PDS

PROFESSIONAL DEVELOPMENT SERVICES

HILLSBOROUGH
Community College

Microsoft Word 2003
Module 3

Microsoft Word 2003:
Module 3

August 2006

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Objectives

Upon training completion, participants will know and be able to:

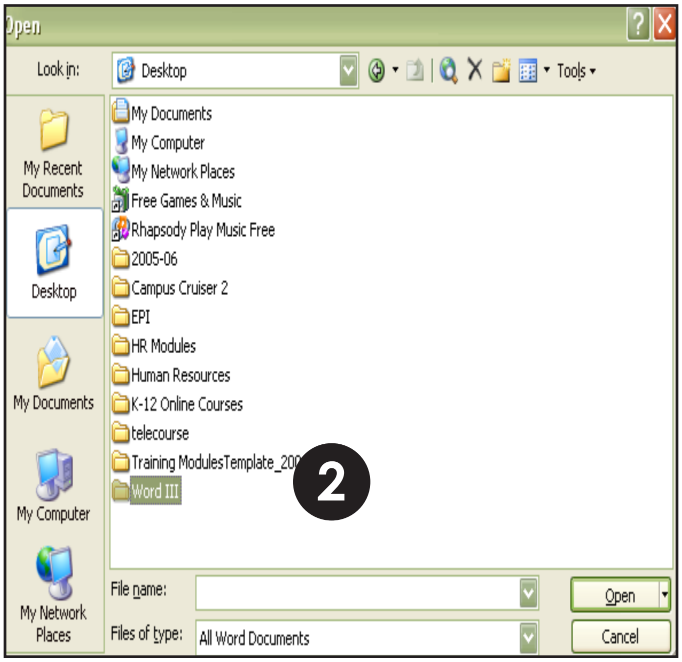
1. create a mail merge letter;
2. insert the HCC logo;
3. re-size the HCC logo;
4. use an Excel Database to create a mail merge;
5. use an Access Database to create a mail merge;
6. view two parts of the same document;
7. compare two documents side-by-side;
8. use section breaks.

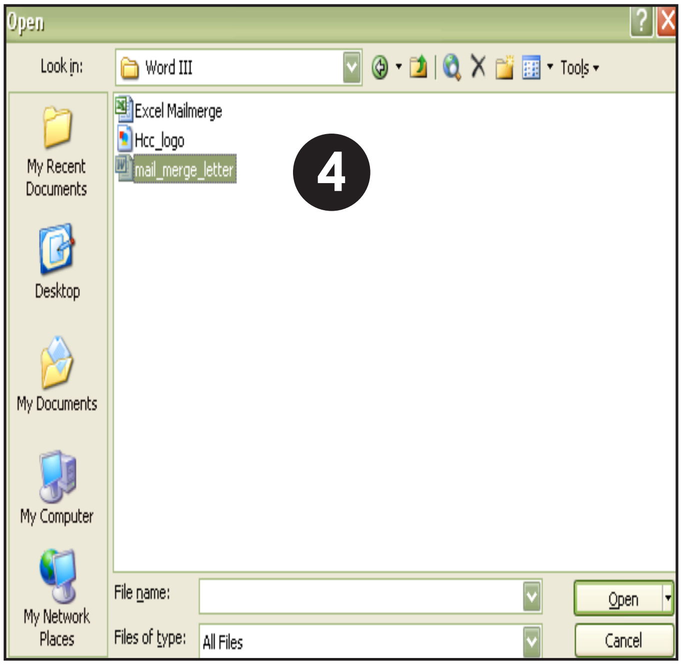
Creating an Excel Mail Merge Letter

Mail merge allows you to create letters, envelopes, or labels from a specified Excel data source.

Open a previously saved Word document (the letter) in Microsoft Word.

1. From the Microsoft Word menu Bar, click **File>Open>Desktop**.
2. Click the **Word III folder**.
3. Click **Open**.
4. Click the **specified letter,** (ex. Mailmergeletter).
5. Click **Open**.

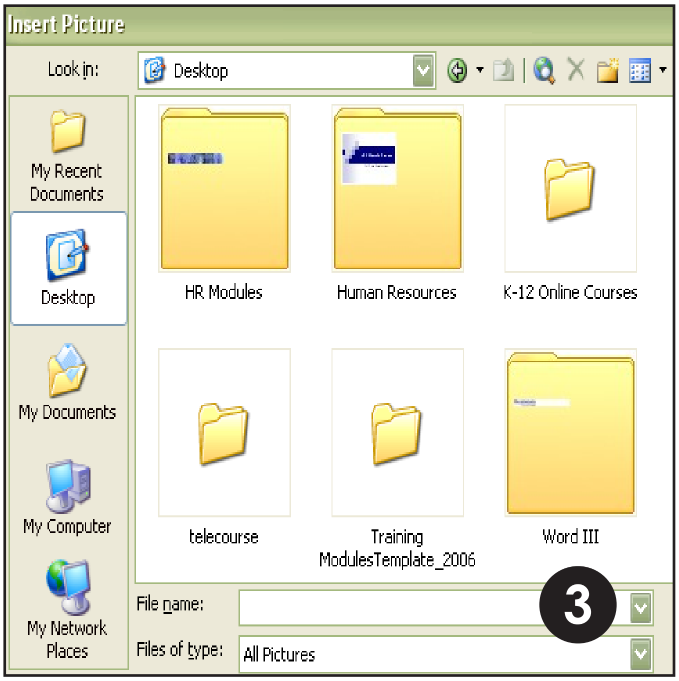

Open
Look in:
Desktop
Tools
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
My Documents
My Computer
My Network Places
Free Games & Music
Rhapsody Play Music Free
2005-06
Campus Cruiser 2
EPI
HR Modules
Human Resources
K-12 Online Courses
telecourse
Training ModulesTemplate_200
Word III
2
File name:
Files of type:
All Word Documents
Open
Cancel

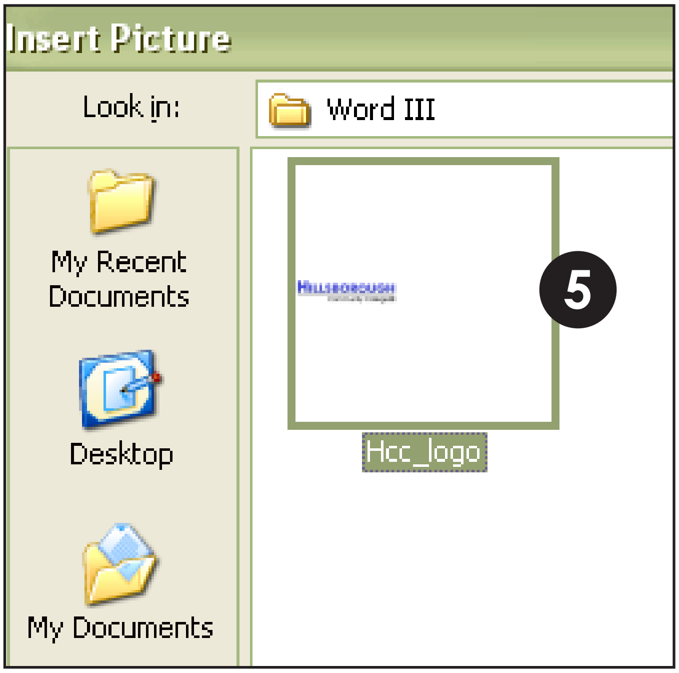

Open
Look in:
Word III
Tools
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Excel Mailmerge
Hcc_logo
mail_merge_letter
4
File name:
Files of type:
All Files
Open
Cancel

Inserting the HCC Logo

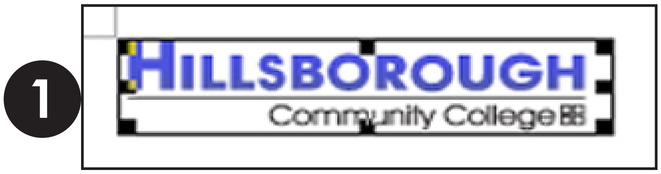
Click inside the letter document where you would like the logo to appear.

1. From the Microsoft Word Menu Bar, click **Insert>Picture>From File**.
2. Select the **location of the logo**, (ex. Desktop).
3. Click the **folder** where the logo is located, (ex. Word III).
4. Click **Open**.
5. Click the **HCC Logo**.
6. Click **Insert**.


Insert Picture
Look in:
Desktop
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
HR Modules
Human Resources
K-12 Online Courses
telecourse
Training ModulesTemplate_2006
Word III
File name:
Files of type:
All Pictures
3


Insert Picture
Look in:
Word III
My Recent Documents
Desktop
My Documents
Hcc_logo
5

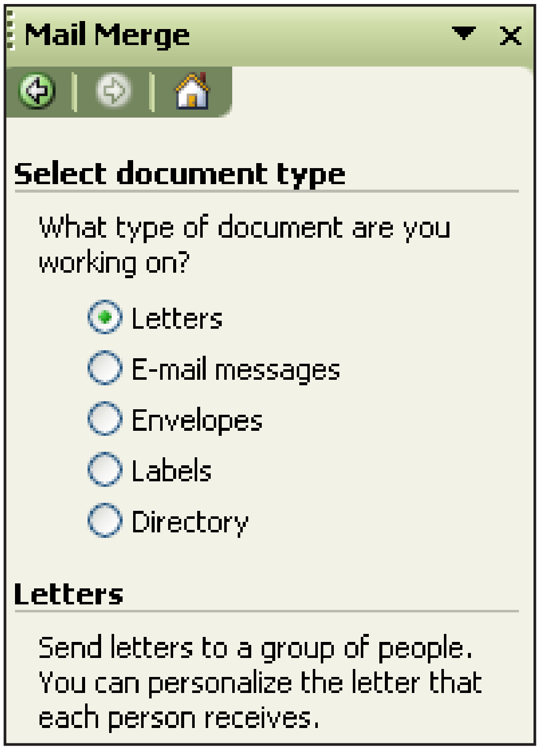
Resizing the Logo to the Whole Page


1
HILLSBOROUGH
Community College

1. Click the **logo**. A black box outlines the logo.
2. On the corner of the outlined logo, click the **bottom right corner** of the logo, and stretch the logo to the size of the page.
3. The logo now appears at the top of the letter.

Using an Excel Database to Perform a Mail Merge

1. From the Microsoft Word Menu Bar, click **Tools>Letters and Mailings>Mail Merge**.
2. Under Select document type, select **Letters**.
3. Click the link at the bottom of the task pane, **Next: Starting Document**.



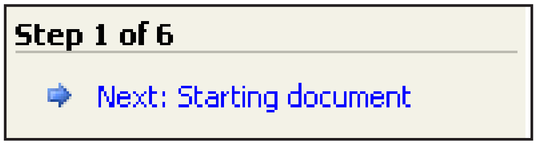
Select document type

What type of document are you working on?

● Letters
○ E-mail messages
○ Envelopes
○ Labels
○ Directory

Letters

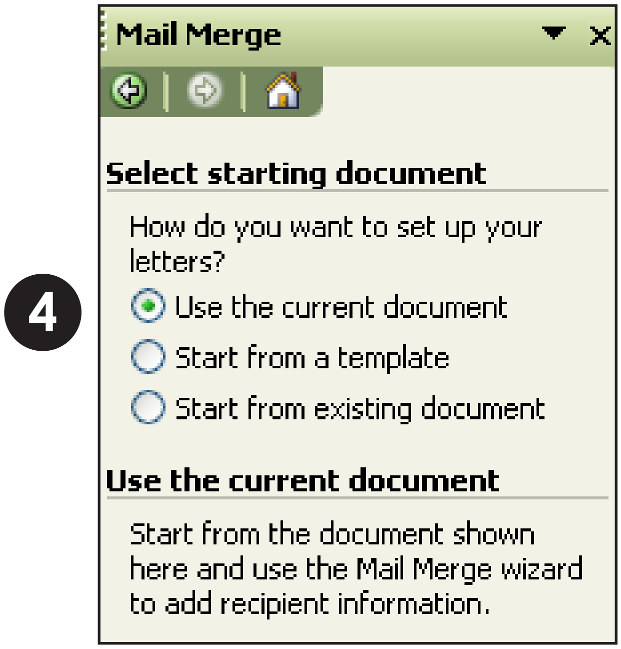
Send letters to a group of people. You can personalize the letter that each person receives.



Step 1 of 6

Next: Starting document

4. Under Select starting document, click **Use the current document**.
5. Click the link at the bottom of the task pane, **Next: Select recipients**.
6. Under Select recipients, click **Use an existing list**.
7. Click **Browse** (the Select Datasource dialog box will appear).



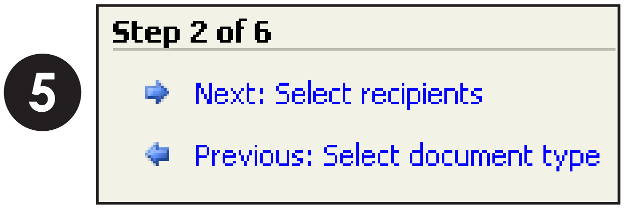
Select starting document

How do you want to set up your letters?

● Use the current document
○ Start from a template
○ Start from existing document

Use the current document

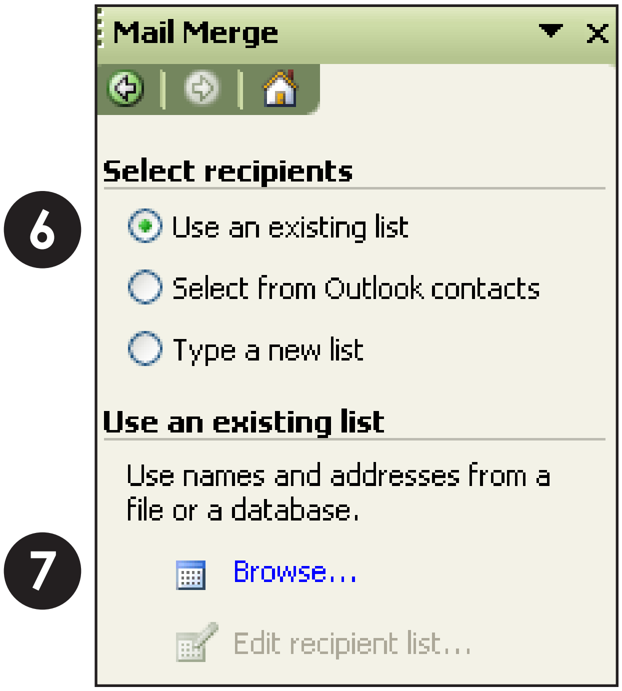
Start from the document shown here and use the Mail Merge wizard to add recipient information.



Step 2 of 6

Next: Select recipients

Previous: Select document type



Select recipients

● Use an existing list
○ Select from Outlook contacts
○ Type a new list

Use an existing list

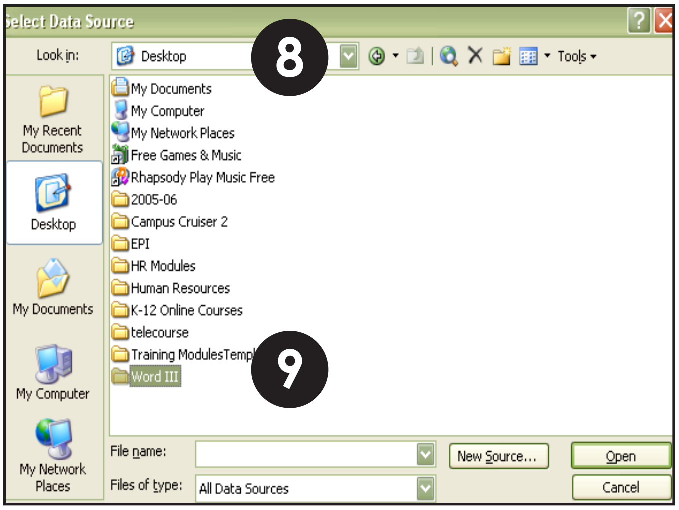
Use names and addresses from a file or a database.

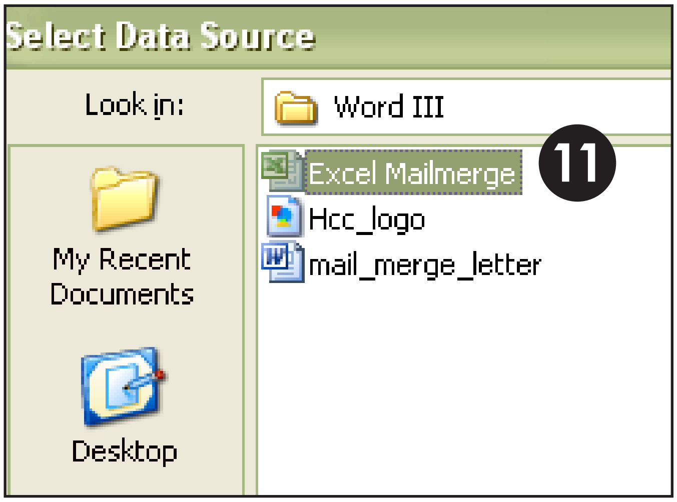
Browse...

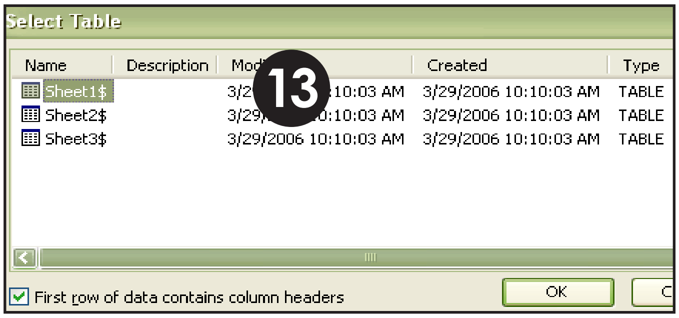
Edit recipient list...

From the Select Datasource dialog box:

8. From the *Look in box*, select the location of the Excel Database file, (Ex. **Desktop**).
9. Select **Word III**.
10. Click **Open**.
11. Click the desired file. (Ex. **Excel Mailmerge**).
12. Click **Open**.
13. The Select Table dialog box appears.
14. Click **OK**.


Select Data Source
8
Look in:
Desktop
Tools
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
My Documents
My Computer
My Network Places
Free Games & Music
Rhapsody Play Music Free
2005-06
Campus Cruiser 2
EPI
HR Modules
Human Resources
K-12 Online Courses
telecourse
Training ModulesTempl
Word III
9
File name:
Files of type:
All Data Sources
New Source...
Open
Cancel


Select Data Source
Look in:
Word III
Excel Mailmerge
11
Hcc_logo
mail_merge_letter
My Recent Documents
Desktop


Select Table
13

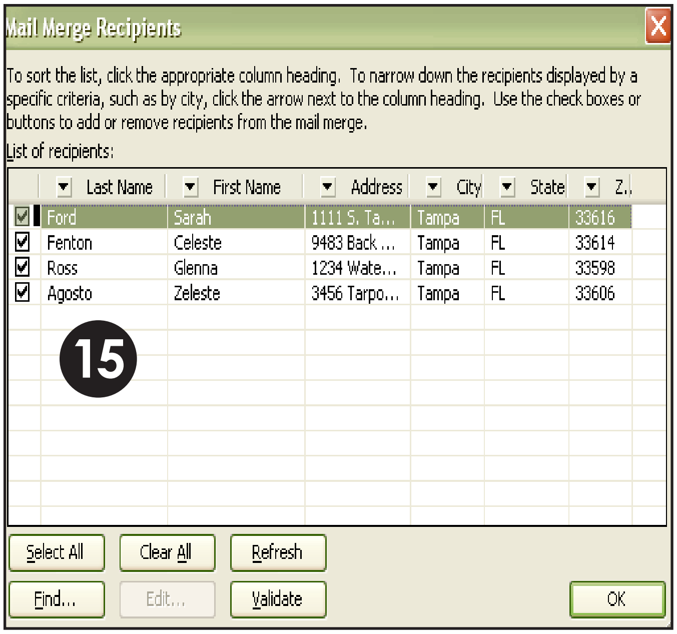
Name	Description	Mod	Created	Type
Sheet1$		3/2 10:03 AM	3/29/2006 10:10:03 AM	TABLE
Sheet2$		3/29/ 0:10:03 AM	3/29/2006 10:10:03 AM	TABLE
Sheet3$		3/29/2006 10:10:03 AM	3/29/2006 10:10:03 AM	TABLE

☑ First row of data contains column headers

OK
C

The **Mail Merge Recipients** dialog box appears.

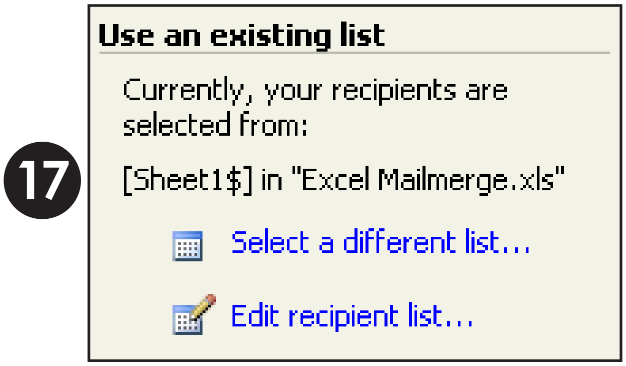
15. To use only some of the names, uncheck the boxes of the names that are not to be used.
16. Once finished selecting recipients, click **OK**.
17. The selected database appears in the task pane.
18. Click the link at the bottom of the task pane, **Next: Write your letter**.


Mail Merge Recipients
15
Select All
Clear All
Refresh
Find...
Edit...
Validate
OK

To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.

List of recipients:

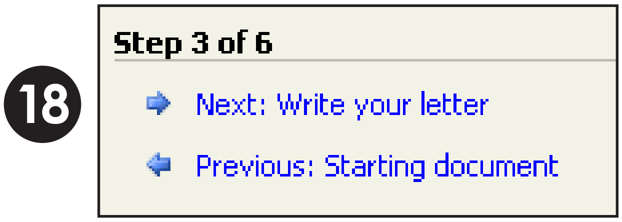
	Last Name	First Name	Address	City	State	Z..
☑	Ford	Sarah	1111 S. Ta...	Tampa	FL	33616
☑	Fenton	Celeste	9483 Back ...	Tampa	FL	33614
☑	Ross	Glenna	1234 Wate...	Tampa	FL	33598
☑	Agosto	Zeleste	3456 Tarpo...	Tampa	FL	33606


17
Select a different list...
Edit recipient list...

Use an existing list

Currently, your recipients are selected from:

[Sheet1$] in "Excel Mailmerge.xls"


18
Next: Write your letter
Previous: Starting document

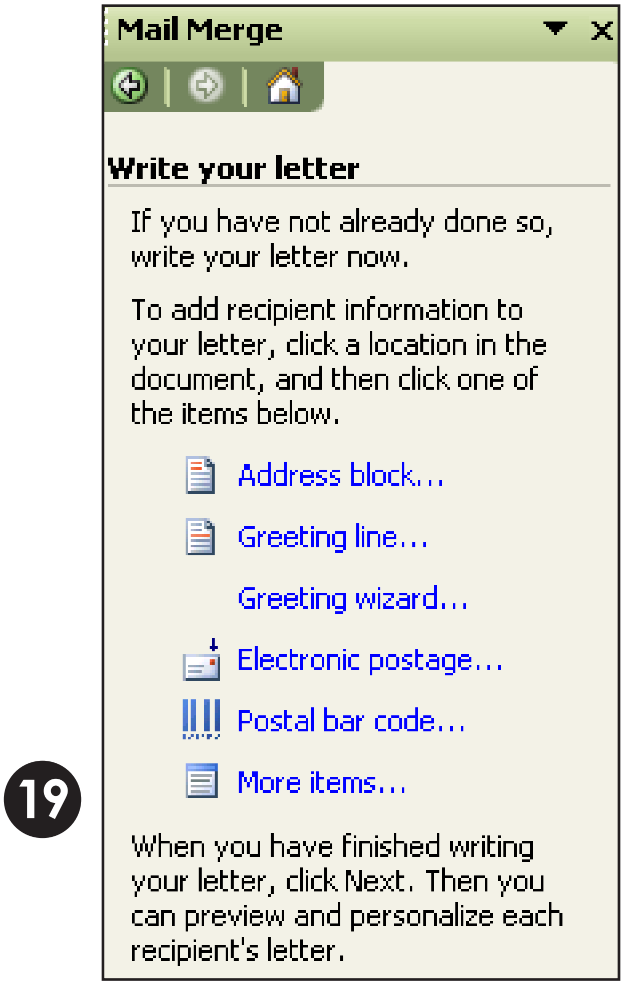
Step 3 of 6

Now, you will place the Mail Merge fields into the document. Make sure the mouse pointer is clicked inside the document where the first field should be.

19. To insert the fields from the Excel database, click **More items. . .**
20. The *Insert Merge Field* dialog appears.
21. Click **First Name**.
22. Click **Insert**.

    Continue to click each merge field in the order that they will appear in the document, and click **Insert** until all desired fields are selected.

23. Click **Close**.



Mail Merge

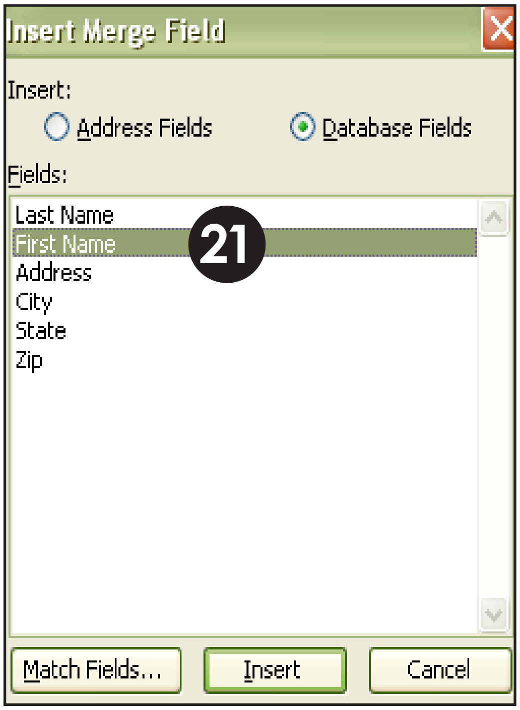
Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- Address block...
- Greeting line...
- Greeting wizard...
- Electronic postage...
- Postal bar code...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.



Insert Merge Field

Insert:

○ Address Fields ● Database Fields

Fields:

Last Name
First Name
Address
City
State
Zip

The merge fields appear in the document.

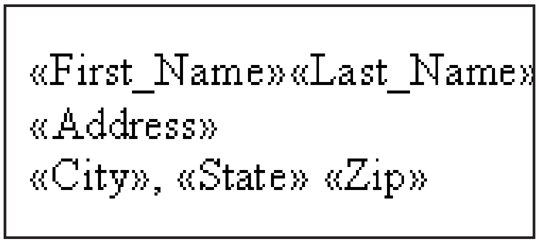
24. To place the merge fields in the proper location, click **Enter** after *last name*, click **Enter** after *address*, place a **Comma and space** between city and state, and put a **space** after state. The merge fields will now be in the proper location.

25. Click the link at the bottom of the task pane, **Next: Preview your letters**.

26. The first merged document appears in the Window, and the **Mail Merge box** appears on the right.

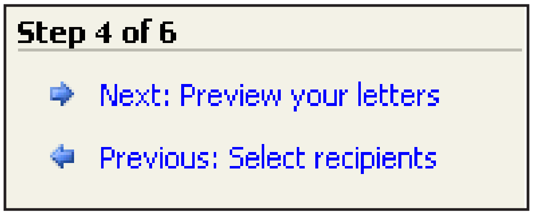
27. Click the link at the bottom of the task pane, **Next: Complete the Merge**.

24



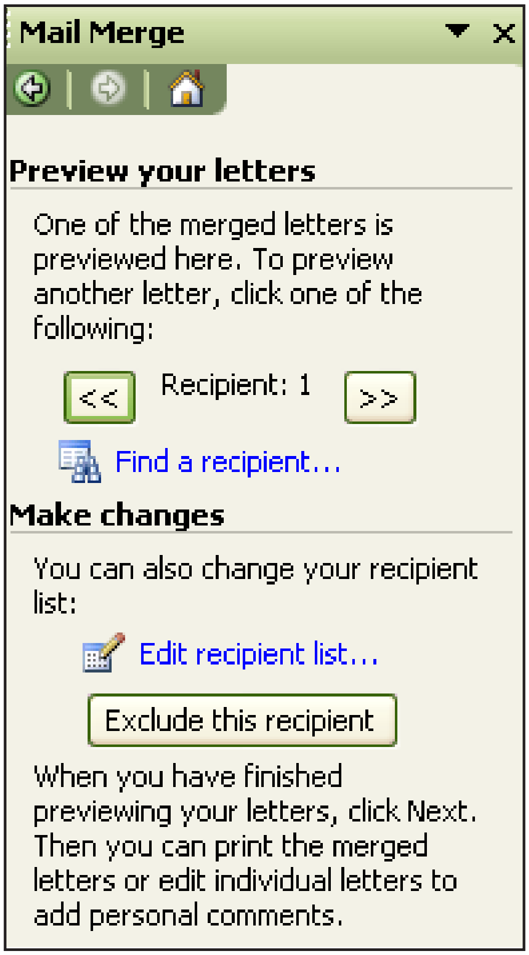
«First_Name»«Last_Name
«Address»
«City», «State» «Zip»

25



Step 4 of 6
Next: Preview your letters
Previous: Select recipients

26



Mail Merge
Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

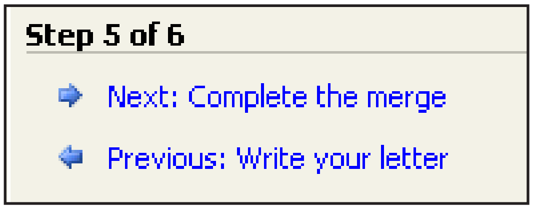
<<
Recipient: 1
>>
Find a recipient...
Make changes

You can also change your recipient list:

Edit recipient list...
Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

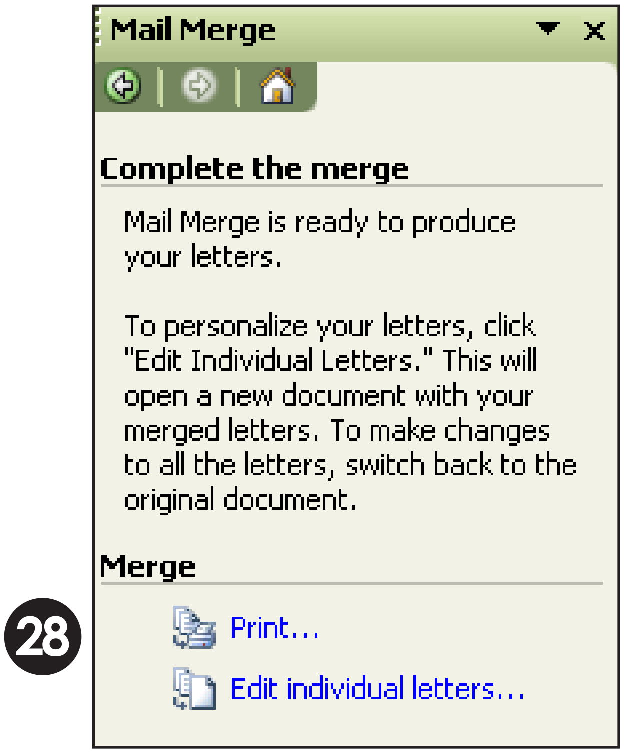
27



Step 5 of 6
Next: Complete the merge
Previous: Write your letter

28. To complete the merge, select **Edit individual letters**. This will merge all of the documents and place them in the Window.
29. The **Merge to New Document box** opens. Select **All**.
30. Click **OK**.

    The documents are now ready to print.



Complete the merge

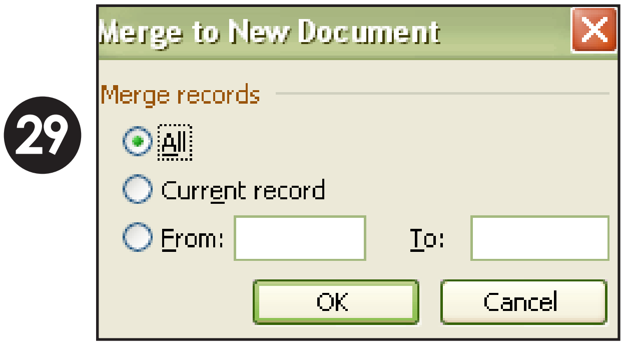
Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

Print...

Edit individual letters...



Merge records

● All

○ Current record

○ From: To:

Activity

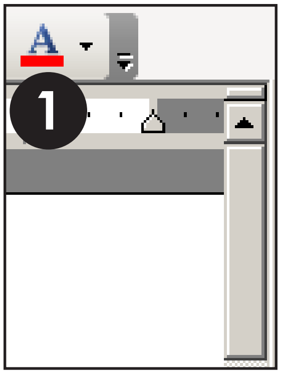
Mail Merge from Access Database

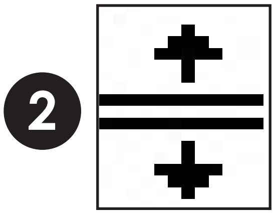
The process to complete a mail merge from an Access database is identical to the process to complete a merge from Excel. Follow the tutorial pages that you just used to merge from Excel, and complete a mail merge from an Access database.

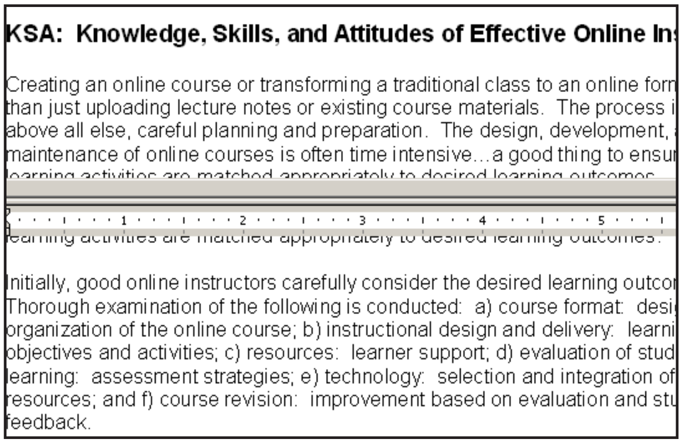
View Two Parts of a Document

Viewing two parts of the same document simultaneously is beneficial for cutting/copying/pasting text in a long document.

1. Point to the **Click Box** at the top of the vertical scroll bar.
2. When the pointer changes to a **re-size pointer**, click and drag to the desired location within the document.







KSA: Knowledge, Skills, and Attitudes of Effective Online In

Creating an online course or transforming a traditional class to an online for than just uploading lecture notes or existing course materials. The process i above all else, careful planning and preparation. The design, development, maintenance of online courses is often time intensive…a good thing to ensu learning activities are matched appropriately to desired learning outcomes.

Initially, good online instructors carefully consider the desired learning outco Thorough examination of the following is conducted: a) course format: desi organization of the online course; b) instructional design and delivery: learni objectives and activities; c) resources: learner support; d) evaluation of stud learning: assessment strategies; e) technology: selection and integration of resources; and f) course revision: improvement based on evaluation and stu feedback.

Viewing Two Parts of a Document

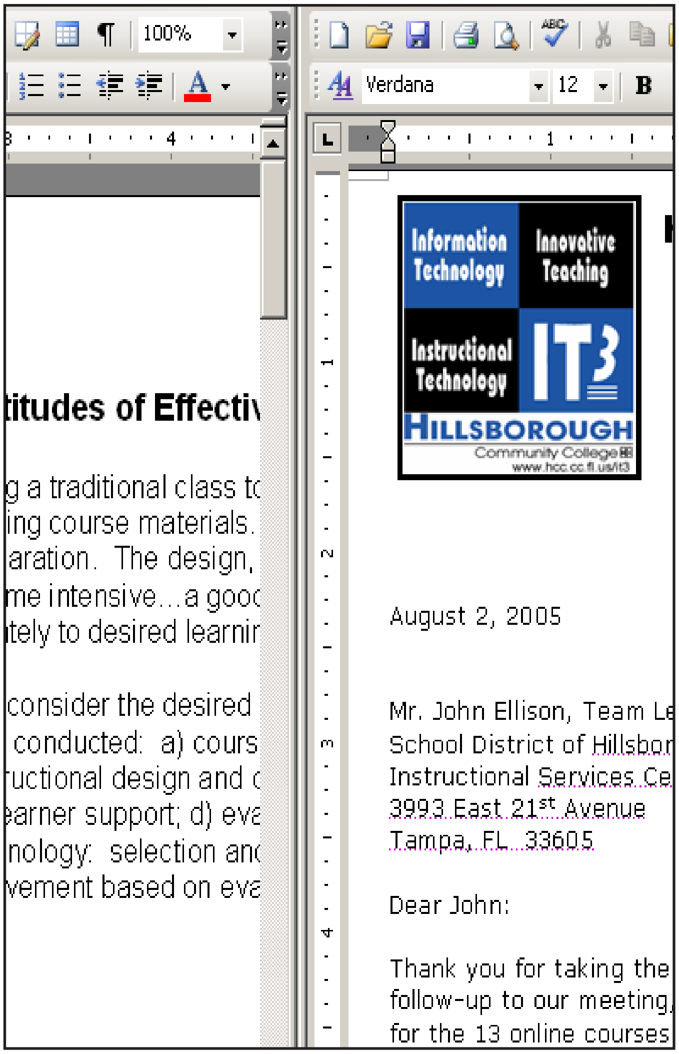
Open the sample document titled Viewing Document. Practice viewing two parts of the document by clicking and dragging the Click Box throughout the document. Then, copy a paragraph from the beginning of the document, and paste it at the end of the document.

Opening Two Documents Side-by-Side

Having two documents opened side-by-side is beneficial for comparing documents and/or cutting/copying/pasting text between documents.

1. Open the documents that you want to compare.
2. On the Microsoft Word Menu Bar, click **Window>Compare Side-by-Side with**.

   Both documents will now appear on your screen.
3. To close the side-by-side view, click **Close** on the Side-by-Side toolbar.


100%
Verdana
12
B
Information Technology
Innovative Teaching
Instructional Technology
IT3
HILLSBOROUGH
Community College
www.hcc.cc.fl.us/it3

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g a traditional class tc
ing course materials.
aration. The design,
me intensive…a gooc
tely to desired learnir

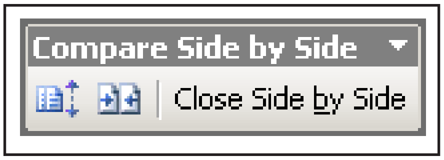
consider the desired
conducted: a) cours
uctional design and c
earner support; d) eva
nology: selection anc
vement based on eva

August 2, 2005

Mr. John Ellison, Team Le
School District of Hillsbor
Instructional Services Ce
3993 East 21st Avenue
Tampa, FL 33605

Dear John:

Thank you for taking the
follow-up to our meeting,
for the 13 online courses

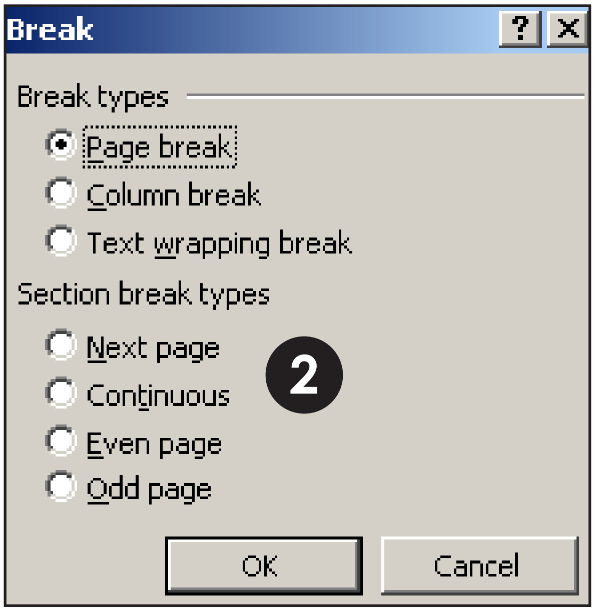

Compare Side by Side
Close Side by Side

③

Side-by-Side Documents

Open the two documents titled Side-by-Side 1 and Side-by-Side 2 (minimize document 2). Then follow the steps above to view both documents simultaneously. Cut and paste text from one document to the other.

Section Breaks



Break

Break types

● Page break

○ Column break

○ Text wrapping break

Section break types

○ Next page

○ Continuous

○ Even page

○ Odd page

You can use section breaks to vary the layout of a document within a page or between pages. For example, format a section as a single column, and then format the following section as two columns, or use roman numerals to number introductory pages, and then use numeric numbers to number the remaining pages.

1. From the Microsoft Word Menu Bar, click **Insert>Break**.
2. Select the type of Section Break you need, (Example: Next page for page numbering, Continuous for within the same page).

Section Breaks

Open the document titled Section Breaks. Follow the steps above to add page numbers. Use Roman numerals for the first three pages, and use numeric numbers for the remaining pages. Then on page four of the document, put paragraphs two and three into two column format.