Making Quick Tables

Choose Insert tab.
   Then click Table.
   Then click Quick Tables.
   Select the style of table from the Quick Tables Gallery.

You can clear the sample data from the table by selecting the table and pressing Delete.
Making Charts (Split-Pane View)

Click the Insert tab.

Click the Insert Chart button.

Click a category in the left pane.

Click the chart type you want.

Click OK.
To create a chart, change the sample data in the Excel worksheet.

To close the worksheet, click the Close button on the Excel worksheet and return to Word.
Open and View Chart Data

Click the chart

Click the Design tab under Chart Tools.
Click the Edit Data button.

Then click the Close button on the Excel worksheet and return to Word.

Enter Data in the Worksheet

Click the chart
Then click the Edit Data button on the Design tab under Chart Tools.

To delete the sample data, click the upper-left heading button to select all the cells.

Then press Delete.
To select a cell, click it.

To select an entire row or column, click the row heading or column heading button.

To select a range of cells, drag the pointer over the cells.
To select a range of cells with keyboard, click the upper-left cell of the range, press and hold Shift, and then click the lower-right cell.

Type the data you want to enter in the cell.

Press Enter to move the insertion point down one row

Or press Tab to move the insertion point right to the next cell.

Select the data you want for the chart
Then click the Design tab

Then click the Resize Table button
Then click OK.

To close the worksheet
Making a diagram

Click the Insert tab.

Click the SmartArt button.

Then click a category: All, List, Process, Cycle, Hierarchy, Relationship, Matrix or Pyramid.

In the middle pane, click a SmartArt graphic style type.

Click OK.
The SmartArt graphic appears in the document.

Edit a SmartArt Graphic

Click the Text Pane button

Type text in the [Text] box.
You can use the arrow keys to move around the Text pane.

Click outside of the SmartArt graphic when you are finished.
Mail Merge & Mass Mailing Features

Letters

Step One

Open the letter document.

Step Two

Click on the “Mailings” tab. Then, click “Start Mail Merge” and “Step by Step Mail Merge Wizard.”
**Step Three**

There should be a side window open on the right side of the screen. Press “Letters” and then “Next: Starting Document” at the bottom of the window.

**Step Four**

Click on “Use the Current Document” since you have opened the letter document that you wish to utilize. Then, click “Next: Select Recipients.”
Step Five

If you have a Microsoft Excel typed list of first and last names; and addresses of the recipients that you wish then you press “Use an Existing List” and you open the list wherever it is. If you do not have a typed list of recipients then you press “Type a New List” and “Create.” There you will create the list of recipients. When you are done doing this you can click “Next: Write Your Letter.”
Step Six

You place the Address Block and the Greeting Line wherever you wish to place it and however you want it. By clicking on the “Address Block” and “Greeting Line” and placing it wherever you wish in your letter.
After you are done placing and customizing your Greeting Line and Address Block, you click on “Next: Preview Your Letter.”
Step Seven

There you will be able to preview your letters, edit the recipient list, and/or exclude a recipient from the list. When you are done you may click “Next: Complete the Merge.” Then you are done. You can view each letter individually at the top of the letter by pressing the buttons on the left and right to the number of the page. This is under the “Mailings” tab and next to the “Preview Results” button.
**Envelopes**

*Step One*

Open up Microsoft Word 2007. Click on the “Mailings” tab. Then, click “Start Mail Merge” and “Step by Step Mail Merge Wizard.”

*Step Two*

There should be a side window open on the right side of the screen. Press “Envelopes” and then “Next: Starting Document”
**Step Three**

Press “Change Document Layout.” Choose the best Envelope Options and Printing Options. You can also choose the Font in this area. Then Press “OK” & “Next: Select Recipients.”

**Step Four**
If you have a list of recipients you can click on “Use an Existing List” and “Browse” to find your list of contacts. If you do not, you can click on “Type a New List” and “Create.” After you create your list of recipients you can click “Next: Arrange Your Envelopes.”

*Step Five*

Type a Returning Address on the Left Top Corner of the Envelope. Then press the middle of the envelope (where the address block is preferably placed) and click on “Address Block.” After the preferred options are selected you can click “Next: Preview Your Envelopes.”
You preview each envelope individually by clicking the arrows.

*Step Six*

After you have seen your envelopes you click “Next: Complete the merge.”
There you can “Print” the envelopes or edit any individual envelope.

E-MAIL MESSAGES

Step One
Open the letter document.

Step Two

Click on the “Mailings” tab, “Start Mail Merge” and “Step by Step Mail Merge Wizard.”

Step Three

There should be a side window open on the right side of the screen. Press “E-mail
“Messages” and then “Next: Starting Document” at the bottom of the window.

You wish to email. Then, click on “Next: Select Recipients.”

**Step Four**

Click on “Use the Current Document” since you have opened the letter document that
Step Five

If you have an Microsoft Excel typed list of first and last names; and addresses of the recipients that you wish, then you press: Use an Existing List” and you open the list wherever it is. If you do not have a typed list of recipients then you press “Type a New List” and “Create.” There you will create the list of recipients. When you are done doing this you can click “Next: Write Your E-mail Message.”
Step Six

You place the “Address Block” and the “Greeting Line” wherever you wish to place it. Then click “Next: Preview Your E-mail messages.”

February 10, 1998

AddressBlock>

GreetingLine>

I want to take this moment to thank you for your support. Please, remember that our office hours have changed to Monday through Wednesday from 9am to pm in Room 734. Thank you very much.

Sincerely,

John Doe
Step Seven

There you will be able to preview your e-mail messages, edit the recipient list, and/or exclude a recipient from the list. When you are done you may click “Next: Complete the Merge.”

February 10, 1998

HARRIET TUBMAN

Dear HARRIET TUBMAN,

I want to take this moment to thank you for your support. Please, remember that our office hours have changed to Monday through Wednesday from 9am to 2pm in Room 734. Thank you very much.

Sincerely,

John Doe

You must then click “Electronic Mail.”
Make sure that the “To” message option contains “Email” so that it can be sent to the appropriate place. Finally, press “OK” and you are done. You can view each email individually at the top of the letter by pressing the buttons to the left and right of the number of the page. This is under the “Mailings” tab and next to the “Preview Results” button.

Templates

A template is a document file that provides you with a unified document design.

Click the Office button
Then click New.

Click the Blank and recent category to open recently used templates.

Click the Installed Templates category to choose a template.
Click the My Templates category to open a dialog box.

Click the Featured category to select a template from the Spotlight section.

Click a Microsoft Office Online template category, and then click a template.

Click Create or Download.

Creating a Document Outline

An outline typically consists of main headings and subheadings.
    You can create an Outline in Outline View.

Click the Outline View button.
Then type a heading

Then type another heading

Press Tab to add a subheading under the heading.

When you're done, click the Close Outline View button.