Note:

To view the formulas in the cells, click on **Tools / Protection** and then on **Protect Sheet**; check all check boxes. Close the Protection dialog box. Now, click on **Tools / Options / View / Window Options** and click on **Formulas**.

3. Drag cells A1 through D4 so they are highlighted. Then use **Table / AutoFit / AutoFit to Contents** to automatically adjust all column widths.

4. Compare your Excel display to the following illustration.

5. Click away from the worksheet and toolbar to move back to your document.

6. Press **<Ctrl+End>** to move to the end of the document. Now press **<Enter>** four times and then press **<Up Arrow>** once in preparation for the next activity.

Insert Microsoft Paintbrush Object

1. Use the **Insert / Object** selection, pick **Paintbrush Picture**, and click **OK**. Notice how Windows Paintbrush runs inside Word.

2. Draw an overlapping rectangle and circle (look at the following example).

	A	B	C	D	E
1		A	B	C	D
2	1	Item	1st Half	2nd Half	Year
3	2	Income	448	534	= SUM(B2:C2)
4	3	Expense	467	472	= SUM(B3:C3)
5	4	Profit/Loss	- B2-B3	- C2-C3	= SUM(B4:C4)

Sheet1

   a. Click the **Rectangle** tool, drag a rectangular shape, and release the mouse button.

   b. Click the **Ellipse** tool. Starting at the upper left-hand corner, drag a circular shape over the rectangle and release the mouse button.

   c. Click on the underlying document to return to Document1. Notice how the Paintbrush picture object is automatically inserted in the document.

    d. Press the **Crop** button on the Picture toolbar and crop out (remove) the excess space around the drawing.

Notice how this activity demonstrates the "seamless" integration of several Windows 95/98 applications.

Exiting Word

1. Before exiting Word, you may wish to start one or more of the controlling programs for the embedded objects by double-clicking on the objects.

2. When you are finished experimenting with your document, press **<Alt+F4>** and click **No** to exit Document1 without saving the practice material.

7.5 Inserting Comments

You can insert the date and time at the cursors current position. Select Insert, Date and Time, and select the date and time format from Word 2000's selection list. If you click the Update Automatically option, Word 2000 constantly updates the date and time; if you leave the Update Automatically option unchecked, Word 2000 keeps the original date and time in the document.

One of the most interesting items that you can insert in a word 2000 document is a comment. A comment does not print, but shows up on your screen highlighted in yellow so that you are sure to see it.

Suppose that you want to remind yourself to do something later when you edit the document, such as format the title with information you will do a research before writing yourself a comment! The comment acts like a yellow sticky note. The comment stays attached to your text, but you can read or remove the comment whenever you want.

To insert a comment in your text, select Insert, Comment. Word 2000 displays the comment's annotation window, as shown in Fig.
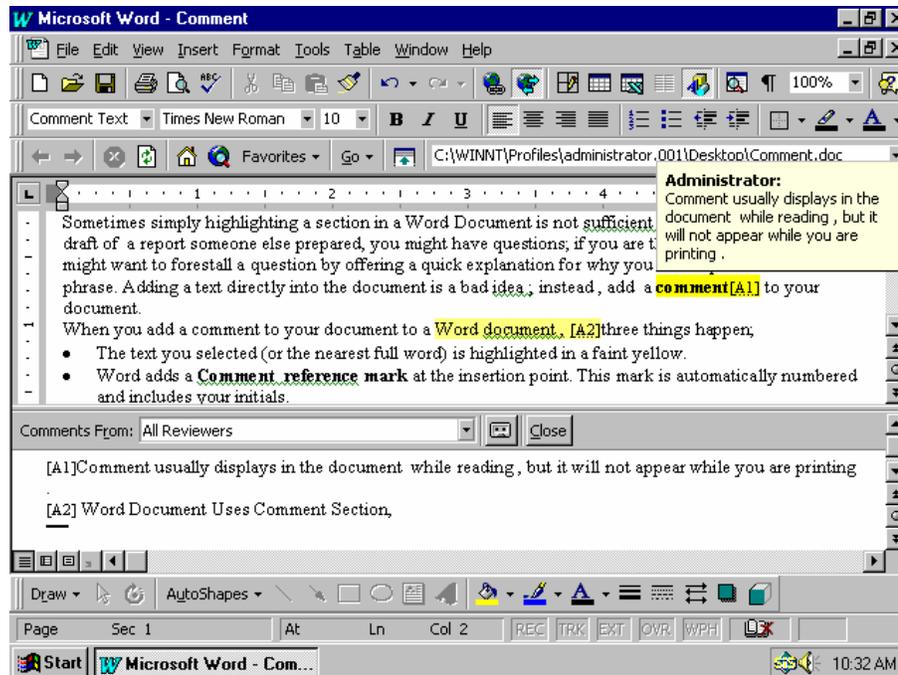
Word 2000 names each of your comments using your initials (found in the document property settings). After you type your comment and click Close. Word 2000 attaches the comment to your text and indicates the comment by highlighting the anchor text in bright yellow and inserting the comment name inside square brackets. Comments provide a convenient method for leaving messages for coworkers inside documents that you edit as a team.

Subsequently, when you edit your document, you will see the yellow comments. If you right click the comment, Word 2000's pop–up menu enables you to edit (or read) the comment, or delete the comment from the text.

7.6 Working with Tables

Word 2000's report –creation power shines when you see how easily you can create customized tables of information inside word 2000. Tables are collections of information organized in rows and columns. Tables might contain numbers, text, even graphics, or combinations of any of these. Each row and column intersection is called a cell. When you use both Word 2000 tables. Embedded worksheets enable you to report financial data from within Word 2000.

Creating a New Table
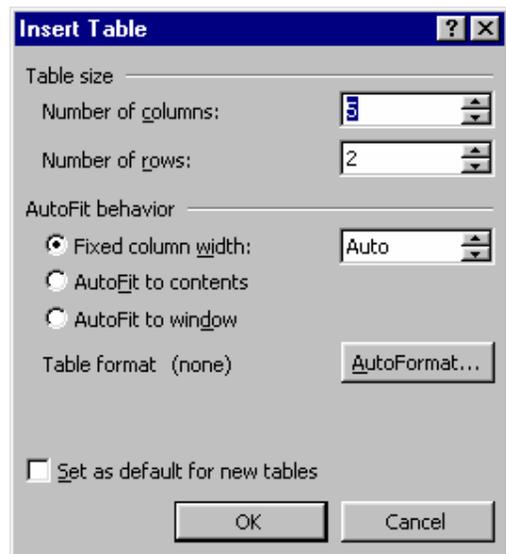
To create a new table, perform these steps:

1. Select Table, Insert Table. Word 2000 displays the Insert Table dialog box, as shown fig.

2. Specify the number of the numbers of columns and rows your table will need. You can change these values later of you need to. Estimate on the high end, however, because it is easier to delete additional rows and columns than to add them.

3. Enter a column width, or leave the column Width field set to Auto if you want Word 2000 to guess the table's width. You can change a table's column width at any time (even after you enter data). You can request that Word 2000 automatically adjust each column's width to the widest data in the column by selection the AutoFit to contents option .The AutoFit to window option adjusts the column widths equally within the table's size if you resize the window that holds the table.

4. When you are creating your first table, press enter. After you get used to creating tables, you can click AutoFormat buttons to select from a list of predefined table formats, as shown in the Fig.

5. Click OK(or press Enter) to close the dialog box. Word 2000 creates your table and outlines the table's cells in a grid format.
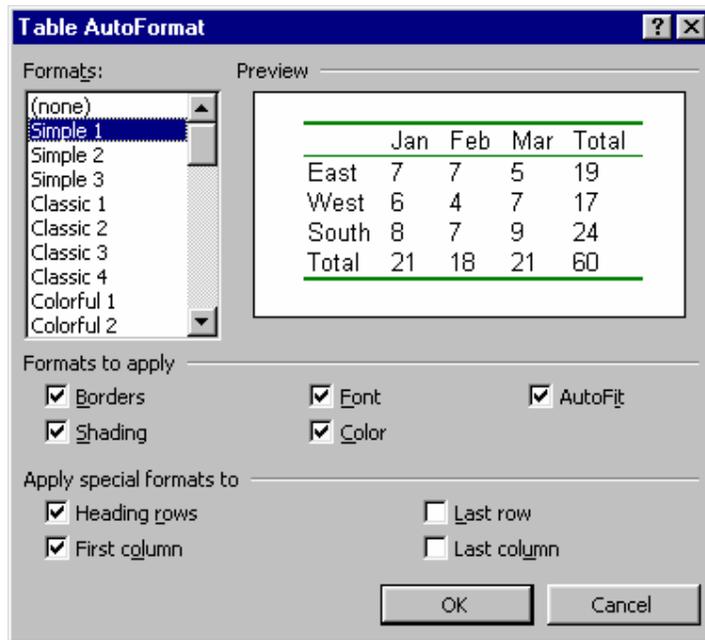
Traversing the Table

One of the easiest ways to enter data in a table's cell is to click cell (which moves the text cursor to the cell) and type. As you type past the cells right margin, Word 2000 wraps the cell and increases the row height (if needed) to display the complete cell contents.

When you begin typing data, notice that Word 2000's automatic formatting might not match the table's data; perhaps one of the columns is too narrow or too wide. Use your mouse to adjust the size of a row or a column's width by clicking and dragging one of the table's four edges in or out. You can also expand or shrink individual columns and rows by dragging their edges.

Although you can click a cell with your mouse every time you want to enter or edit the contents of that cell, the table cursor-movement keystrokes come in handy because you can traverse the table without ever removing your hands from the keyboard.

Press	To Move inside Table
Tab	The next cell
Shift +Tab	The preceding cell
Alt+PageUp	The Column's cell
Alt+PageDown	The column's bottoms cell
Alt+Home	The column's first cell
Alt+end	The current row 's last cell

Inserting New Columns and Rows

Not creating enough rows or columns for your table is one of the first table problems you will encounter. To insert or delete rows or columns, select a row or column and right click your mouse.

Suppose that you need to insert a column. Select the column that will appear after the new column by pointing above the column until the mouse pointer changes to a down arrow. Select multiple columns by dragging your mouse to the right after you have selected one column. Right-click your mouse to mouse to display a pop-up menu. The menu will be different depending on whether you have selected a row or column first. Select Insert Columns, and Word 2000 inserts a new column before the selected columns command.

To highlight a row, point to the margin left of the row; Word 2000 highlights the entire row. Drag your mouse down or up to select multiple rows. When you right-click your mouse, the pop-up menu contains an Insert rows and a Delete Rows command.

7.7 Short Summary

- ♣ A Comment is Word 2000 document message that you can see onscreen but that does not print.

- ♣ Tables are collections of information organized in rows and columns. Tables might contain numbers, text, even graphics, or combinations of any of these.

- ♣ A cell is a single table entry.

- ♣ WordArt offers many powerful features for emphasizing your written communications with special sizing, stretching, rotation, font selection, shading, and more.

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Lecture 8

Mail Merging Word Document

Objectives

In this Lecture you will learn the following:

- Mail Merge Documents

- Creating Merged Documents

- Creating Master Documents

- Printing Envelops or Labels

Coverage Plan

Lecture 8

8.1 Snap Shot

8.2 Working with Mail Merge

8.3 Master Main Document

8.4 Merging Envelops & Labels

8.5 Short Summary

8.1 Snap Shot

This lecture introduces you the concept of Mail Merging and how it is powerful for Word, and it also deals with creation of main document.

8.2 Working with Mail Merge

The Tools Mail Merge menu selection is used to merge a list of information, such as names, addresses, and phone numbers (called data or data source) into what is called a main document. The main document contains merge fields into which data is placed. The main document is created using the Mail Merge Helper dialog box. The data document can be a database file, a table with rows (records) and columns (fields), or a comma-delimited ASCII text file, in which each line represents a record and the commas are used to separate (or delimit) one field from another. You can also use the Address Book in Microsoft Outlook as a data resource.
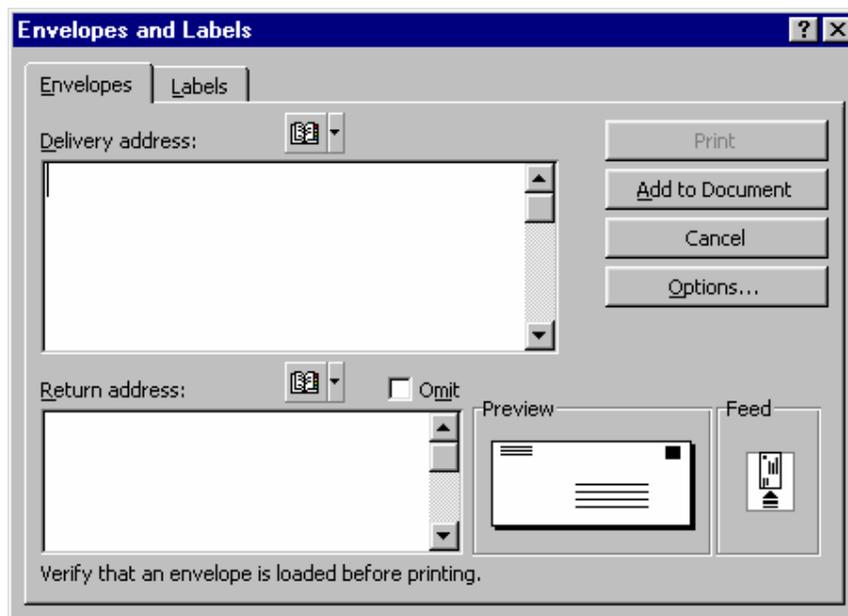
Mail Merge Toolbar

The Mail Merge toolbar contains the tools necessary to perform mail merge functions. Each tool is explained as follows:

Insert Merge Field — select data fields desired in merged heading.