

# Word Processing Program-2

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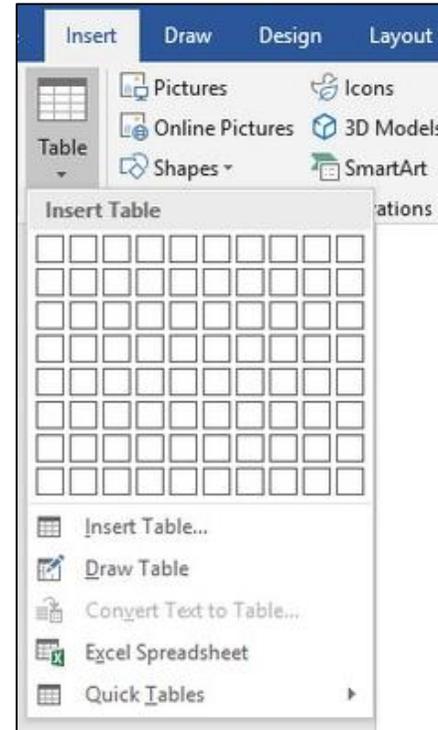
# 1. Objects

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# Creating a table

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- A table consists of rows and columns of known cells filled with text and graphics.
- Tables are often used to organize and present data. Tables are made up of rows and columns. Rows and columns are made up of cells.
- After reaching the place where we want to add a table, we can use the "Table" command on the Insert tab, select the table in the row and column we want and add it to our document.
- To add data to a table created, a cell is clicked and data can be added by entering data from the keyboard or by using the copy / paste option from another document.



# Insert and delete rows and columns

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- To add rows and columns, click the right mouse button on the table. From the options, cells or rows can be added to the right-left or below-above the table.
- To delete rows or columns, go to the desired place of the table. Again, the selected row or cell can be deleted by right clicking the mouse on the table. This can be done from the table icon in the toolbar or from the menu.

# Changing column height and width

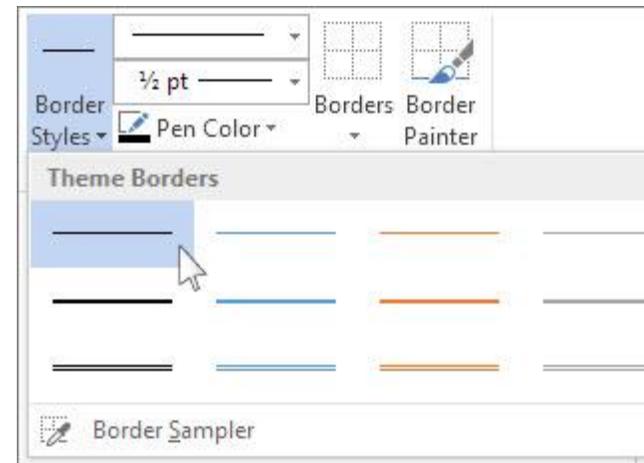
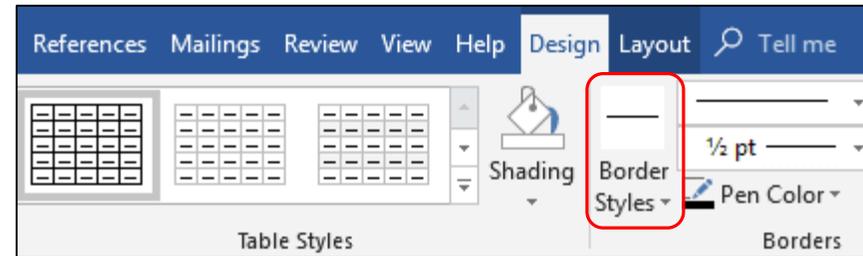
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- You can do one of the following to change the column width:
  - To use your mouse, rest the cursor on the right side of the column border you want to move; When the cursor changes to a resize cursor, drag the border until you reach the column width you want.
  - To change the width for a specific measure, click a cell in the column you want to resize. On the Layout tab, in the Cell Size group, click the Table Column Width box, and then select the options you want.
  - Click on your table to automatically match the columns in the table to the table of contents. On the Layout tab, in the Cell Size group, click AutoFit, and then click Auto Fit Contents.



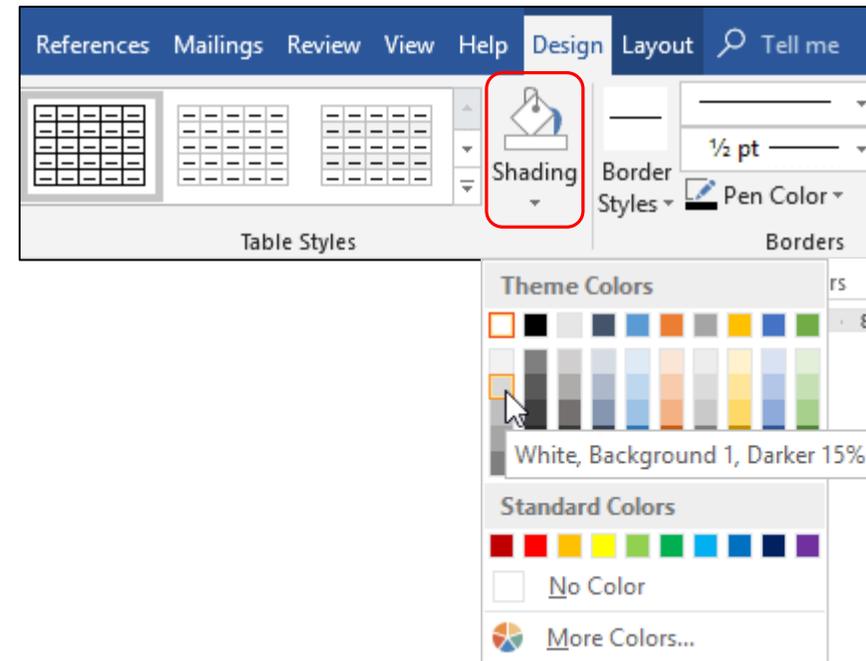
# Changing cell borders, style, width and color

- You can follow the ways mentioned below to organize cell borders in a table.
- The table tools design tab is displayed.
- Click Border Styles and choose a border style. You can also adjust the width of your border here.



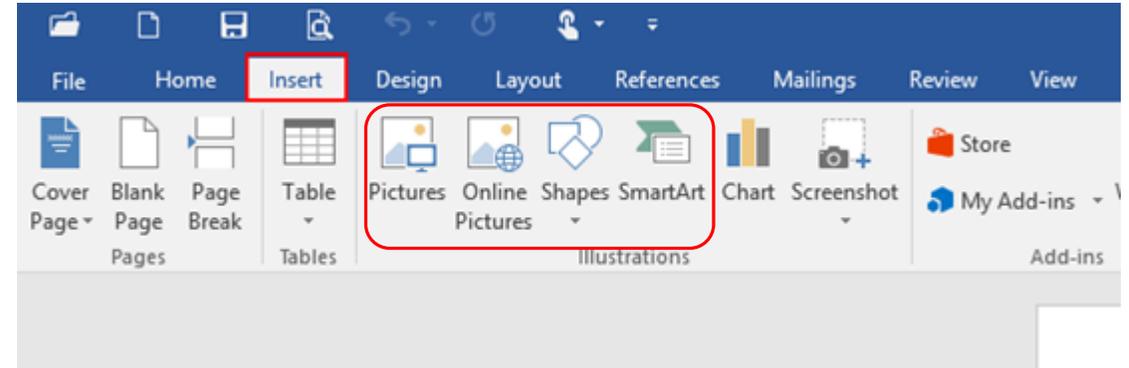
# Apply background color / shading to cells

- First, click inside the cell you want to make changes. On the Table Design tab, click the arrow next to Shading.
- Under Theme Colors or Standard Colors, choose the shading color you want. If you want, click on More Colors for more color options.



# Adding objects (pictures, graphics) to the document

- A figure or graphic file can be added to the open word processing document. For this, adding a picture is selected from the "Insert" tab, and the desired picture, photograph or figure is found and selected from the file it is registered in.
- If the desired automatic shape or graphic is to be added, drawings can be created with the help of options such as shape, graphic, drawing in the insert tab.
- It is clicked once to select the objects in the Word document and the sizing handles are displayed.



# Resize and delete objects

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- To resize the objects in the Word document, click on the object once and the sizing handles are displayed. The mouse pointer is placed on one of the sizing handles and when the mouse pointer changes to one of the "two-way arrow" shapes, the mouse is dragged.
- To increase or decrease the size in one or more directions, drag the mouse away from or toward the center while doing one of the following:
  - To keep the center of the object in the same place, hold down the CTRL key while the mouse is dragged.
  - To maintain the object's proportions, drag one of the corner sizing handles.
  - Hold down the CTRL key while dragging one of the corner sizing handles to maintain proportions while keeping the center in the same place.

## 2. Mail Merge

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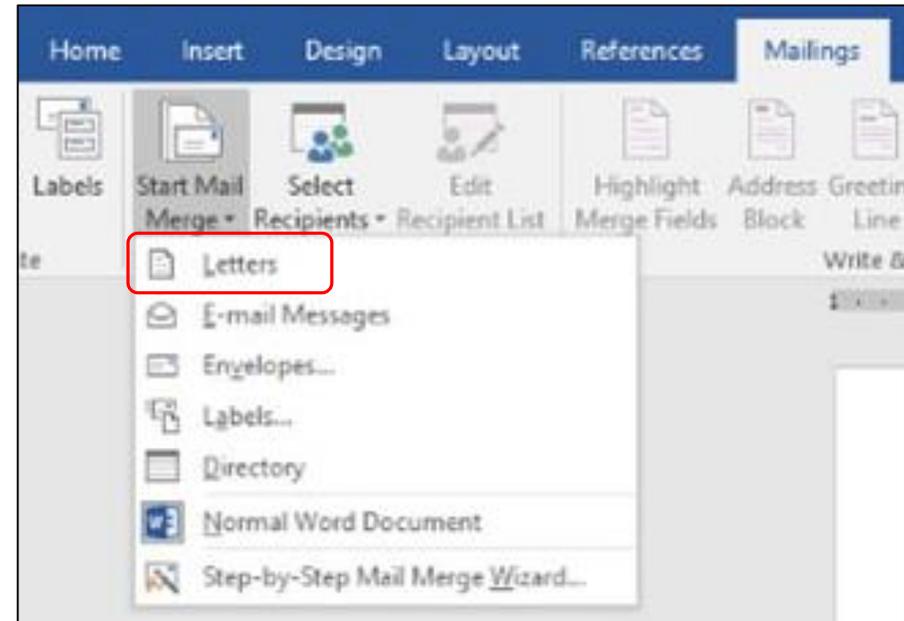
# Mail Merge

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- Persons with address information can be combined with the letter written in the Word Processing Program. Merge fields are used to customize document contents. When these fields are added to the main document, they contain the individual records contained within the data source.
- If the Word Processor program cannot find the information it needs by automatically linking the headers in the data source with the merge fields, it allows the user to do so while adding the address and greeting fields or viewing the preview of the merge.

# Preparing and opening a document as the main document for mail merge

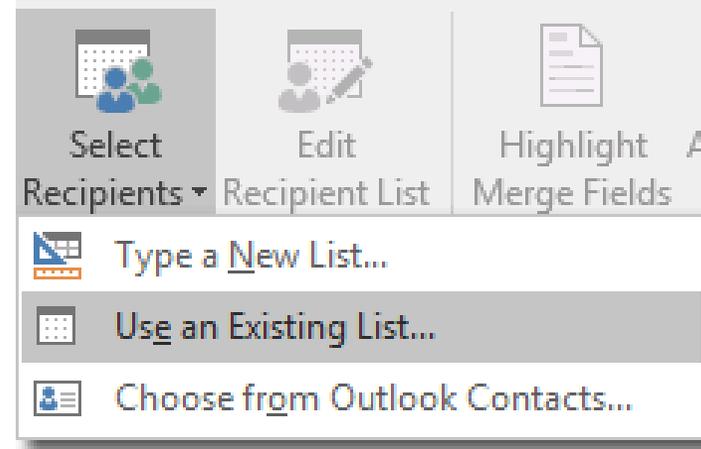
- Prepare your letter before starting a mail merge. For example, if you're notifying people of an upcoming event, include the event name, date, time, and location. These are the details that are important to all recipients of your letter. On the Mailings tab, in the Start Mail Merge group, choose Start Mail Merge > Letters.
- Write your letter you want to send to everyone in Word.



# To choose mailing list, different data file to use in mail merge

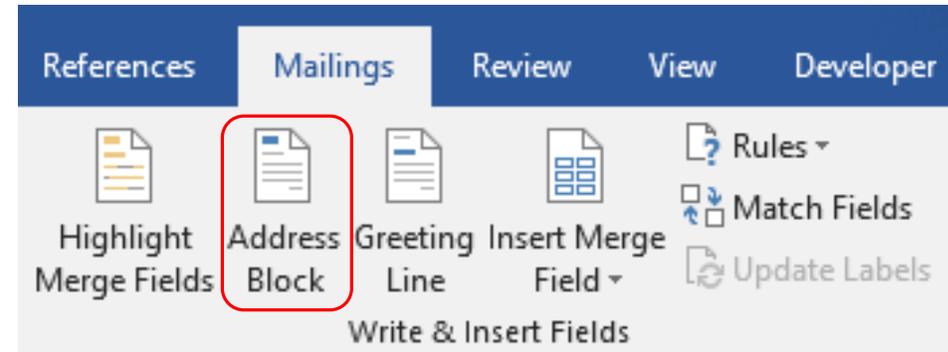
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- Now, open the data source for the mailing list and you're ready to connect to your letter.
- On the Mailings tab, in the Start Mail Merge group, select Select Recipients and choose an option.
- You can do one of the following:
  - If you don't have a mailing list, choose Type New List and create the list.
  - Or if your mailing list is in an Excel spreadsheet, Access database, or other type of data file, choose Use Existing List. Next, navigate to the location of your list and select Open.
  - Or, if you're using your Outlook contacts, choose Choose from Outlook Contacts. Select File> Save as. In the File name box, type the file name and select Save.



# Adding data fields (letters, address labels) to the mail merge master document

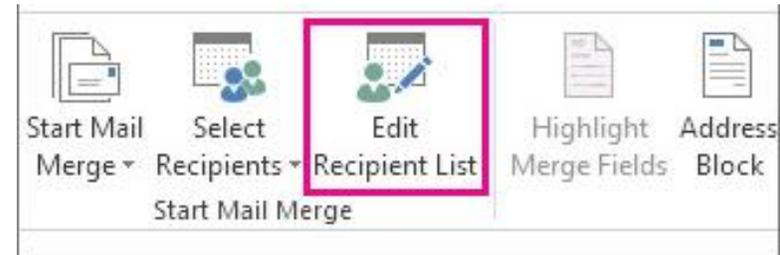
- Adding different content to your letter for each recipient; For example, their names and addresses.
- On the Mailings tab, in the Write & Include Fields group, choose Address Block.
- In the Add Address Block dialog box, choose a format for the recipient's name how the letter will appear.
- In the Write & Insert group, select a Greeting line.
- In the Add Greeting Line dialog box, select the format you want to use.
- Select OK to add the letter merge field.
- Save the file to preserve it.



# Combining the mailing list in the letter as a new document or printout

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- On the Mailings tab, in the Start Mail Merge group, select Edit Recipient List
- In the Mail Merge Recipients dialog box, select each entry to be added to the merge.
- Select the checkbox next to the recipient.
- Select Preview Results, and then select the Next or Previous record button to make sure the names and addresses appear correctly in the body of your letter.
- Select Finish & Merge> Print Documents.

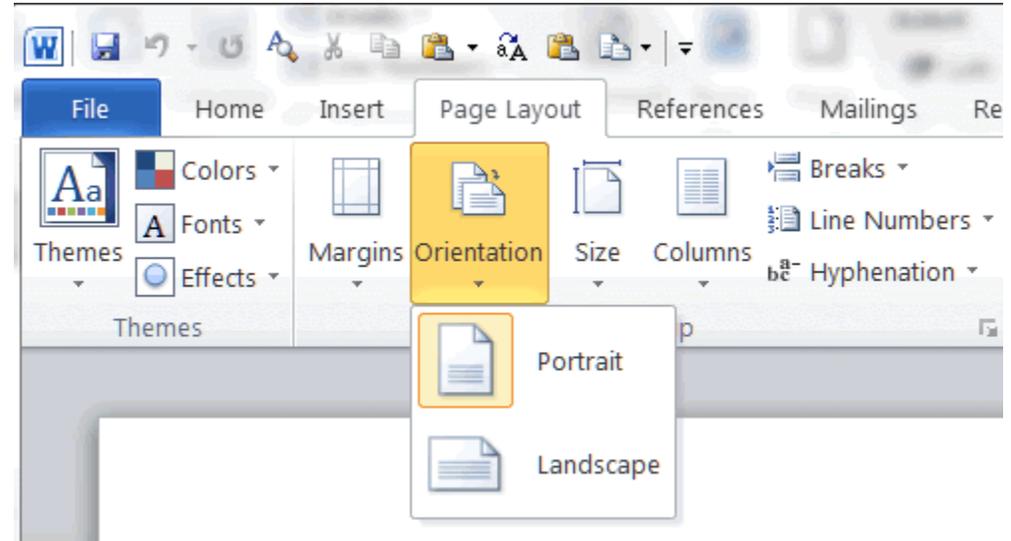


# 3. Printing

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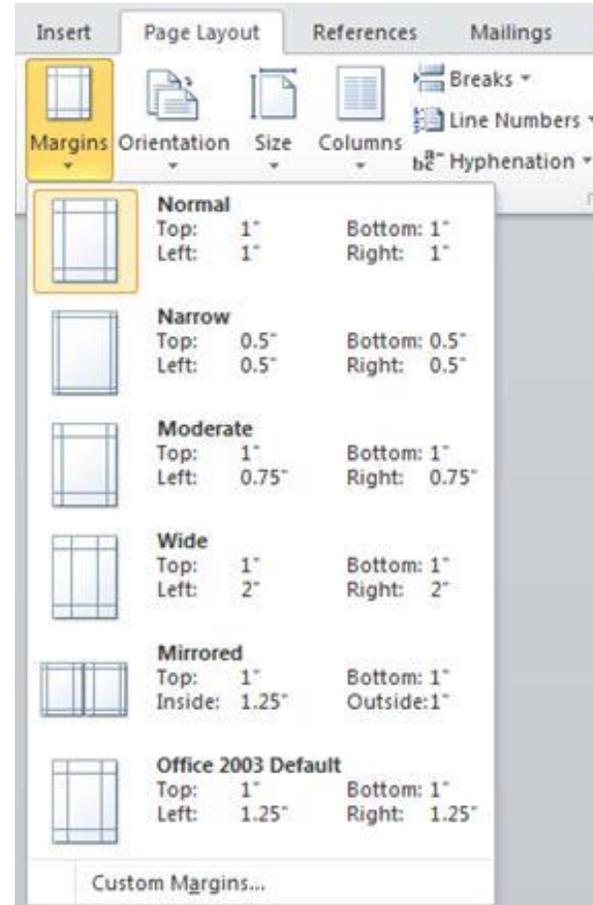
# Change the orientation of the document: horizontal, straight

- Page Layout> Orientation to change the orientation of the entire document.
- Choose Portrait or Landscape.



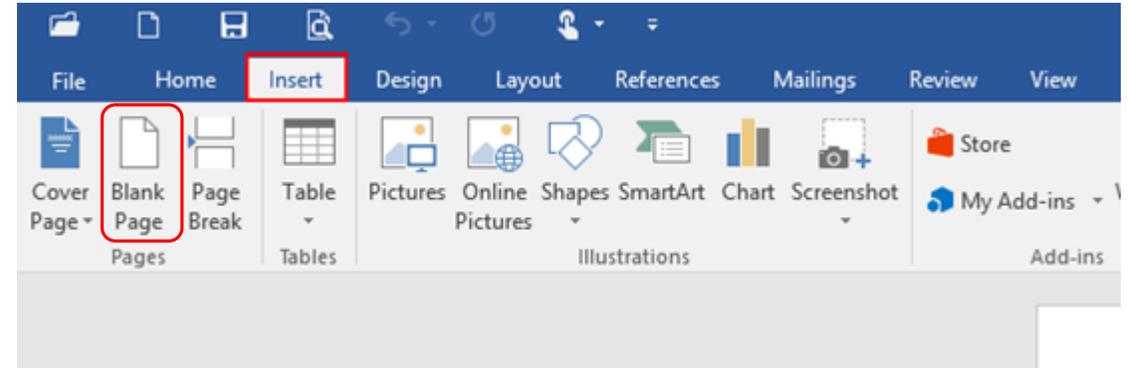
# Changing the margins of the document

- You can customize the margins in Word program or use the predefined margin settings. Word automatically sets a one-inch page margin around each page. You can also set margins for facing pages, add extra margins for the document binding, and change how margins are measured.
  - Choose Layout> Margins.
  - Select the margin configuration you want.
  - If you don't see the configuration you want to use, you can define your own margins by selecting the Custom Margins option.



# Adding new pages

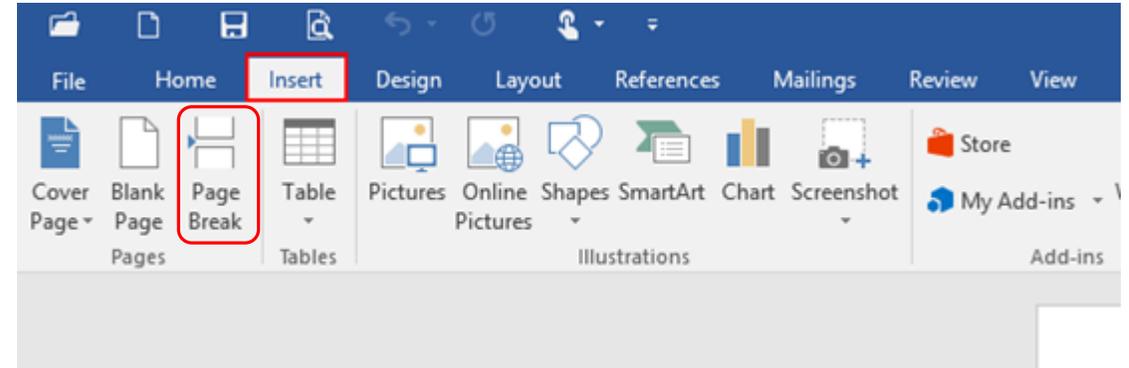
- To place a blank page in your Word document, position the cursor where you want the new page to begin, and then click Insert> Blank Page.
- The blank page opens and is ready for the item you want to add.



# Adding a page break to the document

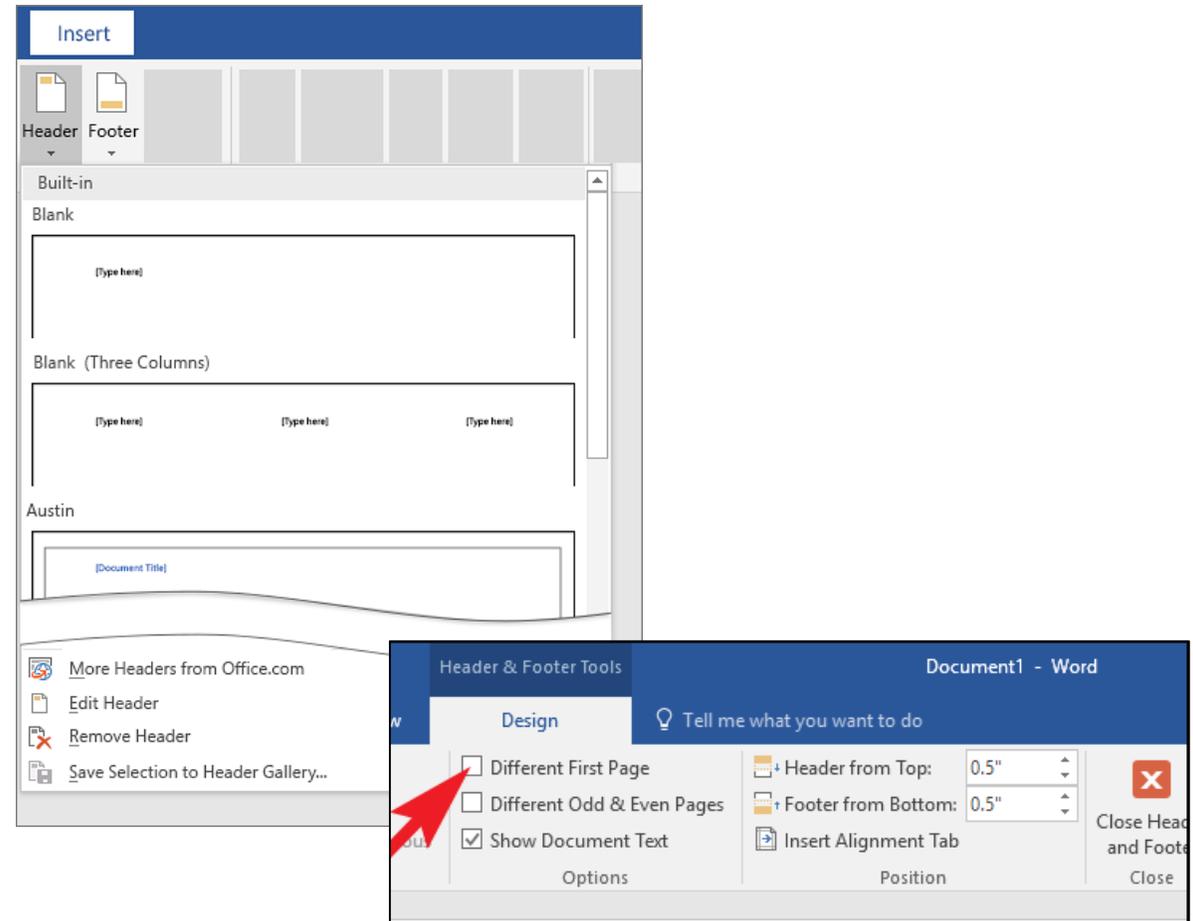
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- Place your cursor where you want one page to end and the next page to begin.
- Go to Insert > Page Break.



# Add and edit headers and footers

- With your cursor on the first page of the document, go to the Insert tab and select Header or Footer.
- You can specify a built-in layout or design, or use the Edit Header or Edit Footer option to create your own.
- Add what you want repeated on the pages of your document in the header or footer fields on the page.
- If you don't want the header or footer to be on the first page, choose Different On First Page.



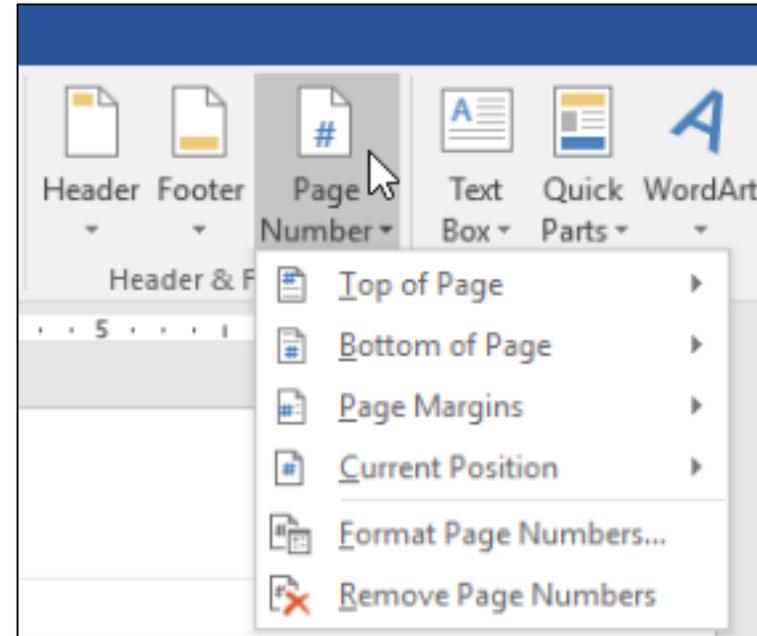
# Adding information such as date, page number, page name to header and footer

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- Open the Design tab under Header and Footer Tools by double-clicking the header (top of page) area or footer (bottom of page) area.
- Here you can add a date by clicking Date and Time in the Insert group, and give a page name using Document Information.
- To add a page number; Again, when you select Quick Parts> Field in the Insert group, the Field dialog box opens.
- Select Page in the list of field names, select the number format you want to use under Field properties, and then select OK.

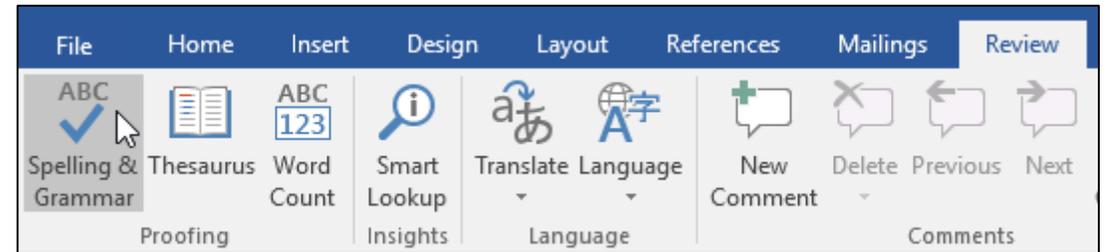
# Apply automatic page numbering to the document

- Choose Insert > Page Number, and then choose the position and style you want.
- If you don't want the page number to appear on the first page, choose Different On First Page.
- If you want the numbering to start at 1 on the second page, go to Page Number > Format Page Numbers and set the From value to 0.
- Select Turn Header and Footer Off when you're done.



# Check spelling and correct mistakes, delete repetitive words

- You can press the F7 key or follow these steps to start the spelling and grammar check in your file:
  - Click the Review tab on the ribbon.
  - Click on Spelling or Spelling and Grammar.
- If the program finds spelling errors, a dialog box appears with the first misspelled word the spell checker finds.
- After deciding how to resolve the spelling error (ignore, add to the program's dictionary, or change it), the program moves to the next misspelled word.



# Adding custom words to the spell checker

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- To open the proofing options:
- Click File> Options> Proofing.
- Select the dictionary you want to edit. Make sure you don't clear the checkbox.
- Click Edit Word List.
- To add a word, type it in the Word (s) box, then click Add.

# Document preview

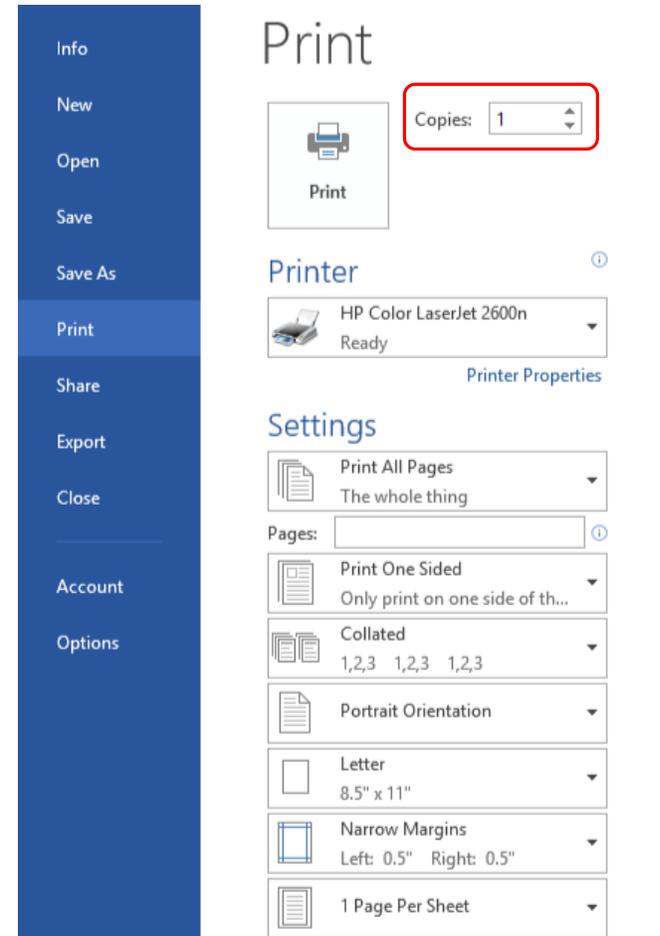
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- Click File> Print> Print Preview.
- Click the forward and back arrows at the bottom of the page to preview each page.
- If the text is too small to read, you can enlarge it using the zoom slider at the bottom of the page.



# Printing from an installed printer: whole document, special pages, number of copies

- Click File > Print.
- Select the number of copies you want and any of the other options and click the Print button.



The screenshot shows the Windows File Explorer Print dialog box. On the left is a blue sidebar with menu items: Info, New, Open, Save, Save As, Print (highlighted), Share, Export, Close, Account, and Options. The main area is titled 'Print' and contains a 'Print' button with a printer icon. To its right is a 'Copies' spinner box set to '1', which is highlighted with a red rectangle. Below this is the 'Printer' section, showing 'HP Color LaserJet 2600n' as the selected printer, with a 'Printer Properties' link. The 'Settings' section includes several options: 'Print All Pages' (The whole thing), 'Pages' (empty), 'Print One Sided' (Only print on one side of th...), 'Collated' (1,2,3 1,2,3 1,2,3), 'Portrait Orientation', 'Letter' (8.5" x 11"), 'Narrow Margins' (Left: 0.5" Right: 0.5"), and '1 Page Per Sheet'.

# To print specific pages:

- Click File> Print.
- To print only certain pages, print some of the document properties or print tracked changes and comments; Click All Pages under Settings to see all your options.
- Click the arrow next to Print (default).
- To print only certain pages, do one of the following:
  - Select Print Current Page to print the page shown in preview.
  - Select Custom Print to print successive pages (such as 1-3).
  - and type the number of the first and last page in the Pages box.

