

Section 4

Mail Merge

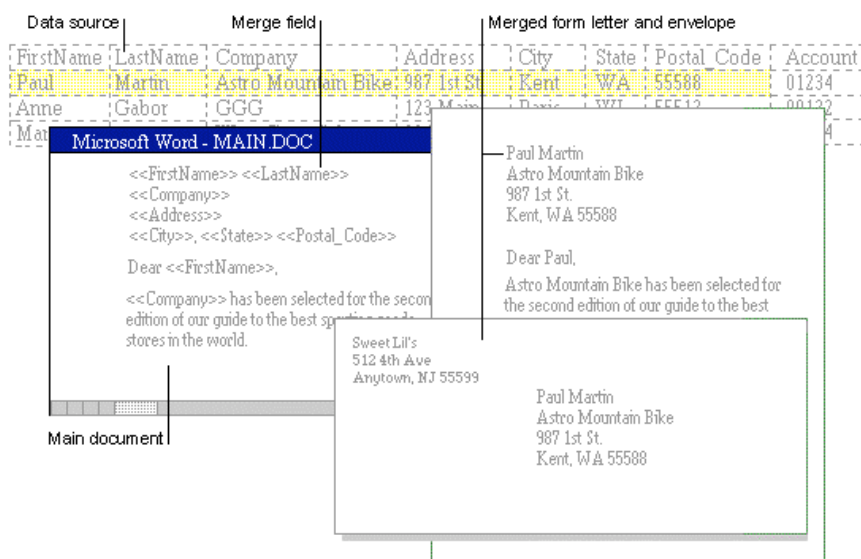
By the end of this Section you should be able to:

- Create a Main Document
- Create a Data Source
- Insert Merge Codes
- Format a Mail Merge Document
- Protect a Main Document
- Create a Mail Merge Query
- Perform Mail Merge

Exercise 39 - Mail Merge

Guidelines:

The **mail merge** feature is used to combine a **main document** (a letter, for example), with a separate list - the **data source** (names and addresses, for example), into one document. These two files, when merged, create a personalised copy of the document for everyone on the list. Mailing labels to the same group of people can be created, if required, using the same technique.



Two important terms that are used with merging are **field** and **record**. The following example shows fields (columns - **Surname**, **First name**, **Street**, **Town**, **County**) and records (rows - information for each person):

Surname	First name	Street	Town	County
Chapman	Ian	7 The Avenue	Boldon	Tyne & Wear
Peagram	Norma	5 St Georges	Morpeth	Northumberland

A **data source** is a document containing all the records used in a merged document in table format. These documents need a great deal of planning as they can be used for various applications.

It is best to break the information into as many fields as possible. For example, **Name** could be a field, but, **Surname**, **First Name** and **Initial** would be more useful, depending on requirements. Paul French entered in one field cannot be used in a merged document as P French, Paul, Mr French or Mr P French. Every record must have exactly the same number of fields, so some fields may have to be left blank.

Data source files are used many times. As situations change, it will be necessary to add new records, change records and delete records. These changes can be made using the standard editing techniques.

Exercise 40 - Creating a Main Document

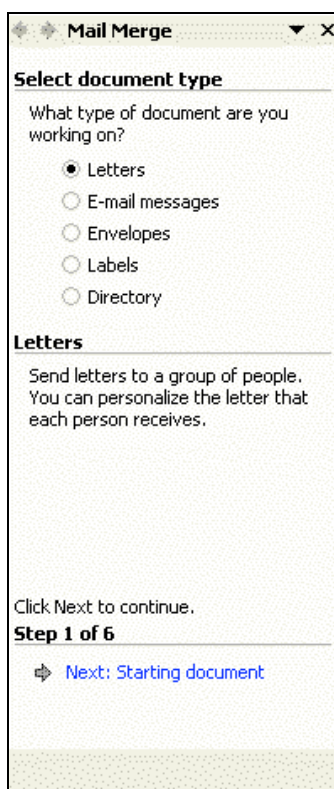
Guidelines:

Word XP gives a great deal of assistance to the mail merge process in the form of a **Mail Merge** task pane. This takes a user through the six steps necessary to complete the task with lots of prompts for the required information.

The first part of the mail merge process is to define and select the type of main document. A main document can take a range of formats, such as form letters, e-mail messages, mailing labels, envelopes or catalogues.

Actions:

1. In a new document, start the **Mail Merge** task pane using **Tools | Letters and Mailings | Mail Merge Wizard**.



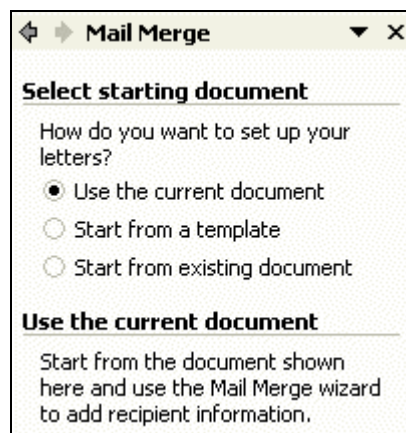
Note: The first step of the task pane is displayed showing **Step 1 of 6**. You can move forwards and backwards through the 6 steps using the **Next** and **Previous** navigation controls at the bottom of the pane.

2. Select the document type options in turn and read the descriptive text for each.

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Exercise 40 - Continued

3. Make sure **Letters** is selected from **Select document type** and click **Next: Starting document** at the bottom of the pane.
4. Step 2 defines where the main document will be found. This could be based on an existing template or document but in this exercise we will use the current new document. Make sure that is the selected option.



5. Enter the current date in the blank document on the left, using **Insert | Date and Time**. From the **Available formats**, select the date in the format **18 March 2005** and click **OK**.
6. Add 2 blank lines. Type the following paragraph.

Dear

The “Using the Internet for Business” conference is only a few weeks away. I look forward to your call to reserve your place. Delegates are limited to 1500, so please hurry.

Sincerely

Ms W W Webb


Note: The main document could be left blank at this stage and entered later as part of step 4.

7. Save the document as **Main** in the **Unit 1 Word XP Data** folder.
8. Leave it open for the next exercise.

Exercise 41 - Creating a Data Source

A data source can be used with any number of main documents, so it must be well planned, but not all of the fields or records in the data source have to be used with every document. The data source can be created before or after the main document and can be accessed at any time once created.

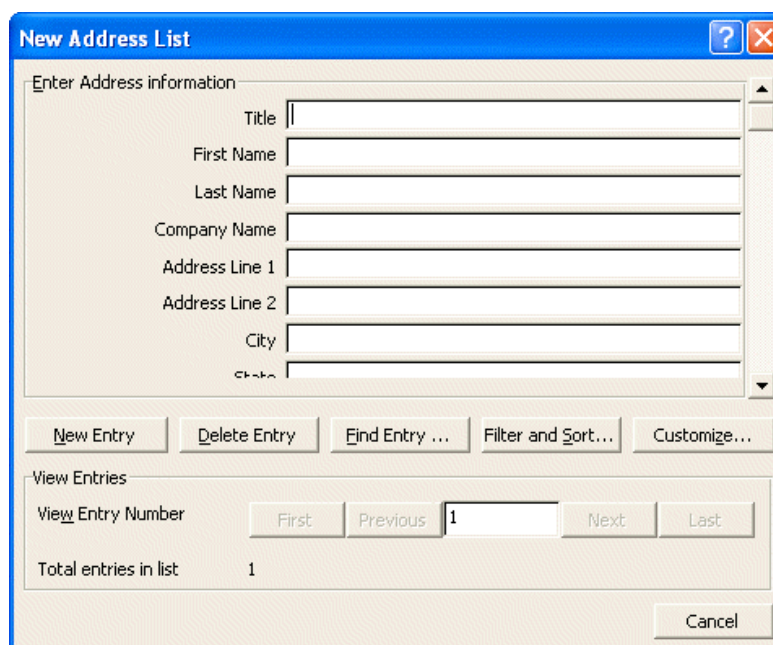
Actions:

1. Click **Next: Select Recipients** at the bottom of the task pane.
2. At step 3, select to **Type a new list** and click on  **Create...**



*Note: A data source may already exist. If this is the case, it can be opened to use with the main document by selecting **Use an existing list** from the task pane.*

3. The **New Address List** dialog box appears. This will be used to create the mailing list.

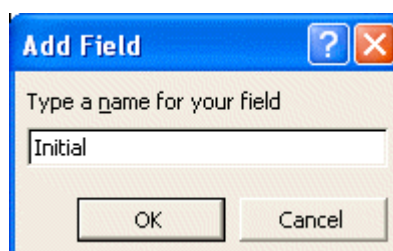


The screenshot shows the "New Address List" dialog box. It has a title bar with a question mark and a close button. The main area is titled "Enter Address information" and contains several text input fields: Title, First Name, Last Name, Company Name, Address Line 1, Address Line 2, City, and State. Below these fields are five buttons: "New Entry", "Delete Entry", "Find Entry ...", "Filter and Sort...", and "Customize...". At the bottom, there is a "View Entries" section with "View Entry Number" and buttons for "First", "Previous", "1", "Next", and "Last". Below that, it says "Total entries in list" with the number "1". A "Cancel" button is located at the bottom right.

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Exercise 41 - Continued

4. Click the **Customize** button to edit the field names.
5. Remove field names so that only **Title**, **Last Name**, **Company Name**, **Address Line 1**, **Address Line 2** and **City** remain. Do this by clicking on the field name that is not needed and then **Delete**, selecting **Yes** at the prompt.
6. Add **Initial** by clicking **Add**. Type **Initial** into the box provided.



7. Click **OK** to add the field then move it to the appropriate place in the list above **Last Name** using the **Move Up** button.
8. Click **OK** to return to the **New Address List** dialog box.
9. Use the <Tab> key to move from field to field, entering your own details and those of 3 other people (fictitious if necessary).
10. Select **New Entry** after each record. Click on **Close** to end.
11. When the **Save Address List** dialog box appears, change the default location of **My Data Sources** to the **Unit 1 Word XP Data** folder where the other data files are stored, and save it with the **File name** of **Data**.
12. The **Mail Merge Recipients** dialog box appears. Records can be sorted, filtered, de-selected (by removing the tick on the left) and amended from this screen.

*Note: To add or remove records, first click **Edit** with any record highlighted. De-selected records will not appear in the mail merge but are not removed from the source.*

13. Click **OK** to close it without making any changes.

*Note: The **Mail Merge Recipients** button, , can be used to display this dialog box at any time to maintain the source records or change the selection.*


14. Leave the **Main** document open for the next exercise.

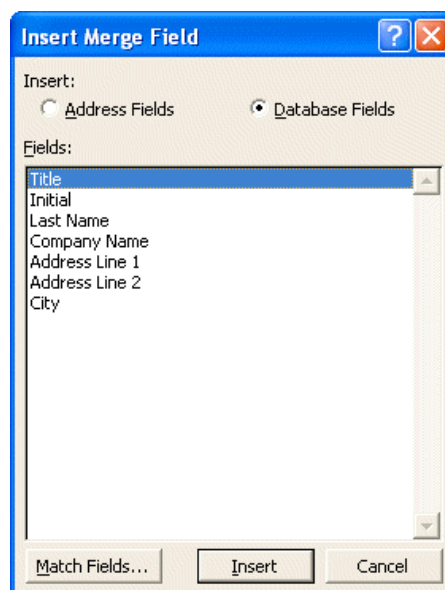
Exercise 42 - Adding Merge Codes

Guidelines:

Now that the data source fields (merge codes) have been defined, they can be incorporated into the main document where required. Use the **Mail Merge** task pane and the **Mail Merge** toolbar to help. When the merge process is run, these fields will be replaced by the actual data from the source records. The main document can also be formatted at this stage.

Actions:

1. Click **Next: Write your letter** at the bottom of the task pane to move to step 4. Notice that the **Mail Merge** toolbar is displayed.
2. With the **Main** document on the screen, add 2 blank lines at the top.
3. Place the cursor at the top of the document and click  [More items...](#) from the **Mail Merge** task pane.




4. Select **Title** from the **Insert Merge Field** dialog box and click **Insert**.
5. Now insert **Initial**.
6. Insert all of the remaining fields, one after the other: **Last Name**, **Company Name**, **Address Line 1**, **Address Line 2** and **City**.
7. Close the dialog box.

continued over

Exercise 42 - Continued

8. The fields have been inserted but they are in one continuous line. Add spaces after **Title** and **Initial**, and press <Enter> after each of the other fields, so that the text matches the diagram below.

```
«Title» «Initial» «Last_Name»  
«Company_Name»  
«Address_Line_1»  
«Address_Line_2»  
«City»
```

9. After **Dear** in the main part of the document, insert a space.
10. Use the **Insert Merge Fields** button, , on the **Mail Merge** toolbar to display the **Insert Merge Field** dialog box.
11. Insert the **Title** field followed by **Last Name** then close the dialog box.
12. In the document, insert a space between the **Title** and **Last_Name** fields.

Note: To format merged data, you must format the merge fields in the main document. The formatting in the data source isn't retained when merge fields are added to the document. Mail merge documents are formatted using the same techniques as for normal documents. See Exercises 53-59 for more information about finishing documents and ensuring consistency.

13. Select the whole document, then set the font as **Arial 11pt**.

Note: A mail merge main document can be protected by making it read-only, to prevent any changes being made to it (see Exercise 23).

14. Save the document using the same name, **Main**.

*Note: To remove a data source associated with a main document, click **Main Document Setup** on the **Mail Merge** toolbar, select **Normal Word document** and click **OK**.*



15. Leave the **Main** document open for the next exercise.

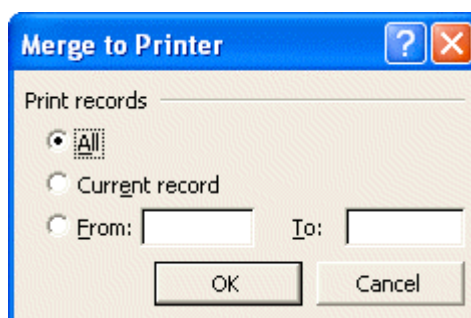
Exercise 43 - Merging

Guidelines:

The hardest part of mail merge is the creation of the main and data source documents. It is easy to merge the two files. The new merged file can be saved, although this is not essential as the two component files (main document and data source) are already saved separately. Be aware that saving a merged file containing many records can take up a lot of disk space.

Actions:

1. Click **Next: Preview your letters** on the task pane to move to step 5. The main document (letter) is shown merged with the data fields from the first source data record.
2. Use the **Next Recipient** button, , in the task pane to move through the letters.
3. Click **Next: complete the merge**, and read the information in the task pane.
4. To print the merged letters, click  from the **Merge** area of the pane.
5. When the **Merge to Printer** dialog box appears, make sure **All** is selected.



6. Click **OK**. Click **OK** again in the **Print** dialog box to print the merged letters.
7. To save the complete merged document, select **Edit individual letters** from the task pane.
8. With **All** selected in the **Merge to New Document** dialog box, click **OK**. A document is created with all the merged letters in it.
9. Save this document as **Letters2** and close it.
10. Close the **Main** document, saving the changes.

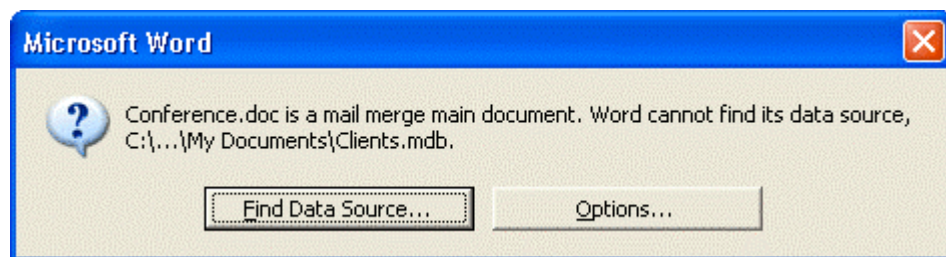
Exercise 44 - Performing Mail Merge Queries

Guidelines:

All records from a data source do not have to be used in each mail merge. The source may contain thousands of records for customers all over the country, but it may only be necessary to send letters to customers in London, for example. In these situations, a **Query** can be performed, to specify which records are to be included in the merge.

Actions:

1. Open the document **Conference**. This document has been saved as the main document of a mail merge, so a message may be displayed requiring you to find the data source.

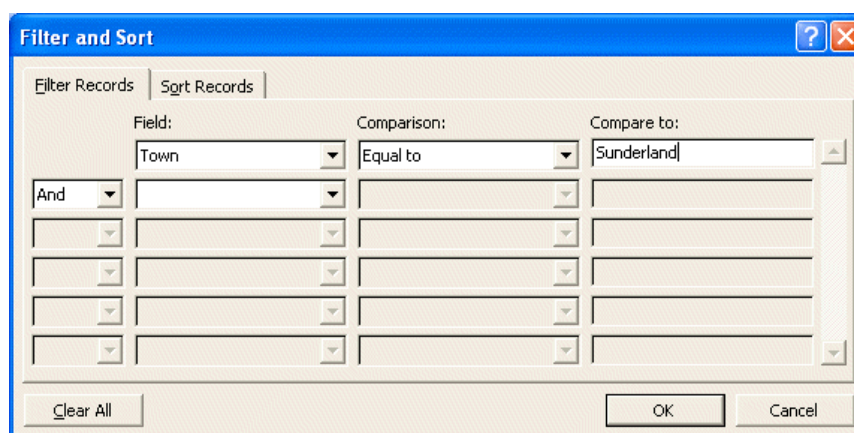


2. Click **Find Data Source** and locate the file **Clients.mdb** in the **Unit 1 Word XP Data** folder. Click **Open**.
3. If a message appears about the data being placed in the document, click **Yes** to continue.
4. Select **Tools | Letters and Mailings | Mail Merge Wizard** to view the **Mail Merge** task pane.
5. Select **Edit recipient list** on the **Mail Merge** task pane and widen the **Town** column in the dialog box by clicking and dragging the right edge of the heading until the whole contents can be seen.
6. Scroll down the list of records. There are 32 clients listed for a variety of different towns. By default the mail merge would produce a letter for each of the 32 records.
7. To print only letters to **Sunderland** addresses, click the **Town** drop down arrow and select **Advanced** from the list.

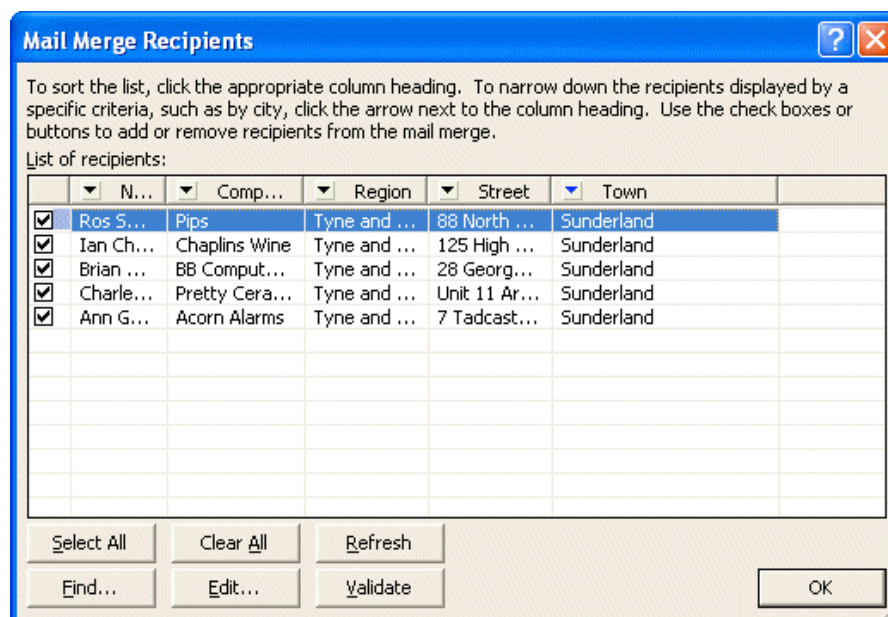
continued over

Exercise 44 - Continued

- In the **Filter and Sort** dialog box click on the **Field** drop down list and select **Town**. Make sure **Comparison** shows **Equal to** and enter **Sunderland** in **Compare to**.



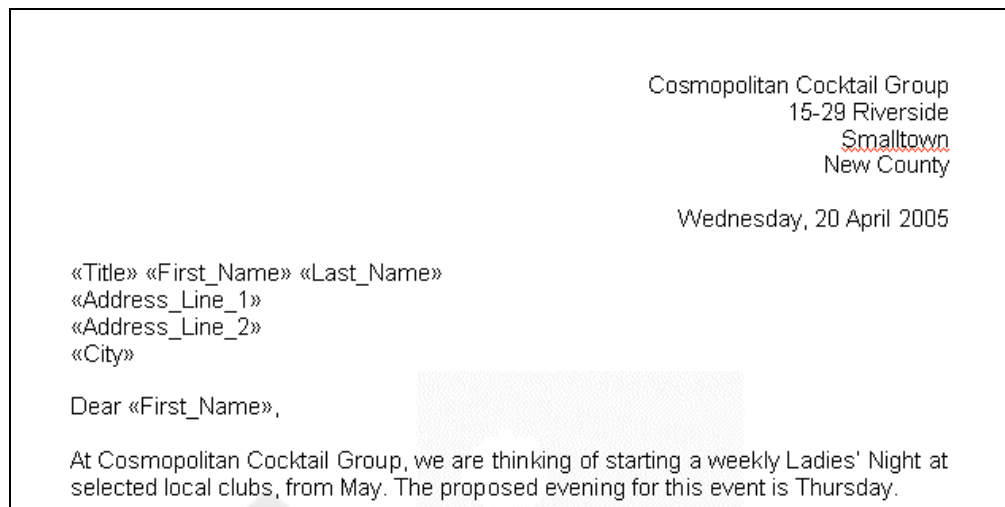
- Click **OK**. The **Mail Merge Recipients** dialog box is displayed again.



- A query has been applied to the source data table and now only the five records for Sunderland are displayed. These are the only records that will be used in the mail merge. Click **OK** again.
- Move to step 5 (the merge fields are already inserted) and preview each of the 5 letters in turn. They are all to Sunderland addresses.
- Complete the merge and print the 5 letters.
- Close **Conference** without saving.

Exercise 45 - Revision

1. Which two types of document/file are combined in a mail merge?
2. Open the document **Proposal**. This is attached to the source document **Clubmembers**.
3. At the top of the document, enter the merge codes as shown in the diagram below:



4. The mail merge is to be sent to females only (**Gender = F**). Filter the mail merge recipients accordingly.
5. Complete the merge to a new document.
6. How many letters are produced?
7. Save the merged file as **Cocktails** and close it.
8. Close any other documents without saving.

Note: Check the Answers section at the back of the guide.

Section 5

Integrate Documents

By the end of this Section you should be able to:

- Create a Base Document
- Import Data, Images and Charts
- Edit and Format Objects
- Print an Integrated Document

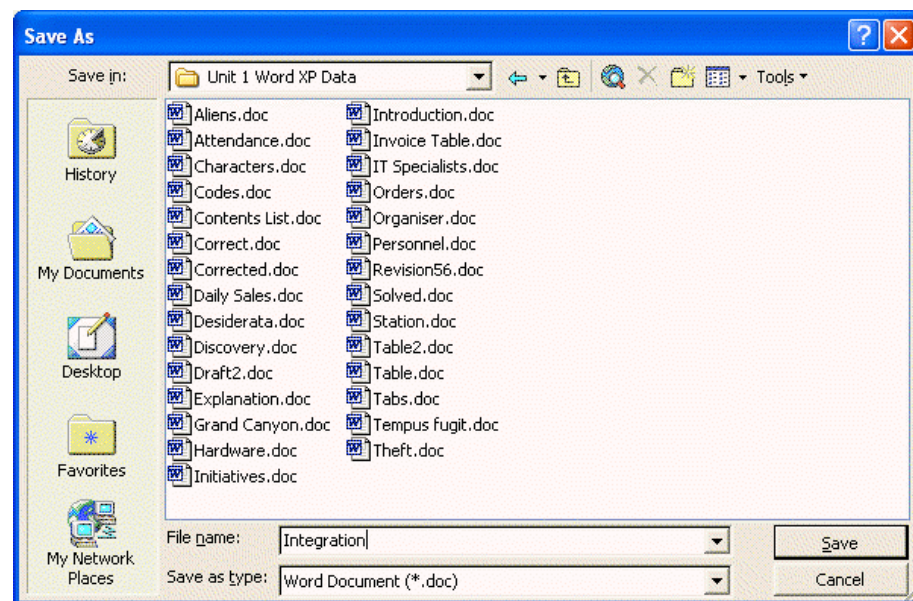
Exercise 46 - Creating the Base Document

Guidelines:


As the assessment for this unit, you will be required to create a document and import different types of file into it. This base document can be created from scratch, or created from an existing text or *Word* document. A draft text document is used for this exercise. It will form the basis of a brief report to a company director about sales performance.

Actions:

1. In *Word*, open the text file called **Draft Document**. As this is a text file rather than a *Word* document, you will need to view **All Documents** from **Files of type** in the **Open** dialog box.
2. Select **File | Save As** and select **Word Document** from **Save as type**.
3. Name the document **Integration**.



Some of the files shown above may be different if the Revision Exercises have not been completed

4. Save the document.
5. Spell check the document and correct any errors.
6. Centre the heading and make it bold.
7. Click  to save the changes to the document.
8. Leave the document **Integration** open for the next exercise.

Exercise 47 - Importing Objects

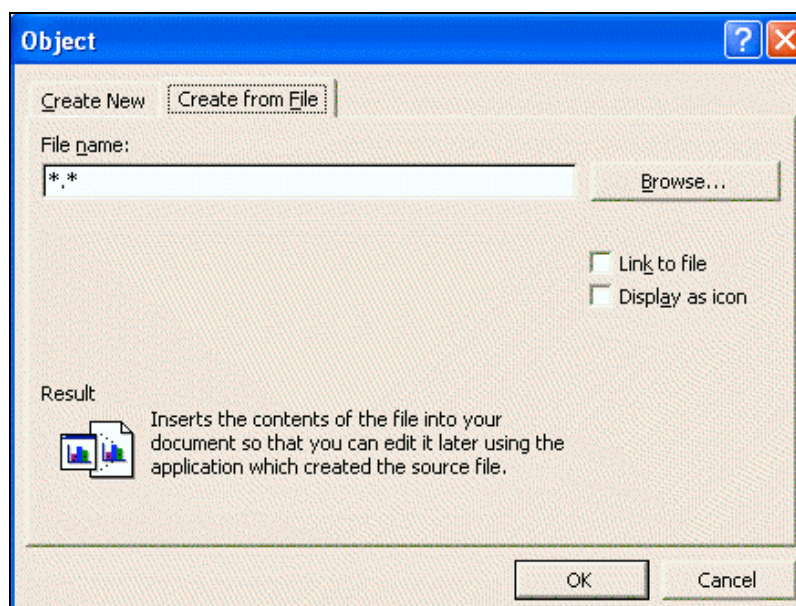
Guidelines:

Many different objects can be created within a document. Using this facility, objects from other applications on the computer can be inserted into the *Word* document.

Actions:

1. Use the document **Integration** for this exercise.
2. Position the cursor at the end of the first paragraph, ...**figures as below** and press <**Enter**> to move to the next line.
3. Select **Insert | Object** and the **Create from File** tab.

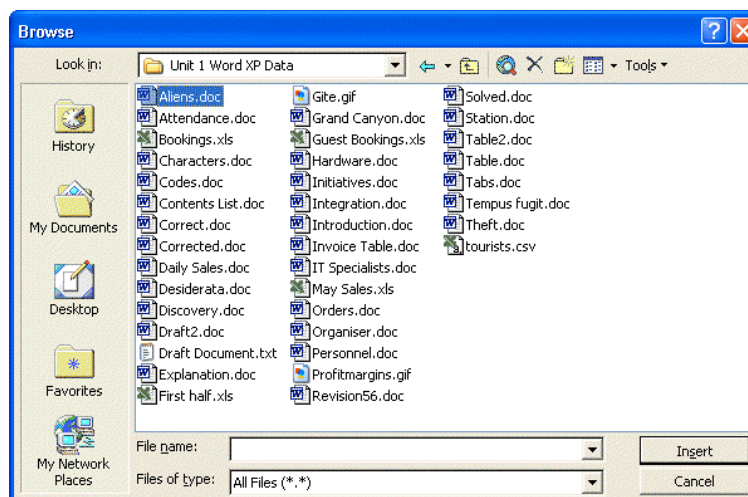
*Note: If the object is not already created, select the **Create New** tab. Select the correct type of object, then click **OK**.*



4. To insert an *Excel* spreadsheet file, click **Browse** at the right of the dialog box.
5. Locate the **Unit 1 Windows XP Data** folder using the **Look in** drop down list. Open the **Unit 1 Word XP Data** folder.
6. Select the **First half.xls** file.

continued over

Exercise 47 - Continued



7. Click **Insert**.
8. In the **Object** dialog box, click **OK**.
9. The spreadsheet is imported, but it needs to be centred on the page. Click on the worksheet to select it.

Note: If it appears as code, press <Alt F9> to show the data.

10. Click the **Center** button, .

Note: You will probably have noticed that there is not sufficient space above and below the spreadsheet. This will be corrected in a later Section.

11. Save the changes to the document.
12. Data can also be imported in a universally accepted simple text format, with each field of data separated from the next by a 'delimiter', often a comma. If a comma is used, the file is known as a '**Comma Separated Variable**' type with a **.csv** file extension. Start a new document.
13. Select **Insert | Object** and the **Create from File** tab. Click **Browse** and select the file **tourists.csv**.
14. Click **Insert** and then **OK**. Notice the difference from the imported spreadsheet in the **Integration** document - the columns aren't wide enough to display the data and there is no formatting.
15. This could be corrected by selecting the imported table and then double clicking on it. The columns could then be widened, etc. However, for now just close the document without saving.
16. Leave the document **Integration** open for the next exercise.

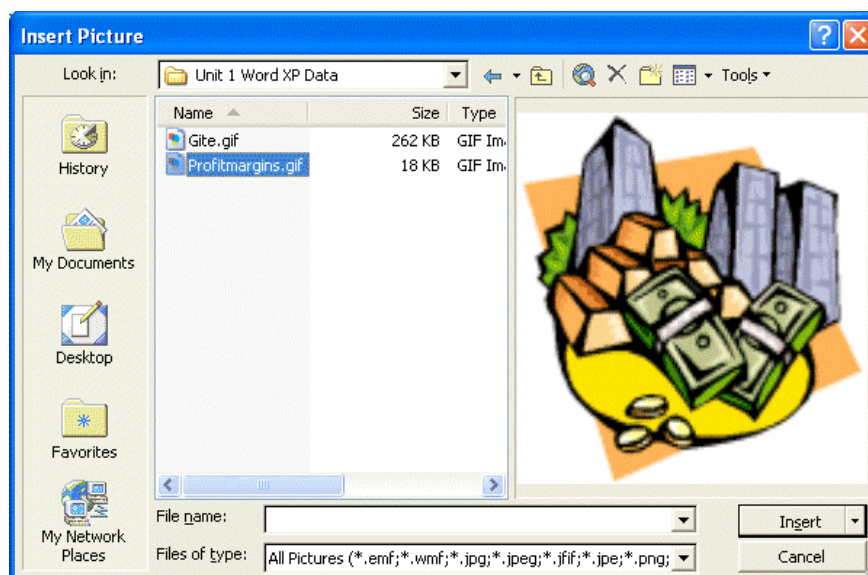
Exercise 48 - Importing an Image

Guidelines:

Pictures from existing files can be inserted into *Word*. This means that many more graphics can be used in a document than are available from **ClipArt**.

Actions:

1. Using the document **Integration**, as modified in the last exercise, position the cursor beneath the title and centre it.
2. Select **Insert | Picture | From File** to display the **Insert Picture** dialog box.
3. Make sure that **Look in** shows the location where the **Unit 1 Word XP Data** is stored and **Files of type** shows **All Pictures**.
4. Select the file named **Profitmargins.gif** and **Preview** from the **Views** button, a preview appears at the right of the dialog box.



5. Click **Insert** to position the picture on the page.
6. The picture is too large. Click on it to select it.
7. It is important to maintain the proportions of pictures and other objects such as charts when resizing them. Using a corner handle, click and drag inwards to make the picture about half its original size.
8. Save the changes to the document.
9. Leave the document **Integration** open for the next exercise.

Exercise 49 - Importing a Chart

Guidelines:

A chart can be added to a document to display information professionally. This could be useful when producing a report containing figures, for example.

Actions:

1. Use the document **Integration**, as modified in the last exercise. A chart is to be created to show the totals of the sales departments for May, the worst month for losses.
2. Position the cursor after the text ...**poor performance areas more clearly** and press <**Enter**>. Centre the cursor.
3. Use the **Insert | Object** process described in **Exercise 42** to import the chart from the **May Sales** spreadsheet file within the **Unit 1 Word XP Data** folder.

Note: When the spreadsheet file being imported contains more than one worksheet, only the currently active sheet is retrieved, that is the sheet that was active when the spreadsheet file was last saved.

4. The chart is imported into the document, but is a little too big. Select it and use a corner handle to reduce the size of the chart until it fits neatly between the margins.

Note: It is important to maintain the integrity of the data when resizing the chart – make sure it can still be read.

5. Make sure that **Print Layout View** is active.
6. Do not worry if the chart is on a second page. Save the changes to the document.
7. Leave the document **Integration** open for the next exercise.

*Note: An alternative method of importing the chart would be to open the **May Sales** spreadsheet in Excel, select the chart and use **Edit | Copy**. Close Excel, return to the Word document and use **Edit | Paste** to insert the chart.*

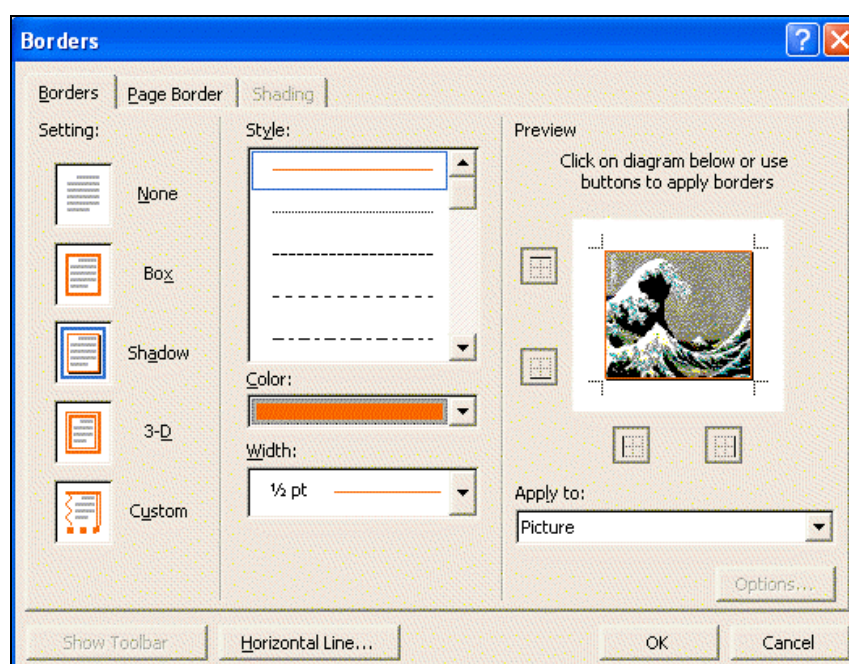
Exercise 50 - Formatting Objects

Guidelines:

Imported objects should always be positioned within the page margins, as you have done in the previous exercises. Sometimes it may be necessary to apply a border or shading to a data file, image or chart.

Actions:

1. Using the document **Integration**, as modified in the last exercise, select the image beneath the title.
2. To apply a border to the image, select **Format | Borders and Shading**.
3. Select the **Shadow Setting**, the single line **Style**, the **Color Orange** and the **Width ½ pt**.

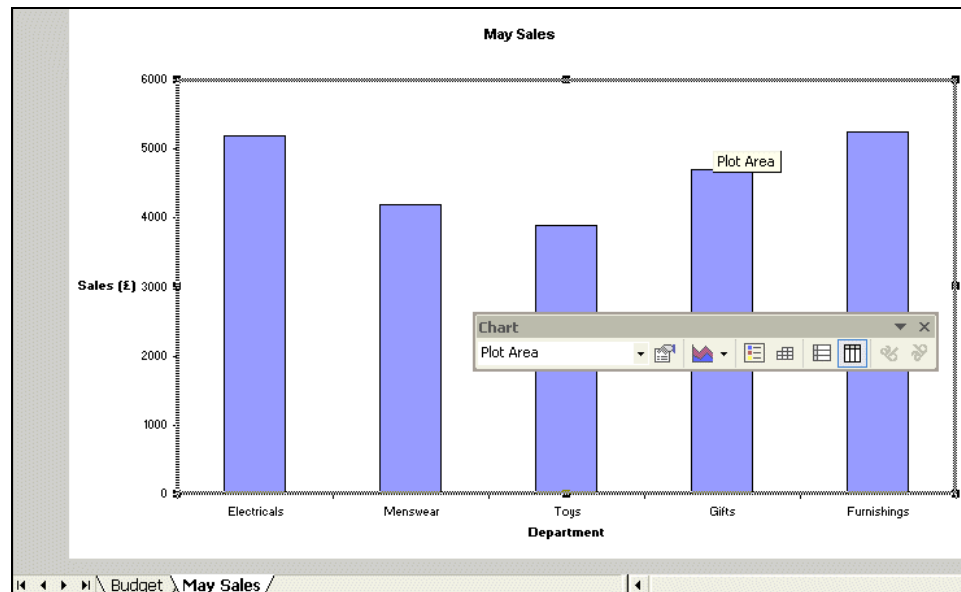


4. Click **OK**.
5. Select the spreadsheet extract.
6. Select **Format | Borders and Shading**.
7. Apply a **Box** border and change the **Color** to **Black** (leave all other settings as default) and click **OK**.
8. The formatting of imported charts can also be modified. Double click within the chart area to prepare it for editing.

continued over

Exercise 50 - Continued

9. The **Chart** toolbar is displayed and the **chart** appears with a striped border around it to indicate that formats can be edited. Change the display to **200%** using the **Zoom** button drop down list, so that the small text can be seen more clearly.



10. Right click on the vertical axis title, **Sales (£)**.



11. Click **Format Axis Title** on the menu to display a dialog box.
12. Select the **Font** tab and change the Font to **Times New Roman**, size **12pt**.
13. Click **OK** to apply the changes.

Note: All aspects of the chart, e.g. axes, titles, background, can be reformatted in a similar manner.





14. Click on the document away from the chart to remove the border and end editing.
15. Change the **Zoom** back to **100%** and save the document with the same name.
16. Leave the document **Integration** open for the next exercise.

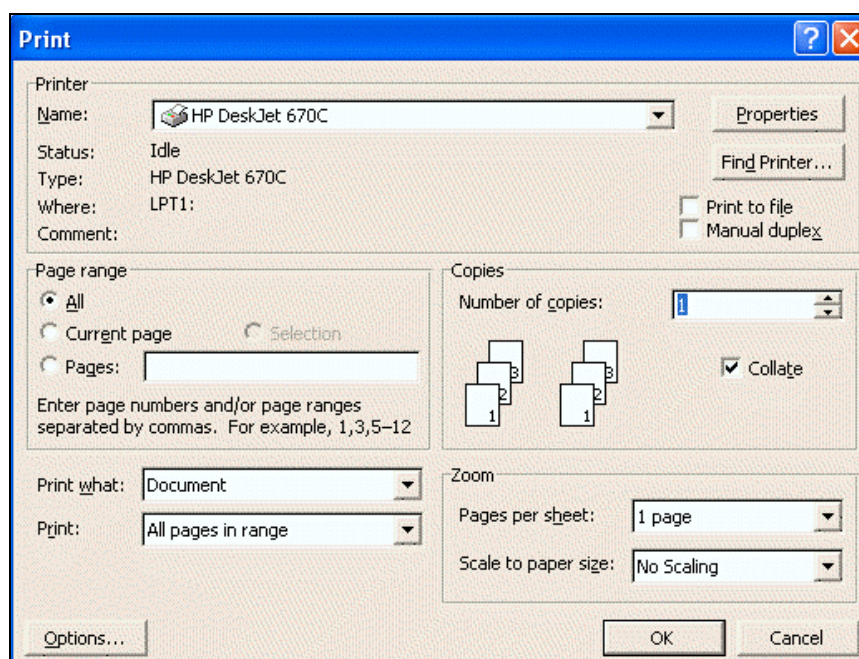
Exercise 51 - Printing the Complete Document

Guidelines:

Once the document has all required elements imported and has been previewed it is ready to be printed. Various print options are available.

Actions:

1. Use the **Integration** document, which should still be open from the previous exercise. Click **Print Preview**, , to see how the document will look when printed.
2. At the moment, it is not well spaced or finished. Do not worry about this at the moment. Click  to close **Print Preview**.
3. The easiest way to print is to use the **Print** button, . A single copy of the entire document will be printed, whether it has one page or one hundred pages. Click  to print the document.
4. Sometimes, it may be necessary to print only part of a document, or perhaps more than one copy. Make sure page the cursor is in page 1.
5. Select **File | Print** to display the **Print** dialog box.



6. Make the options are as above, the defaults. Change the **Number of copies** to **2** and click **OK** to print
7. Save the document and then close it.

Exercise 52 - Revision

1. Open the document **Draft2**. This is a letter between travel agents, about one of their French properties.
2. You are required to insert three objects. Follow the instructions that are displayed in the **Comment** boxes.
3. Insert the spreadsheet **Bookings.xls** where indicated.
4. Make sure it is centred between the margins.
5. Apply a border to the spreadsheet.
6. Insert the picture file **gite.gif** where indicated, resize it to about half its original width and centre it.
7. Insert the chart file **Guest Bookings.xls** where indicated.
8. Centre it and resize it if necessary.
9. Beneath the chart, enter the following text:

Room 2 has recently been refurbished with a beautiful new en suite and the bookings have increased significantly from last season. Check the previous report on Le Lavandou to see the figures.
10. Print the document.
11. Save it as **Revision47** and close it.

Note: A sample of the finished document is shown in the Answers at the back of the guide.

Section 6

Finishing Documents

By the end of this Section you should be able to:

Understand the Function of House Style

Change Page Orientation

Change Margins

Create Page and Paragraph Breaks

Apply Line and Paragraph Spacing

Apply Bullets and Numbering

Insert Symbols

Search and Replace Text

Exercise 53 - House Style

Guidelines:

House Style refers to the guidelines specified for the production of a document. These include paper size and orientation, margins, headers and footers, line and paragraph spacing, text styles (font and size) and instructions on the positioning and formatting of objects.

You will probably come across the term **serif** or **sans serif** when referring to fonts. A serif font is one with curls or tails on the stalks of letters, e.g. **f**, and sans serif is one without, e.g. **f**. **Arial** is an example of a sans serif font and **Times New Roman** is an example of a serif font.

It is essential to follow the specifications to the letter, or marks will be deducted during the assessment.

House Style Sheet - Example



- Use A 4 paper
- Use portrait orientation
- Paper size 12cm wide
 20cm tall
- Margins top 1cm
 bottom 1cm
 left 1cm
 right 1cm
- Header flush to left your name
 centre today's date using automatic date field
 flush right centre number
- Footer centre page number beginning with 2
 flush right filename
- Text Styles

FEATURE	FONT	FONT SIZE	STYLE	ALIGNMENT
Main Heading	Sans Serif	24-26	Bold	Centred
Sub Heading	Sans Serif	14-18	Italic	Left
Body	Sans Serif	12		Left
Bullet text	Sans Serif	11	Italic	Left
Table text	Sans Serif	10		Left

Exercise 54 - Page Orientation

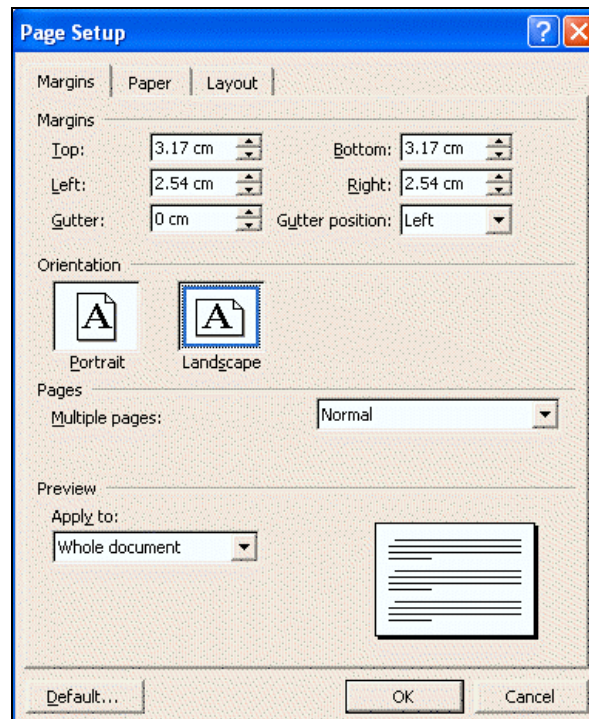
Guidelines:

Page orientation simply refers to which way the document is printed. It can be in

Portrait, , or **Landscape**,  mode.

Actions:

1. Open the document **Explanation** and switch to **Print Layout View**.
2. **Print Preview** the document. It is in **Portrait** mode. This is the default orientation.
3. To change to **Landscape**, select **File | Page Setup** and select the **Margins** tab.
4. From **Orientation**, choose the **Landscape** option.



5. Click **OK** to change the orientation. Check the preview.
6. Close **Print Preview** and print the document.
7. Close the document without saving.

Exercise 55 - Margins

Guidelines:

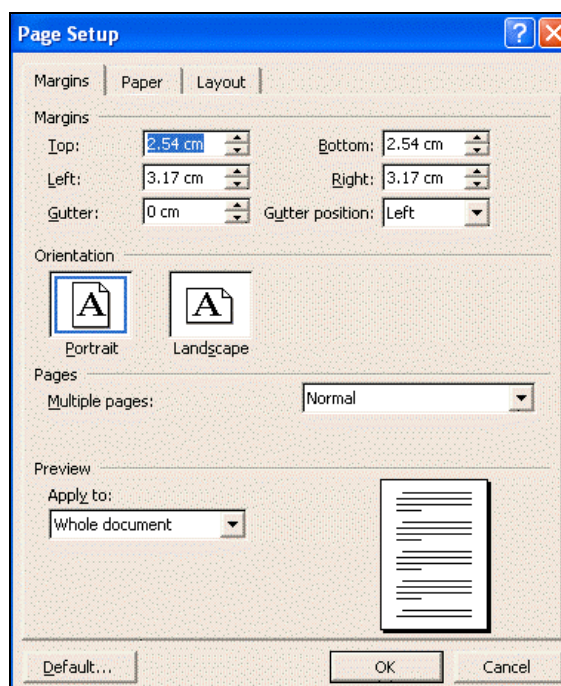
Margins determine the distance between the text and the edges of the paper and are usually the same for the whole document. The top and bottom margins are reserved for features such as headers, footers and page numbering. A large top margin can be set when working with headed notepaper. The top and bottom margins are, by default, set to 2.54cm.

Side margins can be changed to allow space for binding (**Gutter margin**), to change the length of the document and to improve its readability. By default, the side margins (left and right) are set at 3.17cm.

Margins can be altered in **Print Preview** by clicking on the margin boundaries and dragging.

Actions:

1. Open the document **Desiderata**.
2. Select **File | Page Setup** and the **Margins** tab.



3. Increase the left and right margins to **6cm** either by editing the numbers or by using the up and down arrows. Click **OK**.

*Note: There is an option to use the defined margins for the whole document, or from **This Point Forward** in the **Apply to** box.*

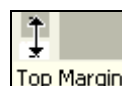
continued over

Exercise 55 - Continued

4. Preview the document. Notice how it is now goes into a second page.
5. Print the document.
6. Make sure the document is in **Print Preview**. Choose to display one page.
7. Adjust the left margin by positioning the cursor over the margin boundary, on the ruler at the top of the screen, until it becomes a double-headed arrow. Drag the pointer to the left.



8. Try holding down **<Alt>** while dragging the margin. The measurements are displayed in the ruler.
9. Adjust the top margin using the boundary at the left of the screen. The pointer will change to a double-headed arrow.



10. Double click on the margin to view the **Page Setup** dialog box, from which the margins can also be changed. Click **Cancel** to remove the dialog box.
11. Close **Print Preview** to see the results of the changes.
12. Close **Desiderata** without saving the changes.

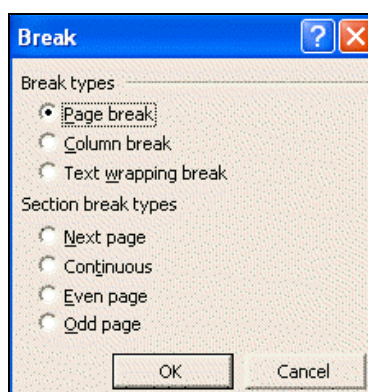
Exercise 56 - Page and Paragraph Breaks

Guidelines:

It may be necessary to start a new page by choice. This is known as forcing a new page. When a **Page Break** is inserted in **Normal** view, a dotted line appears in the text, where the break has been inserted. If this is done in **Print Layout** view, a new page appears on the screen. A paragraph break is sometimes inserted to split an existing paragraph into multiple ones, or to create a new paragraph when typing.

Actions:

1. Open the document **Discovery**.
2. Divide the document into two pages by forcing a new page after the second paragraph. Position the cursor in front of paragraph **3**, then select **Insert | Break**.



3. Select **Page break** from the dialog box, then click **OK**.

Note: Page breaks can also be inserted by placing the cursor in the correct position and pressing <Ctrl Enter>.

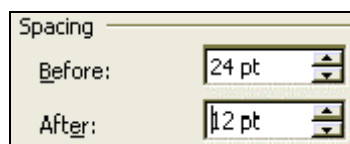
4. **Print Preview** the document to see the two pages.
5. Close **Print Preview**.
6. On page **2**, a new paragraph is to be created. Place the cursor in front of **Tutankhamun's bandaged body**.
7. Press <Enter> once to start a new line, then again to create the paragraph.
8. Print the document, then close it without saving.

Exercise 57 - Continued

6. Select the **Line and Page Breaks** tab and make sure **Widow/Orphan control** is checked and then click **OK**.
7. Justify the text. It is now much easier to read.
8. **Print Preview** the document and then print a copy.
9. Save the document as **Explanation2**.
10. Change the spacing of the first paragraph to **1.5** lines by placing the cursor anywhere within it and pressing **<Ctrl 5>**.

Note: Press <Ctrl 1> for single spacing and <Ctrl 2> for double spacing.

11. Print out a copy of the amended document.
12. Close it without saving.
13. Open the document **Discovery**.
14. Select the entire document, then select **Format | Paragraph**. Click on the **Indents and Spacing** tab if not displayed.
15. Paragraph spacing is changed in the **Spacing** area of the **Paragraph** dialog box. To increase the spacing before the paragraphs, increase the **Before** option to **24pt**.
16. To leave spacing after the paragraphs, increase the **After** option to **12pt**.



17. Click **OK**.

Note: To increase the spacing before a paragraph to single line spacing, select the paragraph and press <Ctrl 0> (zero). The same key press will remove this line spacing before a paragraph.

18. Print the document and then close without saving.





Exercise 58 - Applying Numbers and Bullets

Guidelines:

Lists and paragraphs can automatically be numbered or bulleted. In each case, a hanging indent is also applied. This separates the text from the numbering and improves the appearance of the document.

If an item is removed from the list, the remaining items are automatically renumbered.

Actions:

1. Open the document **Organiser**.
2. Select all of the text.
3. Number it by clicking on the **Numbering** button, .
4. Delete item number **5**, referring to **Mr Parrot**. Notice how the remaining items are renumbered.
5. Print the document and close it without saving.
6. Open the document **Discovery**.
7. Select all of the paragraphs, but not the title and click . The paragraphs are numbered.
8. Now select the paragraphs again and click  again to remove the numbering.
9. Click on the **Bullets** button, , to bullet the paragraphs.
10. Print the document.
11. Close it without saving the changes.

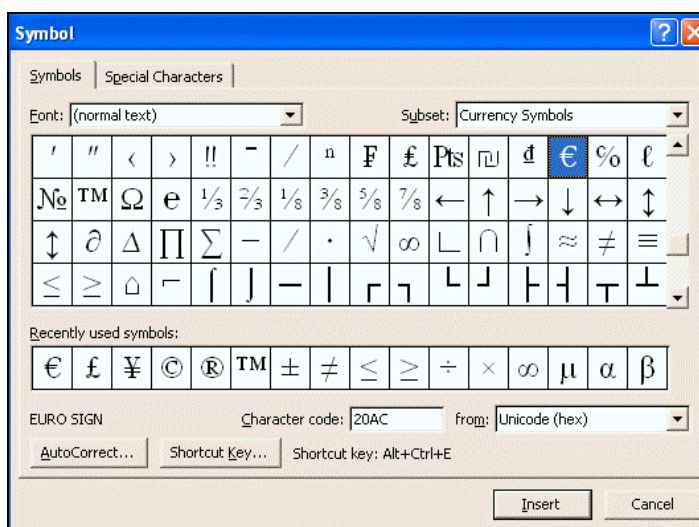
Exercise 59 - Inserting Symbols

Guidelines:

Some situations call for special characters, like é and ô. Some characters and other symbols are not available directly from the keyboard.

Actions:

1. Start a new document and choose the **Insert | Symbol** command to display the **Symbol** dialog box.
2. Select the **Symbols** tab, if it is not already selected.



3. Select one of the symbols. Position the symbol in the document at the insertion point, by either double clicking on it, or click once, then click **Insert**.
4. Select each of the fonts in turn and look at the range of available symbols - there are hundreds. Insert a few.
5. Select the **Special Characters** tab. The list of characters also contains a list of shortcut key presses. Insert a **Trademark** TM symbol. Select **Close** to exit the **Symbol** dialog box.
6. The size of these symbols can be changed like any other character. Select them and change their size to **16 pt**.
7. Close the document without saving and open the document **Characters**.
8. Replace all the character definitions (in bold) with the special characters themselves.
9. Print the document and save it as **Characters2** before closing it.

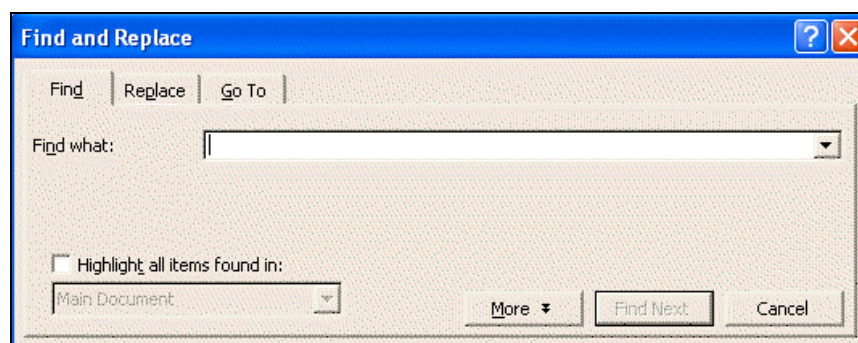
Exercise 60 - Search and Replace

Guidelines:

Visually searching for a word or phrase in a document can be tedious. The **Find** command moves directly to a specific word or string of characters. The **Replace** facility gives the option to exchange each occurrence of a particular word, or string of words, with an alternative.

Actions:

1. Open the document **Explanation** and make sure the cursor is at the beginning of the document.
2. Select **Edit | Find**. The **Find and Replace** dialog box is then displayed.



3. Use the **Find** tab and in the **Find what** box, enter **information** and click **Find Next**. The first occurrence of the word is highlighted.

A database is a vast store of **information**.


4. Click **Find Next** again to move to the next occurrence.
5. In this way, find all occurrences of the word **information**.
6. When the **Word has finished searching the document** prompt appears, select **OK**.
7. Close the **Find and Replace** dialog box by clicking

Note: To view the **Find and Replace** dialog box more quickly, press **<Ctrl F>**, or click on the **Select Browse Object** button, (scroll bar at bottom right) and then click on

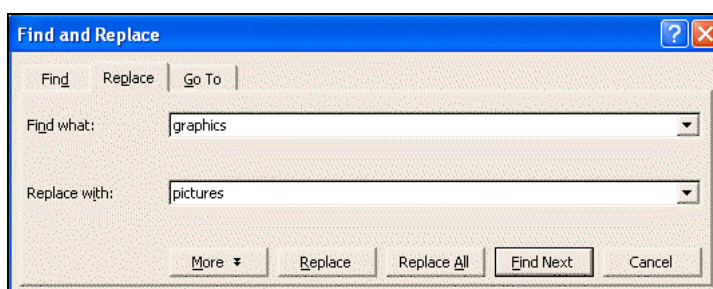
8. Now, with the cursor at the beginning of the text, find all occurrences of the word **text**.

continued over

Exercise 60 - Continued

- Click **OK** at the prompt when the search is complete and close the dialog box.
- To replace the word **graphics** with **pictures**, select **Edit | Replace** (don't forget to use  to extend the menus). Enter **graphics** in the **Find what** box and **pictures** in **Replace with** box.

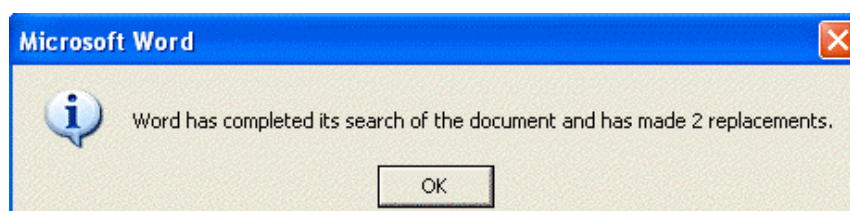
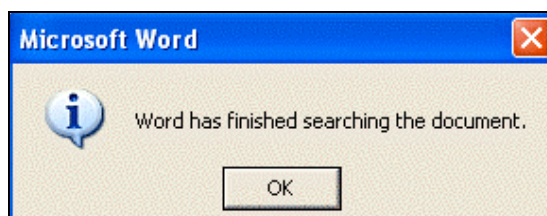
*Note: <Ctrl H> will also reveal the **Find and Replace** dialog box.*



- Select **Find Next** and click **Replace**.

*Note: **Replace All** will quickly replace all occurrences of the specified text.*

- Continue through the document, replacing all occurrences of **graphics**. When the replacement is complete, one of the following dialog boxes will appear, depending on whether **Replace** or **Replace All** is selected:



- Click **OK** from either box then click **Close** to close the **Find and Replace** dialog box.
- Save the document as **Replaced** and close it.

*Note: This feature can save time when typing a particular word or phrase repeatedly. Replace the word/phrase with # or a similar key press and, when the document is complete, use **Find and Replace** to change all occurrences of #. E.g., **DVLA** could be replaced by **Driving Vehicle Licensing Authority** in this way.*

Answers

Exercise 10

Step 4 .doc, .xls, .mdb, .txt, .gif and .csv.

Exercise 24

Step 4 - Alphabetically, the last item will be **You are a child of the universe...**

Exercise 45

Step 1 A main document and a data source.

Step 6 5 letters are produced.

Exercise 52

Lt Llanwrda Cfwrdd Pwerc


BOOKINGS FOR CURRENT YEAR

Dear Sirs,

I am forwarding the booking figures for the current season at Lt Llanwrda near Tenby for your information.

Guests	Room 1	Room 2	Room 3
1	2	8	-
2	8	2	2
4	8	8	2
8	2	8	4
8	2	8	-
-	4	8	8
2	4	8	8

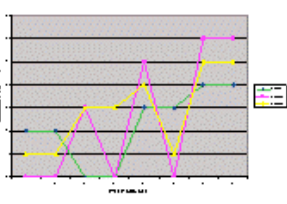
Do you think the enquiries give any cause for concern or are normal in the first couple of years after being advertised in the brochure? The owners have recently had the floors of the house laid and are due to be repaved. You can see the work on the photograph.



Lt Llanwrda Cfwrdd Pwerc

They've also been thinking about remodeling, re-roofing and in view of the current figures they may be putting proposals for holidaymakers of different accommodation. They'd like to see more to suggest the theory.

(Mh. 10.10.04)



Room 3 has recently been refurbished with a brand new room and the bookings have increased significantly. Please have a look at the previous report on Lt Llanwrda to see the figures.

Would you be able to email me with your thoughts on the above figures as the more we know of the potential, the better we can be ready there.

Thanks,
Nathalie Llanwrda
Cfwrdd Pwerc

Glossary

Base Document	File into which other objects will be imported to produce the final document.
Browse	Look through all possible storage locations to find the required file or object.
Chart	Pictorial representation of numerical data.
Decimal Tab	A tab used to align a column of figures by their decimal point.
Deselect	Click the mouse button with the cursor away from a selected item so that it is no longer selected.
File Extension	3 characters following every file name, which define what type of file it is and also what application will be used by default to open it.
Folder View	View of computer contents showing a structured list of folders at the left.
Icon	Small picture representing an object such as a file, folder, or program.
Justification	A method of formatting a block of text so that both left and right edges are aligned.
Multiple Selection	Selecting several files and/or folders from a display so that an action can be applied to all of them.
My Computer	A folder available in all versions of <i>Windows</i> , which is the default location for storing user data.
Print Preview	Allows a user to see on screen how a document will look when printed.
Print Queue	A list of print requests waiting to be processed by a printer.
Recycle Bin	An area of storage where deleted files are held temporarily before being deleted completely.
Shortcut	An icon (usually found on the Desktop area) which opens an application, file or folder stored elsewhere.
Subfolder	A folder that is contained within another folder.
Symbol	A character which can be used in text but is not normally found on the keyboard.
Tab	A way of lining up items in a list of text.
Taskbar	By default, a bar running the length of the Desktop , at the bottom of the screen. Shows which tasks the computer is performing.
Word Processor	An application for the creation and manipulation of text documents.