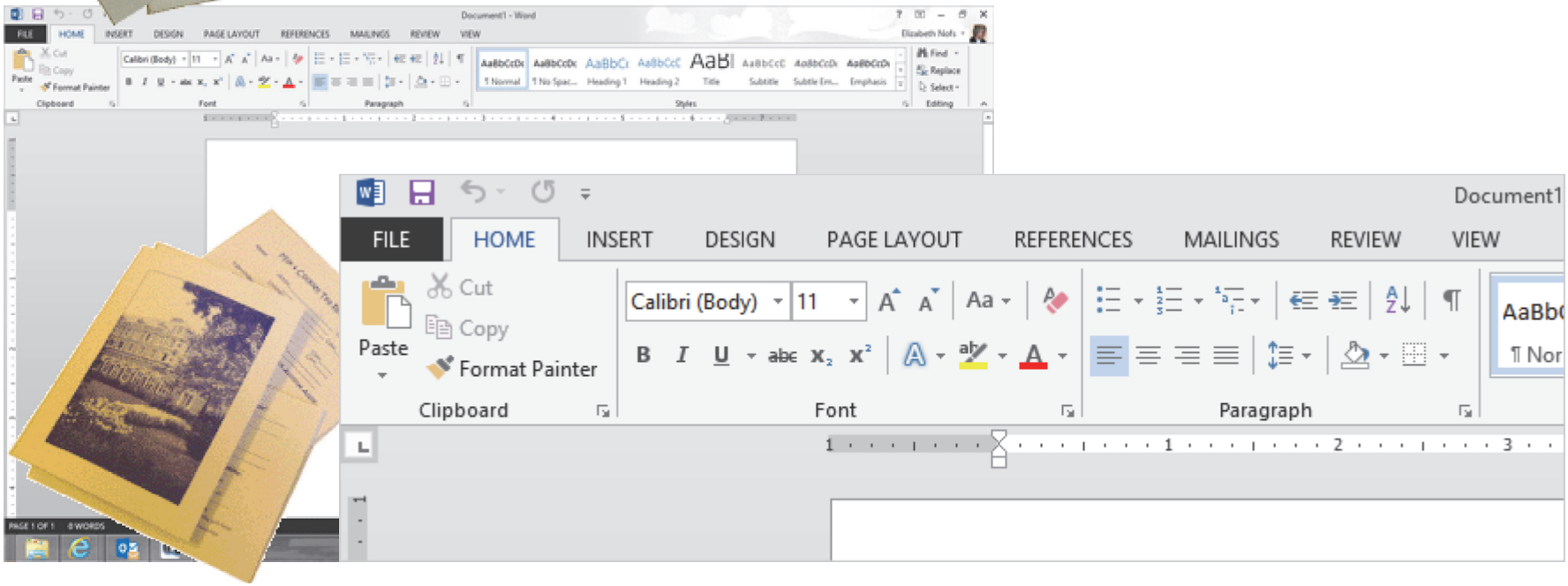
Menu Maps
This lesson shows the **Mailings** Ribbon.

1. Mailings-> Start Mail Merge, page 78
2. Mailings-> Select Recipients, page 79
3. Mailings-> Insert Merge Field, page 81
4. Mailings-> Preview Results, page 83
5. Mailings-> Finish and Merge, page 84
6. Mailings-> Edit Recipient List, page 91
7. Mailings-> Write and Insert Fields->Address Block, page 92
8. Mailings->Create->Labels, page 97

Creating A Mail Merge

We are open for business! It's time to send an announcement. Today we're going to create an Open House flyer and automatically customize this flyer for each of our clients. This is called a Mail Merge. It is an effective way of advertising and it's simple to do.

Start Microsoft Word. When the Welcome page appears, open a new, **Blank Document**. What do you see at the top of the screen? Is there a **Home** Ribbon? And the **Insert, Design, Page Layout, References, Mailings, Review and View** Ribbons? Yes. If your screen looks similar to the example on this page, then you are ready to begin.



Take One

The Main Document

A Mail Merge has three parts: main document, data, and the merged document.

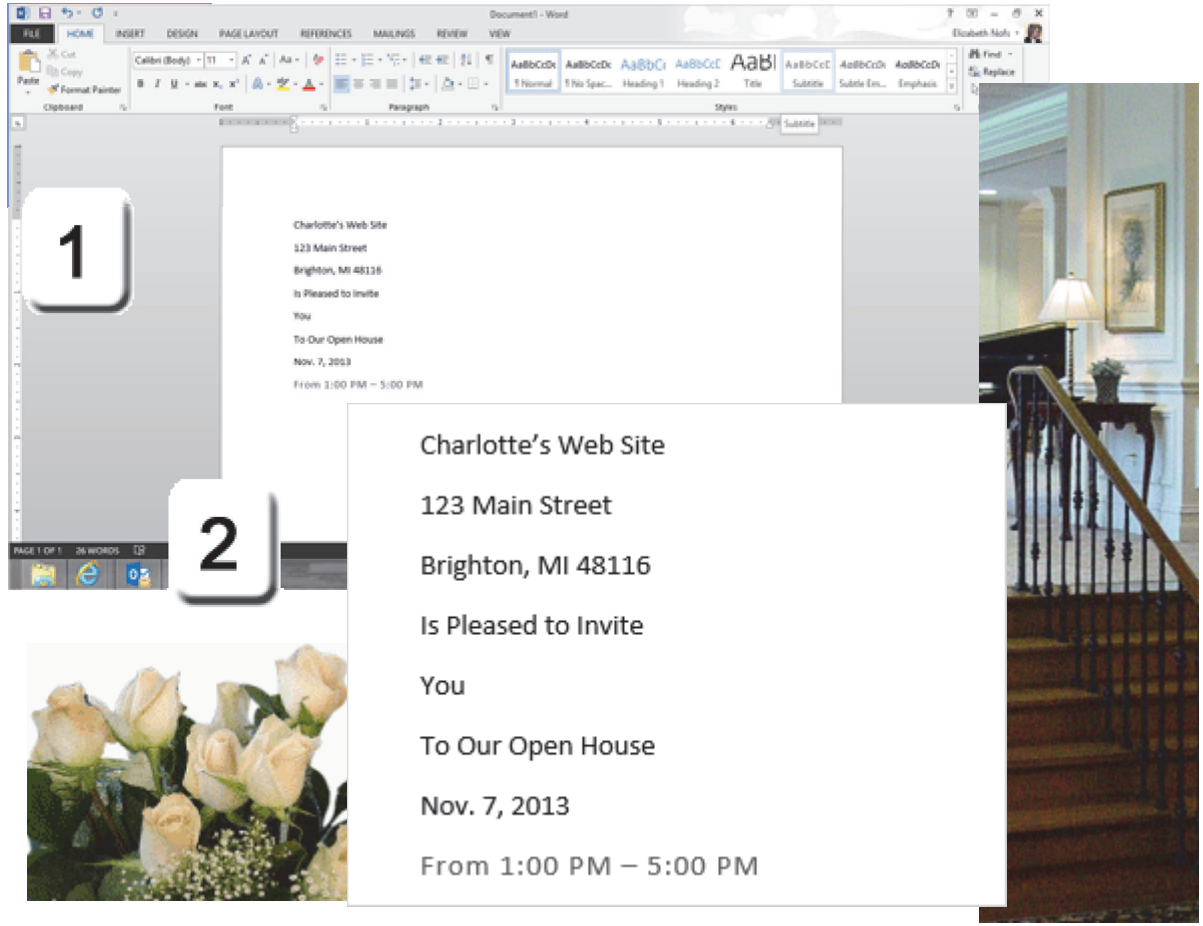
A merge is where you marry the data—in this case the customer list—with the main document. Begin with the main document.

1. Try This: Enter the type
Type in the company name and address:
Charlotte's Web Site
123 Main Street
Brighton, MI 48116

2. Try This, Too: Make an Invitation
Type the following, too:
Is Pleased to Invite
You
To Our Open House
Nov. 7, 2013
From 1:00 - 5:00 PM

Please keep going..

Home -> Editing ->Select -> Select All



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.1 Create a Document: Create New B;ank Document

Take One

Format the Text

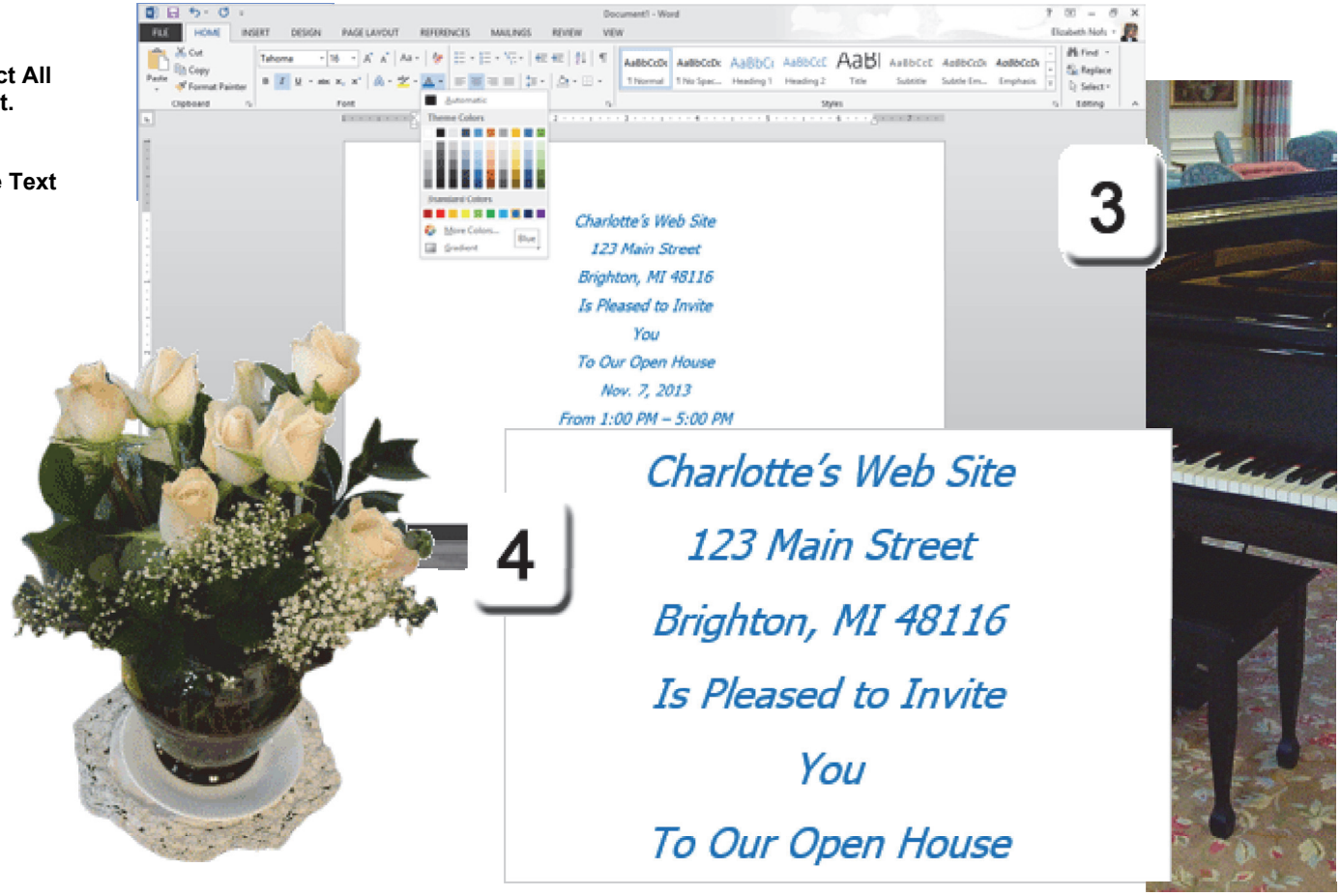
3. Try Something New: Select All
Go to **Home->Editing->Select.**
Click on **Select All.**

4. Now, Try This: Format the Text
Go to **Home->Font.**
Font: Tahoma
Size: 16 Point
Format: Italic
Color: Blue

Go to **Home->Paragraph**
Align: Center.

Keep going...

Home -> Editing->Select->Select All



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Change Font Attributes

Take One

Add a Picture

We need to add a picture for the company logo. Then, format the picture so that it is centered over the text.

Before You Begin: Please download the Sample files and save them in your Documents folder.

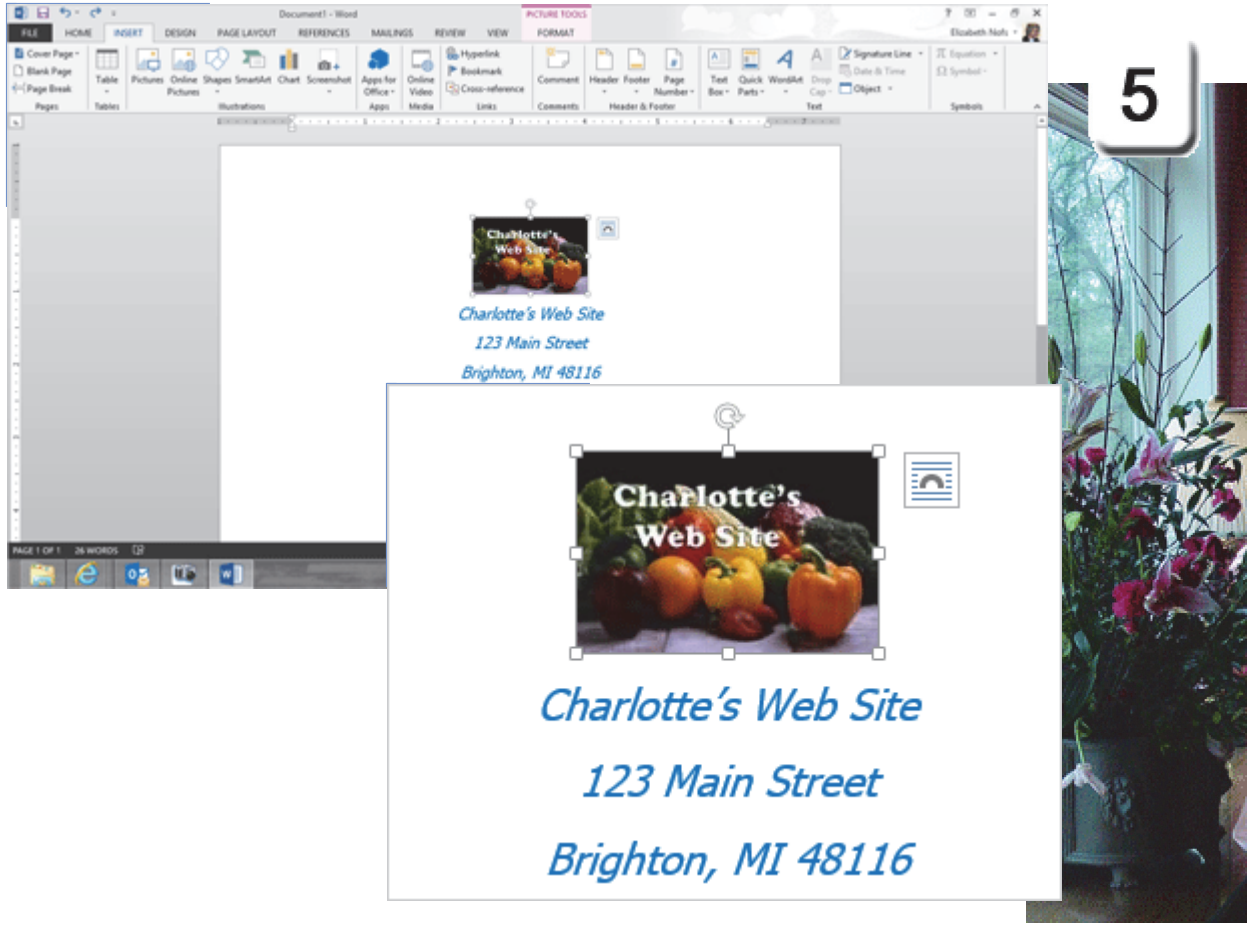
5. Try It: Insert a Picture
Click at the beginning of the Document.
Go to **Insert->Illustrations->Picture.**
Browse to the **Documents** folder.
Select a picture: 1logo.jpg

Try This, Too: Format the Picture
The picture is still selected.
Go to the **Layout Options**.
Select: In line with Text.

Place your cursor to the right of the picture and hit ENTER on the keyboard to create a new line. This should force the text onto line two, centered under the picture.

Memo to Self: It is not necessary to match the examples on these pages. You can use your own pictures of you wish.

Insert -> Illustrations->Picture ->From File



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Images

Take One

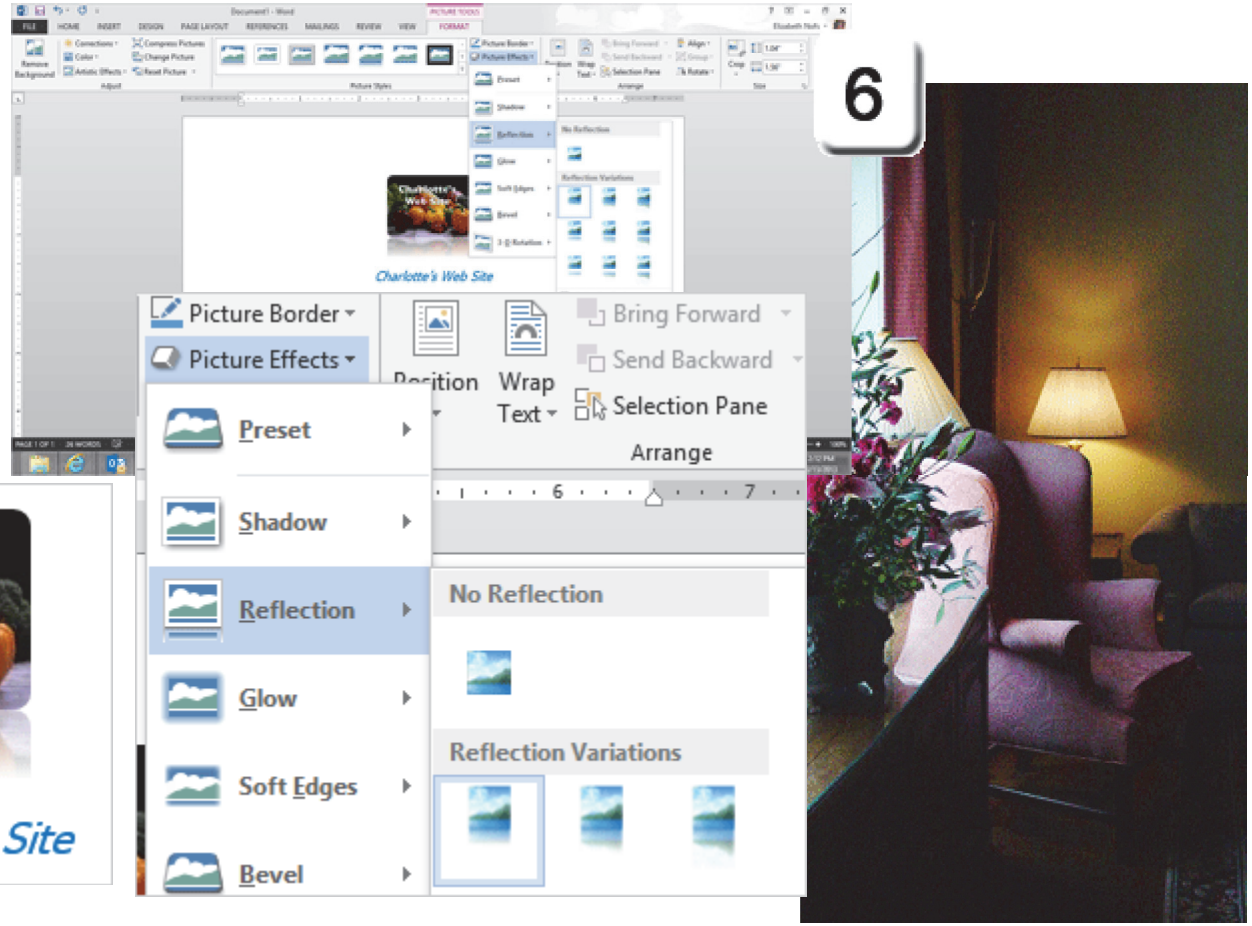
Format the Picture

Let's look at three picture options:
Reflections
Color
Text Wrapping

6. Try it: Create a picture effect
Select the logo again, please.
The Picture Tools should be available.
Go to **Picture Tools**->**Format.**
Go to **Picture Styles->Picture Effects.**
Select a **Reflection.**

Nice. Keep going...

Picture Tools->Format -> Picture Styles->Picture Effects



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Format Picture Effects

Take One

Adjust the Picture Color

There are three ways to adjust the picture color:
Saturation: How much color
Tone: Warm (more red) or Cold (more blue color)
Recolor: Applies a color filter

Before You Begin: Insert a Picture
Go to **Insert->Illustrations->Pictures.**
Browse to the **Documents** folder.
Select a picture: FarmersMarket23.jpg

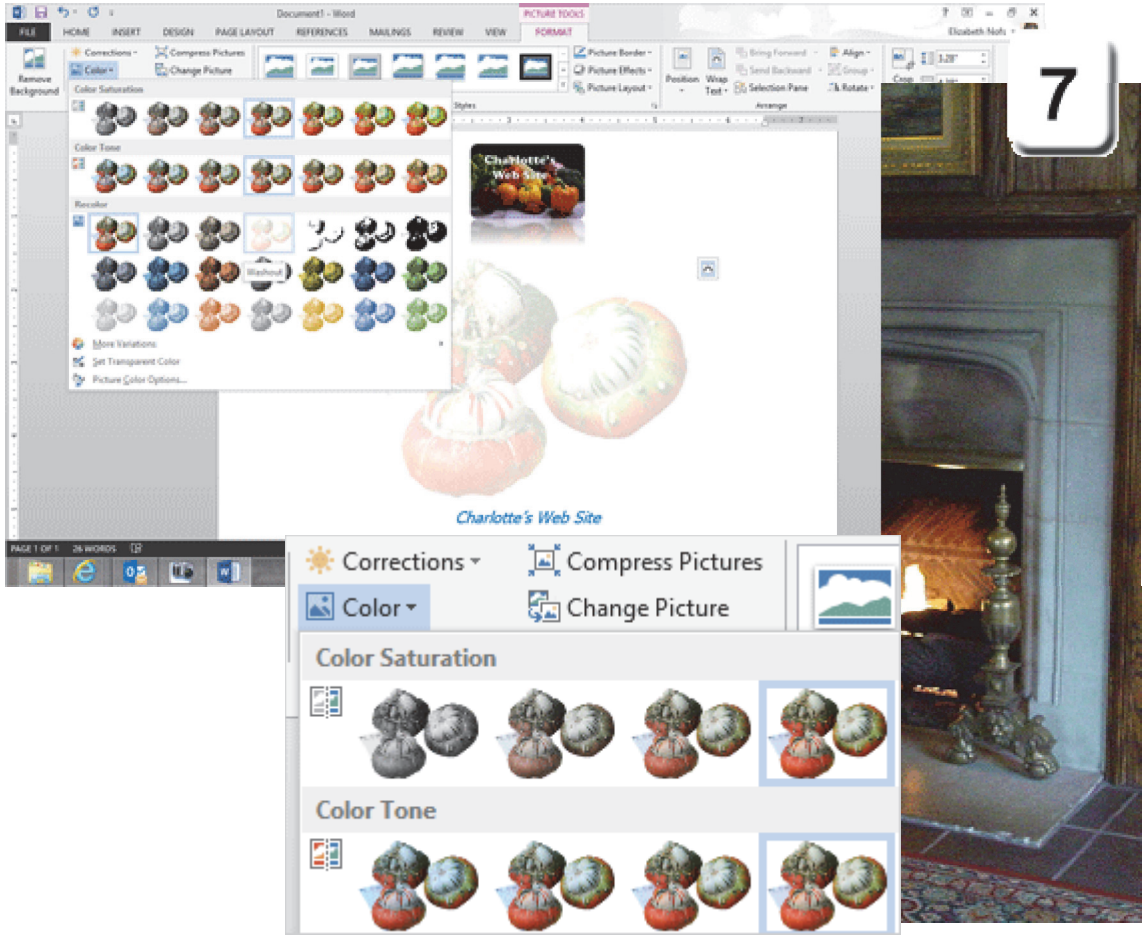
7: Try it: Create a Washout
Select the new picture.
Go to **Picture Tools->Format->Adjust**.
Click on **Color**->**Recolor**.
Choose **WASHOUT**.

What Do You see? The washout effect is created by adjusting the Brightness and Contrast. Brightness changes how much light is shining on the picture. **Contrast** is the difference between absolute black and absolute white.

Did you notice that the text moved after the picture was added? We'll change that in a minute.

Keep going...

Picture Tools->Format -> Adjust ->Color



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Format Picture Color

Take One

Use Text Wrapping

Text wrapping is how the text works with the pictures. By default, when an image is added it is placed In **Line With Text.** These steps will place the picture **Behind the Text.**

8. Try it: Change the Text Wrap
Select the WASHOUT picture.
Go to the **Layout Options**.
Go to **With Text Wrapping.**
Click on **Behind Text**.

OK the main document is done.
Now, we can begin the Mail Merge.

Do This, Now: Save the Document
Go to **File->Save**.
Browse to your Documents folder.
Name the file: Charlotte's Invitation.

Layout Options ->Behind Text

Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Format Text Wrapping

Take One

Start the Mail Merge

A Mail Merge has three parts:
1. The Main Document
2. The Data
3. The Merged Document

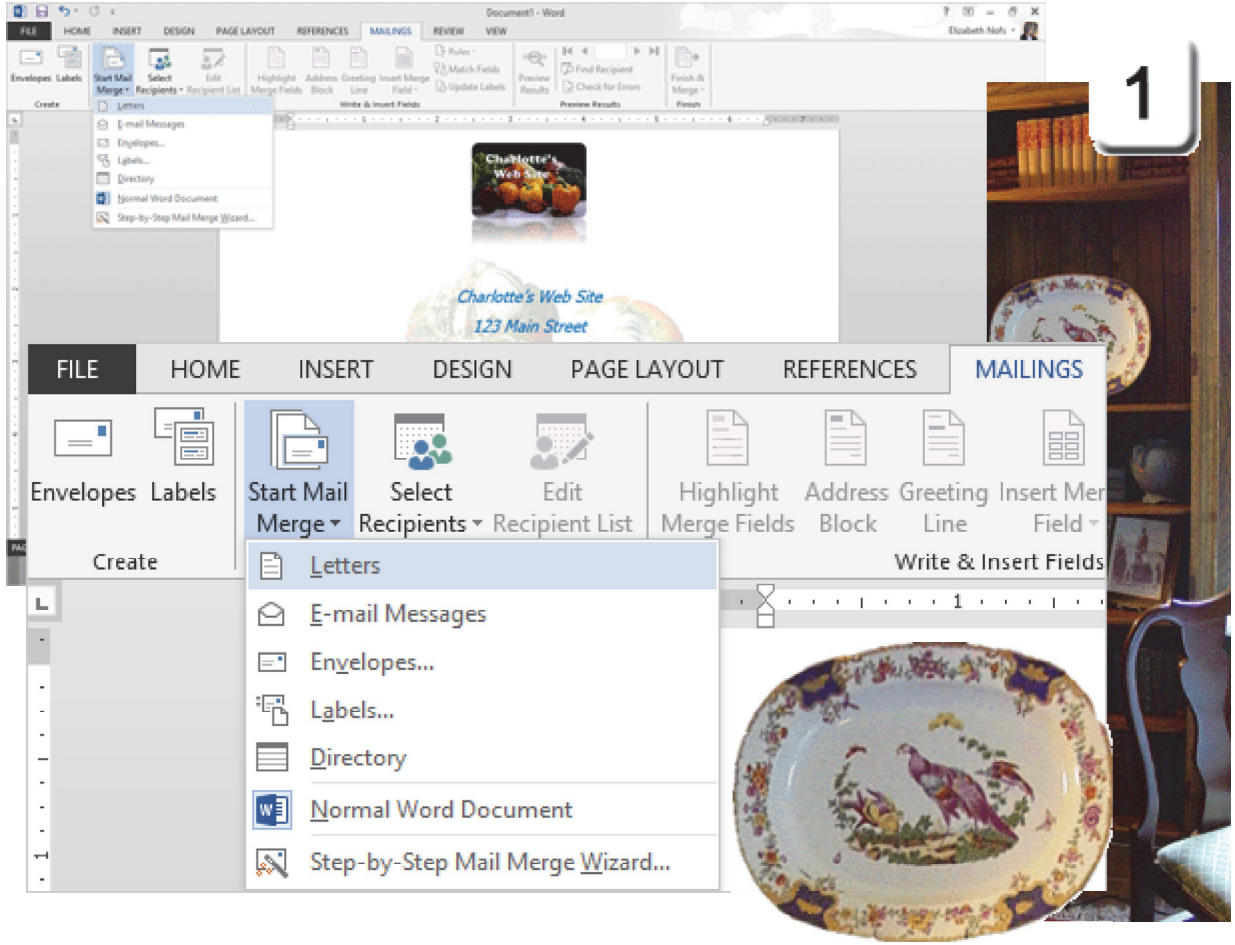
The **Main Document** is complete.
We are ready to begin the Mail Merge.

Read the **Mailings Ribbon** from left to right. This is a great collection of the tools you need to create the data and make a mail merge. The tools are presented in a logical sequence from Start to Finish.

1. Try This: Start the Mail Merge
Go to **Mailings -> Start Mail Merge**.
Click on **Start Mail Merge.**
Choose **Letters** from the list.

Keep going...

Mailings -> Start Mail Merge ->Start Mail Merge ->Letters



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Start Mail Merge

Take One

Select Recipients

Reading from left to right on the Mailing Ribbon, the first step is **Start Mail Merge.**

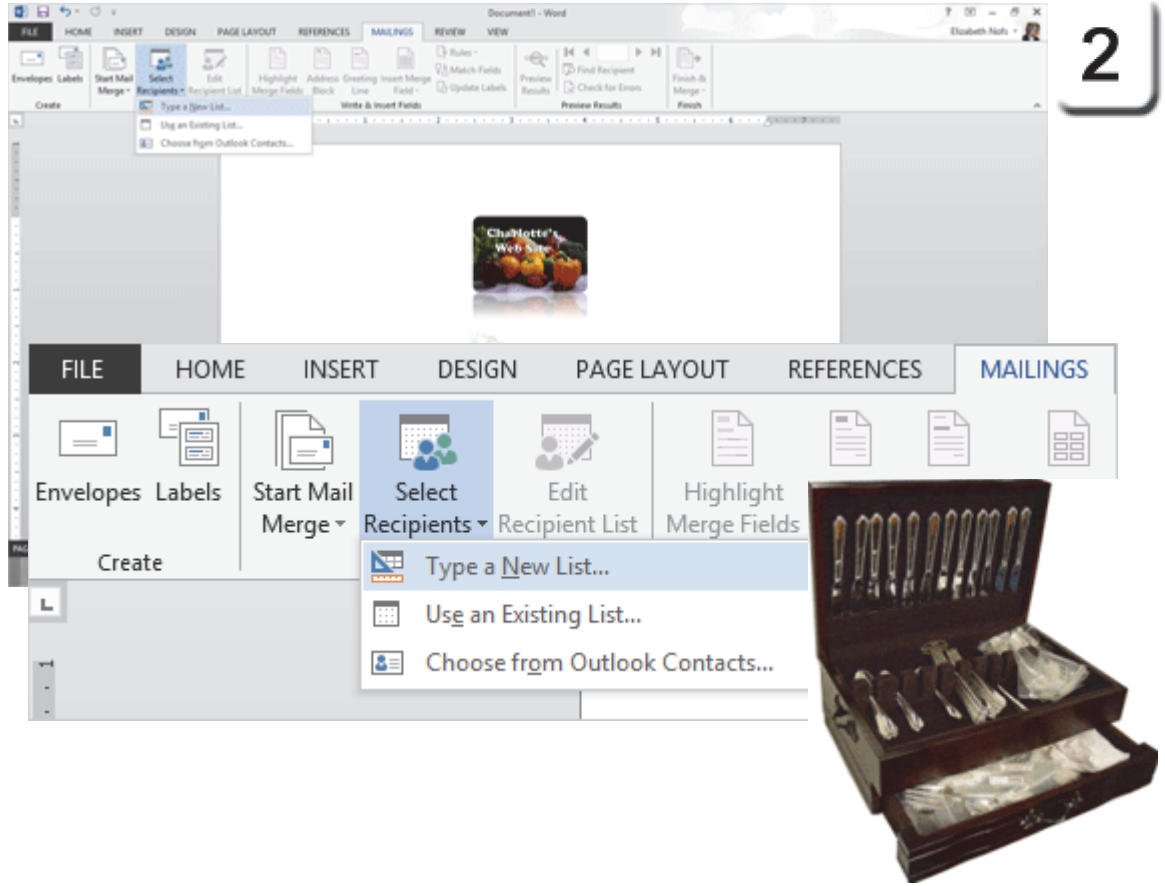
The second step is **Select Recipients.** Where is the data? Do you already have a list of names and addresses in Word, Excel, or Access? Do you want to use your Contacts from Outlook?

This time we will type a new list.
Here are the steps.

2. Try This: Select Recipients
Select **Type New List** to start a new list of names and addresses for the Mail Merge.

Keep going...

Mailings ->Start Mail Merge ->Select Recipients ->Type New List



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Manage Recipient Lists

Take One

Mailings ->Start Mail Merge->Select Recipients ->Type New List

Type New Recipients List

When you create a **New Address List** you should see a database table. There are fields for the name, address, phone number and E-mail.

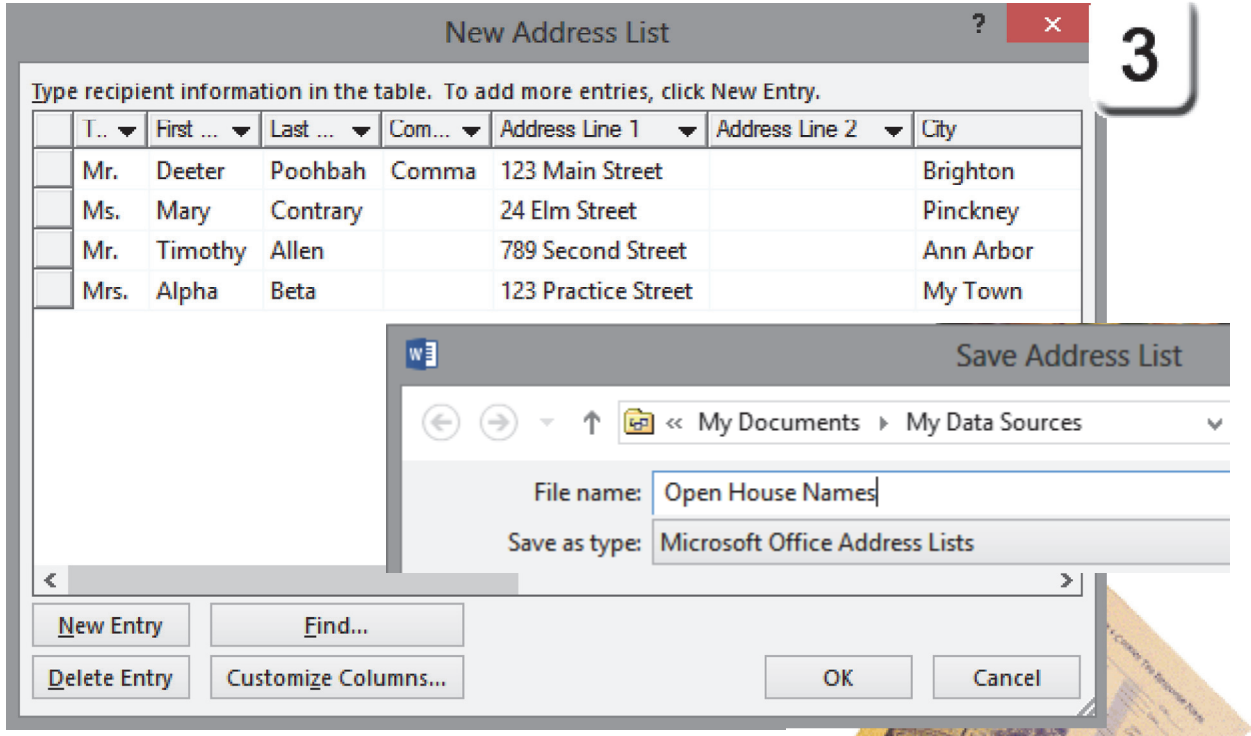
The **fields** at the top of the list--Title, First Name, etc.--can be used to sort and filter the Address List.

3. Try it: Create an Address List
Please add four or five names to this list.
New Entry adds another name to the list.
Delete Entry deletes a name from the list.

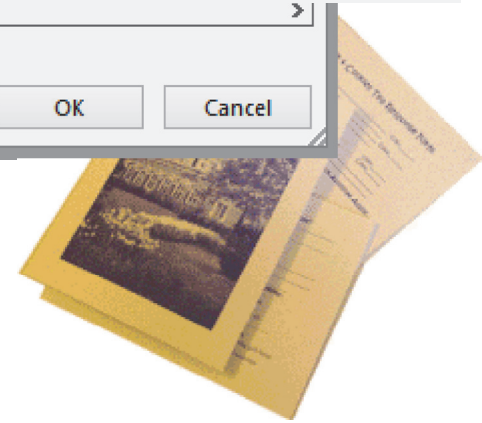
And Do This: Save the Database
After you add some names, click **OK**.
You will be asked to **Save** the database.
By default, the Microsoft Address List will be saved in a folder called "My Data Sources" in the Documents folder.

Enter a **File Name:** Open House Names.
Click **OK** .

Keep going. The next step adds the Merge Fields to this main document.



Steps to Save the Address List:
Where Am I Saving it? My Document->My Data Sources
What am I Naming it? Open House Names



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Manage Recipient Lists

Take One

Insert Merge Field

Each **Field** on this list came from the database form you just filled out and saved. You can use these fields to **Write** the Mail Merge.

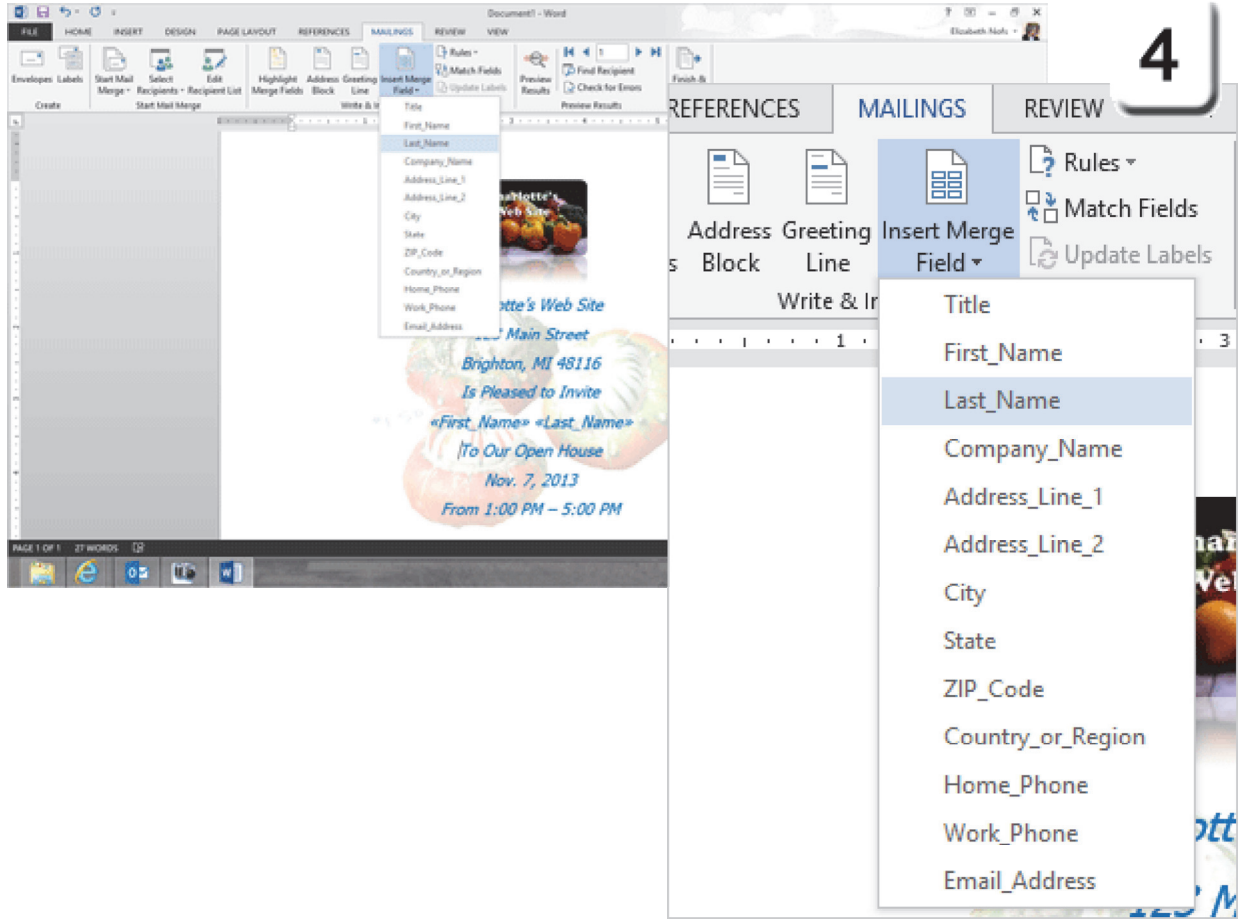
4. Try It: Insert Merge Fields:
Double click the word "You" in the Open House Flyer and delete it. This is where I want to insert the Merge Fields.

Go to **Mailings->Write & Insert Fields.** Click **Insert Merge Field** and click on First_Name. Insert the Last_Name as well. Please add a space between the two fields.

Address block is another way to add Mail Merge Fields to your Main Document. The Address Block is a super field that includes the title, name, address, city, state and zip.

Keep going, please...

Mailings -> Write & Insert Fields-> Insert Merge Field



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Insert Merge Fields

Take One

The Mail Merge Fields

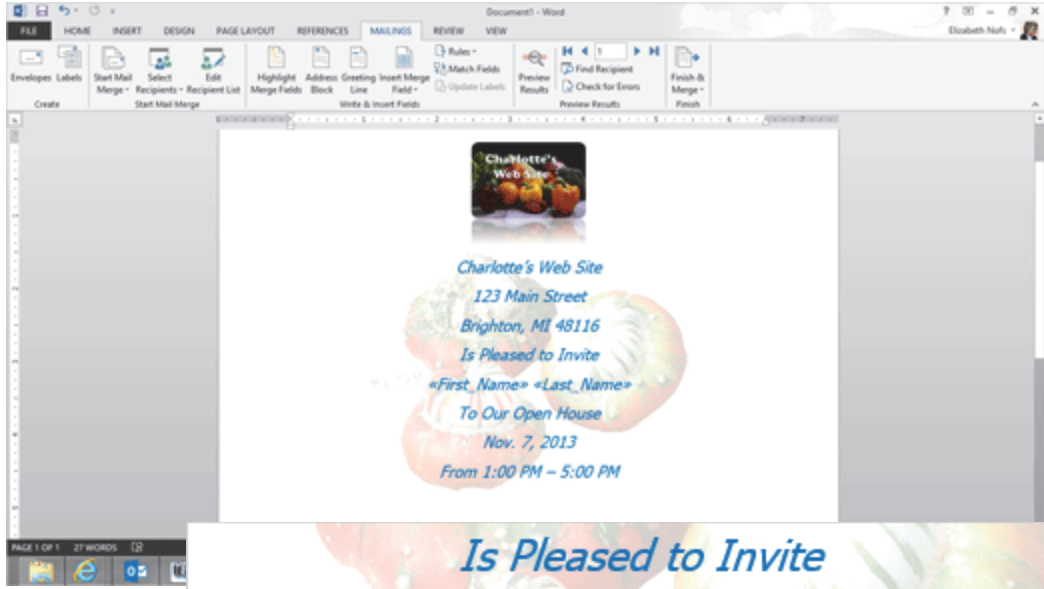
What Do You See? A Merge Field connects the Main Document to the Open House Names in the little database you saved in the My Data Sources folder.

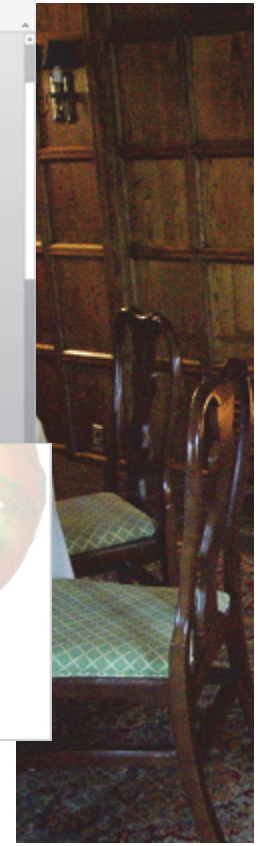
The Fields are Visual Basic for Applications (VBA) code.

Keep going. This is getting good....

Memo to Self: You cannot create a Mail Merge Field by merely typing the carrots:<< >>

Mailings -> Insert Merge Field





Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Insert Merge Fields

Take One

Preview the Results

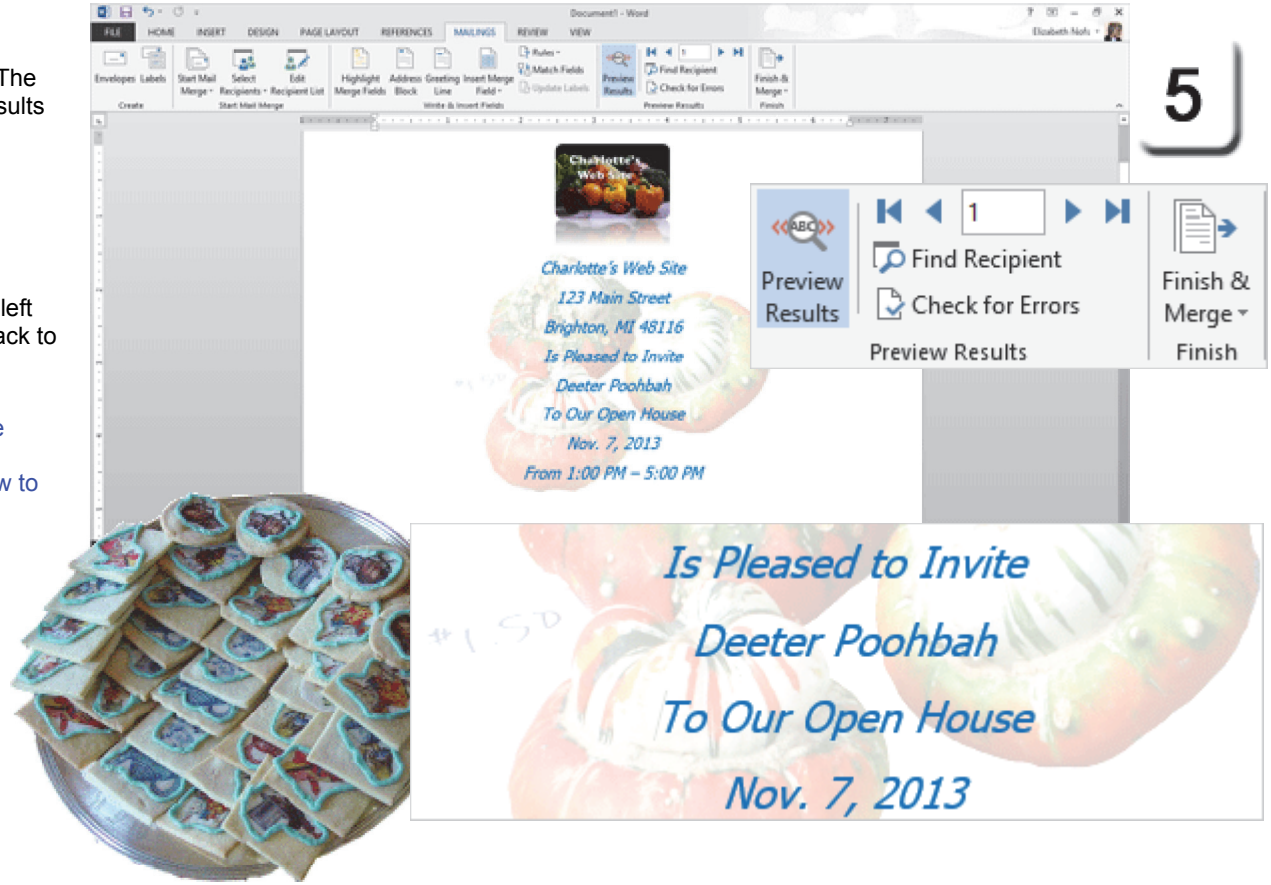
This is a good place to proof your work. The **Mailings** Ribbon lets you preview the results before you run the mail merge.

5. Try It: Preview the Results
Go to **Mailings**->**Preview Results.**
Click on **Preview Results.**

What Do You See? There are right and left arrows so you can view the next or go back to the previous record if you wish.

Memo to Self: If you need to change the names or addresses, you can go to **Edit Recipient List.** Keep going-we'll see how to edit the database in a few pages.

Mailings -> Preview Results->Preview Results



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Preview the Mail Merge

Take One

Finish the Mail Merge

If it all looks good, go to the last step and complete the merge. There are three options for completing the Mail Merge. Edit, Print and E-mail.

The Compter Mama sez: I usually choose to **Edit Individual Letters**. Microsoft Word will create a new, merged document that you can edit, save and print.

6. Try it: Finish & Merge
Go to **Mailings->Finish->Finish & Merge**.
Select: **Edit Individual Documents**.

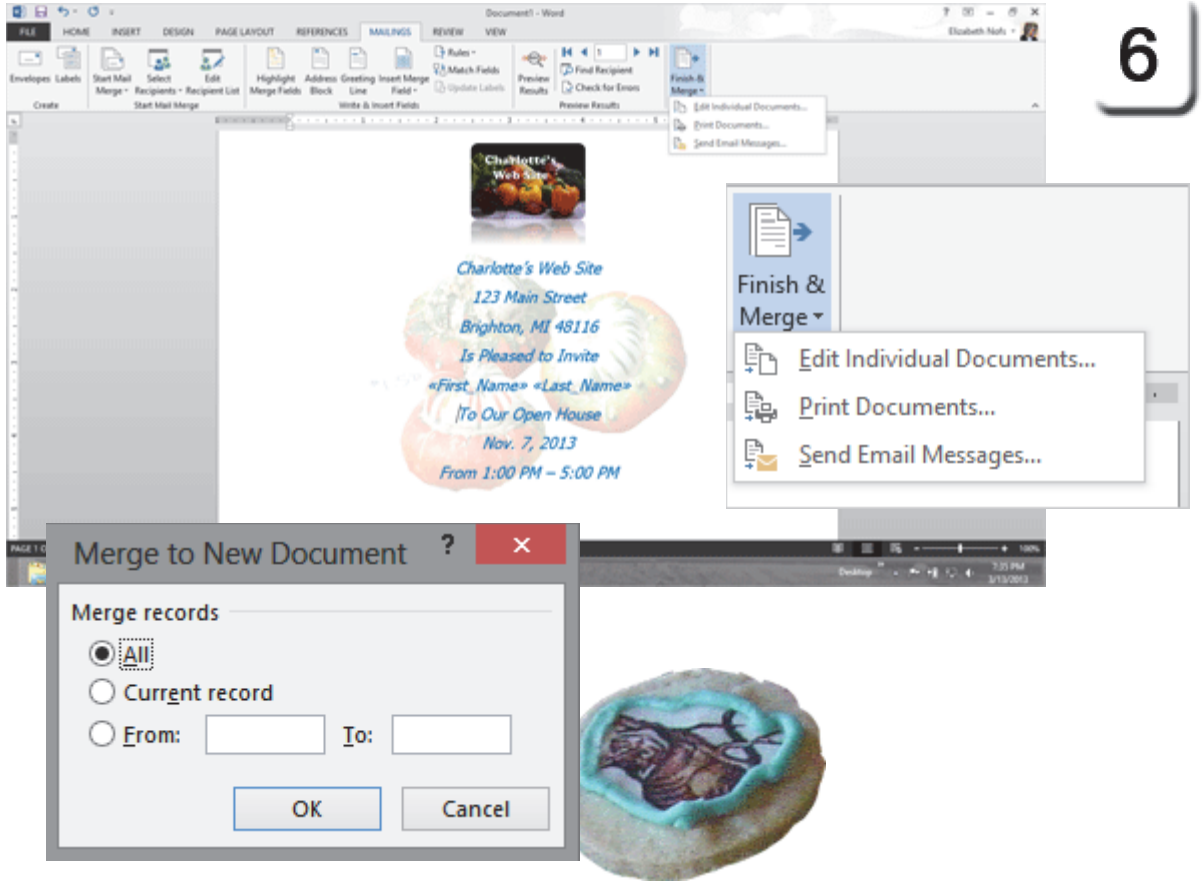
You will be prompted to Merge:
All Records
Current Record
Some records from...to...

Select **All**. Click **OK**. A new document will open which merged the data with the main document. Each person gets a flyer with their own name. Done and done.

Save the new merged document.
Close your work.

Mailings -> Finish->Finish & Merge

6



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Preview the Mail Merge

Take One

Mail Merge Options

Your marketing campaign is off to a good start. The following pages demonstrate how to create the other documents that are often used with an event or meeting:
Envelopes
Labels
Tent-fold Place cards.

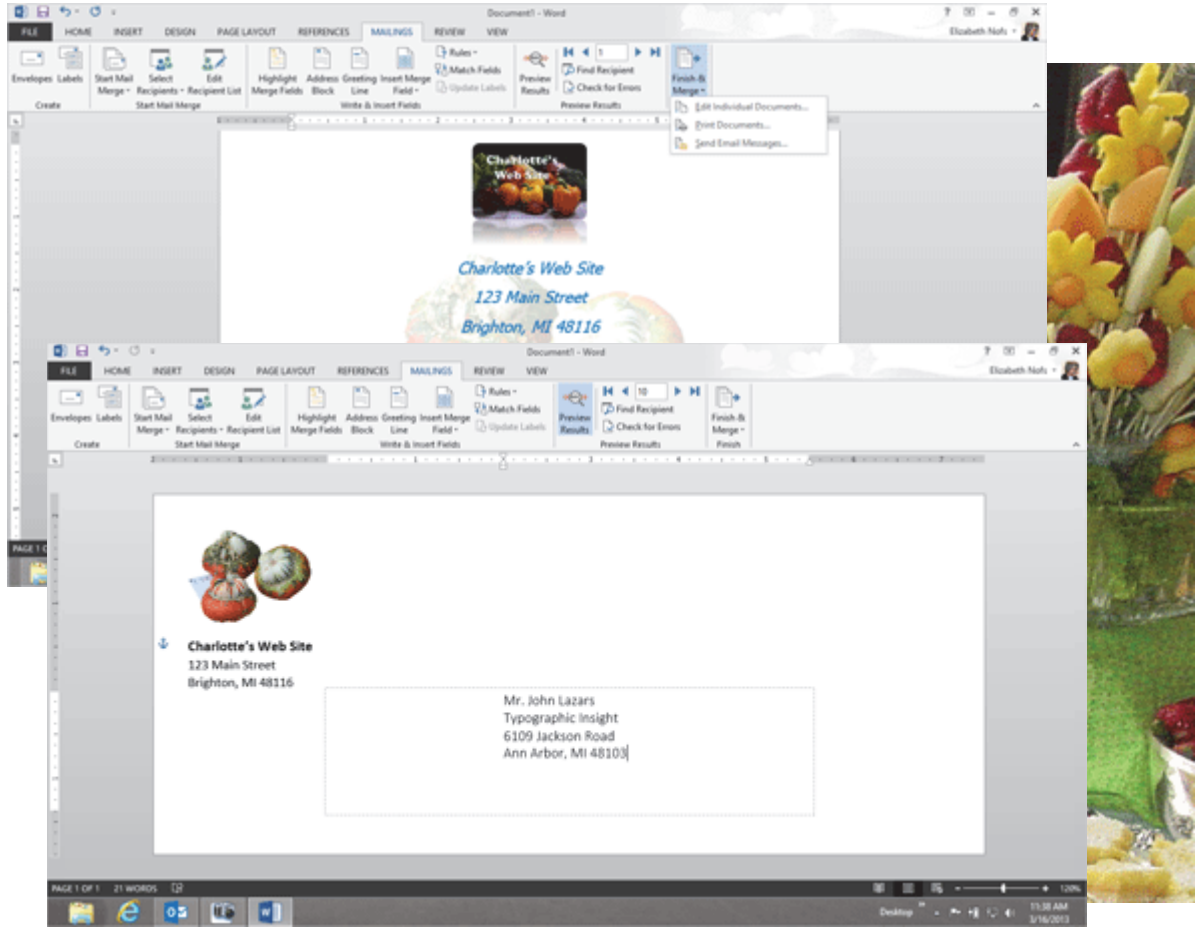
The lesson on envelopes will illustrate how to create a Mail Merge with names listed in a Microsoft Excel spreadsheet.

Before You Begin: Open a new, **Blank** document in Microsoft Word.

Also Before You Begin: There is a sample spreadsheet, Friends and Family.xlsx, available online for this lesson. You can use the sample file or create your own spreadsheet similar to the ones pictured on these pages.

Please note: It is important that the first row of labels in your spreadsheet MATCH the labels in this lesson. Spelling counts!

Example of an envelope and a set of labels



Take One

Mail Merge: Envelopes

Look at the **Mailings** Ribbon. There are two ways to make envelopes: Envelopes and Start Mail Merge.

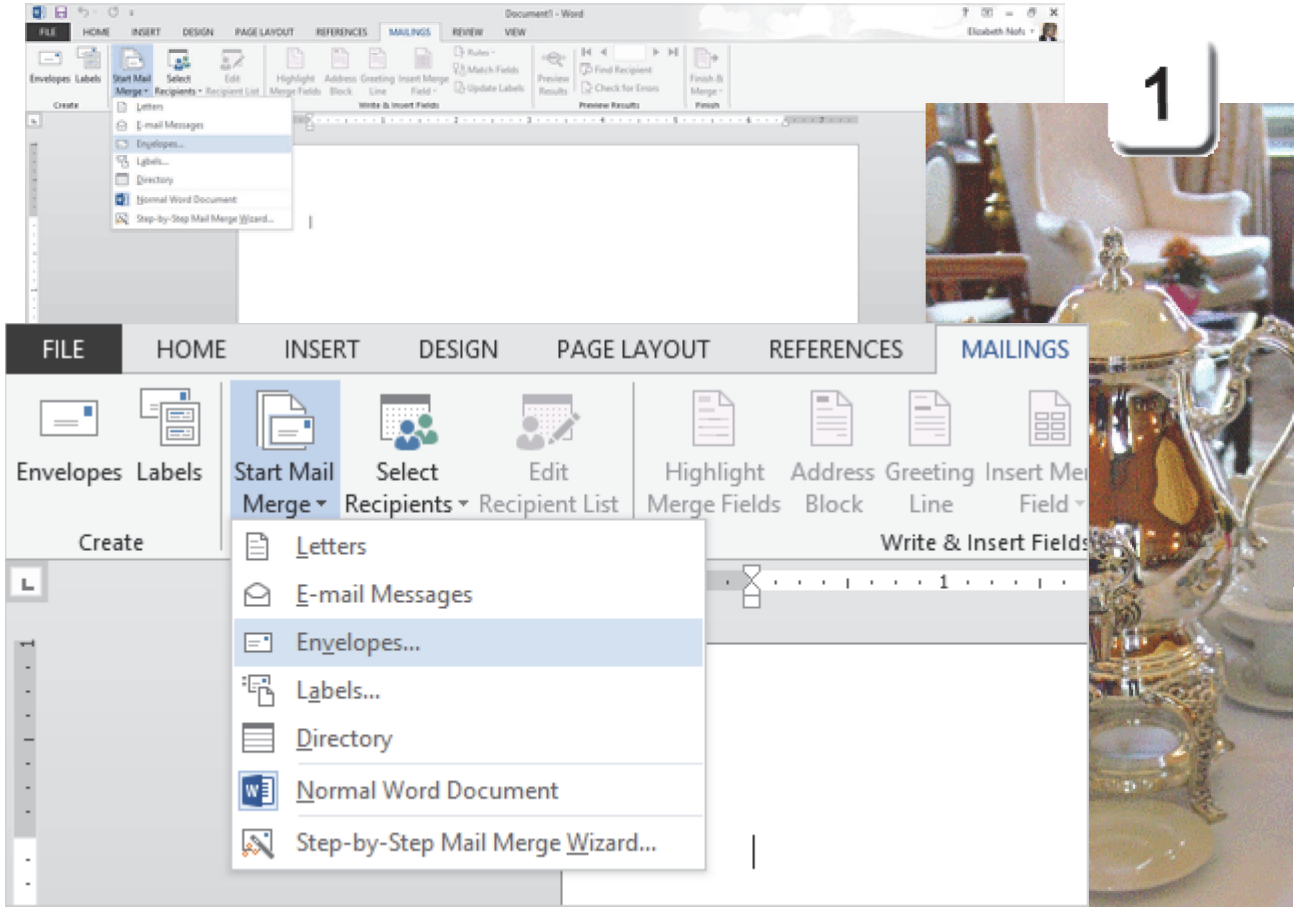
The first button, **Envelopes**, is a quick way to type in the name and address for one recipient. This process gives you one envelope that you can print.

Done & done.

The second button, **Start Mail Merge**, combines the envelope with a list of recipients. Each recipient on the list gets their own envelope. We will use the Friends and Family spreadsheet in this example.

1. Mail Merge: Select Document Type
Go to: **Mailings->Start Mail Merge**.
Click on **Start Mail Merge.**
Select: **Envelopes**...
Keep going...

Mailings -> Start Mail Merge->Start Mail Merge ->Envelopes



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Envelopes

Take One

Mailings -> Start Mail Merge ->Start Mail Merge->Envelopes

Envelope Options

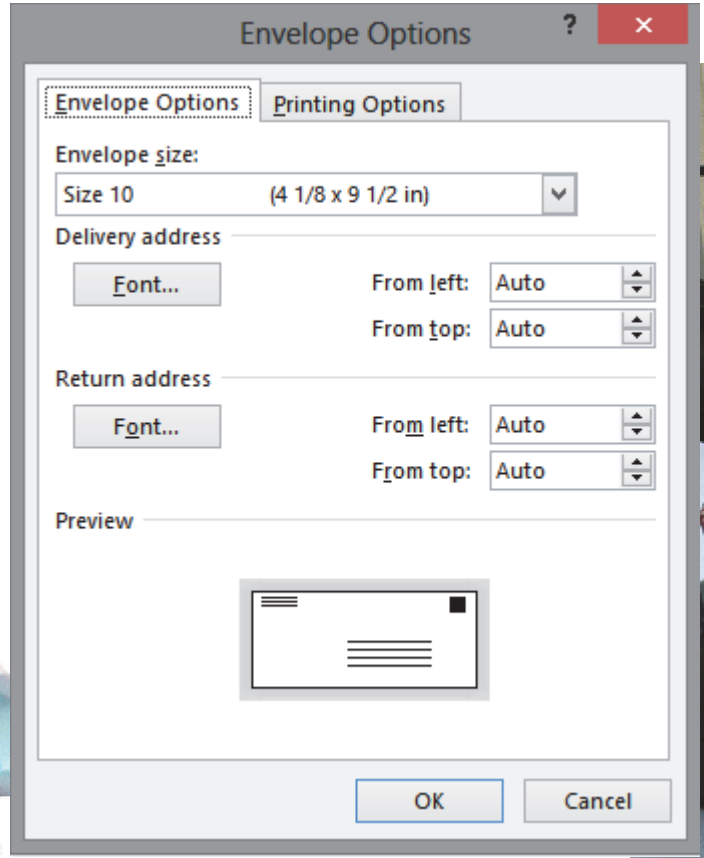
When you Start a Mail Merge and select Envelopes you will be prompted to choose what kind of envelope you want to create.

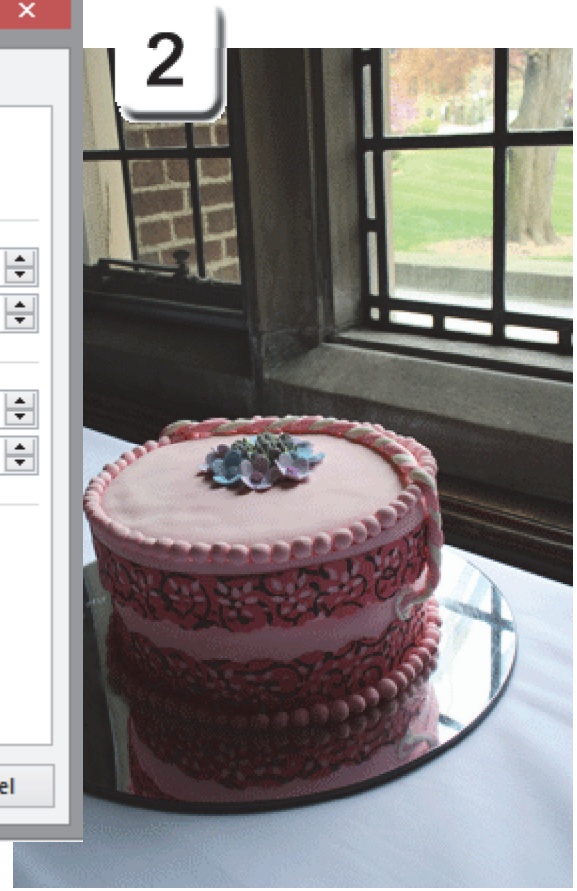
A Size 10 envelope is a standard business size. It fits a sheet of paper folded in thirds. There are other sizes on the drop down list.

2. Try This: Select an Envelope
The Envelope Options are open.
Select Size 10. Click **OK**.

What Do You See? Word will create a new document: a Size 10 business envelope.

Keep going...





Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Envelopes

Take One

Mail Merge Recipients

The Mail Merge is started. It is a business envelope. Next: Select the Recipients.

3. Try This: Select Recipients
Go to **Mailing->Start Mail Merge**.
Click on **Select Recipients.**

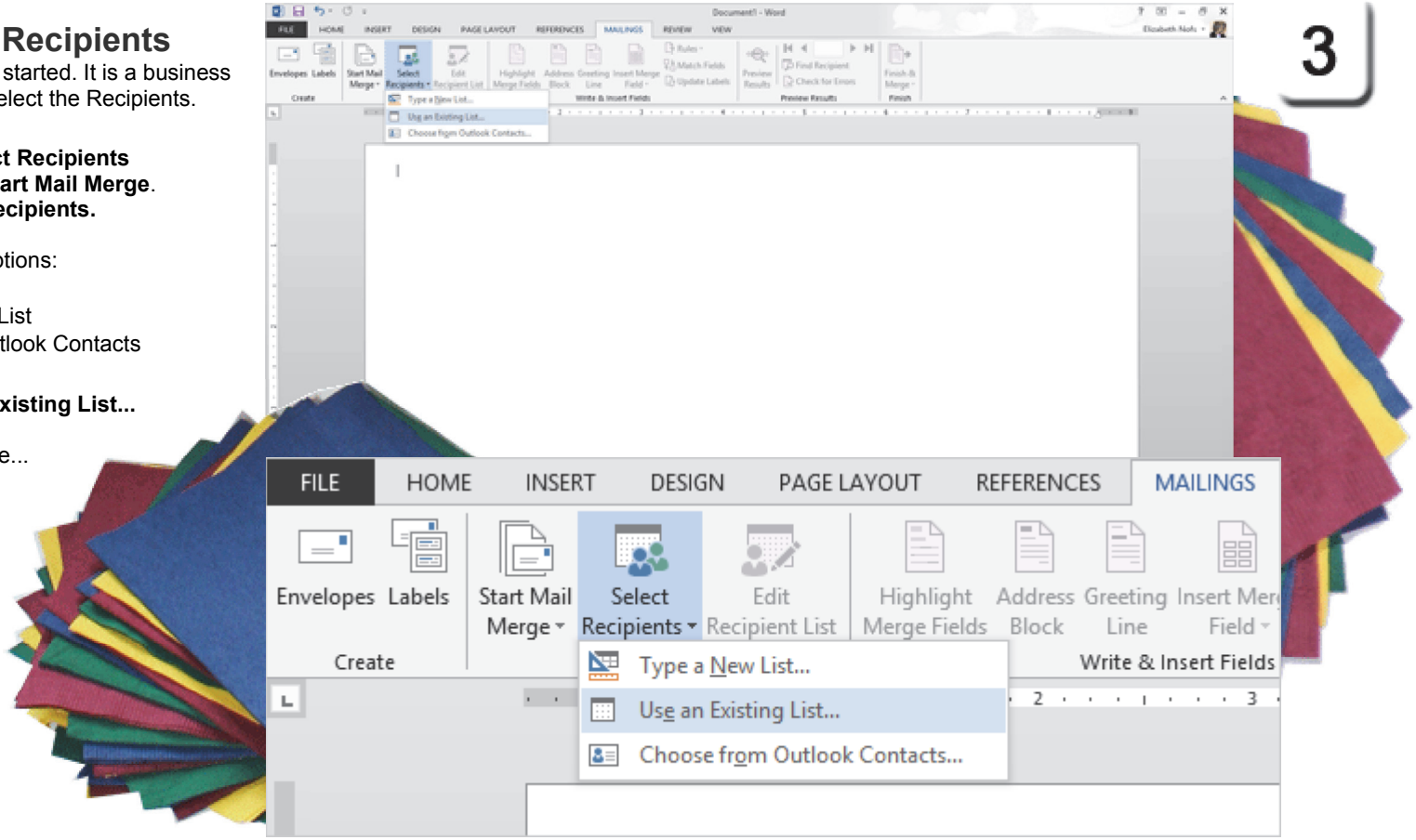
There are three options:
- Type a New List
- Use an Existing List
- Choose from Outlook Contacts

Click on **Use an Existing List...**

Keep going, please...

Mailings -> Start Mail Merge ->Select Recipients-> Use an Existing List...

3



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Envelopes

Take One

Find the Recipients

Where are the Recipients? The browser may take you to a folder called **My Data Sources** in the Documents folder.

By default Microsoft Word is looking for a **database**. This is useful to know, but it is not where we are headed right now. You can also use an Excel spreadsheet for the recipients list in a Mail Merge.

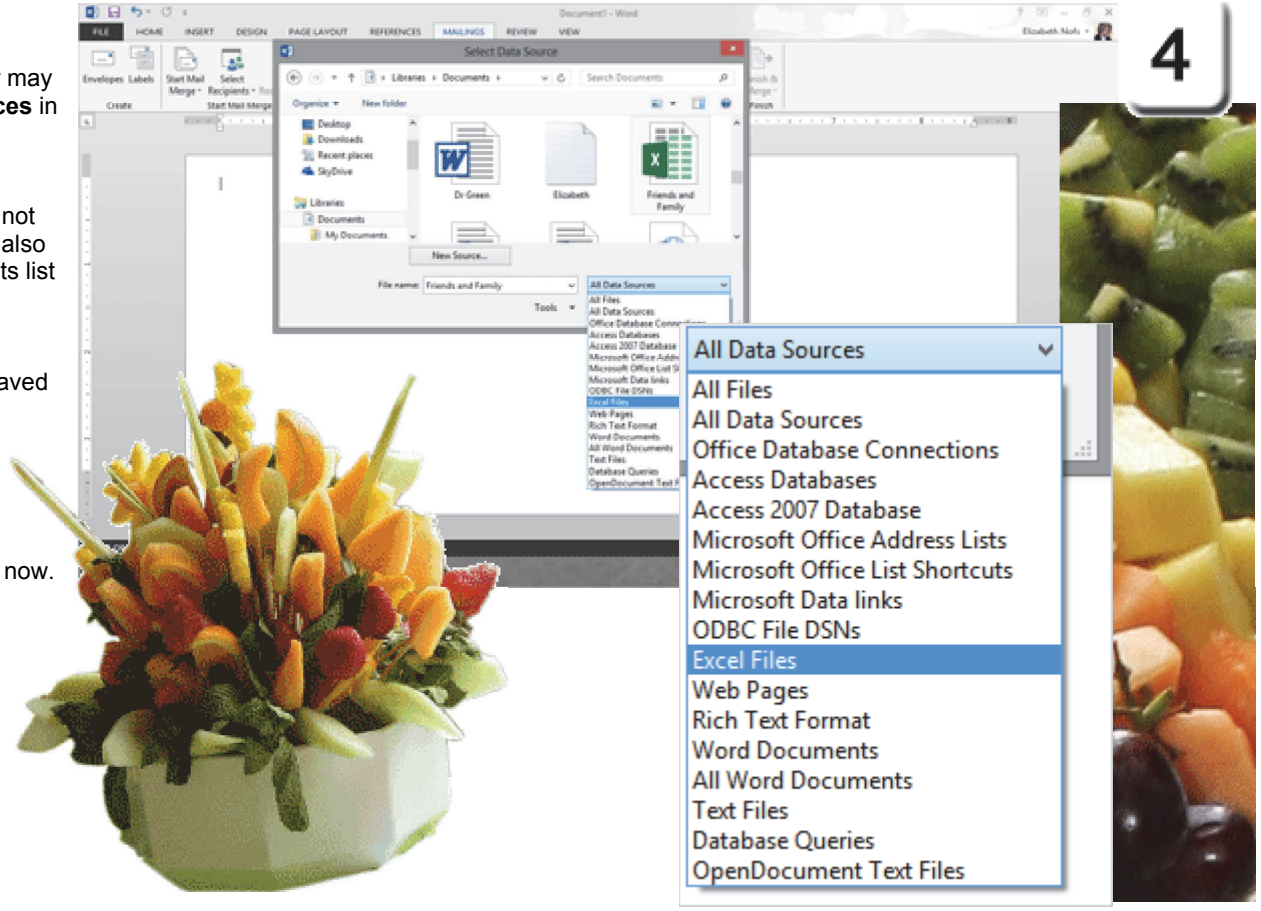
We already have a list of recipients: the Friends and Family spreadsheet. It was saved in the Documents folder.

4. Try This: Click on All Data Sources
Go to **All Data Sources**.
Select: **Excel Files**.

You should be able to see the Excel files, now. Double click the Friends and Family spreadsheet to select it.

Keep going...

Mailings -> Start Mail Merge ->Select Recipients



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Envelopes

Take One

Choose a Sheet

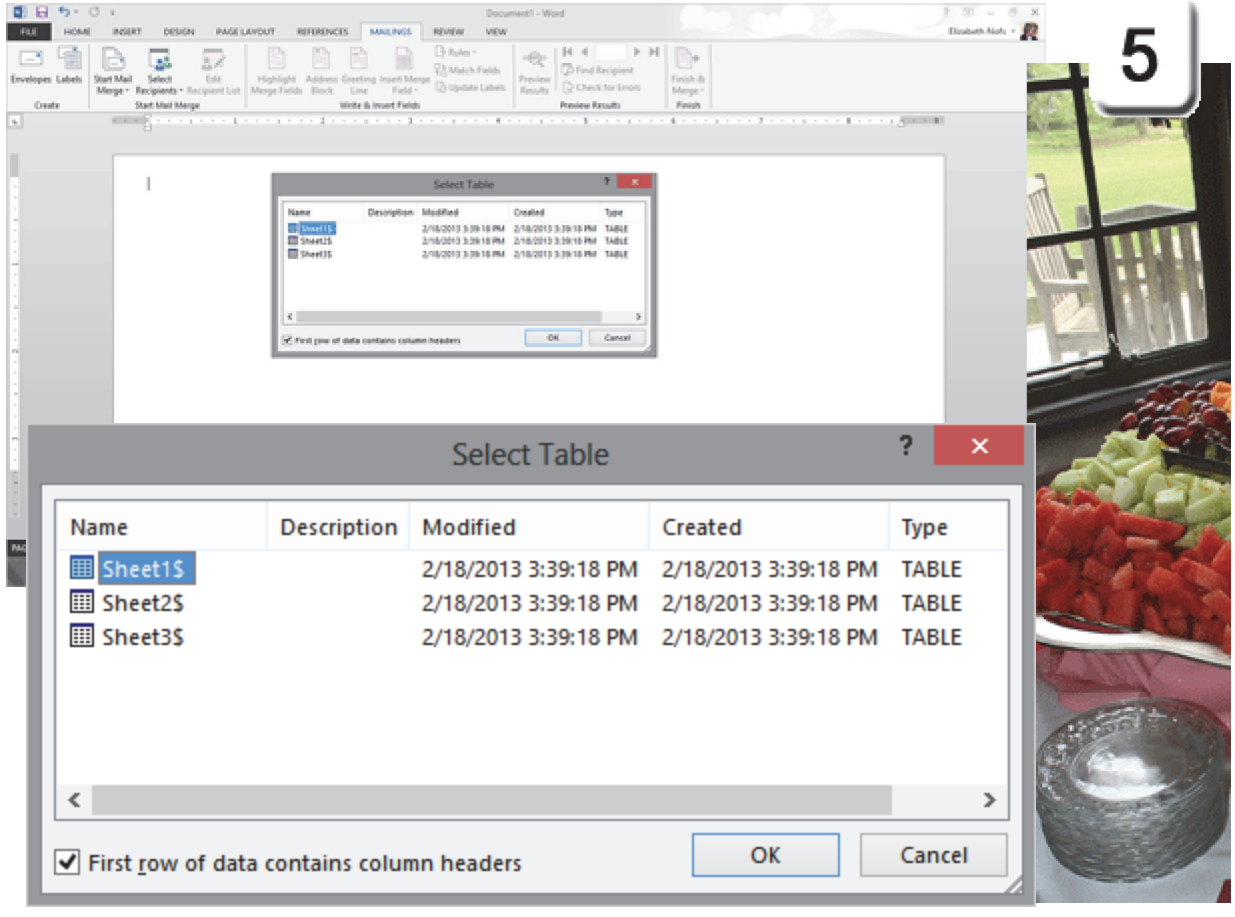
5. Do This: Select a Sheet
After you find and select the Excel file, you will be prompted to **Select a Table**.

By default, the first spreadsheet in an Excel file is named “Sheet1$.” The dollar sign means get all the data, everything.

What Do You See? There is a check mark where it says **First row contains column headers**. Column headers are the labels-first name, last name that are typed in the top row of the our Friends and Family list.

Click **OK**. Keep going...

Mailings -> Start Mail Merge ->Select Recipients



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Envelopes

Take One

Edit the Recipients List

6. Try This: Edit the Recipients List
After you select a spreadsheet (Sheet$1), you should see the Mail Merge Recipients.

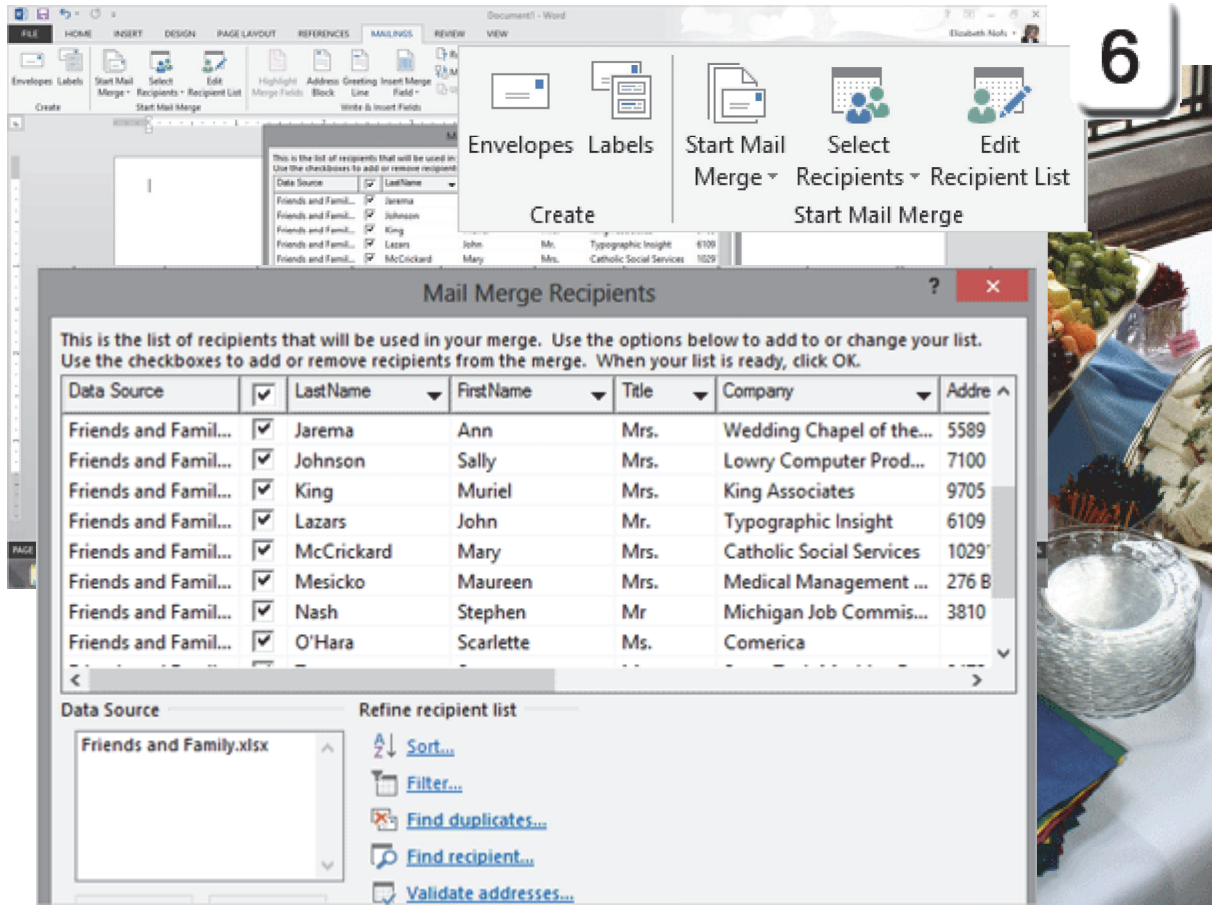
By default, every name should have a check mark. You can use the check marks to select specific recipients. Each name with a check mark will be addded to the merged document when the Mail Merge is finished.

The other options include:
Sort
Filter (choose one city or state)
Find duplicates
Find recipient.

This Mail Merge now has a real-time link from Microsoft Word to Excel. When you edit, sort, and filter the data here you are also editing the data in Excel.

Click **OK**. Keep going...

Mailings -> Start Mail Merge -> Edit Recipient List



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Edit Recipent List

Take One

Edit the Main Document

After you select the Recipients, you should see a new document: A business envelope.

Read the **Mailings Ribbon** from left to right:
We have completed the all of the steps in the first Mailings group: **Start Mail Merge.**
Start Mail Merge
Start Mail Merge: Envelope
Select Recipients: Use Existing List.

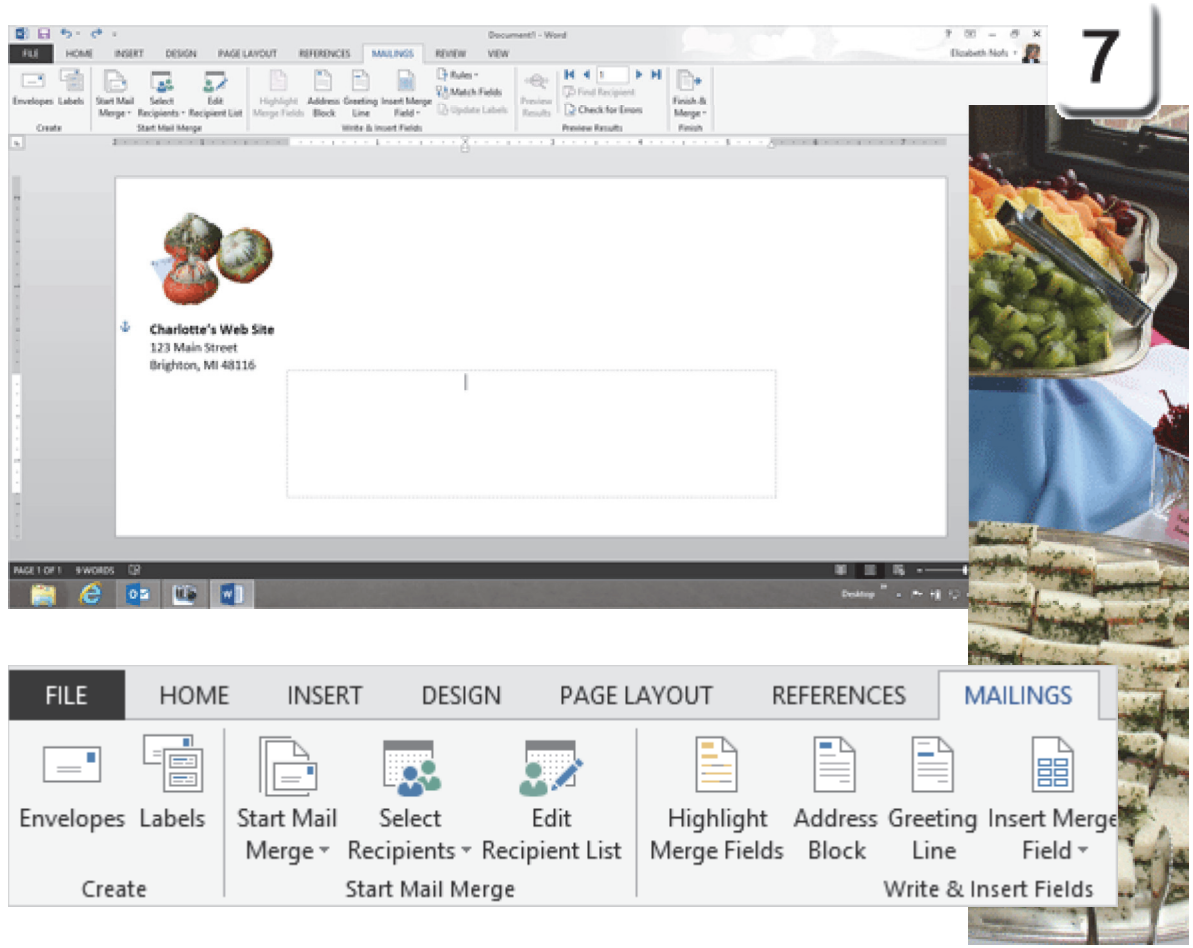
Now, we'll go through the steps in the second group: **Write & Insert Fields.**

7: Before You Begin: Edit the Envelope
Please add a picture and return address to the upper corner of the envelope.

Now, click in the center of the envelope.
You should see a Text box. The borders are light blue.The mail merge fields go here.
Keep going...

Memo to Self: Please do not move the Text Box for the addresses. This Text Box is specifically placed according to US Postal guidelines so that the addresses can be scanned with a bar code reader.

Mailings -> Write & Insert Fields



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Insert Mail Merge Fields

Take One

Write & Insert Fields

8. Try it: Add the Address Block
Go to **Mailings->Write & Insert Fields**. Click on **Address Block**.

The **Address Block** is a combination of many merge fields. The merge fields are the column headers in our data: in our example, it's the **labels** in Row 1 in the Excel spreadsheet.

What Do You See? You can preview how the names will look when they are printed.

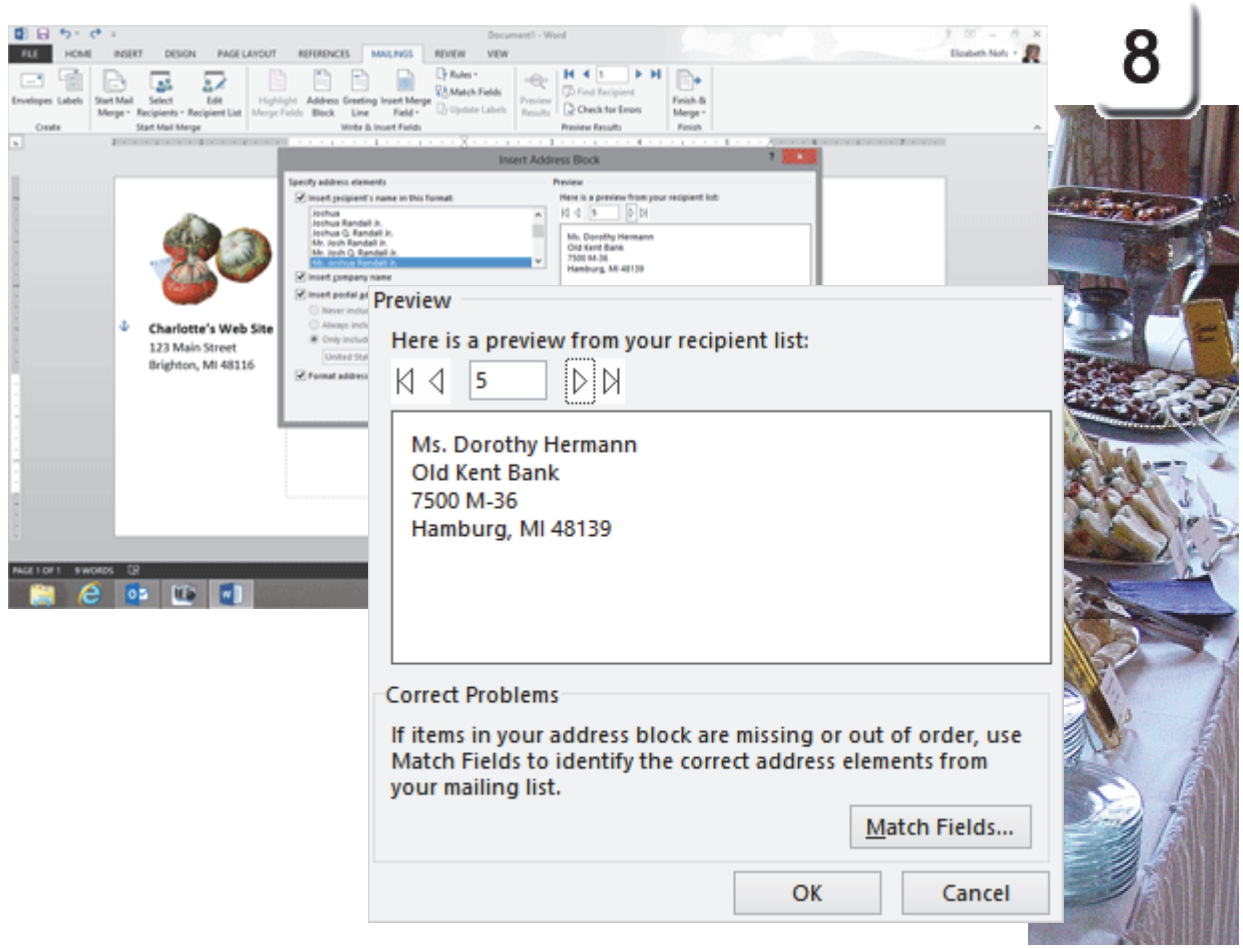
Coorect Problems: Look at the bottom right corner of the **Insert Address Block** window for a button called **Match Fields**.

If the column headers or labels in your Excel list do not match the default fields in the Address Block, you can match them up. In this example, the Address Block City is paired with the header called City.

Click **OK**. Keep going, please.

Memo to Self: There will be a more on errors and corrections in the next lesson.

Mailings -> Write & Insert Fields ->Address Block



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Insert Mail Merge Fields

Mail Merge: Preview Results

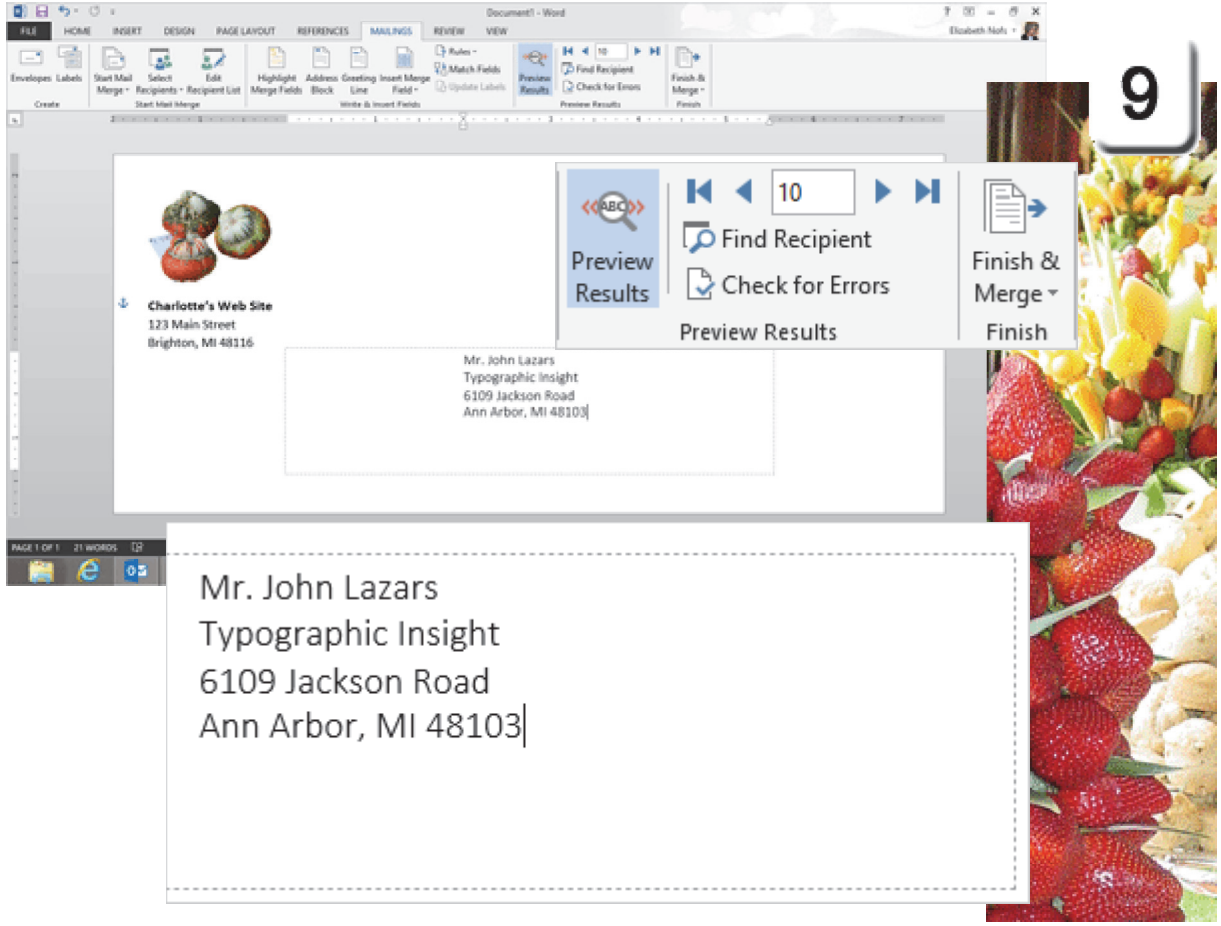
9. Try This: Preview Results
Go to **Mailings->Preview Results**.
This group lets you see how the merge will look when it is finished. You can browse through the results with the record selectors. The record selectors are the arrows going left and right.

Made You Look: When you click on **Preview Results**, you will see the Mail Merge with your recipient's name and address as it should look when you print these envelopes.

When you click off the Preview Results, you will see the Mail Merge Field. In this example, it is the <<AddressBlock>>.

Keep going, please.
The Merge is almost done...

Mailings -> Preview Results-> Preview Results



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Preview the Mail Merge Results

Take One

Finish the Mail Merge

Do This: Finish the Mail Merge
Go to **Mailings->Finish->Finish & Merge**.
Select: **Edit Individual Documents**.
Select **ALL records**, please.

The Mail Merge will create a **new** document by combining the mail merge fields from the main document with recipient data in an Excel Spreadsheet.

The new merged document will be a Size 10 business envelope with one page for each recipient selected from the Friends and Family list.

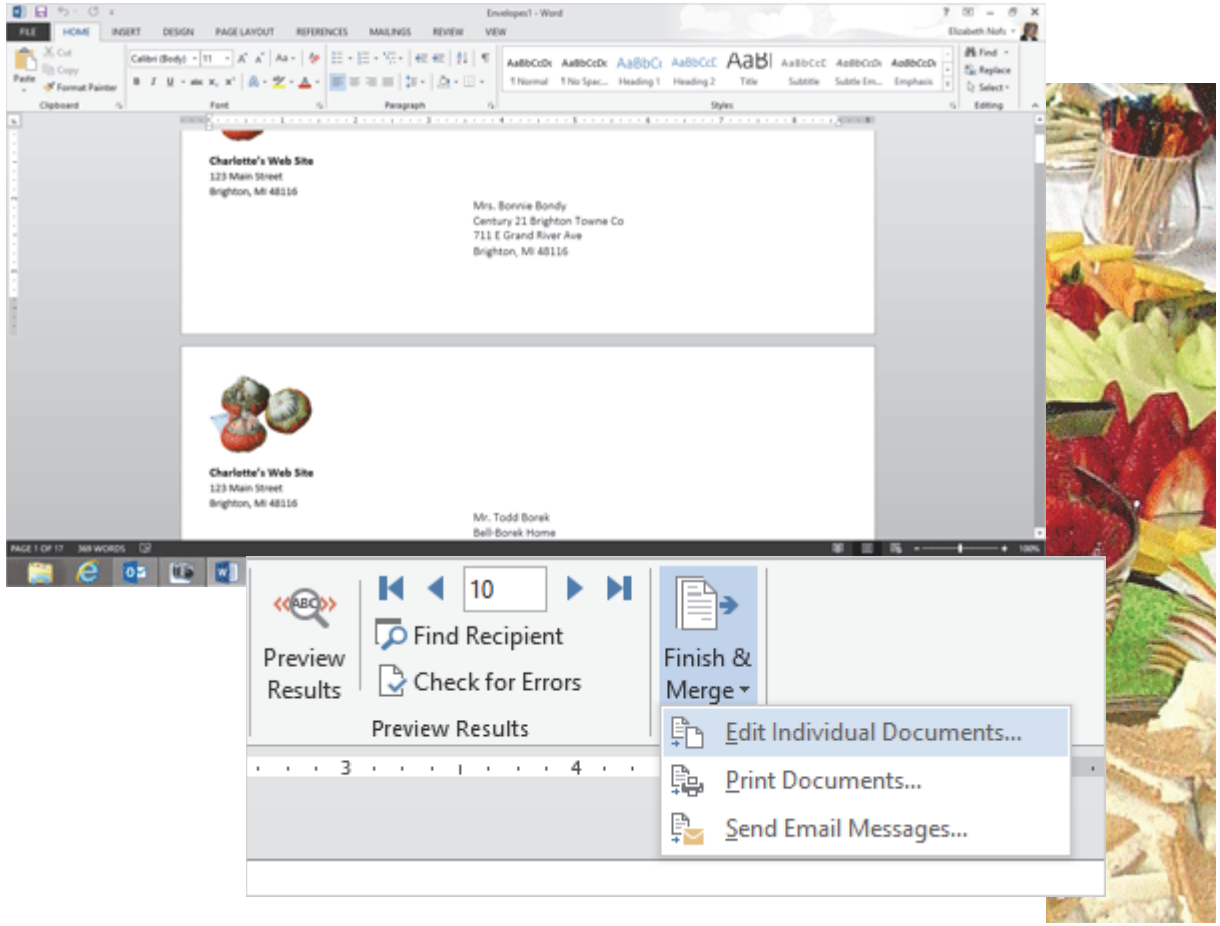
The new merged document, Envelopes1, does NOT have any data linked to it. It does NOT have any merged fields.

It is a new Word document without any mail merge formatting.

You can **Save** and **Close** your work.

.

Mailings -> Finish-> Finish & Merge



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Finish & Merge

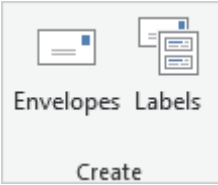
Take One

Just One Envelope

Say you wanted to print just one envelope and not a stack of envelopes for everyone in the recipients list. Here are the steps.

Before You Begin: Open a new document.

Try This: Create One Envelope
Go to **Mailings->Create->Envelopes.**

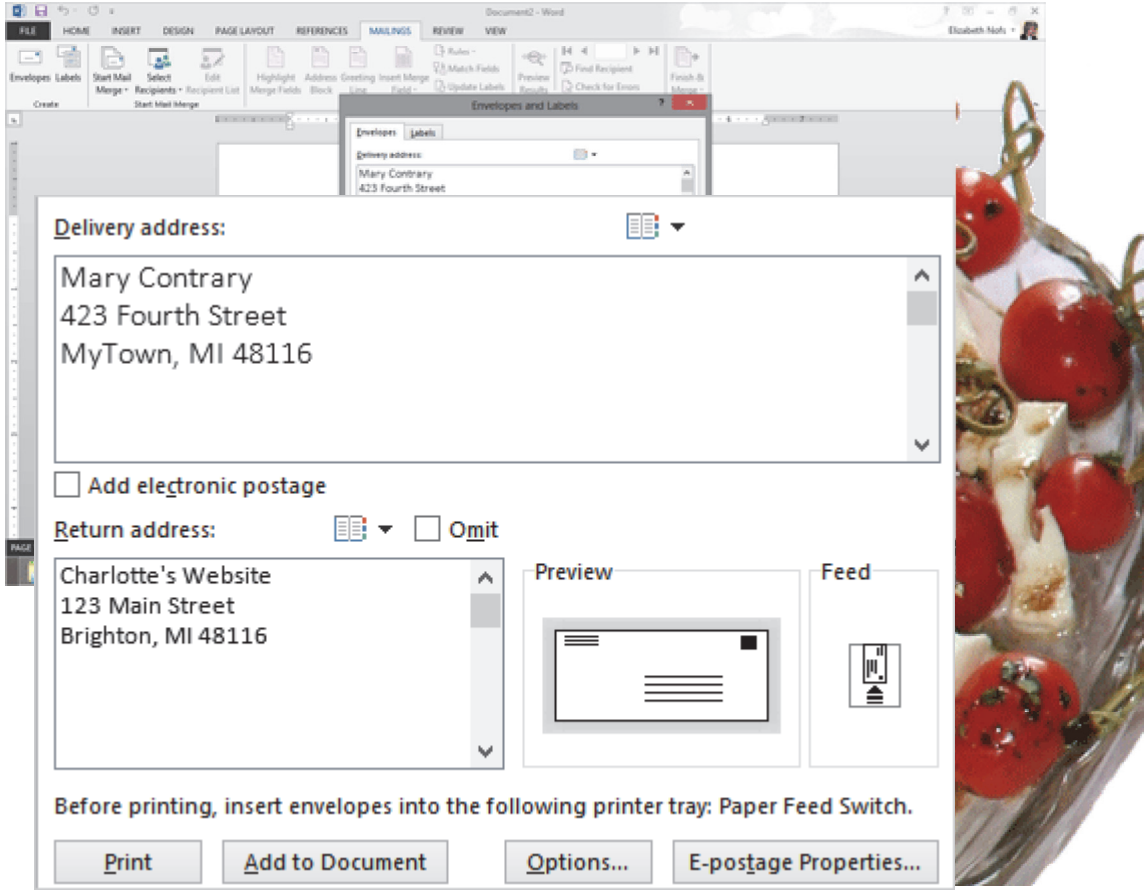


What Do You See? There are two tabs.
You should be on the Envelopes tab.
Type the **Delivery Address**.
Type the **Return Address**.

The **Envelope** options include:
Print, Add to Document, and E-Postage.

Do This, Now: Print this envelope, please.

Mailings -> Create -> Envelopes



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Create Envelopes

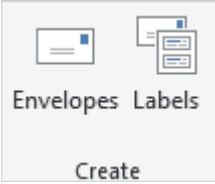
Take One

Just One Label

There are always last-minute arrivals and substitutions with any event or meeting. Here are the steps you can take to create just one label.

Before You Begin: Open ONE MORE new document! Yes, one more!

Try it: Create a Single Label
Go to **Mailings->Create->Labels**.

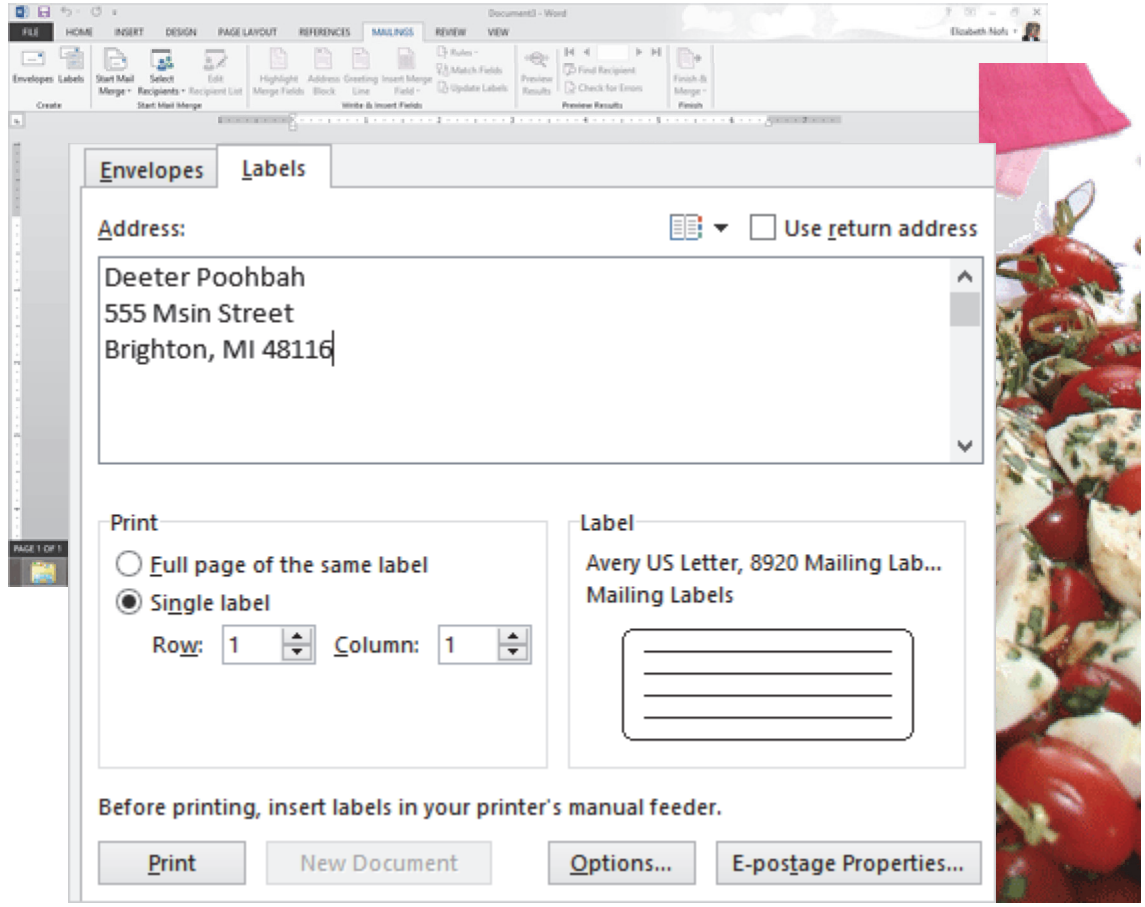


What Do You See? There are two tabs. You should be on the one for labels. You can type in a sample name and address.

Print What? This option lets you print one label on a sheet of stickers. You can select, say, the next blank label on row 3, column 1.

When you click **Print**, your label will print.

Mailings->Create->Labels



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Create Labels

Take One

Custom Thank You Notes

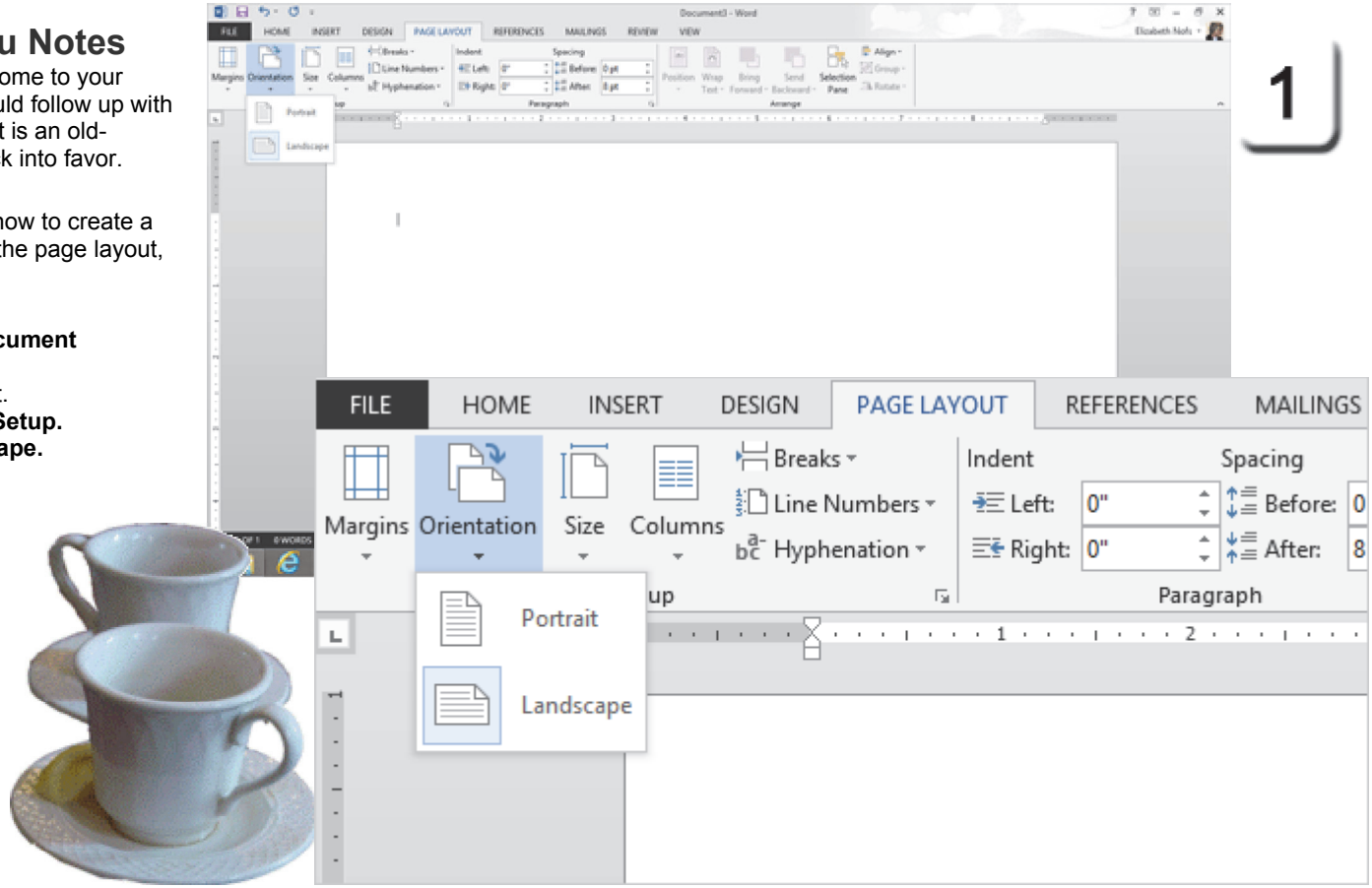
If someone took the time to come to your event or open house, you could follow up with a personal Thank You note. It is an old-fashioned concept that is back into favor.

This example demonstrates how to create a custom document by editing the page layout, size and background.

Try it: Create a Custom Document
1: Change the Orientation
Open a new, blank document.
Go to **Page Layout ->Page Setup.**
Go to **Orientation ->Landscape.**

Keep going...

Page Layout->Page Setup -> Orientation



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Modify Page Setup

Take One

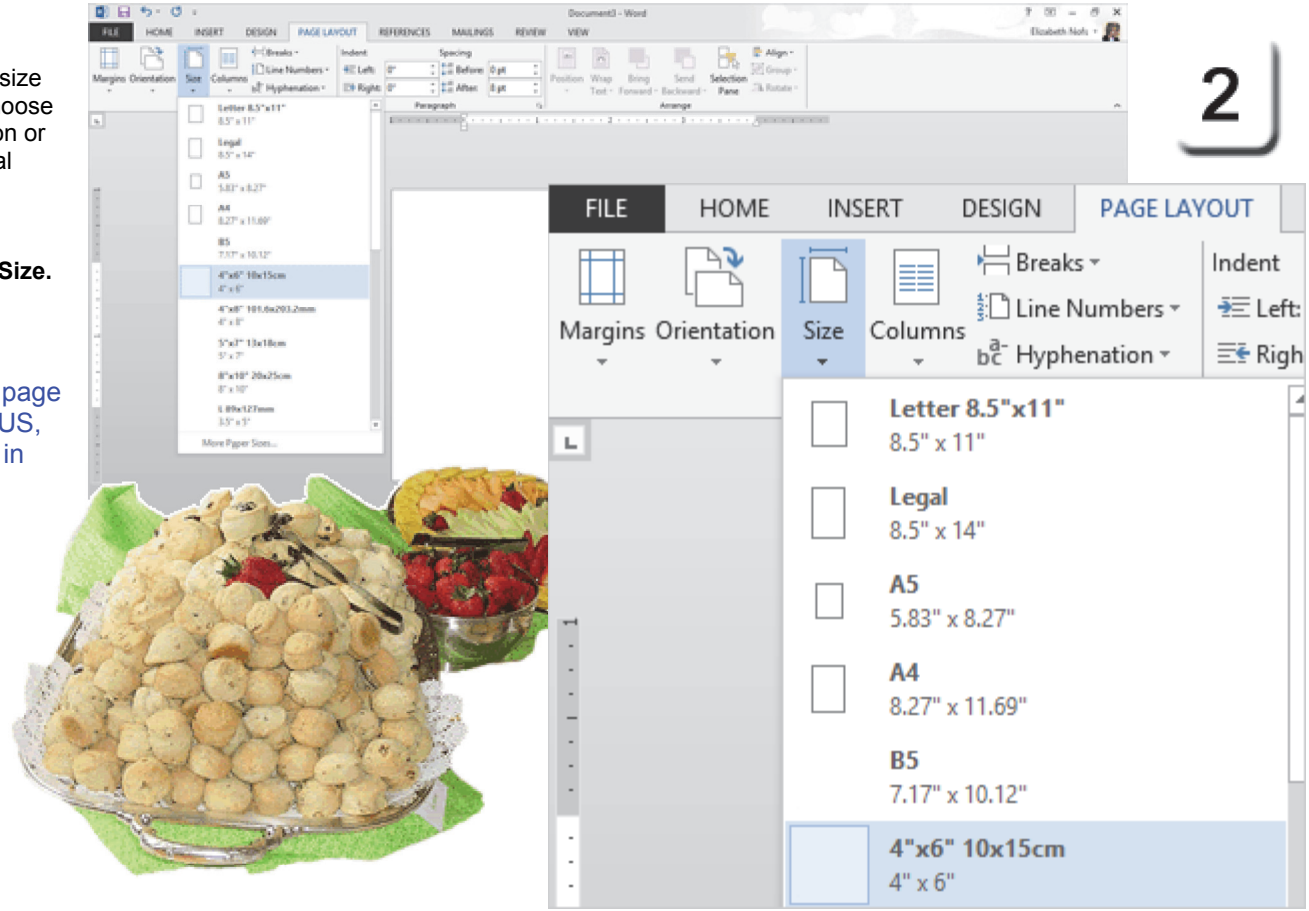
Custom Size

A Thank You note can be a different size to draw attention to itself. You can choose a size that matches a pre-cut invitation or card stock that is available at the local office supply store.

2. Change the Size
Go to **Page Layout ->Page Setup->Size.**
Select a Paper Size: 4" x 6"
Keep going...

Memo to Self: By default, a new page in MS Word is 8 1/2" x 11" in the US, or the standard metric equivalent in other countries.

Page Layout->Page Setup ->Size



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Modify Page Setup Orientation

Take One

Custom Margins

By default, the **Margins** are 1" on the Top, Bottom and both sides. When you select a different page size, the 1" margins may not adjust automatically.

3. Change the Margins
Go to **Page Layout -> Page Setup.**
Click on **Margins.**
Select: Narrow.

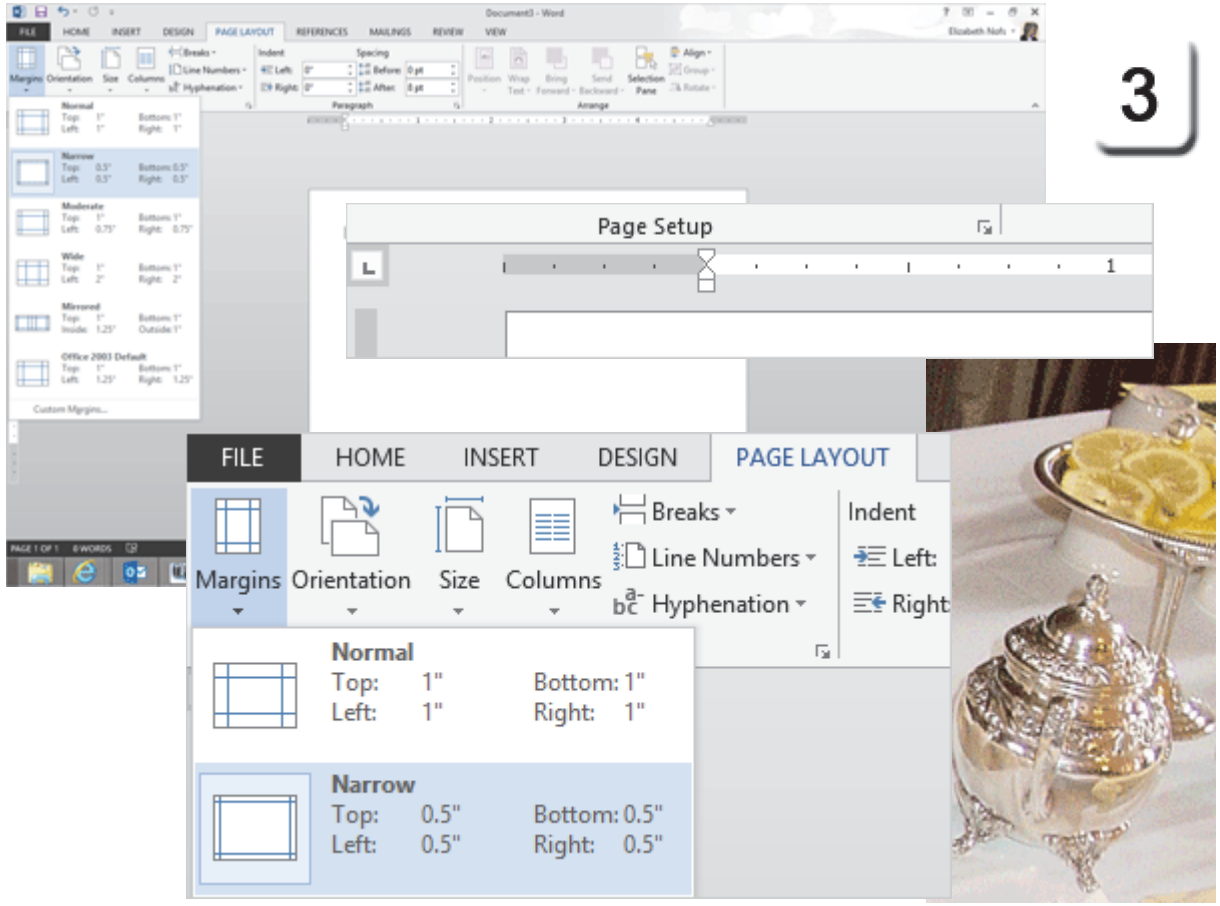
What Do You See? Look at the ruler on the top of your document. The ruler starts at the edge of the paper. The **Margin** is marked by blue and there is a cluster of controls at 0.5"

The ruler on the left side of your screen should show a 0.5" Margin, too.

Keep going....

Memo To Self: If you do NOT see any rulers, go to **View -> Show->Ruler** and select it with a check mark.

Page Layout->Page Setup ->Margins



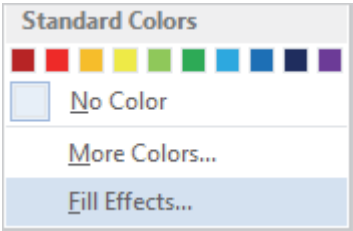
Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Modify Page Setup Margins

Take One

Custom Page Colors

4. Change the Page Color
Go to **Design -> Page Background.**
Click on **Page Color**.
You should see a palette of colors.

Select : **Fill Effects**.

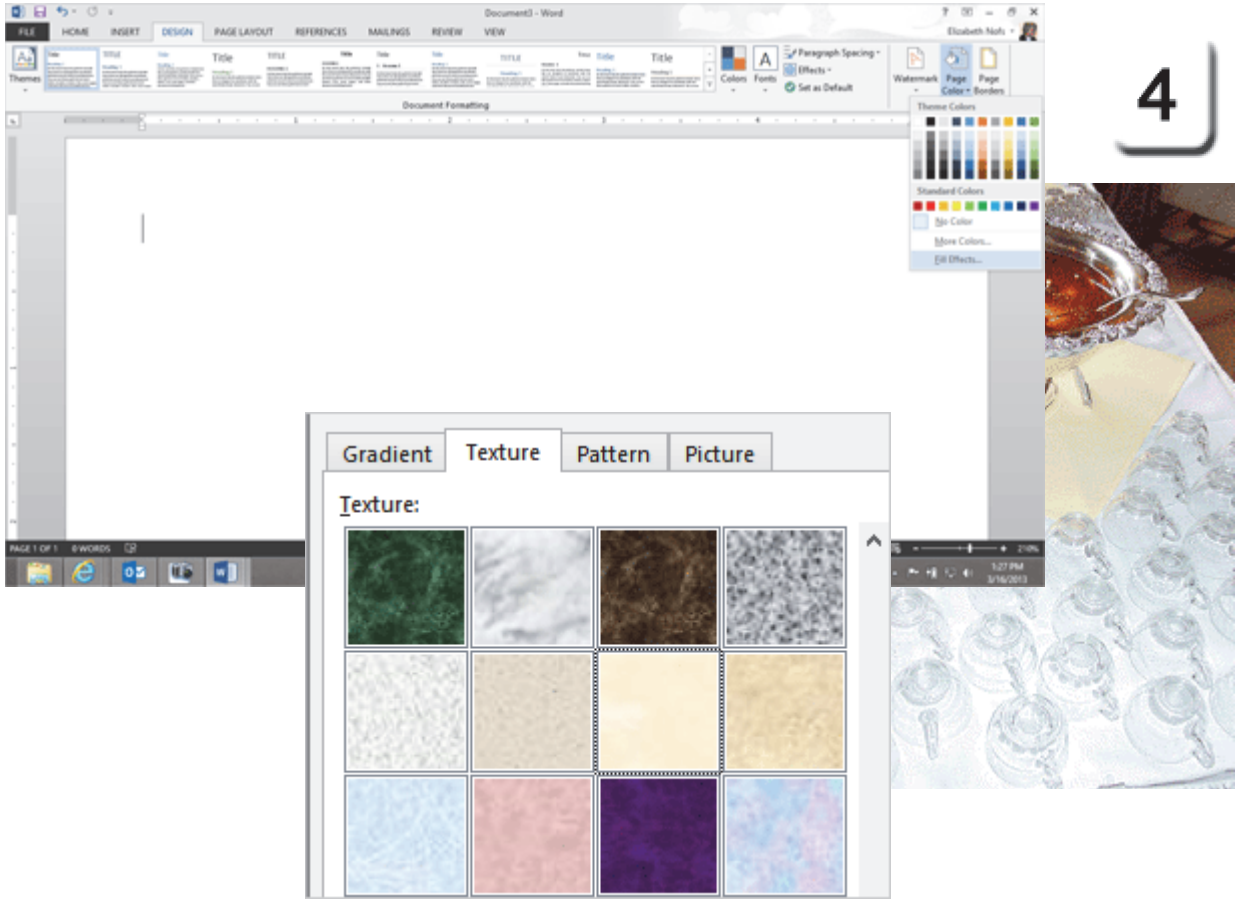


Microsoft Office has a wonderful set of effects that you can play with. Each **Texture** evokes an image. For example, banks are solid as marble.

For this example, please select a light background so that it will be easy to read the text in this note.

Keep going...

Design->Page Background ->Page Color



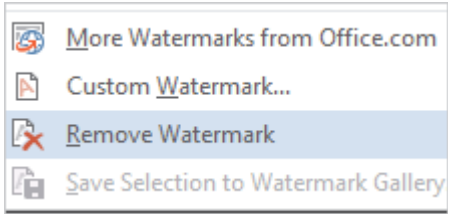
4

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Modify Page Background Color

Take One

Add a Watermark

5. Add a Custom Watermark
Go to **Design -> Page Background.**
Go to **Watermark**.
Select: **Custom Watermark**.

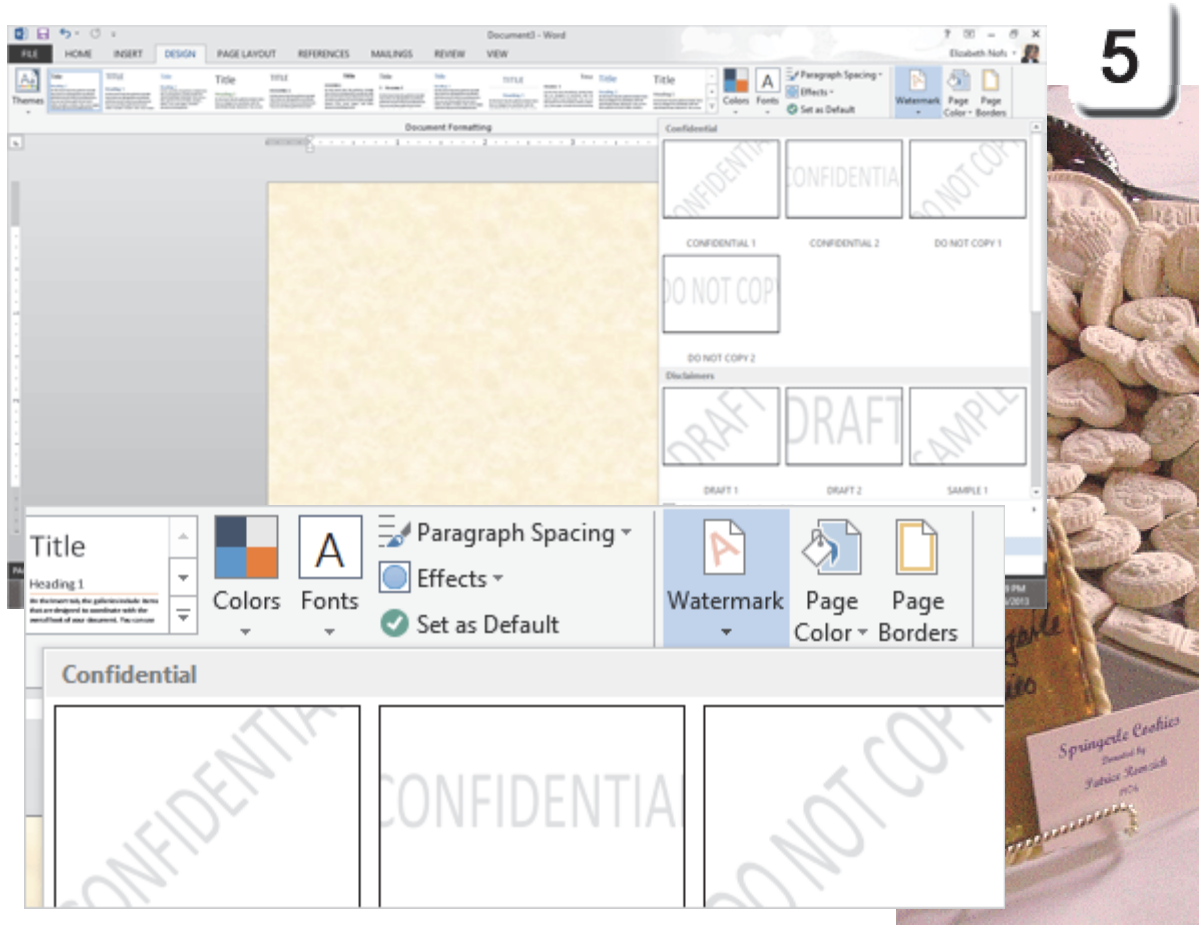


As we saw earlier, a **Watermark** refers to a light text message that is added to the page background. Some of the common watermarks include:
Confidential
Do Not Copy
Draft
Sample

You can also add your own picture in the Watermark as well as edit the text.

Keep going...

Design->Page Background ->Watermark



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Add a Watermark toi a Page Background

Take One

Custom Watermarks

6. Edit the Custom Watermark
Enter the Text: Thank You!
Select a **Font**: Calibri.
Change the **Size**: 60.
Choose a **Color**: Brown.
Layout: Diagonal.

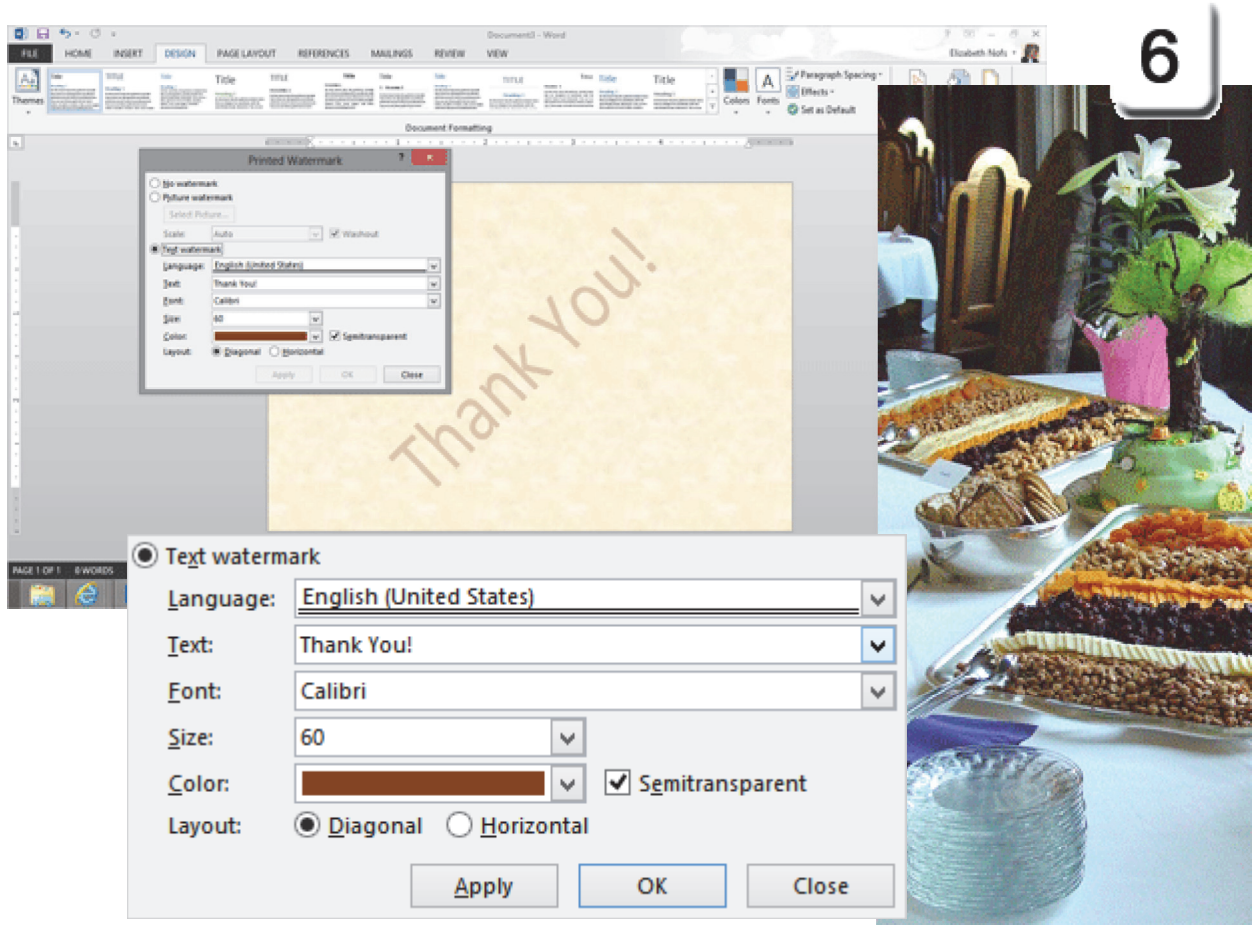
You can select a picture for your watermark. Many first responders mark their documents with their official County or State logos.

What Do You See? Notice the check marks for Semitransparent. This makes the **Picture** or **Text** watermark subtle and not overpowering.

Click OK.

Memo to Self: Some departments use a Text watermark as a security feature- say a copyright or confidential notice. The Text watermark may make the document difficult to read or print (it may not photocopy well).

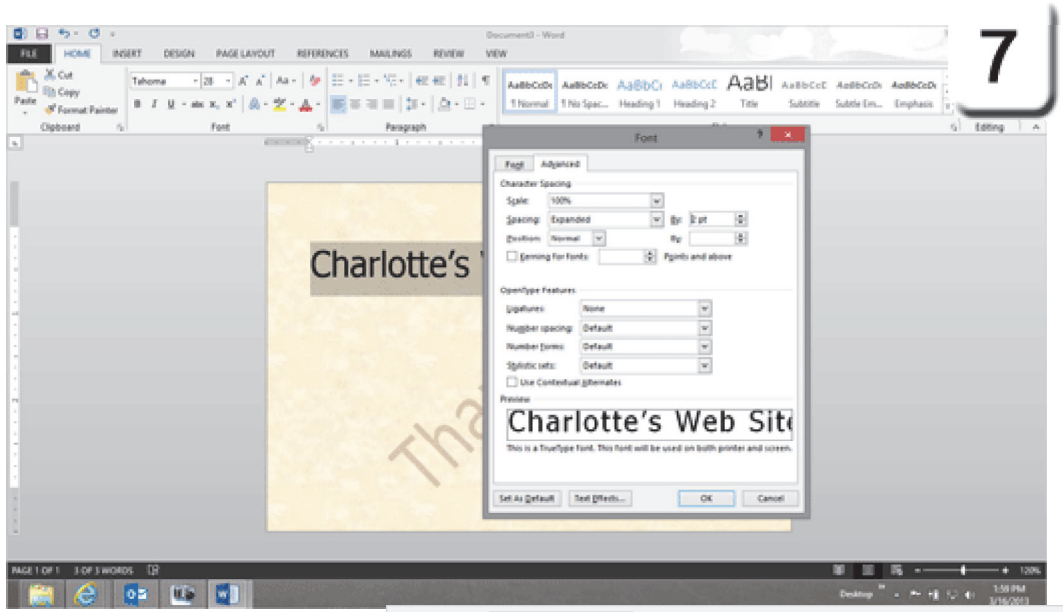
Design->Page Background ->Watermark -> Custom Watermark



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Add a Watermark to a Page Background

Take One

Home-> Font ->More->Advanced->Character Spacing



Custom Formatting

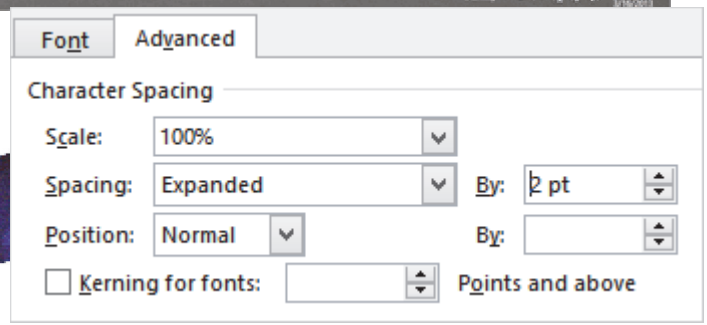
Character spacing determines how much white space is between the letters. In technical terms, this is the Kerning. (Think of it like the spaces between kernels of corn.) The trends in recent times is to add more space, whereas a few years ago the kerning was set as TNT: Tight Not Touching.

7. Edit the Character Spacing
Please add the text: Charlotte's Website.
Go to **Home ->Font**.
Format the Font: Tahoma, 28 pt.
Click on the **Option arrow** in the bottom right corner of the Font group.

What Do You See? The first tab has options for the Font size, color and effects.
Go to the **Advanced** tab.
Change the Spacing to: **Expanded** by 2 pts.

Click **OK**.

Keep going...



Exam 77-419 Microsoft Word 2013
Expert 2.0 Design Advanced Documents
2.1 Apply Advanced formatting 2.1.4 Set Character Space Options

Take One

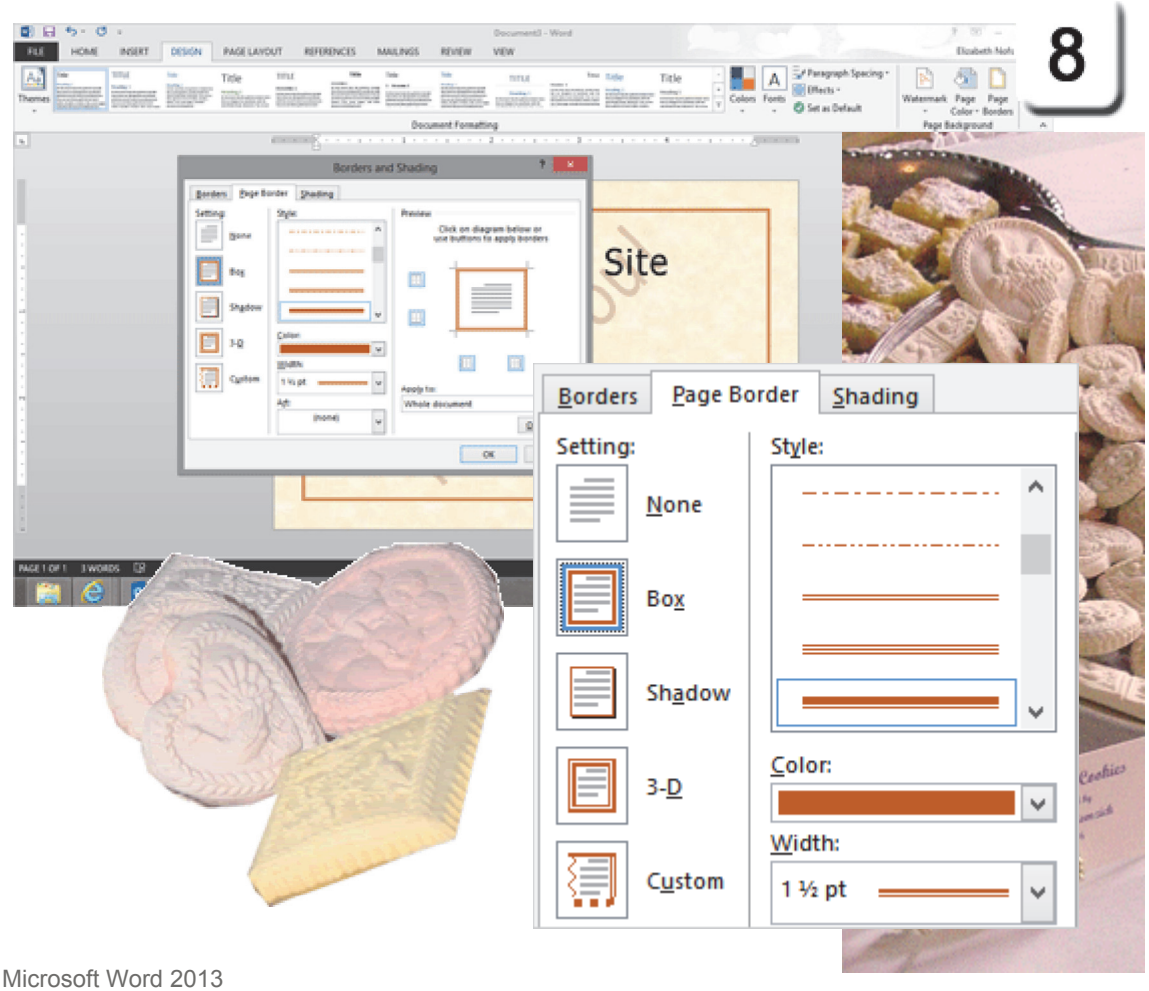
Custom Page Border

A **Page Border** completes a page design. It is as elegant as placing a picture in a frame.

8. Edit the Borders
Go to **Design -> Page Background.**
Go to **Page Borders.**
Please select the following:
Setting: Box
Style: Scotch Rule (thick and thin lines)
Color: orange
Width: 1 1/2 pt
Apply to: Whole document.
What Do You See? You should see a **Preview** of your Page Border.

Click **OK**. One more step...

Design->Page Background->Page Borders



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Add a Custom Page Border

Take One

Create a Mail Merge

Before You Begin: Finish the Layout
Please edit the Thank You Note:
Insert a Picture for the logo.
Enter the sample text.
Format the type.

8. Create a Mail Merge
Go to **Mailings ->Start Mail Merge** and choose **Letters.**

Go to **Mailings ->Start Mail Merge**.
Click on **Select Recipients**.
You can use the sample spreadsheet we discussed earlier in this Level, or create a new recipient list and add your own names and addresses.

Insert Merge Field: Select the FirstName field.

Mailings->Start Mail Merge->Select Recipients

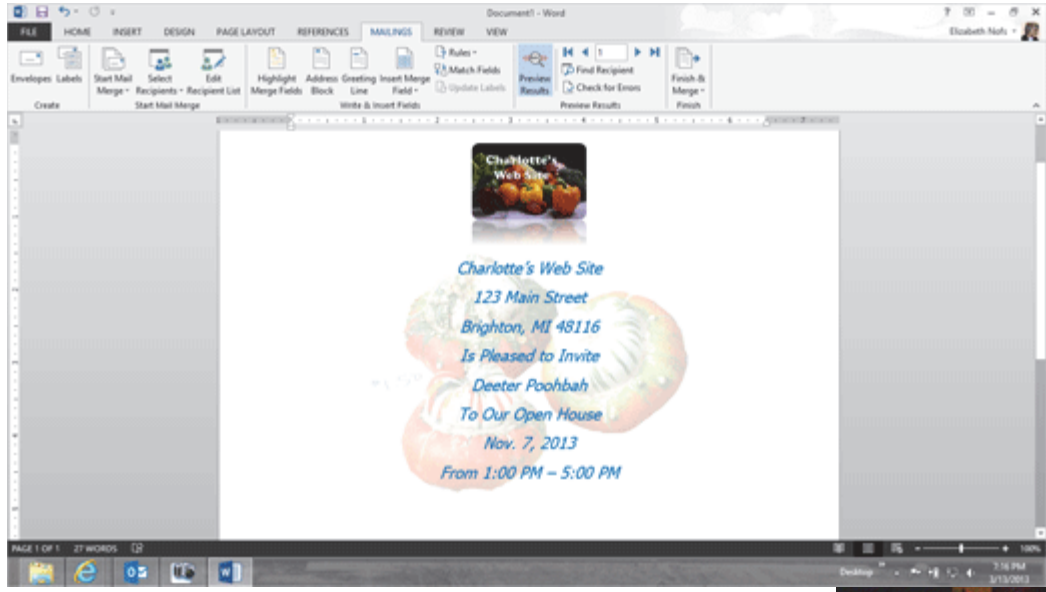
Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Finish & Merge

Take One

Mail Merge Labels

A mail merge is NOT limited just to demographics: name, address or phone number. Your recipient lists, or data tables, can also have information about what your customer purchased and when it was shipped.

Done and Done.
We be good cuz we be smart!
Go get the cookies.
<grin>



Test Yourself

1. Which fields are included in the Address Block Mail Merge field? (Select all correct answers)
a. Title
b. Name
c. Address
d. City
e. State
f. Zip
Tip: Intermediate Word, page 81

2. You can insert Mail Merge fields simply by typing a field name inside carrots, such as <<name>>
a. TRUE
b. FALSE
Tip: Intermediate Word, page 82

3. What types of documents are listed when you start a Mail Merge? (Select all correct answers)
a. Letters
b. Envelopes
c. Place Cards
d. Labels
e. Directory
Tip: Intermediate Word, page 78

4. In the Mail Merge Recipients list, names with a checkmark will be
a. Included in the merged document.
b. Not included in the merged document
Tip: Intermediate Word, page 91

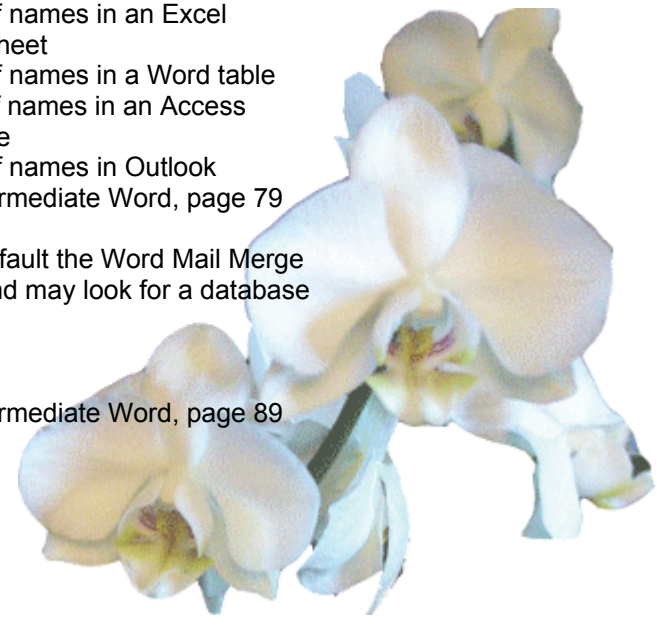
5. What is a Watermark? (Select all correct answers)
a. A light image behind the text
b. Light text message added to the page background
c. Security feature that doesn't photocopy well
Tip: Intermediate Word, page 103

6. How do you access the menu to change character spacing?
a. Format ->Font
b. Click the arrow at the bottom corner of the Font Group on the Home Ribbon
c. Click the arrow at the bottom of the Format Group on the Home Ribbon
d. Double click the Font Group on the Home Ribbon
Tip: Intermediate Word, page 104

7. The Mailings Ribbon is devoted to Mail Merges.
a. True
b. False
Tip: Intermediate Word, page 78

8. Which of the following can be used to create a Mail Merge? (Select all correct answers.)
a. List of names in an Excel spreadsheet
b. List of names in a Word table
c. List of names in an Access database
d. List of names in Outlook
Tip: Intermediate Word, page 79

9. By default the Word Mail Merge command may look for a database (.mdb).
a. True
b. False
Tip: Intermediate Word, page 89



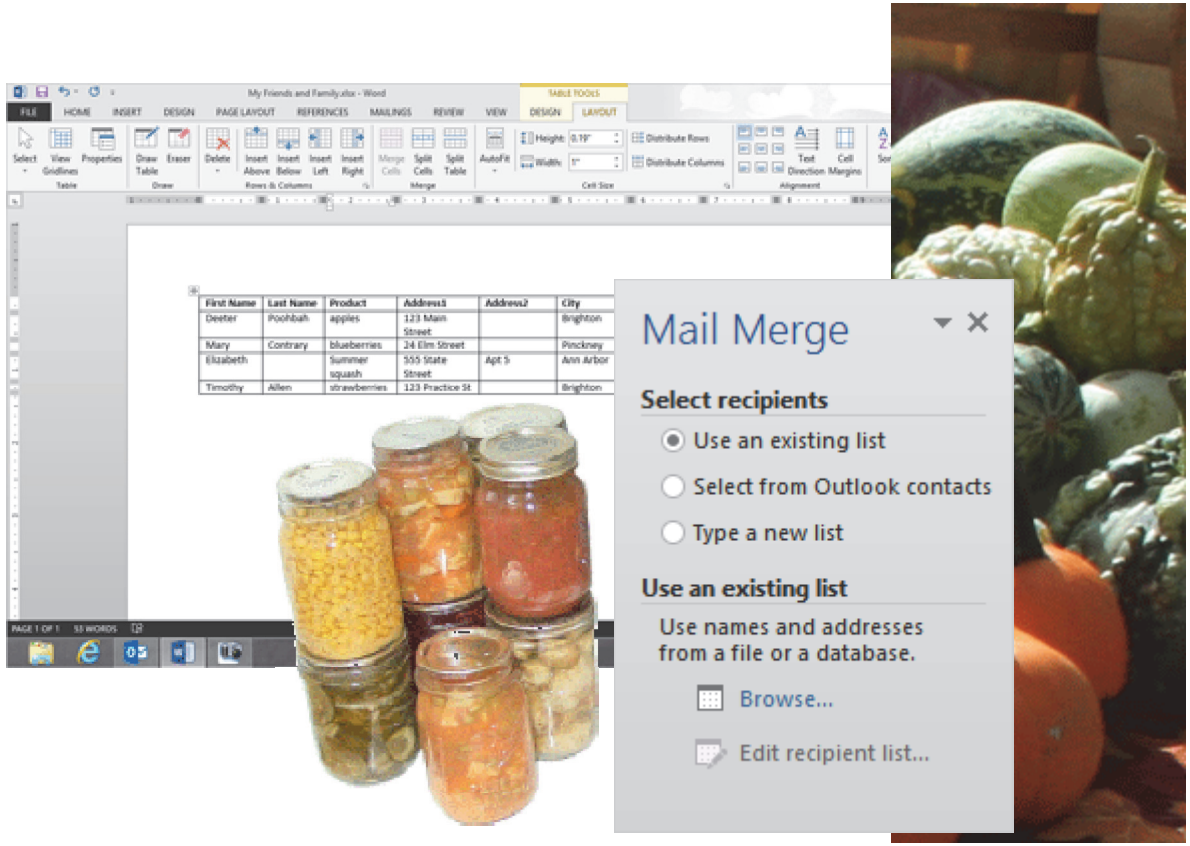
Word 2013: Mail Merges

Add Me To The List

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Edit a new Recipient List for a Mail Merge
2. Insert a Table into a document
3. Identify and Access Table Tools Ribbon
4. Add rows and columns to a Table
5. Use the Mail Merge Wizard
6. Trouble shoot Mail Merge Errors
7. Create and Use Mail Merge rules



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Lesson 4: Add Me To The List

1. Readings
Read Lesson 4 in the Intermediate Word guide, page 109-144.

Project
Create Mail Merge, troubleshoot Mail Merge errors, edit Recipient list, choose alternate Recipient list, and Match Fields.

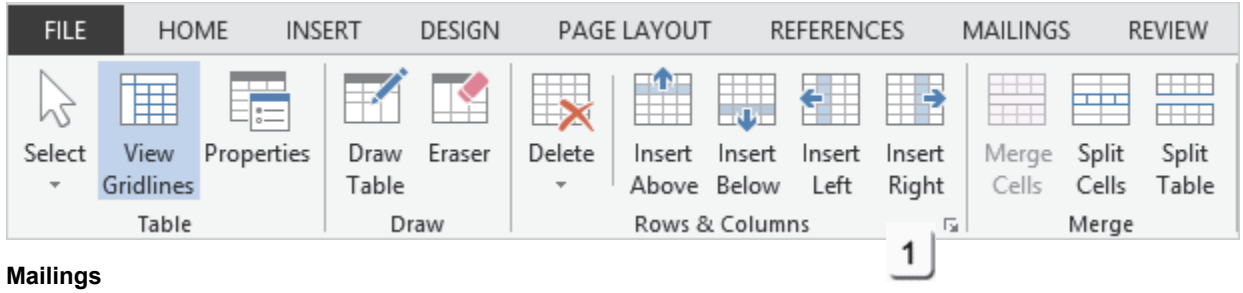
Downloads
Sample Client List.docx
Charlotte Open House.docx
Charlottes Samples Sales 2013.xlsx
Friends and Family.xlsx
Charlottes Marketing Cards.docx
Microsoft Office 2013 Pricing.xlsx

Graphic files used in the lesson:
1Logo, Farm, FarmersMarket2.gif

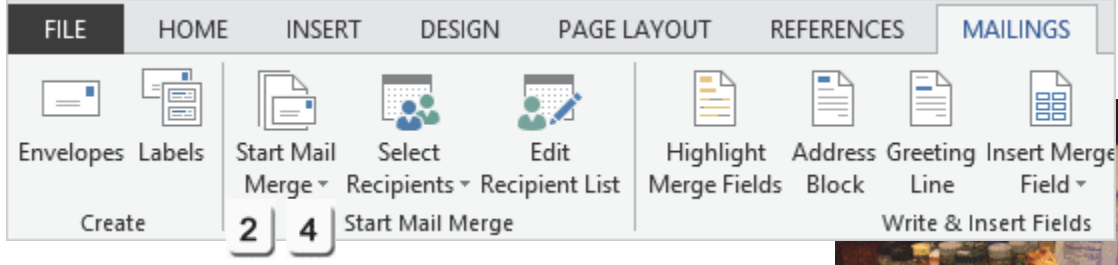
2. Practice
Complete the Practice Activity, page 142

3. Assessment
Review the Test questions, page 144.

Table Tools-> Layout



Mailings



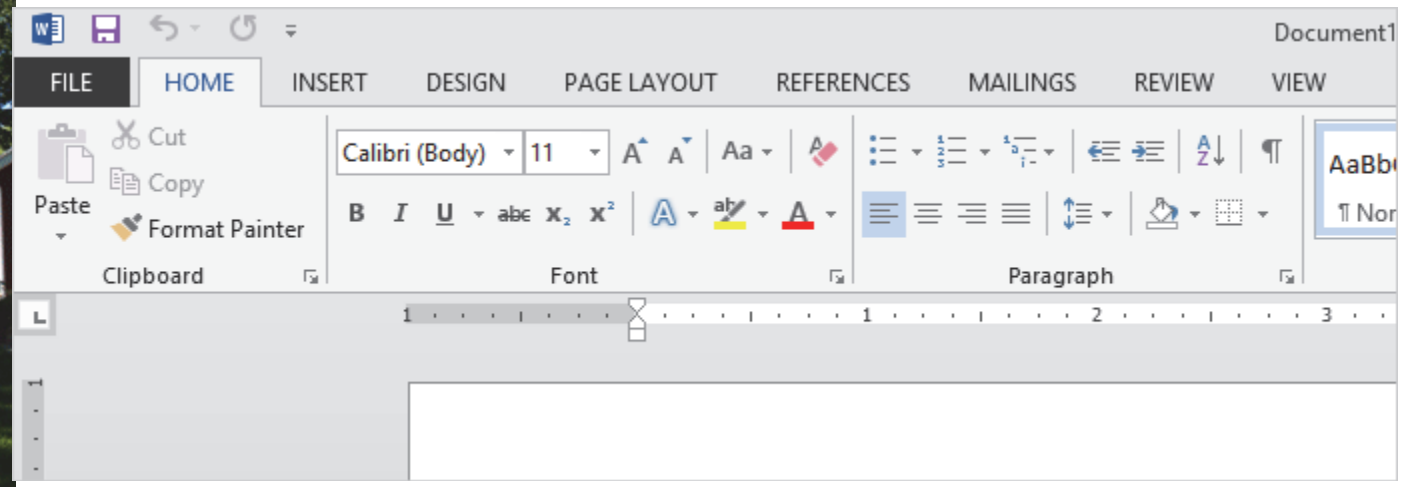
Menu Maps
This lesson shows the **Table** and **Mailings** Ribbons.
1. Table Tools-> Layout-> Insert Right, page 115
2. Mailings-> Start Mail Merge-> Step by Step Wizard, page 118
3. Mailings-> Write and Insert Fields ->Update Labels, page 129
4. Mailings-> Start Mail Merge-> Select Recipients, page 133
5. Mailings->Write and Insert Fields->Match Fields, page 137
6. Mailings->Write and Insert Fields->Rules, page 138

Add Me to the List

In the previous lesson we walked through the basic steps required to create a Mail Merge. The focus of these pages is the data: the data, the data, the data. A Mail Merge is only as good as the information you use to make the merge. We will create a couple of different data sources including tables in Word, Excel and Access.

Microsoft Office: Wizards and Demons
This lesson introduces the Mail Merge Wizard. Folks who are familiar with Word 97-2003 will recognize this Wizard. This lesson also looks at some of the problems that happen when you merge the data. And how to troubleshoot the errors.

Start Microsoft Word. When the Welcome screen appears, open a new, **Bank Document**. What do you see, from the top of the screen? Is there a **Title Bar** that says Document1- Word? Yes. Is there a **Home** Ribbon? And the **Insert, Design, Page Layout, References, Mailings, Review and View** Ribbons? Yes. If your screen looks similar to the example on this page, then you are ready to begin.



Take Two

Create the Recipient List

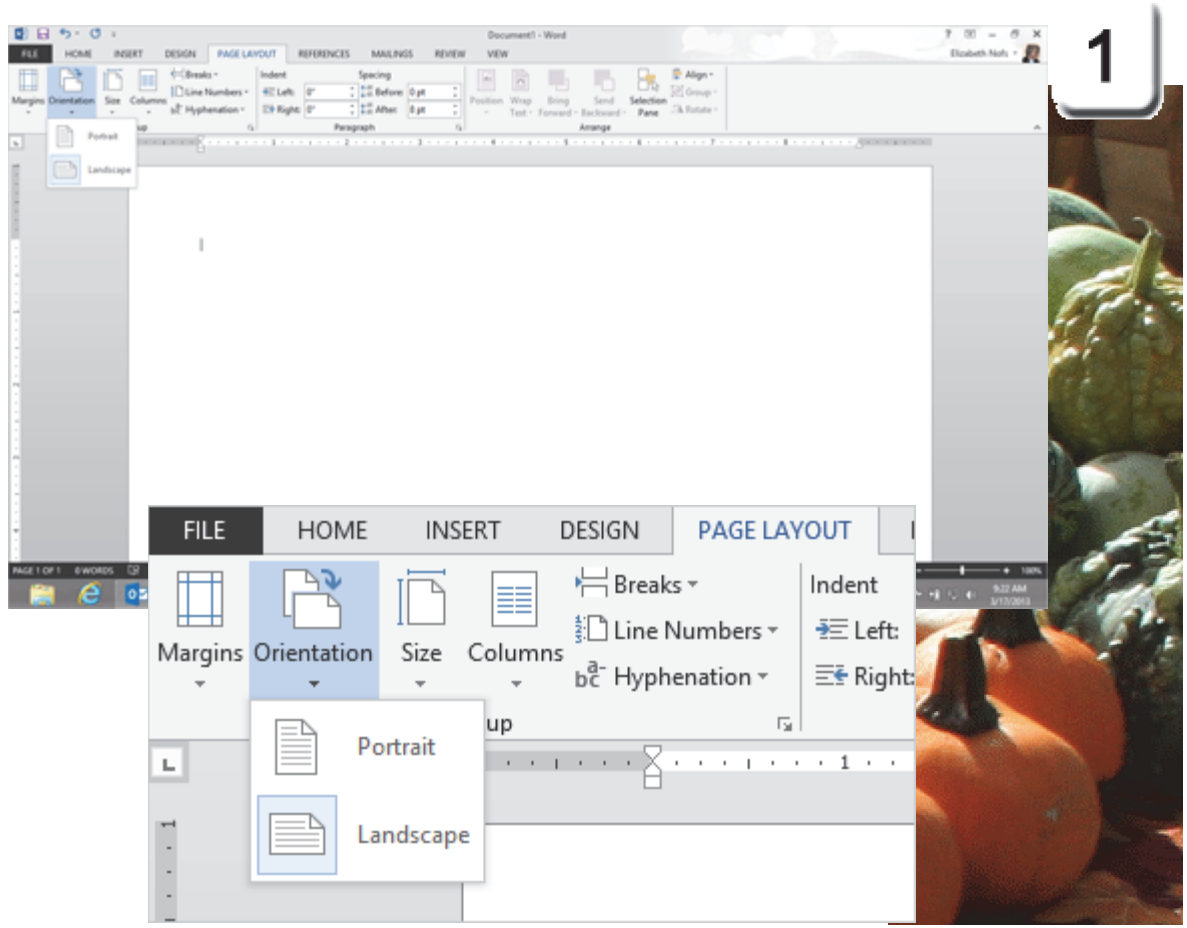
When you open a new Word document, the page layout is **Portrait**: 81/2" x 11". In this lesson, we are going to create a list of clients who purchased our products. This data will be the Recipient List for the Mail Merge.

Picture in your mind the information that is needed: it is a **Table**. Each client will have a row in this table. In the first column will be the client's name. To the right of the name will be many, many columns for the address, so it makes sense to change the **Page Layout.**

1. Try This: Change the Page Layout
Go to **Page Layout ->Page Setup.**
Go to **Orientation-> Landscape**.

Keep going...

Page Layout -> Page Setup->Orientation -> Landscape



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document 1.3.1 Modify Page Setup

Take Two

Insert a Table

There are several methods for creating a new Table. Here are the basics.

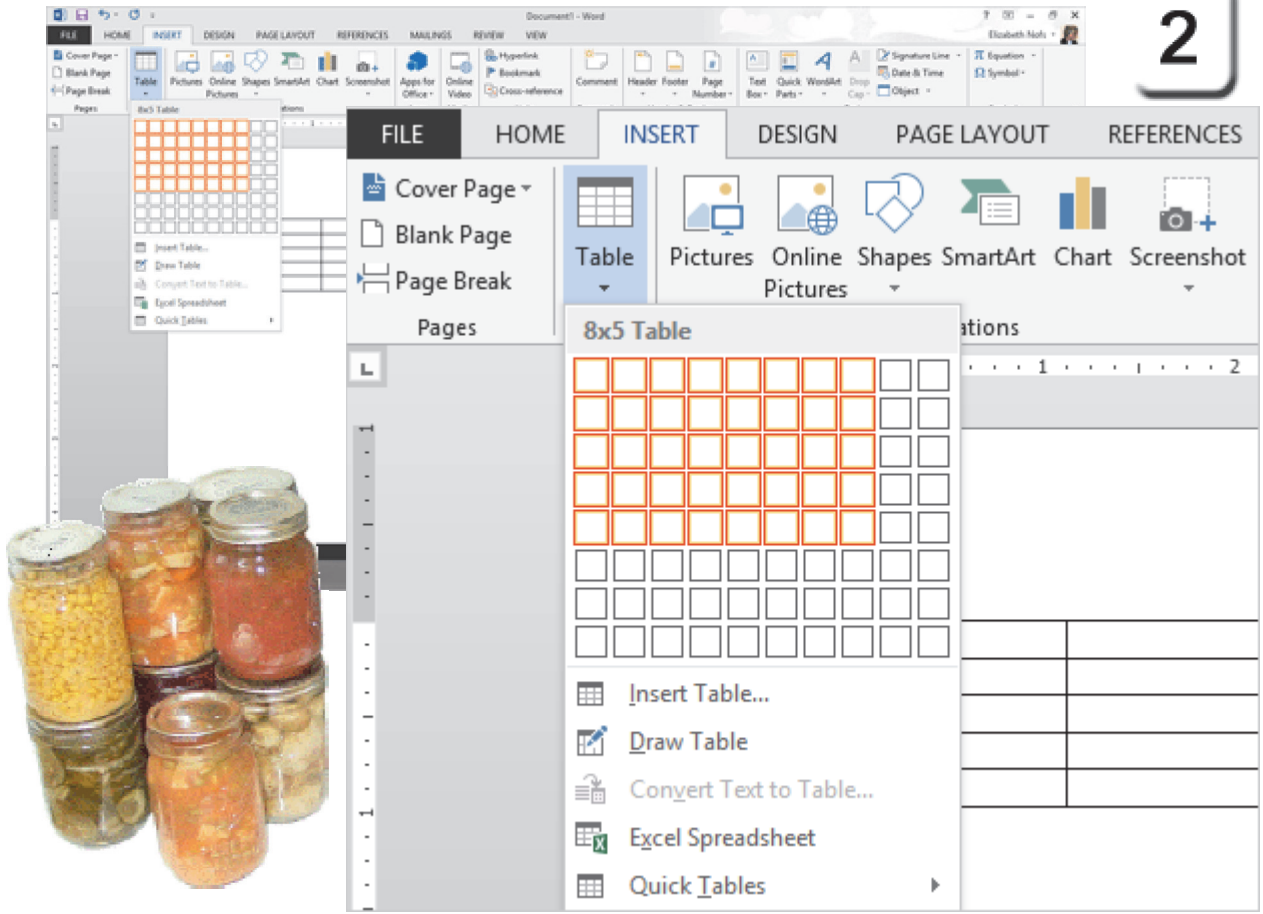
2. Try This: Insert a Table
Go to **Insert ->Tables->Table**.

What Do You See? There is a grid at the top of the Table menu. As you hover over the grid, the Table will be shown on your page in Live Preview.

Please make a Table with 8 Columns and 5 Rows. The Cells that you select will be orange.

Keep going...

Insert -> Tables->Table



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create a Table: Create a Table

Take Two

Add Sample Data

3. Try This, Too: Add Sample Data
Enter the following labels from left to right in the first Row of this Table:
First Name, Last Name, Address1, Address2, City, State, Zip, Phone.

Please add several names to the Table. You can use the data on this page or create your own if you wish.

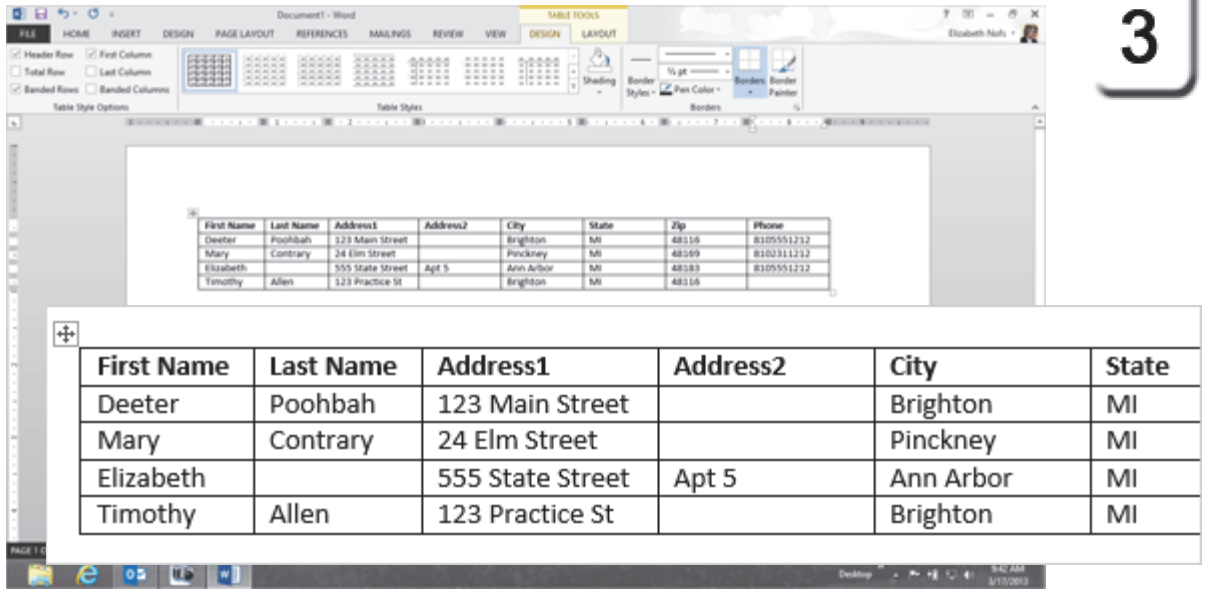
Your Table should include one person who does not have all of the blanks filled in. For example, Elizabeth does not have a Last Name entered into the Table.

In real life, the data may not be complete. We can use this data to test the Errors and Corrections later in this lesson.

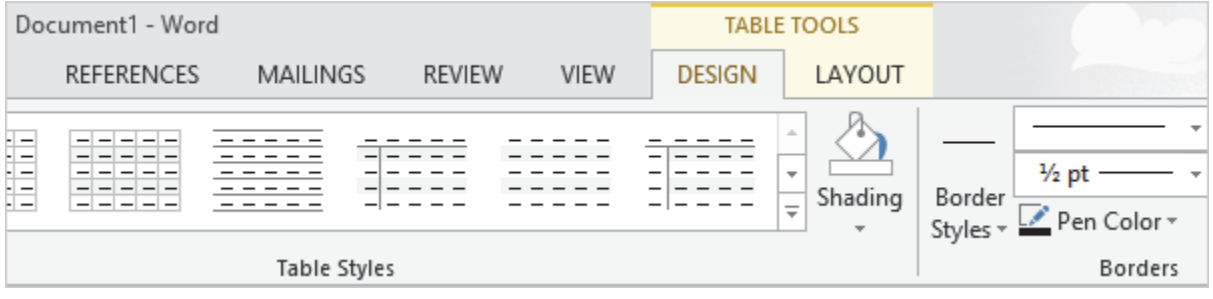
What Do You See? At the top of the screen are the **Table Tools**. There are two new Ribbons in the Table Tools: **Design** and **Layout**.

Keep going...

Table Tools -> Layout



First Name	Last Name	Address1	Address2	City	State
Deeter	Poohbah	123 Main Street		Brighton	MI
Mary	Contrary	24 Elm Street		Pinckney	MI
Elizabeth		555 State Street	Apt 5	Ann Arbor	MI
Timothy	Allen	123 Practice St		Brighton	MI



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create a Table: Enter Table Data

Take Two

Think Outside the Box

This Table will be used to create a **Mail Merge**. Most people think a Mail Merge is just for printing the mailing address on an envelope or label.

Think outside the box: You can use a Mail Merge to create unique business cards, customized for each person in your list. Here are the steps to add another Column and enter custom data.

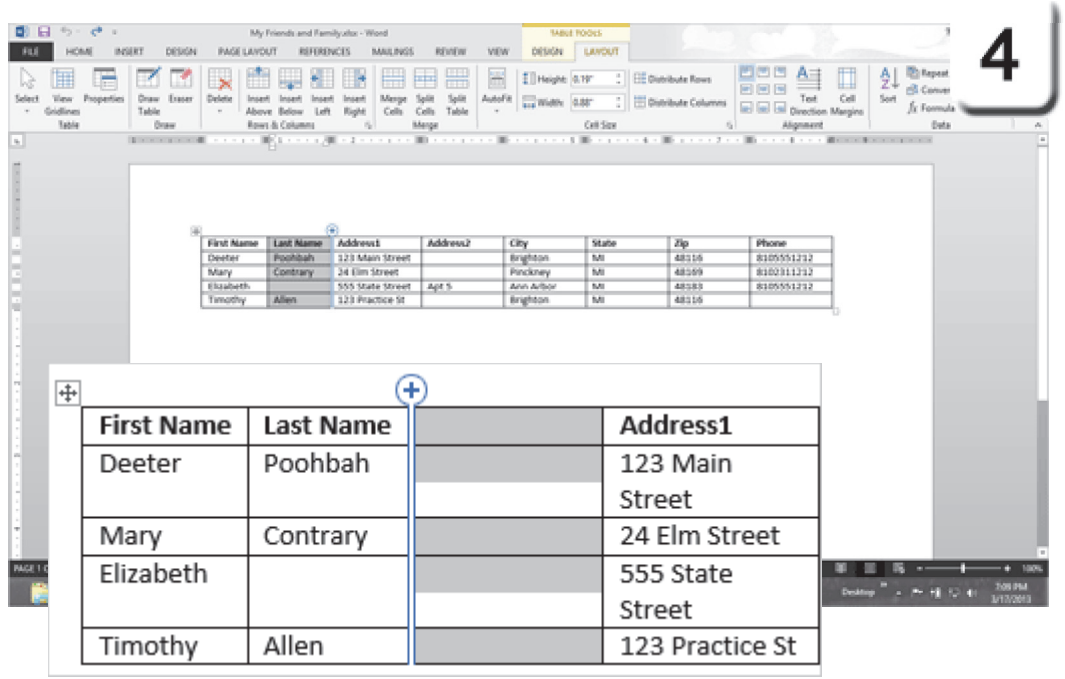
4. Try It: Add a Column
Select the Last Name column by highlighting the Cells. Go to **Table Tools ->Layout->Rows & Columns**. Click on **Insert Right**.

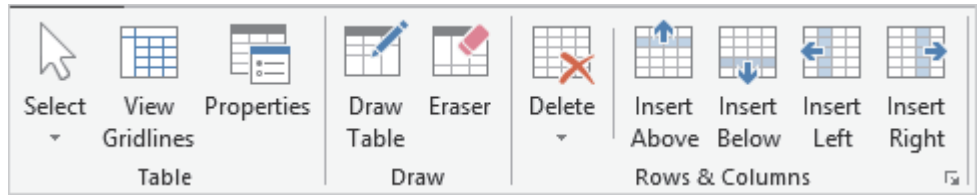
What Do You See? As you add another Column to the right, the Table will adjust the width of the other Columns so that the Table stays the same width.

The text in the address Column may become two or three lines deep. That's OK.

New for Word 2013: This Table has new design elements that make it easier to modify the layout. When you select a Row or Column, you should see a little blue plus (+) sign. Clicking the plus sign adds a new Row or Column.

Table Tools -> Layout ->Rows & Columns-> Insert Right





Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create a Table: Insert a Column

Take Two

Edit Your Data

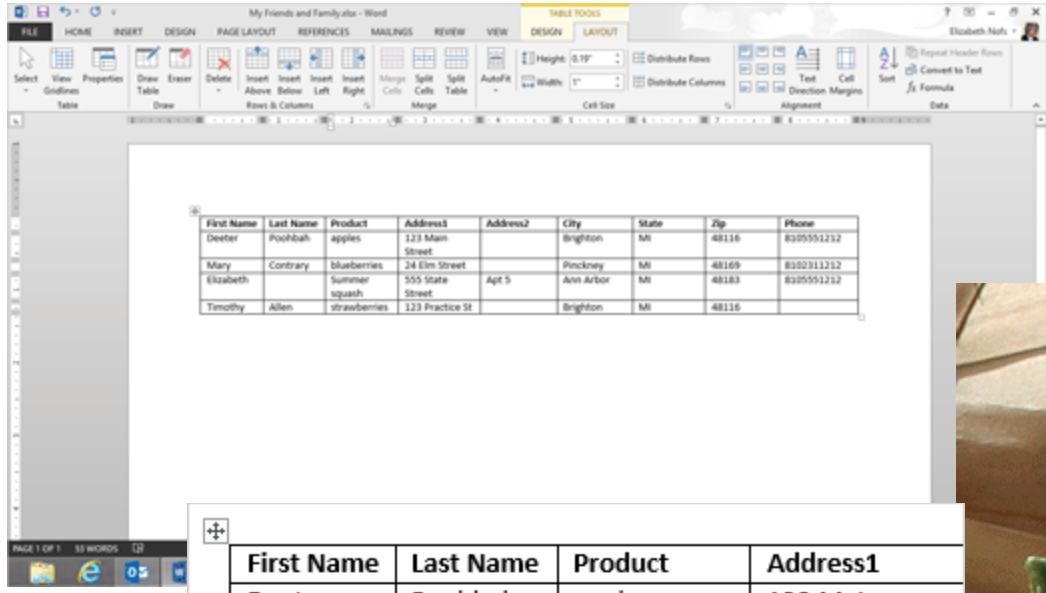
Say you wanted to mail a card to each customer and let them know when their favorite product is available. You can use the new column to store that information.

5. Try This: Edit the Data
Add a label to the top row: Product.
Add some sample data.

You can use the examples shown on this page or make up your own if you wish.

Keep going...

Table Tools -> Layout



First Name	Last Name	Product	Address1	Address2	City	State	Zip	Phone
Deeter	Poohbah	apples	123 Main Street		Brighton	MI	48116	8105551212
Mary	Contrary	blueberries	24 Elm Street		Pinckney	MI	48169	8102311212
Elizabeth		Summer squash	555 State Street	Apt 5	Ann Arbor	MI	48183	8105551212
Timothy	Allen	strawberries	123 Practice St		Brighton	MI	48116	

First Name	Last Name	Product	Address1
Deeter	Poohbah	apples	123 Main Street
Mary	Contrary	blueberries	24 Elm Street
Elizabeth		Summer squash	555 State Street
Timothy	Allen	strawberries	123 Practice St

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Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create a Table: Enter Table Data

Take Two

Save Your Data

Try This: Save Your Data
There are three steps to saving a file.

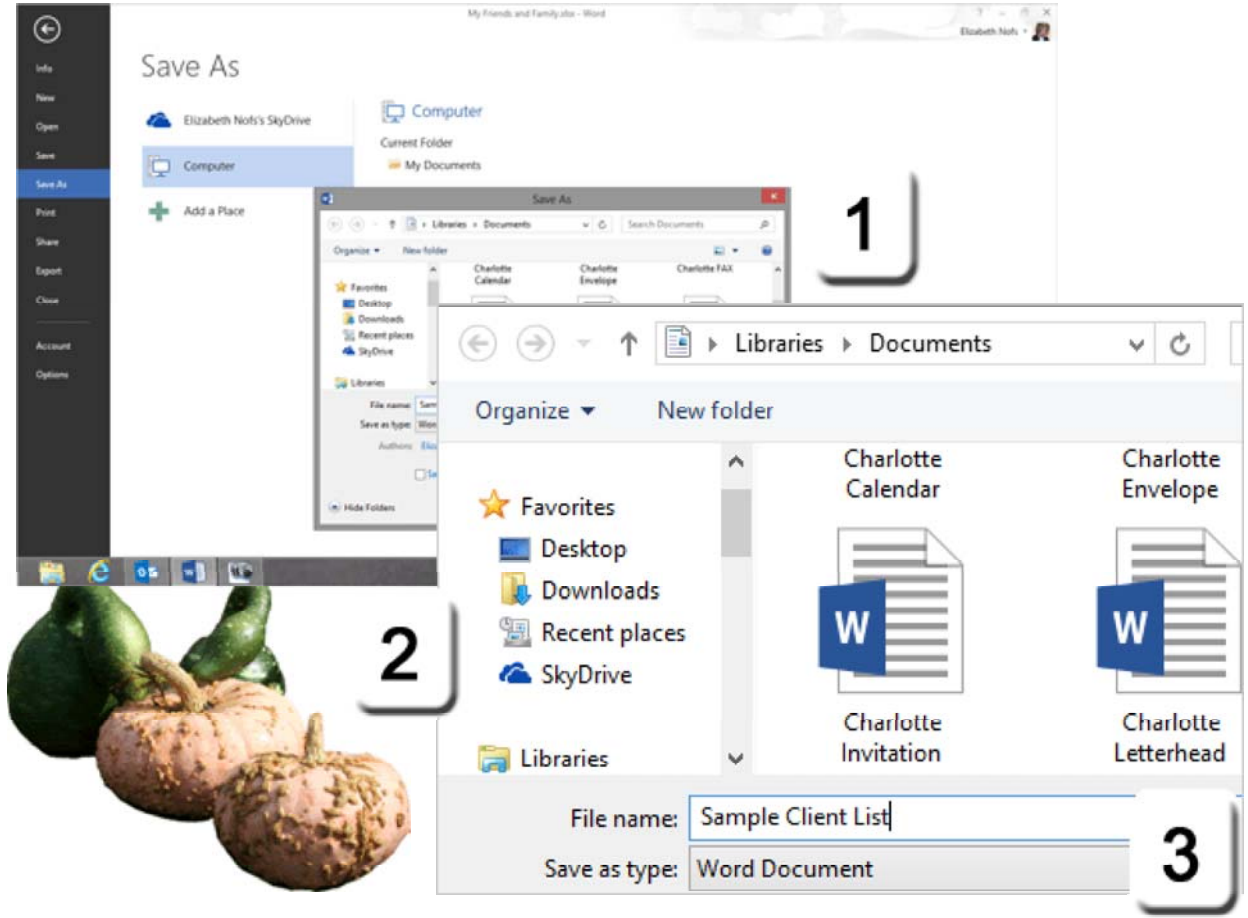
1. Where Are You Saving It?
By default, Microsoft Office saves your Word files to your **Document** folder. You can use the Documents folder or go to your own folders if you wish.

2. What Are You Naming It?
Type a File Name: Sample Client List.

3. What Are You Doing?
Click on **Save.**

Thinking Ahead: When you create the Mail Merge, you will be prompted to look for the list of Recipients. By default, Word is looking for an Office Address List.

File -> Save



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create a Table: Save Table Data

Take Two

Start The Mail Merge

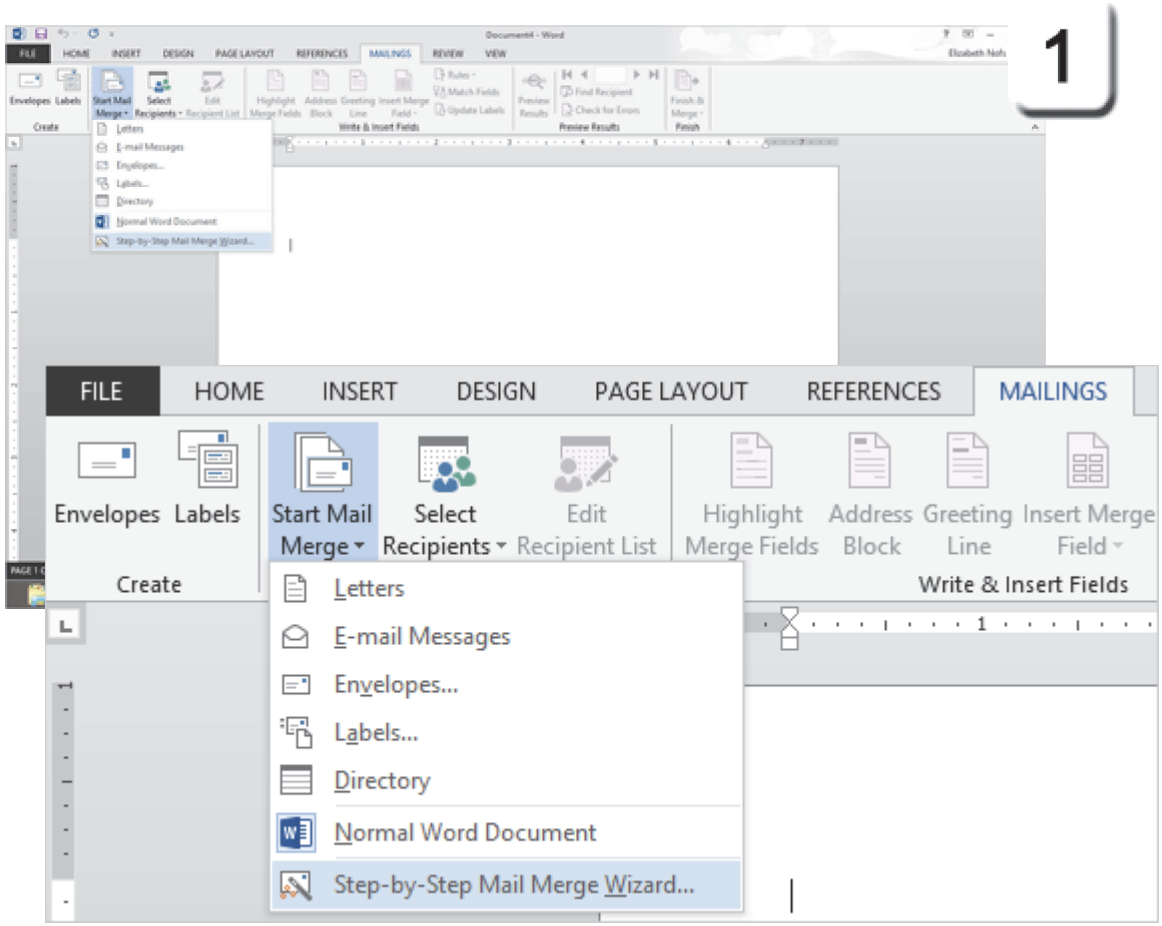
This example demonstrates how to create **Labels**. Labels are most often printed and stuck on envelopes. However, you can use a Mail Merge to create unique business cards, customized for each person in your list.

Before You Begin: Open a new, blank document.

1. Try This: Start the Mail Merge
Go to the **Mailing** Ribbon.
Click on **Start Mail Merge**.
Select **Step By Step Mail Merge Wizard**.

Keep going...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard

Take Two

Working with the Wizard

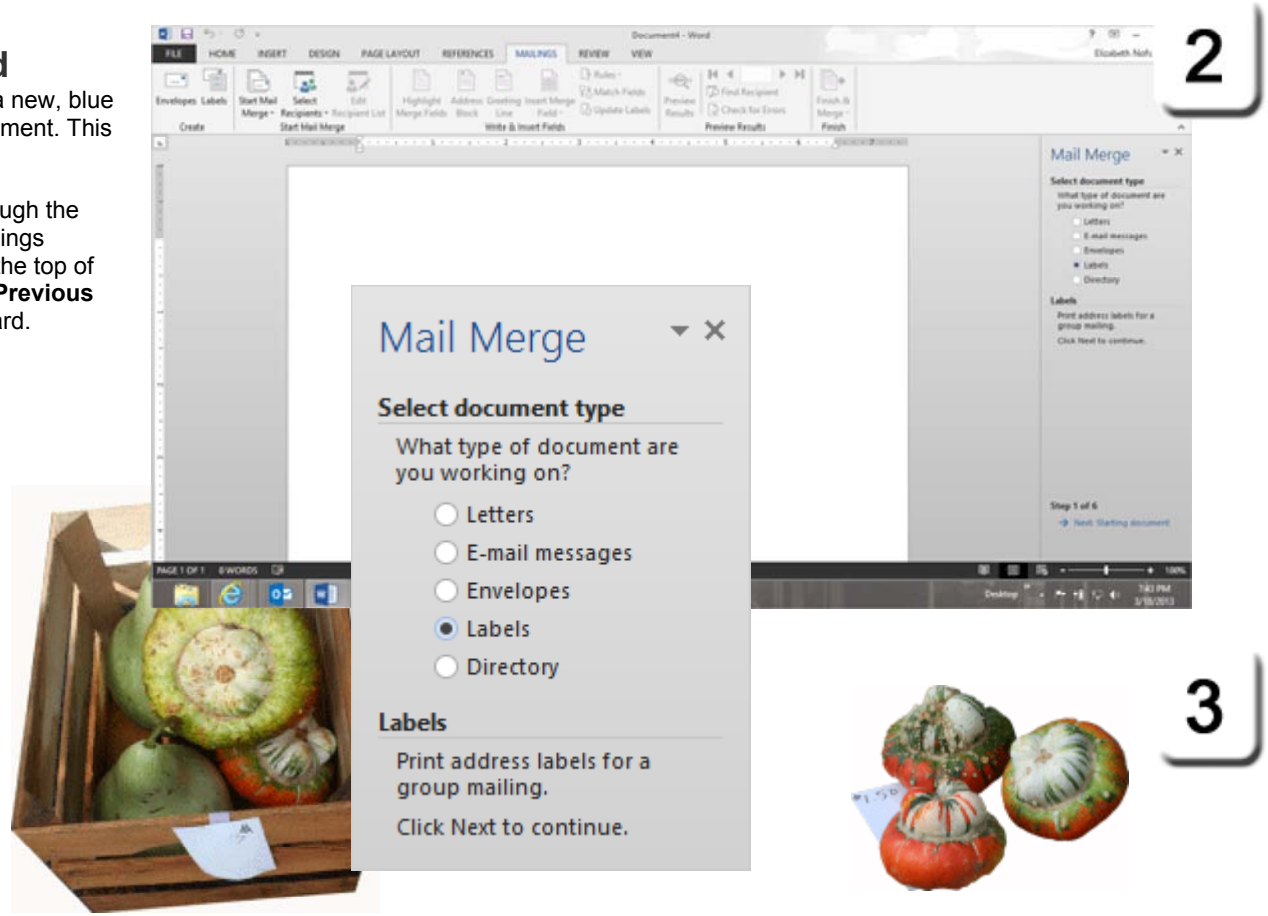
What Do You See? There should be a new, blue Task bar on the right side of your document. This is the **Mail Merge Wizard.**

The Mail Merge Wizard walks you through the same options that we used on the Mailings Ribbon. The options are presented at the top of the Wizard. The buttons for **Next** and **Previous** can be found at the bottom of the Wizard.

2. Try This: Start the Wizard
Select Document Type: Labels.

3. Try This: Go to Step 2 of 6
Go to the bottom of the Wizard.
Click on **Next: Starting Document**.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard Labels

Take Two

Change the Layout

The Mail Merge Wizard asks how you want to set up the mailing labels.

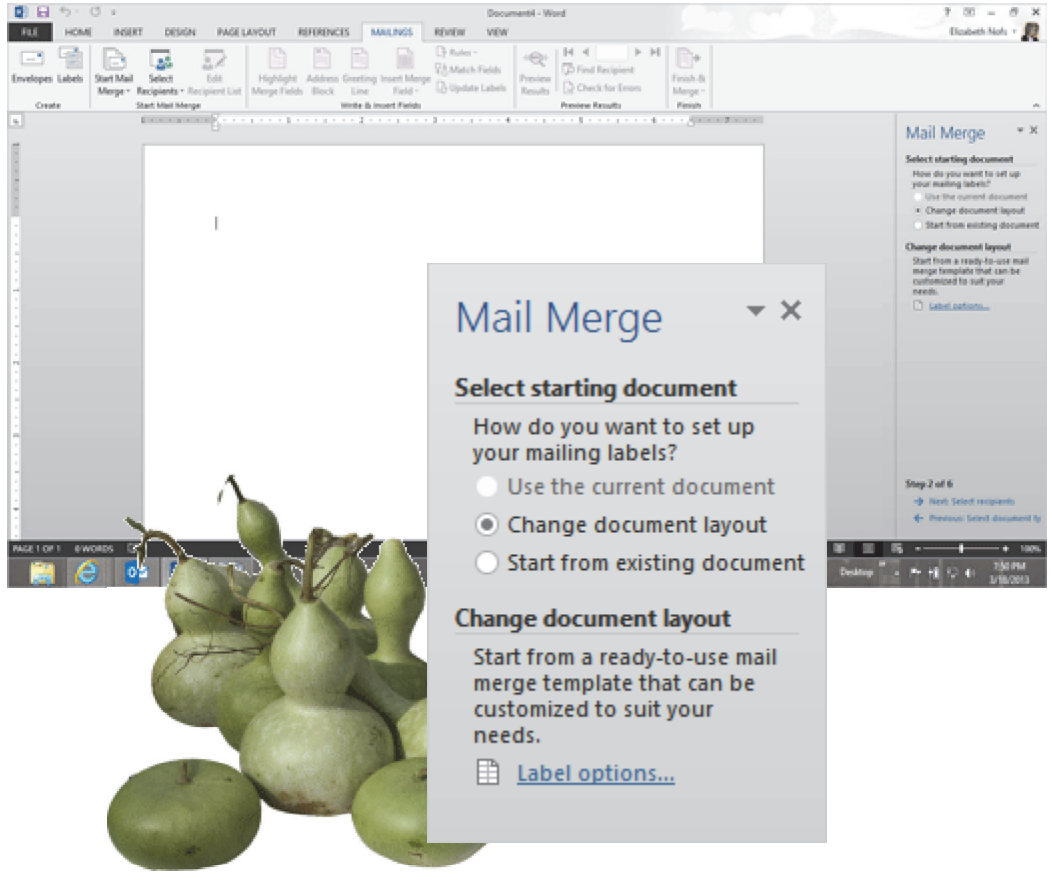
There are three options:
Use the current document
Change the document layout
Start from an existing document

IIf you chose **Change document layout**, the Wizard can walk you through the next step: Choosing a Label Template.

4. Try This: Change Document Layout
Click on **Change Document Layout**.
Click on **Label Options**.

Keep going...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



4

Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard Change Layout

Take Two

Label Options

The Label Templates are identified by the Product number. Microsoft Office includes many templates from Avery, 3m/Post-it, Compulabel, Formtec, Office Depot, Planet, Staples and other brands. There are more label templates online as well.

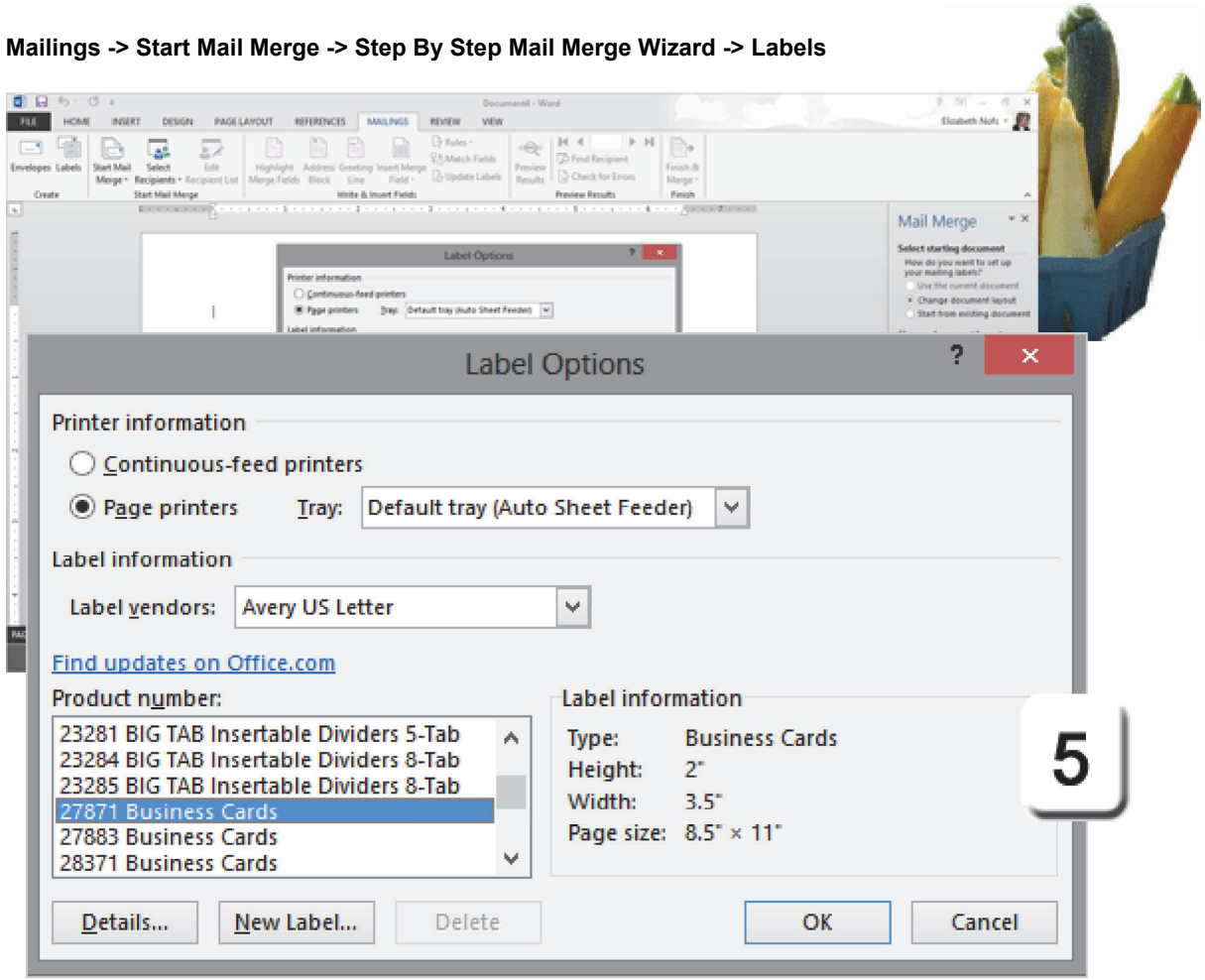
5. Try This: Choose a Label
Select a **Label Vendor**: Avery US Letter. Pick a **Product**: Scroll through the list and click on 27871 Business Cards.

What Do You See? When you select a product, the Label Information is displayed on the right side.

You can click on **Details** if you would like more information about the layout (margins, space between the columns and row, etc).

Click **OK**. Keep going.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard Label Options

Take Two

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels

6

Review the Layout

What Do You See? The Label Templates organize your text with a Table. This Table has two columns and five rows.

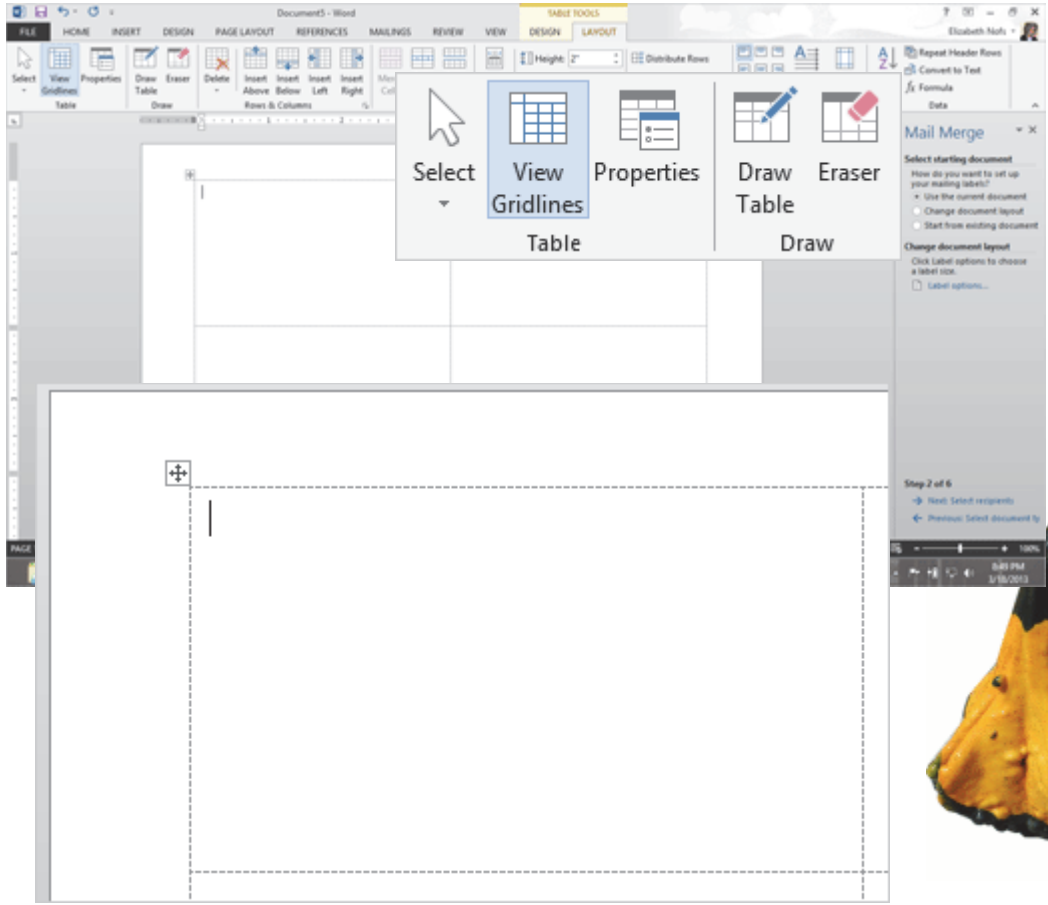
The Label Template is already formatted with the correct margins so that your designs will print properly on the labels.

If you look at the top of the screen you should see the Table Tools, again.

6. Try This: Go to Step 3 of 6
When you are ready, please go to the bottom of the Mail Merge Wizard and go to the next step.

Click on **Next: Select Recipients**.

Memo to Self: If you do not see the Table gridlines please try this:
Go to **Table Tools->Layout->Table**.
Click on **View Gridlines**.



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard

Take Two

Select Recipients

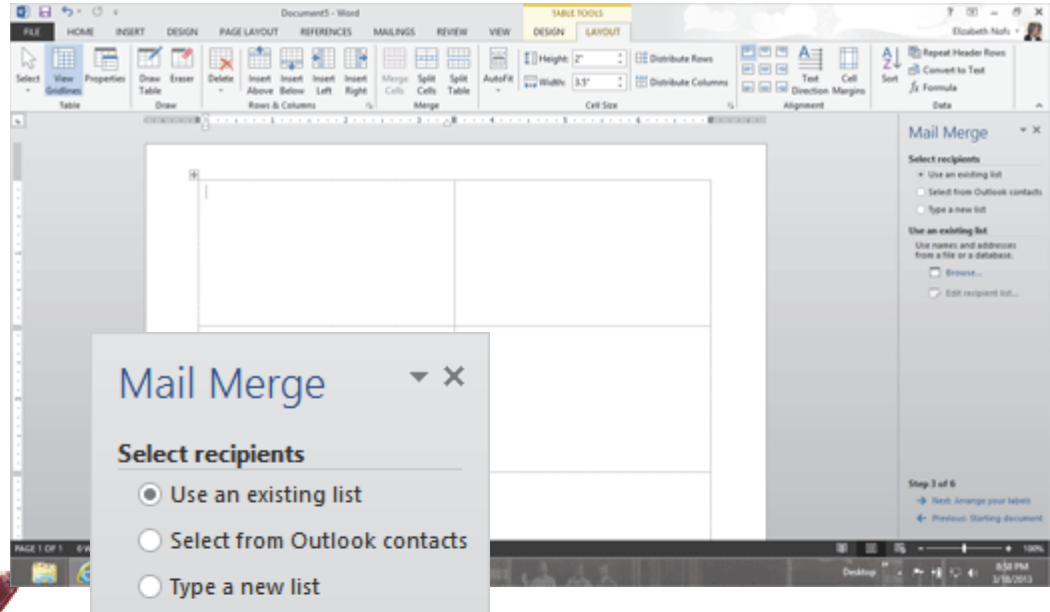
The Mail Merge Wizard asks you to select where you would like to find your recipients. The options include using a list you already have, using your Outlook contacts, or typing a new list.

Here are the steps to connect to the Sample Client List we just created.

7. Try This: Use an Existing List
Click on **Use an existing list.**
Click on **Browse**.

Keep going...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard Select Recipients

Take Two

Select the Data Source

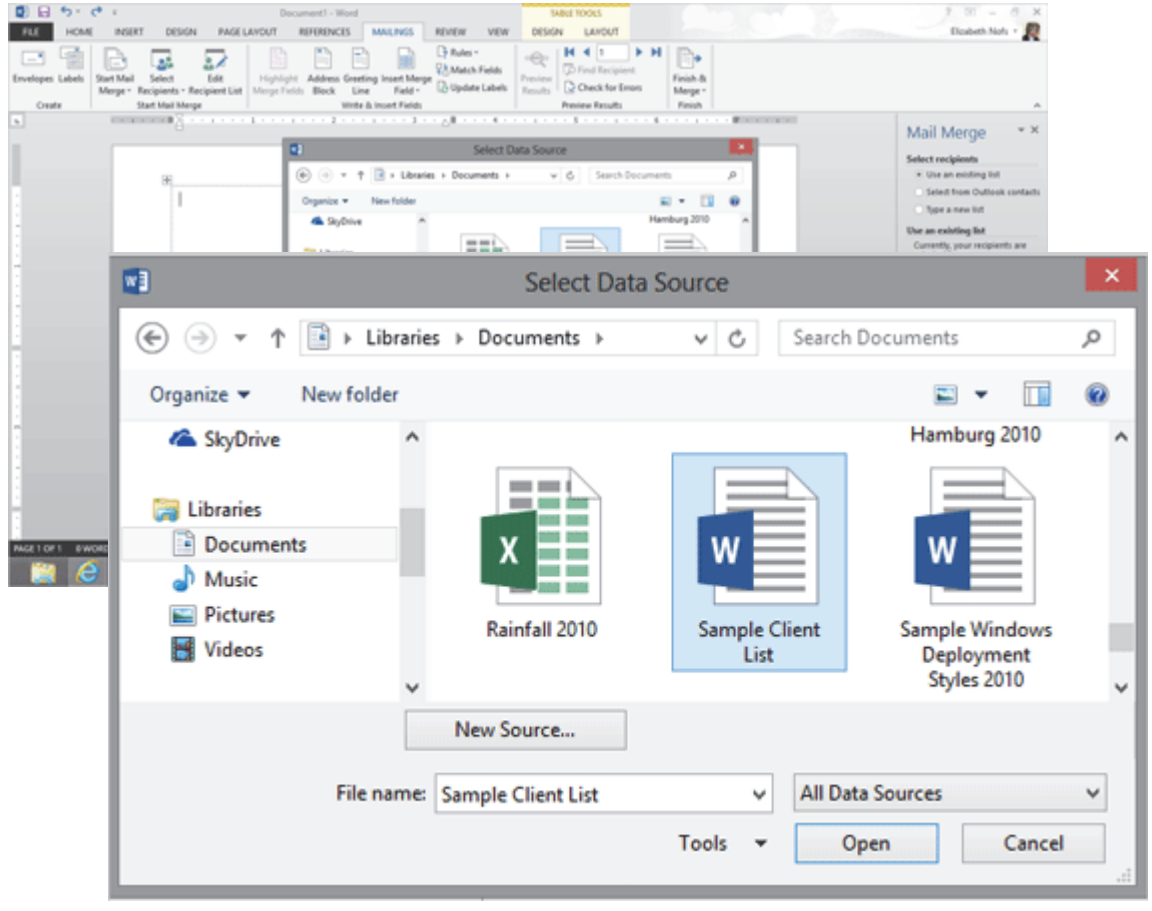
What Do You See? The **Browse** link may open a default folder. We saved the recipient names in the **Documents** folder. You may need to switch to the Documents folder, first.

When you find the Sample Client List, please select it and click on **Open**.

What if it Doesn't Work? You might browse to the folder where you *know* you saved the file, and not see your work. If that happens please confirm that you did, indeed, browse to the correct folder.

If it is the right location, change the File Type. Look in the bottom right corner of the browser: Change the **File Type** to **All Data Sources**.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard Select Recipients

Take Two

Hello, Next Record

After you select the Recipients, Word converts a document into a Mail Merge.

What Do You Seee? Each label has the merge field: <<Next Record>>.

8. Try This: Go to Step 4 of 6
When you are ready, please go to the next step. Click **Next: Arrange your labels.**

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels

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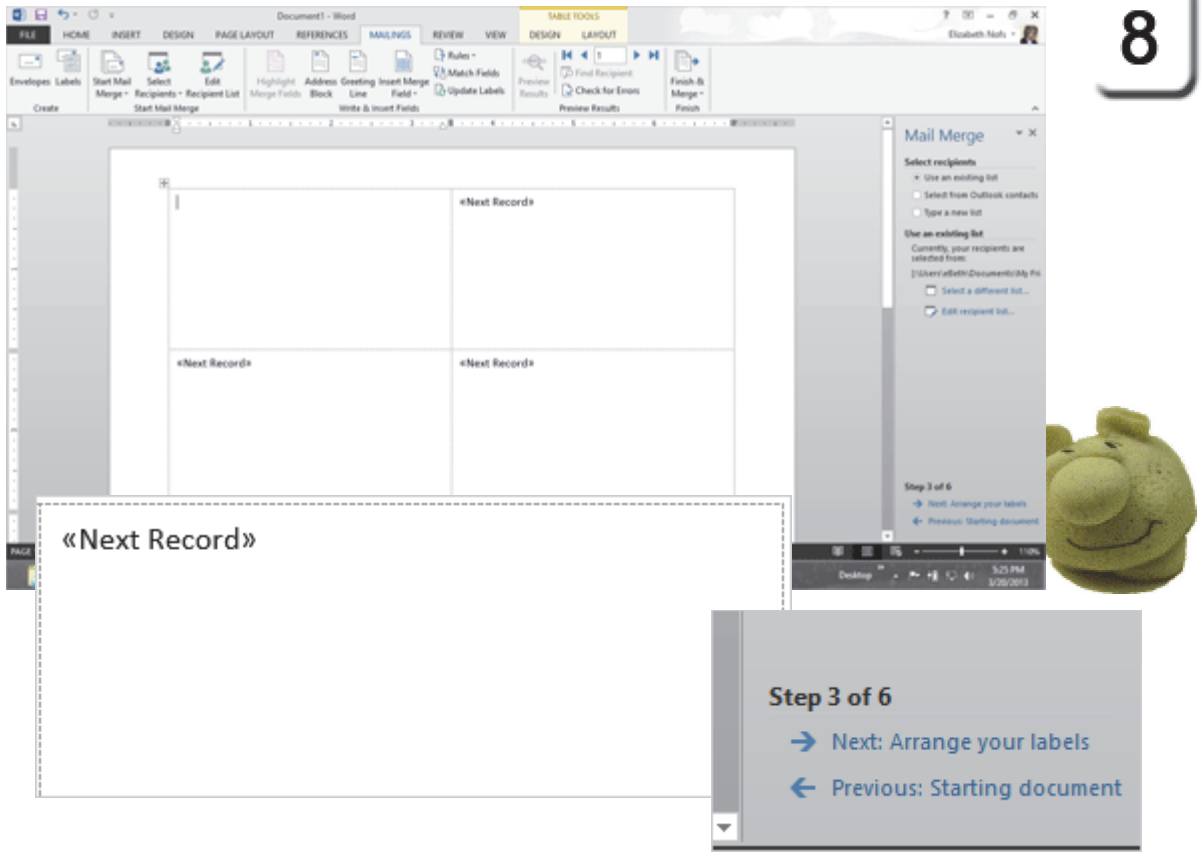


Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard Select Recipients

Take Two

Arrange the Labels

There are four options for adding the Mail Merge fields to your document:
Address Block
Greeting Line
Electronic Postage
More Items...

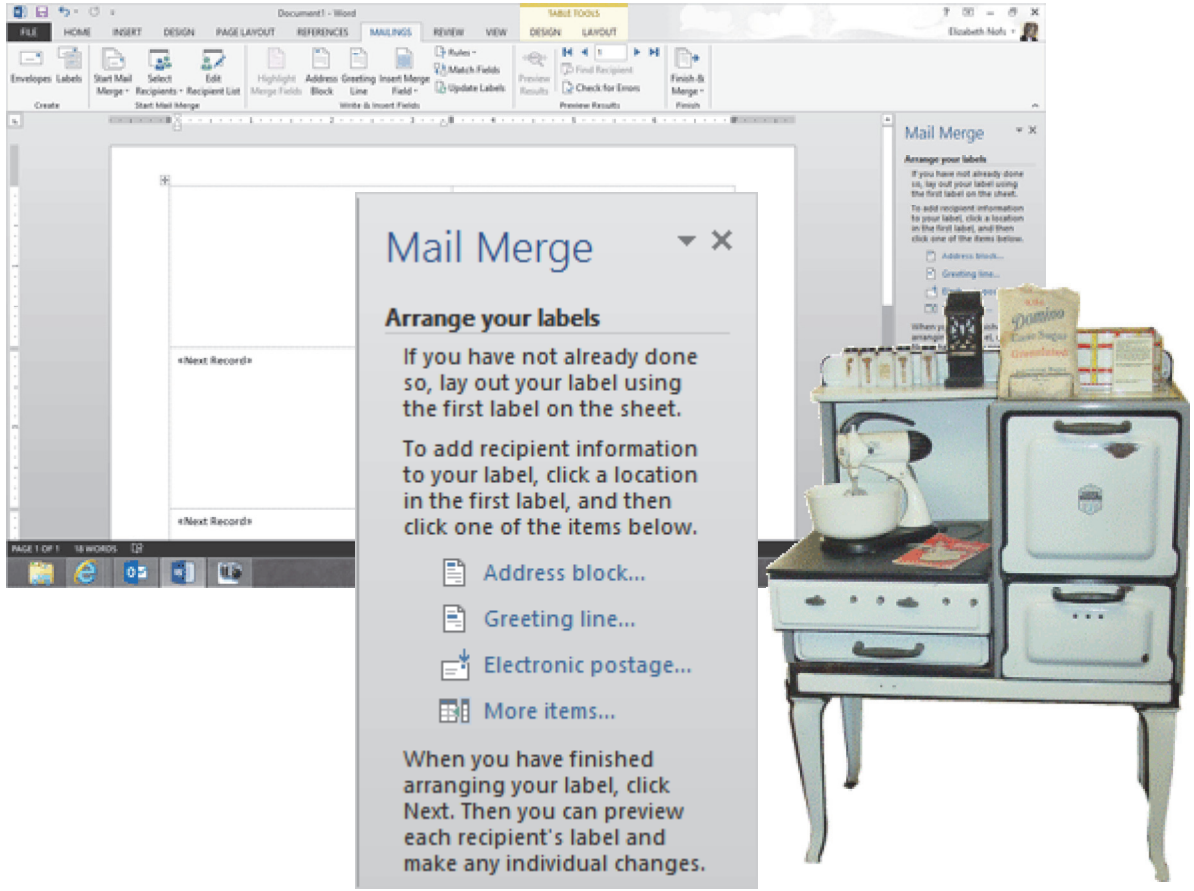
This lesson will show you how to add the merge field individually with **More items**.

Before You Begin: Place your cursor in the first cell on the top left.

Try It: Arrange the Labels
Click on **More items...**

Keep going, please...

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard Select Recipients

Take Two

Insert Merge Fields

What Do You See? A little window will pop up and offer the Merge Fields.

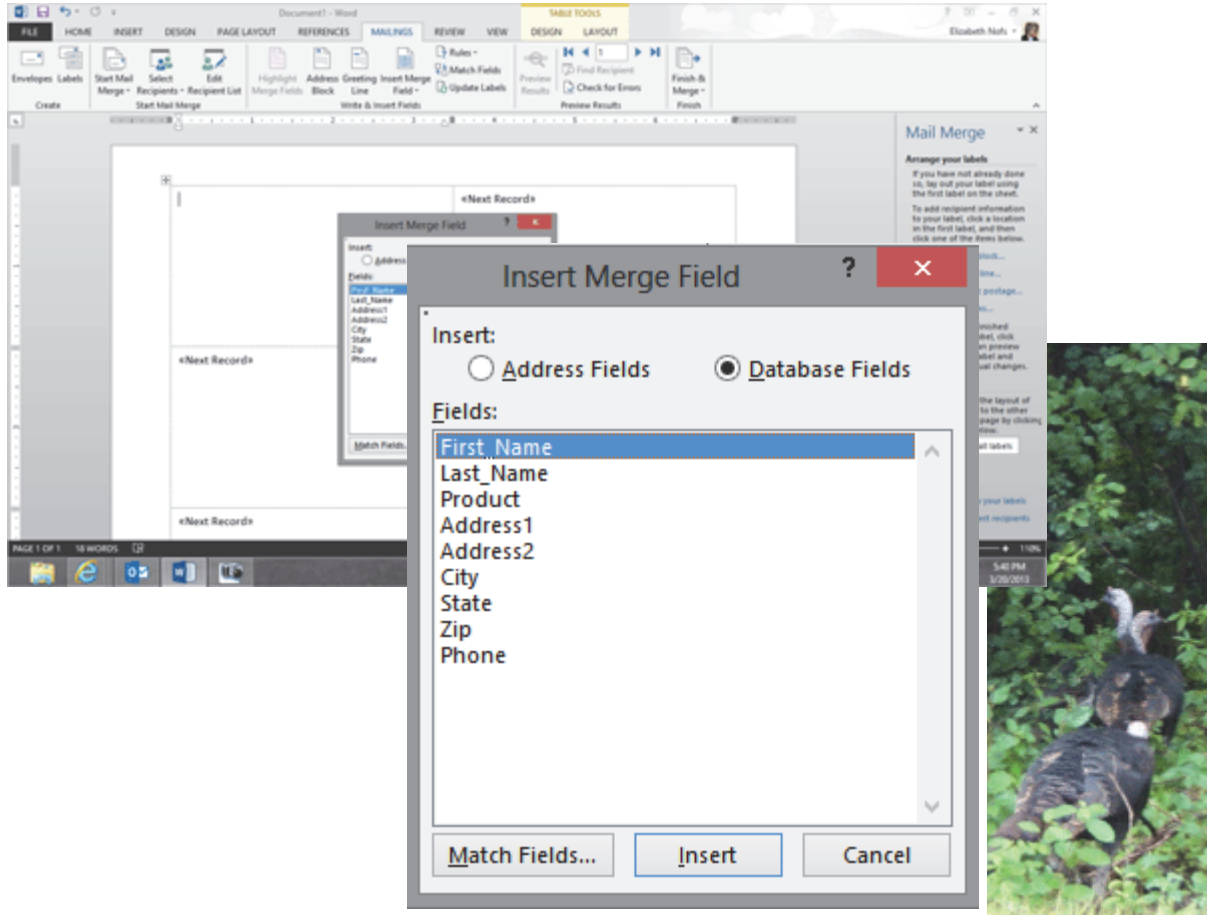
Try This, Too: Insert Merge Fields
Please add First_Name and Last_Name fields to this document.

Look Again: There are **Address Fields** as well as **Database Fields**.

The topics on this list come from the top row of the Table that we created in Word. So, the Database Fields include the Product that we added to the Table.

Memo to Self: Database Fields is a misleading term. In this case, it means the type of data, not the record source. You can create a Data Table in Word, Excel, Access or even Outlook.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Step by Step Mail Merge Wizard Insert Merge Fields

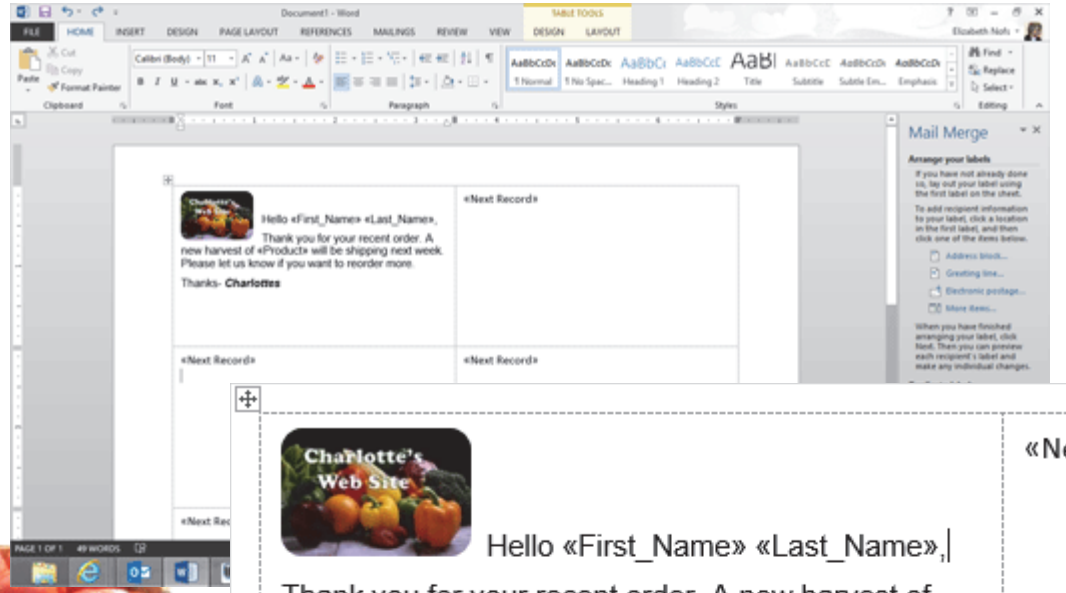
Take Two

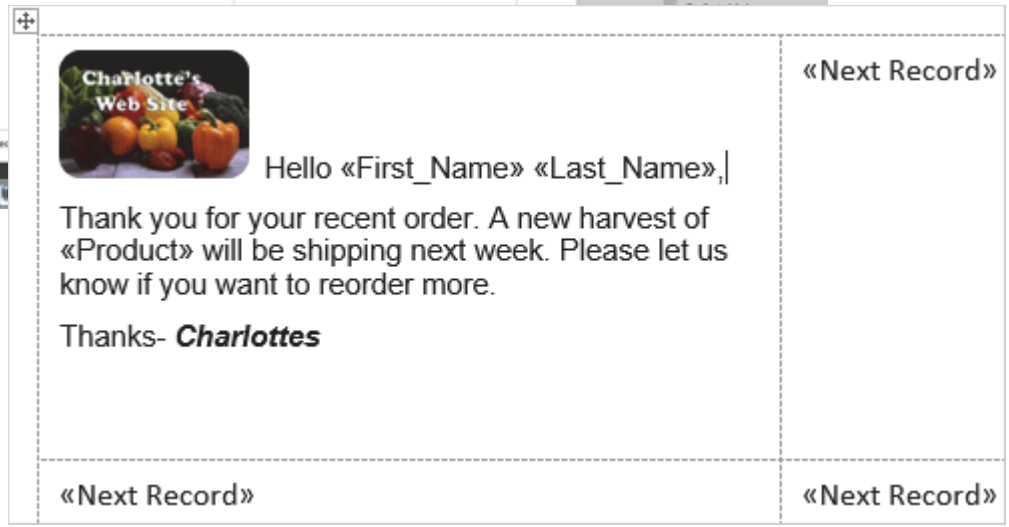
Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels

Edit the Labels

You can customize this label by adding a picture for the company logo as well an invitation to reorder more of the product they like.

What Do You See? Each of the labels (except for the first one) has a Merge Field called <<NextRecord>>. This is the programming that looks for the next name in your list.
Keep going...





Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Custom Merge Fields

Take Two

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels

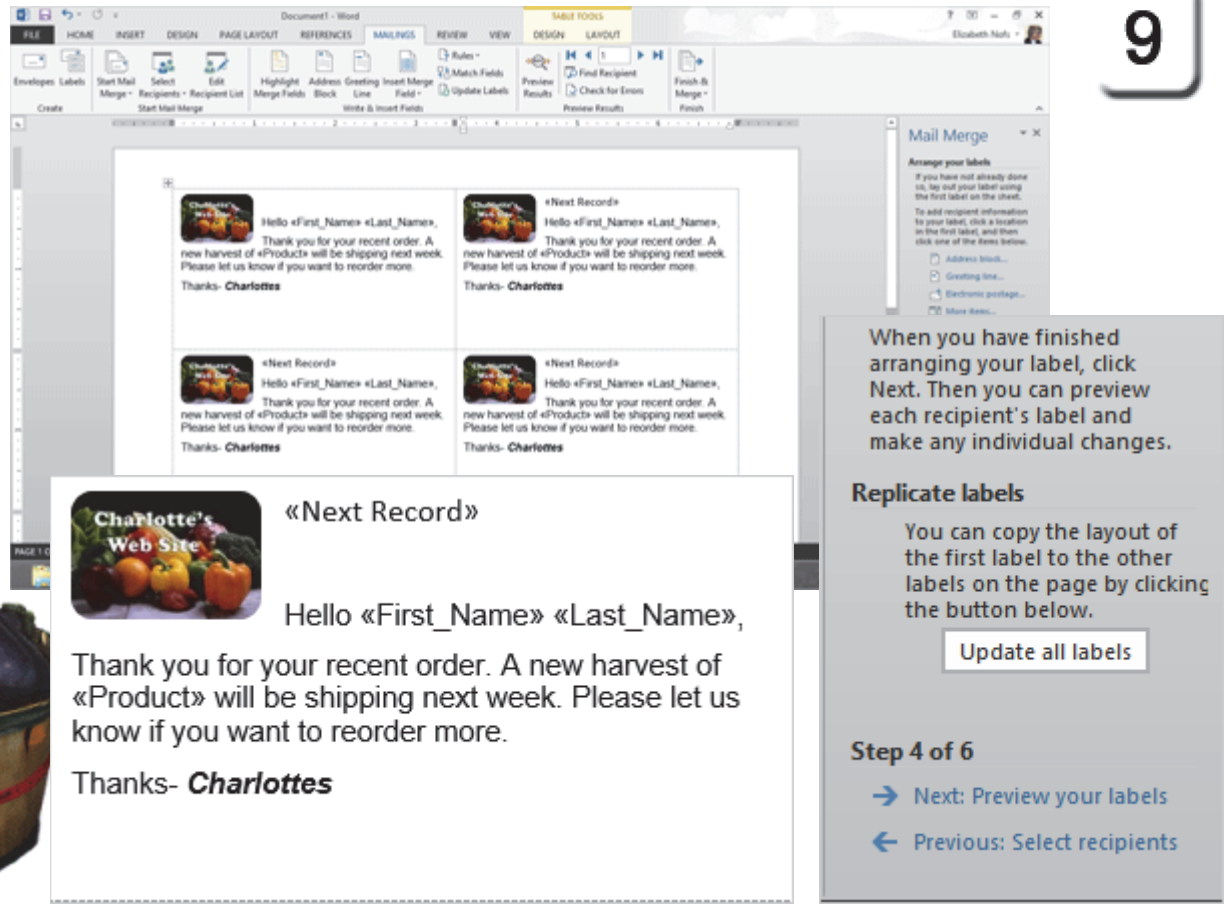
9

Update the Labels

There is a very effective method to copy and paste all of the information in the first label to all of the labels on this sheet. Try it: It works and it saves a lot of time.

Try This: Update All Labels
Go to **Replicate labels**.
Click on **Update all labels**.

9. Try This: Go to Step 5 of 6
When you are ready, please go to the next step: **Next: Preview your labels.**



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Update Labels

Take Two

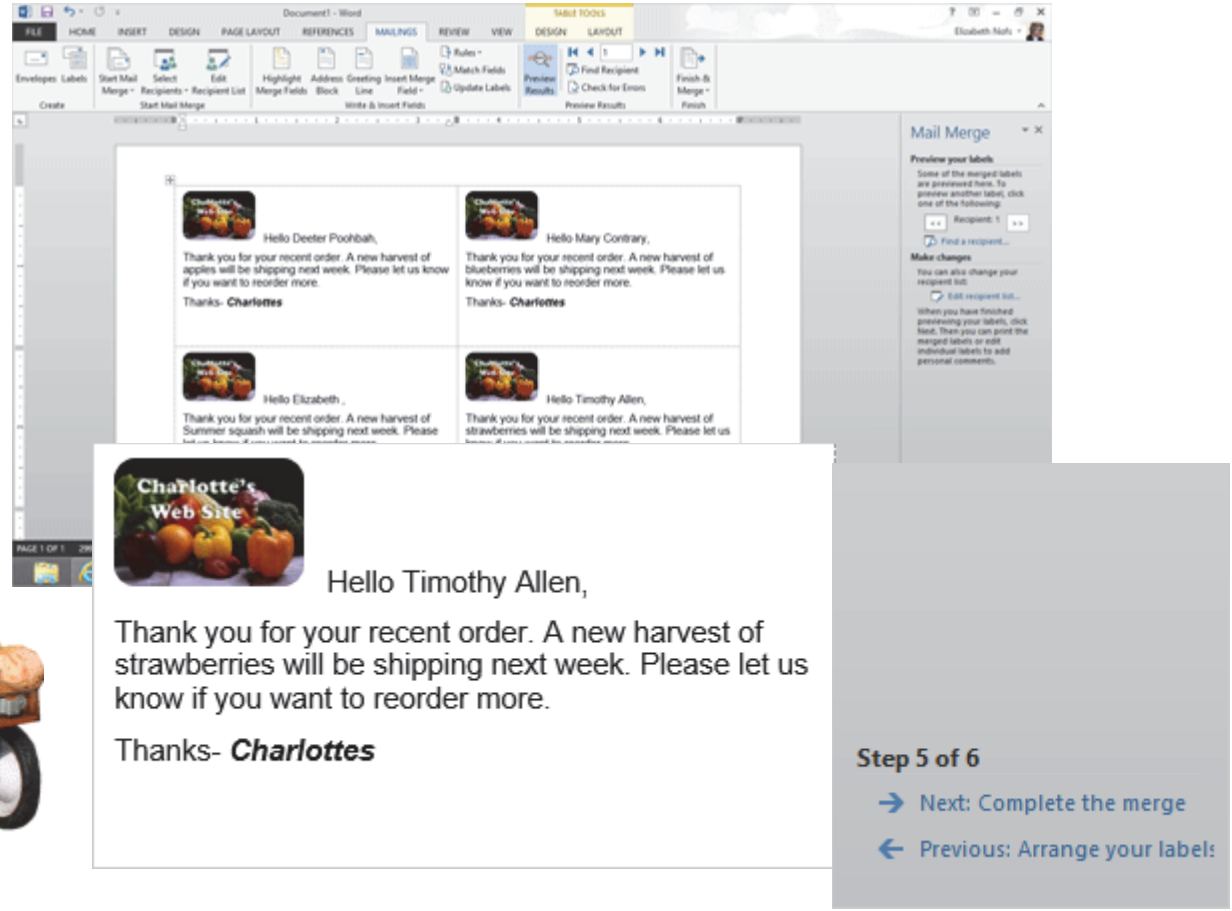
Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels

Preview Your Labels

The Mail Merge Wizard gives you the option to Find a recipient. You can also change your recipient list if you wish.

Try This: Go to Step 5 of 6
When you are ready, please go to the bottom of the Mail Merge Wizard and go to the next step:

Click on **Next: Complete the merge.**



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Preview Labels

Take Two

Print the Labels

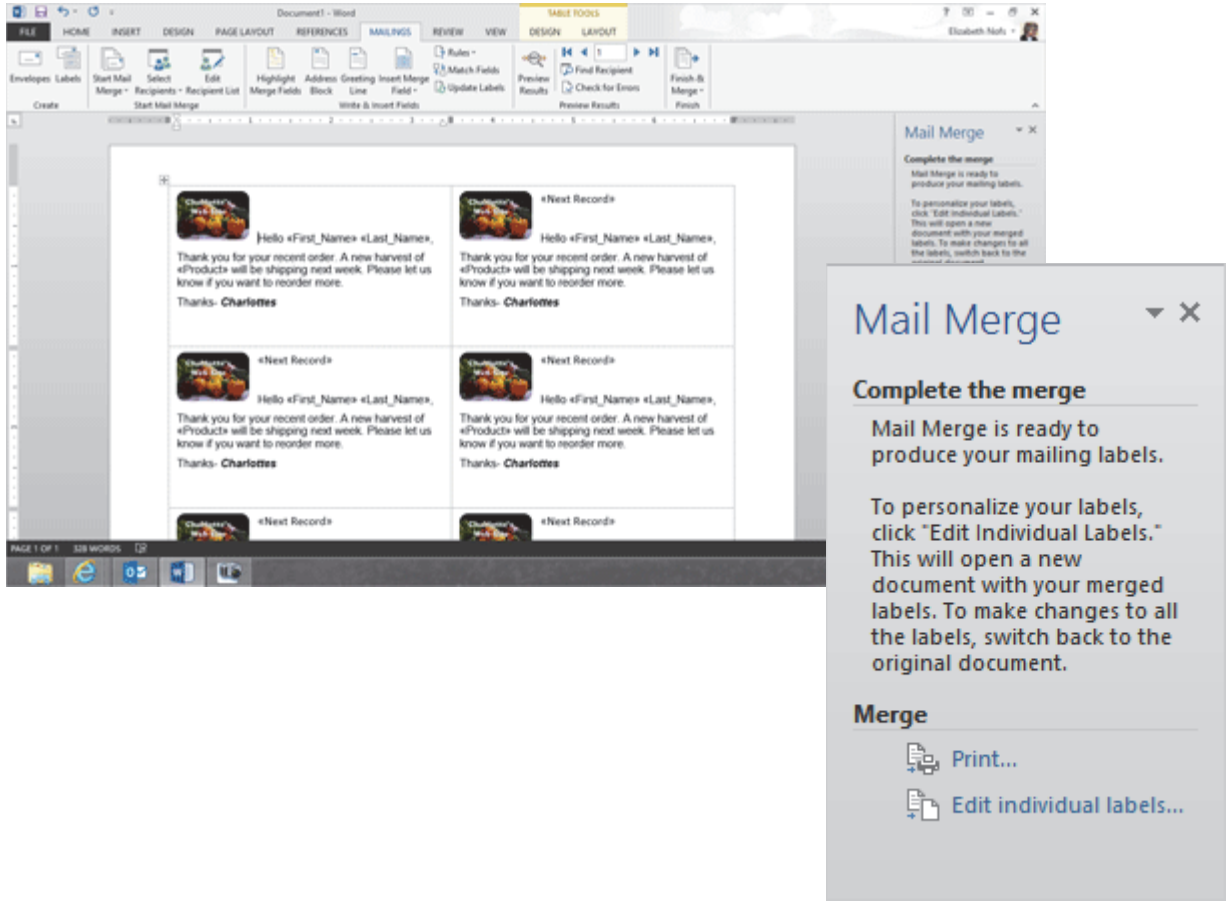
The last step in the Wizard asks if you would like to **print** the document or **edit** the mail merge after your run it.

Very good. This is a demonstration of a project where everything works. Please **Save** and Close the labels.

Mail Merge Wizard Summary
If you look at the Mailings Ribbon you will see that the Mail Merge Wizard walks you through the Mailing options, from left to right: from Start, Select Recipients, Insert Merge Fields, Preview and Finish.

What if it Doesn't Work? Keep going. The next pages show how to troubleshoot when things don't go as easy as it looks in a computer book.

Mailings -> Start Mail Merge -> Step By Step Mail Merge Wizard -> Labels



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Print the Labels

Take Two

Choose Other Recipients

Earlier, we created a Mail Merge for our Open House. In this lesson we used the Mailings Ribbon and created a new list. The recipients' name and addresses were saved in an **Office Address List**, which is a database.

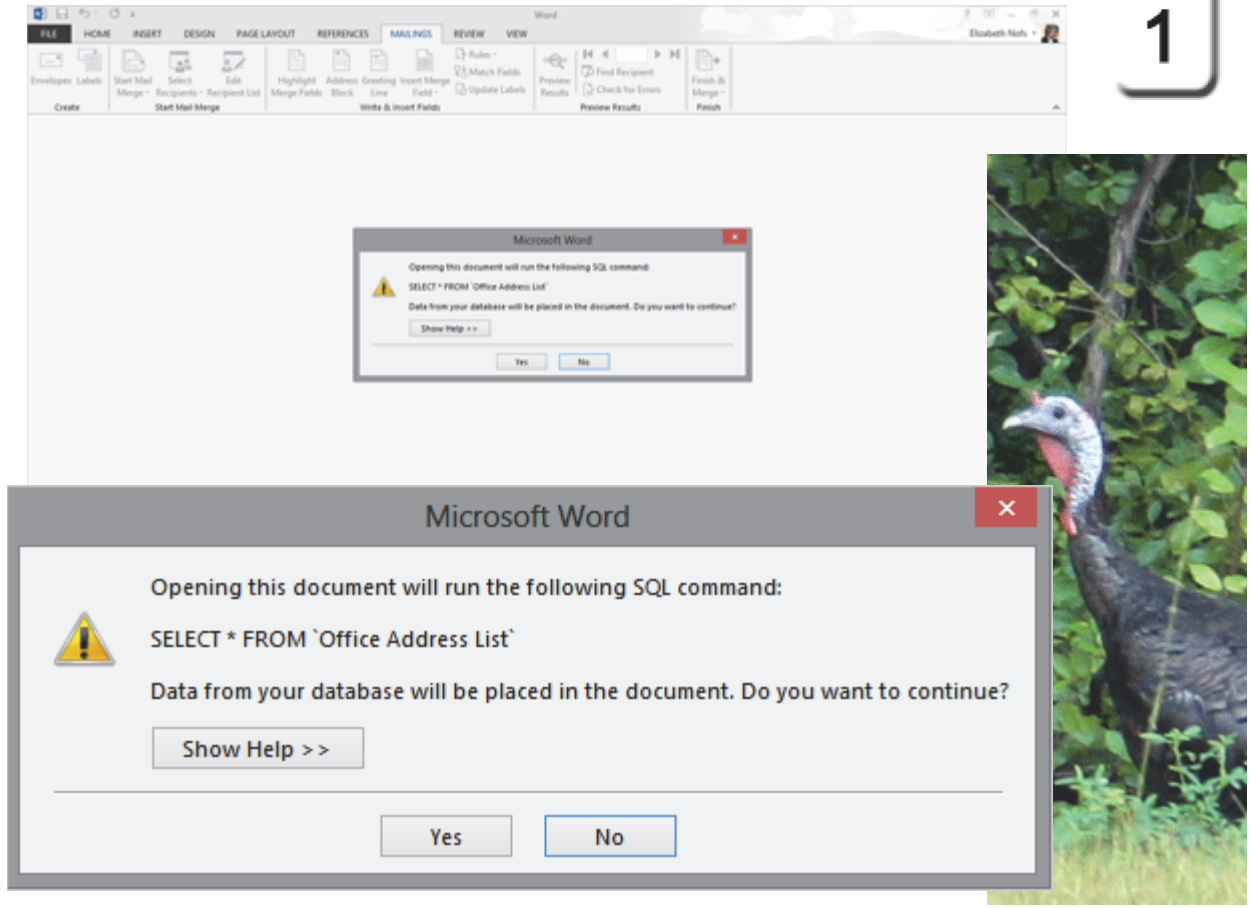
1. Try This: Open a Mail Merge
Go to the Documents folder and open a Mail Merge: Charlottes Invitation.

What Do You See? A Mail Merge document is linked to the record source. When you open this Mail Merge, Microsoft Word will ask whether you wish to use the Office Address List.

Please click **Yes**.
Keep going...

File->Open

1



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Select Other Recipients

Take Two

Use a Different List

Say you wanted to run this Mail Merge with a different Recipient List.

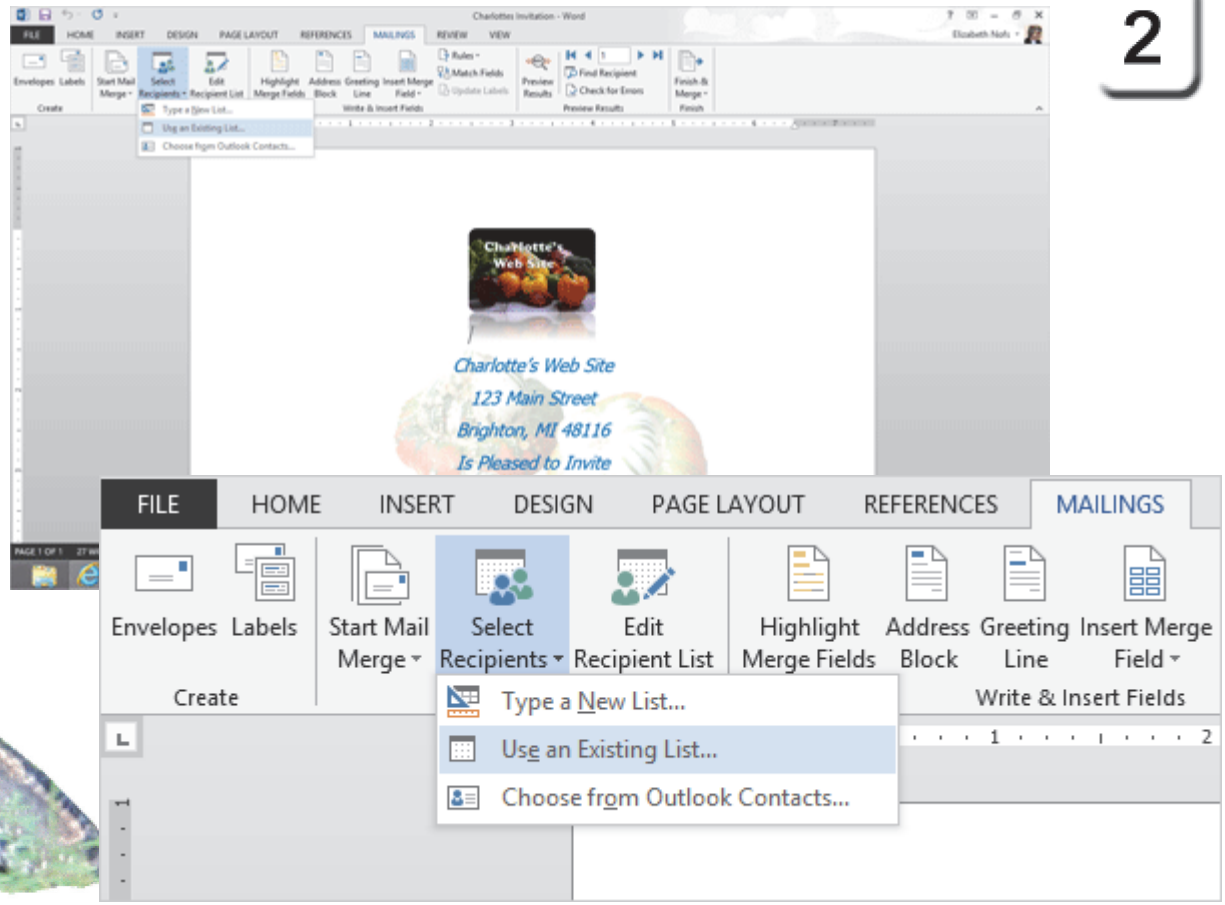
Here are the steps to switch from the Office Address List that is associated with this Mail Merge, to a different list.

2. Try It: Select Recipients
Go to the **Mailings** Ribbon.
Go to **Select Recipients.**
Select **Use Existing List.**

Keep going...

Mailings -> Start Mail Merge -> Select Recipients

2



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Select Other Recipients

Take Two

Find the Spreadsheet

3. Try It: Find the Excel Spreadsheet
Go to the **Documents** Folder.
Double click the Friends and Family spreadsheet to select it.

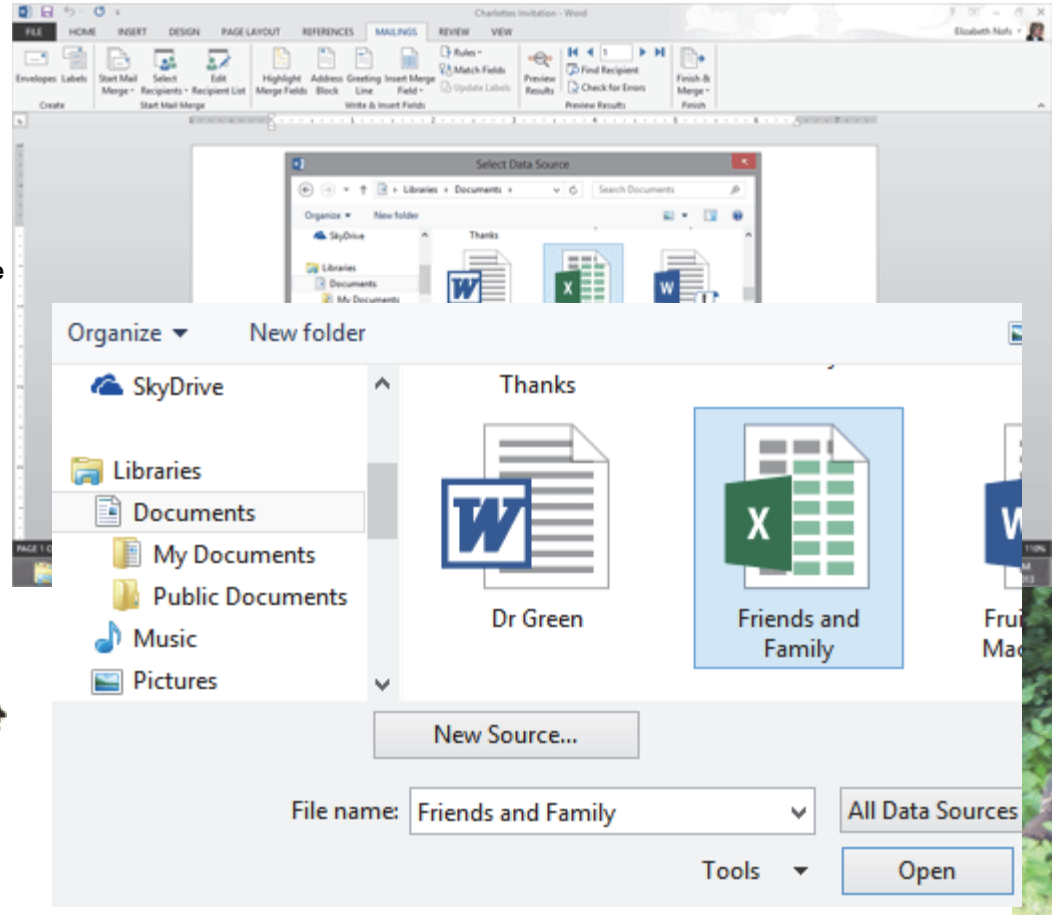
Keep going...

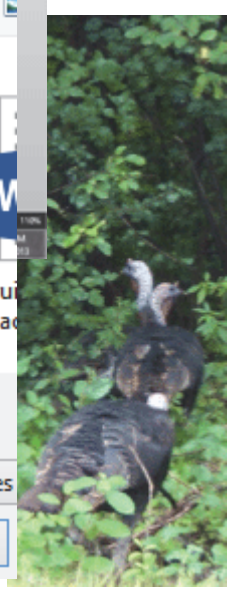
What if it Doesn't Work: If you cannot see the spreadsheet please try this
Go to **All Data Files**.
Select **Excel** for the File Type.

Memo to Self: The purpose of this exercise is to demonstrate an error. The next steps will show how Microsoft Word lets you know there is a problem.

Mailings -> Start Mail Merge -> Select Recipients

3





Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Select Other Recipients

Take Two

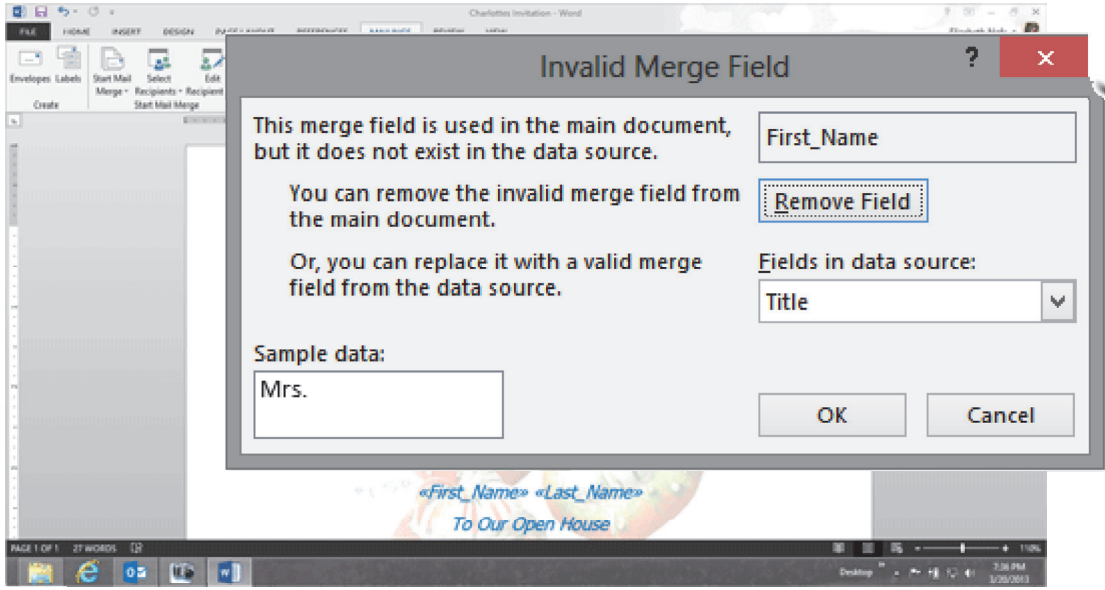
Invalid Merge Fields

When you change the record source and choose a different Recipient List, Microsoft Word will check your document for potential problems.

4. What Do You See? Word compares your Mail Merge Fields with your new Recipient List. If there is a problem, Word will notify you. The dialogue box asks if you want to remove the Merge field from you document or replace it.

Which should you choose? Let's look at the data in the lists.

Mailings -> Start Mail Merge -> Select Recipients



4

Error! MergeField was not found in header record of data source. Error! MergeField was not found in header record of data source.

Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Troubleshoot Mail Merge Errors

Take Two

Look for a Mismatch

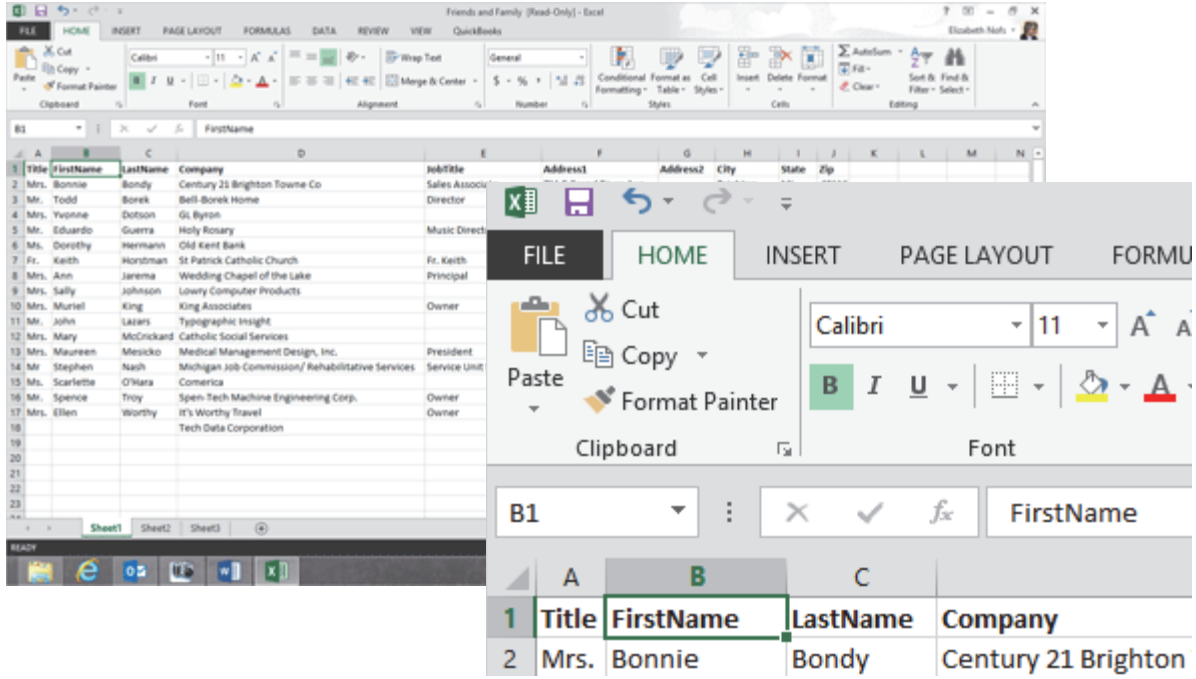
If you open the Excel spreadsheet and review the labels in the first row, you may notice that the labels are not spelled the same as the Mail Merge Fields in the Word document.

The labels in the spreadsheet have no space between First and Name. It says: FirstName.

The Mail Merge fields in our document have an underscore: <<First_Name>>.

Match, Match, Match: It's like getting the right shoes on the right kid. The fields have to match.

Microsoft Excel



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Troubleshoot Mail Merge Errors

Take Two

Make a Match

When you open the Excel spreadsheet and review the labels in the first row, you may notice that the labels are not spelled the same as the Mail Merge Fields in the Word document. This is the problem.

5. Try This: Match Fields
Go to the **Main Document**.
Go to **Mailings**-> **Write and Insert Fields**.
Click on **Match Fields**.

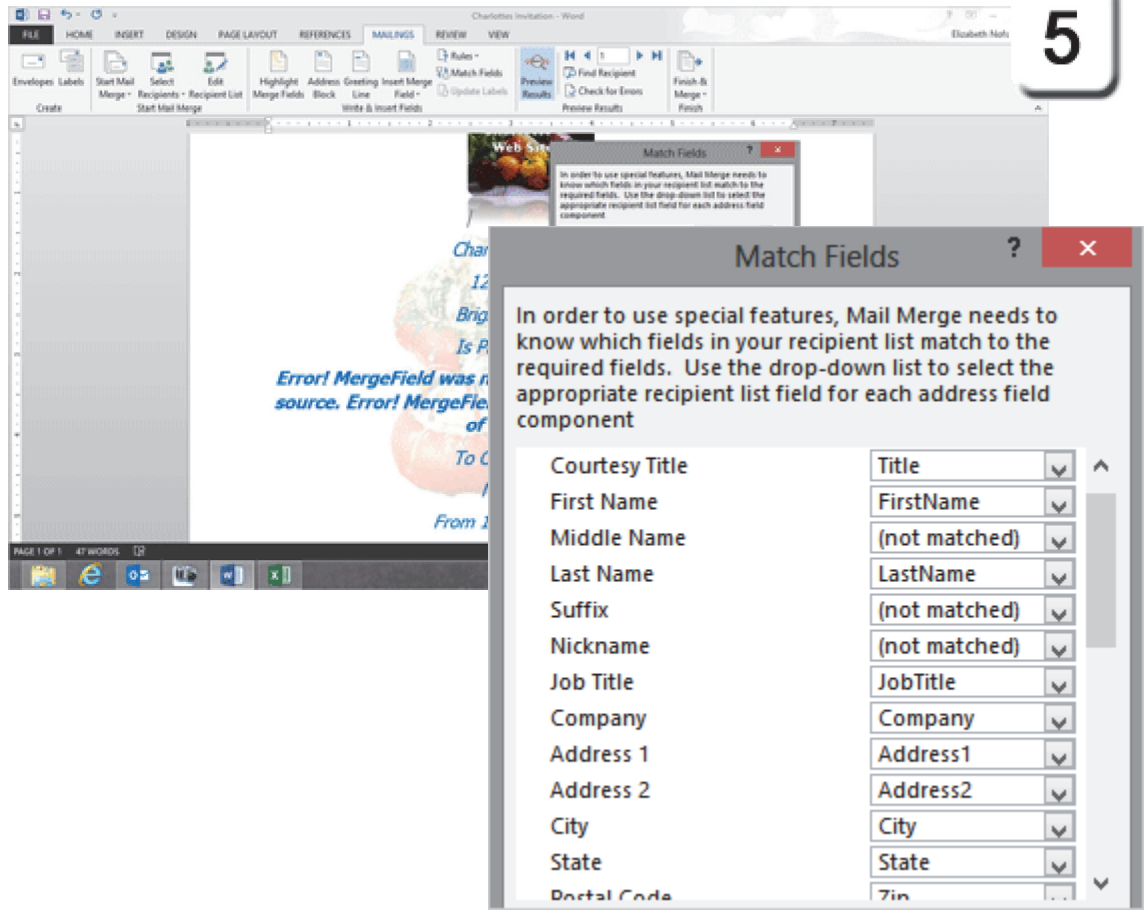
What Do You see? You should see the Merge fields in the document in the left column and the labels in your Recipient List shown in the right column. You can use the drop-down lists to choose the right match.

First Name	FirstName
Middle Name	(not matched)
Last Name	LastName

When you finish matching the fields, Click **OK**. It should work, now. Done and done.

Mailings -> Write and Insert Fields -> Match Fields

5



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Troubleshoot Mail Merge Errors

Take Two

Mail Merge Rules

Before You Begin: Open a Different File
Browse to the Documents Folder.
Open a file: Charlotte's Labels.docx

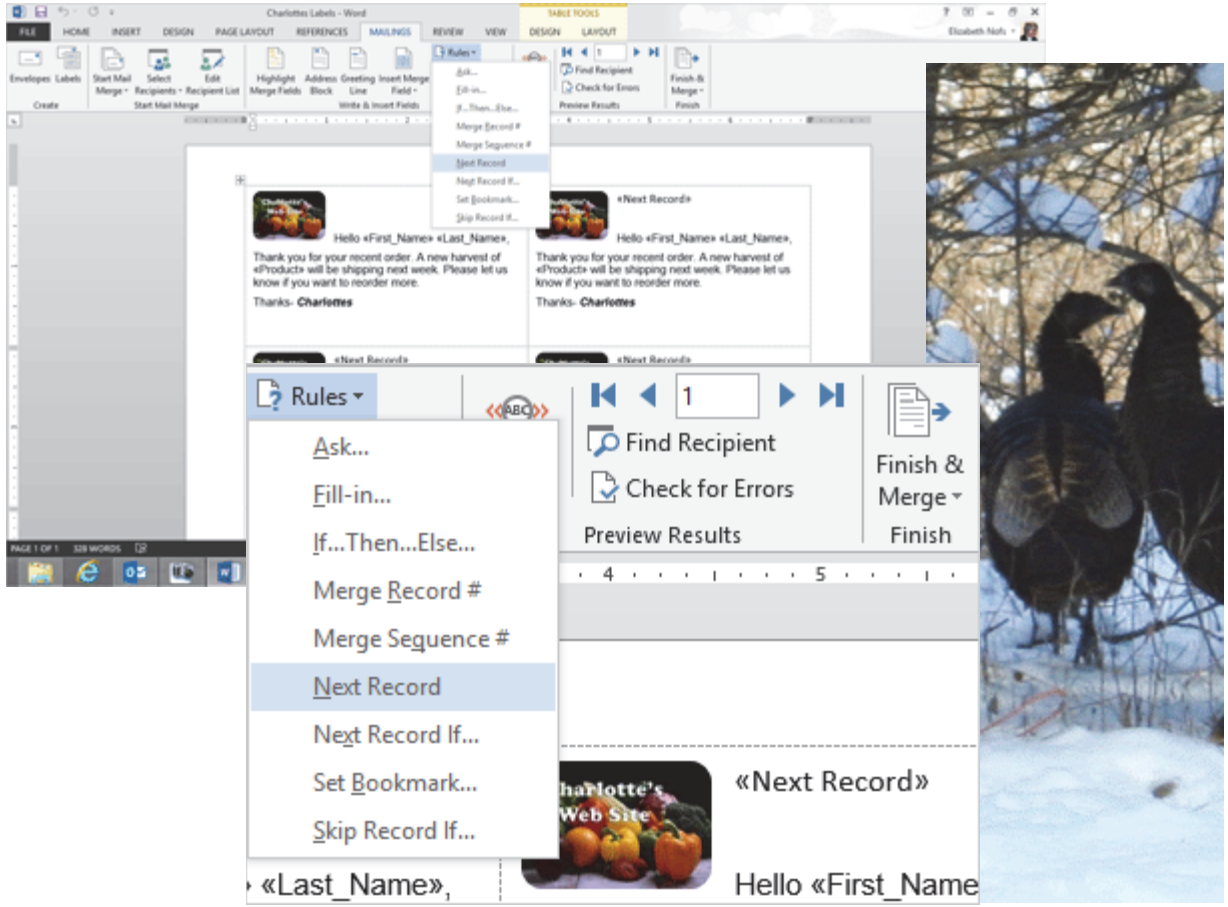
Look at the Mail Merge labels, you should see some code: **<<Next Record>>**. This Mail Merge field reads your recipient lists and finds the next name on the list. This field was added automatically as part of the Mail Merge.

Microsoft Word 2013 simplified the Mail Merge programming with new **Rules**. These options were available in previous versions of Microsoft Office but you had to look for them buried deep in the advanced dialogue boxes.

Try It: Find the Rules
Go to **Mailings.**
Go to **Write and Insert Fields.**
Go to **Rules.**

Next Record is one of the Rules.
Next Record If...adds a Record based on your criteria. Lets look at the Rules.

Mailings -> Write and Insert Fields -> Rules



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Mail Merge Rules

Take Two

Conditional Rules

You can program the **Rules** to print only certain records. Mail Merge Rules can be **conditional**: **IF** this condition is met, **THEN** print this record as part of the Merge.

Try This: Use a Different Rule

Go to **Mailings->Write and Insert Fields.**
Go to **Rules-> Next Record If.**

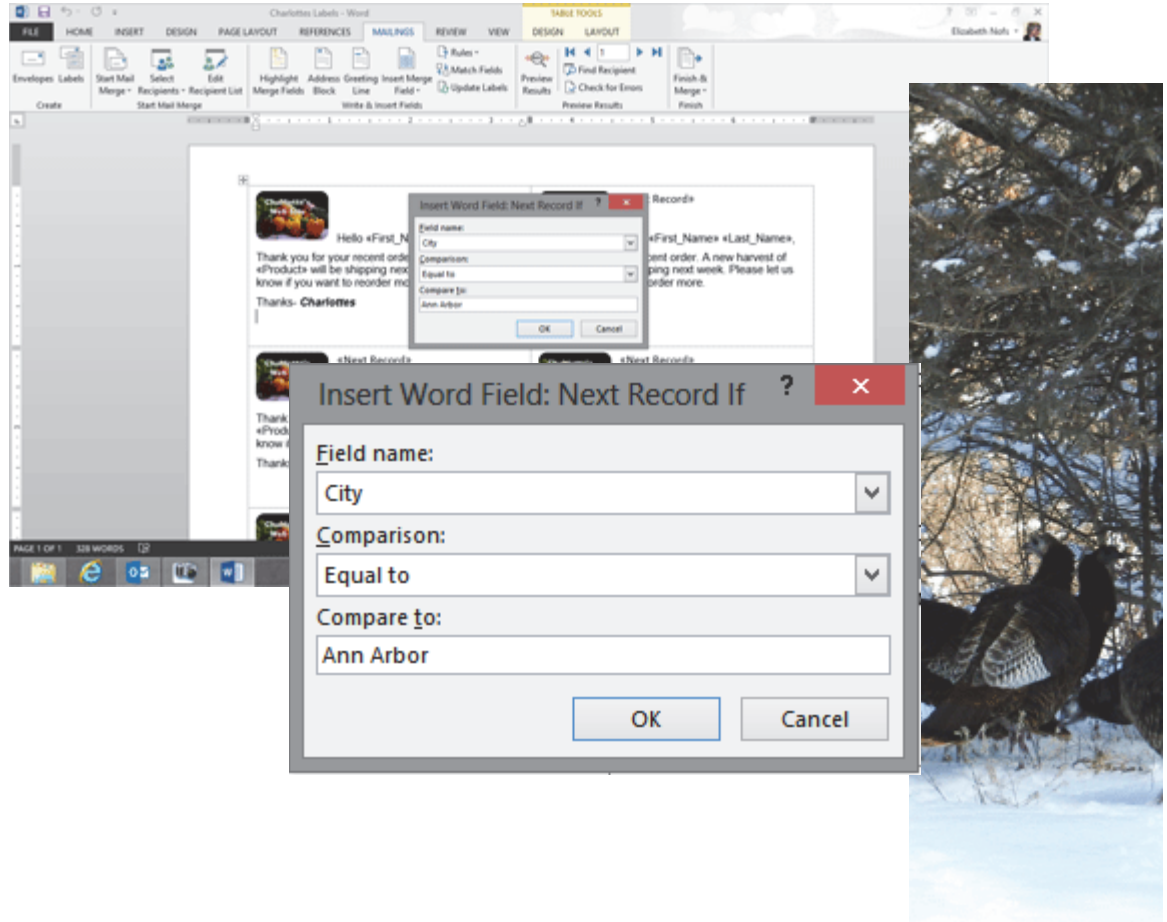
What Do You See? A little window will pop up that you can enter the conditions.

In this example, the Mail Merge will show the next record IF the city is Ann Arbor.

Where Have You Seen This Before? Many products use Word's Mail Merge to create customer letters. QuickBooks, for example, has a set of Mail Merge Templates for billing, collections and marketing.

The **Rules** in QuickBooks Mail Merges can be set to only send notices to customers who have a balance greater than 0.

Mailings -> Write and Insert Fields -> Rules



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Modify Control Properties

Take Two

Auto Check for Errors

The previous pages demonstrated some options for troubleshooting the Recipients list and programming your Mail Merge. Here is one last button for finding the errors before you print your Mail Merge.

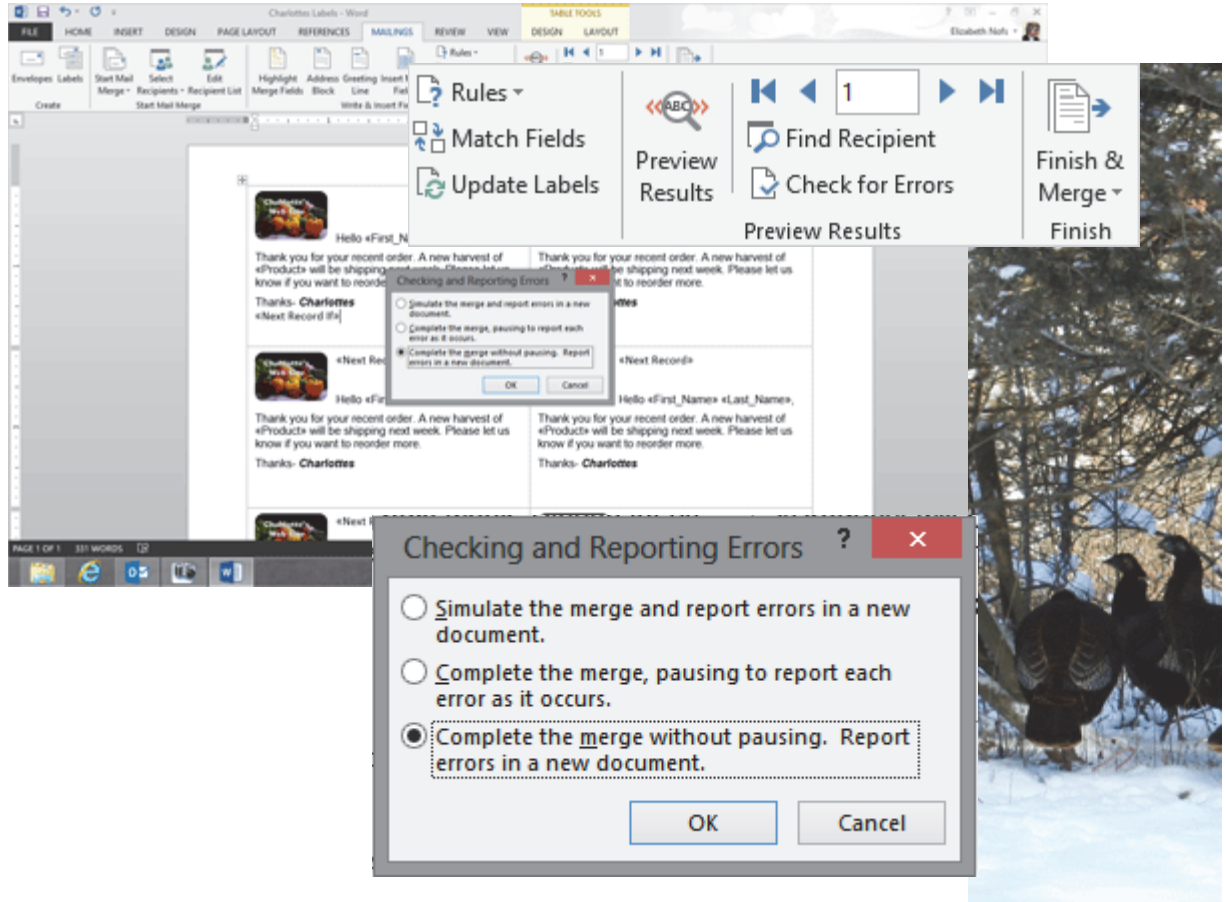
When you run a Mail Merge, you can decide how you would like to handle the errors. Here are the steps.

Try This: Use AutoCheck
Go to **Mailings-> Preview Results.**
Click **Check for Errors.**

What Do You see? You can select whether you want the Merge to pause on each error or complete the merge and create a report of all the errors.

Click **Cancel.**

Mailings -> Preview Results -> Check for Errors



Exam 77-425 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.3 Manage forms, Fields, and Mail Merge Operations: Modify Control Properties

Take Two

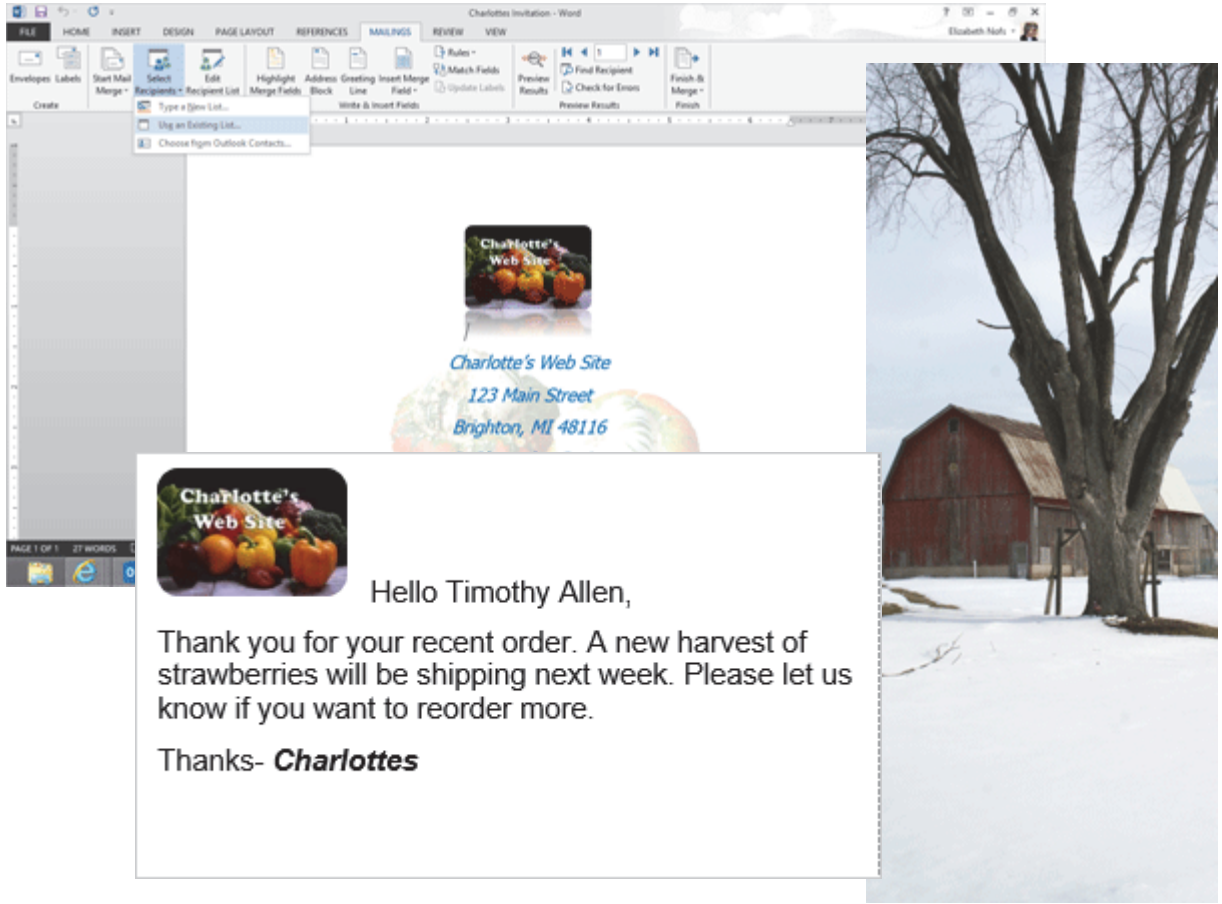
Summary

Wizards: Mail Merges are essential for working with your customers. This lesson demonstrated how to use the Mail Merge Wizard and how to create a Recipient List in Word.

And Demons: These pages walked through the various problems that can happen when you work with Mail Merges. The key concept is: Match, Match, Match. There are several options for making the Mail Merge fields Match the Recipient List.

You done real good.
You can get two cookies.

Mailings -> Start Mail Merge -> Labels



Practice Activity

Mail Merge

Before You Begin: Start Microsoft Word 201**3**. You should see a new, blank document.

Try This: Create your own business letter

1. Enter the business name and address:
Charlotte's Website
555 Main Street
Brighton, MI 48116

2. Insert the date and time.

3. Insert a picture for the logo.

4. Format the text and picture

5. Use the Mail Merge Options
Select Recipients and use an existing list:
Browse to the Friends and Family spreadsheet: Friends and Family.xlsx.
Choose Sheet 1.

6. EXCLUDE the following name from the Mail Merge: Todd Borek
7. Add the following Mail Merge Fields in your greeting line:
Dear <First Name> <Last Name>.

8. **Save** your work: Charlottes Business Letter Practice Activity.

Practice Activity

Mail Merge

Before You Begin: Start Microsoft Word 201**3**. Open a new, blank document.
Try This: Create envelopes and labels using the same data source, the Friends and Family spreadsheet

Create #10 business envelopes:
1. Insert an Address Block for the Recipient which includes the recipient's name.

2. Include the Company Name and Postal Address the Address.

3. Include a Return Address in the Upper Left Corner.

4. Save your practice document and name it: Intermediate Word Practice Envelope

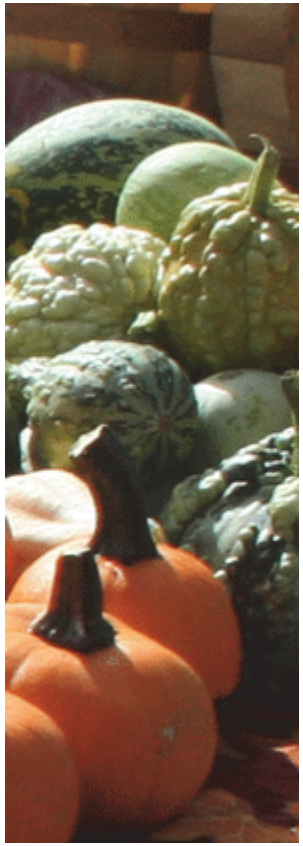
Create labels: use Avery #8163
1. Open a new, blank D**o**cument.

2. Begin a Mail Merge and select a Label. Choose an Avery Shipping Label.

3. Insert an Address Block for which includes the recipient's name and postal address.

4. Update all of the labels.

5. Save your practice document and name it: Charlottes Business Label Practice.



Test Yourself

1. Which Ribbon has the Insert Table Command?
a. Home
b. Insert
c. Table
d. Page Layout
Tip: Intermediate Word, page 113

2. How is the Table Tools Design Ribbon accessed?
a. View-> Table Tools
b. Options-> Toolbars-> Table Tools
c. Select a Table
Tip: Intermediate Word, page 114

3. Which of the following is a Table Tools Ribbon? (Select all correct answers.)
a. Table Tools Design
b. Table Tools Layout
c. Table Tools Format
Tip: Intermediate Word, page 114

4. What is the command to insert a column to the left in a Table?
a. Table Tools-> Layout->Rows and Columns->Insert Left
b. Table Tools->Format->Insert Column
c. Table->Insert->Column to Left
Tip: Intermediate Word, page 115

5. The Mail Merge Wizard includes preset label templates from popular commercial products.
a. True
b. False
Tip: Intermediate Word, page 121

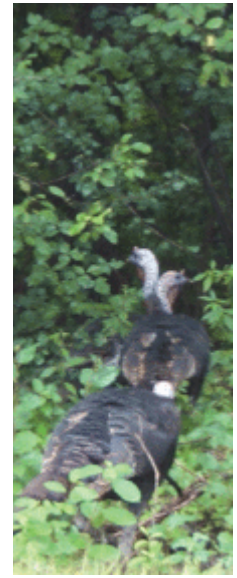
6. When opening a Mail Merge document, Word will ask for permission to insert the merge data from the data source.
a. True
b. False
Tip: Intermediate Word, page 132

7. Which of the following can be done with the Select Recipients command? (Select all correct answers.)
a. Type a new list to use
b. Use existing list & use all the recipients
c. Select recipients from Outlook
d. Use existing list & pick certain recipients from the list
Tip: Intermediate Word, page 133

8. Which of the following fields matches with the field <<First_Name>>?
a. <<Name>>
b. <<First_Name>
c. <<FirstName>>
d. <<First Name>>
Tip: Intermediate Word, page 136

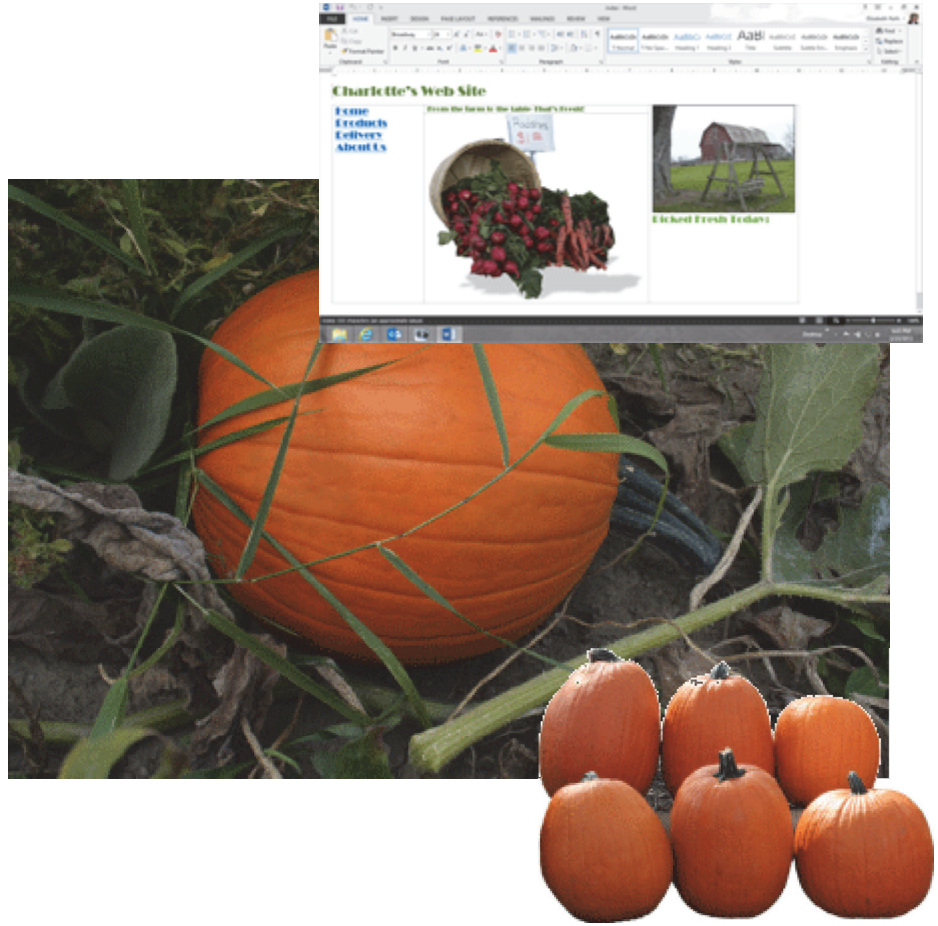
9. Which of the following is true about Mail Merge rules?
(Select all correct answers)
a. Used for filtering results
b. Used for eliminating errors before completing the merge
c. Found on the Table Tools Ribbon-> Mail Merge group
d. Found on the Mailing Ribbon-> Write and Insert group
Tip: Intermediate Word, page 138

10. A merge field can be created by typing <<Last Name>> in a document.
a. True
b. False
Tip: Intermediate Word, page 82



Word 2013: Word and the Internet

Charlotte's Web Site



Intermediate Word Objectives

In this lesson, you will learn how to:

1. Create and format a Table
2. Save a document as a web page
3. Create hyperlinks
4. Modify borders and shading options on a Table
5. Create bookmarks and navigate a document
6. Locate and use Advanced Layout options
7. View HTML Code Source
8. Apply Quick Styles to a Table

Lesson 5: Charlotte's Website

1. Readings
Read Lesson 5 in the Intermediate Word guide, page 145-178.

Project
Create a web page using a table to organize layout, Table Tools, merge cells, insert picture, save as web page, insert hyperlink, insert hyperlink to E-mail.

Downloads
Fruit and Nuts.docx
PreventPC Meltdown.doc

Graphic files used in the lesson:
1Logo, Farm, FarmersMarket1.gif

2. Practice
Complete the Practice Activity, page 179

3. Assessment
Review the Test questions, page 180.

Insert

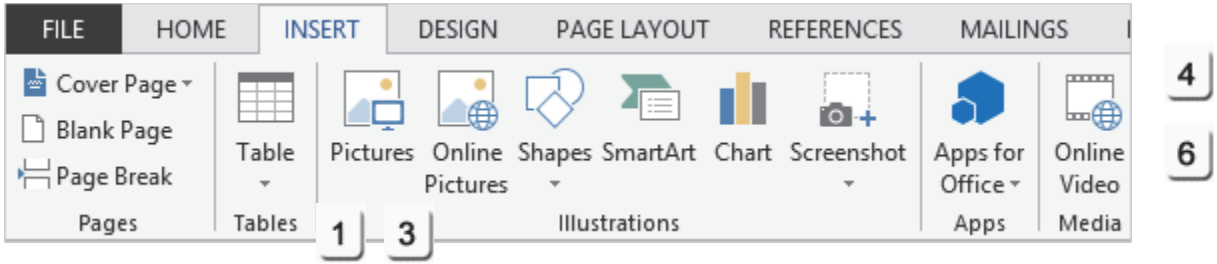
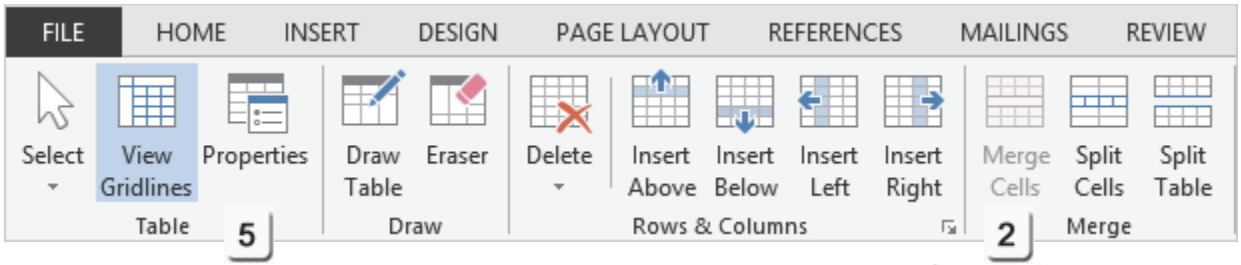
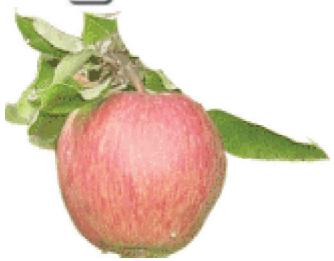


Table Tools->Layout

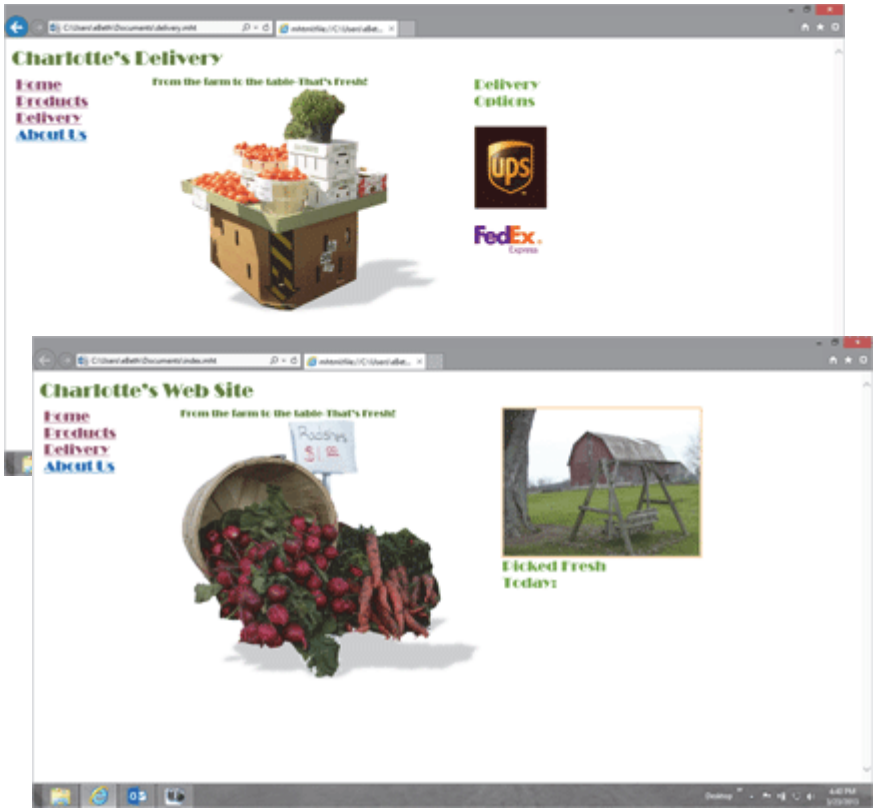


Menu Maps
This lesson shows the **Insert** and **Table Layout** Ribbons.

1. Insert->Tables->Table, page 150
2. Table Tools-> Layout-> Merge->Merge Cells, page 151
3. Insert->Illustrations->Pictures, page 154
4. Insert->Links-> Hyperlink, page 162
5. Table Tools->Layout ->View Gridlines, page 166
6. Insert-> Links-> Bookmark, page 172



Take One



Welcome to the World Wide Web!

The Internet as we know it—**the World Wide Web**—was developed at the CERN particle physics laboratory in **Geneva, Switzerland** in 1989. In January 1993 there were only 50 Web servers online. 1993 was also the year that the first alpha version of the **Mosaic browser** was tested.

In 1995 only 8.4 million adults used the Internet in the United States. Now, that figure is well over 1 Billion. No other invention—not the car, the radio, or the television has swept the market as quickly.

It is, indeed, a revolution.

Web Page Authoring
Web pages are built with HTML- hypertext markup language. This format provides a standardized set of code for Internet browsers. Microsoft Word is a web authoring program: it will write the HTML code for us.

Design Web Pages with Tables
Web pages use Tables to keep the layout consistent. A Table is a Table is a Table. This is true whether the Table is created in MS Word, Dreamweaver or hand-typed HTML programming.

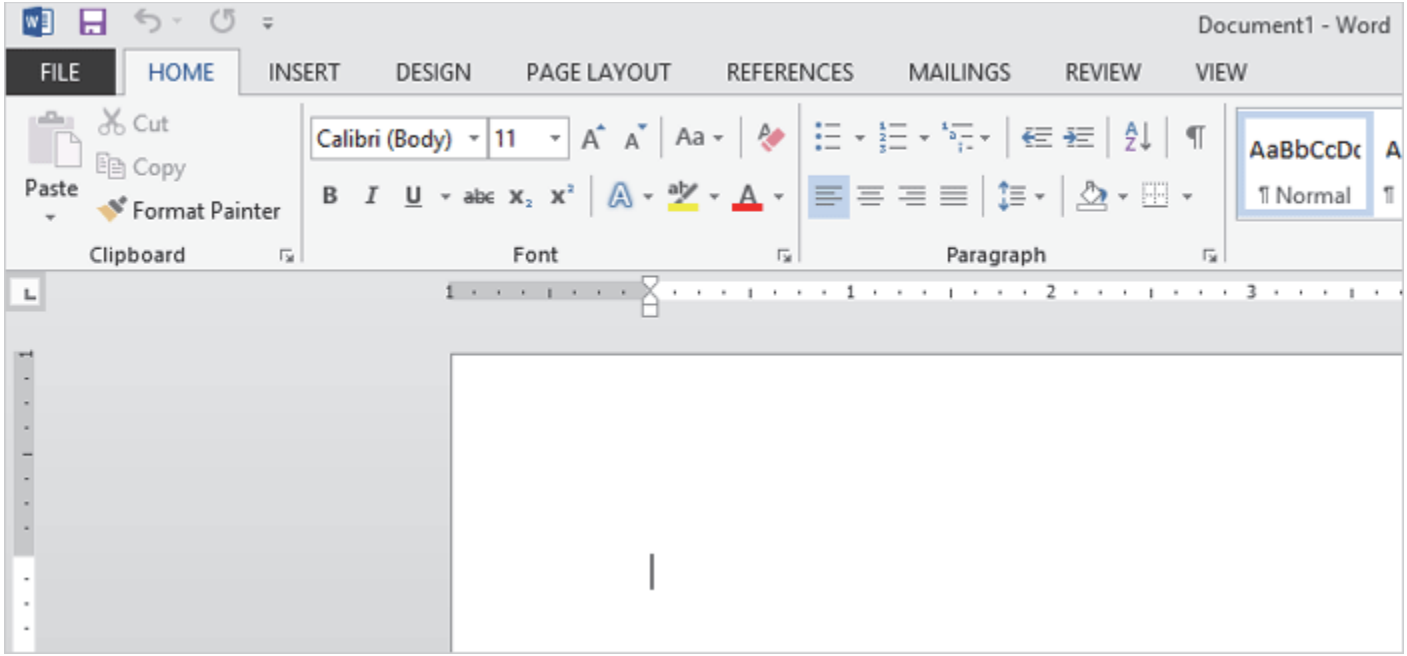
Microsoft Word has several Table Tools to get us started.

Take One

Charlotte's Website

You can create your own web pages in Microsoft Word. These pages demonstrate how to use Word to create a marketing website: "Charlotte's Website." **Microsoft Word** is a simple web page authoring tool for promoting your company and your products.

So, Start Microsoft Word. When the Welcome page appears, open a new, **Blank Document.** What do you see, from the top of the screen? Is there a **Home** Ribbon? And the **Insert, Design, Page Layout, References, Mailings, Review and View** Ribbons? Yes. If your screen looks similar to the example on this page, then you are ready to begin.



Take One

View Web Layout

Usually we work in the Print Layout **Document View**. This is the standard view for an 8 1/2 x 11" document. A web page is not tall, it is wide like a TV. The first step is to change the view from print (81/2 x 11) to online, or **Web Layout**.

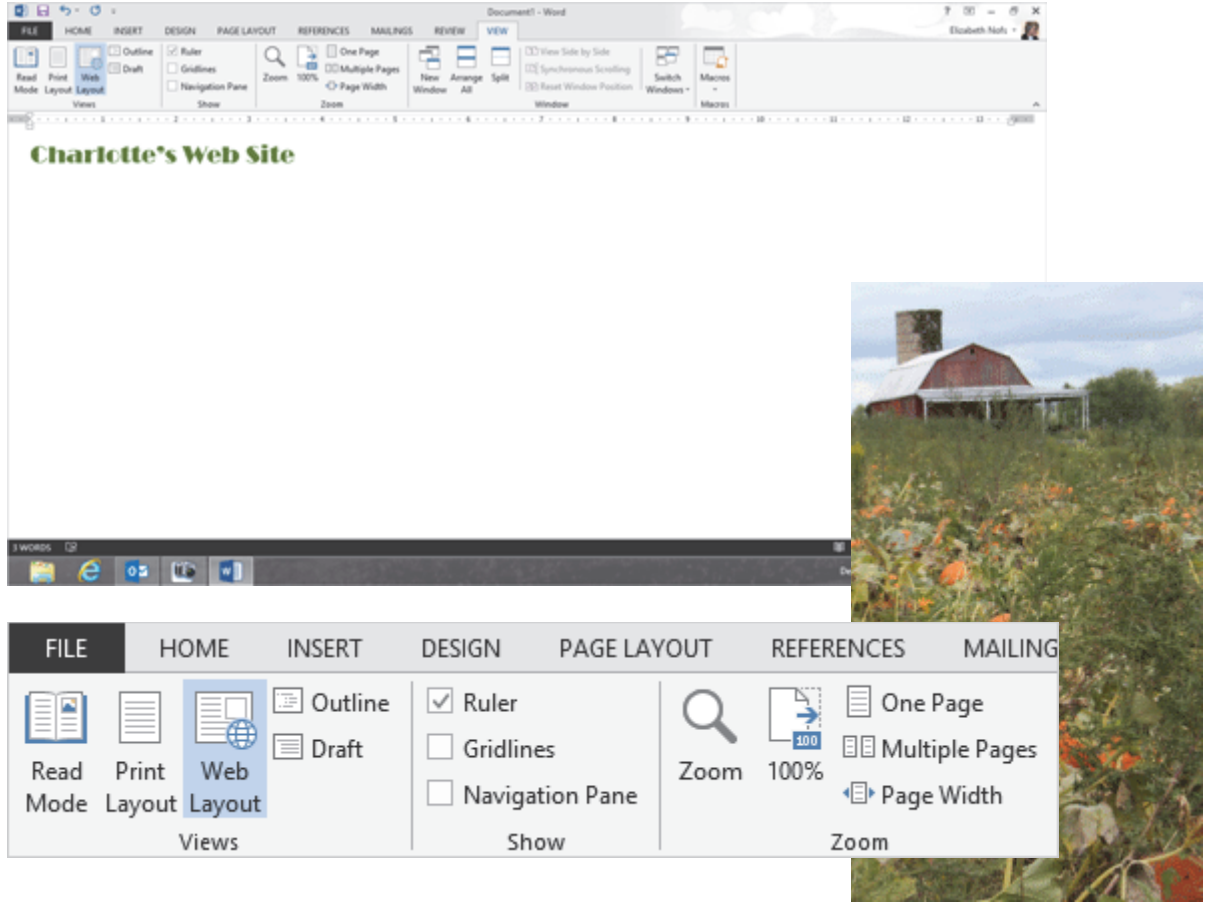
Try it: Change the View
Go to **View -> Views.**
Select **Web Layout.**

1. Try it: Add Some Text

Type the following: Charlotte's Web Site

2. Try This, Too: Format the Text
Now, select the text.
Go to **Home -> Font** to format the size, alignment and color of the text.
Font: Broadway
Size: 24
Color: Green, Accent 6

View-> Views ->Web Layout



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.4 Customize Options and Views For Documents: Change Document Views Web Layout

Take One

Use a Table for Web Pages

Good web pages are created with a table—or grid—to keep everything in its place.

Before You Begin: Add a Blank Line
Place your cursor after the word “site” and hit the Enter key to add a new blank line.

Try it: Insert a Table
Go to **Insert ->Tables->Table-> Insert Table**.

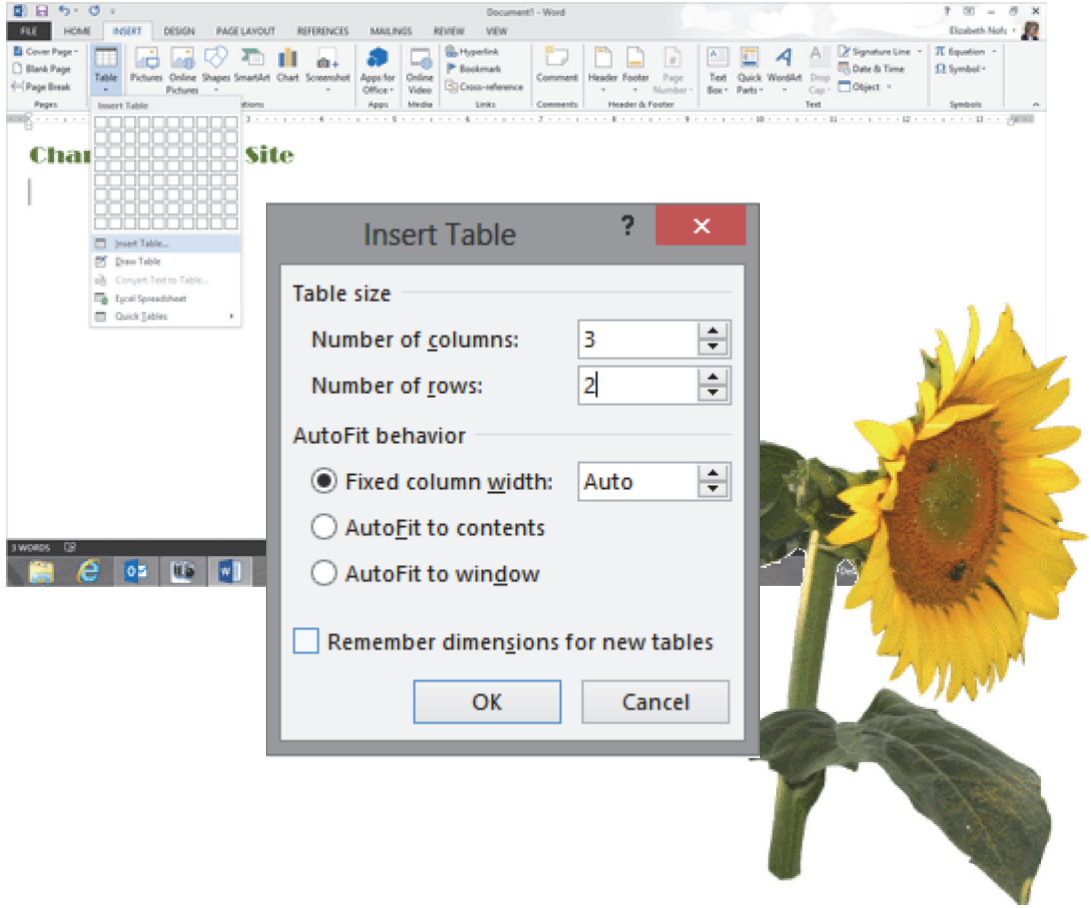
What Do You See? A little window will prompt you to enter the dimensions.

Enter the Table Size:
Number of Columns: 3
Number of Rows: 2

Click **OK** and keep going...

Memo to Self: By default, the Table will be created with a **Fixed column width**. You can choose to **AutoFit** to the contents in the Table or the window that holds the Table.

Insert-> Tables->Table ->Insert Table



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table: Define Table Dimensions and Set Autofit behavior

Take One

Table Design

Look at the top of the screen. When you select a Table, the **Table Tools** should become available.

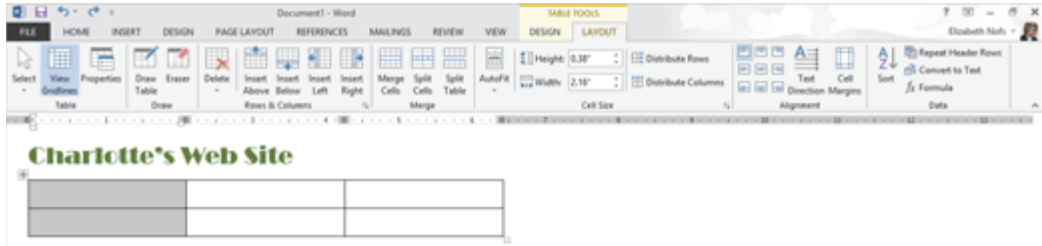
Made You Look: Microsoft Word may or may not automatically switch from the **Insert Ribbon** to the **Table Tools**. If not, please click on Table Tools to see the **Layout Ribbon**.

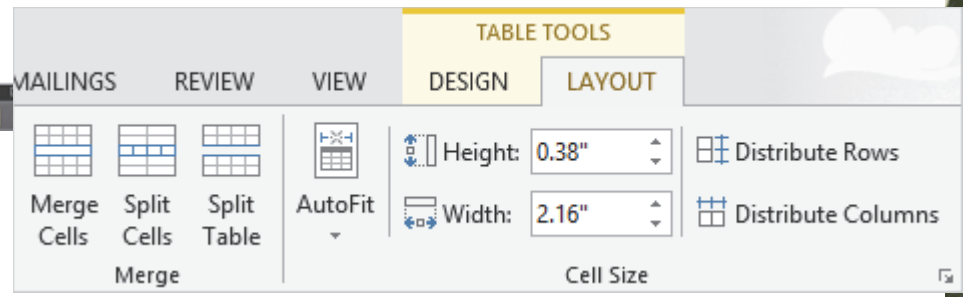
Here is the Plan: The left hand column can be merged into one super cell to use for the web site index. Come with me.

Try it: Merge the Cells
Select cells A1 and A2.
Go to **Table Tools**-> **Layout**.
Look for the **Merge Group** and select **Merge Cells**.

Memo to Self: The vertical **Columns** are named A, B, C. The horizontal **Rows** are named 1, 2, 3. The **Cells** (the boxes) are named with both: the Column and the Row. Cell A1 would be the first Cell in the upper left corner.

Table Tools -> Layout -> Merge-> Merge Cells





Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Merge Cells

Take One

Format the Text

Charlotte's Web Site sells farm fresh food delivered in gift boxes.

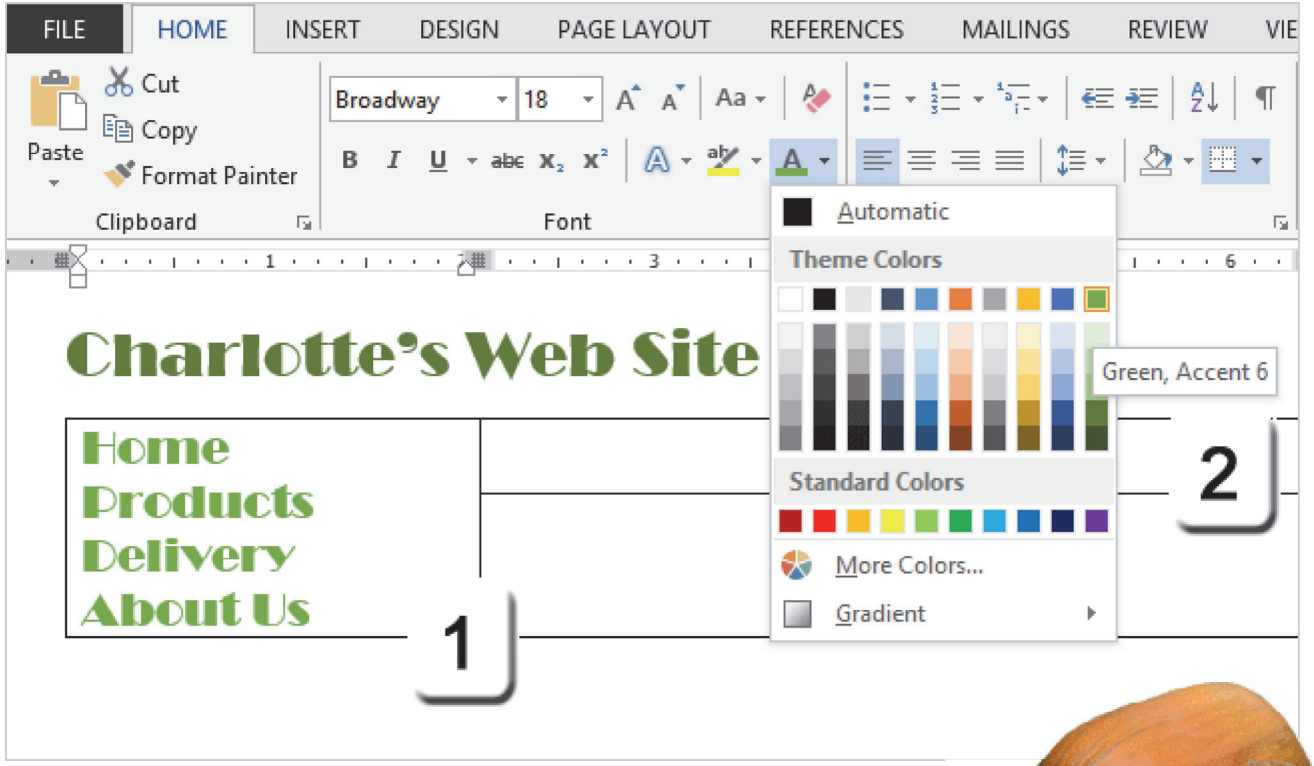
What are we going to say on our web pages? We need to tell people about our products, our company, and our delivery.

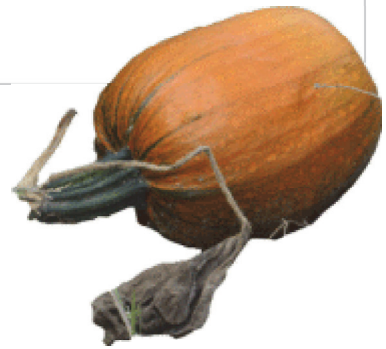
1. Try it: Add Sample Text
Type the following in first Cell, A1:
Home
Products
Delivery
About Us

2. Try This, Too: Format the Text
Select the text in Cell A1.
Go to **Home -> Font** to format the text as follows.
Font: Broadway
Size: 18
Color: Green, Accent 6

Keep going...

Home -> Font





Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Modify Fonts Within a Table

Take One

More Text, More Formats

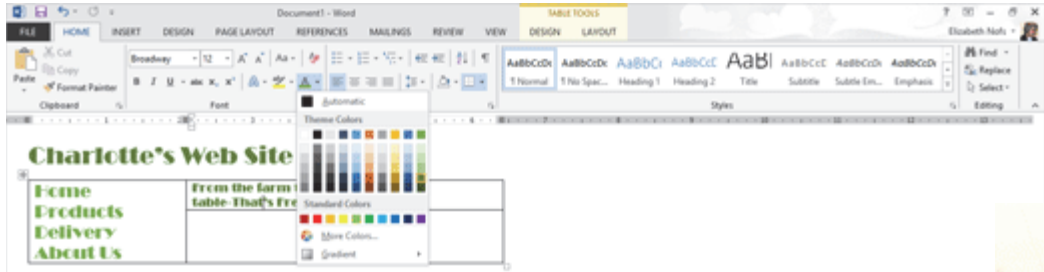
3. Try it: Add Sample Text

Type the following in Cell B1:
From the farm to your table-That's Fresh!

And Try This, Too: Format This Text
Select the text in Cell B1.
Go to **Home -> Font** to format text.
Font: Broadway
Size: 12
Color: Green, Accent 6, Darker 25%.

Keep going...

Home -> Font



3

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Modify Fonts Within a Table

Take One

Use Pictures in a Table

The purpose of the Table is to provide a grid for placing the pictures and text.

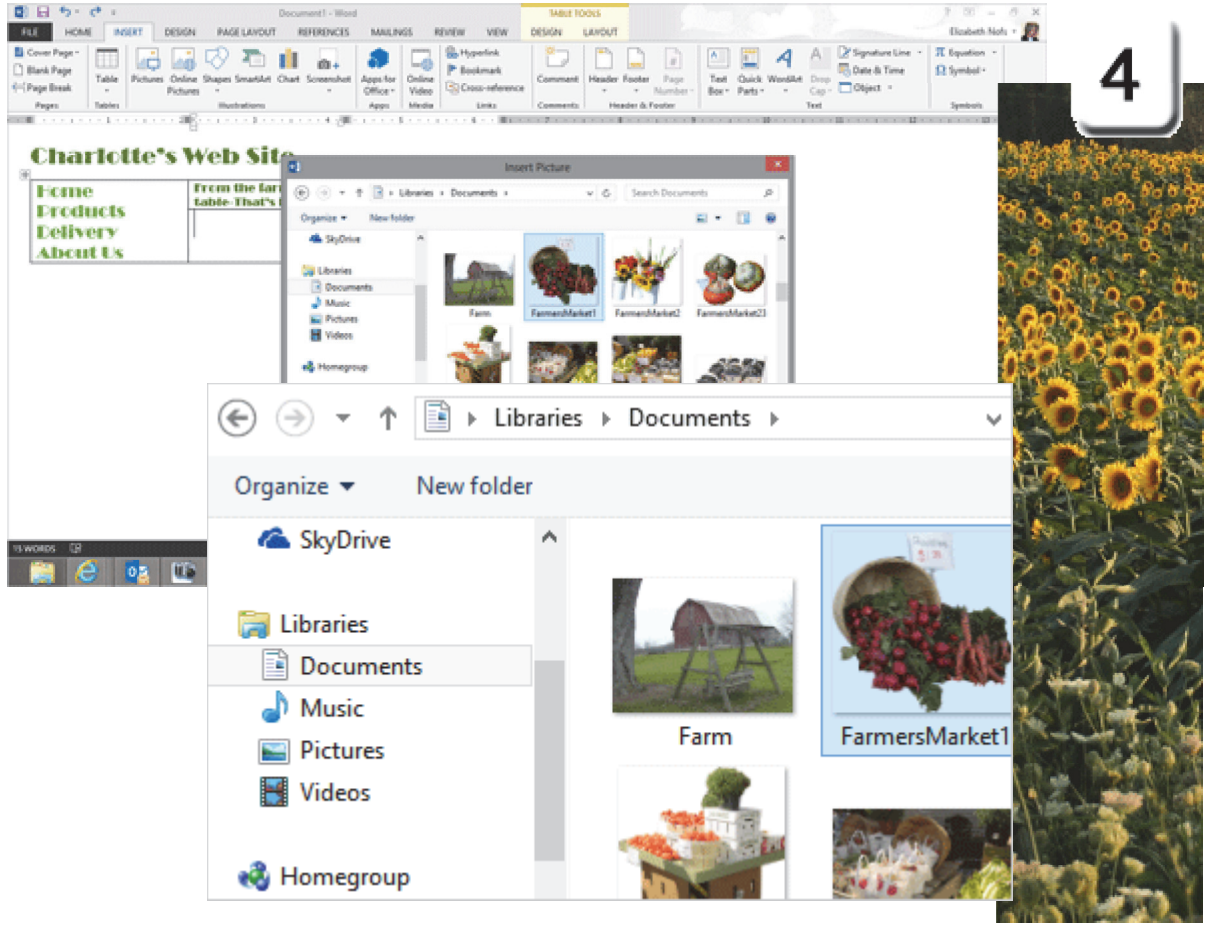
Pictures are handled differently when they are inserted into a Table. However, the steps to insert a pictures are the same.

Before You Begin: Please download the FarmersMarket1.gif picture and save it in your Documents folder.

4. Try it: Insert a Picture
Place your cursor in Cell B2.
Go to **Insert->Illustrations->Pictures.**
Browse to the **Documents** folder.
Select a picture: FarmersMarket1.gif
Click **Insert**.

Keep going..

Insert -> Illustrations -> Pictures



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images

Take One

Text Wrapping in a Table

5. Do This: Review the Layout Options

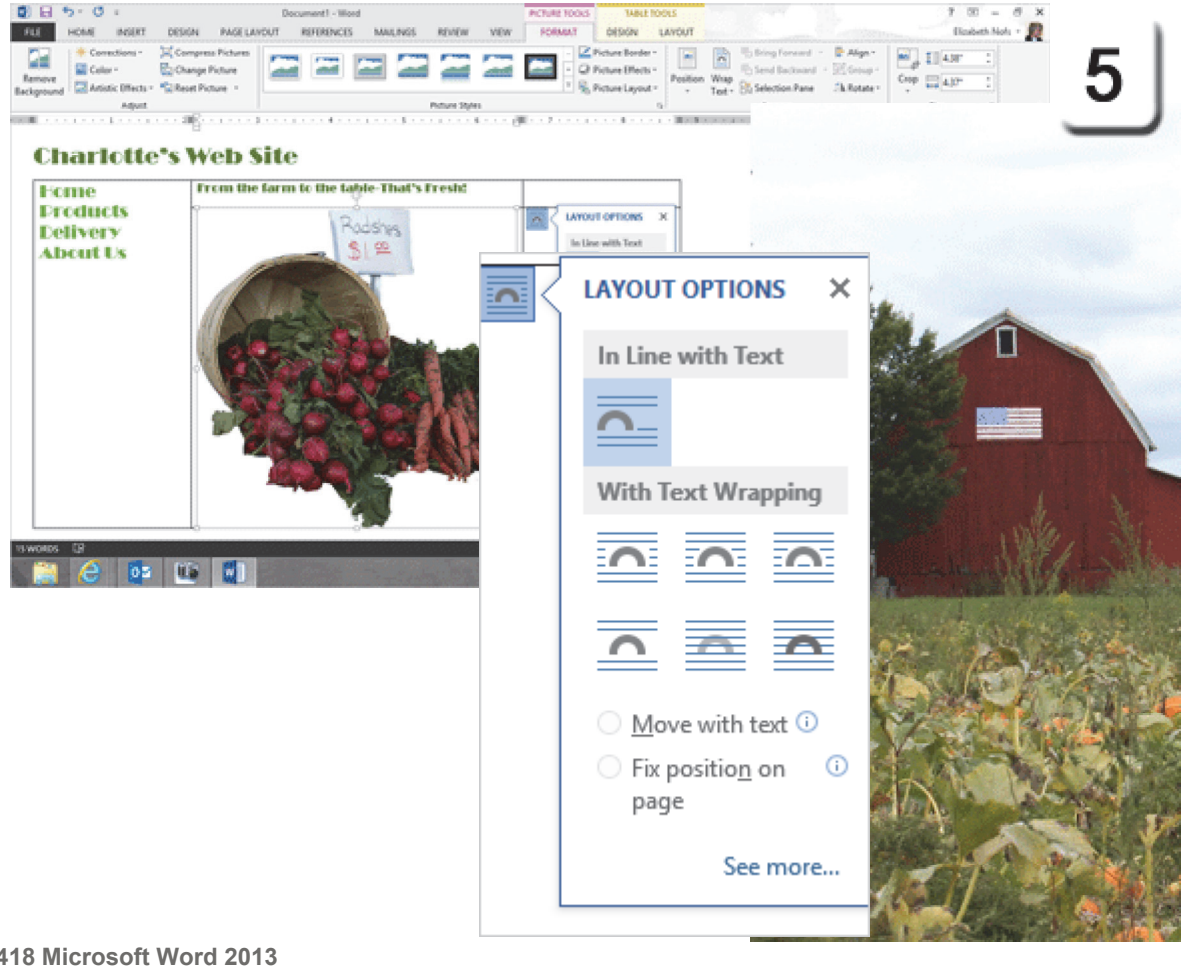
When you insert a picture, the default **Layout Option** is In Line with Text. That means the pictures does not have any Text Wrapping.

Pictures do not need Text Wrapping when they are in a Table. The picture is anchored in a cell (like text) and should move with that cell when this web page is viewed with different web browsers online.

Please don't use Text Wrapping: leave this picture **In line with Text**.

Keep going...

Layout Options->In Line With Text



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Format Objects Within a Table

Take One

Picture Styles

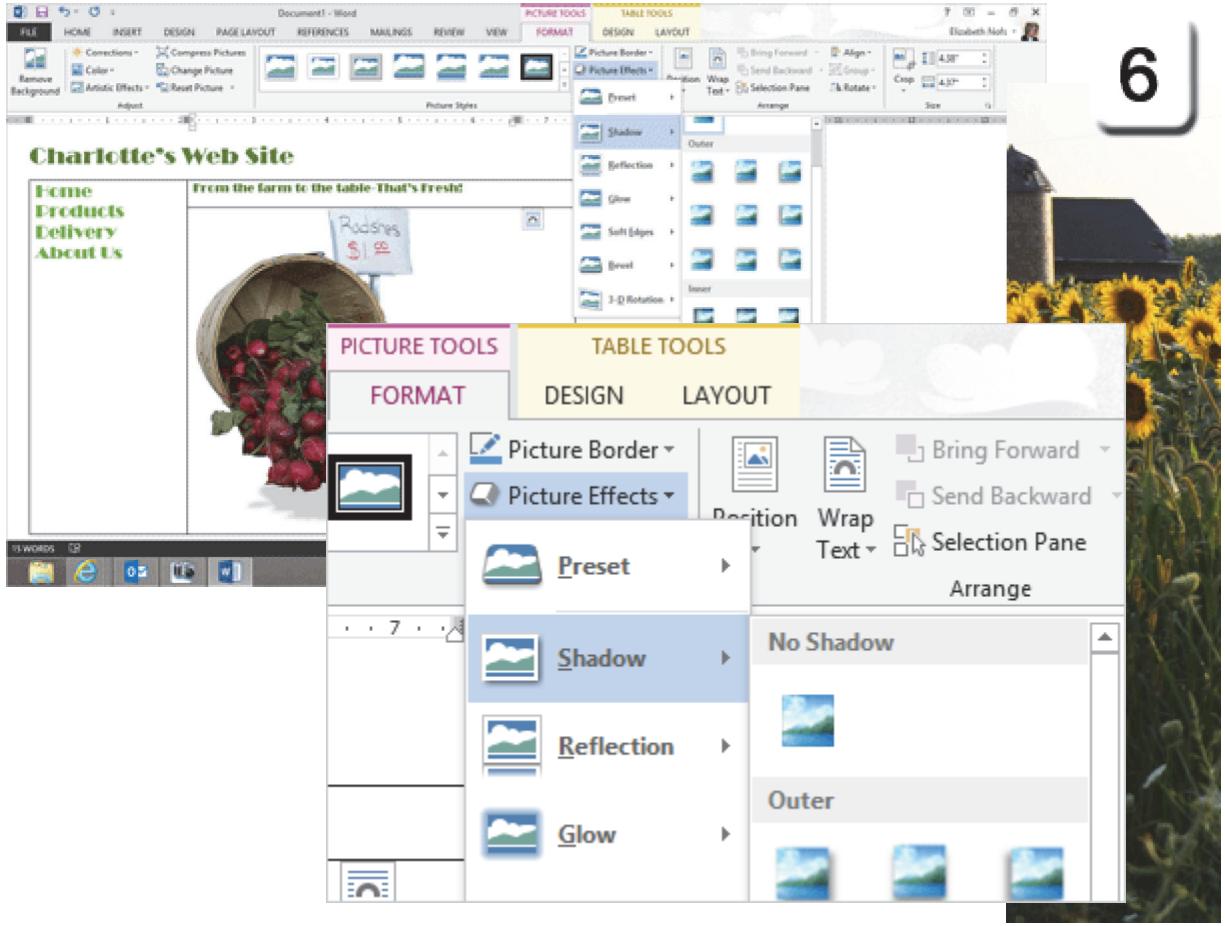
One of the best features in Microsoft Word is the **Picture Styles**. You can use the Picture Styles to format the picture border, shadow, or a reflection in a web page, too.

6. Try This: Use the Picture Styles
Select the picture in Cell B2.
Go to **Picture Tools ->Format.**
Go to **Picture Styles->Picture Effects**.
Choose a **Shadow**.

Some of the **Picture Effects** will work with your picture and some won't. If it doesn't look good, you can always **Reset** the picture and return to the original image that you started with.

Memo to Self: William Alexander was a famous oil painter who taught on Public Television. He always said, "Light on light gives you nothing. Dark on dark gives you nothing. You need dark on light!"

Picture Tools -> Format -> Picture Styles->Picture Effects



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Apply Picture Effects

Take One

Just a Little More Text

Before You Begin: Download the Farm picture and save it in the Documents folder.

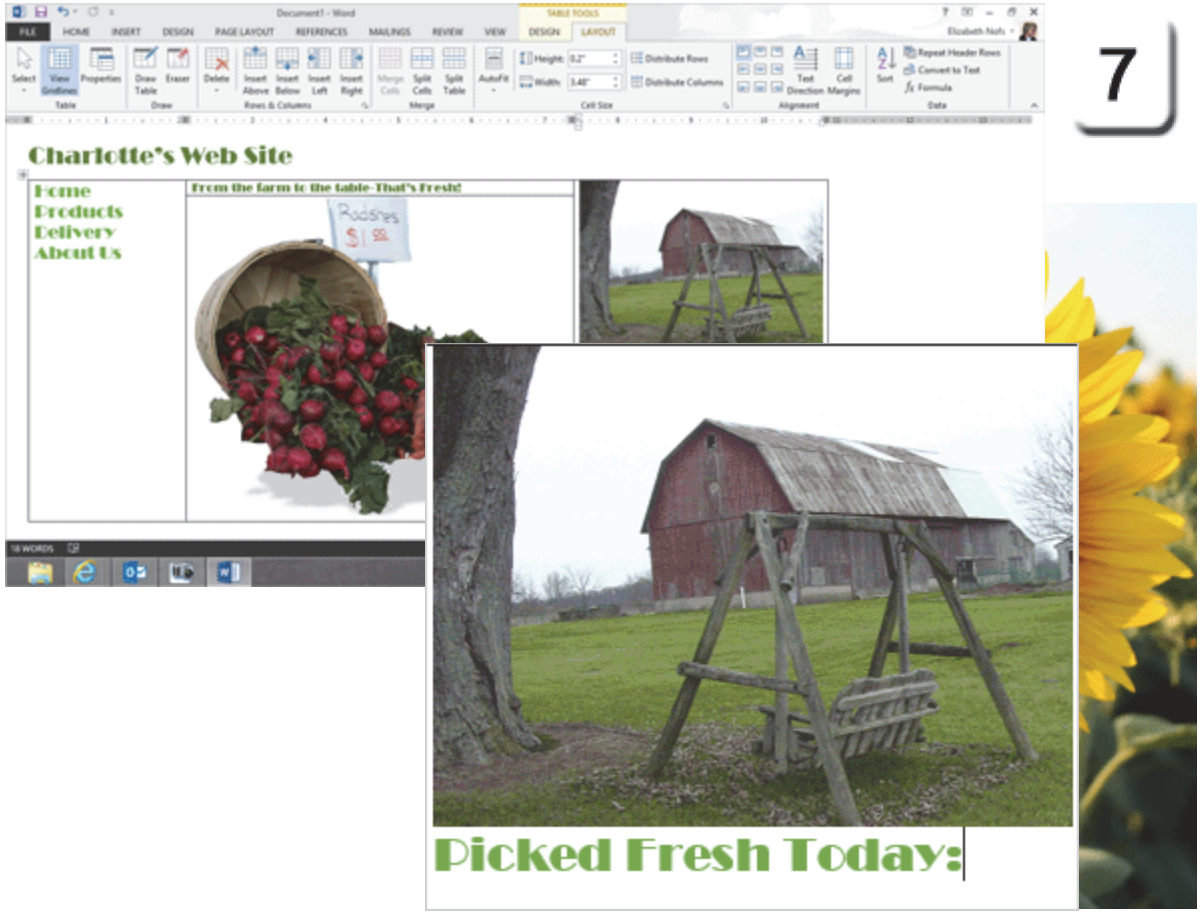
7. Try it: Merge the Cells
Select Cells C1 and C2.
Go to **Table Tools->Layout->Merge**.
Click on **Merge Cells**.

And Try This: Add a Picture
Now, place your cursor in Cell C1.
Go to **Insert->Illustrations->Pictures**.
Browse to the Documents folder.
Select a picture: Farm
Click **Insert**.

Finally, Try This: Add a Little More Text
Your cursor is still in Cell C1.
Type: Picked Fresh Today:

Keep going..

Insert -> Illustrations -> Pictures



7

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Format Objects Within a Table

Take One

Compress the Pictures

This is a good time to pause and consider how big the picture files are. A beautiful, high density photograph can be many megabytes, especially with today's digital cameras.

You can **Compress** a picture to make it smaller. Compressing the pictures helps your web page open quickly, even on a slow connection.

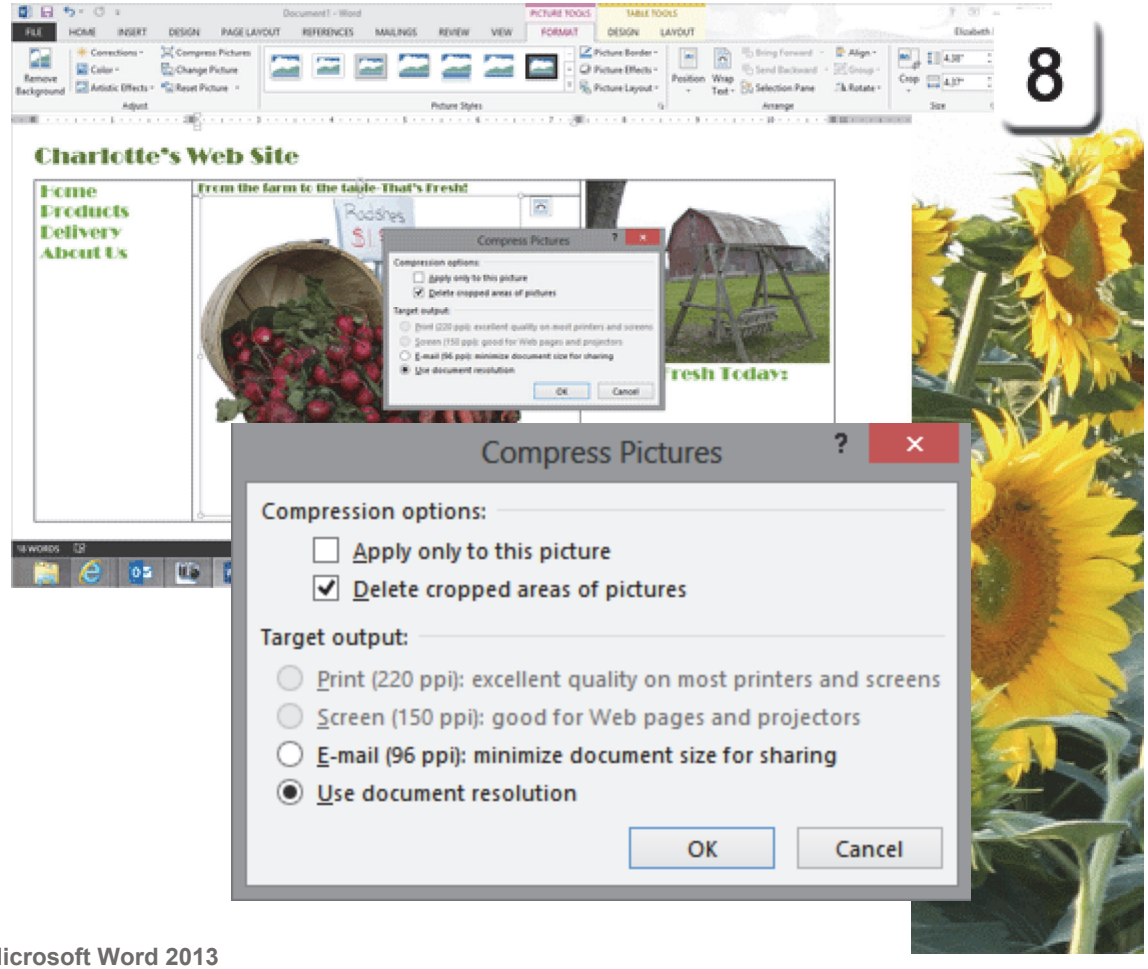
Before You Begin: Click on any picture to select it. The Picture Tools should be available.

8. Try This: Compress the Picture
Go to **Picture Tools ->Format->Adjust**.
Click on **Compress Pictures**.
All of the pictures will be compressed.

And Then Do This: Choose the Compression
When the little dialogue box pops up, please UNCHECK Apply only to this picture.
Click **OK**.

This little web page looks good. We always save what looks good, hmmm??

Picture Tools -> Format -> Adjust->Compress Pictures



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Compress Pictures

Take One

Save As Web Page

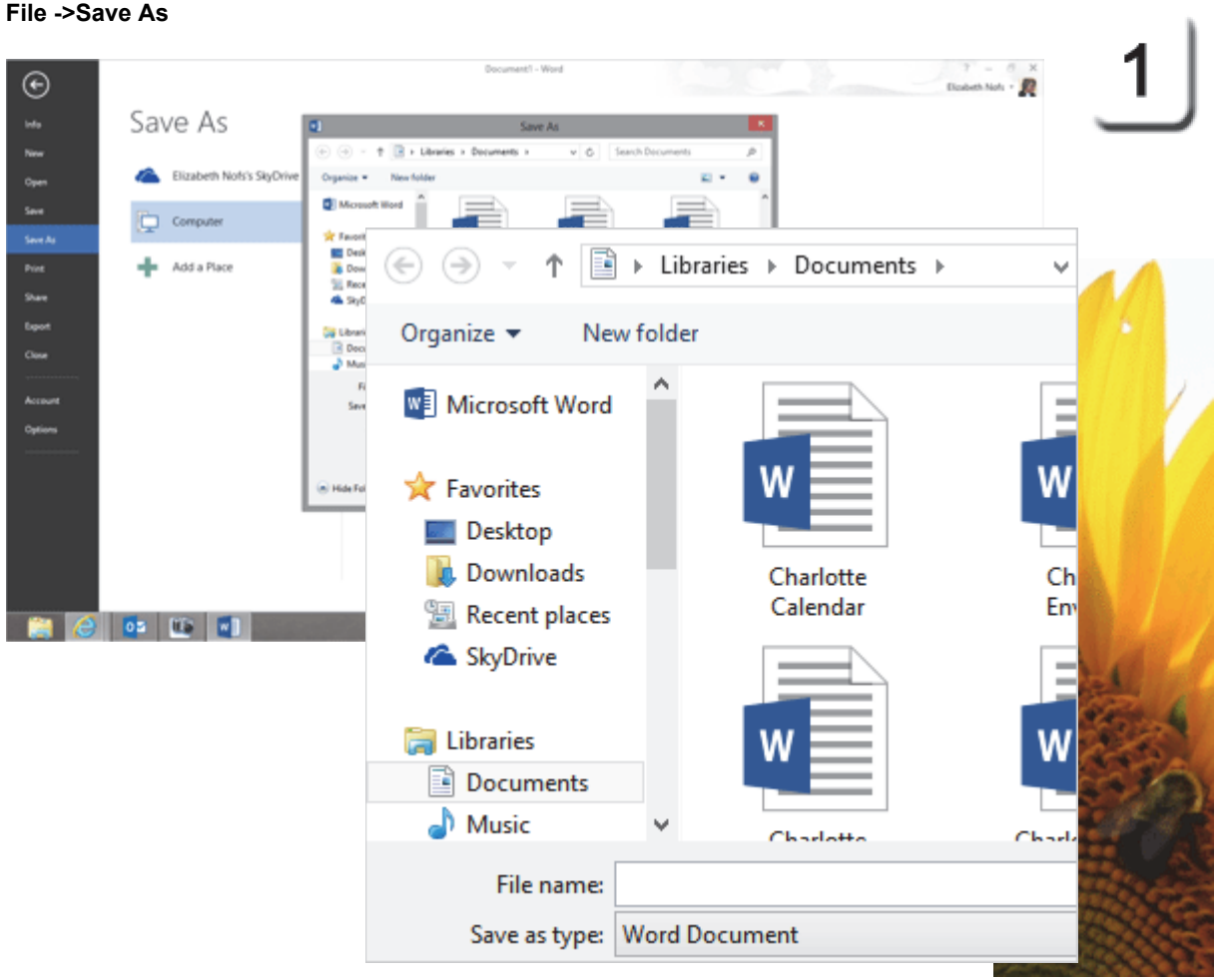
1. Try This: Save As Web Page
Go to **File-> Save As**.

What Do You See? When you save a file in Word the default file format is a Word document, *.docx. A new document in Word is an 8 1/2 x 11" sheet of paper.

A web page is a different file format and layout. A web page is saved as HTML. hypertext markup language, is one of the online formats. and not the default *.docx format.

Here is how. Turn the page, please...

File ->Save As



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print Or Save: Save Documents in Alternate File Formats

Take One

Save As Web Page

The three parts of Save are:
Where are you saving it?
What are you calling it?
What are you going to do? Save!

2. Find a place to Save this file.
Click on **Computer**.
Go to your **Documents** folder.

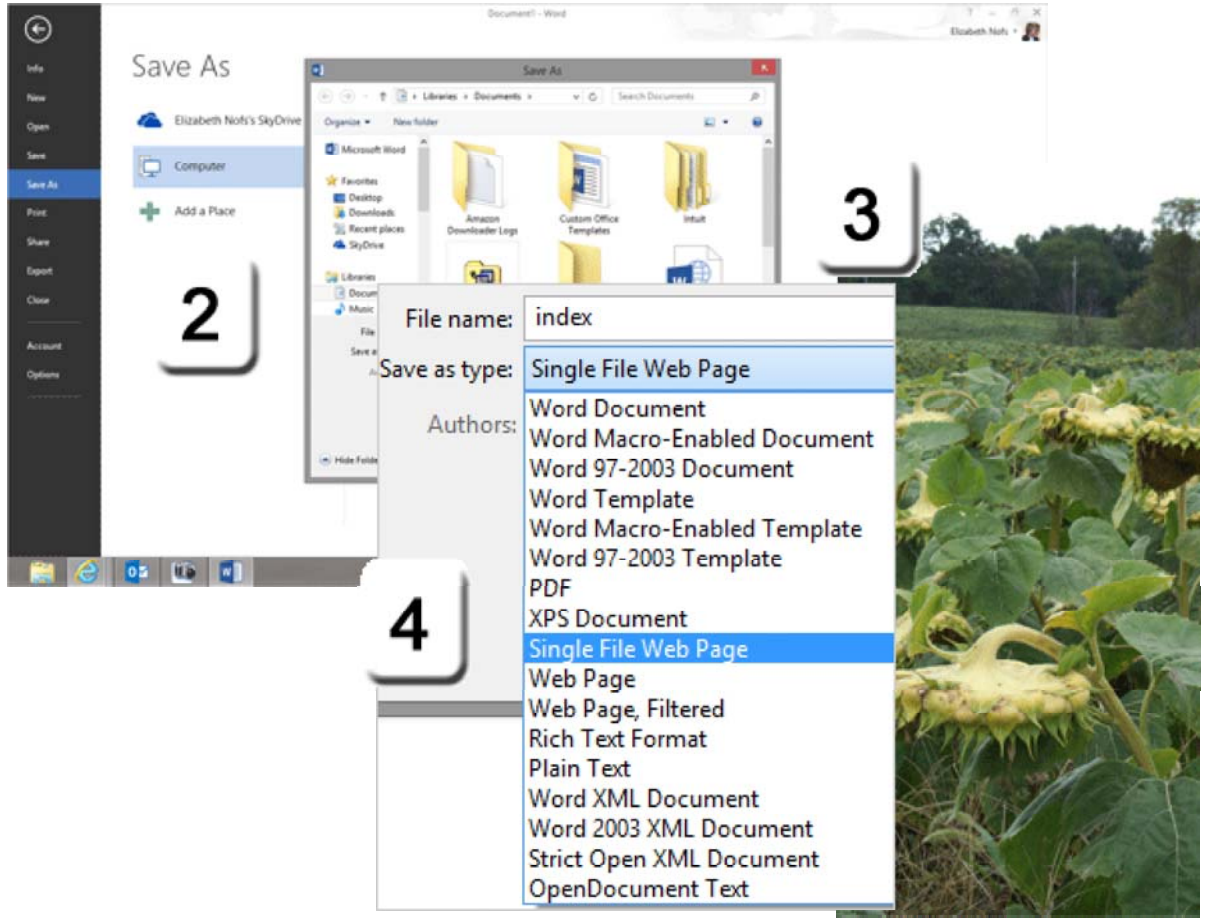
3. File Name: The Home Page of a web site is named **index**. Notice, "index" is all in lower case, no capital letters. It makes a difference on the Internet.

4. Save As Type: Change the file type from Word Document to **Single File Web Page**.

Click on **Save**. Done and Done.

Memo to Self: You can edit the **Title**, too. The Title is what users see on the top of their browsers when they open your page.

File ->Save As



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print Or Save: Save Documents in Alternate File Formats

Take One

Creating a Web Site

You created a Home Page and named it index. This web site will have two more pages for the products and delivery.

1. Try it: Make a Copy of the Web Page
Go to **File -> Save As.**
Edit the File Name: products.
Click on **Save**.

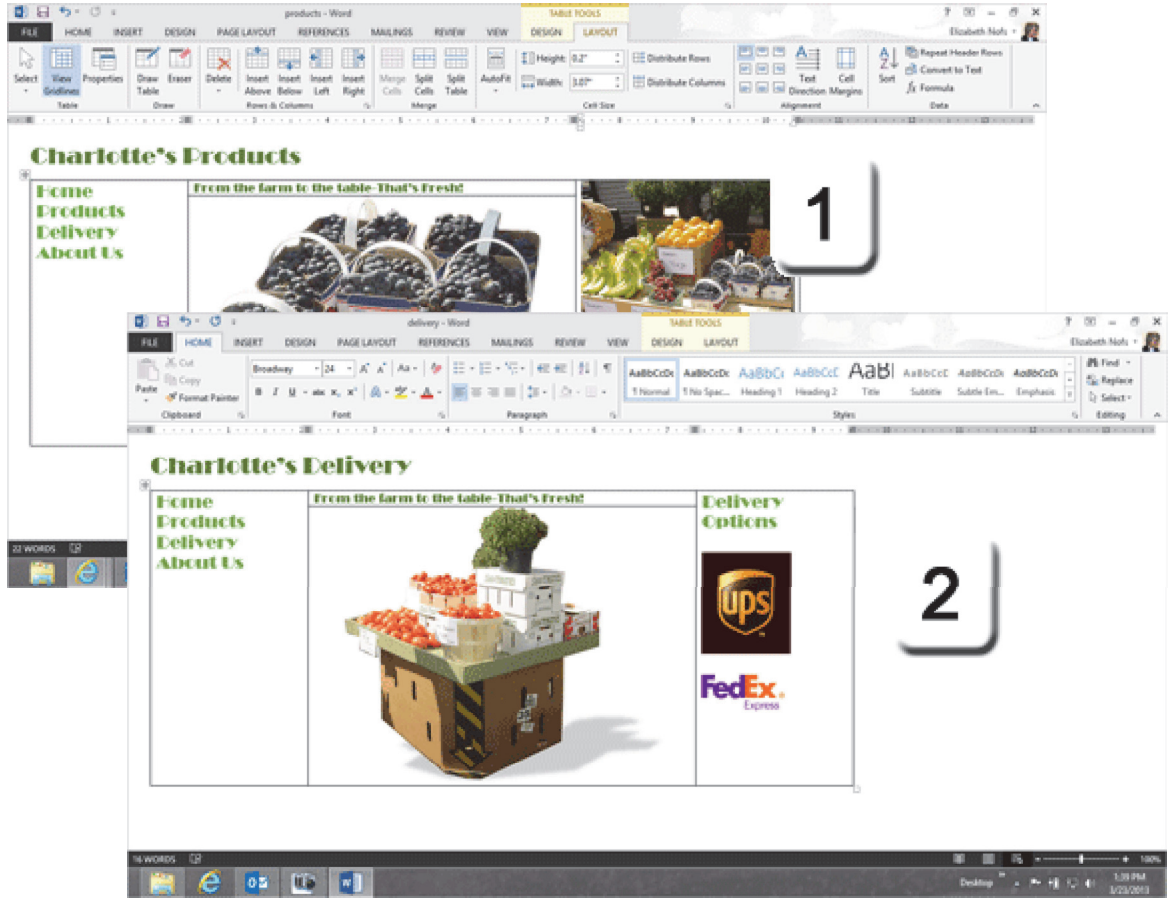
Please edit the new Products web page. Select the text for "Charlotte's Web Site" and change it to "Charlotte's Favorite Products." Add a different picture.

2. Try it: Make Another Web Page
Go to **File ->Save As.**
Edit the File Name: delivery.
Click on **Save.**

Please edit the new Delivery web page. Select the text for "Charlotte's Web Site" and change it to "Charlotte's Delivery." You can add a logo for UPS or FedX if you wish...

Save your changes.

File ->Save As ->Single File Web Page



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print Or Save: Save as Web Page

Take One

Insert A Hyperlink

A web site is a collection of pages that connect to each other. A hyperlink is how you go from one page to the next.

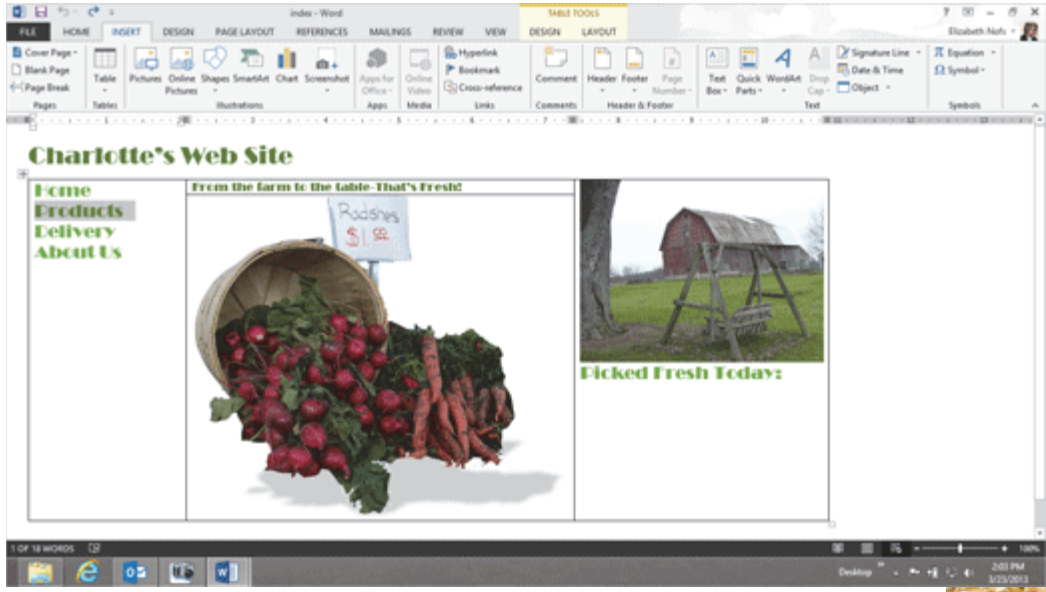
What Is the Plan? Our goal is to create four links on the index page for Home, Products, Delivery, and About Us. We will copy and paste these links into the other web pages.

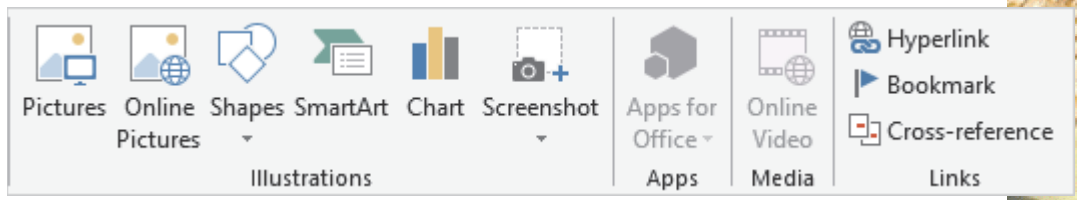
Before You Begin: Please open the index webpage.

1. Try it: Create a Hyperlink
Select the word: Products.
Go to **Insert ->Links**
Click on **Hyperlink**.

Keep going...

Insert -> Links -> Hyperlink





1

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert Hyperlinks

Take One

Hyperlink Options

What Do You See? There are four different links you can build:

Use **Existing File or Web Page** if you want to link to one of your own web pages or one already on the web, like www.Microsoft.com.

Use **Place in this Document** if you want to jump to another part of the same web page. This type of hyperlink needs a Bookmark.

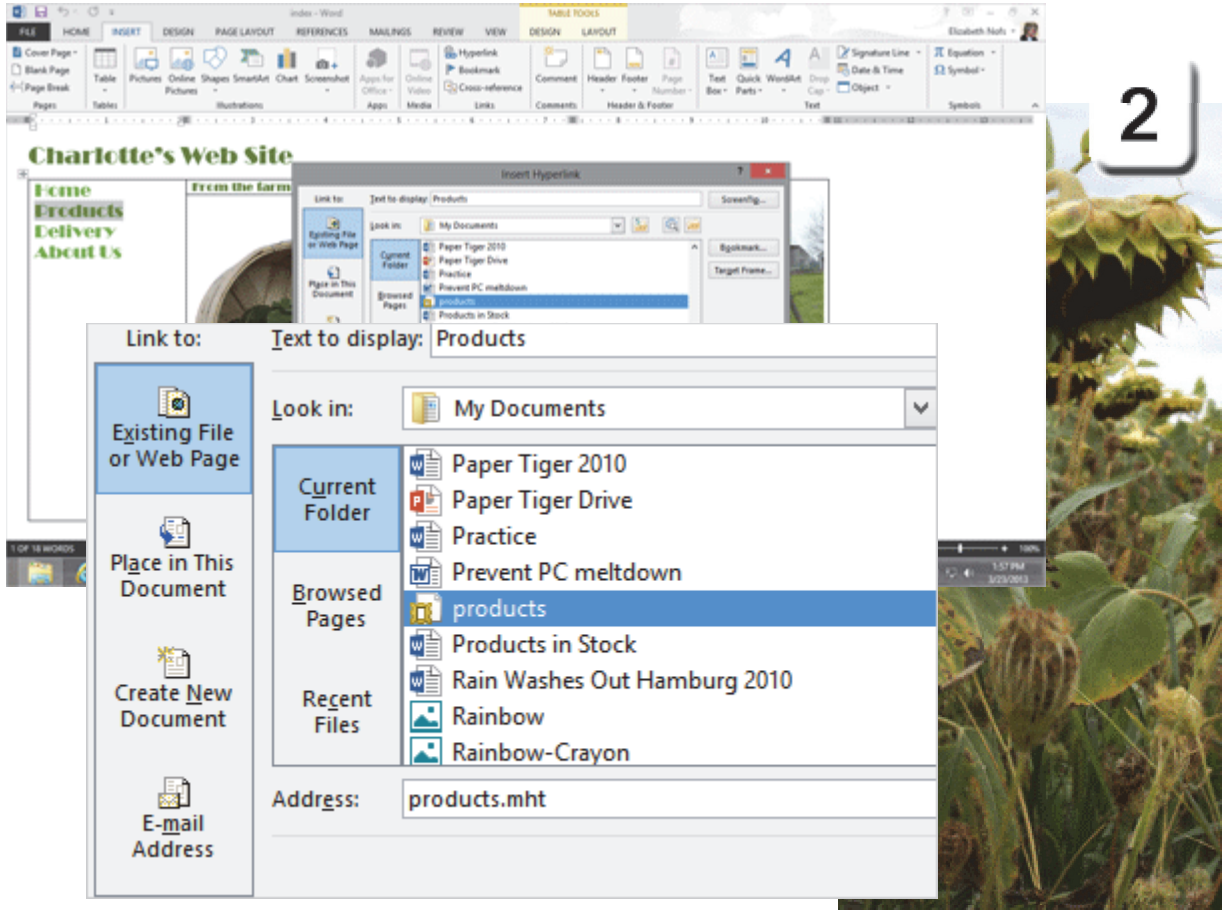
Use **Create New Document** if you want the hyperlink to create a new file.

Use **E-mail Address** if you want to create a link that automatically opens the user's E-mail program and fills in your address.

2. Try it: Link to an Existing Web Page
Click on: **Existing File or Web Page**.
Browse to the Documents folder.
Select a web page: products.mht.

Say **OK** to save your selection.

Insert -> Links -> Hyperlink



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Hyperlink Options

Take One

More Hyperlinks

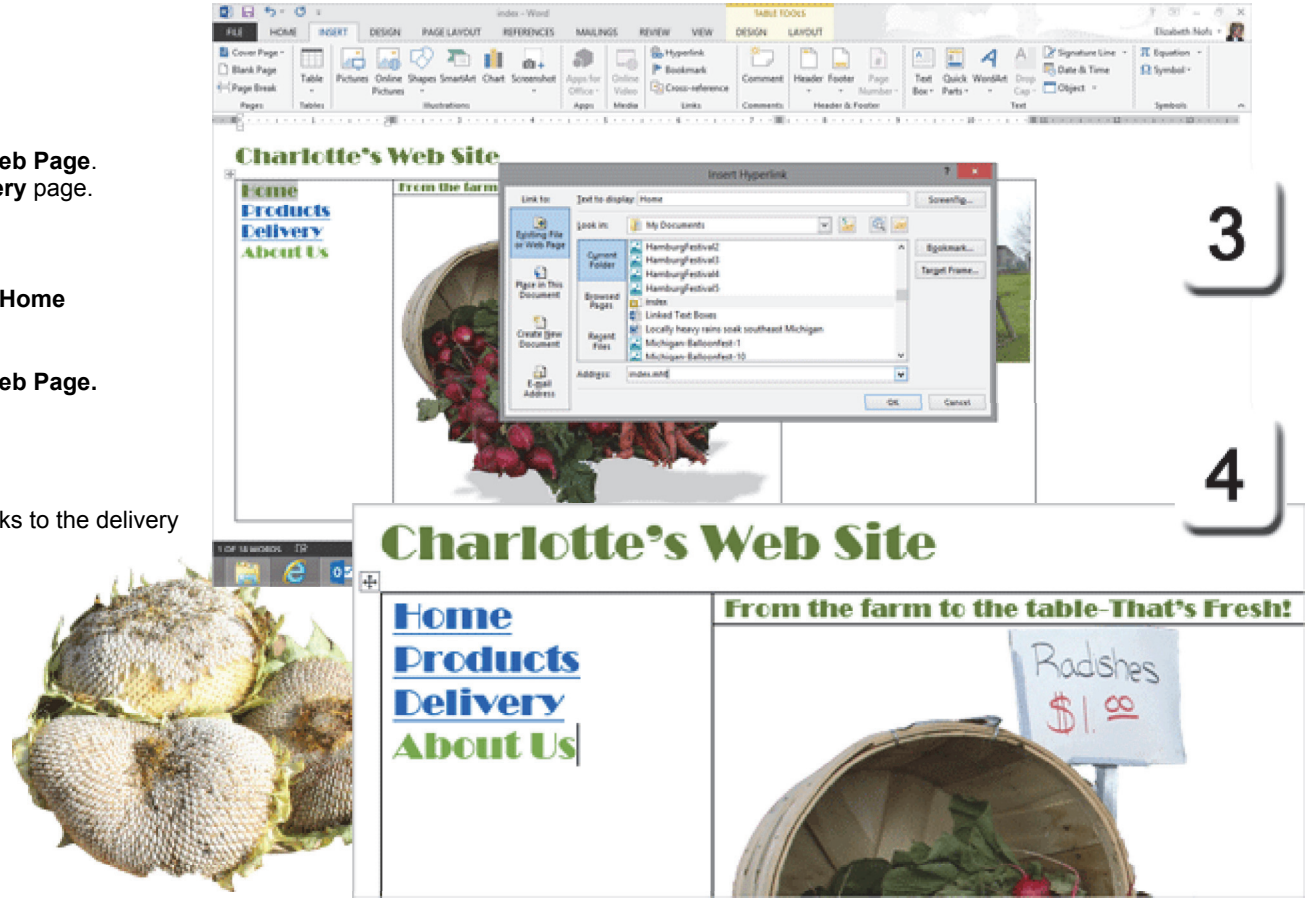
3. Try it: Make Another Hyperlink
Select the word: **Delivery.**
Go to **Insert ->Links ->Hyperlink.**
Click on **Link to: Existing File or Web Page**.
Navigate to the folder with the **delivery** page.
Select the **delivery** web page.
Say **OK** to save your selection.

Try This, Too: Create a Link Back Home
Select the word: **Home.**
Go to **Insert ->Links ->Hyperlink.**
Click on **Link to: Existing File or Web Page.**
Browse to the Documents folder.
Select the **index** web page.
Click **OK** to save your hyperlink.

4. Share the Wealth: Copy these links to the delivery and products pages.

Keep going, please...

Insert -> Links -> Hyperlink ->Existing File or Web Page



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Hyperlink Options-Existing Web Page

Take One

E-mail Hyperlinks

You can create a hyperlink that will create a new E-mail when your web visitors want to contact you.

5. Try it: Make an E-mail hyperlink
Select the words: About Us.
Go to **Insert ->Links -> Hyperlink.**
Select **Link to: E-Mail Address**.

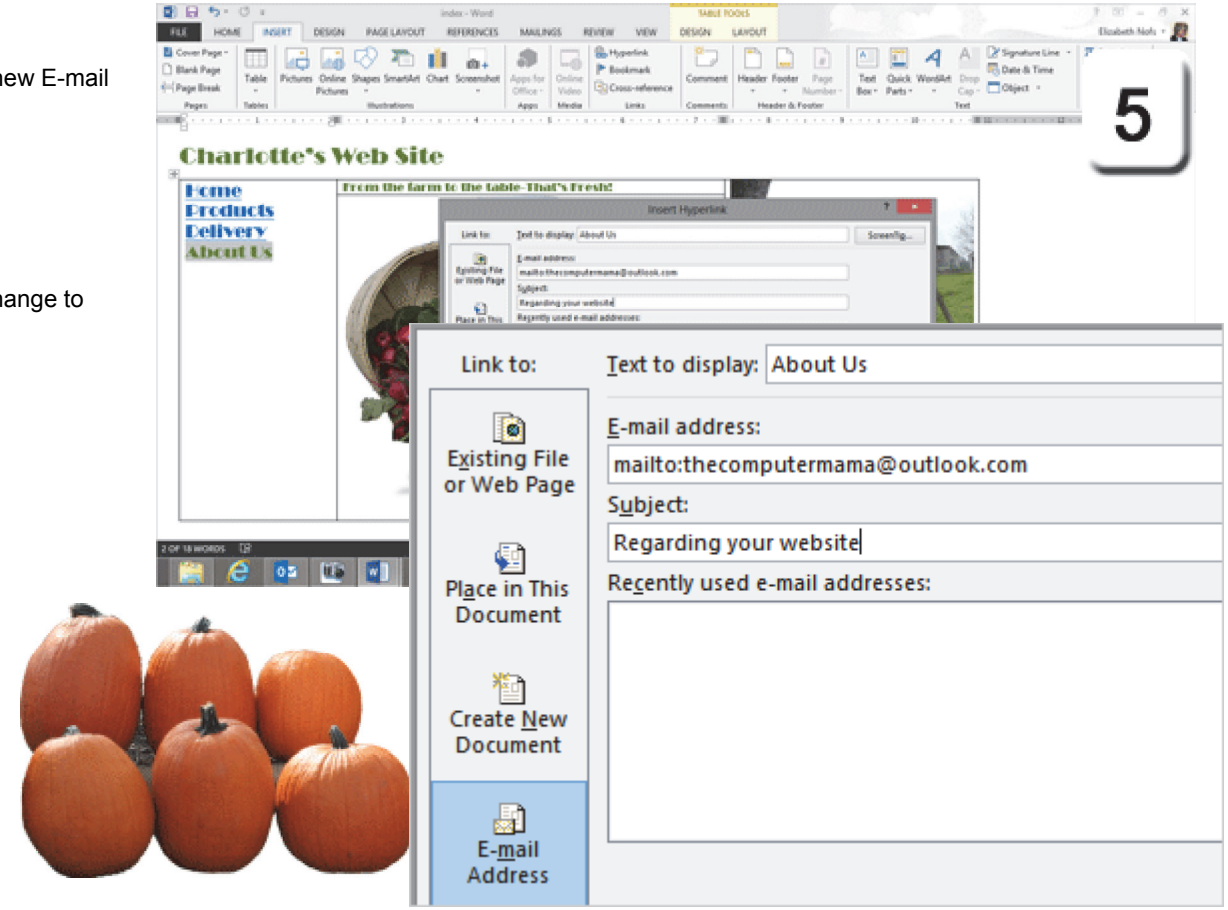
What Do You See? The Hyperlink options change to help you program the link.

Type an E-mail address. Microsoft Word will automatically add the HTML for mailto:

Type in a subject for this E-mail.

Say **OK** to save your selection.

Insert -> Links -> Hyperlink ->E-Mail Address



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Hyperlink Options- E-Mail

Take One

Take Off The Training Wheels

We used a Table to set up the grid for our web page designs. Now, it's time to hide the lines in the Table. The Table also has a light blue, non-printing gridline.

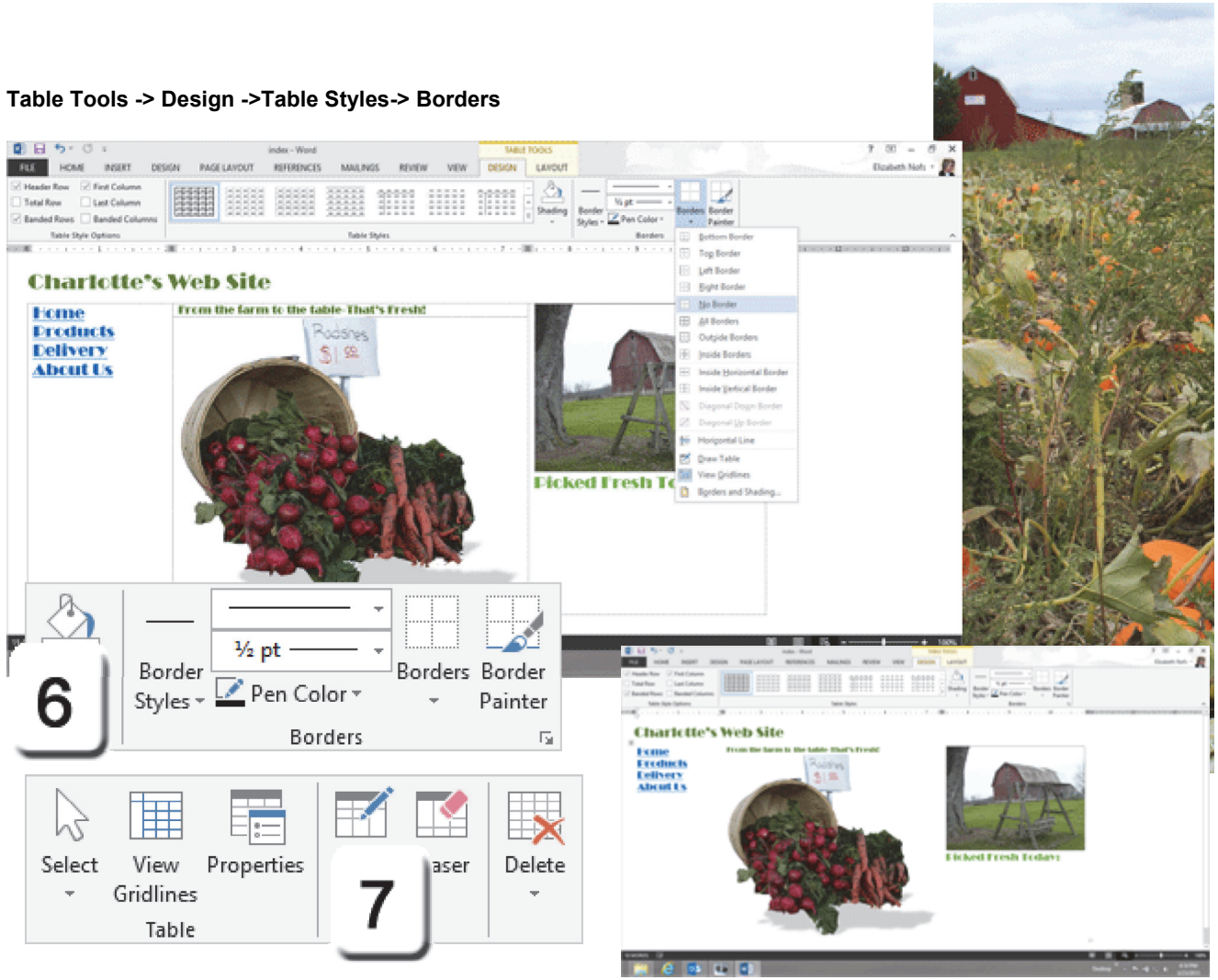
Before You Begin: Click on the Table to select it. The Table Tools should be available.

6. Try it: Edit the Borders
Go to **Table->Layout->Select**.
Click: **Select Table**.
Go to **Table Tools ->Design.**
Go to **Table Styles**-> **Borders**.
Select **No Border**.

7. Try it: View the Gridlines
Go to **Table Tools ->Layout.**
Go to the **Table** group.
Click on **View Gridlines**.

OK, **Save** and **Close** all of the web pages. Let's find out if these hyperlinks work!

Table Tools -> Design ->Table Styles-> Borders



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Format Table Styles

Take One

Test the Web Pages

We used Microsoft Word to design three web pages that are linked together Web pages are best viewed in a web browser!

8. Try This: Open the Web Pages
Go to the Documents Folder.
Double click a file: index.mht.

What Do You See? The Home page for Charlotte's Web Site should open in your Internet Browser, NOT Microsoft Word.

OK, Try This: Test the Hyperlinks
Click on the Products hyperlink.
The Products web page should open.

Test the **Hyperlinks.** Can you go to all of web pages and back Home to the index?

Impressive!

This is an example of the web pages open in an Internet Browser

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Test the Hyperlinks

Take One

Another Way to Navigate

A **Bookmark** is a method for selecting and naming a place in your document. Word uses Bookmarks to mark a place in a document. You can link to a Bookmark with a hyperlink.

Before You Begin: Download the Sample File
There is a sample file for this lesson: Fruit and Nuts.docx. Please download it and save it to your Documents folder.

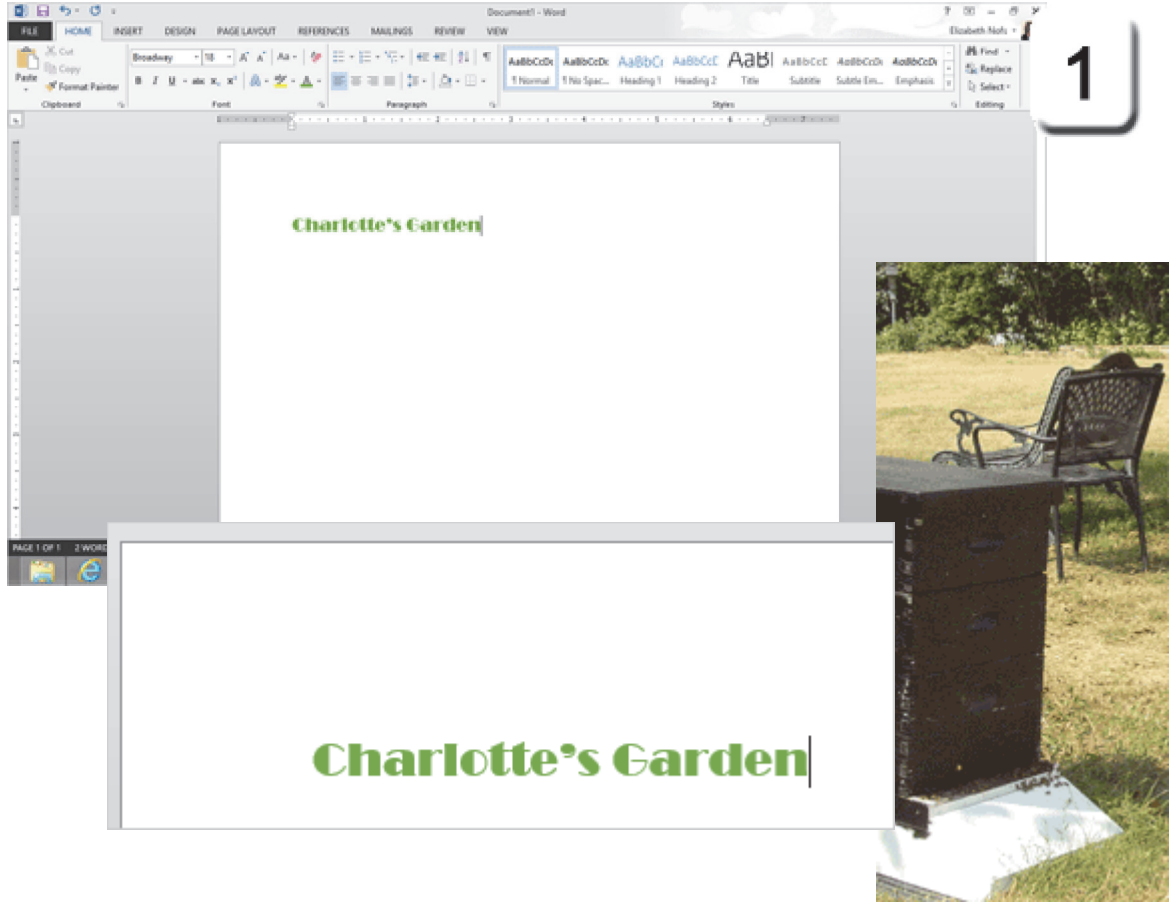
It is a one-page document with four headlines and four or five paragraphs. The four headlines will be used to create Bookmarks for the hyperlinks. Create A New Web Page.

Here's the Plan: Begin this exercise by creating a simple web page. There will be a headline, a table for the topics, and a story with Bookmarks.

1. Try it: Open a New, Blank Document
Enter a headline: Charlotte's Garden.
Format the Font: Broadway, 18 pt. Bold.
Go ahead, make it Green.

Keep going...

File -> New -> Blank Page



Take One

Insert and Modify a Table

2. Try This: Add a Table
Go to **Insert -> Table**.
Draw a table that is 2x2.

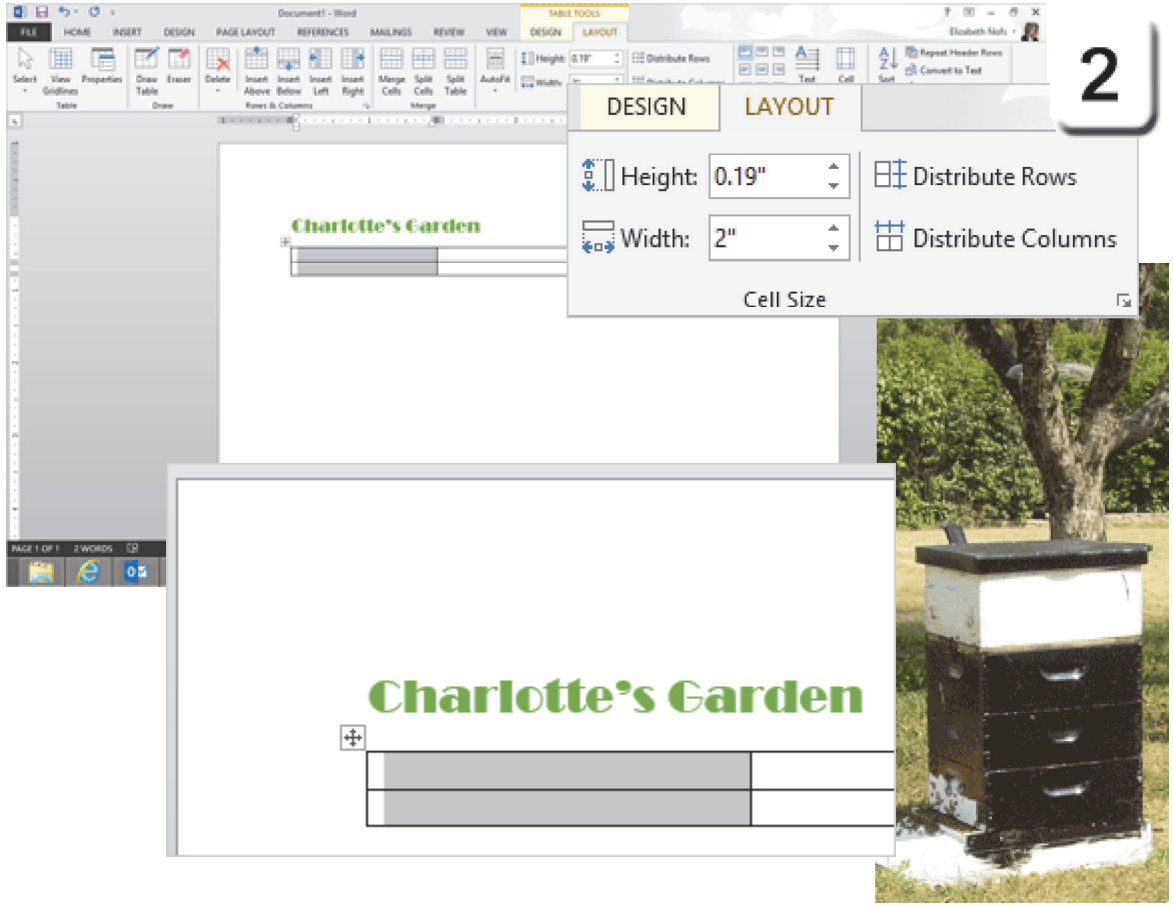
Try This, Too: Resize the Columns
The easy way: Select the border between the two columns and drag it to the left.

More precisely: Select the first column.
Go to **Table Tools ->Layout ->Cell Size** and type in the width: 2".

Do This, Too: Save As a Web page
Go to **File ->Save As**.
At the **Save As** window:
File name: garden
Title: Charlotte's Garden
Save as type: Single File Web Page.

Keep going...

Table Tools -> Layout-> Cell Size



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Configure Cell Size

Take One

Add the Labels

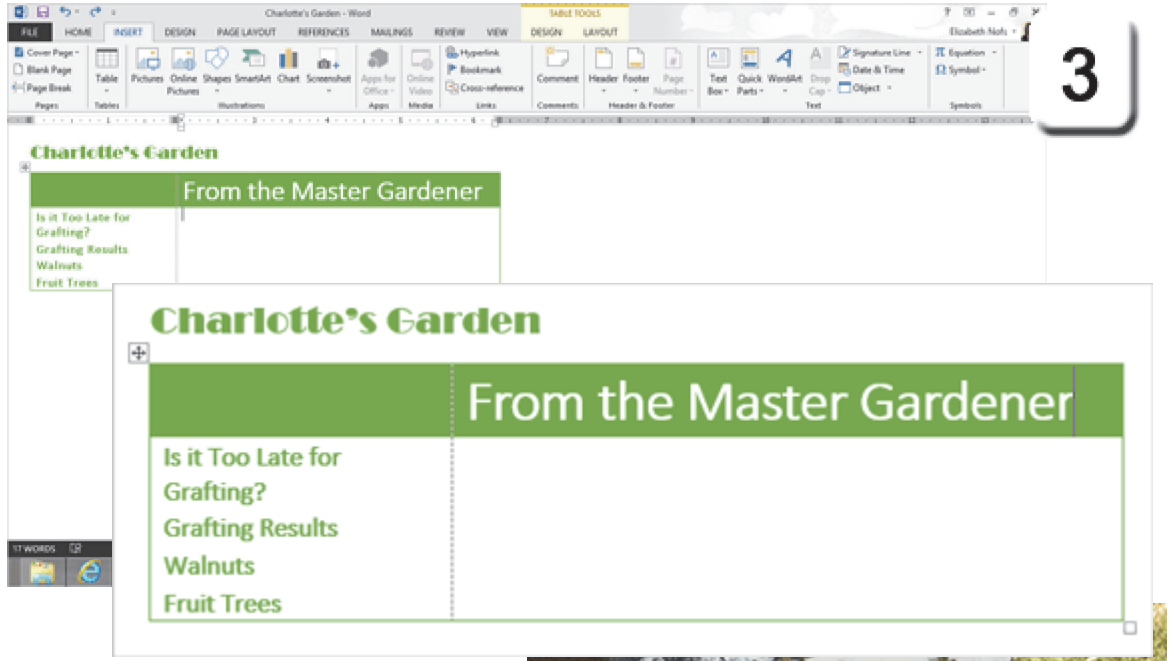
3. Try This: Enter the following:
In Cell B1 type:
From the Master Gardener

In Cell A2 type:
Is It Too Late for Grafting?
Grafting Results
Walnuts
Fruit Trees

Try This, Too: Apply Quick Styles
Click your cursor in the table. The Table Tools should be available.
Go to **Table Tools -> Design->Table Styles**.
Choose a Style with Light Shading.
You can format the text if you wish.

Keep going...

Table Tools -> Design -> Table Styles



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Modify Fonts Within a Table

Take One

Insert an Existing File

When you are collaborating with a team to design web pages, you may receive some of the text in a Word document.

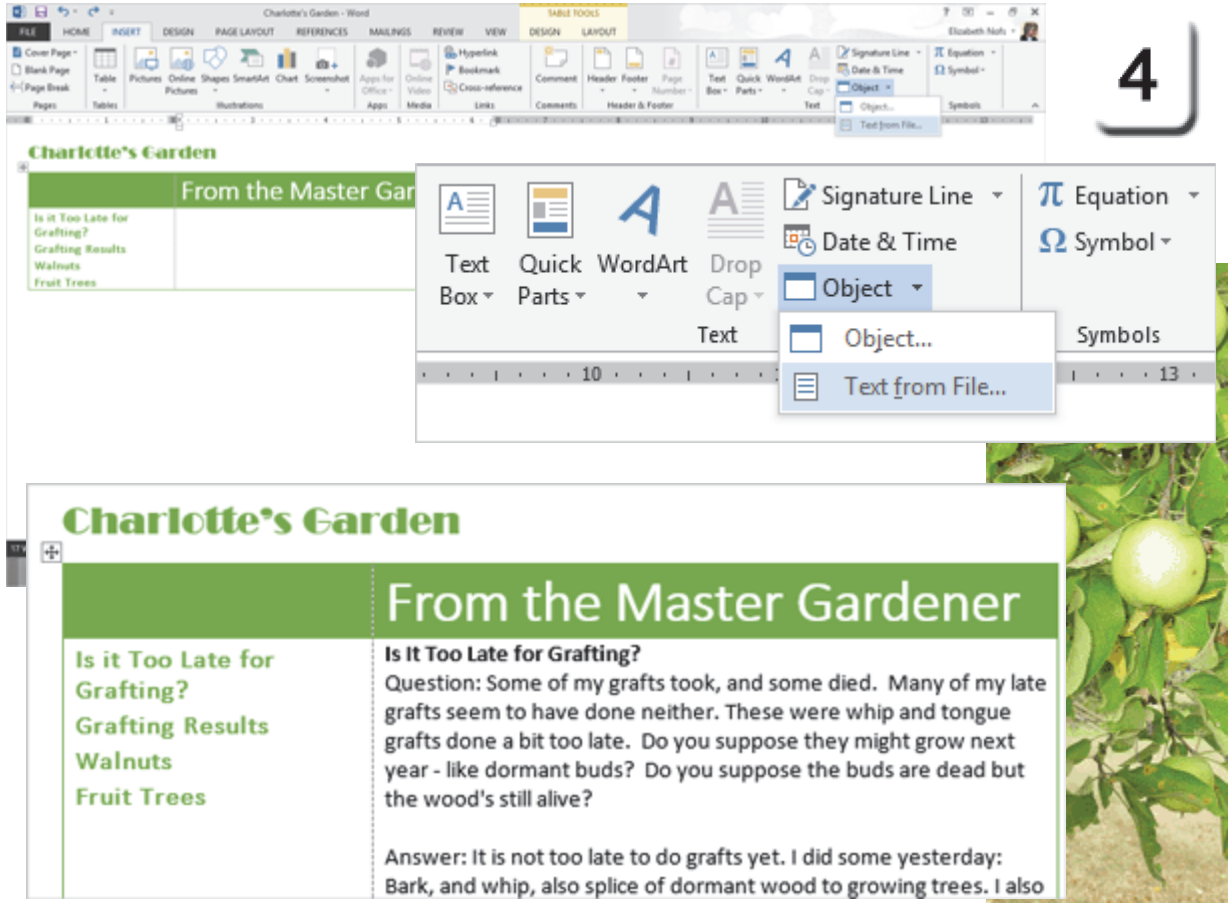
Here are the steps you can take to insert that file into your web page.

4. Try it: Insert Text From File...
Place your cursor in Cell B2.
Go to **Insert -> Text-> Object.**
Click on **Text From File...**
Browse to your **Documents** folder.
Select a file: Fruit and Nuts.docx.

What Do You See? The Fruit and Nuts.docx. should be placed into your Table. Cell B2 will grow to fit the text..

Keep going...

Insert -> Text-> Object ->Text From File...



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Insert Text from a File

Take One

Create Bookmarks

You begin a **Bookmark** by selecting the text you wish to mark and name.

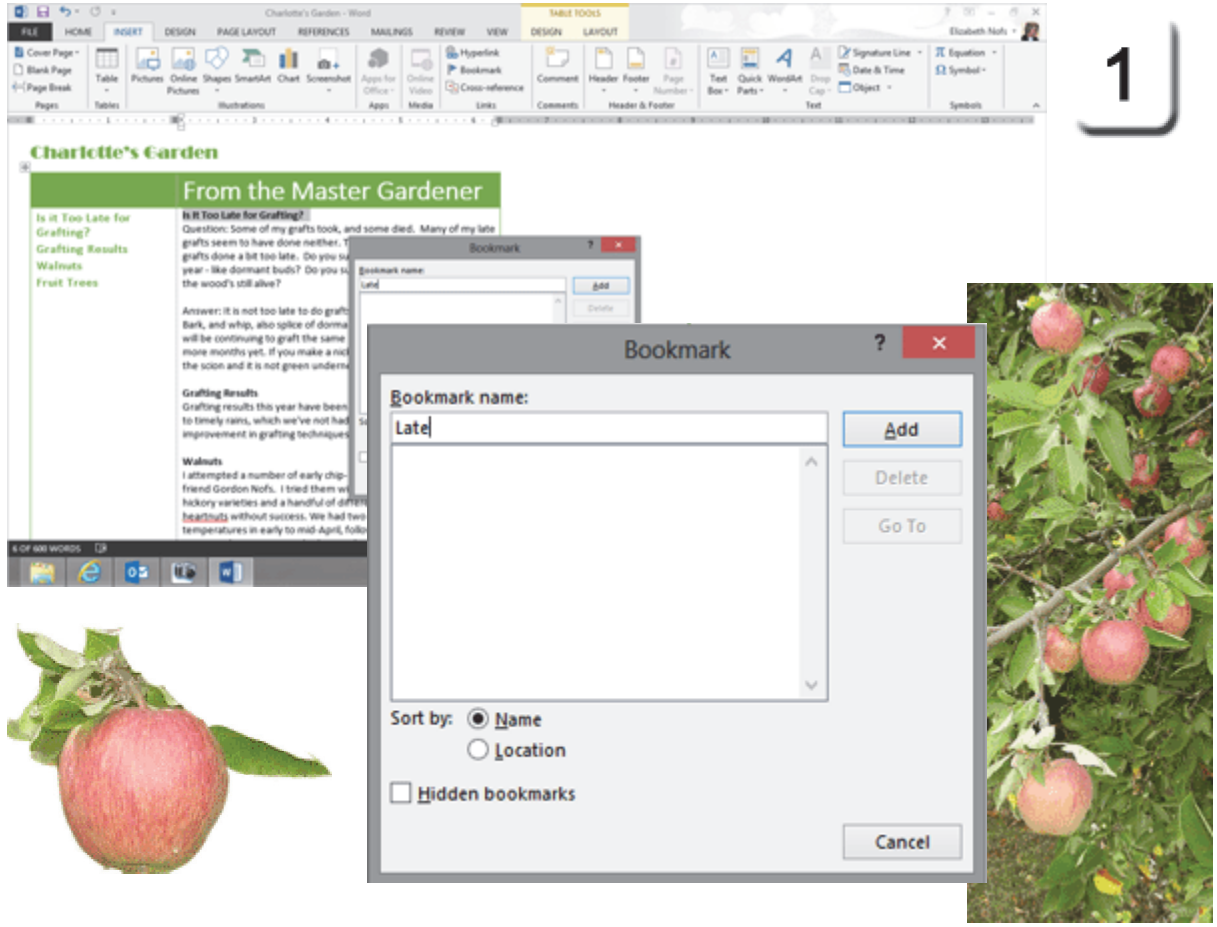
The Bookmarks will be created in the new text that you inserted into this web page in the right hand column.

1. Try it: Create a Bookmark
Select the text: Is it too late for grafting?
Go to **Insert ->Links->Bookmark**.

Type the name: Late.
Click on **Add**.
When you are done, click on **Close**.

Memo to Self: Bookmarks work best if the names do not include any spaces.

Insert -> Links-> Bookmark



1

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Create Bookmarks

Take One

More Bookmarks

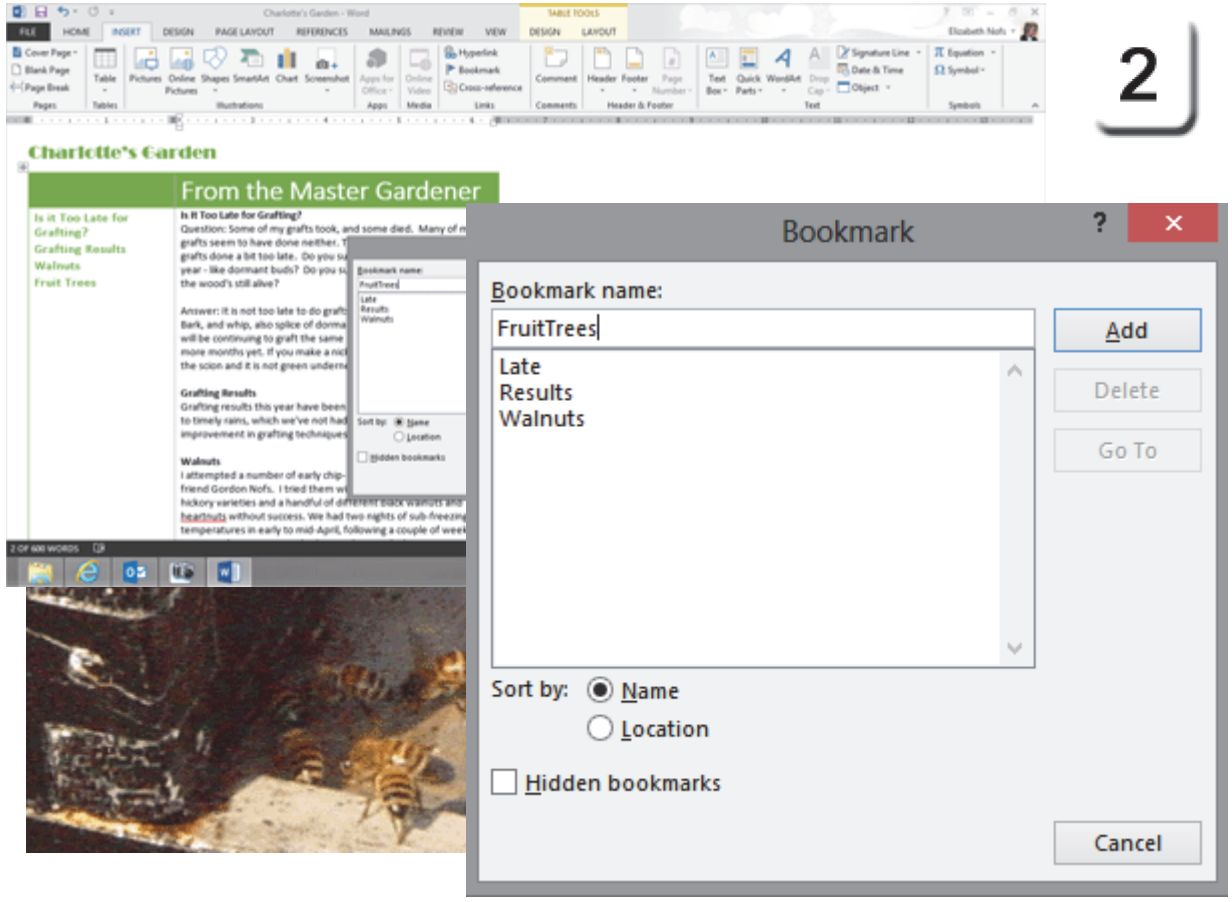
This document has several headlines. Each headline can be a bookmark that you can use to link and navigate.

2. Try it: Insert More Bookmarks
Select the type: Grafting Results.
Go to **Insert ->Bookmark**.
Type the Name: **Results.**
Click on **Add**.

Add a bookmark for: Walnuts.
Add another bookmark for: FruitTrees.
Keep going...

Memo to Self: Bookmark names cannot include any spaces.

Insert -> Links -> Bookmark



2

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Create Bookmarks

Take One

Link to Your Bookmarks

You can hyperlink to a place in this webpage. It is similar to creating a hyperlink to an existing webpage. Here are the steps.

Before You Begin: Select the text in cell A2: Is It Too Late for Grafting?

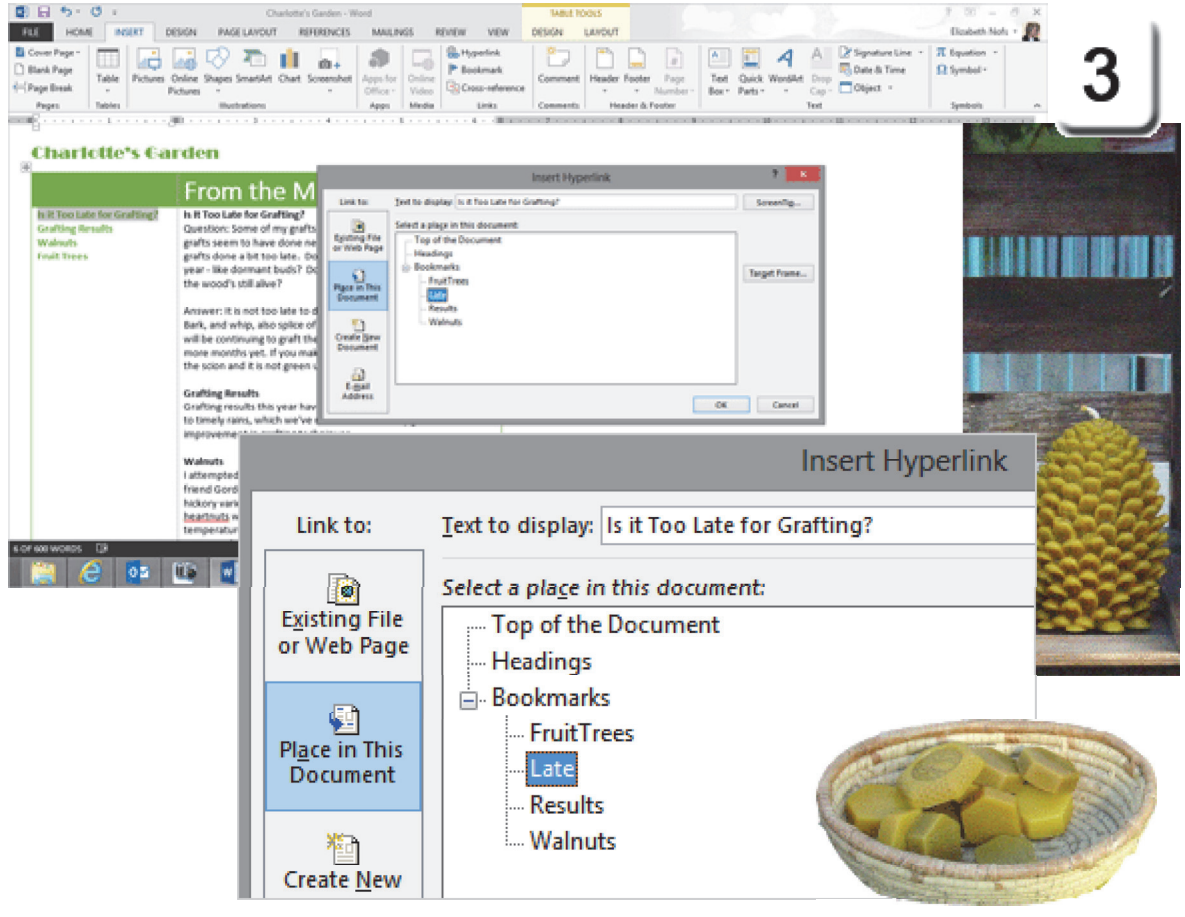
3. Try This: Link to a Bookmark
Go to **Insert ->Links->Hyperlink.**
When the Insert Hyperlink window opens, please select **Place in this Document.**

What Do You See? There should be four Bookmarks in this document.
Match, Match, Match the Text to the Bookmark that it refers to.
Choose: Late.

Keep going: add the other hyperlinks by selecting the text in Cell A2 and matching a hyperlink to each of the three remaining Bookmarks: Results, Walnuts and FruitTees.

Keep going...

Insert -> Links -> Hyperlink



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Link to the Bookmarks

Take One

Bookmark to Top of Page

Say, when you created your hyperlinks did you notice that there is a built-in bookmark called **Top of the Document**?

Some web pages are long, long, long documents that, if printed out on continuous paper would roll across the floor.

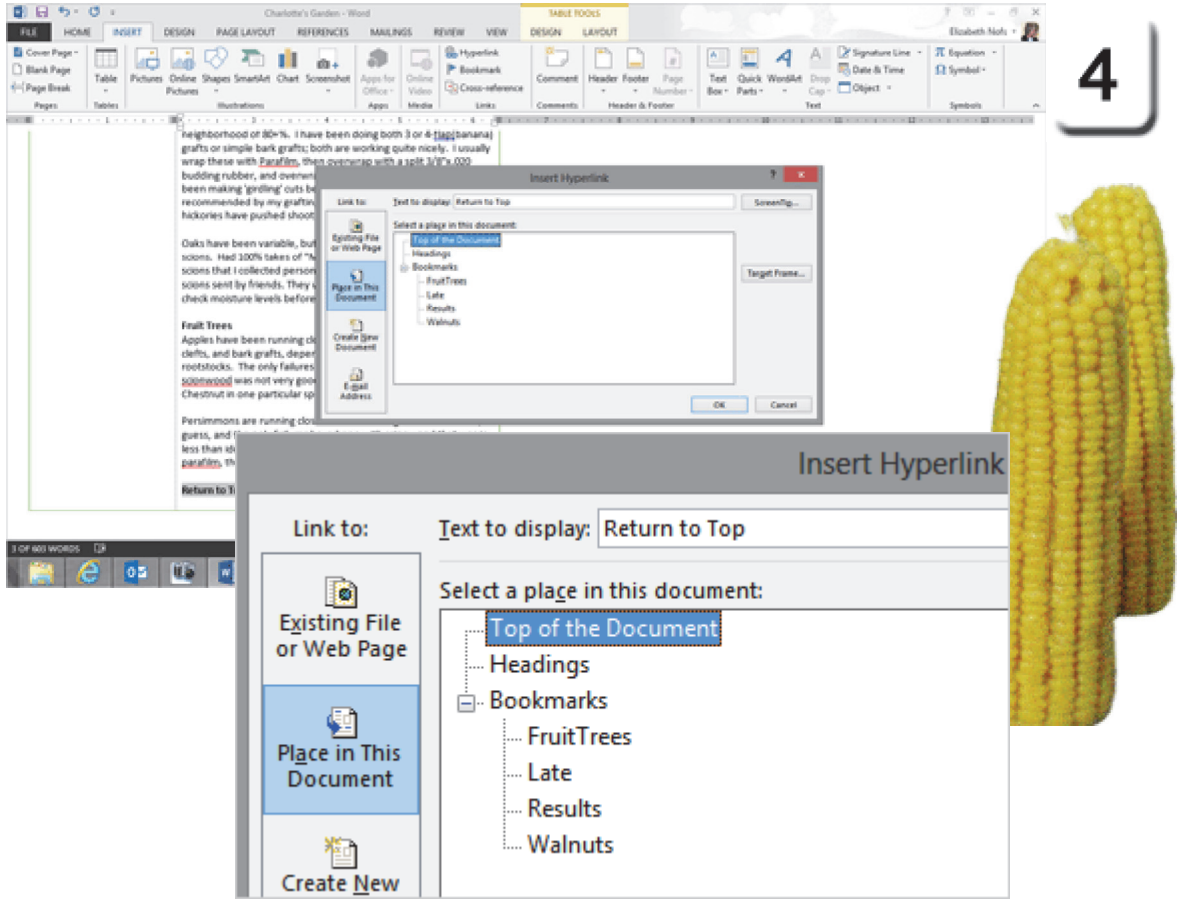
A link to return to the top could be very useful! Here are the steps.

Before You Begin: Go to the bottom of your web page and type: **Return to Top.**

4. Try it: Link to the Top of the Page
Select the text: Return to Top
Go to **Insert->Links ->Hyperlink.**
Select: **Place in this Document.**
Choose: **Top of the Document.**

Keep going....

Insert -> Links -> Hyperlink



4

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Link to the Bookmarks

Take One

Test Your Bookmarks

Bookmarks and Hyperlinks should be tested in a Browser.

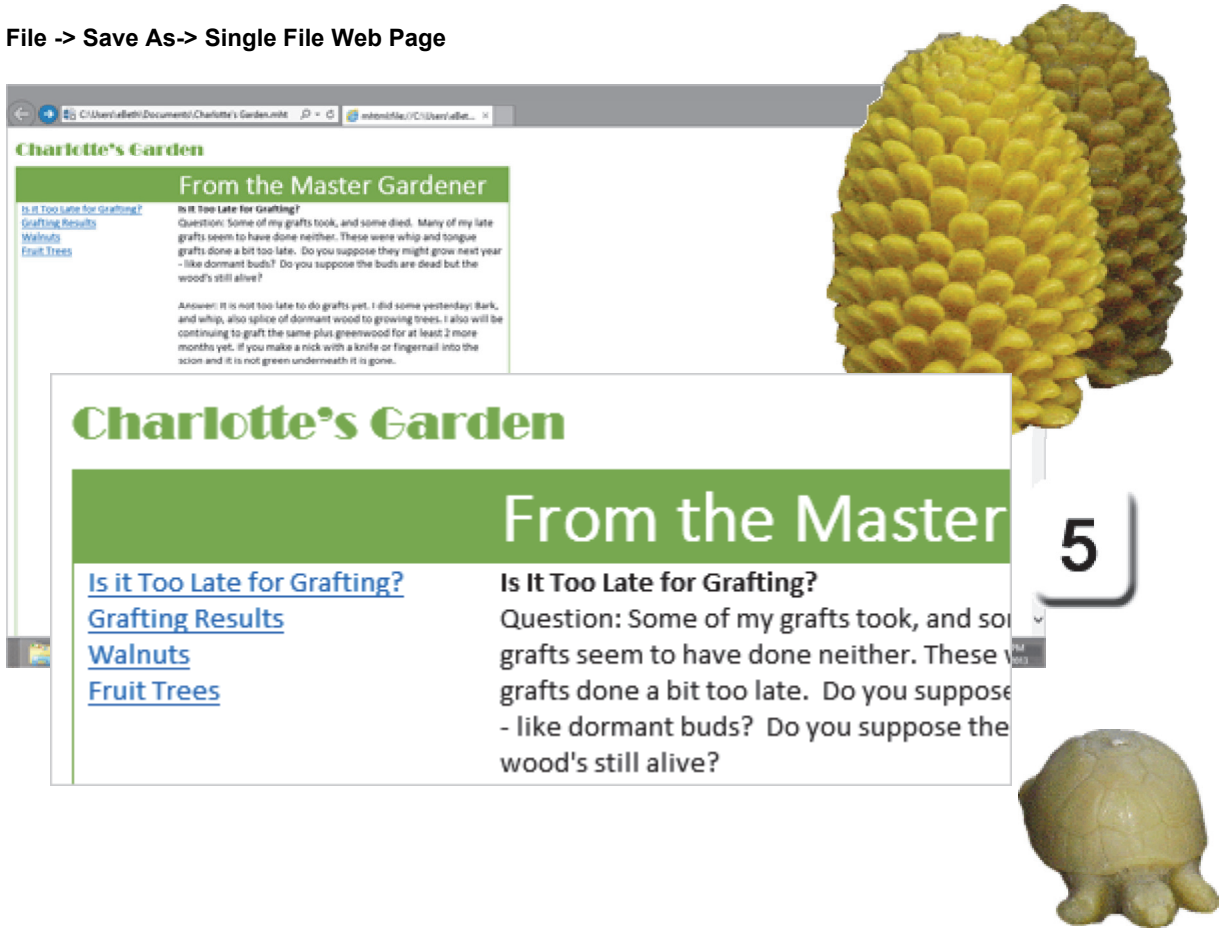
Do This, First: Save your Work
Go to **File->Save.**
Close Microsoft Word.

5. Try This: Open Your Web Page
Go to the **Documents** folder.
Select: Charlotte's garden.mht

What Do You See? The garden web page should open in your Internet browser.

Test the four hyperlinks on the left hand side. Will the hyperlink for Fruit Trees take you to the Bookmark for that topic at the bottom of the page?

File -> Save As-> Single File Web Page



Take One

Edit Your Work

Say you saw something you wanted to change or improve in this little web page. How would you edit your work?.

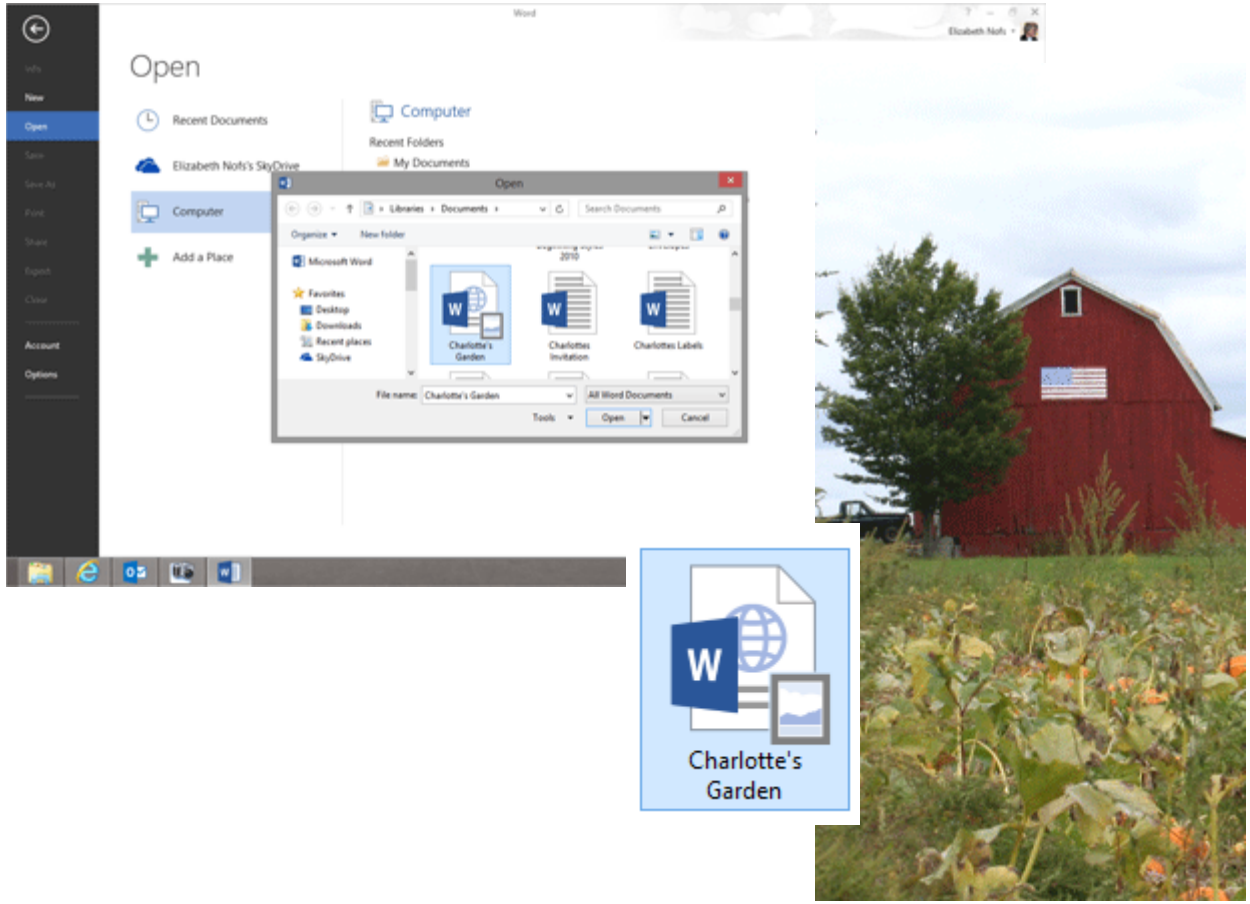
Try This: Open Your Web Page
Start Microsoft Word 2013.
Go to **File ->Open->Computer**.
Go to **My Documents**.
Select: Charlottes garden.

What Do You See? The garden page will open in Microsoft Word. You should be able to make any changes that you wish.

Memo to Self: Microsoft Word is our web page authoring program. It is a good program to learn the basics.

Keep in mind that you cannot make changes in the Web Browser.

File -> Open-> Computer-> My Documents



Take One

View the Code

All through this lesson, we have been writing code: when we created the Table, formatted the type and added the hyperlinks. Soooo, what does it look like?.

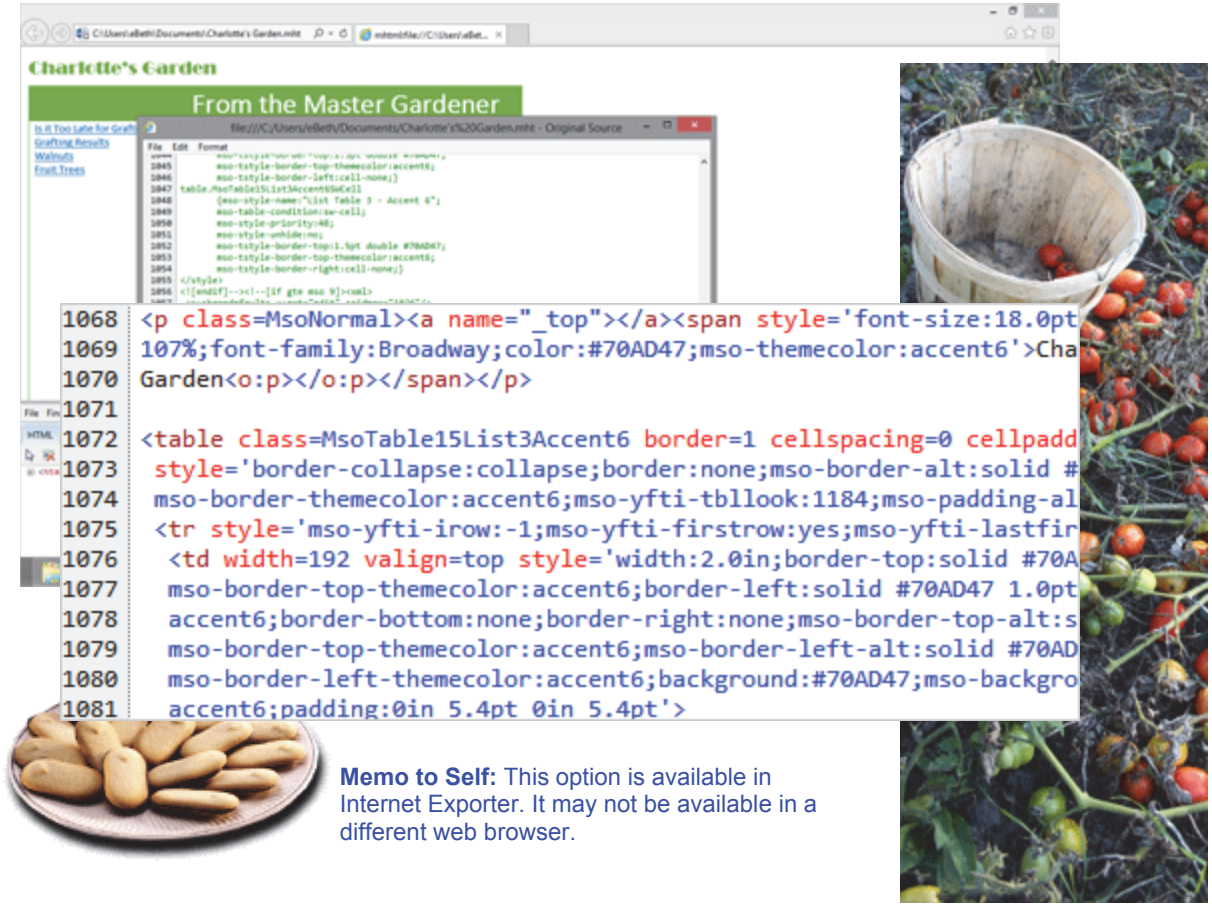
Try This: Open a Web Page in a Browser
Go to your Documents folder.
Double click the index file. It should open your web page in the Internet browser, NOT Microsoft Word.

This is an example of the source code we created with the buttons and menus in Microsoft Word. Amazing, isn't it?

Summary
This lesson demonstrated several methods for creating hyperlinks. The first example linked web pages together. The second lesson used Bookmarks to create a hyperlink to a specific place in your document.

You done good. You get the cookie.

Example of the Source Code behind a web page



Memo to Self: This option is available in Internet Exporter. It may not be available in a different web browser.

Practice Activity

Using Bookmarks in Web Pages

Before You Begin: Start Microsoft Word 2013. This lesson uses a sample document: PreventPC Meltdown.doc

Try This: Hyperlink with Bookmarks

1. Create a Table for the Index and merge the cells

a. Open the sample Word document, Prevent PC Meltdown.

b. Insert a table at the beginning of this document.
   Create a Table with 3 columns and 4 rows
   Merge the three cells on the top row

2. Select the top row and type: Computers Are Us

3. Enter the Sample following sample text in cell A2:

Home
Products
Contact Us

4. Enter the Sample following sample text in cell A3:

1. Defragment
2. Empty the Recycle Bin
3. Add/Remove Programs

5. Merge the three cells in the right column of this table

Insert a Picture of a computer

6. Setup the Bookmarks

Hyperlinks can jump to another page within your website, or they can go to another website. Hyperlinks can also link to a title of a place further down on a web page.

Look for these titles at the beginning of each paragraph:
Select: 1. Defragment
Insert a Bookmark. Type: Defrag (for the name of the Bookmark.)

Select: 2. Empty the Recycle Bin
Insert a Bookmark. Type: Recycle

Select: 3. Add/Remove Programs
Insert a Bookmark. Type: Programs

7. Insert the Hyperlinks

Select "1. Defragment" in the Table and Insert a Hyperlink. Choose Bookmark and select "Defrag" from the list of Bookmarks.

Select "2. Empty the Recycle Bin" in the Table and Insert a Hyperlink. Choose Bookmark and select "Recycle" from the list of Bookmarks.

Select "3. Add/Remove Programs" in the Table and Insert a Hyperlink. Choose Bookmark and select "Programs" from the list of Bookmarks.

Save your document and name it: Intermediate Word Hyperlink Practice.

Test Yourself

1. Which of the following are true?
(Select all correct answers.)
a. Microsoft Word can create web pages
b. Web pages use HTML code
c. Web pages are not 8 ½" by 11"
Tip: Intermediate Word, page 147, 149

2. Which of the following are true?
(Select all correct answers.)
a. Using the size command is a more precise way to resize a picture than dragging the handles
b. A table is used instead of text wrapping for picture alignment in a web page
Tip: Intermediate Word, page 169

3. What is the name of the home page for a website?
a. index
b. home
c. main
d. first
Tip: Intermediate Word, page 160

4. Which of the following are true about hyperlinks?
(Select all correct answers.)
a. The command is Insert-> Links-> Hyperlinks
b. They are how you go from one place to another
c. They can be copied and pasted
d. They can link to the a place in the same document
Tip: Intermediate Word, page 162, 163

5. Borders on a table are the same as Gridlines.
a. True
b. False
Tip: Intermediate Word, page 166

6. Tables have Quick Styles.
a. True
b. False
Tip: Intermediate Word, page 170

7. Which of the following can be inserted into a document?
(Select all correct answers.)
a. Text from another file
b. Hyperlink
c. Table
Tip: Intermediate Word, page 171

8. What is the command for inserting a bookmark in a Word document?
a. Insert-> Links-> Bookmark
b. Review-> Bookmark
c. View-> Bookmark
d. Insert-> Bookmark
Tip: Intermediate Word, page 172

Word 2013: Word and the Internet

Microsoft Word: Online, All the Time

Intermediate Word Objectives

In this lesson, you will learn how to:

1. Save a picture to a SkyDrive.
2. Use a Table to control the Layout.
3. Add Online Video to a document.
4. Apply a Theme and a Table Style.
5. Add a hyperlink to a picture.
6. Save the document to the SkyDrive.
7. Identify and use Save and Share options for saving in different file formats as well as posting to a social network.
8. Create a PDF file and edit the PDF in Word.

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Lesson 6: Online, All the Time!

1. Readings
Read Lesson 6 in the Intermediate Word Guide, page 181-224.

Projects
A simple flyer in Word that includes hyperlinks to videos and pictures. Explore options for sending files including eE-mail and internet fax from within Word.

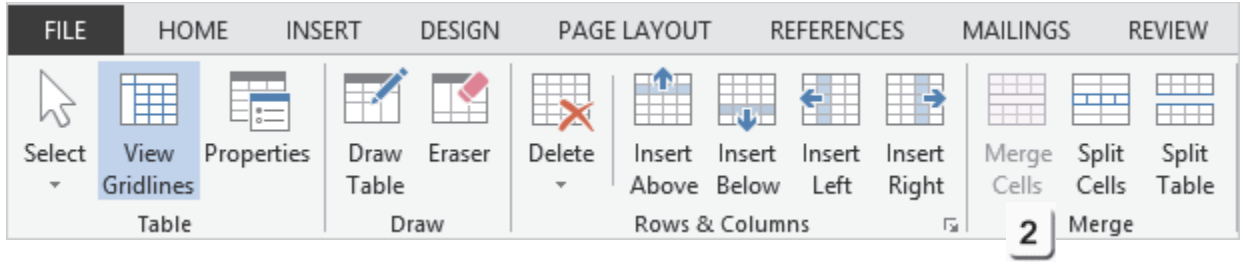
Downloads
The Circus is Coming to Town.docx

Graphic files used in the lesson:
1Logo, Farm, Now-Appearing-1.gif

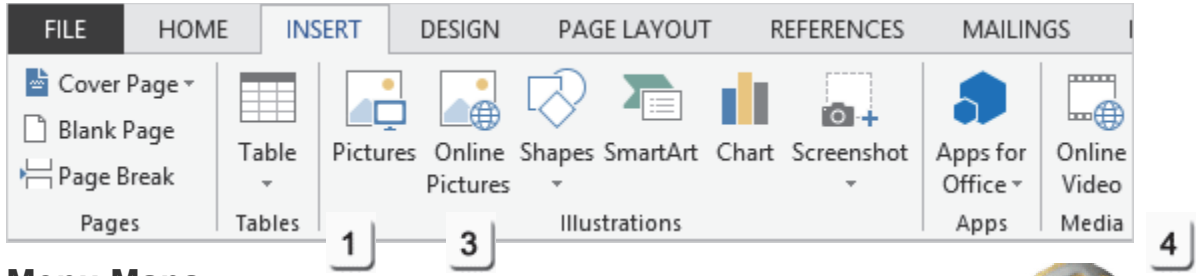
2. Practice
Do the Practice Activity, page 225.

3. Assessment
Review the Test questions, page 226.

Table Tools-> Layout



Mailings



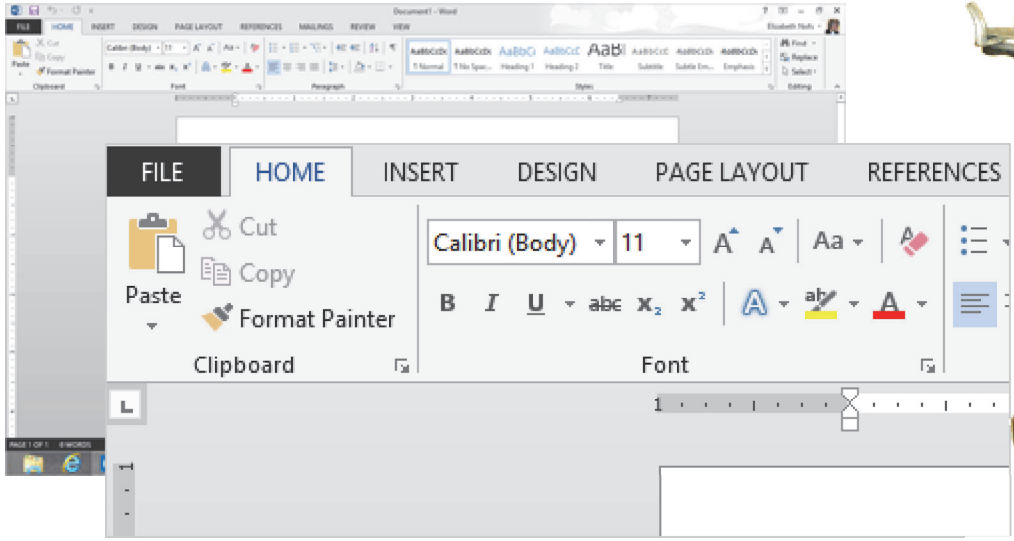
Menu Maps
This lesson shows the **Table Tools** and **Mailings** Ribbons.
1. Insert->Tables->Table, page 188
2. Table Tools->Format->Merge->Merge Cells, page 189
3. Insert->Illustrations->Online Pictures, page 191
4. Insert->Media->Online Video page 192
5. File->Save As->SkyDrive, page 204
6. File->Save As->Share, page 205
7. File->Save As->Share->Post to Social Networks page 209

Online, Anytime

In 1983, Microsoft Word was considered a word processor. The text on the page was typed in just like a typewriter. The focus was on typesetting and formatting fonts. Many of the line and paragraph formatting options in Word make sense if you know that they come from how typewriters counted lines per page. Fast forward to today. Most of the computermama's students have never seen a typewriter! Everything is online: BYOD (Bring Your Own Device). This lesson introduces several ways to publish and share your work online, anytime.

So, Start Microsoft Word. When the Welcome page appears, open a new, **Blank Document**. What do you see, from the top of the screen? Is there a Home Ribbon? And the Insert, Design, Page Layout, References, Mailings, Review and View Ribbons? Yes.

If your screen looks similar to the example on this page, then you are ready to begin.



Take Two

Working Online

Cloud computing is a term that means saving your files on the Internet. Then, you can work on them with any device: laptop, tablet, even a Smart Phone.

Before You Begin: This lesson will use OneDrive for the online storage. OneDrive is available with a free Microsoft E-mail account or passport.

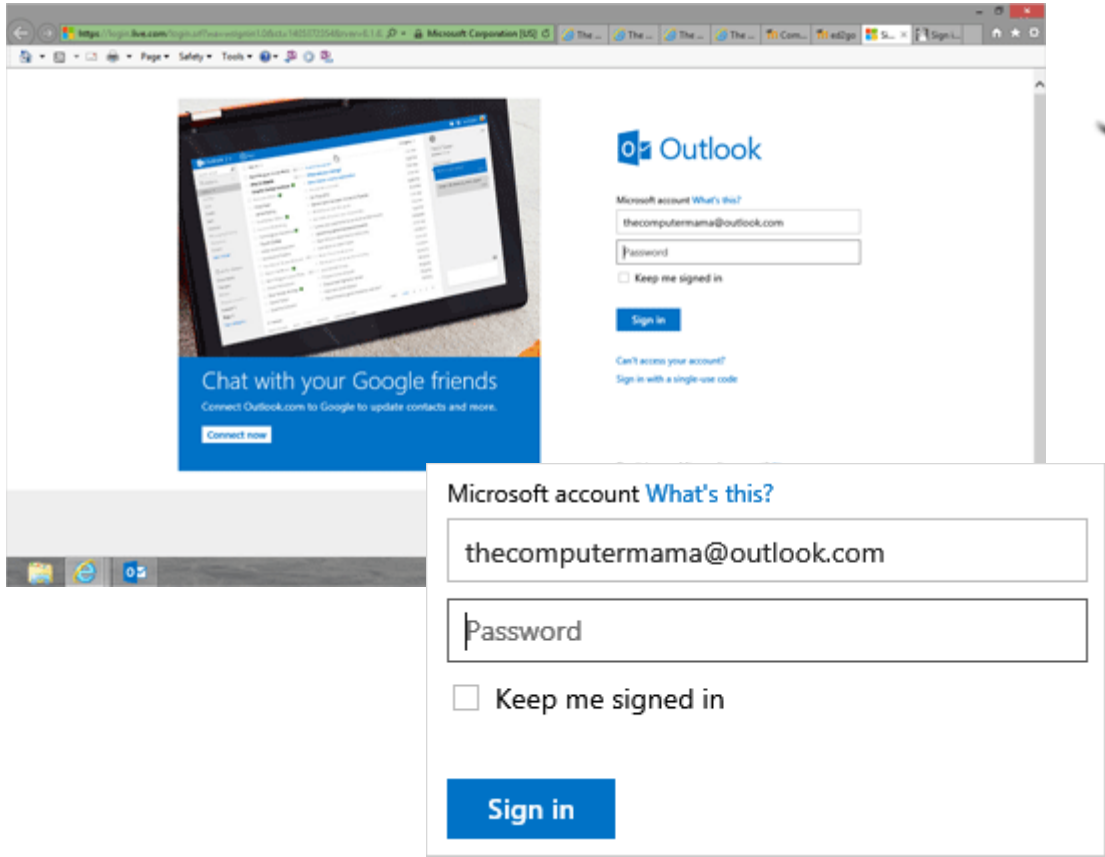
OneDrive needs a WindowsLive ID to authentic users. You can use your Outlook, Messenger or xBox password. You can also create a new account.

This lesson demonstrates the options with an Outlook.com E-mail address.

1. Try This: Sign into OneDrive
Go to www.outlook.com.
Enter your User Name and Password.
Click **Sign in**. Keep going...

Memo to Self: The steps are similar if you have an Office 365 account.

Example



1

Take Two

OneDrive Files

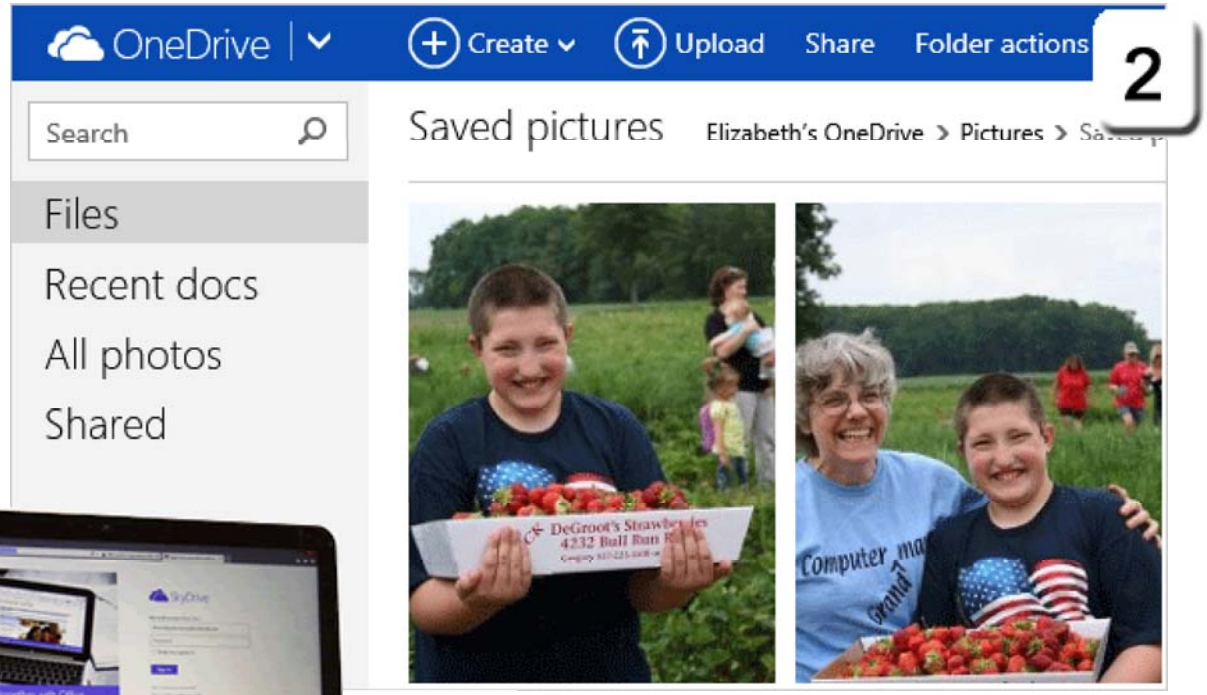
When you log in with your Microsoft Account you should see the Mail: it is the default folder. The other folders are People, Calendar and OneDrive.

2. Try This: Find the OneDrive
Go **Outlook->OneDrive.**

What Do You See? OneDrive can hold hundreds of documents, spreadsheets, presentations and pictures. You can create folders, and folders in folders, to orgranize your files online if you wish.

Keep going...

Example of a folder online in OneDrive



Take Two

Find Pictures Online

How do you download a picture from the Internet and save it to your SkyDrive?

3. Try This: Find the Pictures
Go to this lesson online.
Go to the Lesson Check List, the second page in each lesson.
Click on a Download: Now-Appearing-1.gif.

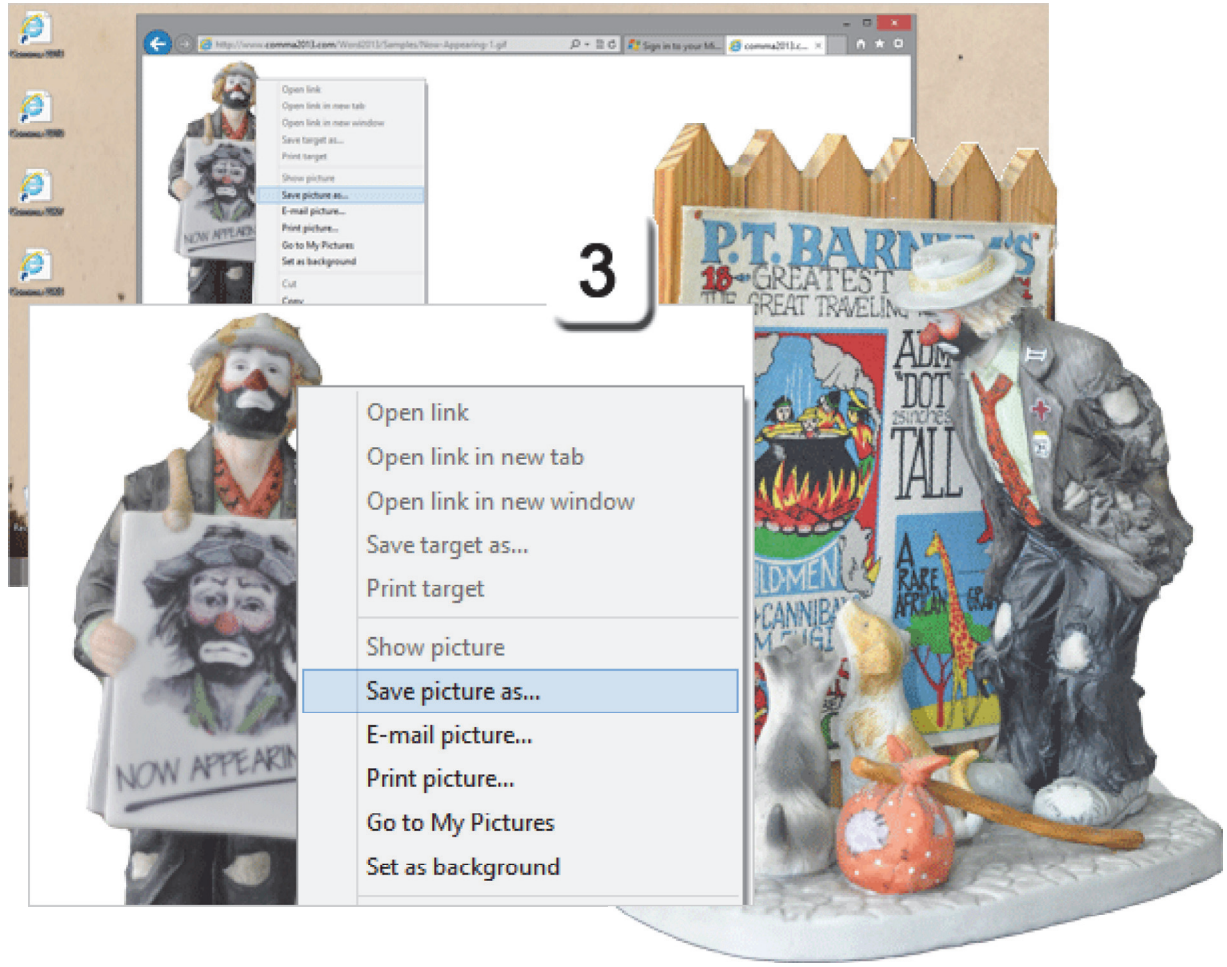
Downloads
TentSale2013.docx

Graphic files used in the lesson:
1Logo, Farm, Now-Appearing-1.gif

What Do You See? The picture should open in the Internet Browser.

Try This: Save Picture As...
Place your cursor in the middle of the picture.
Right click-> **Save Picture As**.
Keep going...

Right Click->Save picture as...



Take Two

Save to OneDrive

4. Try This: Save Picture As...
Place your cursor on the picture.
Right click-> **Save Picture As**.
Go to **Favorites->OneDrive**.
Click **Save**.

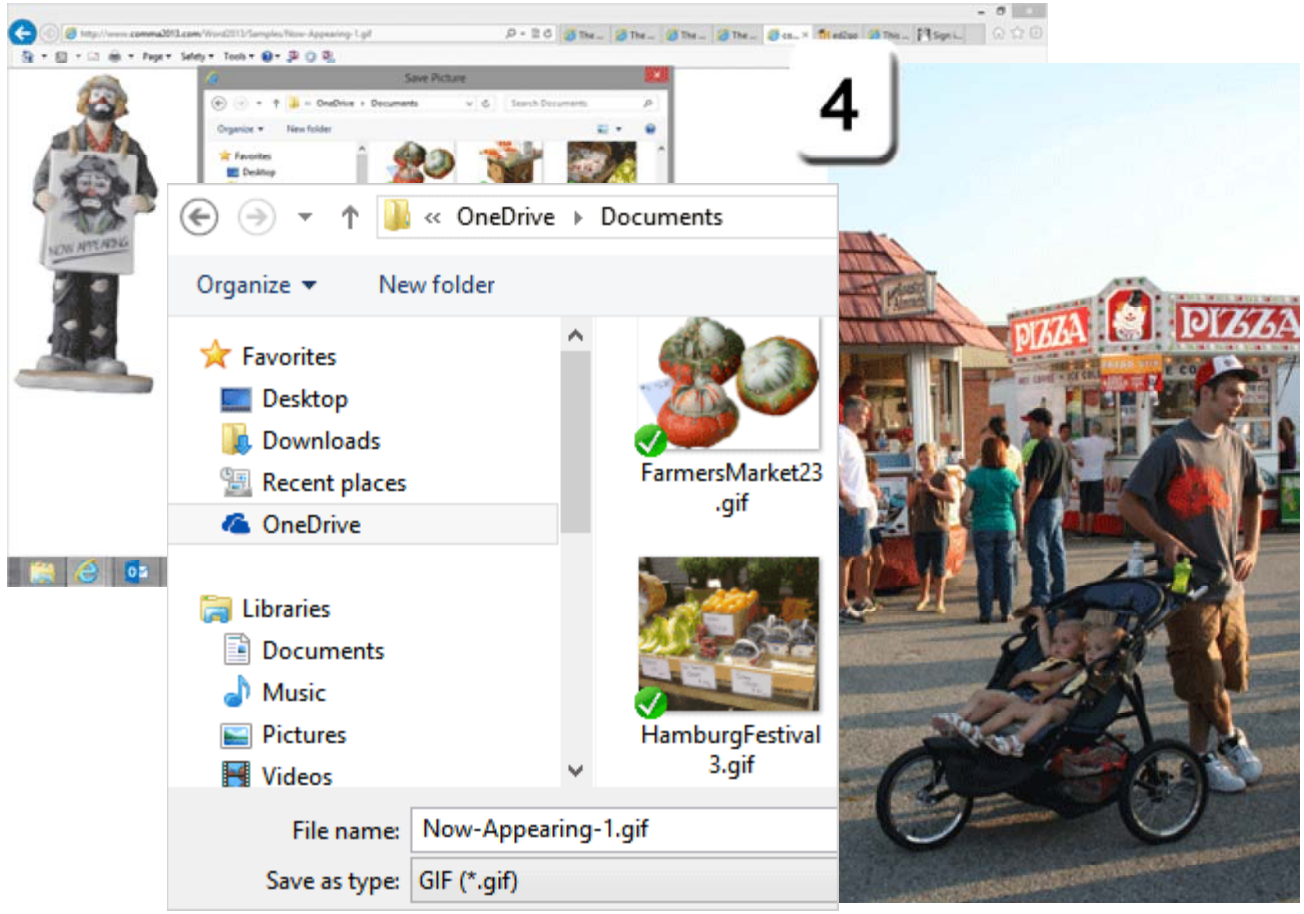
The picture will be copied from the lesson website to the OneDrive.

So far, so good. Please go online and confirm that the picture is, indeed, in your OneDrive.

Keep going...

The Computer Mama sezs: Working with the SkyDrive on a high speed Internet connection is almost the same as saving to a hard drive.

Right Click->Save picture as...



Take Two

Insert a Table

There should be pictures in the SkyDrive: Hooray! Now, let's turn our attention to Microsoft Word. We will be creating a marketing flyer that includes links to a website as well as Online Video.

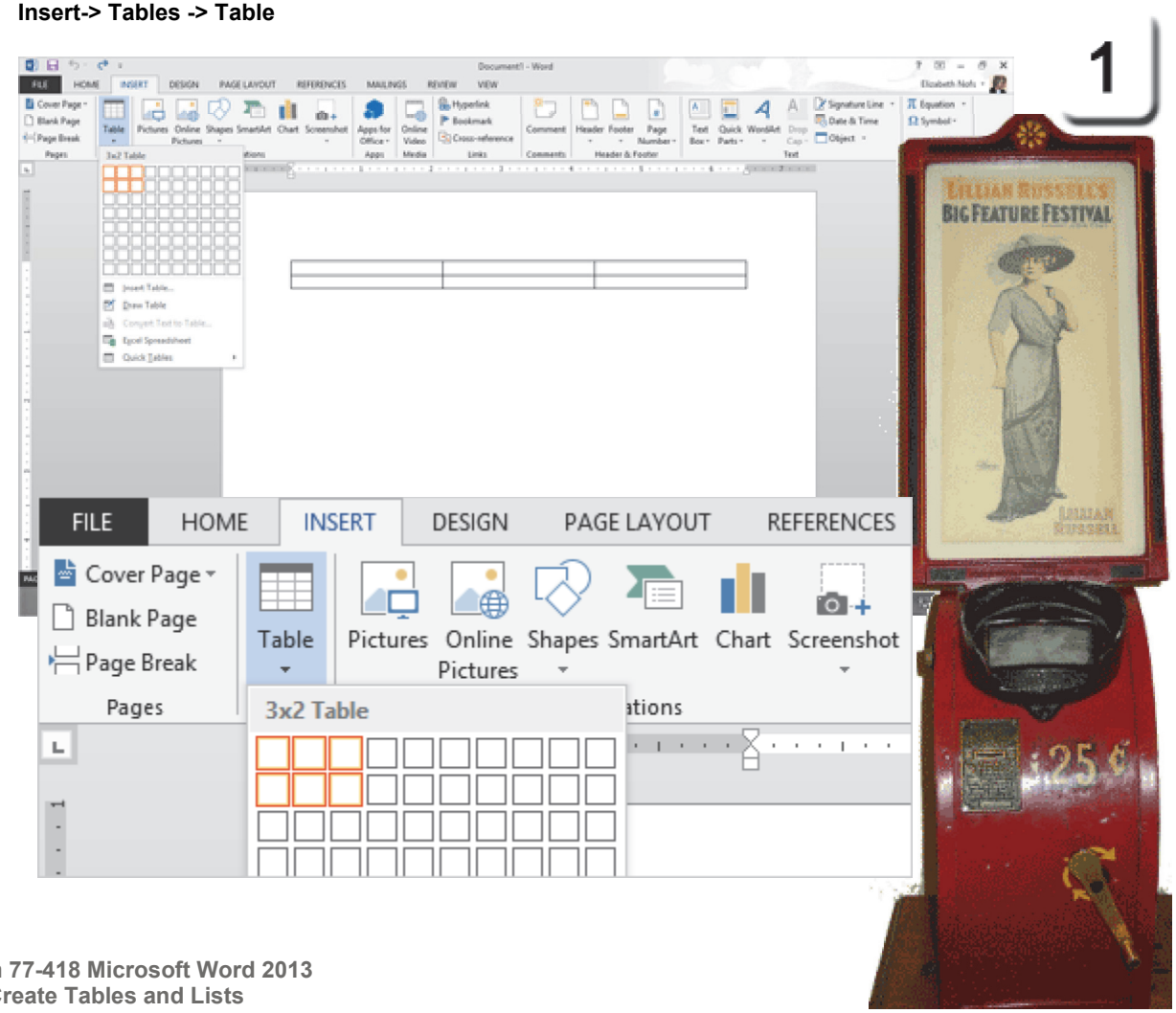
This document will use a Table to control the layout and arrange the pictures.

Before You Begin: Start Microsoft Word
Open a new, blank document.

1. Try This: Insert a Table
Go to **Insert->Tables->Table.**
Draw a Table: 3 Columns by 2 Rows.

Keep going...

Insert-> Tables -> Table



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.1 Create A Table

Take Two

Table Design

When you insert a Table, the Table Tools should be available.

Here is the plan: the Cells in Row 1 will be merged to create a place for the big headline. Two more Cells in Row 2 will be merged as well.

Here are the steps.

2. Try it: Merge the Cells
Select Row 1.
Go to **Table Tools->Layout->Merge.**
Click on **Merge Cells.**

And Try This: Merge More Cells
Select Cells B2 and B3.
Go to **Table Tools->Layout->Merge.**
Click on **Merge Cells.**

Keep going...

Table Tools-> Layout->Merge->Merge Cells

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Merge Cells

Take Two

Enter and Format Text

3. Try This: Enter the Text

Please enter and format the following text.

Cell A1: The Circus is Coming to Town!
Go to **Home->Styles->Title.**

Cell B2: Clowns, Elephants and Performers
Go to **Home->Styles->Heading 1.**

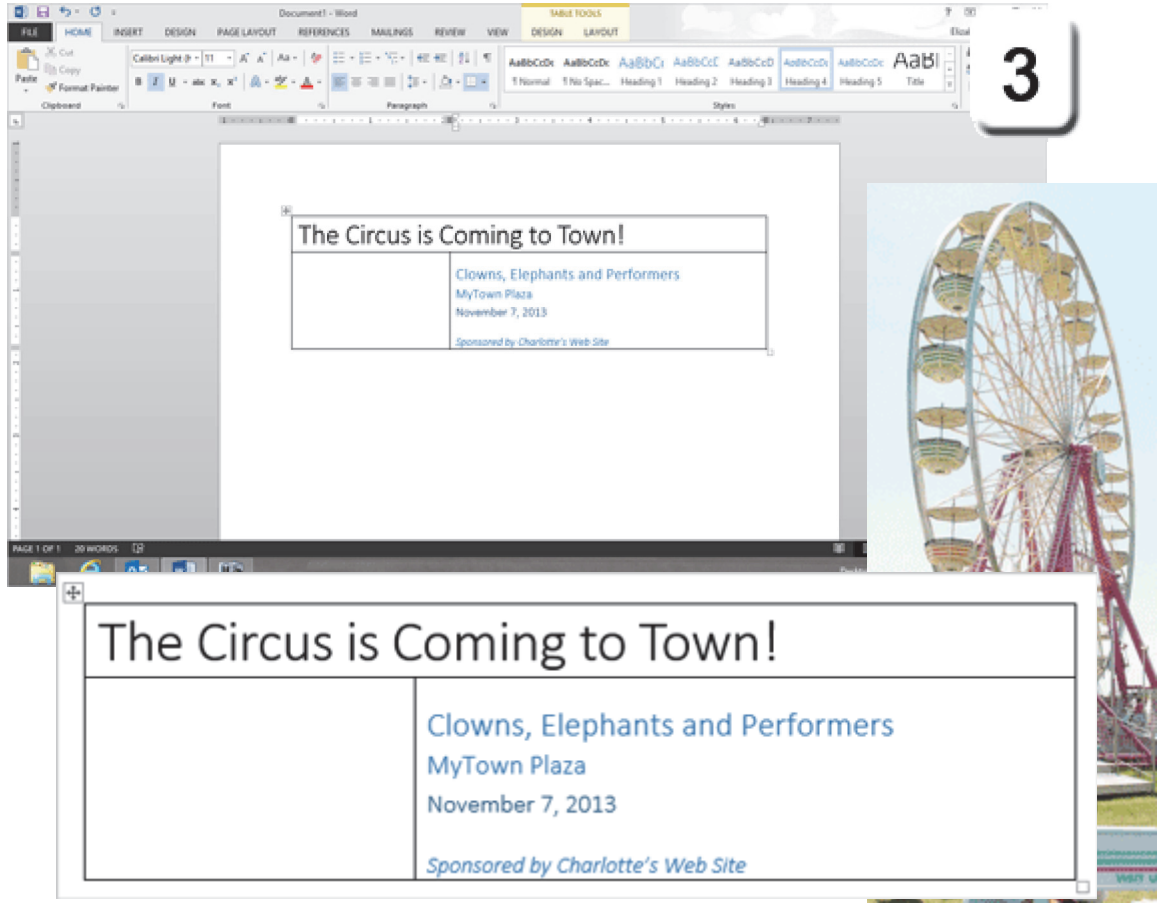
Cell B2: MyTown Plaza
Go to **Home->Styles->Heading 2.**

Cell B2: November 7, 2013
Go to **Home->Styles->Heading 3.**

Cell B2: Sponsored by Charlotte's Website
Go to **Home->Styles->Heading 4.**

Keep going...

Home -> Styles



Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Modify Fonts Within Tables

Take Two

Insert a Picture

Earlier in this lesson we saved a picture to the SkyDrive. Now, this is what it looks like when you use the SkyDrive to insert the picture into Word.

4. Try This: Find a Picture on SkyDrive
Place your cursor in Cell A2.
Go to **Insert->Illustrations->Online Pictures**.

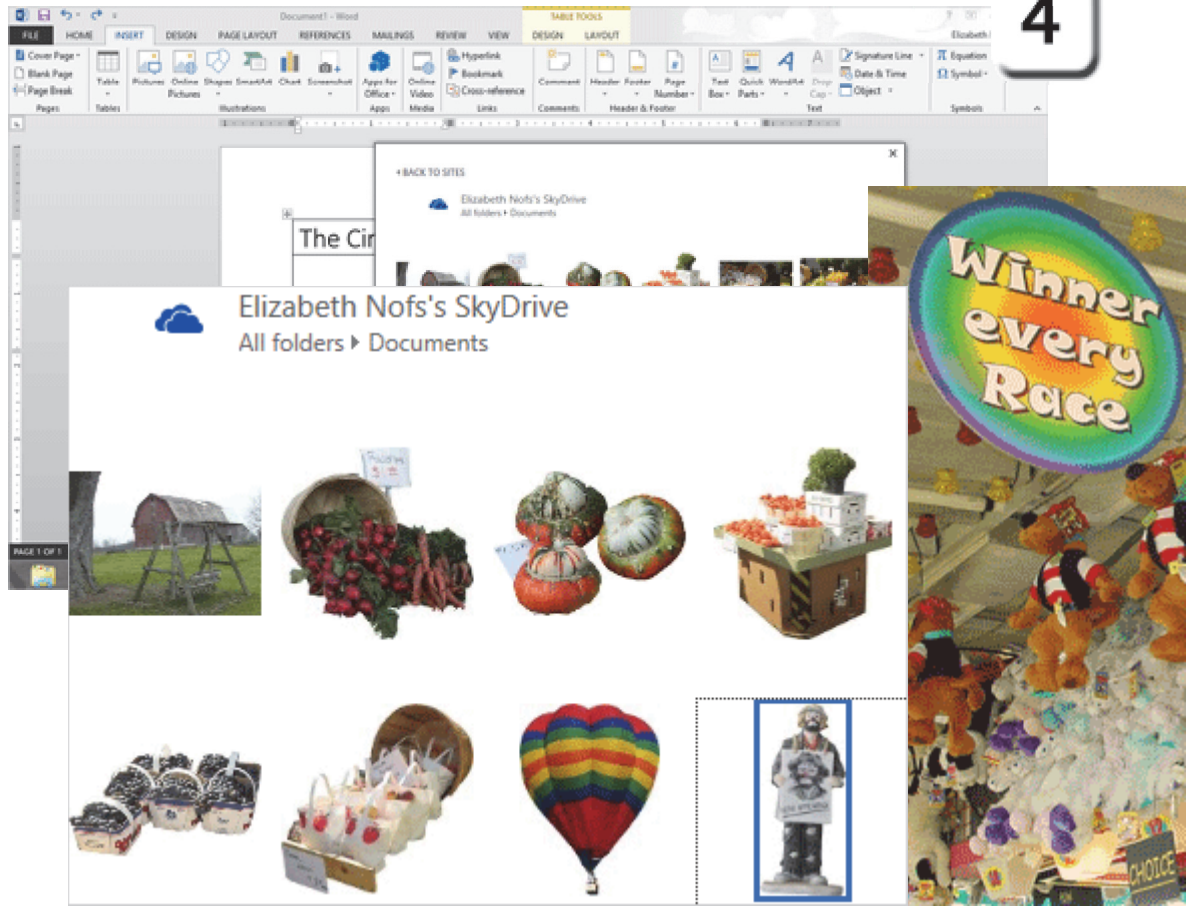
The SkyDrive should be listed in the online options. All of your documents and pictures will be available when you select SkyDrive.

OK, Do This, Now: Insert a Picture
Select a picture: Now-Appearing-1.jpg.
Click **Insert**.

Keep going...

Insert-> Illustrations -> Online Pictures

4



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Pictures

Take Two

Add Online Video

So far, so good. This marketing flyer has a Table to control the layout, Text formatted with Styles and an image that was saved to the SkyDrive.

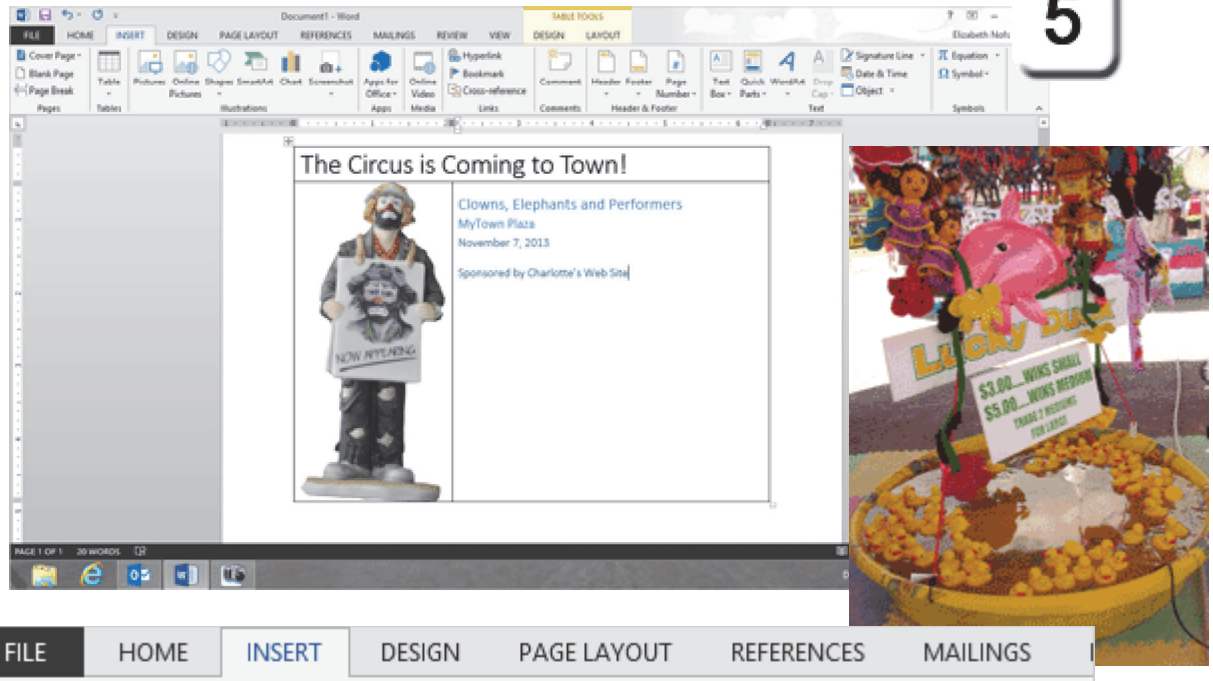
OK, so we practiced using a SkyDrive. However, online media can also include Videos from YouTube or FaceBook.

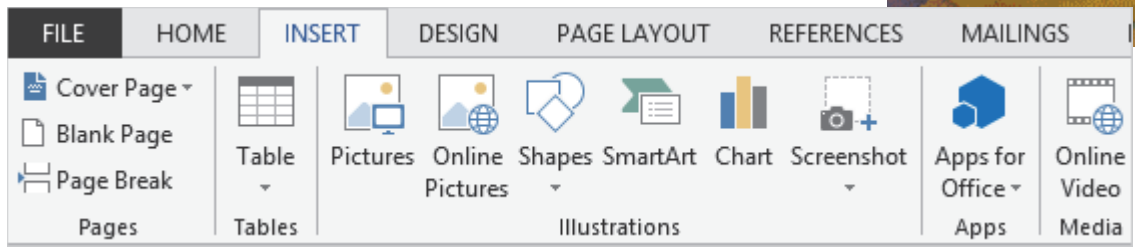
5. Try This: Insert an Online Video
Go to **Insert->Media.**
Click **Online Video**.

Keep going...

Insert->Media->Online Video

5





Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Online Videos

Take Two

Search for a Video

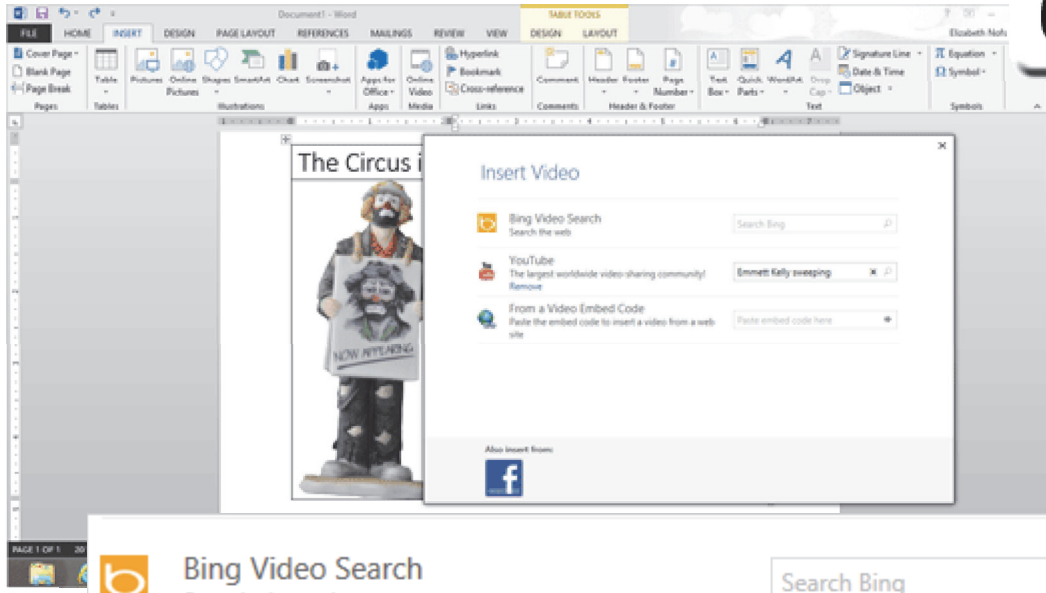
By default, Microsoft Word offers the Bing Video Search. Look at the bottom of this window. You should see the familiar icons for FaceBook and YouTube. Click on the icon for YouTube and the YouTube search will be added live.

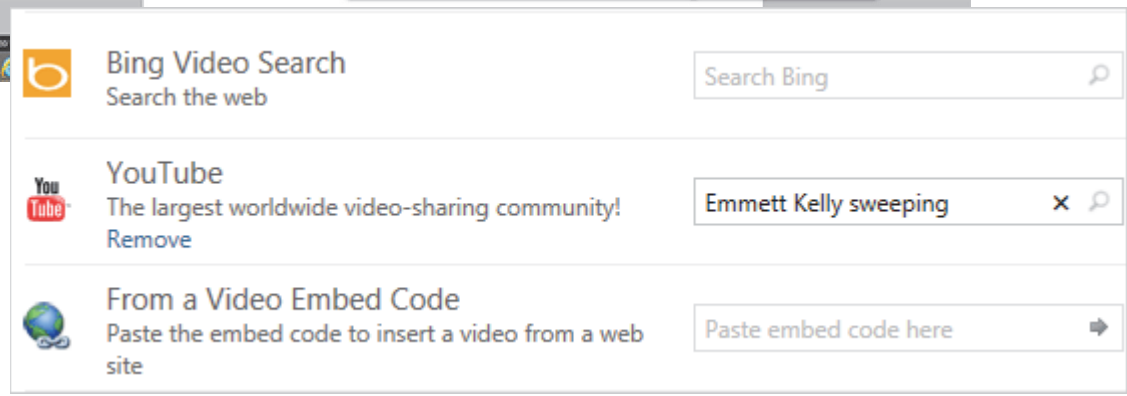
Let's get a video from YouTube. Emmett Kelly Jr. is famous for Weary Willie, the hobo who swept the ring after the show.

6. Try This: Search for a Video
Click the **YouTube** icon to add the search.
Go to the **YouTube Search**.
Type: Emmett Kelly sweeping.

Insert -> Media -> Online Video

6





Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Online Videos

Take Two

Preview the VIdeo

What Do You See? The video search should return many video clips. Each video is presented as a thumbnail image. The videos are live, online, so you can preview the video to see if this is the one you want.

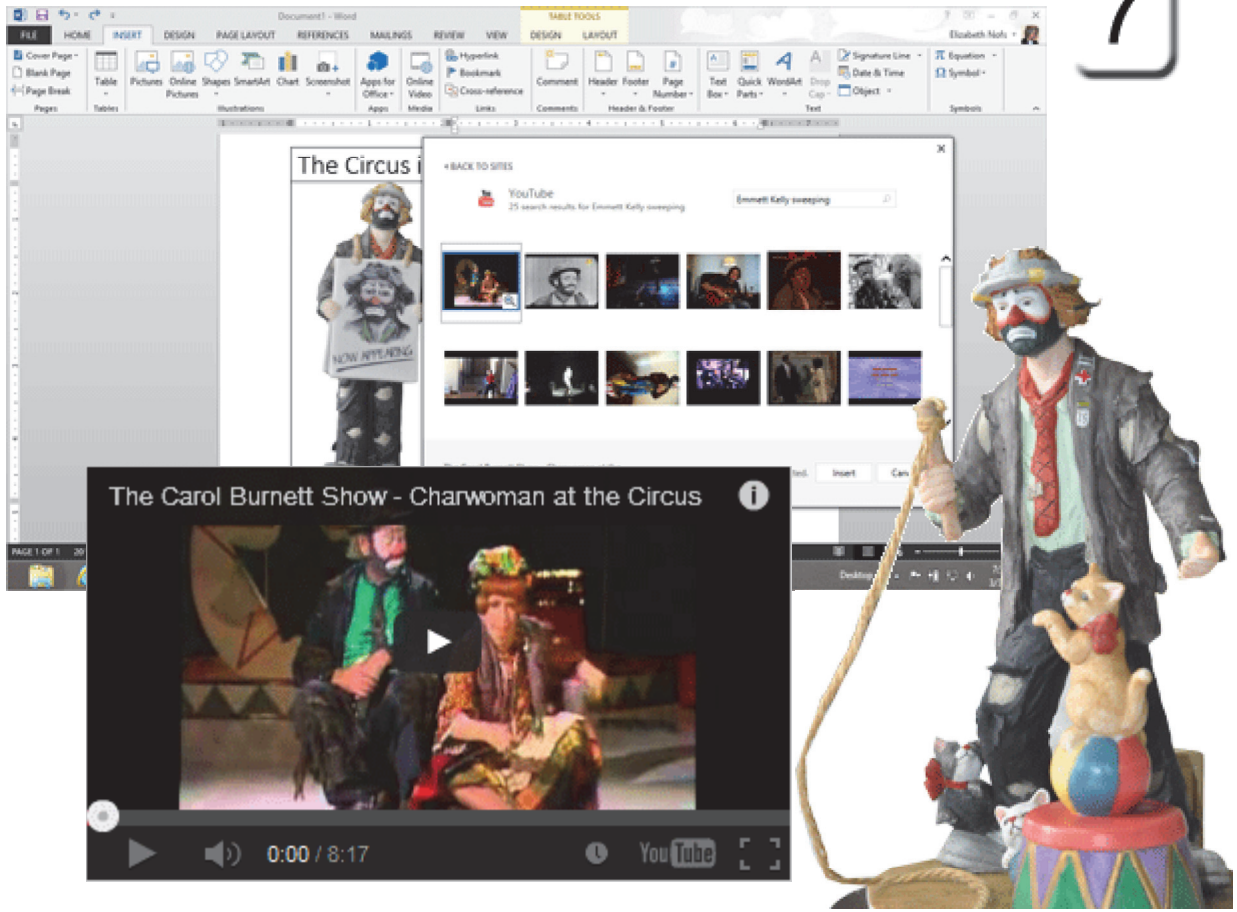
What Else Do You See? The little "i" in the upper right corner of the media player has more information about the video and the website that hosts it.

7. So, Try This: Select a Video
Select a Video: The Carol Burnett Show-Charwoman at the Circus. Click **Insert**.

Keeeeep going...

Insert -> Media -> Online Video

7



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Insert Online Videos

Take Two

Hello, Video!

The video should be placed into this Word document. The Video has the "player" button, the big arrow, that users can click to start the video.

Toolbars Everywhere! Click on the video: the Picture Tools will be available. This video is also placed in a Table, so the Table Tools are also available.

So, what did we do when we added an Online Video? Let's find out more.

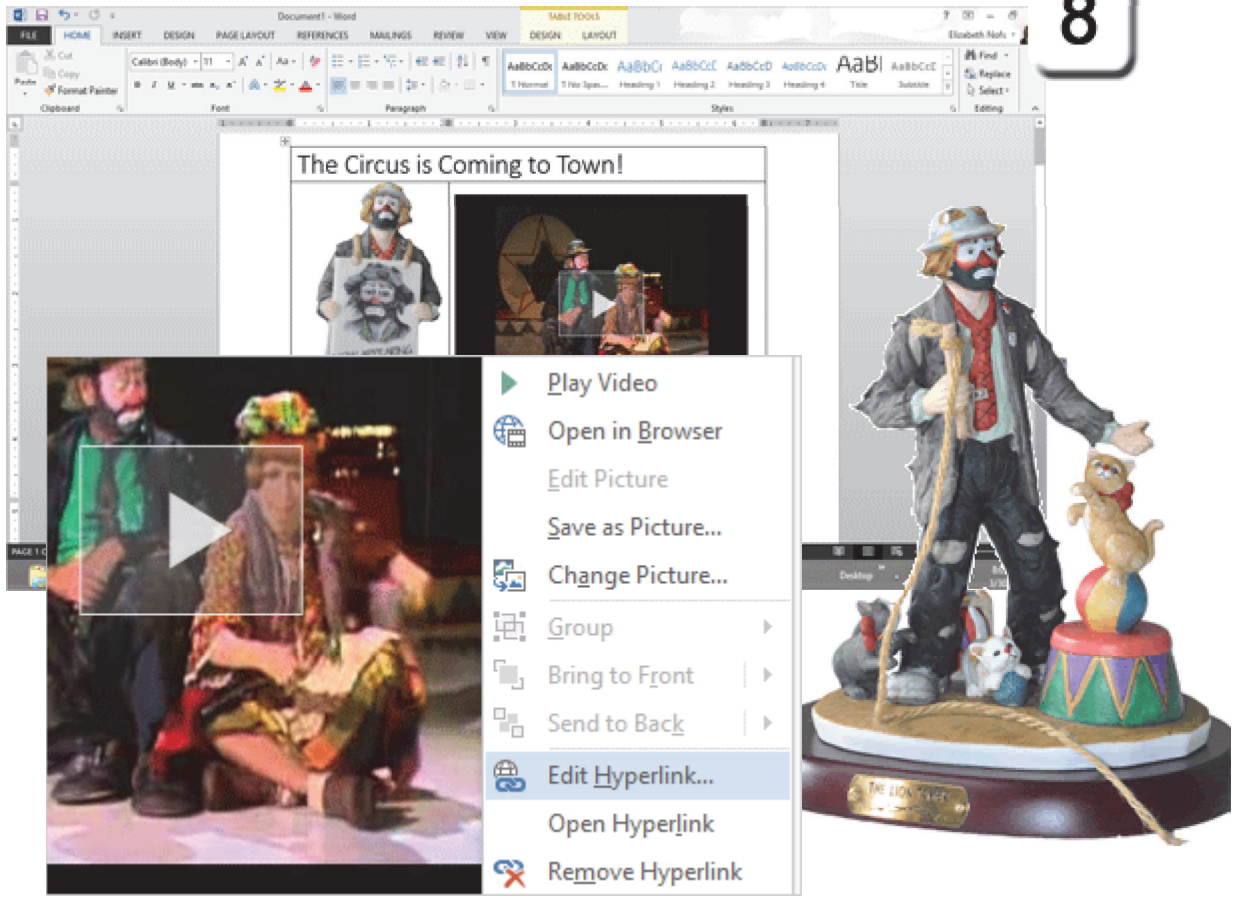
Everything in Microsoft has a left and a right mouse click. The left click give actions (in this example, clicking starts the video.) A right click gives options.

8. Try This: Edit the Hyperlink
Right Click the video.
A list of options should pop up.
Select an Option: **Edit Hyperlink...**

Hyperlink? We know hyperlinks! Turn the page to see the exciting ending...

Right Click-> Edit Hyperlink

8



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert and Edit Hyperlinks

Take Two

Review the Hyperlink

9. Try This: Review the Hyperlink
There are four ways to link to information:
Existing File or Web Page (Link to a Page)
Place in this Document (Link to a Bookmark)
Create New Document
E-mail Address (mailto:)

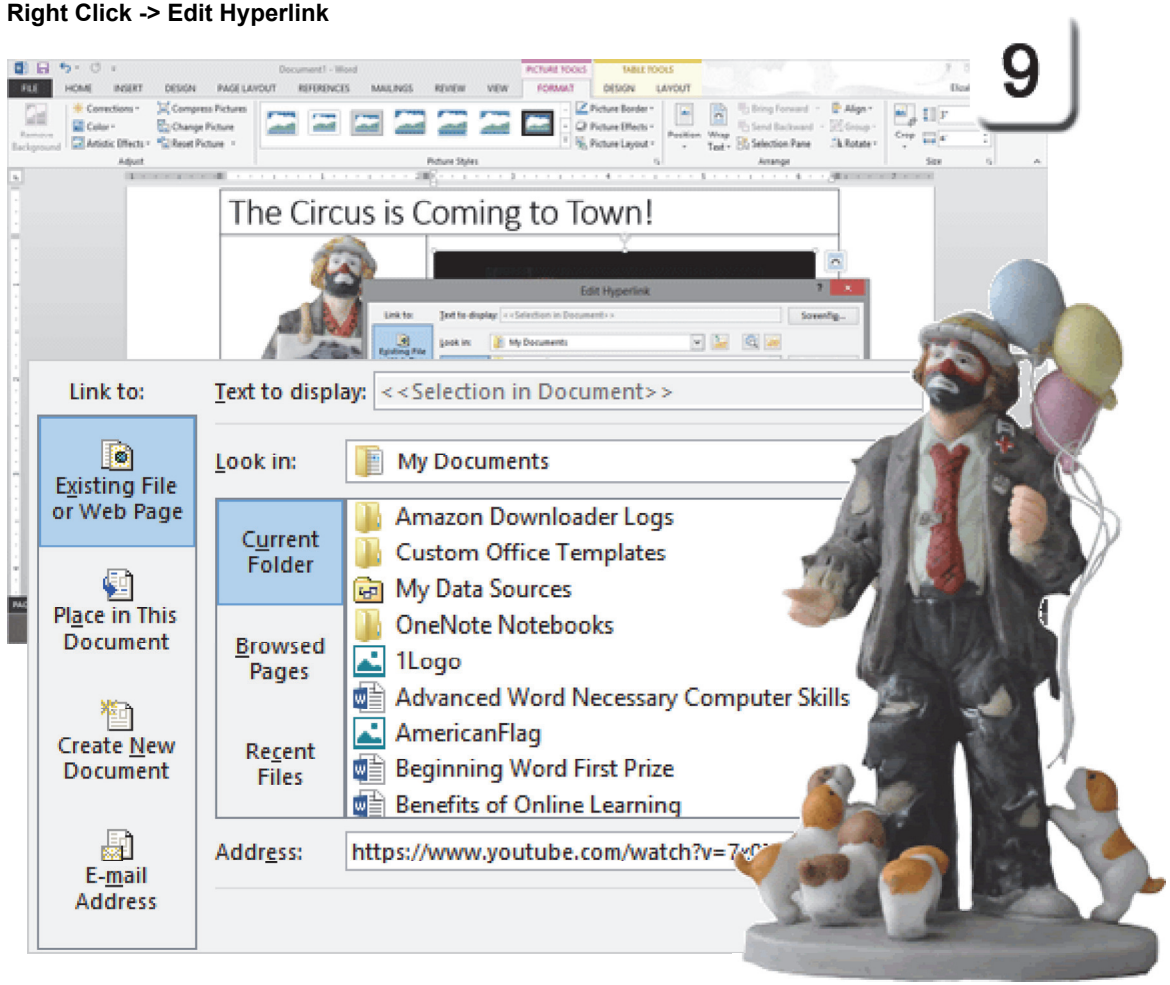
What Do You See? This is a link to an existing Web Page. The address for this video on YouTube can be seen.

The new button, Online Video, offers a convenient wizard to find a video and copy the Internet Address. The Online Video wizard also adds the media player.

Click **OK** to close the Hyperlink options.

Memo to Self: Please keep in mind that is a link to the YouTube website on the Internet. The computer must have an Internet connection if you want to play the video.

Right Click -> Edit Hyperlink



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert and Edit Hyperlinks

Take Two

Add a Design Theme

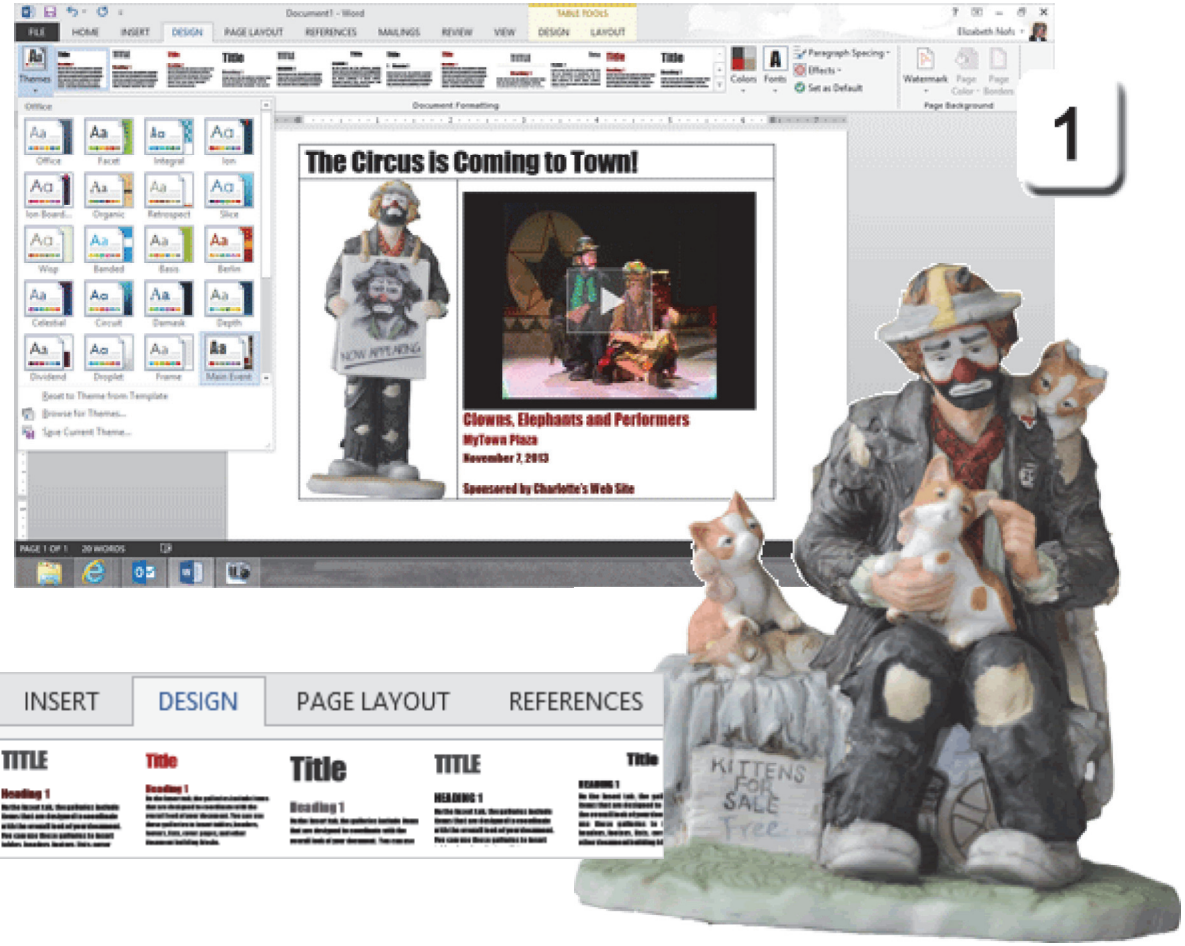
The next couple of pages will finish the design and formatting of this flyer: Page Theme, Table Borders and Pictures. Here we go.

1. Try This: Add a Theme
Go to **Design->Document Formatting->Themes.** Select a Theme: Main Event.

What Do You See? The Theme formatted the Fonts with a very strong type style. It fits with the idea of a circus billboard.

Keep going...

Design ->Document Formatting->Themes



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Change Document Themes

Take Two

Choose a Table Style

Table Styles format the color of the Fill. You can modify the Shading if you wish.

Before You Begin: Click anywhere in the Table to select it. The Table Tools should be available, again.

2. Try This: Choose a Table Style
Go to **Table Tools->Design->Table Styles.**
Choose Style: Grid Table 5 Dark-Accent 1.

Now, Try This: Modify the Shading
Place your cursor in Cell B2.
Go to **Table Tools->Design->Table Styles.**
Edit the **Shading**: Dark Red, Accent 1, Lighter 40%.

Did you notice? The colors in the Table Styles are determined by the Theme we just selected?

Keep going...

Table Tools-> Design -> Table Styles

2

Exam 77-418 Microsoft Word 2013
3.0 Create Tables and Lists
3.2 Modify A Table: Apply Styles to Tables

Take Two

Change the Page Color

The options for the Page Background- Watermark, Page Color, and Page Borders- can be found on the new **Design Ribbon**.

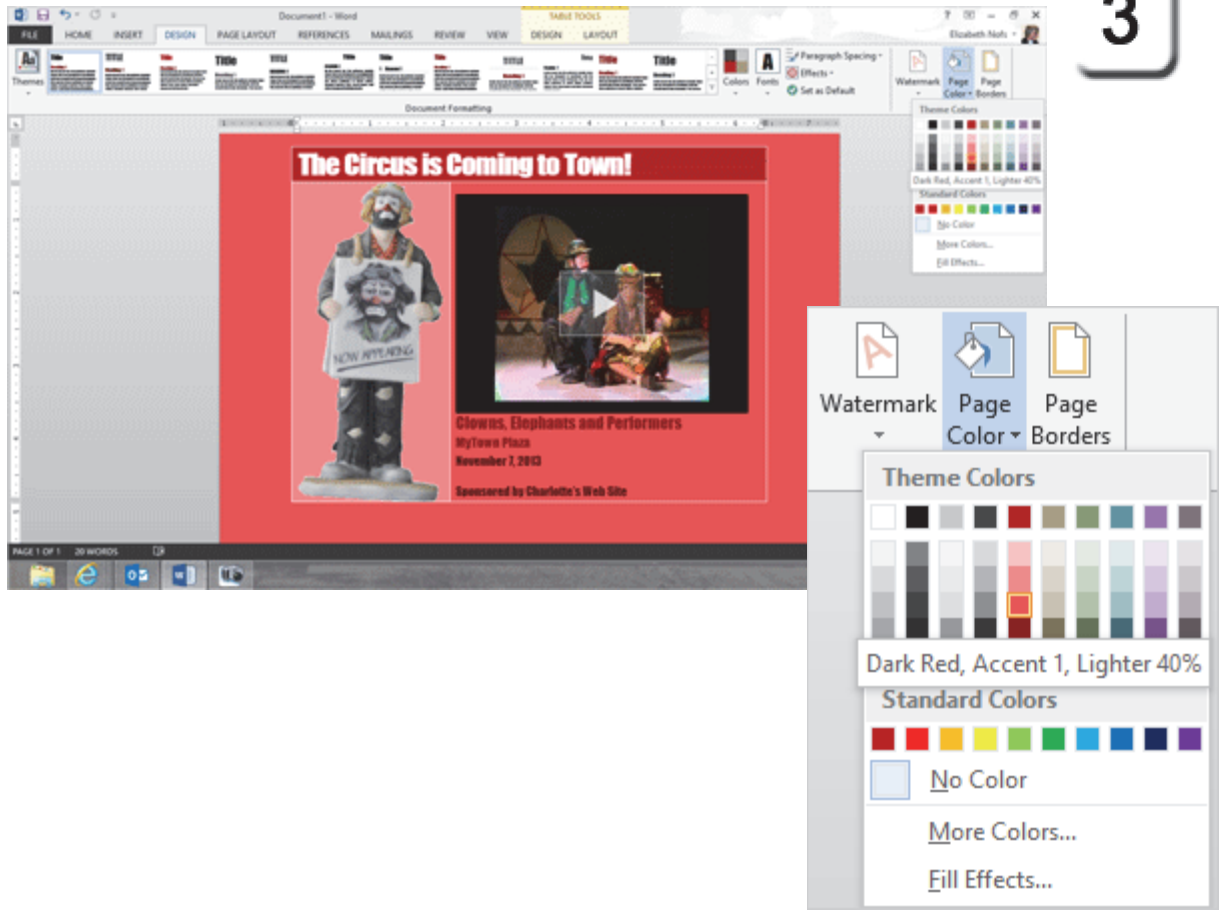
The **Page Background** Colors include the **Theme Colors**. The **Standard Colors** are also available. Not enough colors? You can choose **More Colors** if you wish.

3. Try This: Choose a Page Color
Go to **Design->Page Background.**
Choose a **Page Color**: Dark Red, Accent 1, Lighter 40%.

Keep going...

Design-> Page Background-> Page Color

3



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Change Document Formatting- Page Color

Take Two

Format the Picture

Before You Begin: Select the Picture
Select the Picture: Now-Appearing-1.gif.
The Picture Tools should be available.
.

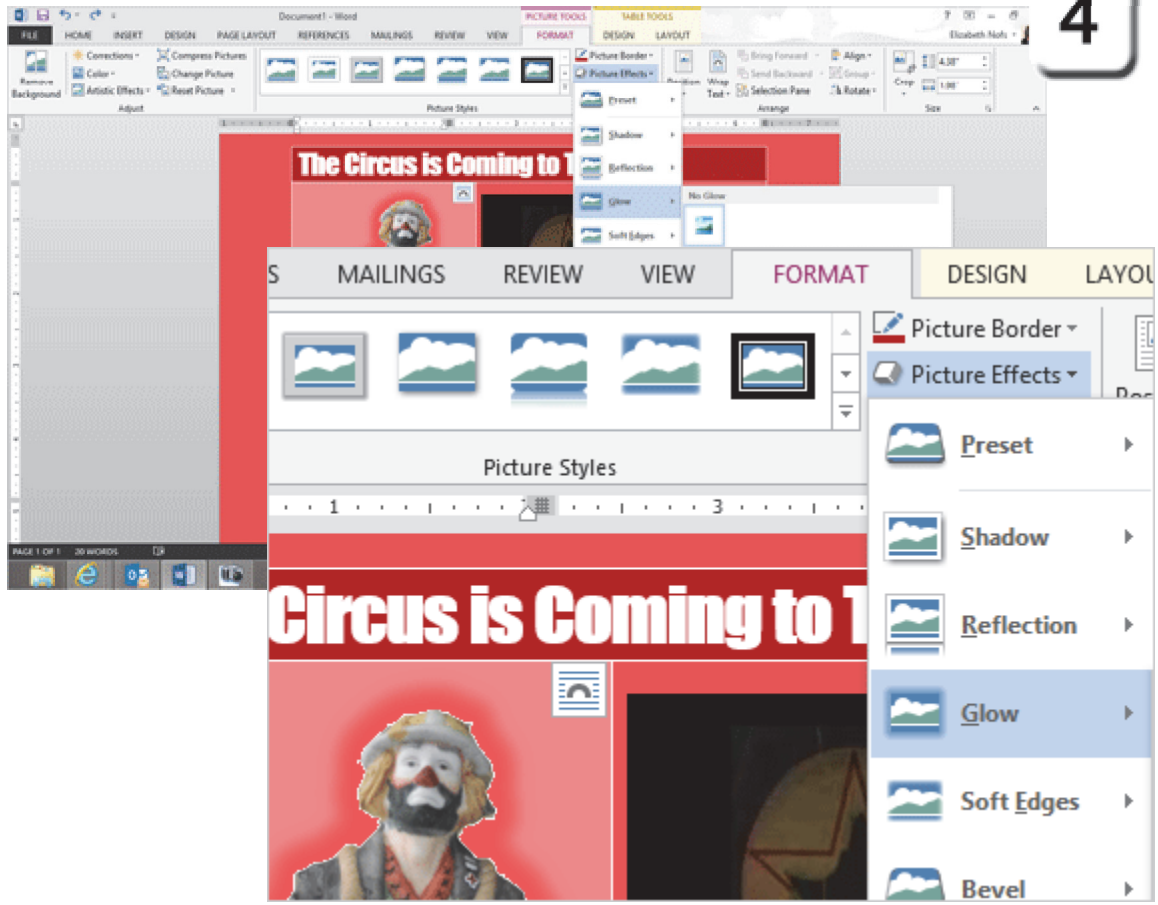
4. Try This: Format the Picture
Go to **Picture Tools->Format->Picture Styles**.
Go to **Picture->Effects->Glow**.
Select a Glow Variation.

OK, this is looking good.

Memo to Self: The Glow Colors are the same Theme Colors we saw in the Page Color.

Picture Tools-> Format ->Picture Styles

4



Exam 77-418 Microsoft Word 2013
5.0 Insert and Format Objects
5.3 Insert and Format Images: Apply Picture Effects-Glow

Take Two

Hyperlink with a Picture

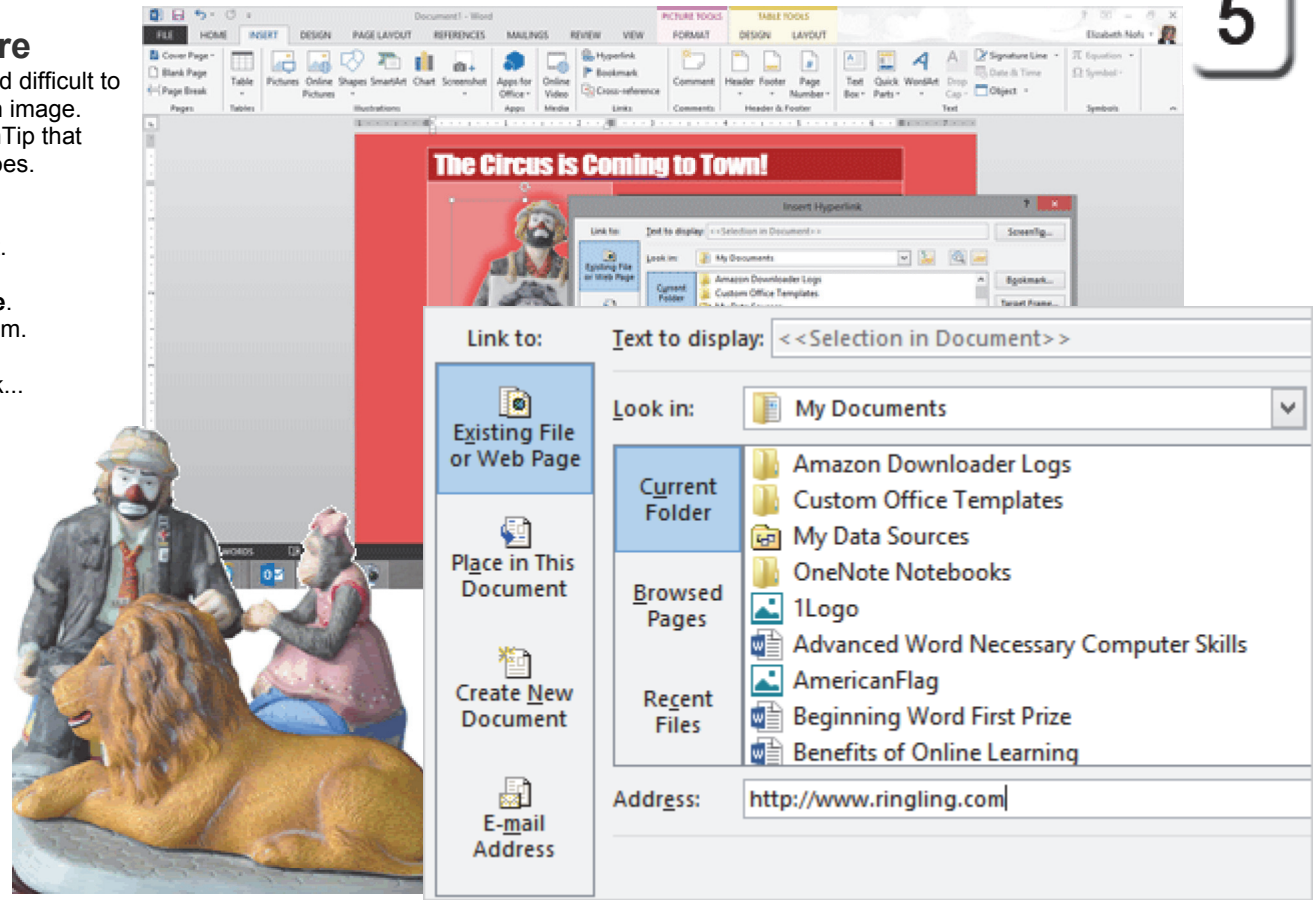
An Internet Address can be long and difficult to type. You can add a Hyperlink to an image. The Hyperlink can include a ScreenTip that teaches your users what this link does.

5. Try This: Insert a Hyperlink
Click once on the picture to select it.
Go to **Insert->Links->Hyperlink.**
Choose **Existing File or Web Page**.
Type the **Address**: www.ringling.com.

Keep going, there's more to this link...

Insert ->Links ->Hyperlink

5



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert Hyperlinks

Take Two

Hyperlink Options

There are two hyperlink options that you can program. The **ScreenTip** tells your users what will happen when they click the link.

The **Target Frame** programs the link to go to the new page, or open a new window. If you open a new window, then your web page will still be open if your user closes the Ringling Bros website.

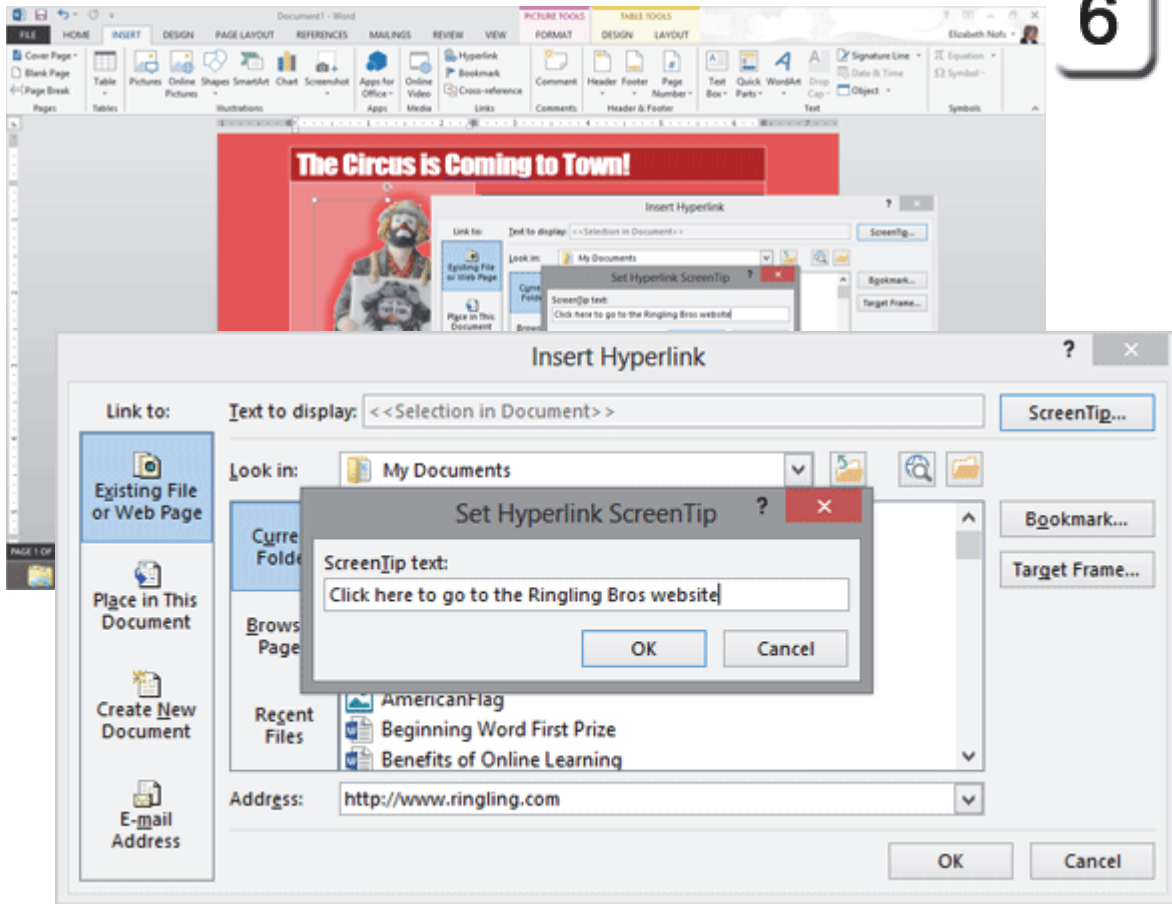
6. Try This: Edit the ScreenTip
Go to **ScreenTip...**
Type the ScreenTip Text: Click here to go to the Ringling Bros website.

Try This, Too: Edit the Target Frame
Go to **Target Frame**.
Choose **New Window** from the list.

Click **OK**. This would be a good time to save.

Insert ->Links ->Hyperlink

6



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Insert Hyperlinks

Take Two

Save This Document

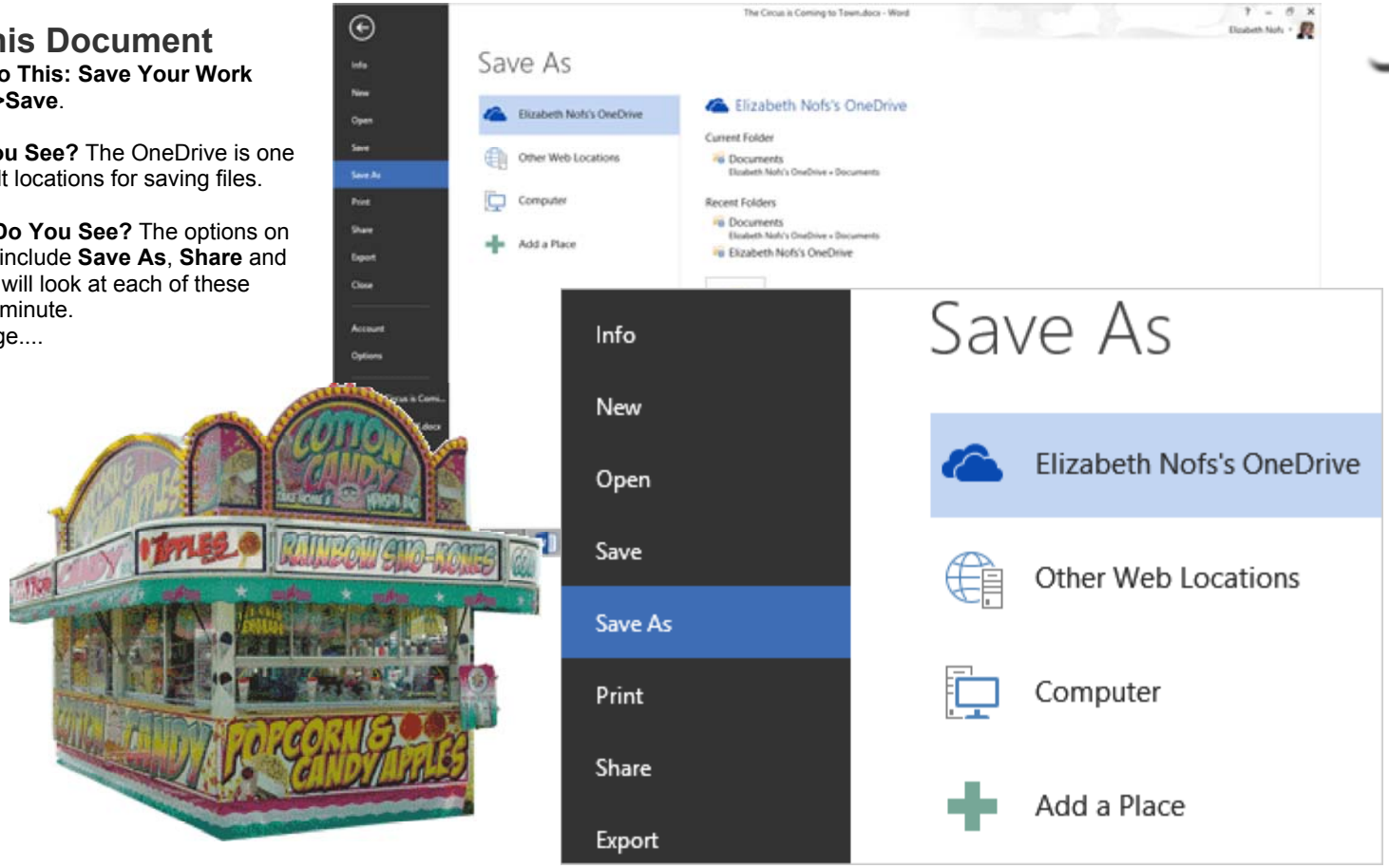
1. Please Do This: Save Your Work
Go to **File ->Save**.

What Do You See? The OneDrive is one of the default locations for saving files.

What Else Do You See? The options on the left side include **Save As**, **Share** and **Export**. We will look at each of these options in a minute.
Turn the page....

File ->Save

1



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Save Files to Remote Locations

Take Two

Save to the OneDrive

2. Do This: Save Your Work
Go to **File ->Save->OneDrive**.
File Name: The Circus is Coming to Town.
Save as Type: Word Document (That's a docx.)
Click **Save**. The flyer is done.

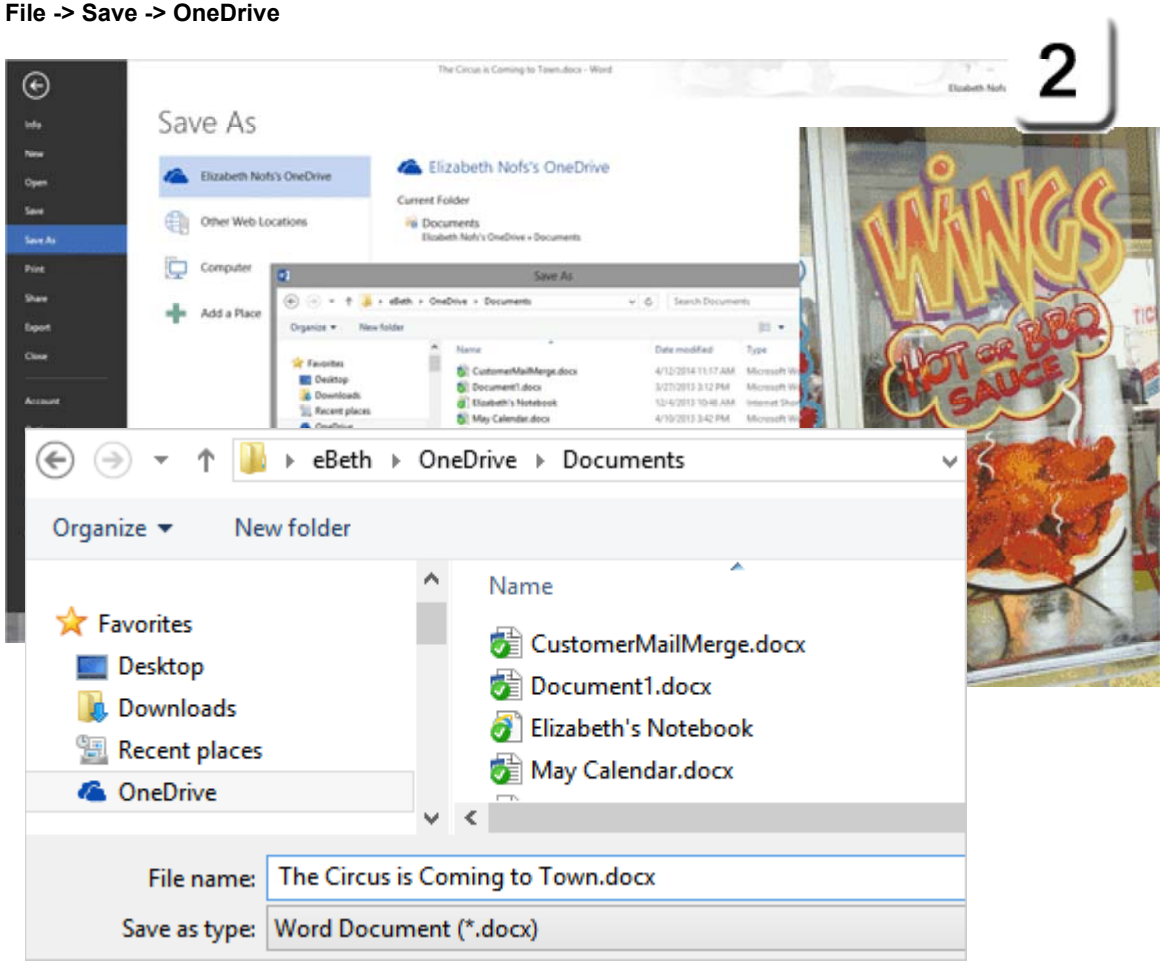
Wait, wait, wait! Don't be in a hurry to print out a thousand copies of the flyer. Consider the options.

Think digital: You can **Share** this flyer by E-mail or present it online. You can also publish this flyer on the Internet as a Blog post. Most cities have a web site for the local newspaper.

Finally, you can **Export** this Word document into other formats, including an Adobe PDF or Microsoft XPS document.

Let's consider the options.

File -> Save -> OneDrive



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Save Files to Remote Locations

Share a Document

Sharing a file online is much easier in Microsoft Office 2013. There are several new methods that use Cloud Computing.

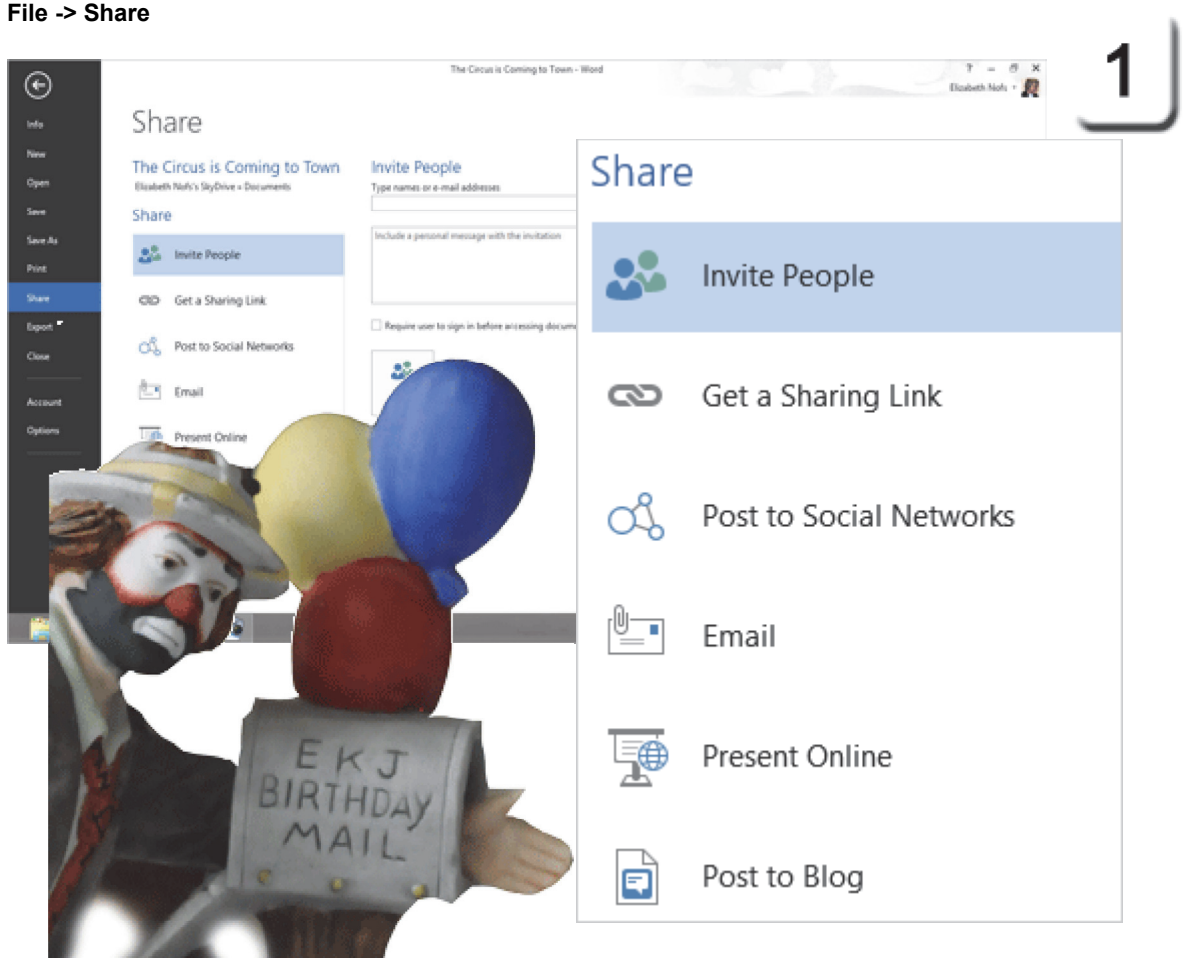
1. Try This:Review the Share Options
Go to **File->Share**.

The **Share** options include:
Invite People
Get a Sharing Link
Post to Social Networks
Email
Present Online
Post to Blog

We'll walk through these options from the top down, beginning with the invitation.

Keep going...

File -> Share



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Save Documents in Alternate File Formats (Share)

Take Two

Share: Invite People

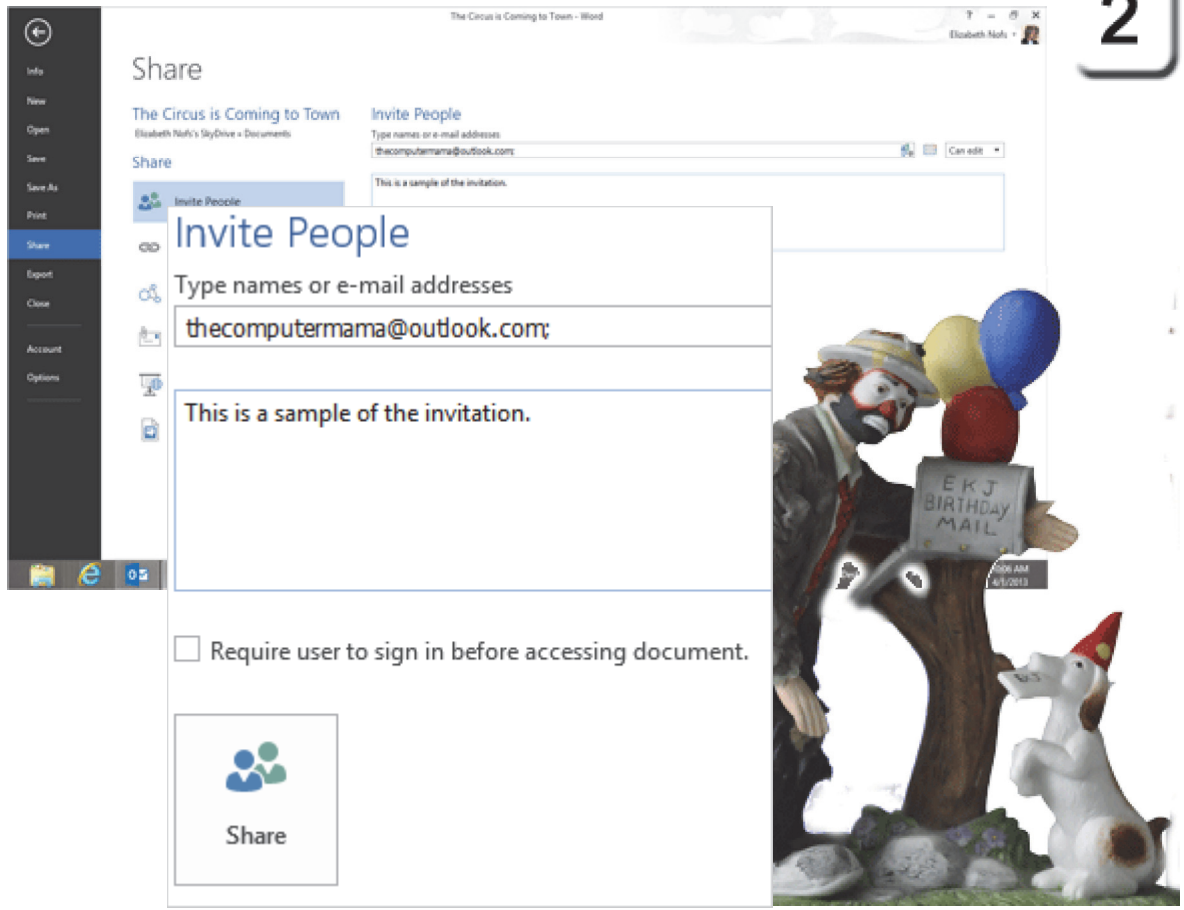
You can **Invite People** to share this document.

2. Try This: Share by Invitation
Go to **File->Share->Invite People**.
Please enter the following:
Type your E-mail address.
IInclude a message: This is a sample of the invitation.

Click **Share**. Keep going...

File -> Share ->Invite People

2



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Invite People(Share)

Take Two

Receive an Shared File

3. Consider This: What does it look like when the recipient receives the invitation? The example on this page shows the how the E-mail might look in Outlook.com.

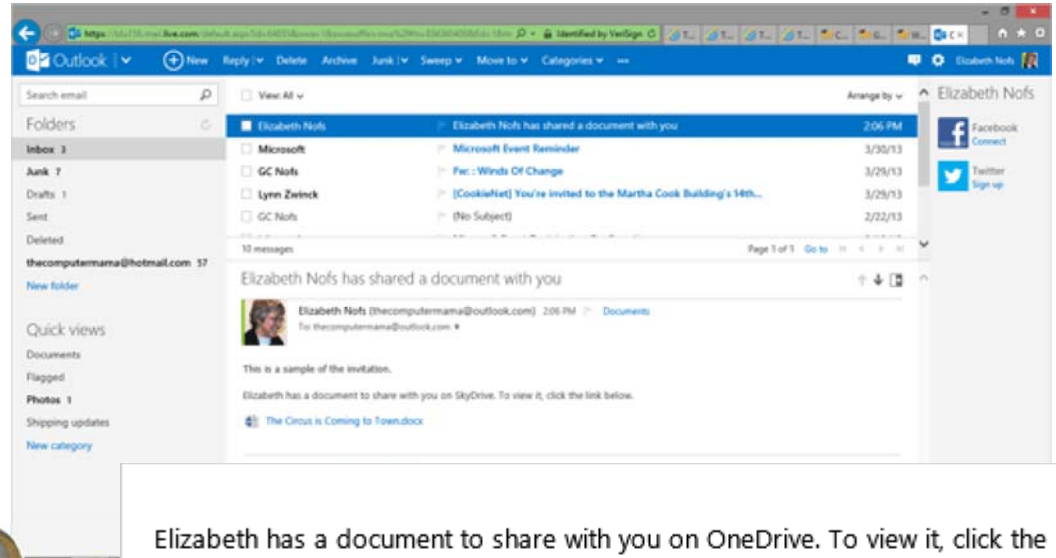
The E-mail states that Elizabeth has shared a document Online in SkyDrive. The E-mail also tells the recipient to click on the link to open the shared document.

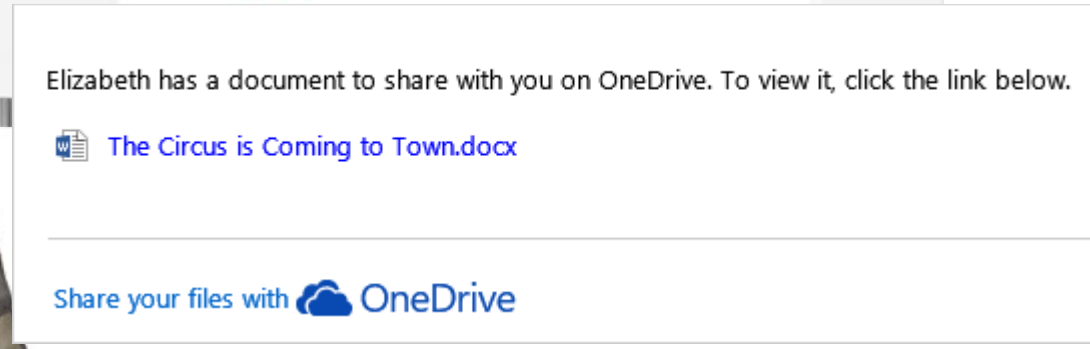
When the shared document opens in Microsoft Word, the recipient can go to **File->Save As** and save a copy to a different location, say their own computer.

Keep going...

Example of the shared document in the recipient's Outlook.com E-mail

3





Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Invite People(Share)

Take Two

Get a Sharing Link

A **Sharing Link** lets you publish a file online to your OneDrive and make it available by a hyperlink. Anyone who has the link can open the shared file.

Before You Begin: The Circus flyer is open in Microsoft Word.

4. Try This: Get a Sharing Link
Go to **File->Share.**
Click on **Get a Sharing Link**.

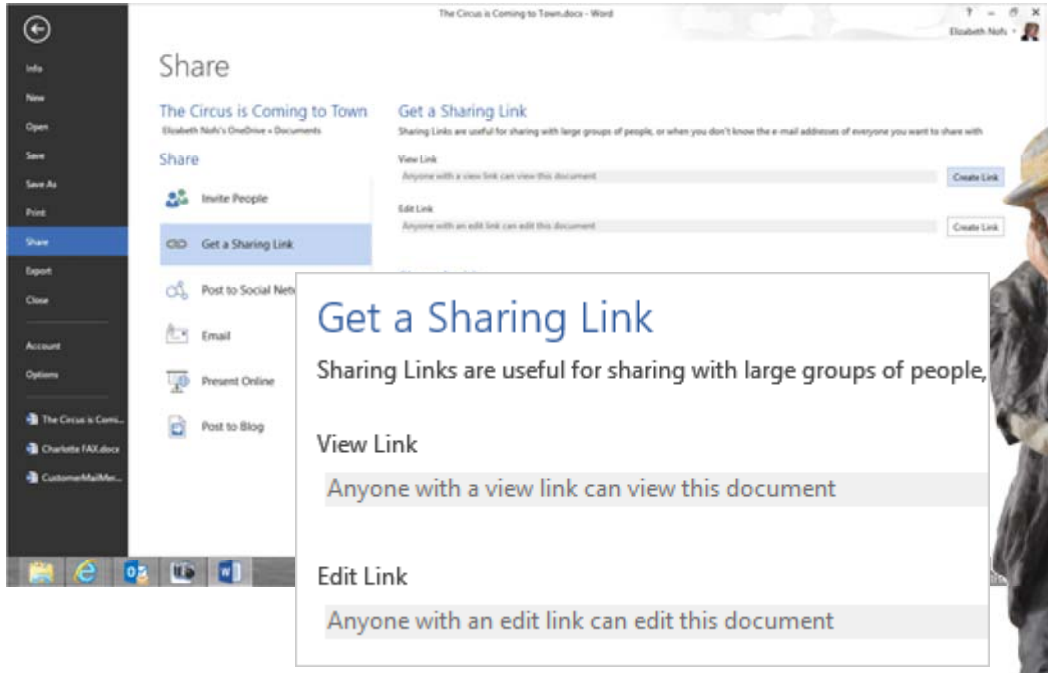
What Do You See? There are two different links: View or Edit.

To make a link, click on **Create Link.** After the link is created, you can copy this link into an E-mail if you wish.

Keep going....

File -> Share->Get a Sharing Link

4



View Link

https://onedrive.live.com/redir?page=view&resid=86CD87A2467AD6EA!17

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Get a Sharing Link (Share)

Take Two

Post to a Social Network

Social Networks can be very effective for broadcasting a message. Microsoft Word is an excellent authoring tool for creating colorful, rich documents. Here is a way to post your document to Facebook.

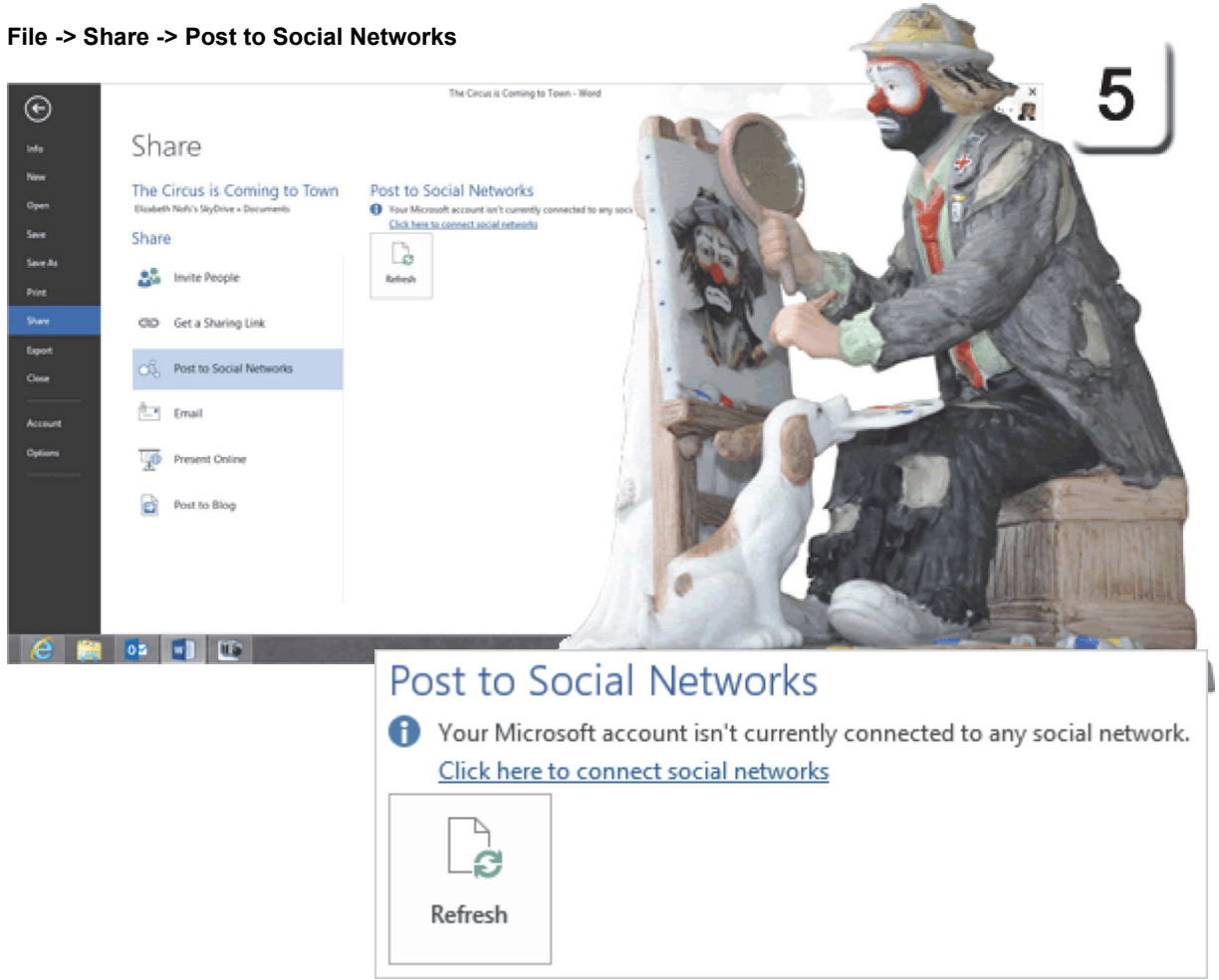
Before You Begin: The Circus flyer is still open in Microsoft Word.

5. Try This: Post to a Social Network
Go to **File->Share.**
Click on **Post to Social Networks**.
Click the link to **connect social networks**.

What Do You See? The first time you use this link, you will be asked to add a Social Network. The steps are straightforward. Follow the Wizard and fill in the blanks.

Turn the page: let's look at the next step.

File -> Share -> Post to Social Networks



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)

Take Two

Add a Social Network

Microsoft Office uses the Microsoft E-mail account to connect with Facebook, Twitter, LinkedIn, Flickr, Google, and Sina Weibo.

This "digital switchboard" can also be used with Windows 8, Windows Phone, Office 2013, Outlook.com, OneDrive and Messenger accounts.

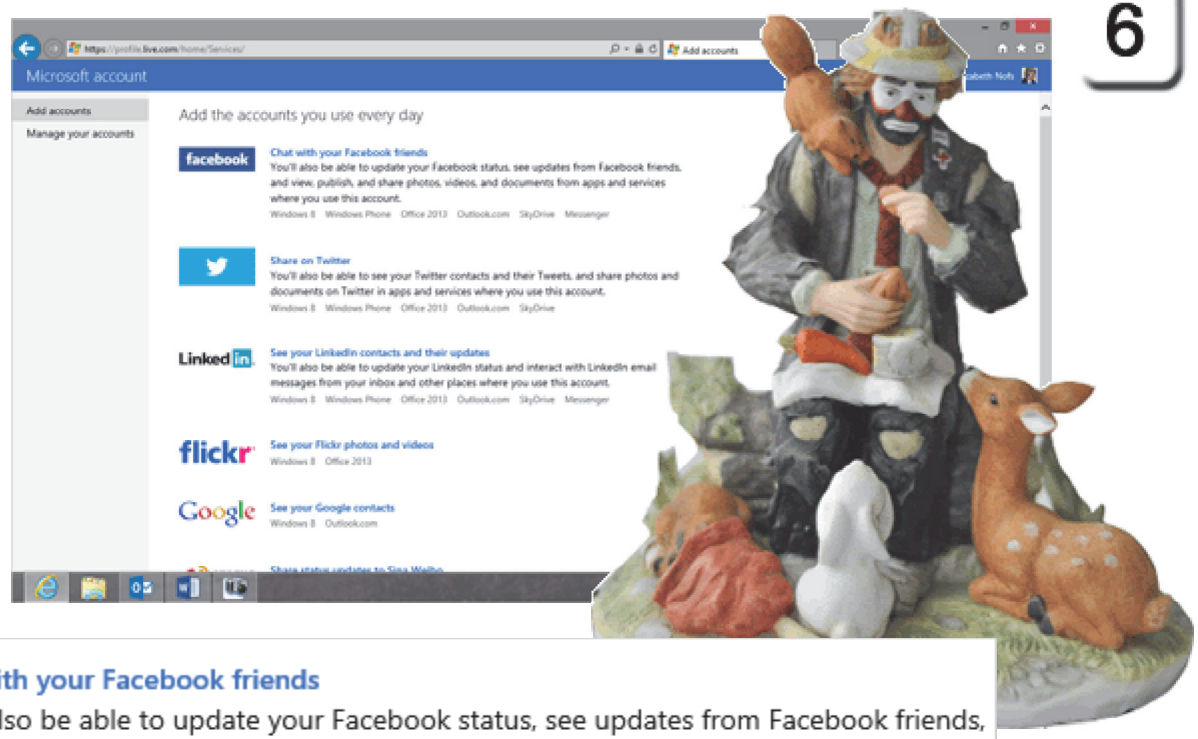
6. Try This, Too: Connect to Facebook
The Microsoft E-mail Account is open.
Click on **Chat with your Facebook friends**.

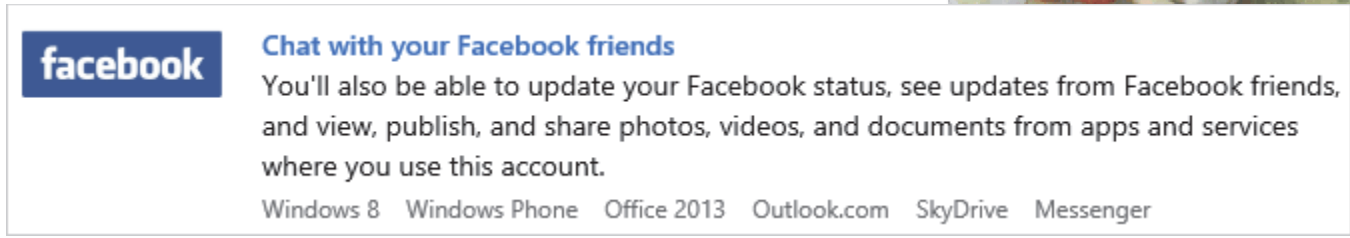
You will be prompted to log into Facebook.

Keep going...

File -> Share -> Post to Social Networks

6





Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)

Take Two

File -> Share -> Post to Social Networks

7

Connect with Facebook

Microsoft and Facebook use a little social connector app to link Microsoft Office 2013 to Facebook. The first question you will be asked is who has permission to see the posts that this app makes for you on your Facebook timeline. The default is Friends. You can choose a different setting.

7. Try This: Add the Microsoft App
Click **Go to App**.
This will install the social connector.

Keep going...

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)

Take Two

File -> Share -> Post to Social Networks

8

Review the Permissions

8. Try This: Review the Permissions

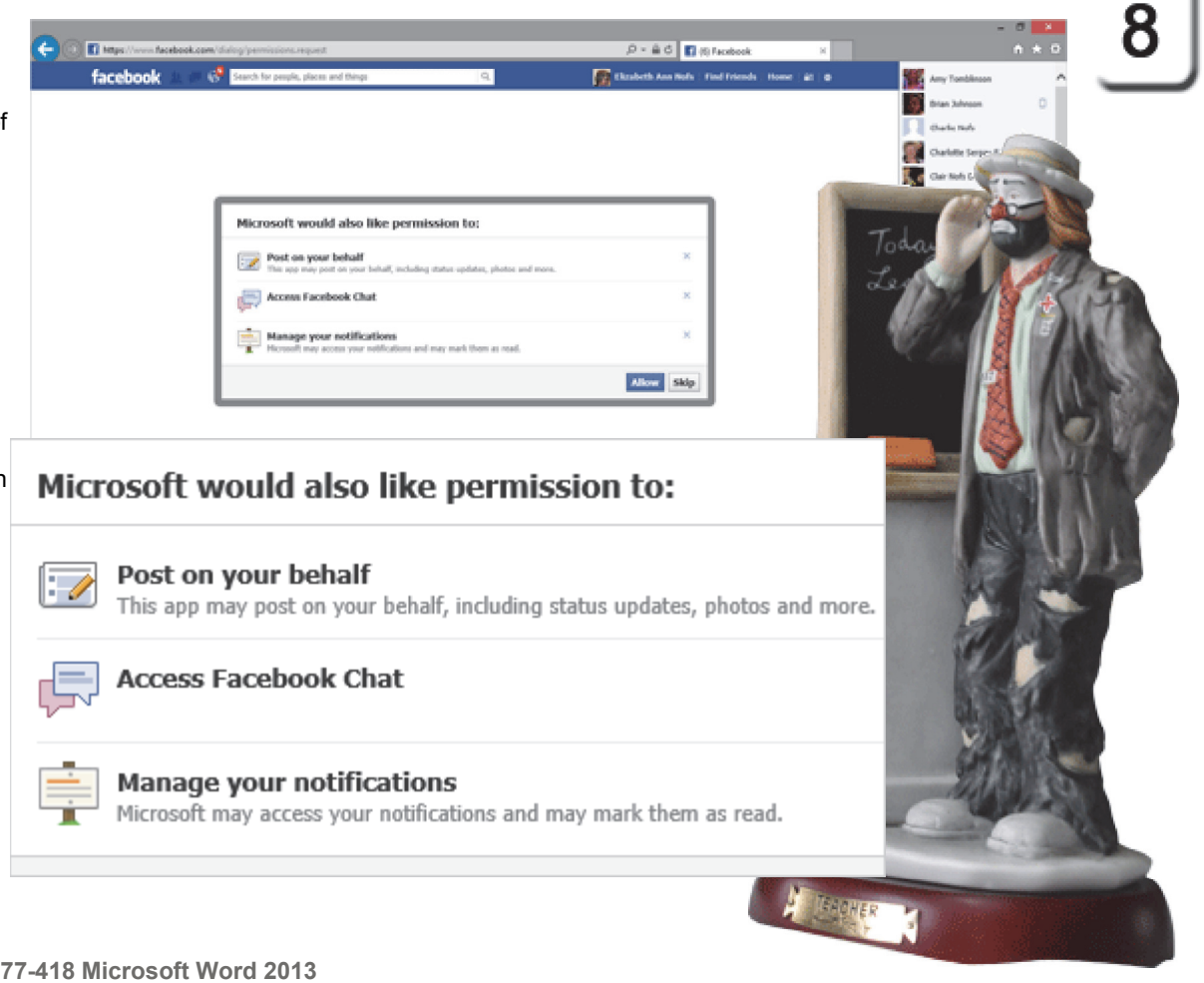
The welcome screen may say that millions of people use this app, but the Computer Mama suggests that you read the list of permissions that this software requests.

The permissions include:
Post on your behalf.
Access Facebook Chat.
Manage your notifications.

Each of these permissions can be denied if you wish.

Click **Allow**. You will see a little pop up when the update is complete.

Keep going...how does it work?



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)

Take Two

Post to Facebook

9. Finally, Try This: Post to Facebook
The Circus flyer is still open in Microsoft Word.
Go to **File->Share.**
Click on **Post to Social Networks**.

What Do You See, Now? The social network will be available on the right side. In this example, the circus flyer will be published on Facebook as an attachment, a Word document. You can choose who can view this post. There is also a text box for writing a comment when you post the flyer.

If you are following this lesson and you have a Facebook account, please try these steps.

Then log into Facebook and see what the post looks like. This could be a useful upgrade to Microsoft Office, indeed!

Keep going...

File -> Share -> Post to Social Networks

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Post to a Social Network (Share)

Share by E-mail

E-mail is an excellent choice for sharing and collaboration. It is quick, rich and digital. The following pages will look at the E-mail options. This lesson begins with the Circus flyer open in Microsoft Word, but you can use any sample file for these steps.

1. Try This: Send Using Email
Go to **File->Share->Email**.

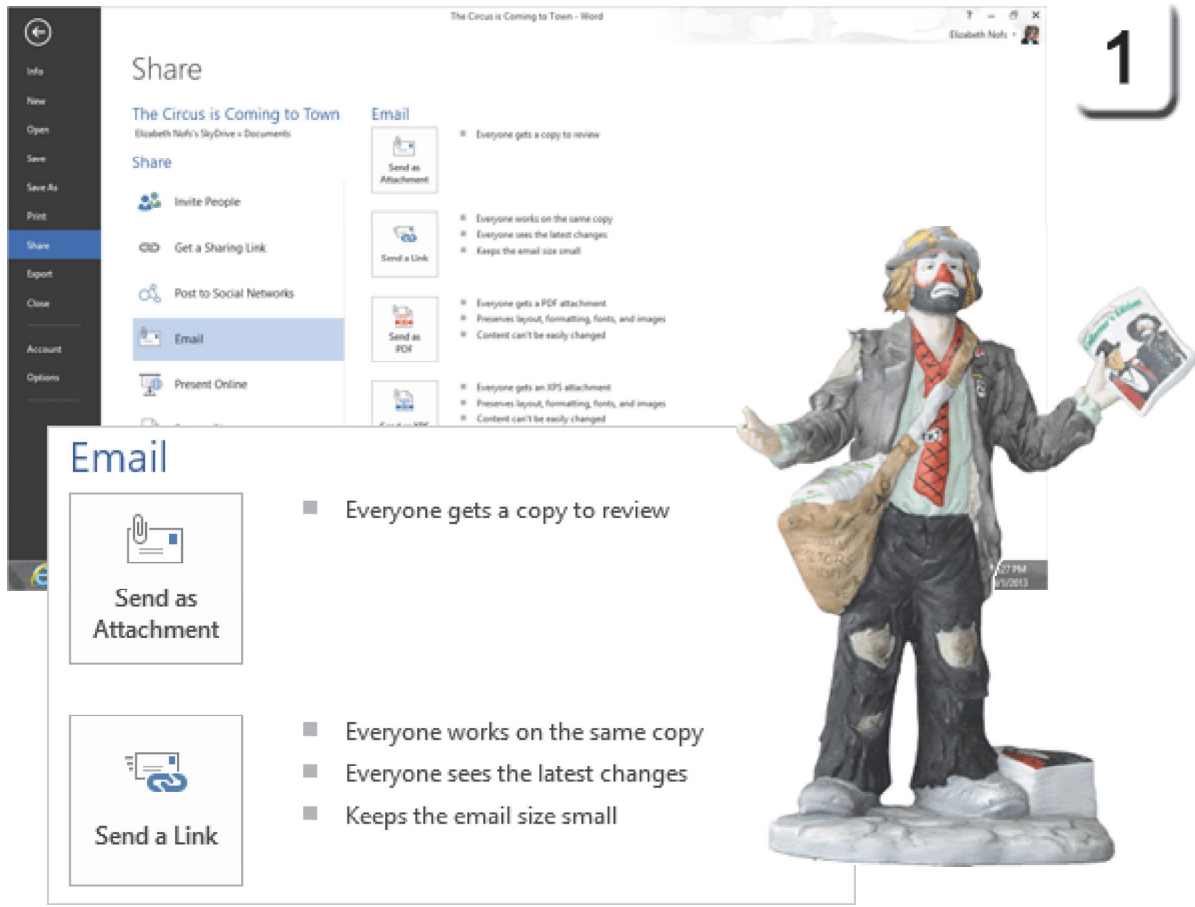
There are five E-mail options:
Send as Attachment.
Send a Link.
Send as PDF.
Send as XPS.
Send as Internet Fax.

Let's begin with an attachment.

OK, Try This: Send as Attachment
Click on **Send as Attachment**.

Keep going...

File -> Share -> Email



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as Attachment)

Take Two

Send as Attachment

When you choose to send a document as an attachment, a new message will open with the document included.

2. Do This: Complete the Task
Please address this Email to yourself and click **Send**.

In a few minutes a new E-mail should arrive in your Inbox. There should be a Microsoft Word document attached.

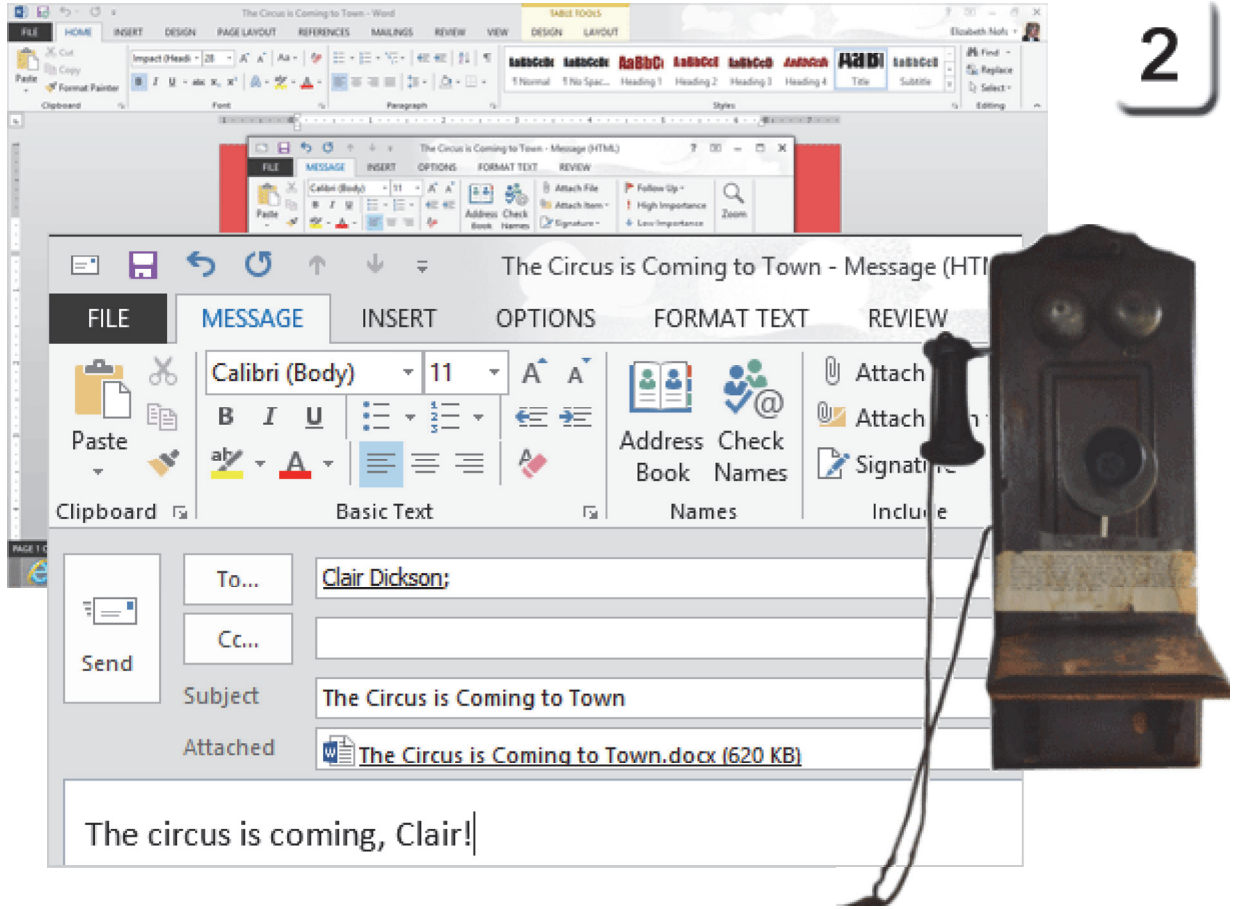
Keep going...

Memo to Self: The screen capture on this page shows a new message in Microsoft Outlook 2013.

This option to **Send as Attachment** may not work if you use webmail (Gmail, Yahoo or AOL) as your default program.

File -> Share -> Email->Send as Attachment

2



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as Attachment)

Take Two

Share: Send a Link

The option to **Send a Link** is similar to Sharing Links. Instead of sending everyone a separate copy of the document as an E-mail attachment, the document will be available online in OneDrive or SharePoint. **Send a Link** is a way to E-mail a Hyperlink to that document online.

3. Try This: Send as Link
The Circus document is still open.
Go to **File->Share->Email.**
Click on **Send a Link**.

What Do You See? A new message will open with the link included.

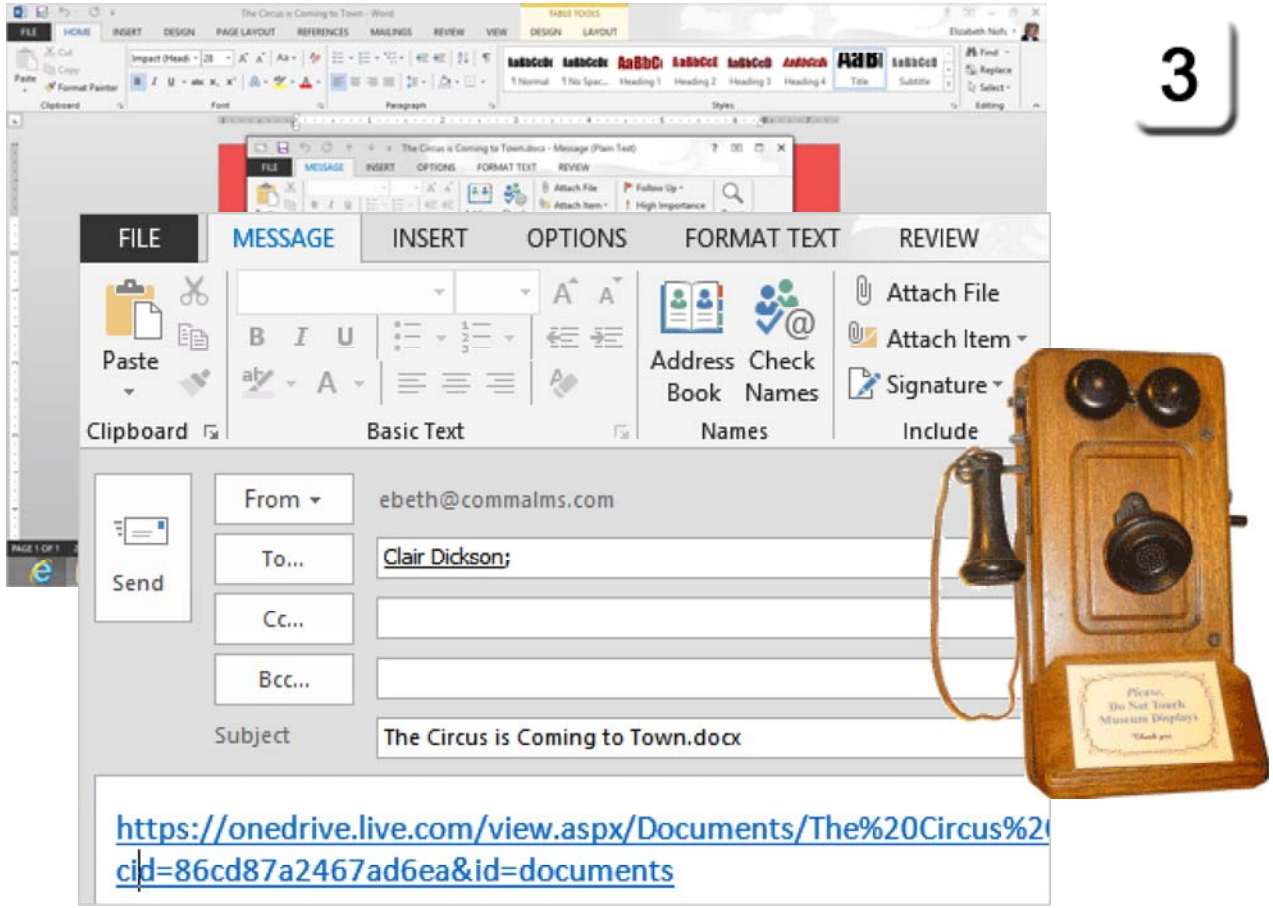
Complete the task: Please address this E-mail to yourself and click **Send**.

In a few minutes a new E-mail should arrive in your Inbox. There should be a Link in the message.

Keep going...

File -> Share -> Email-> Send a Link

3



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send a Link)

Share: Internet Fax

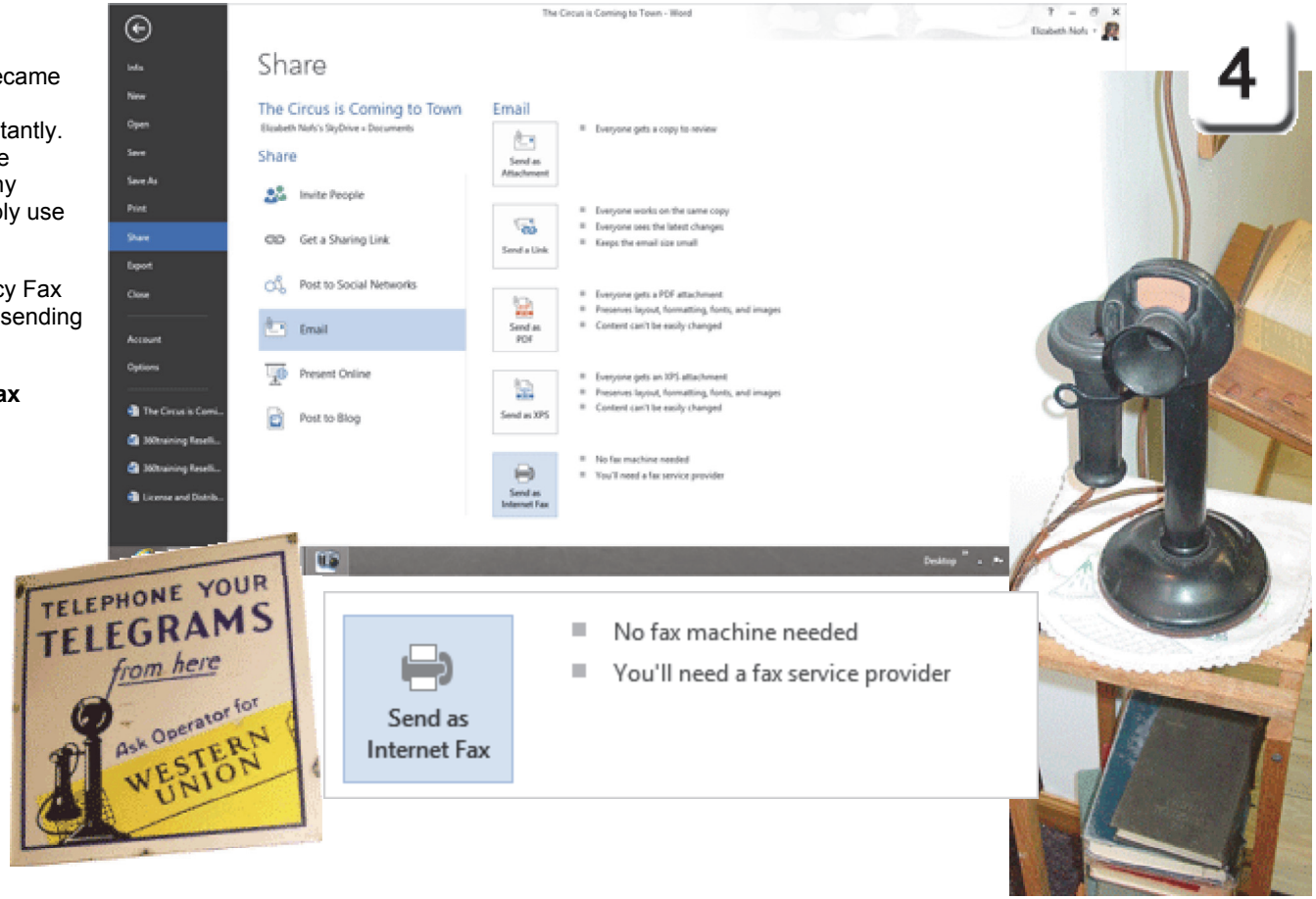
Before the Internet and E-mail became the norm, businesses used Fax machines to send information instantly. Fax machines relied on telephone technology: a dial-up phone. Many businesses and households simply use cell phones, not dial-up.

However, there are enough legacy Fax machines that you may consider sending an Internet Fax.

4. Try This: Send an Internet Fax
Go to **File->Share->Email.**
Click on **Send as Internet Fax.**

Keep going...

File ->Share -> Email-> Send as Internet Fax



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as Internet Fax)

Take Two

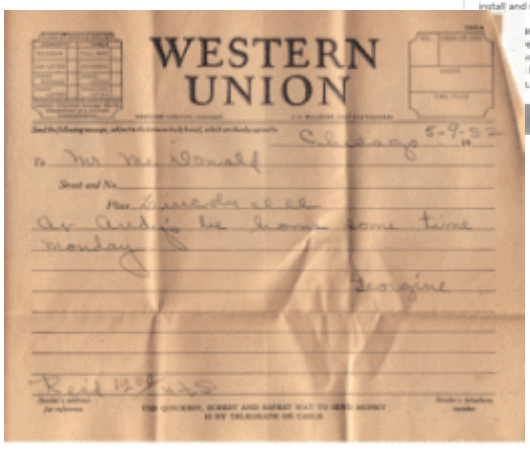
File -> Share -> Email-> Send as Internet Fax

Internet Fax Providers

5. Review the Fax Service Providers
The first time you send an Internet Fax Microsoft Word will prompt you to set up an Internet Fax Service Provider.

Microsoft Office Marketplace offers links to the Internet Fax Service Providers who specialize in faxing from Microsoft Office. All of these services have a Free-Trial so you can test this option and see if it is worth the monthly service fee.

Close these windows. Keep going.



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as Internet Fax)

Take Two

Creating XPS and PDF Files

PDF means Portable Document File. The PDF format was developed by Adobe Systems in 1993 as a way to represent documents in a way that was independent of which program created the document or which operating system might be running on your computer-today or 20 years ago.

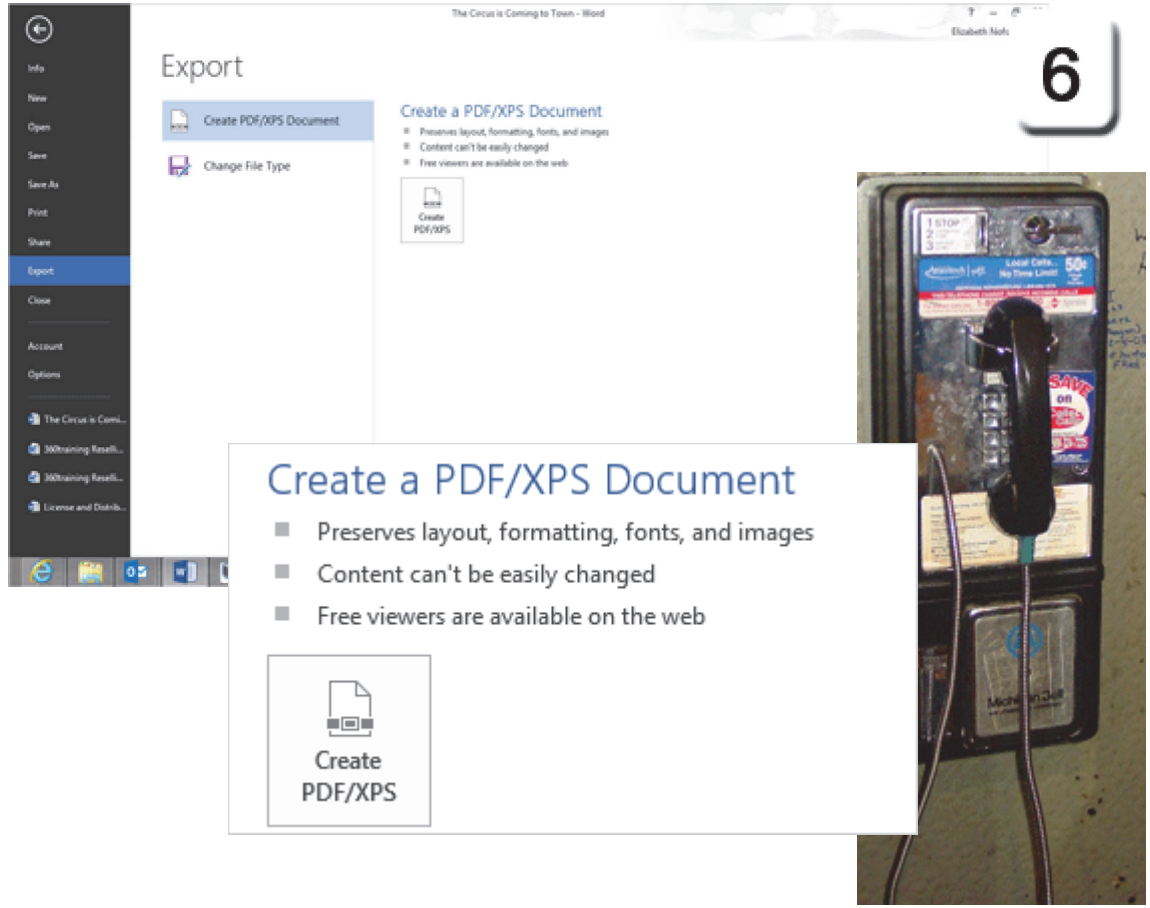
XPS means XML Paper Specification. XPS is the open source format developed by Microsoft in 2009. It is also independent of software or operating system.

You can **E-mail** or **Export**. Both buttons will print a PDF or XPS file. The Export option lets you optimize the PDF. The E-mail option does not.

6. Try it: Create PDF/XPS Document.
The Circus document is still open in Word.
Go to **File ->Export.**
Go to **Create PDF/XPS Document.**
Click on **Create PDF/XPS**.

Keep going...

File -> Export ->Create PDF/XPS Document->Create PDF/XPS



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as PDF)

Take Two

Simple PDF Options

When you save a Word document as a PDF, you will be prompted to browse to a folder to save your new PDF file. In this screen shot, the PDF was saved to the SkyDrive.

7. Try This: Edit the PDF Options
Save as type: PDF (*.pdf)
Optimize: Standard.
Click **Publish**.

The completed PDF file will open in Adobe Acrobat, a free reader program that is available on most PCs.

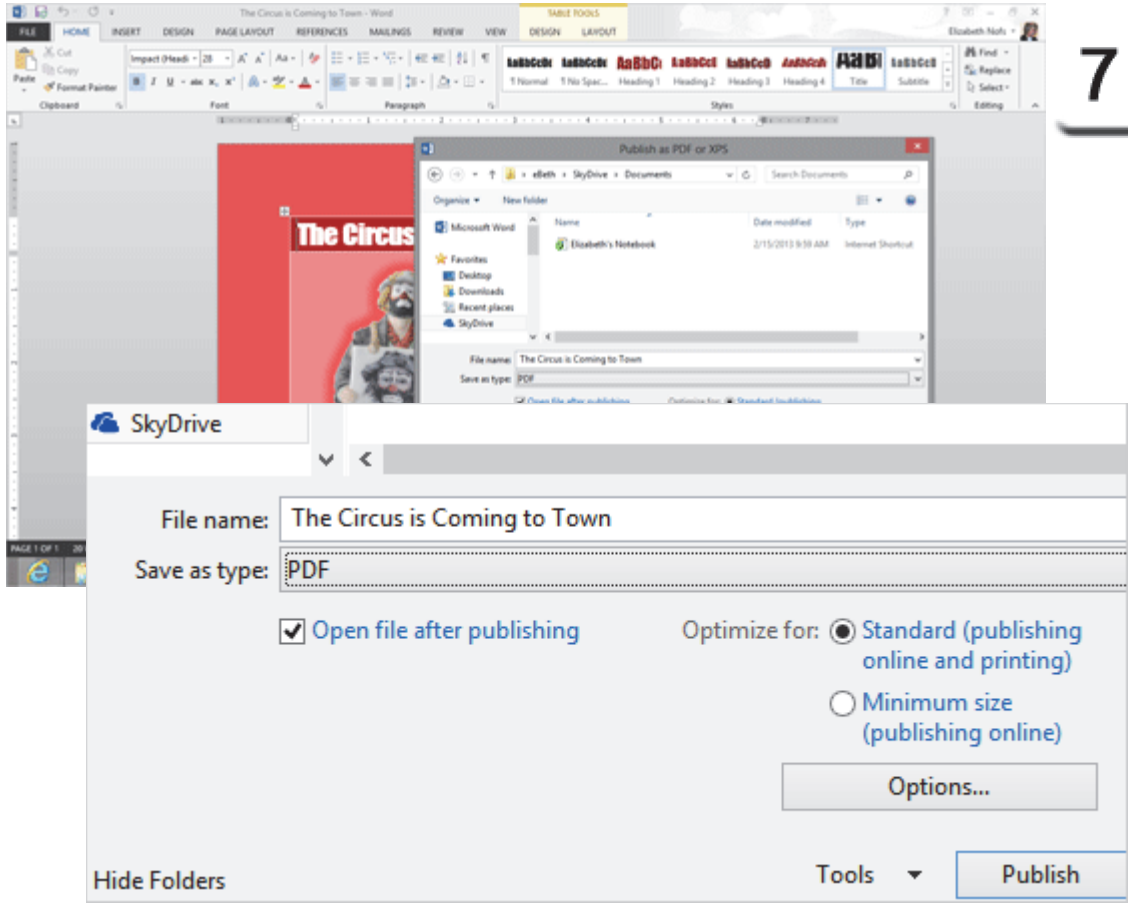
Keep going....

Made You Look: Optimize the PDF
Microsoft Word offers two levels of resolution for the PDF file: Standard and Minimum.

The Standard format has a higher resolution for graphics so that the images will print well.

The Minimum format compromises on image size and quality to reduce the file size and make the downloads faster.

File -> Share -> Email-> Send as PDF



7

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as PDF)

Take Two

Send as XPS

You can convert a document to a PDF or an XPS file and then send it as an E-mail attachment. It is a "one-click" process that works rather effectively. Here are the steps.

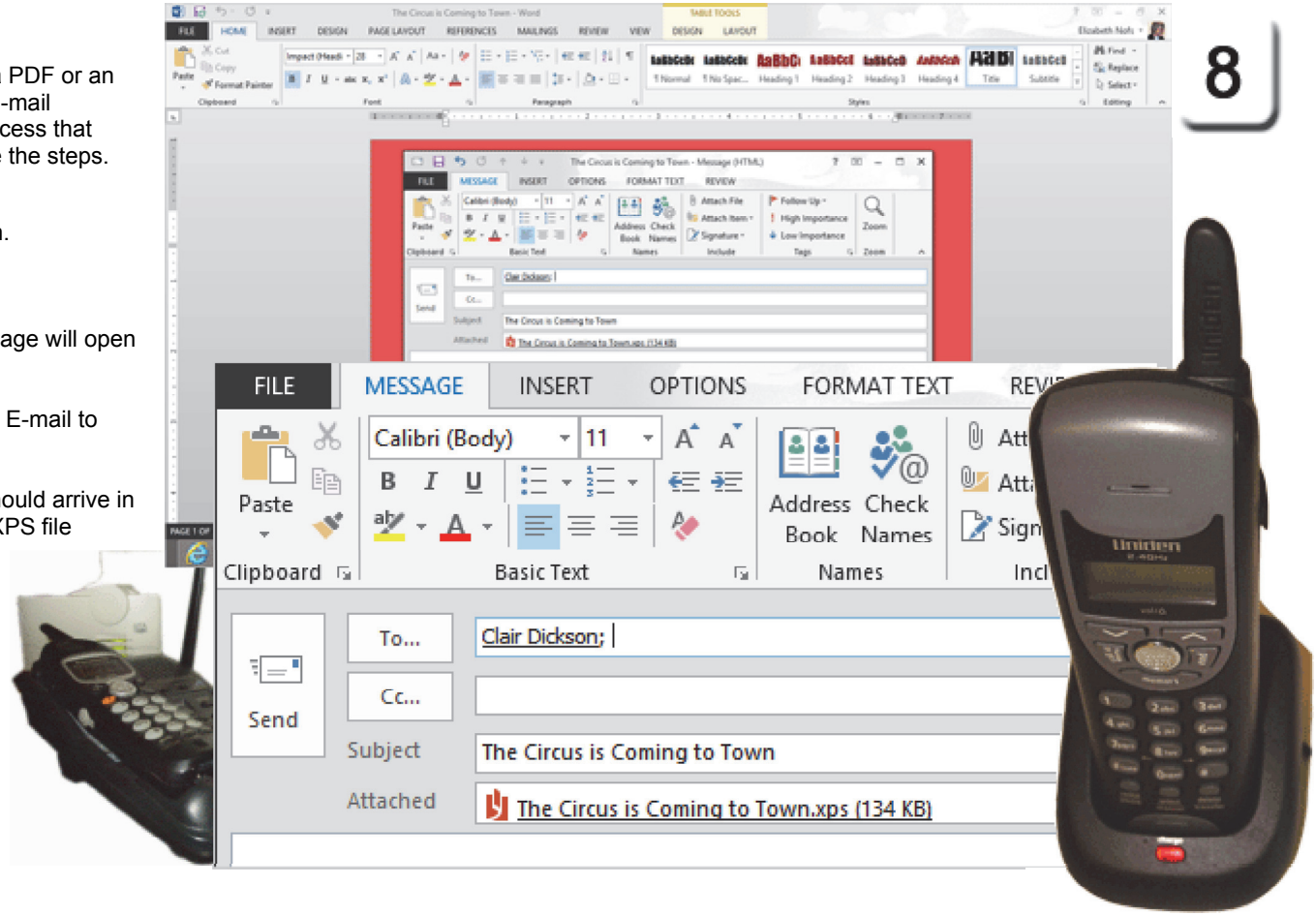
8. Try it: Send as XPS
The Circus document is still open.
Go to **File->Share->Email.**
Click on **Send as XPS**.

What Do You See? A new message will open with the XPS file attached.

Complete the task: Address the E-mail to yourself and click **Send**.

In a few minutes a new E-mail should arrive in your Inbox. There should be an XPS file attached to the message.

File -> Share -> Email-> Send as XPS



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.5 Configure Documents to Print or Save: Send by Email (Send as XPS)

Take Two

Open the PDF in Word

You can open a PDF file in Microsoft Word 2013 and edit it if you wish. This is new: something that could not be done easily in previous versions of Microsoft Office.

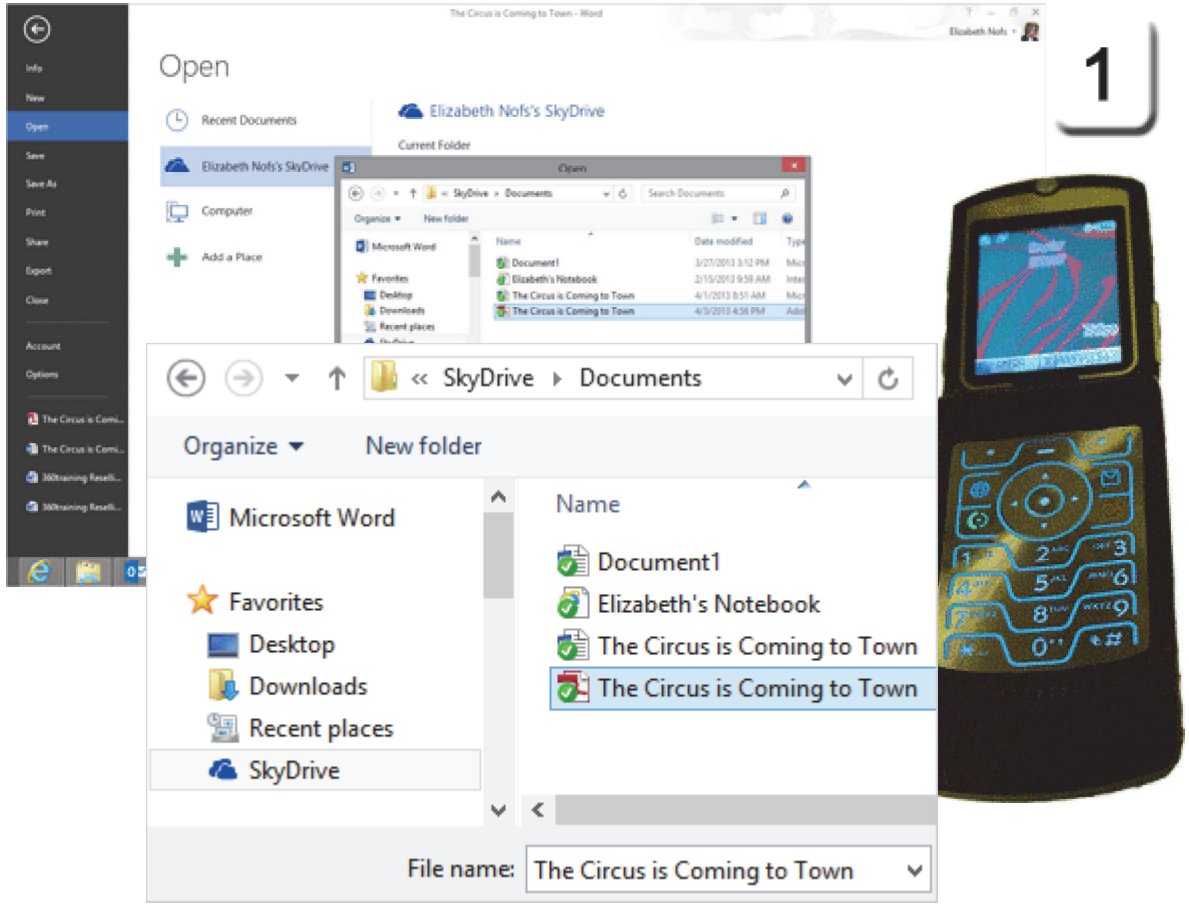
Earlier in this lesson the PDF file was saved to the SkyDrive. This example returns to the SkyDrive to edit that PDF.

1. Try it: Open a PDF File in Word
The Circus document is still open in Word.
Go to **File ->Open->SkyDrive.**

What Do You See? The PDF file is visible, available to open in Word.
Select the PDF file and click **Open**.

Keep going...one more step.

File -> Open->SkyDrive



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Open a PDF file directly in Word for Editing

Take Two

Edit the PDF in Word

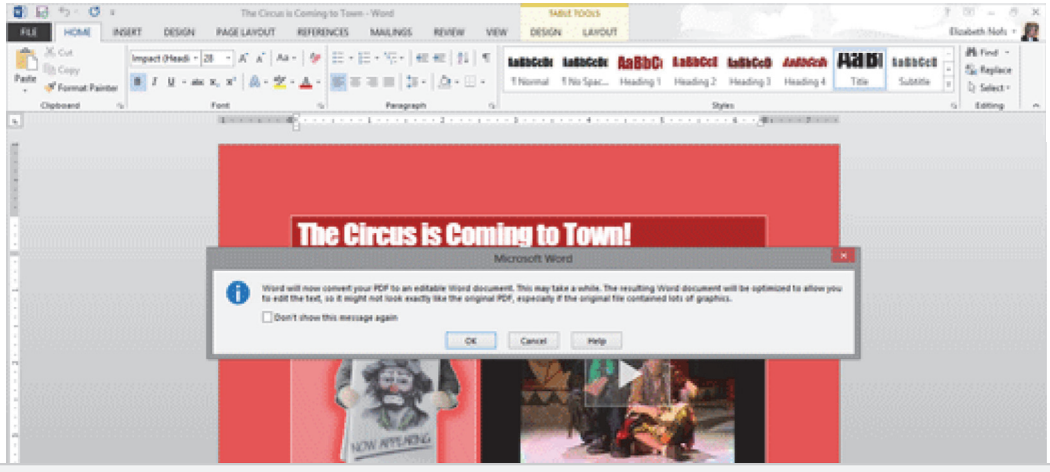
2. Try it: Edit the PDF File in Word

When you open the PDF file, you will be notified that Word will convert the PDF into an editable file and that some layout and text formatting may be changed.

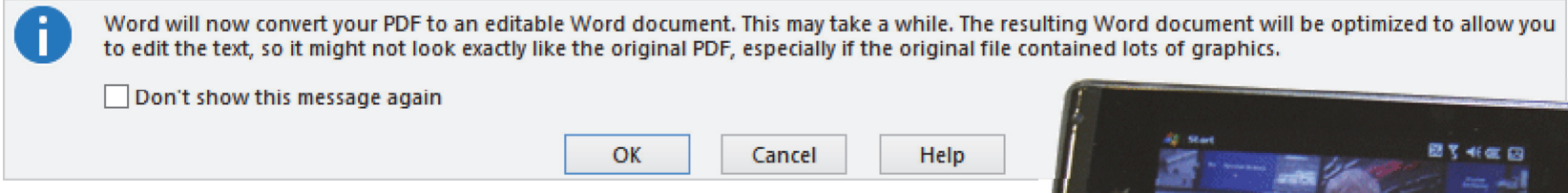
So opening a PDF file in Word changes the PDF back into a Microsoft Word document.

That was cool.

File -> Open->SkyDrive



2



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Open a PDF file directly in Word for Editing

Take Two

Frictionless Marketing

In his book, *The Road Ahead*, Mr. Bill Gates, founder of Microsoft, predicted that computers would enable "frictionless marketing." The beautiful flyer that we just created would cost thousands of dollars to print in color and mail by US Post.

We just designed an excellent flyer that did not cost anything for printing or postage. No friction: nothing to hold you back!

So go get a cookie, maybe two.

You done good.

Practice

Lesson 6: Online, All the Time

Before You Begin: Download a sample picture: Farm

Try This: Do the following steps

1. Start Microsoft Word 2013. Open a new, blank document.
2. Insert a picture: Farm
3. Format the picture as follows:
   Position in Top Center with Square Text Wrapping
   Crop to Shape: Rounded Rectangle
   Picture Style: Reflected Rounded Rectangle
4. Adjust the Picture Color Options:
   Change the Color Tone. Make the Temperature: 8,800
5. Format the Text Wrapping:
   Send the Farm picture Behind Text
6. Go to the Paragraph Group and click on Show/Hide to show the Anchor.
7. Enter the following Text:
   Charlotte's Website
   Format the Text: Tahoma, 18 pt, Centered
8. Add a hyperlink: www.freshfood.com
   Set Target Frame: New window
   Edit the Screen Tip: From the farm to your table
9. Format the hyperlink: Tahoma, 14 pt, Centered
10. Save as YOUR NAME Online Practice.docx

Test Yourself

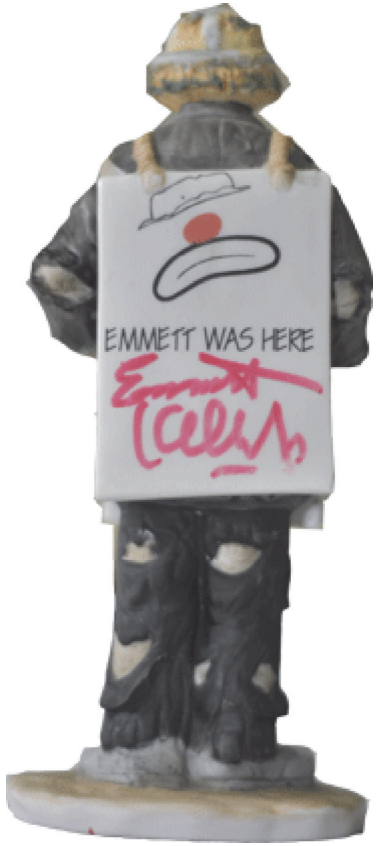
1. Which of the following is true?
a. A hyperlink can be pasted into a document and still works when clicked taking a user to the address
b. A hyperlink cannot be pasted into a document
c. A hyperlink can be pasted into a document, but, when clicked, will not take the user to that address.
Tip: Intermediate Word, page 201

2. A Word document can be E-mailed directly from Word using the Save and Send option.
a. True
b. False
Tip: Intermediate Word, page 205

3. Which of the following is true?
(Select all correct answers.)
a. The Send as Attachment attaches the document to an E-mail message.
b. The PDF option converts the document to a PDF and then emails it
c. The Create Link option allows users access to the file stored on your personal computer.
Tip: Intermediate Word, page 206

4. Which of the following is true about SkyDrive?
(Select all correct answers)
a. Uses WindowsLiveID for logging in
b. The Files stored on the SkyDrive are accessible with the Internet
c. Saving to SkyDrive is available with the File->Save command in Word
Tip: Intermediate Word, page 209

5. Which of the following is true?
(Select all correct answers)
a. A Mail Merge can be an email
b. A Mail Merge email sends one copy to all recipients using the CC function
c. A Mail Merge can send a separate E-mail to each recipient
Tip: Intermediate Word, page 211



Intermediate Word Skill Test

Before You Begin: Start Microsoft Word 2013.
Please do the following steps:

1. Open the sample Word document:
"Locally Heavy Rains Soak Southeast Michigan."

2. Add the following text to the beginning of the document:
Rain Washes Out Hamburg Michigan
Apply Heading Style 1 to the text

3. Select all of the text EXCEPT the headline you just formatted. Format the highlighted text into two COLUMNS. Change the FONT size to 12 points.

4. Insert a picture from ClipArt. Use clips online to find a rainbow picture. Format the picture as a WASHOUT behind the text.

5. SAVE your work as Your Name Word Intermediate Skill Test.

6. Open a NEW blank Word document

7. Create a new TABLE with four columns and six rows.
Add the following labels to the first row:
First Name, Last Name, Department, Location

8. Add the following data:
Deeter Poohbah Training Detroit
Mary Contrary Marketing Lansing
Alex West Web Designer Ann Arbor
Leo Michaels Engineer Ann Arbor
Charlie Barliman Sales Lansing

SAVE the document as Friends and Family.docx.
9. Return to the Newsletter (Your Name Word Intermediate.docx)

10. Add two BLANK LINES Between the Headline and the first paragraph of text.

11. Create a MAIL MERGE using the Friends and Family list as the Data. Insert the merge fields:
First Name, Last Name, and Department

Keep going...

Intermediate Word Skill Test

Page 2 of 2

12. Format the Department Merge Field with the Style: Subtle Emphasis.

13. Insert a table with 2 columns and five rows

14. Merge the cells in the top row

In the top row, add the text Rainfall

15. Add the following months and rainfall amounts

March 6 inches
April 11 inches
May 4 inches
June 2 inches

16. Format the Table borders to be color white

17. Add a hyperlink to the text Rainfall.
Set the hyperlink to go to www.weather.com

18 Save the work: Your Name Word Intermediate.docx

Please submit your Skill Test online.

Intermediate Microsoft Word 2013: Glossary

Microsoft Office Specialist (MOS): Exam 77-418 and Exams 77-425 and 426 for Word 2013

Address Block-- super Mail Merge field that includes name, address, city, state, and zip code *pg.81*

Anchor/ Lock Anchor-- measurement from edges of the page to the picture. Lock Anchor keeps the picture exactly at the spot. *pg.195*

Blog post-- individual entry on a blog *pg.58*

Blog-- short for weblog, an online publication similar to a newsletter or online journal. Often used to log and share events and/or opinions *pg.56*

Bookmark-- a method for selecting a naming a place in a document for navigation or notes *pg.167*

Building Blocks (see also **Quick Parts**)-- content that can be made into Quick Parts *pg.46*

Character spacing-- the amount of space between letters, aka kerning *pg.104*

Clip Art gallery-- collection of image files from Microsoft, available for use in Microsoft Office programs *pg. 25*

Clip Art-- image file from Microsoft, available for use in Microsoft Office programs *pg.25*

Compress (picture) --reduces the file size of a picture, but not visible size *pg.157*

Document View-- standard page layout view showing an 8 ½ x 11" document
fields (Mail Merge)-- categories in a list or database that are used in the Mail Merge, such as name or address *pg.149*

Handles--small icons on the corner and sides of objects, such as pictures, shapes or text boxes, in an Office document or file to show where the edges of the object are. Can be used to resize an object. *pg.156*

HTML-- hypertext markup language, a standardized set of code for Internet Browsers *pg.159*

Hyperlink-- how to get from one web page to another, links the pages *pg.162*

Index (web page) -- the name of the file that is the home page of a website *pg.160*

Linked objects-- an embedded object, such as an Excel spreadsheet, that remains connected to the original data and automatically reflects and changes in the original data. *pg.33*

Lock Anchor-- command that keeps the picture at a specific location relative to the edges of the page, not other content *pg.195*

Intermediate Microsoft Word 2013: Glossary

Microsoft Office Specialist (MOS): Exam 77-418 and Exams 77-425 and 426 for Word 2013

Mail Merge-- the process where a data source is inserted into a Word document, creating individualized copies. Process includes the main document, the data source, and the merged document. *pg.211*

Mail Merge Wizard-- walks step-by-step through the process of creating a Mail Merge *pg.79*

Margins-- the blank area between the text and edge of the paper *pg.100*

Microsoft Design Gallery-- the online collection of Clip Art and other media files provided by Microsoft. *pg.74*

Object-- any item other than text used in a file, such as a shape, picture, Clip Art, etc *pg.21*

OLE-- Object Linking and Embedding, refers to the process of linking objects (see linked object) *pg.35*

Orientation-- which direction on the paper is "up." Can be portrait, which is narrower than tall, or landscape which is wider than tall. *pg.98*

Quick Parts (see also **Building Blocks**)-- premade content available to add to a document *pg.46*

Recipients-- the people who will be receiving the mailing *pg.106*

Screentip-- tells a website user what to expect when clicking on a hyperlink *pg.202*

Show/ hide-- toggles the paragraph marks and other non-printing characters from hidden, by default, to visible. *pg.17*

SkyDrive-- online storage space available from Microsoft, available wherever you have Internet access *pg.209*

Template-- a document, spreadsheet, or presentation that includes set formatting, layout and design *pg.43*

Text Wrapping-- how text interacts with pictures or objects *pg.77*

Theme-- when applied, formats text, paragraph, layout and color palette *pg.48*

Title bar--the bar at the top of a program that includes the program name and, if applicable, the current file name *pg.55*

Watermark-- light text or image in the background of a document *pg. 102*

Intermediate Microsoft Word 2013: Index

Microsoft Office Specialist (MOS): Exam 77-418 and Exams 77-425 and 426 for Word 2013

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