

Advanced Word XP

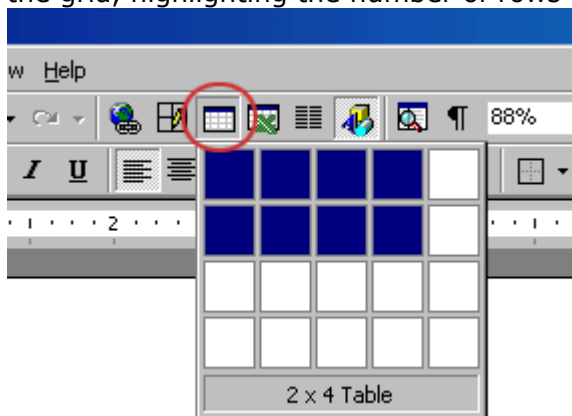
Using Tables in Word XP

Tables are used to display data and there are several ways to build them in Word. Begin by placing the cursor where you want the table to appear in the document and choose one of the following methods.

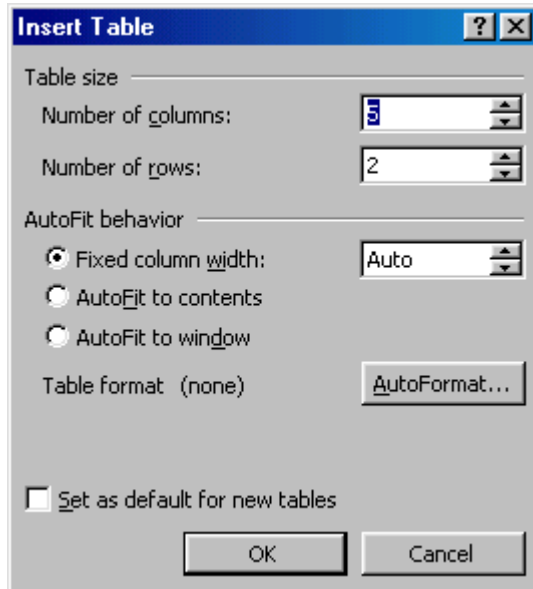
Insert a Table

There are two ways to add a table to the document using the Insert feature:

- Click the **Insert Table** button on the standard toolbar. Drag the mouse along the grid, highlighting the number of rows and columns for the table.



- Or, select **Table|Insert|Table** from the menu bar. Select the number of rows and columns for the table and click **OK**.





Draw the Table

A table can also be drawn onto the document:

- Draw the table by selecting **Table|Draw Table** from the menu bar. The cursor is now the image of a pencil and the **Tables and Borders** toolbar has appeared.



- Draw the cells of the table with the mouse. If you make a mistake, click the **Eraser** button  and drag the mouse over the area to be deleted.
- To draw more cells, click on the **Draw Table** button .

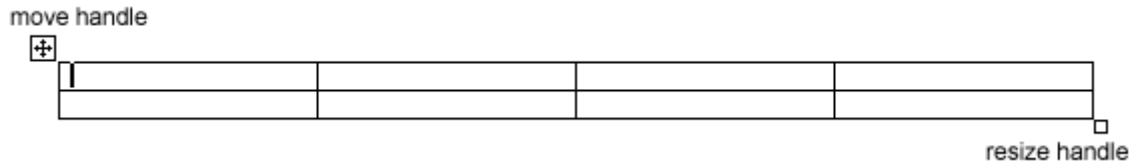
Inserting Rows and Columns

Once the table is drawn, insert additional rows by placing the cursor in the row you want to be adjacent to. Select **Table|Insert|Rows Above** or **Rows Below**. Or, select an entire row and right-click with the mouse. Choose **Insert Rows** from the shortcut menu.

Much like inserting a row, add a new column by placing the cursor in a cell adjacent to where the new column will be added. Select **Table|Insert|Columns to the Left** or **Columns to the Right**. Or, select the column, right-click with the mouse, and select **Insert Columns**.

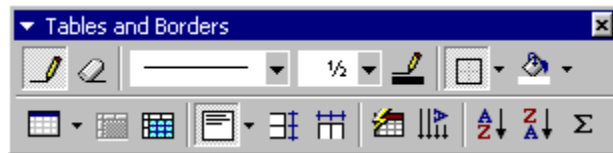
Moving and Resizing a Table

A four-sided moving arrow and open box resizing handle will appear on the corners of the table if the mouse is placed over the table. Click and drag the four-ended arrow to move the table and release the mouse button when the table is positioned where you want it. Click and drag the open box handle to resize the table. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.



Tables and Borders Toolbar

The Tables and Borders toolbar allows you to add border styles, shading, text effects, alignment, and more options to your table. Access the toolbar by clicking **Table|Draw Table** or **View|Toolbars|Tables and Borders**.

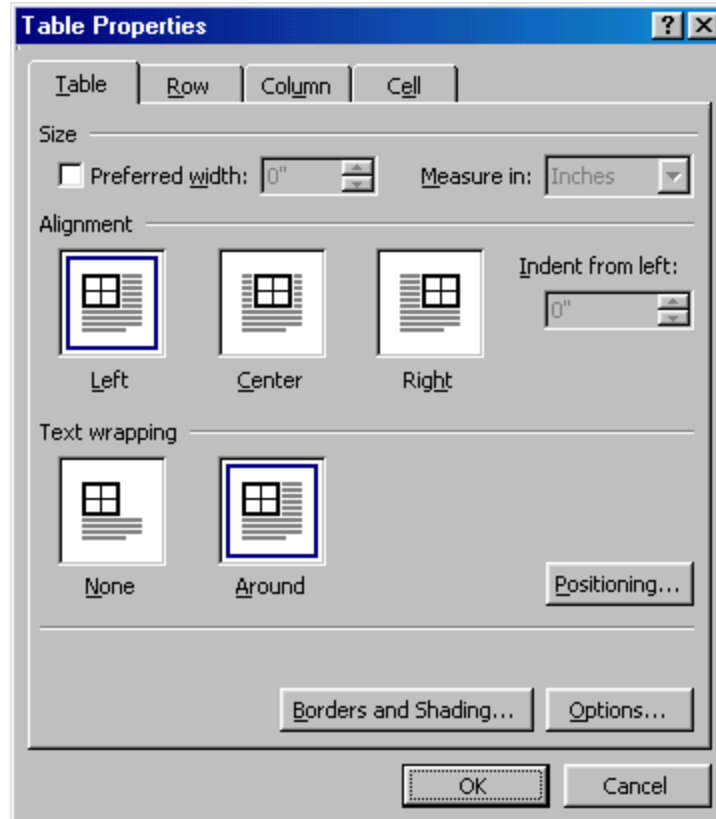


You will need to highlight the cells of the table you want to format. Click and drag the mouse over the cells, or use the following shortcuts:

Selection	Menu Method	Mouse Method
One cell	Table Select Cell	Click the bottom, left corner of the cell when a black arrow appears
One row	Table Select Row	Click outside the table to the left of the row
One column	Table Select Column	Click outside the table above the column when a black arrow appears
Several rows	(none)	Click outside the table to the left of the row and drag the mouse down
Several columns	(none)	Click outside the table above the column
Entire table	Table Select Table	Triple-click to the left of the table

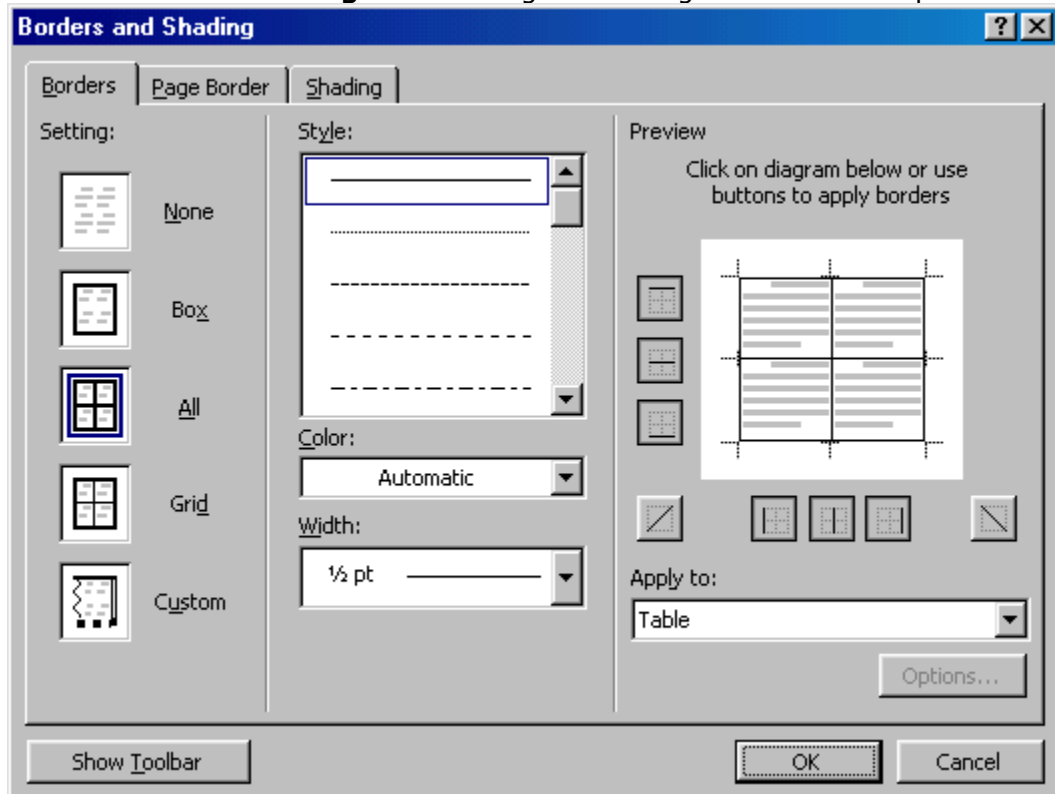
Table Properties

Use the **Table Properties** dialog box to modify the alignment of the table with the body text and the text within the table. Access the box by selecting **Tables|Table Properties**.

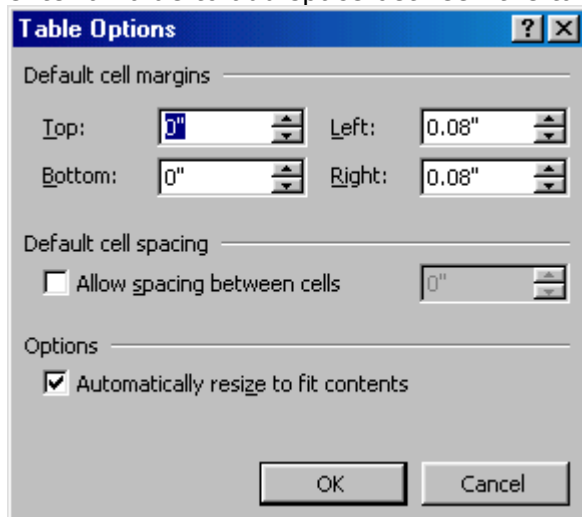


- **Size** - Check the **Preferred width** box and enter a value if the table should be an exact width.
- **Alignment** - Highlight the illustration that represents the alignment of the table in relation to the text of the document.
- **Text wrapping** - Highlight "None" if the table should appear on a separate line from the text or choose "Around" if the text should wrap around the table.

- **Borders and Shading** - Select from a number of border styles, colors, and widths. Click the **Shading** tab to change the background color and pattern.



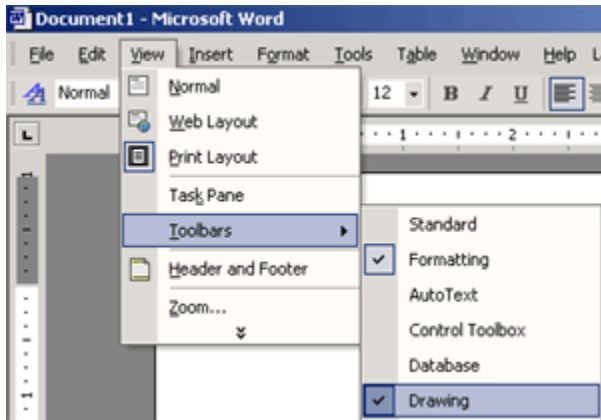
- **Options** - Click the **Options** button on the **Table Properties** window. To change the spacing between the document text and the table borders under **Default cell margins**. Check the **Allow spacing between cells** box and enter a value to add space between the table cells.



Using the Drawing tool in Word XP

Drawing objects in Word XP is a little different than in previous versions of Word. This tutorial is designed to help you understand how to use the new features of the Drawing Canvas.

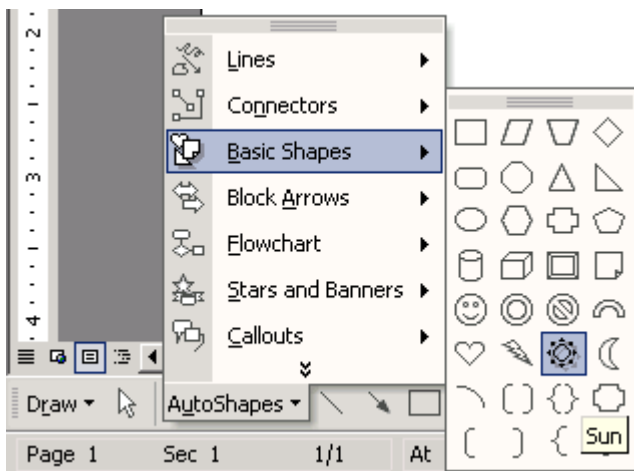
To view the the Drawing Toolbar go to **ViewToolbars > Drawing**.



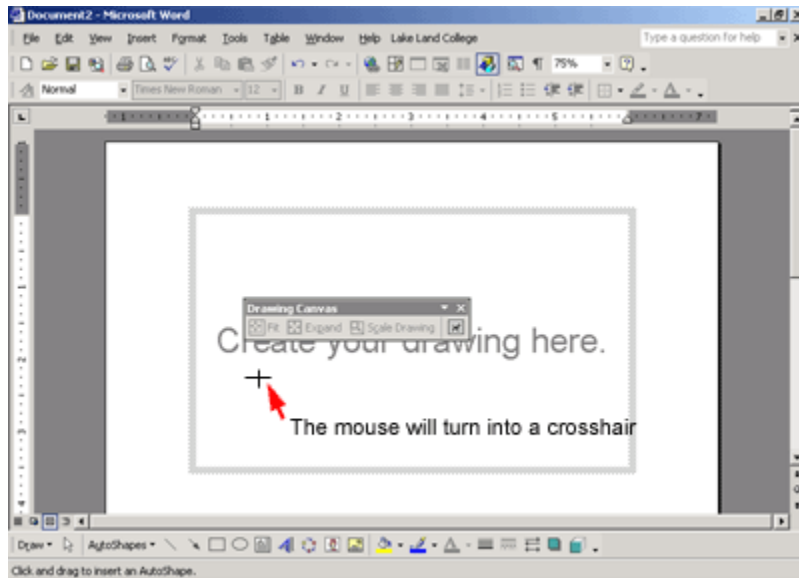
On the bottom of the Word screen the Drawing Toolbar will appear.



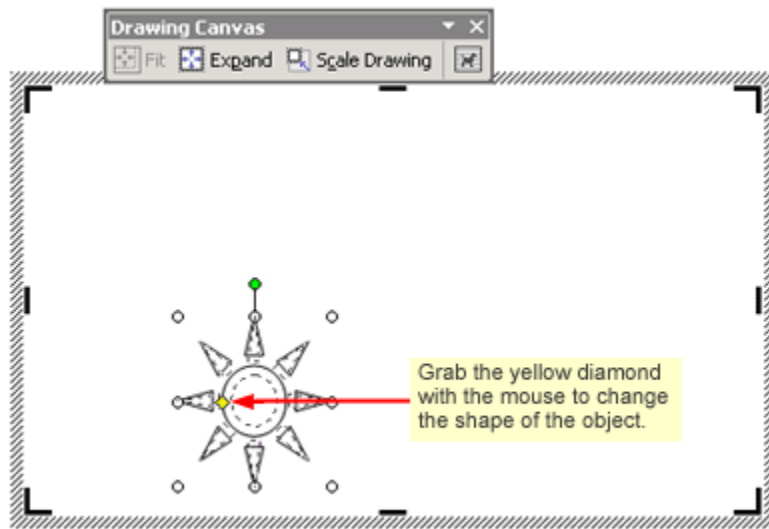
For this tutorial, we will create a basic shape. On the Drawing Toolbar go to **AutoShapes > Basic Shapes > Sun**.



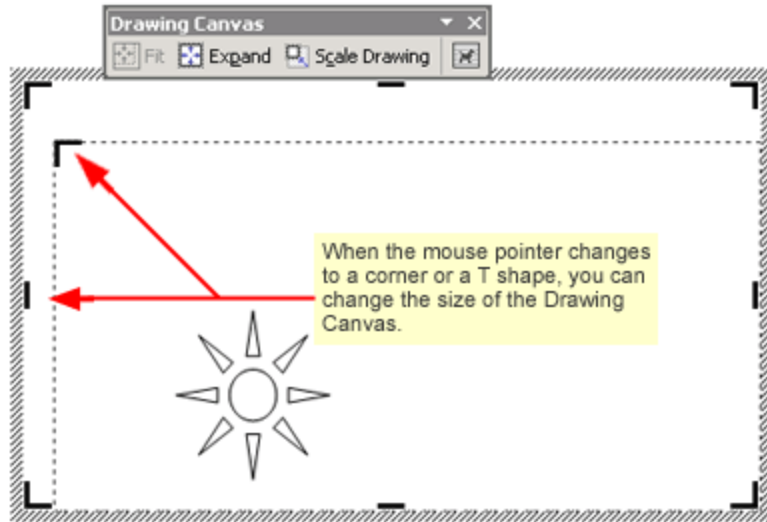
The Drawing Canvas will appear and the mouse will turn into a crosshairs. Draw your object. Once the shape is drawn, the Fill, Line color, and other effects can be applied to it.



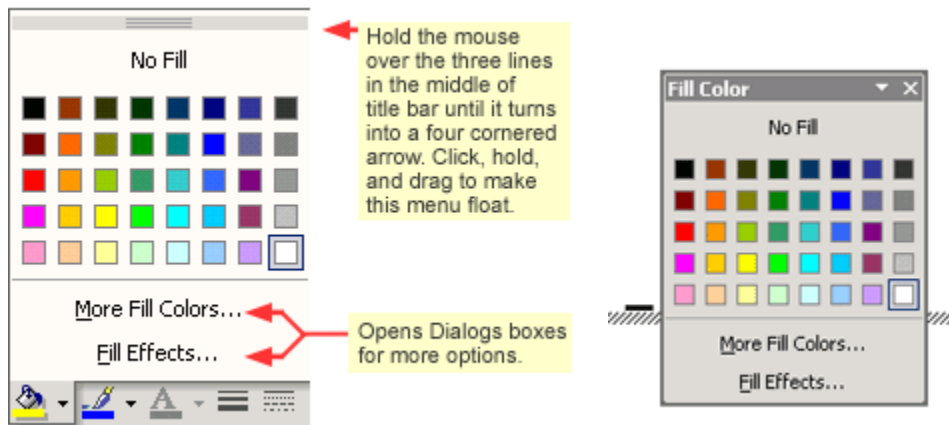
To change the shape of the object, click on the yellow diamond and click, hold, and drag it to the center of the object.



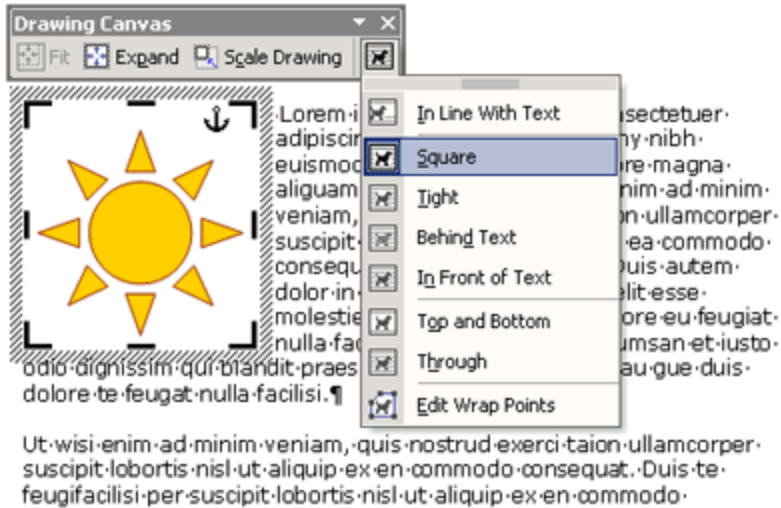
The size of the Drawing Canvas can be expanded or made to fit the object. To do this, click on the dark lines around the edges of the Drawing Canvas. The mouse pointer will change to a T. You can now move the edge of the Drawing Canvas to the size you want.



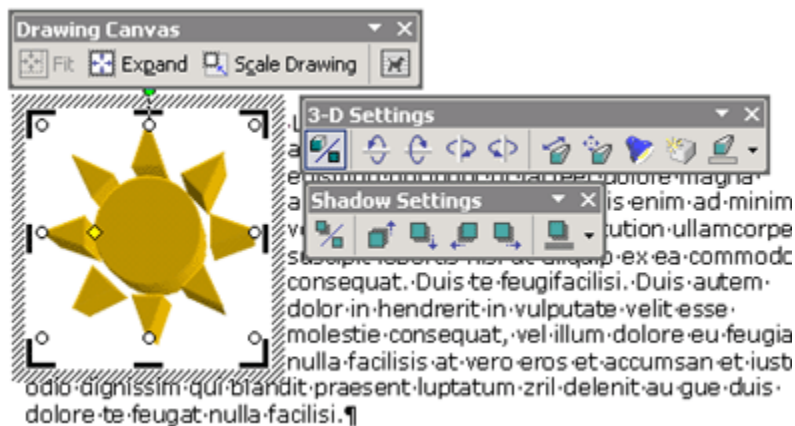
Now we are ready to add colors and effects to the object. Select the object and go to the Drawing Toolbar to the Fill button (Paintbucket). To make the object the color that is already selected, click on the paintbucket. To access more options, click the down pointing arrow next the paint bucket. A pop-up menu will appear (see diagram below). The menu can become a floating menu by holding the mouse over the title bar until the arrow becomes a four-cornered arrow. Click, hold, and drag until the menu becomes a floating menu. The same can be done with the Line Color and the Font Color menus.



Word XP offers many choices for wrapping words around the an object. Click the button to the far right to access the text wrapping options. For this example, choose Square. Notice that the text wrapping menu can become a floating menu.



3-D and Shadow styles can be added to the object. Click the 3-D button or the Shadow button the Drawing Toolbar and choose a style. Effects can be added to the 3-D/Shadow style by opening the 3-D/Shadow Settings floating menu.



Once you are satisfied with the object, save your document.

If you do not like having the Drawing Canvas when you draw an object, click on **Tools > Options**. Once the dialog box appears, click the **General** Tab. Make sure the box next to "Automatically create drawing canvas when inserting AutoShapes" is unchecked. Click **OK**.

Options

Security	Spelling & Grammar	Track Changes		
User Information	Compatibility	File Locations		
View	General	Edit	Print	Save

General options

- Background repagination
- Blue background, white text**
- Provide feedback with sound
- Provide feedback with animation
- Confirm conversion at Open
- Update automatic links at Open
- Mail as attachment
- Recently used file list: 4 entries
- Help for WordPerfect users
- Navigation keys for WordPerfect users
- Allow background open of web pages
- Automatically create drawing canvas when inserting AutoShapes

Measurement units: Inches

Show pixels for HTML features

Web Options... E-mail Options...

OK Cancel

Make sure this box is unchecked if you don't want the Drawing Canvas



Mail Merging Letters and Envelopes in Word XP

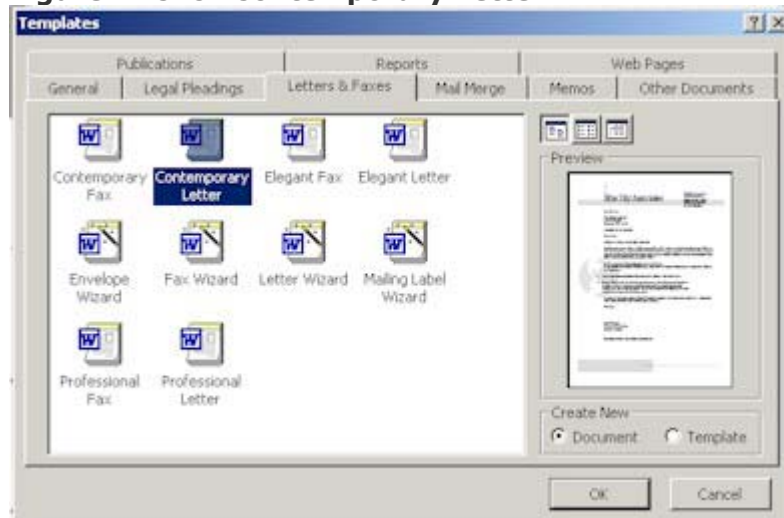
Begin this lesson by creating a Contemporary letter from the Word templates (or open a letter you have already written). Do so by clicking **File > New**. A New Document options box will appear to the right. Click **General Templates** from the listing.

Figure 1: Click General Templates



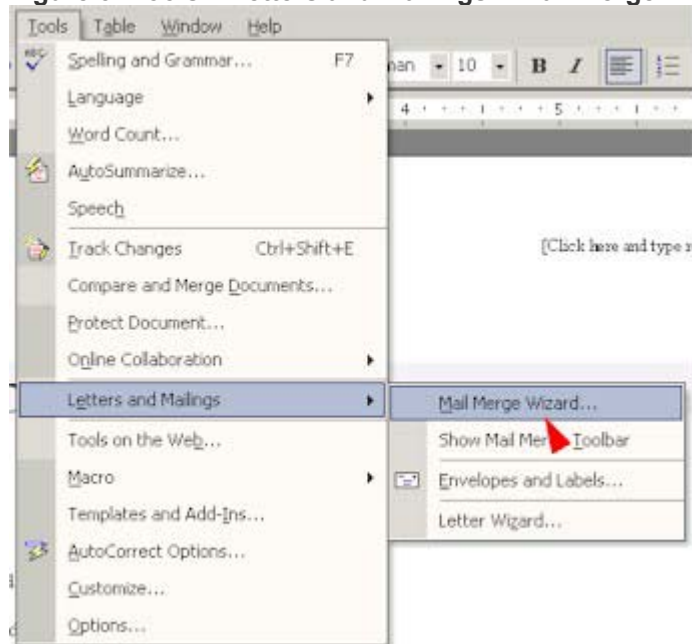
Next, click the **Letters & Faxes** tab and select **Contemporary Letter**. Click OK.

Figure 2: Click Contemporary Letter



The letter can be written at this time or later after the address data is collected. For the purposes of this tutorial, the letter will be written later. Go to **Tools > Letters & Mailings > Mail Merge Wizard** to begin creating the address data source.

Figure 3: Tools > Letters and Mailings > Mail Merge Wizard



The Mail Merge Wizard will show up on the right-hand side of the screen. Click the radio button to the left of **Letters** > click **Next: Starting document**.

Figure 4: Mail Merge Wizard



The next step will be to choose the document that will be your letter. As we have created the letter already and are using the Mail Merge Wizard with the letter, select the radio button to the left of **Use the current document**. Click **Next: Select Recipients** at the bottom of the Mail Merge Wizard box.

To create the names and addresses to whom the letters will be addressed, click the radio button to the left of **Type a new list**. Click **Create**, and a New Address List dialog box will pop up. Enter the addresses into this data box.

Figure 5: New Address List

Below are some sample names to use for the purpose of this tutorial.

Table 1: Addresses to be Entered

Name	Title	Company	Street Address	City	State	Zip
Joe Smith	Mr.	Whozits Toys	123 Gadgets Street	Gizmo	IN	12398
Julie Taffy	Ms.	Tiffy-Taffy Candy	368 Wonka Avenue	Salt Water	FL	76543
Jennifer Reesees	Ms.	Sweet Candy Coating Company	543 ET Lane	Roswell	CA	12543
Sue Kisses	Ms.	Kisses and Hugs Confections	777 Hersey Rd.	Philly	PA	42424

Note the number of total entries when you are finished entering the addresses.

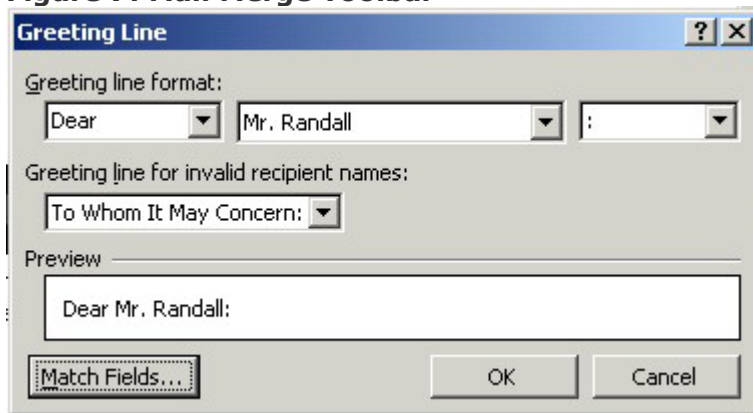
Figure 6: Total Entries

Click **Close** and you will be prompted to save the data, which will be saved in an Access database. For the purpose of this tutorial, type in **wordmailmerge1** in the filename box and click **Save**. A **Mail Merge Recipients** box will pop up that will confirm the names you have entered. Leave the boxes checked and click **OK**.

The next step is writing the letter. Since the tutorial used a **templated** letter, a formal letter will not be written at this time, but you may edit the **templated** letter if you wish. Instead, click the area and click **Address Block** in the Mail Merge box on the right side of the screen.

If the Address Block does not add the information you need, use the **Mail Merge** toolbar to customize the mail merge.

Figure 7: Mail Merge Toolbar



The **Mail Merge** toolbar will pop up. The **Insert Merged Fields** button is the option that will give you the most versatility in formatting the fields and pages. Note in the picture below that the Database Fields radio button is selected. Keep it selected, as it tells the main document to use the same database you have been using all along.

Figure 8: Mail Merge Toolbar



Select the fields from the dialog box by clicking the field your wish to insert and clicking Insert. You may insert all of the fields and space them later or insert a field, the dialog box, space and punctuate that area, click the Insert Merged Fields button again, insert another field, close the dialog box, space and punctuation the area, click the Insert Merged Fields button again . . . As you can see, that process can get very cumbersome, though.

So, insert each of your fields, close the dialog box, and then space and punctuate the area or edit the document. The edits should look appear like in the pictures below.

Figure 10a: Before Editing

Figure 10b: After Editing

Company Name Here Company Name Here

April 24, 2002

Mr. Joe Smith
Whozits Toys
123 Gadgets Street
Gizmo IN 12398

Dear Mr. Smith,

Type your letter here. For more details on modifying this letter to this letter, use the Window menu.

April 24, 2002

Joe Smith
123 Gadgets Street
Gizmo, IN 12398

Dear Mr. Smith,

Type your letter here. For more details on modifying this letter to this letter, use the Window menu.

Continue editing the letter all you want. When you are finished, click **Next: Complete the merge.**

Figure 11: Complete the Merge Options



You can choose to print your letters now or continue to edit the letters. If you click **Edit individual letters**, a Merge to New Document dialog box will pop up.

Figure 12: Merge to New Document Dialog Box



If you select **All**, all of the records will produce new letters with all of the information merged into them. You can select to merge certain records, too, as you need them. Click **OK** and a new file will be produced with all of the letters being placed into one merged file. Be sure to save the new document.