

## UNIT 6 MS WORD ADVANCED LEVEL

### Structure

- 6.1 Objectives
- 6.2 Create Bulleted and Numbered lists
- 6.3 Create a Table
- 6.4 Type Special Characters
- 6.5 Create a Template
- 6.6 Track Changes
- 6.7 Spelling and Grammar Checker
- 6.8 Thesaurus
- 6.9 Hyphenation
- 6.10 Headers and Footers
- 6.11 Add Page Number
- 6.12 Page Breaks
- 6.13 Customize display of ribbon and behaviour of MS Word
- 6.14 Insert Graphs and Pictures in the document
- 6.15 Insert Watermark in the document
- 6.16 Design Cover Page
- 6.17 Macro
- 6.18 Mail Merge
- 6.19 Let Us Sum Up

### 6.1 Objectives

This unit will cover advanced features of the MS Word. After reading this unit, you will be able:

- To create list and tables,
- To understand uses of review tools,
- To learn about adding picture, ClipArt, and
- To learn about the mail-merge process.

### 6.2 Create Bulleted and Numbered lists

You can improve display of list by adding bullets or numbers in the starting of each item of the list. Bulleted list have bullets or icons in the beginning of the every entry of the list, similarly numbered list have number or alphabets in ascending order at the starting of each entry of the list.

The outline list combines bullets and numbers formats to display list in the document. The outline list is also known as multilevel list. Option for creation and editing of various types of list are available under the **Paragraph** sub-group of the **Home** tab of the ribbon.

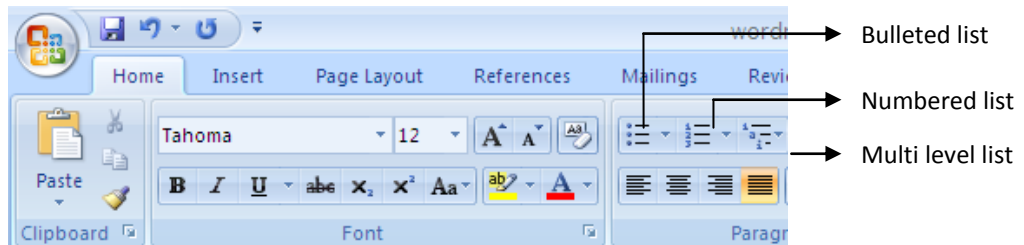


Fig. 1


You can add bullet or number at the starting of each entry while typing a new list or these can be added to the existing lists. Just click on **Bulleted list**, **Numbered list** or **Multilevel list** icons before typing the list, now bullet or number is automatically entered as you press enter to add new item to the list. Once you finish the typing of the list, click again on **Numbered List** or **Bulleted List** icons to finish the numbering/bulleted of the list. Now typed contents will be added as a paragraph. You can add numbers or bullets to existing list by selecting the entire list to be numbered or bulleted and then click on one of the options i.e. **Numbered list**, **Bulleted list** or **multilevel list**.

You can edit a list at any time. First select the portion of the list to be edited and then type the revised entries. When you click over the icon of **Numbered**, **Bulleted** or **Multilayered list** options, the list is displayed with default bullets or number style. If default style does not meet your requirement then click on arrow key (▼) next to icons of **Numbered list**, **bulleted list** or **multi-leveled list** to select one of the styles to make the list more attractive.

### 6.3 Create a Table

First insert amply blank space at appropriate in the document to accommodate a table. Take cursor to the position where you want to insert a table in your document. Click on the **Insert** tab



from the ribbon, then click of **Table** icon (  ) under **Tables** sub group. You get a window like this on your desktop.

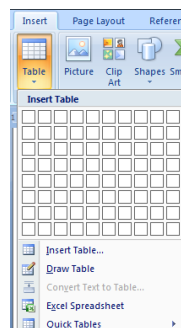


Fig. 2

You can draw a table by dragging mouse pointer on the boxes listed in the form of grid under the **Insert Table** label. Drag mouse on desired numbers of rows and columns. A table with number of rows and columns dragged over by you is inserted in the document as you release the mouse button. You can also click on **Insert Table** icon. You will get the following dialogue window to insert a table in the document. Enter number of rows and columns needed in table in appropriate textboxes. Click on **OK** button to insert table in the document.

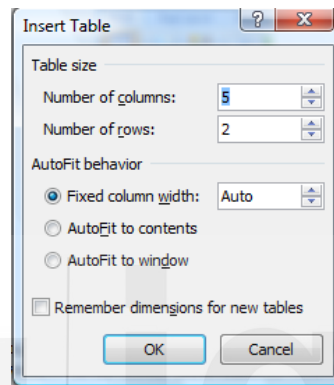


Fig.: 3

**Enter Data in a Table:** Place the cursor in the cell, where you wish to enter the information, cursor blinks in the left corner of that cell. Typed text is inserted at the position of the cursor. Once you reach right end of the cell, text automatically moves to next line in the same cell. When you are typing in a table or have focus on table, notice two new tabs **Table Design** and **Table Layout** appeared on the ribbon. Commands and functions of these tabs modify the structure and format of the table. Commands and functions of the **Table Design** tab are grouped into three major subgroups i.e. **Table Style Options**, **Table Styles** and **Draw Borders**.

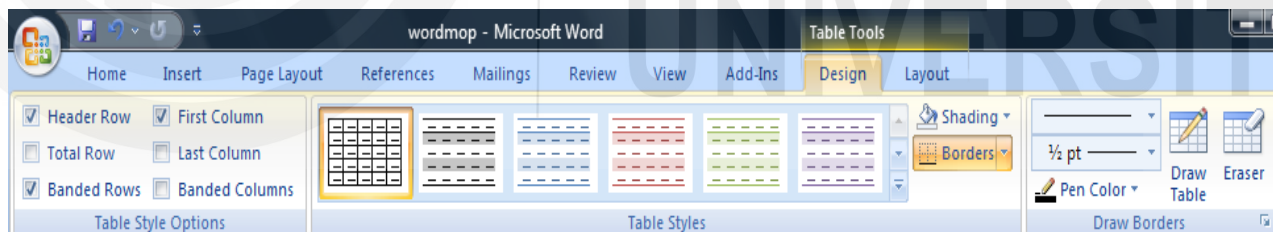


Fig. 4

Similarly, **Layout** tab of table has six sub commands i.e. **Table, Rows & Columns, Merge, Cell Size, Alignment, and Data**. The **Table** subgroup has commands to select specific cells, rows or columns, to view or hide the gridlines and set the properties of the tables. The **Rows and Columns** subgroup has commands to insert and delete rows or columns in the selected table. Select the cells, rows or columns to be deleted and then click on **Delete** icon under the **Rows & Columns** subgroup, you will get the following dialogue box, to select appropriate options to complete the deletion.

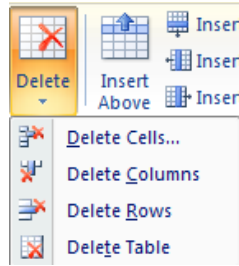


Fig. 5

The **Merge** subgroup of the **Table Layout** tab merges or split cells of the tables. The **Cell Size** subgroup of the **Table Layout** tab increases or decreases the width and height of cells, rows and columns. The **Alignment** subgroup offers options to align texts in cells, set margins and change directions of text in a cell. Commands in all these sub groups of **Table Layout** tab i.e. merge, cell size and alignment are applied after selecting the cells to be changed. People could not make sense of data in a large table spread over a number of pages without referring heading of columns of table typed on the top of table. The **Data** subgroup of the **Table Layout** tab offers command to repeat header rows of the table automatically on every new page, when table is displayed on monitor or printed on paper. This sub group also offers command to sort entries of the table. The commands of the **Table Design** and **Table Layout** tabs are self explanatory and easy to use. Select appropriate numbers of rows, columns and cells and apply commands listed under **Table Design** and **Table Layout** table to improve the style of table.

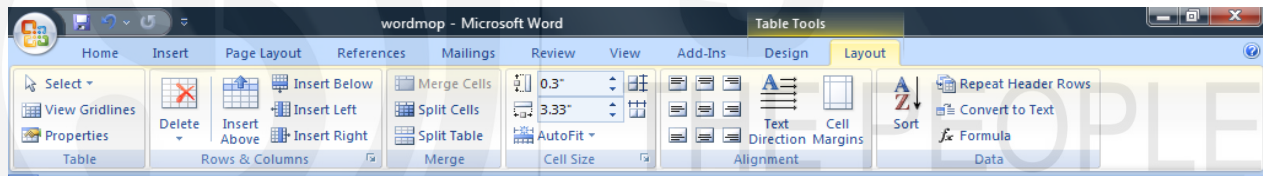


Fig. 6

Procedure to sort data of a table is explained below:

1. Select cells/rows/columns of table those you want to sort.
2. Click on **Sort** icon under **Data** subgroup of the **Table Layout** tab, you will get the following window. Select the field name/column used to sort entries of the table, under combo box of **Sort by** label. Its type is automatically reflected under **Type** label. You can change the type of data by selecting one of the listed types under the combo box.

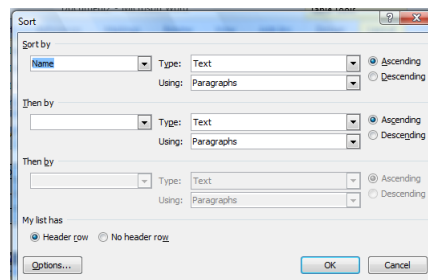


Fig. 7

3. Under **My list** haslabel, decide whether the first row of the table has data or it acts as header for the data.
4. When you select **Header row** Option. The header row is not included in the sorting process in such a situation. If you have opted for **No header row** option then combo box of the **Sort by** label lists columns of the table as column1, column2, column3 etc.
5. Decide whether data is to be sorted in **Ascending** or **Descending** order with radio button.
6. If data is to be sorted further on other fields then repeat steps 4 and 5 for **Then by** field
7. Click **OK** to execute the sort command

## 6.4 Type Special Characters

Alphabets of foreign languages, mathematical symbols, other popular signs and symbols cannot be entered in document with the help of keyboard. You can insert these alphabets, signs and symbols in document by clicking on  $\Omega$  **Symbols** icon of the **Symbols** sub-group of the **Insert** tab of ribbon.

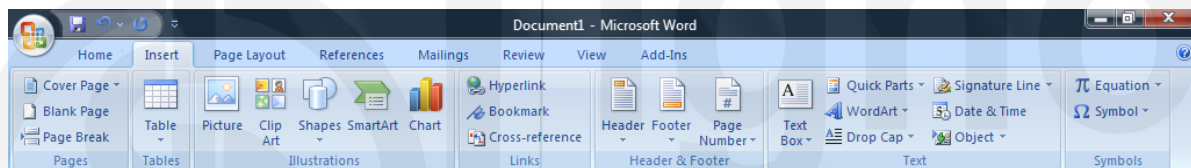


Fig. 8

You will get a list of special characters/symbols used recently by you under the Symbol label, click on symbol to be inserted at the position of cursor. If symbol desired by you is not listed in recently used symbols then click on **More Symbols ...** option, special symbols are listed in a separate window as shown below.

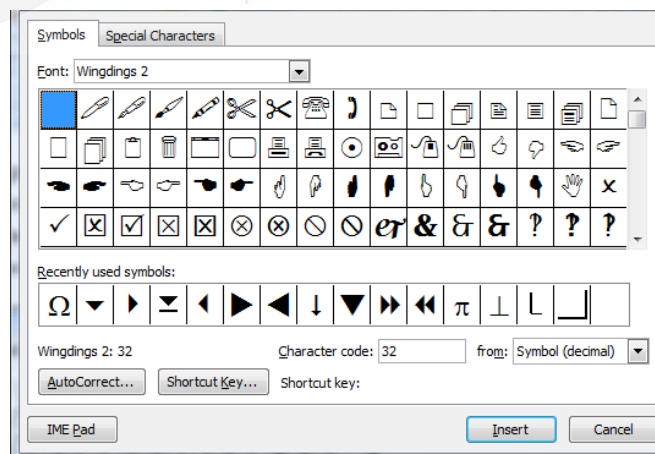



Fig. 9

Click on the symbol to be inserted, and then click on **Insert** button of the dialogue box. The selected symbol is inserted at the position of the cursor. If symbol desired by you is not listed then look for the symbol in different fonts by selecting new font style from the combo box of the **Font:** label.

## 6.5 Create a template

A template is special document that serve as starting point to draft a new document. A template under the MS Word 2007 is identified by its extensions i.e. dotx or dotm (a .dotm file type allows you to enable macros in the file). Templates are pre-formatted documents. You can design a template for business correspondence with name and logo of the company in the header of document, predefined page layout and dimension as per office stationary. Sections, fonts, margins, and styles of documents are directed by business ethics and practices. You need not define structure and format of business letters, every time you draft a business correspondence.

You can find pre-defined Word's templates by clicking on the **Office Button** , click on **New** option, various template categories are listed in the window on the left pane. Select one of the template category, templates from that group are displaced in the middle pane and right side pane display preview of the template highlighted in the middle pane. Select the appropriate template and click on **Create** command button. New document adopts the structure and format of the template opted by you.

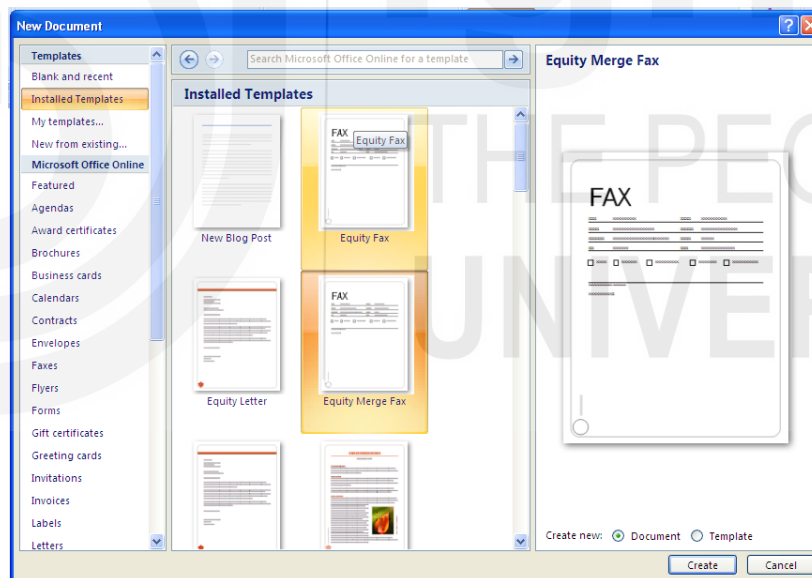


Fig. 10


When predefined templates failed to meet your requirement then define your own template. Create a new document set its header, footer, margins, paragraph, line spacing, company name and logo in header/footer, watermark logo and other styles options. Once you are satisfied with the style of the document then save it. Click on **Office Button**, take focus to **Save as** option, click on **Word Template**, define the name of the template and click on save option to store as document template.

## 6.6 Track Changes

Track Changes is a powerful tool for editing a document. It highlights changes incorporated in a document while revising that document. Tools for tracking the changes in the document are grouped in the **Review** tab of the Ribbon. However, the track change facility is not available for documents by default. You have to instruct the MS Word to keep tracks of changes in the document. To instruct you computer to keep records of changes in the documents, click over **Track Changes** option under **Tracking** sub-section of the **Review** tab of ribbon. Track change enable attribute of a document is indicated on the status bar as '**Track Change: On**'. If this notification is not reflected in the status bar even though have enabled track change then you need to customize the status bar to reflect the status of track change option. Right click over the status bar and select the check box of **Track Changes** option. The track change attribute of a document in the status bar is displayed as shown in fig 11.



Fig 11

Once, MS-Word starts tracking changes in your document. You can view changes in four options under the combo box of the **Display of Review** option (  ) under the **Tracing** sub-group of **Review** tab.

- a) **Final Showing Markup:** This option shows the final document with changes highlighted
- b) **Final:** This option shows the final document, without marking up changes.
- c) **Original Showing Markup:** The original document with changes highlighted, and
- d) **Original:** The original document without making up changes.

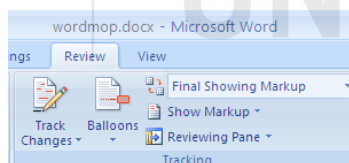


Fig 12

The **Show Markup** feature filter changes so that you can view specific kinds of changes in the document. Changes in documents are categorized on the basis of nature and area of changes into Comments, Formatting, Mark-up, Insertion and Deletion etc. under the **Show Markup** option. Click on triangle (▼) next to **Show Markup** label select each option and see the difference in display. If your document is reviewed by more than one reviewer/author then you can see changes made by individual author/reviewer separately. Focus pointer on **Reviewers** option of the **Show Markup** icon, list of all reviewers is available as cascade menu. Select the specific reviewer's name and see the changes made by him/her.



While reviewing the changes made in document, you can accept or reject changes made in the document by using **Accept/Reject** options from **Changes** sub-section of the **Review** tab. First open the final document with all changes listed with **Final Showing Markup** option from the combo box of **Display of Review**. Select a specific change by clicking over it and then decide whether to accept or reject the selected change.

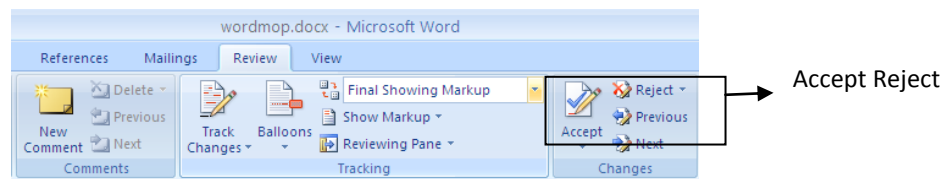


Fig 13

You can add comments during the revision of your documents. Text of the documents remain intact after adding or deleting comments from documents. Comments are written as a separate note, added at the extreme right corner of the document beyond the right margin of the text. Text where you have added comments get highlighted with gray colour background. A document with added comments looks like this.

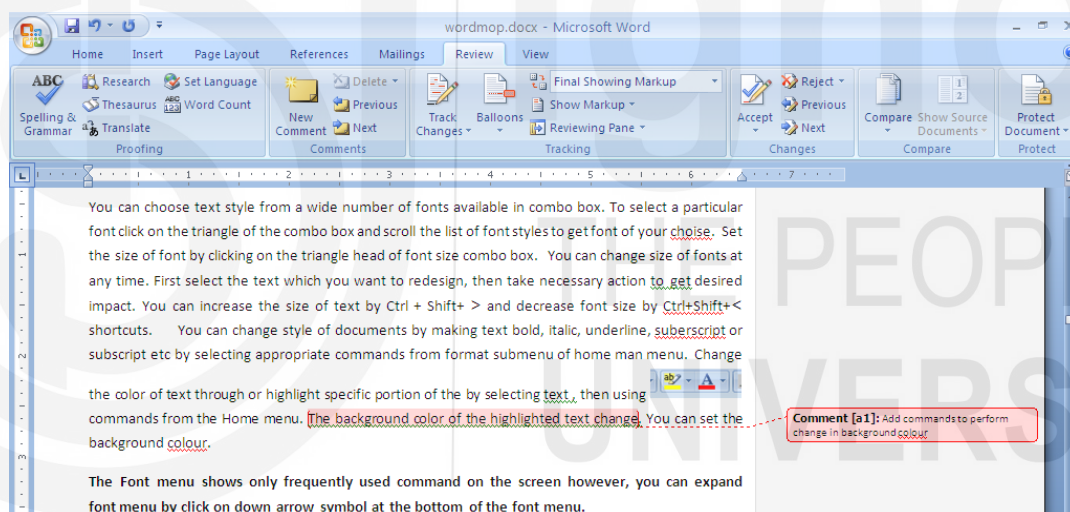



Fig 14

Important issues, shortcomings and text need further clarification can be highlighted with the help of comment function, so that commented text would be paid attention later. Comments can be added by first selecting the text for which you want to add comment then click over **New Comment** (  ) option under **Comments** sub-section of the **Review** tab. A blank text box is added at the right end of the document with cursor blinking at the extreme left corner inside the comment box to type a comment. Typed comment appears in a text box, click outside this textbox in the document window after typing comments.



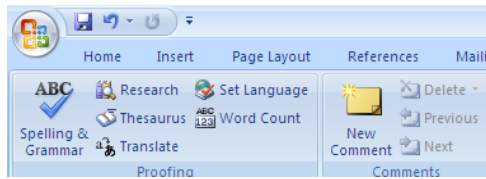



Fig 15

Comments can be deleted from the document, by selecting the comment to be deleted, clicking on **Delete** option from the **Comments** subgroup of the **Review** tab. The background of the commented text changes to normal.

## 6.7 Spelling and Grammar Checker

Spell and grammar checkertool is a powerful feature of the MS-Word. This tool checks spelling and grammar of the entire documents including hidden texts, text in boxes, header and footer.

Click on **Review** tab and then select **Spelling & Grammar** tool (  ) from the **Proofing** subgroup to initiate checking of the spelling and grammar of the documents. The checking starts from the position of cursor, goes to the end of the document, and starts again from the beginning of the document till the position of the cursor in the document, where you have initiated this tool. Later it checks contents of the header, footer, and textboxes and hidden texts. The following dialogue window appears over the screen while Spelling and Grammar tool is functioning and it notices any error in the document.

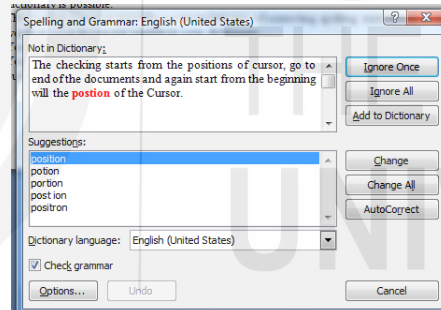


Fig 16

You can decide whether you want to check both i.e. spelling and grammar of the document or just the spelling in the document. If you are not interested in checking the grammar of the document then clear the check box of **Check grammar** option. If this box is checked then the Checker tool will check both grammar and spelling of the document. Whenever, the Spell Checker tool encounters any spelling and grammar errors in the document, it highlights the text with mistake in the document in the upper window of the spell-checker tool labeled as **Not in Dictionary**: and makes suggestions from the dictionary, to rectify error, in the lower window labeled as **Suggestions**. Select the appropriate correct word from the various suggestions, listed in lower window, click on **Change** button to replace incorrect text with word highlighted by you. The Spell checker also offers alternatives to **Change** button such as **Ignore Once**, **Ignore All**, **Add to Dictionary** and **Change All**. These options are self-explained. The **Change All** option rectifies all the repetition of the highlighted wrong word with words suggested by you, in a single

stroke throughout the entire document. The **Ignoreonce** option retains the wrong word highlighted by the Spell Checker only for this instance. The **Ignore all** option retains the word highlighted by spell checker as wrong, throughout the document, later on this word is not highlighted as wrong in the document. You can exclude specific words from checking by specifying these words as not to be checked by the spell checkers. The spell checker treats these words correct in future. This facility is useful when your document include foreign words or proper noun reflecting names of places, animal or person in the documents. These words are not listed in dictionary maintained by MS-Word. The **Add to Dictionary** option adds the highlighted word to dictionary, treats it correct in future, and never highlights it again wrong. You should be careful in adding in a new word to dictionary, if you add word with wrong spelling to dictionary than spell-checker would treat it as correct and do not flag it wrong in future.

The spell check has limited capacity; it could not understand the context in which specific words have been used in sentences. During the grammar check, the tool identifies sentences having grammatical or stylistic errors and it makes suggestions to rectify error and improves the meaning of sentences. If you could not understand, how to rectify grammar errors highlighted by the Spell Check and need further explanation and assistance to understand the error then click on **Explain** option. The Spell Checker offers detailed assistance on highlighted grammar error in a separate window.

## 6.8 Thesaurus

The thesaurus can be used to make document more impressive. It offers alternative words with similar meaning of the selected word. To find the alternative words (synonymous) of the specific word, first select the desired word and then invoke **Thesaurus** from **Proofing** subgroup of the **Review** tab of ribbon or by pressing **Shift + F7** shortcut after selecting the work for which alternative words are to be identified. The Thesaurus cannot understand the context in which the original word is used and how alternative words can change the meaning of the sentence.

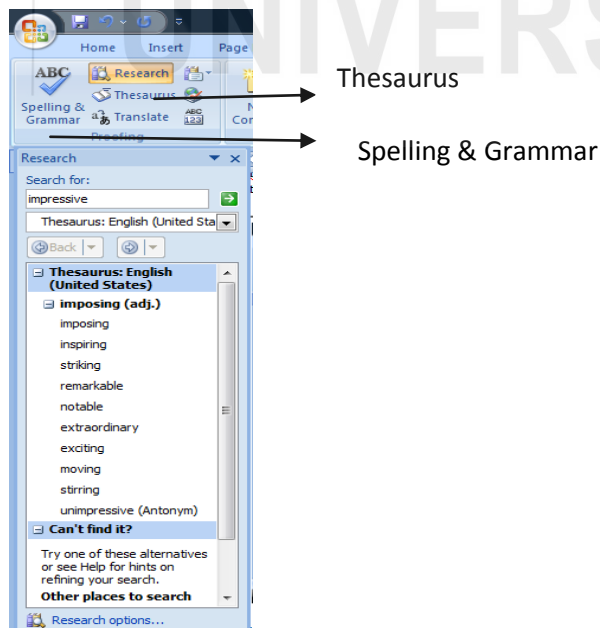


Fig 17

The **MS Word** software has provision to check and correct grammar and spelling mistakes automatically, while typing of document. It automatically replaces incorrect word with appropriate correct word, when **Autocorrect** option is active. Some time, you type words from foreign languages or proper noun in your documents, thus you do not want MS-Word to treat these words incorrect and automatically replace these words with correct word from dictionary. You can customize autocorrect habit of the MS Word application through **Word option** button in the **Office Button**.

- Click the **Office Button** 
- Click the **Word Options** button, a new window appear on the screen
- Click on the **Proofing** tab, get the following window

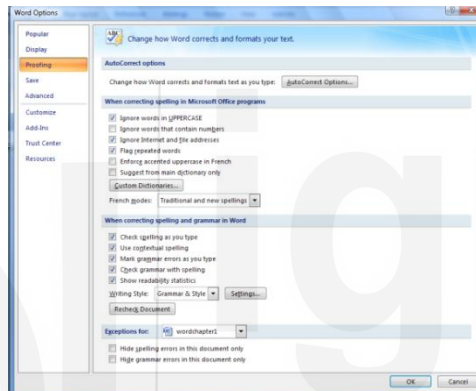


Fig 18

- Click on the **AutoCorrect Options** button and get this window

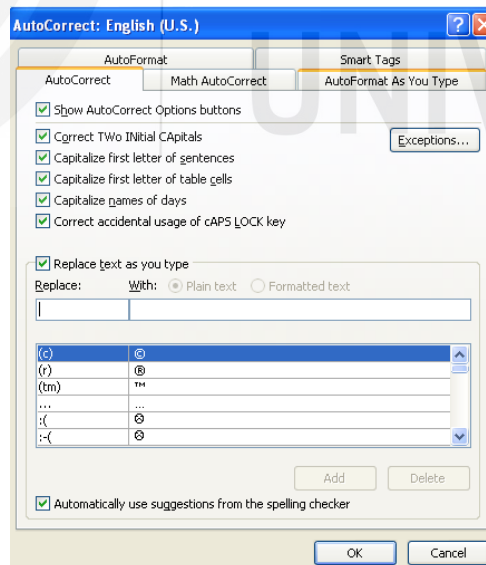



Fig 19

Add specify words, which are frequently typed wrongly by you, exactly in the way typed by you, in textbox under **Replace** label and type the corresponding correct word under **With** label. Click on **OK** button to add it in autocorrect list. Now, whenever you type any of the words, place under **Replace** category. It gets automatically replaced with corresponding words from the list of **With**label. MS Office also supports dictionaries for regional languages. These dictionaries can be used for checking of spelling. You can change default dictionary to Regional Languages in the MS word, with following steps.

- Click on the **Office Button** 
- Click on the **Word Options** Button at the bottom of **Office Button** menu. A new window appears over the screen.
- Click on the **Proofing** tab
- Click on **Custom Dictionary...**button , you get this window

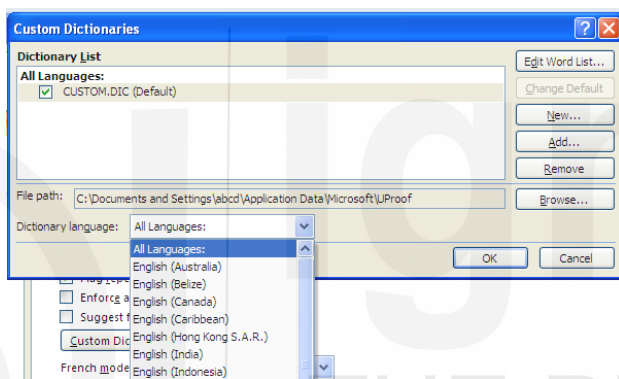


Fig 20

Select one of dictionaries from the list of **Dictionary language** Combo box. Click on **OK** command button to apply the selected dictionary, which is to be used for spell checking.

Unfortunately, MS-Word does not provide dictionary support for regional languages of India, however, the C-Dot, an autonomous body of the Government of India, promoting uses of computer for regional languages offer dictionaries for Indian languages, which could be easily embedded in the MS-Word or other popular word-processing software. You can add words of regional language in dictionary, by clicking on **Edit Word List** type new words in textbox, click on **Add** command button to add new words in the customize dictionary.

## 6.9 Hyphenation

The Hyphenation feature allows you to break long words into lines. This facility is frequently used by publishers to make the spacing between words uniform and keep the ends of lines on the margins of the page. Hyphenated break of word is reflects through hyphenation symbols, (-) at the position of break. The hyphenation mode can be switchon by clicking on **Hyphenation** option under **Page Setup** subgroup of **Page Layout** tab of the ribbon. MS Word allows hyphenate of words either manually or automatically. When you click over the **Hyphenation** icon, you have to decide whether hyphenation will be added manually or automatically. A tick

mark appears against hyphenation label on the ribbon, when it is on. Now long words are broken between lines.

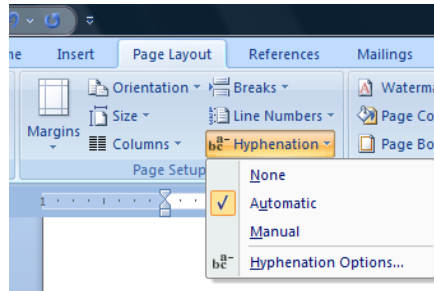


Fig 21

## 6.10 Headers and Footers

The top and bottom parts in a document beyond its contents are called header and footer of a document respectively. The information placed in header and footer is repeated on each page of the document, in the printed copy of the document. Contents of header and footer are not reflected while you are drafting the document. The header is primarily used to display name and logo of organization. The header may also include other information such as location of folder, where document is saved, page number, date/time etc. The contents of header and footer are independent of each other and designed independently. You can either have the same information in header/footer areas of each page of the document or have separate header and footer for each section of the document, or have separate header and footer for odd and even pages. Certain components of header and footer change on every consecutive page for example page number changes in incremental order on each page.

You can add contents to header or footer in a document by selecting corresponding icons from **Header & Footer** sub group from the **Insert** tab of ribbon. When you click on **Header** or **Footer** icon, it shows predefined text and formats, which can be used as header or footer. You can select one of predefined header/footer or you can define your own header formats by clicking on **Edit header** icon in fig. 22. Similarly, you can define footer for your document. You can either adopt predefined footer or design your footer by clicking on **Edit Footer** icon.



Fig 22

## 6.11 Add page number

You can add page number either in header or in footer area of the document. As your document grows, MS Word automatically assigned next page number to every new page. You can set the position for display of page number in the footer or heading. It may be inserted at the left, centre or right corners of the page.

Click on **Insert** tab of the ribbon, click on arrow (▼) next to **Page Number** Icon under the **Header & Footer** subgroup. Decide whether page number is needed at the top or bottom of the page, accordingly take mouse pointer focus to listed option, a cascade menu displays various predefined style and format for inserting page number and select one of the options to insert page number.

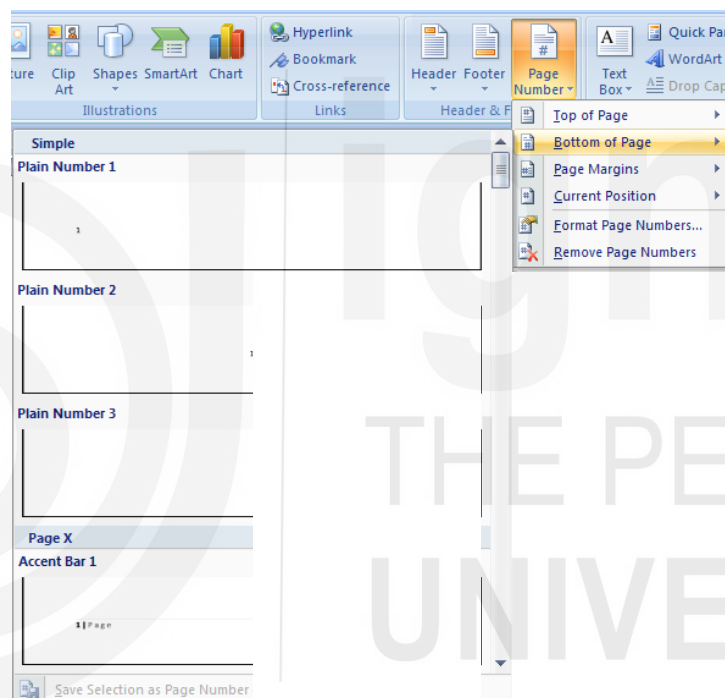


Fig 23

Page numbering by default is shown in number form i.e. 1, 2, 3, 4 etc. If you want to use roman or alphabetic characters for numbering of pages then select appropriate page number format. Click on **Insert** tab of the ribbon, click on arrow key next to **Page Number** icon under the **Header & Footer** subgroup and click on **Format Page Numbers** option, you will get the following window.



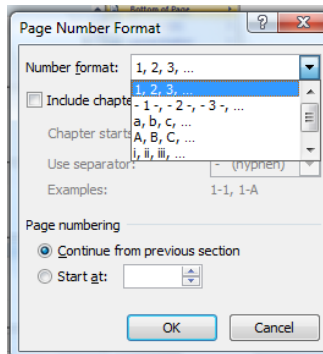




Fig 24

Click on the combo box of the **Number format**: label and set the format of page numbering by selecting one of the options. You should select various options from this list and see the impact of each option on the formatting the numbering of pages. You can start numbering of pages either from the first page (default) or from any other page as specified by you. You have noticed that people usually avoid numbering on pages, used to display title of document and index of contents/chapters or acknowledgement-report of the document. If you want to start numbering of pages from specific page than enter that page number in the textbox facing **Start at** label under the **Page numbering** frame of the **Page Number format** dialogue window shown in fig 24.

You can set the dimension of paper for printing of document. The size of paper in a document is set only once. Entire contents of document are automatically adjusted as per the size of paper set by you. There are standard notions to define the size of paper such as A3, A4, A5, legal, executive etc. Each notion specifies a specific size of paper. You can select one of the predefined sizes of papers by clicking on arrow (▼) next to **Size** icon (  Size ▼ ) under the **Page Setup** subgroup of the **Page Layout** tab of the ribbon. As you set the size of paper, the text of the document is adjusted automatically. If size of page needed by you for preparation of document is not listed then more options to define the size of page are available by clicking on **More Page Size** option available in the listing of **Size** option (  Size ▼ ). A dialogue window allows you to customize the size of page as you click on more page size option.

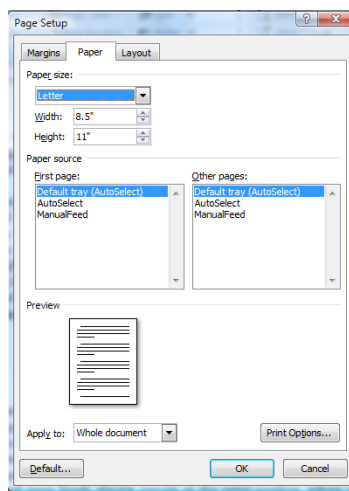



Fig 25

## 6.12 Page Breaks

MS word software classifies page break as soft and hard page break. A hard page break forces the printer to stop printing on the current page and resume on new page. The hard page break is displayed with a dotted gray line with Page Break written on the line, when document is displayed in the **Draft** display mode. If you could not see page break in draft mode then use Ctrl + Shift + 8 shortcut to display page break in the document. The soft page break is automatically inserted once you reach to the bottom of page, while typing a document. The soft page break is denoted by dotted line across the document when document is displayed in **Draft** display mode. Options to change the display mode are available in the status bar, on the right side, near to zoom bar and it is also available in **View** tab under the **Document Views** sub group. The soft page break is automatically repositioned with addition or deletion of contents in the document. Hard page break remain at the same position, where it is inserted in the document. You can insert hard page break by **Break** option under **Page Setup** sub-group of **page Layout** tab of ribbon or you can use shortcut keys **Ctrl + Enter** at the position of inserting a hard page break in the document.

## 6.13 Customize the display of ribbon and behaviour of MS word

You can customize the features and behaviour of the MS Word software through the **Word Option** command under the **Office Button** menu. Click on the **Office Button** , and then click on the **Word Option** in the last line next to **Exit Word** option. You will get Word Options window on the screen as shown in fig 26

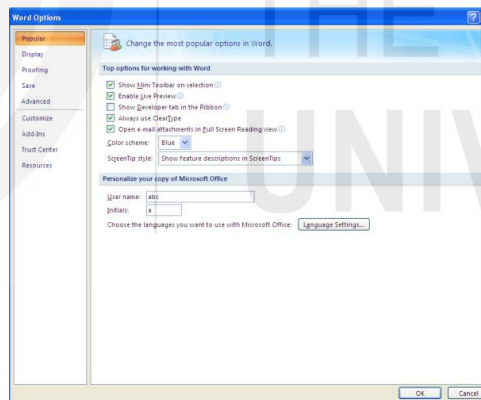



Fig 26

Features of MS-Word, which can be customized by users, are grouped under the following headings on the left vertical pane of window. The coverage of various group are as follows:

Title of tab	Features covered by the group
Popular	Personalize work environment such as language, colour scheme, user name, mini-toolbar and open e-mail attachments.
Display	This group allows customization of the display of documents on screen and printouts.

Proofing	This group defines behaviour of the MS Word, when it encounters spelling and grammar mistakes during typing (autocorrect). It also decides the behaviour of MS Word when you perform the spelling and grammar checking, whether you want to confine to check spelling, grammar and/or styles in the documents. You can customize dictionary and add new words to it.
Save	This group controls behaviour of computer during saving of the documents. It also define behaviour of the software during auto-saving of documents and destination for saving documents during auto saving.
Advanced	This group allows to customize behaviour of software during editing, copying, pasting, saving and printing of documents.
Customize	This feature is used to add or remove commands from the Quick Access toolbar. Commands used frequently can be add to the Quick Access toolbar.
Add-ins	This group displays and controls behaviors of applications compactable with MS Office.
Trust centres	This group ensures safety and protection of documents and computer from virus and unauthorized access.
Resources	This group manage live update behavior of the software and find online resources about MS Office, which are recommended by the Microsoft

## 6.14 Insert Graphs and Pictures in documents

You can insert graphs, pictures, drawings and watermarks into your documents with the help of **Insert** tab of the ribbon. You can insert picture by taking cursor to the position where picture is to be inserted and then clicking on **Picture** icon  of the **Illustrations** sub-group, you will get the following dialogue window to insert picture. Browse folder and select picture to be inserted by clicking over it and then click on **Insert** command button.

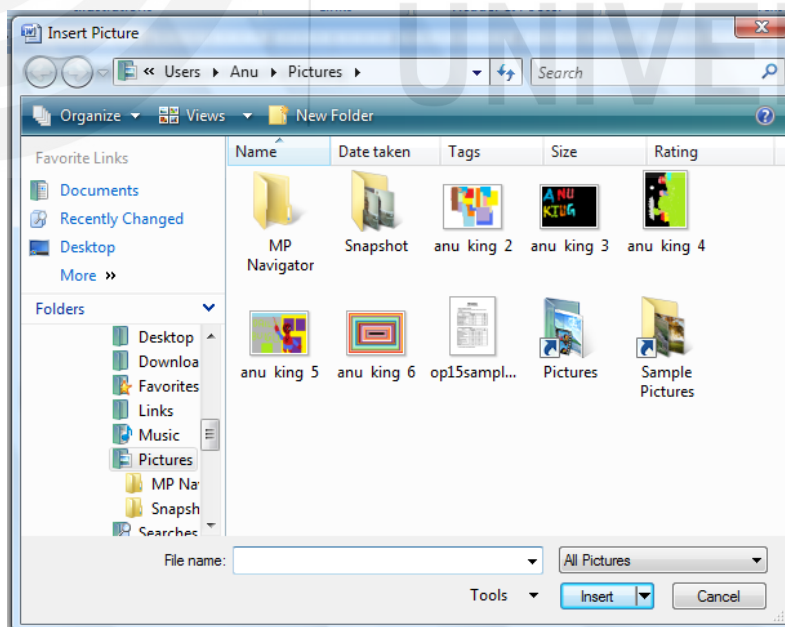



Fig 27



The **ClipArt** (  ) option under **Illustrations** sub-group of the **Insert** tab is used to insert images, graphics and drawing. The ClipArt offers a gallery of images and drawings; it is an integral component of the MS-Office. The gallery archive frequently used drawings and icons. Some of the components of the gallery are installed as an integral component of the MS Office, for other component of gallery, you have to get it over the internet. Click on **ClipArt** Icon on the **Illustrations** sub-group under the **Insert** tab, you will get the following window on the right side of the document window. This window is titled as **Clip Art**. The collection of Images under the ClipArt is classified into various groups for convenient and fast surfing of clipart gallery. You can view images from a specific group by selecting that group from the listing of **Search in:** combo box. Insert a specific image by clicking over it. The image is inserted at the position of the cursor.

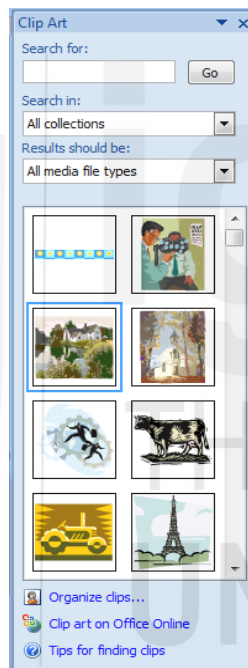


Fig 28

You can insert mathematical formulas in the document by clicking on  $\pi$  **Equation** icon under the **Symbols** sub-group of the **Insert** tab of the ribbon. **Equation Tool** tab appears on the ribbon as you click over this icon. Different features of **Equation Tools** tab assist you in writing equation. Mathematical equations are rarely used in documents prepared by a secretary therefore this function is not discussed in details.

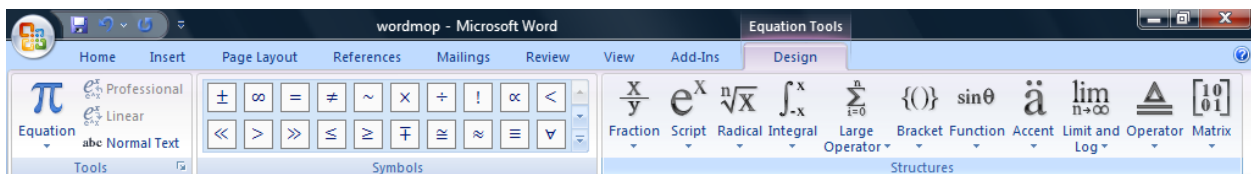



Fig 29

The **SmartArt** option (  ) of the **Illustrations** sub-group of the **Insert** tab is a collection of graphics and symbols, which are used to draw flow chart, organization structure, timelines, processes etc. Click over the **SmartArt** icon results in following window.

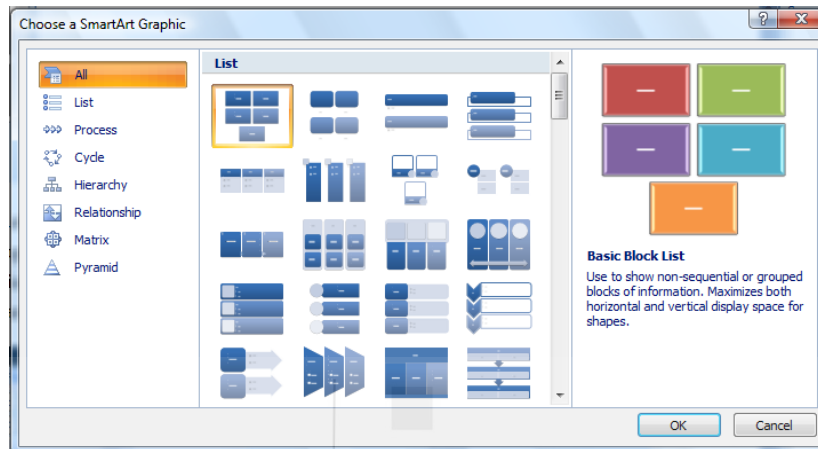


Fig 30

Drawings of the Smart Art are classified into various groups, listed in left side pane of window. Select the specific group by clicking over it, the corresponding drawings from that group are displayed in miniature form in the middle window and the right side window display the preview of the selected drawing from the middle portion. Select appropriate drawing by clicking over it and press **OK** command button to insert it in the document. The **SmartArt** option is explained in details in the units of **PowerPoint** of the course.

You can resize and rotate images and graphs inserted in the document, by clicking over the picture. Once you click over a picture, it is enclosed in a frame of solid line with circular dots at the corner of the frame, rectangle dot at the middle of the line and a yellow dot on the upper side of the frame out of dotted rectangle.



Fig 31

The Yellow circle over the top corner of the frame is meant to rotate the picture. Click and drag the yellow circle to get proper rotation of the picture. Other circles and rectangles of blue colour on the surrounding rectangle frame are meant to resize and reshape picture. Click and drag over one of the rectangular or circular dot of the frame to resize image. Dragging of the circle at the corner of dotted frame changes the size of picture, but it retains the aspect ratio of the picture, i.e.

height to width ratio remains unchanged after resizing. The dragging of the rectangular dots in the middle of lines of the frame changes size and shape of the selected picture. Double click over the picture, which you want to edit, resize and rotate. You will get **Picture Format Tools** in the ribbon area to format picture.

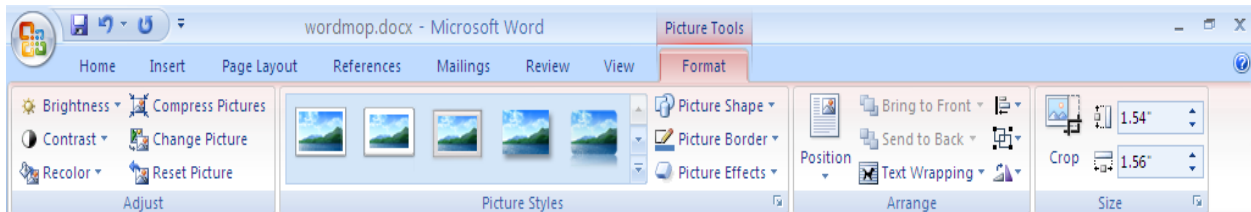


Fig 32

The commands and functions in the picture tools tab are clubbed into four groups i.e. **Adjust, Picture Styles, Arrange and Size**. The adjust sub group have commands to change brightness, contrast and colours of the picture. The **Compress pictures** option reduces size of picture so that document can be sent easily over fax and e-mail to recipient. Click on this icon results in a window reflected on the left side of the Fig 33. If compression is to be applied, only to select picture that click the check box titled **Apply to selected picture only** option in the dialogue box. Click on the **Options** command button results in a dialogue window shown on the right side of the Fig 33. Decide the nature of compression on the basis of whether documents are to be displayed on the screen, print or sent by e-mail. The document sent by E-mail is highly compressed.

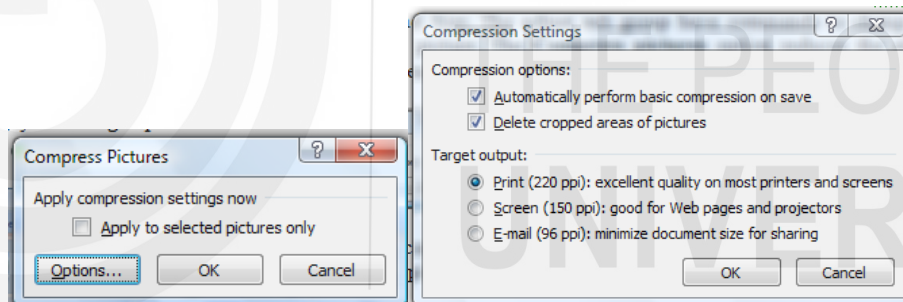









Fig 33

**Change Picture** option of the Adjust sub group is used to change the existing picture. You will get a dialogue window to replace the existing picture with new one. The **Picture styles** sub-group has a gallery of the predefined styles to improve the display of the selected picture. You can define picture shape, border and effects. The **Picture Effects** option of the **Picture Styles** sub-group adds shadow, glow, reflection, soft edge and 3-d rotation to your picture.

The **Crop** options (  ) of the **Size** subgroup trims unwanted portion from the selected images. To trim unwanted portion of the picture, click over the **Crop icon**, the cursor change to . Take mouse cursor to the border of picture, its shape change to either of , , , , or  depending on which corner of the image is touched by the cursor now drag cursor to remove unwanted portion of the picture.



## 6.15 Insert Watermark in the document

A watermark is a translucent image that appears behind the primary text in a document. It is mainly used to insert logo of the company. To insert a watermark

- Click the **Page Layout** Tab in the Ribbon,
- Click the **Watermark** Button in the **Page Background** sub group and get the following window

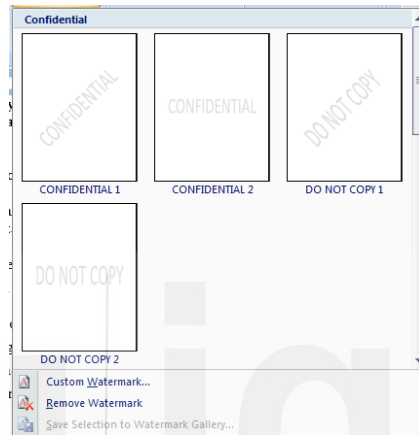


Fig. 34

Select one of the five predefined layouts to set watermark in the document. If predefined watermarks do not meet your requirements than click on **Custom Watermark** and create your own watermark.

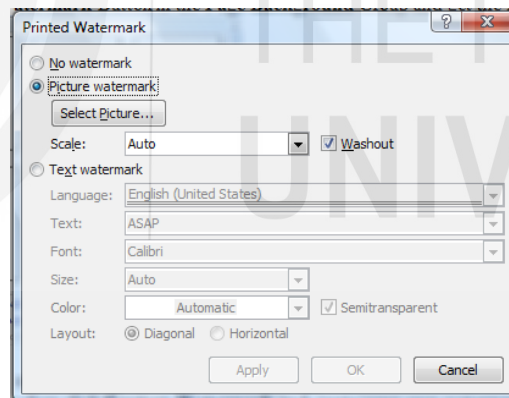


Fig. 35

Picture can be inserted as watermark by selecting on **P**icture watermark radio button and click on select picture icon. Select the picture for the watermark. The **Scale**: option zoom the picture to specific % of original size of picture. Select the **W**ashout check box to lighten the picture so that it does not interfere with text, on the foreground. You can remove a watermark by clicking over **R**emove watermark option from the dialogue window shown in the fig 34. There are options to set colours (**P**age Color) and border of the page (**P**age Borders) bellow the **W**atermark option in the **P**age background sub group. Coloured pages are useful, when you upload pages on web or take printout, of voluminous documents over coloured printer. Printouts with Coloured background can be easily identified in a voluminous document.

## 6.16 Design Cover Page

You are always keen to design an attractive cover page for your reports. There are various predefined layouts to design the cover page of the reports under the **Pages** sub-group of the **Insert** tab. Click over **Cover Page** option under the **Pages** sub group, to get ready-made templates to design cover page. Select one of the ready-made templates and modify it to design the cover page for your documents.

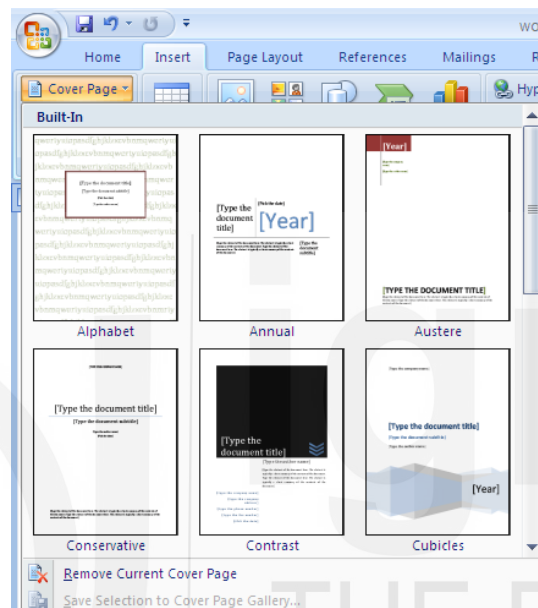


Fig. 36

MS-Word inserts a page automatically as you reach to end of the page length, while typing in a document. Blank page can be added manually. First, take cursor to position, where you want to insert a page, click on **Blank Page** option under the **Pages** sub-group of the **Insert** tab to insert a blank page manually.

## 6.17 Macro

A macro is defined as a series of commands and instructions, those are grouped together as a single command/programme to perform a specific task automatically. Macros are used to expedite the editing and typing of documents by performing routine work automatically. You can record a macro by

- Click the **View** Tab on the Ribbon
- Click on ▼ below **Macros** icon of **Macros** sub group
- Click **Record Macro** option, you will get a window to write macro.

You need to acquire good programming skill for writing macros. Therefore, designing of macro is beyond the job responsibility of a secretary. Here, we have introduced you with the concept of macro.

## 6.18 Mail merge

The MailMerge is a quick and easy way to send the same letter to a number of people, without typing it again and again for each person. You can draft personalized letter for individuals by merging content of letter with address database. The address database store information about address of individual receivers. Mail Merge can also be used to prepare address envelopes, mailing labels, phone directory apart from individual letter.

The Mail Merge procedure is explained with the help Mail Merge Wizard. This procedure is very helpful for students who are new to mail merge. The Step-by-Step Mail Merge Wizard offers immediate assistance at each step and makes suggestions for the next step. Once you are well conversant with mail-merge wizard, you can easily create mail merge without the wizard. Click on **Mailing** tab, of the ribbon click on arrow key (▼) next to **Start Mail Merge** icon, click on **Step by Step Mail Merge Wizard** option to initiate the wizard.



Fig. 38

This procedure takes six steps to complete the mail merge. In the first step, computer will ask what type of documents you would like to prepare.

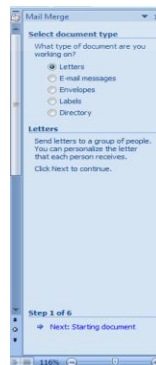


Fig.

39

Selected document may be letters, e-mail messages, envelopes, label or Directory. Once you selected type of document, click on **Next: Starting document** option at the lower corner of dialog box to move to next step. The next step will ask how do you want to design your letter.

One of the options is to use the current document, you have been working. If you have already designed a template to customized mail merge then select **Start from a template** option and select appropriate template by browsing through templates supplied with the MS office or designed by you. For current exercise, select **Start from a template** option. This brings up a link **Select template** in the Window, Click on this link will bring dialogue window displayed on the right side of Fig 40.

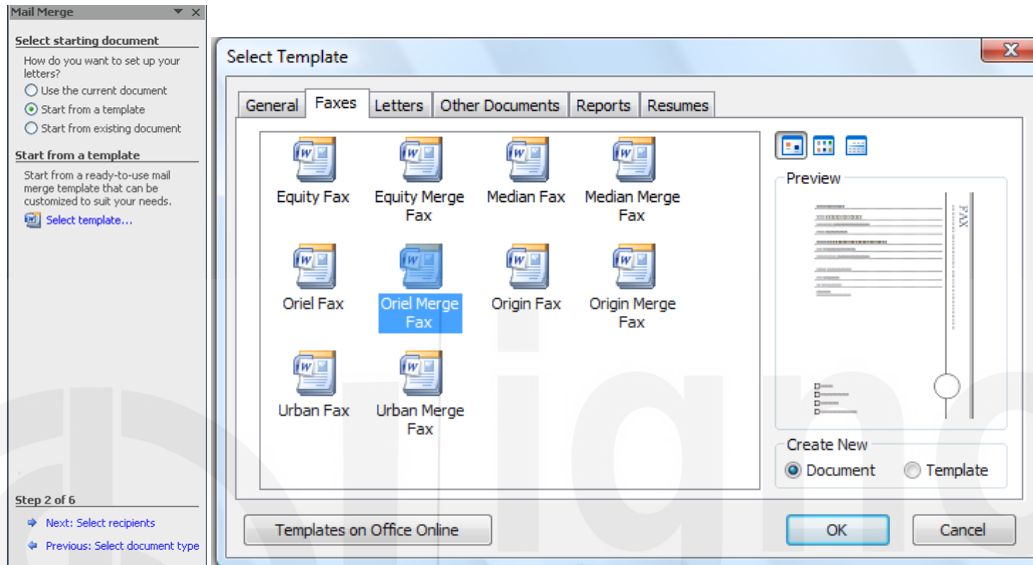


Fig. 40

Once you select a template of your interest, click on **Next: Select recipients** link, the next step is to decide recipient of the mail merge letters.

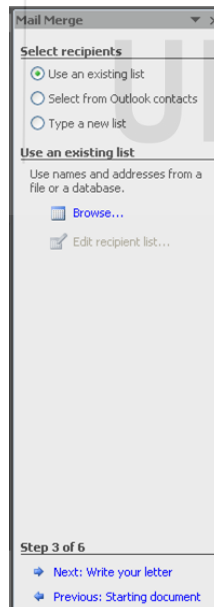


Fig. 41



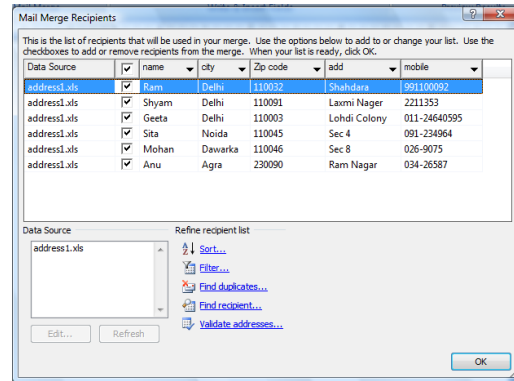


Fig. 44

If you want to skip specific records from the mail merge then clear check boxes of these records. If there are thousands or more records then it is impossible to clear check boxes of all unwanted records manually. You can skip records with specific values or features by using **Filter** command. When you click on **Filter** option, you will get the following **Filter and Sort** dialogue window. You can set the filter condition to make listing of recipient more precise.

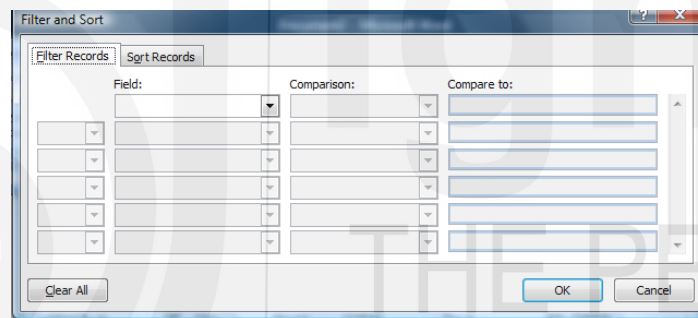


Fig.45

Suppose we want to send letters to customers situated in Delhi through mail merge then the Filter and Sort dialogue window will look like as shown in fig. 46. The **field:** textbox specifies attribute or title of field of the records, where filter criteria is to be applied. **Comparisons:** textbox specifies the logical operation such as less than, equal to or greater than etc used to make comparison and **Compare to:** textbox specifies the value of the attributes to set the filter. Click on **OK** Command button to apply the filter criteria.

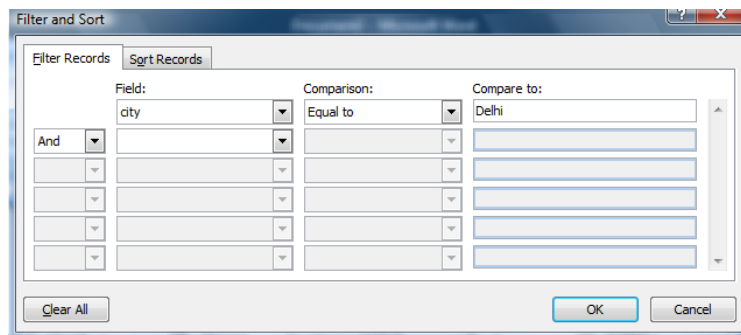


Fig. 46



The next step will ask you to write letter or message to be sent to the customers. You can also use template to adapt predesigned text and formats in drafting of a new letter. You may also select one of the options from **Address block**, **Greeting line** or **Electronic postage**. These entries add the address of customer in a prescribed manner in the letter.

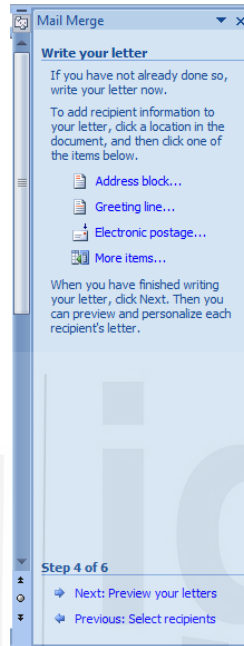


Fig. 47

Here I have selected Address block option and get the following window.

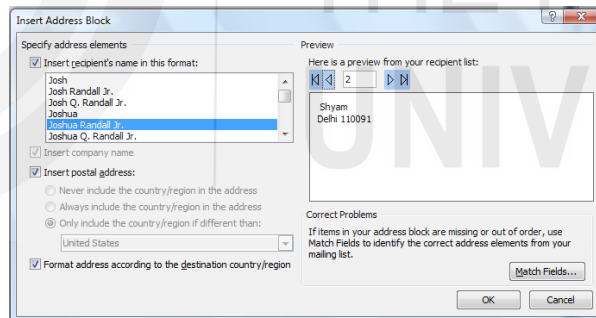


Fig. 48

You can customize the display of name and address of recipients in each letter. Once you finalize the letter and insertion of fields from the source in the letter. Check on **OK** button. Click on **Next: Preview your letters** link to preview the letter resulted from the mail merge wizard. Once you are satisfied with the preview of letter then take the next step (5<sup>th</sup> step) to complete the mail merge. The following window will appear.



Fig. 49

Click on the **Edit individual letters** option to preview and edit individual letter on screen or you can take printout of mail-merged letters by selecting **Print** option. Before displaying letters on the screen or taking printout, this dialogue box appears on the screen to set numbers of letter you want to edit or print. You can display or print all the letters, current letter and specific letters by specifying the range in **From** and **To** textbox.

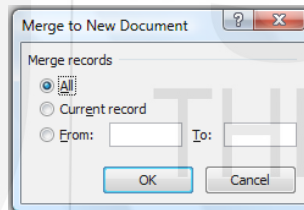


Fig. 50

Click on **OK** command button to finish the mail merge.

## 6.19 Let Us Sum Up

This unit covers the advanced features of the MS Word. This unit explains the procedure to insert picture, images, ClipArt and SmarArt in a document and functions to improve their display in the document. You can design header and footer areas of document. Header/footer is designed only once; however contents of the header and footer areas are displayed on each page, when document is printed. You can embed a Watermark icon, as background of document. You can use mail merge facility to write individualized letter to large number of customers without typing letter for individual customer. You can also use this facility to print address labels.