

## Continuing Education -- WORD ver 2007

Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

---

Class Notes:

Class WEB Address ( URL) <http://citruscollege.edu/>

Final Class meeting tonight July 8<sup>th</sup>, 2009

Questions

Review last week's class

---

Tonight

- Downloading files
- Saving
- Inserting Photos into a Word document
- Page Borders
- Line numbers
  
- Mail Merge
  - Names & Address Into Word documents
  - Address Labels
- Excel files Copy into a Word file
- Envelops & Labels
- WordArt
- Lines & Shading
- Saving as a PDF file **Portable Document Format**

drive **K:CIS | WORD**  
Filenames in documents



**Snagit** by  
TechSmith

Class Evaluation

=rand()

## Continuing Education -- WORD ver 2007

Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

### Class Notes:

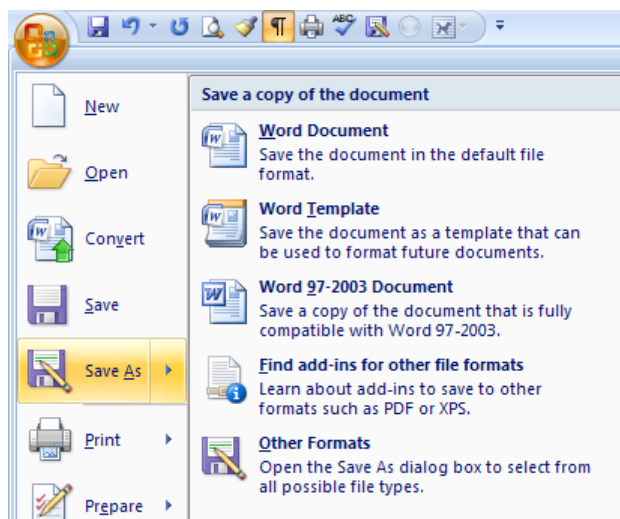
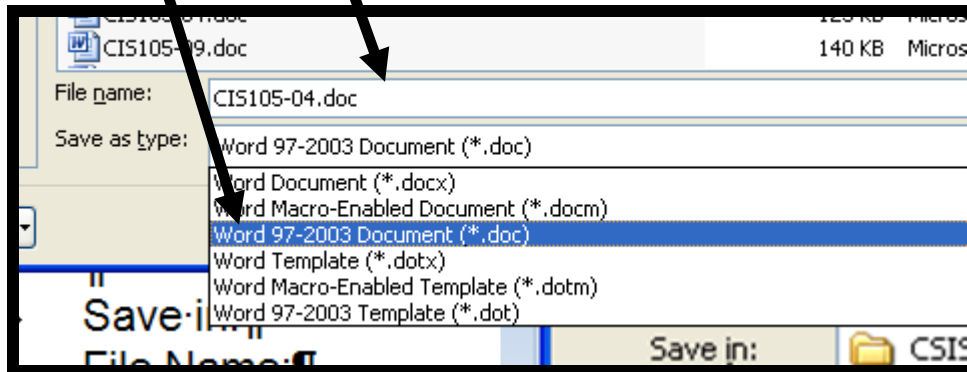
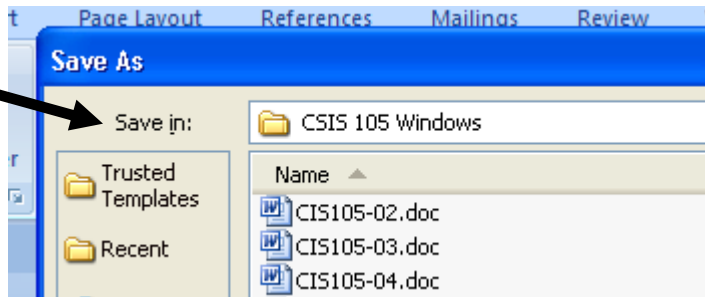
#### Saving the document / file

Save the document / file

Save in:

File Name:

File type:



## Continuing Education -- WORD ver 2007

Session No # 4  
 File: CE-Word-4.doc  
 Professor

Date: July 8<sup>th</sup>, 2009  
 Tom Gerfen, CSIS

### Class Notes:

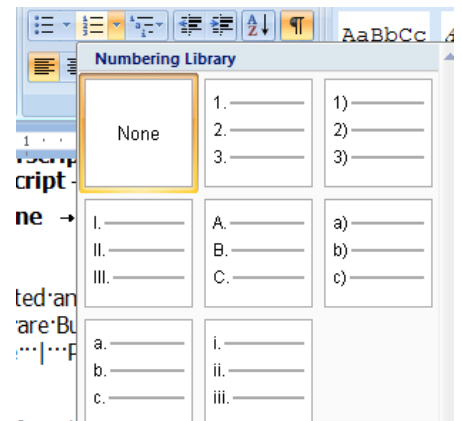
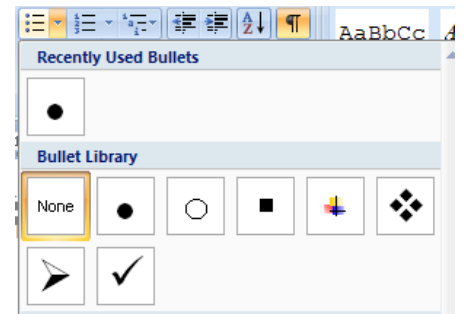
Adding Bulleted and Numbered List  
 What are Bulleted and Number  
 Home | Paragraph

#### Bulleted

- Nkl sdf ose kjf kjdf; al dsk
- Kklkdk akdfjkl dflksdfklsad f;l
- Dkjfkleir kdjfs sieri kksliorew kl

#### Number

1. Jkds dlkf skdljfoeiwi
2. Pdkfkd klkl kldfksdieuri kj kdf uyuu twerwt
3. Quer djh jk auieyu weukjhd
4. Seryuierwuiwojd hf dsjks
  - Ksdjfkldjfkldjklf slkdf
  - Dskf lksdf lksdf salk;
5. JKjkd fk kdjfkjir iewkjdf



Symbols



## Continuing Education -- WORD ver 2007

Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

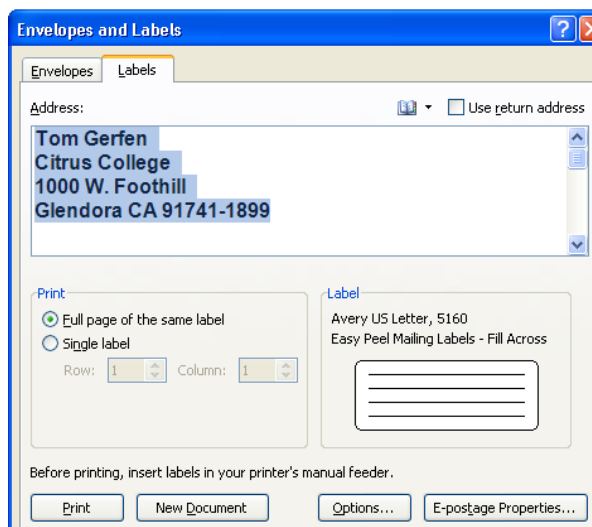
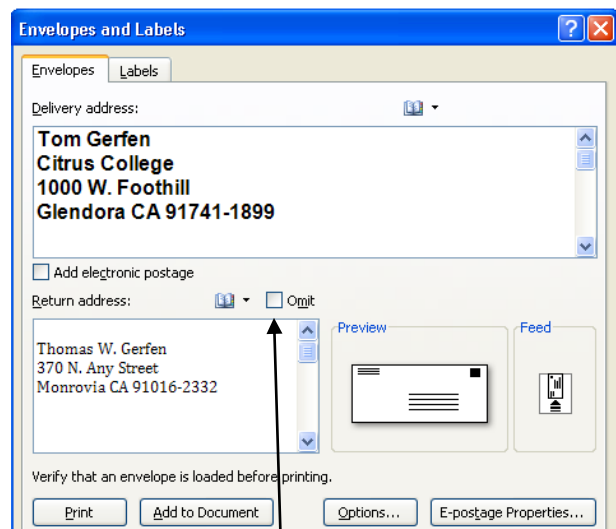
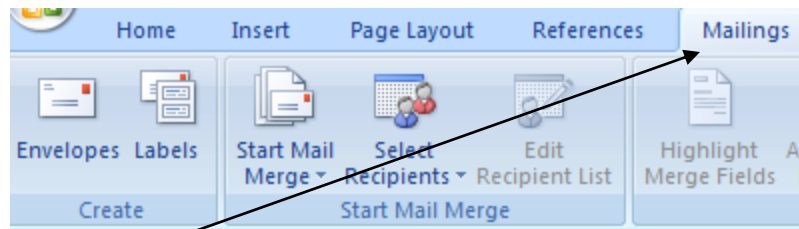
Class Notes:

### Envelopes & Labels

Type a address

**Tom Gerfen  
Citrus College  
1000 W. Foothill  
Glendora CA 91741-1899**

Tab - Mailings



## Continuing Education -- WORD ver 2007

Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

### Class Notes:

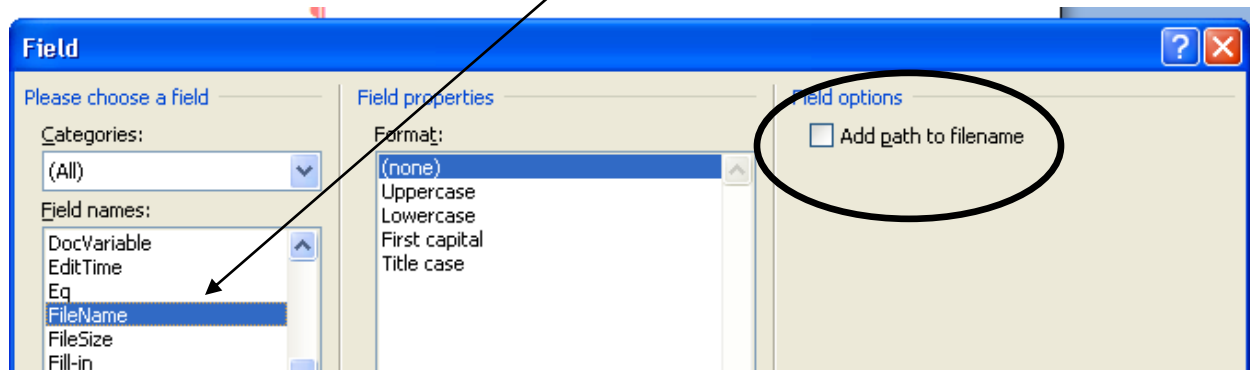
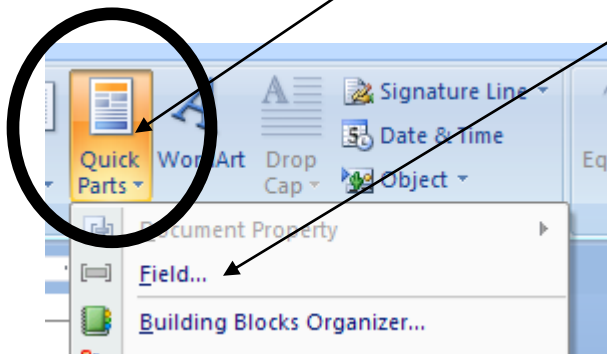
To add the name of the file into the document  
name the document first then ... this is now known as a "FIELD"

Like this

Must have saved the document first  
Have your cursor at the point you want to insert the field

### Insert tab

Quick Parts - pull down - Field... select option - Filename



## Continuing Education -- WORD ver 2007

Session No # 4  
 File: CE-Word-4.doc  
 Professor

Date: July 8<sup>th</sup>, 2009  
 Tom Gerfen, CSIS

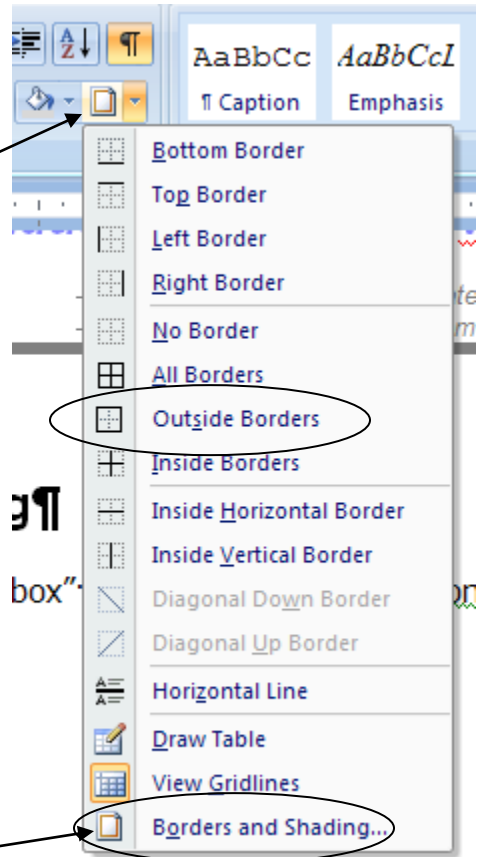
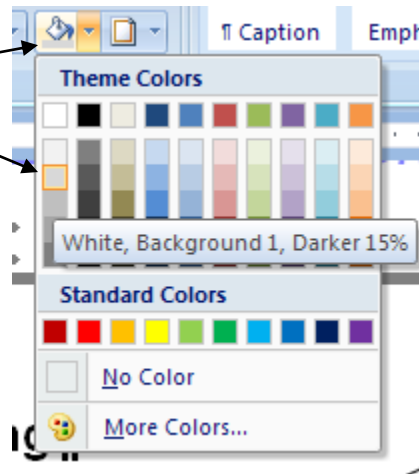
Class Notes:

### Lines & Shading

Highlight the area you want to "box" in.  
 Plus one above and one below the lines.

Home | Select Outside Borders

Color Themes  
 Fill backgrounds



Recolor the Border & Shading for the PARAGRAPHIC

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, add an extra ¶ before the area and after ... document building blocks.

¶ When you create pictures, charts, or diagrams, they also coordinate with your current document look.  
 ¶

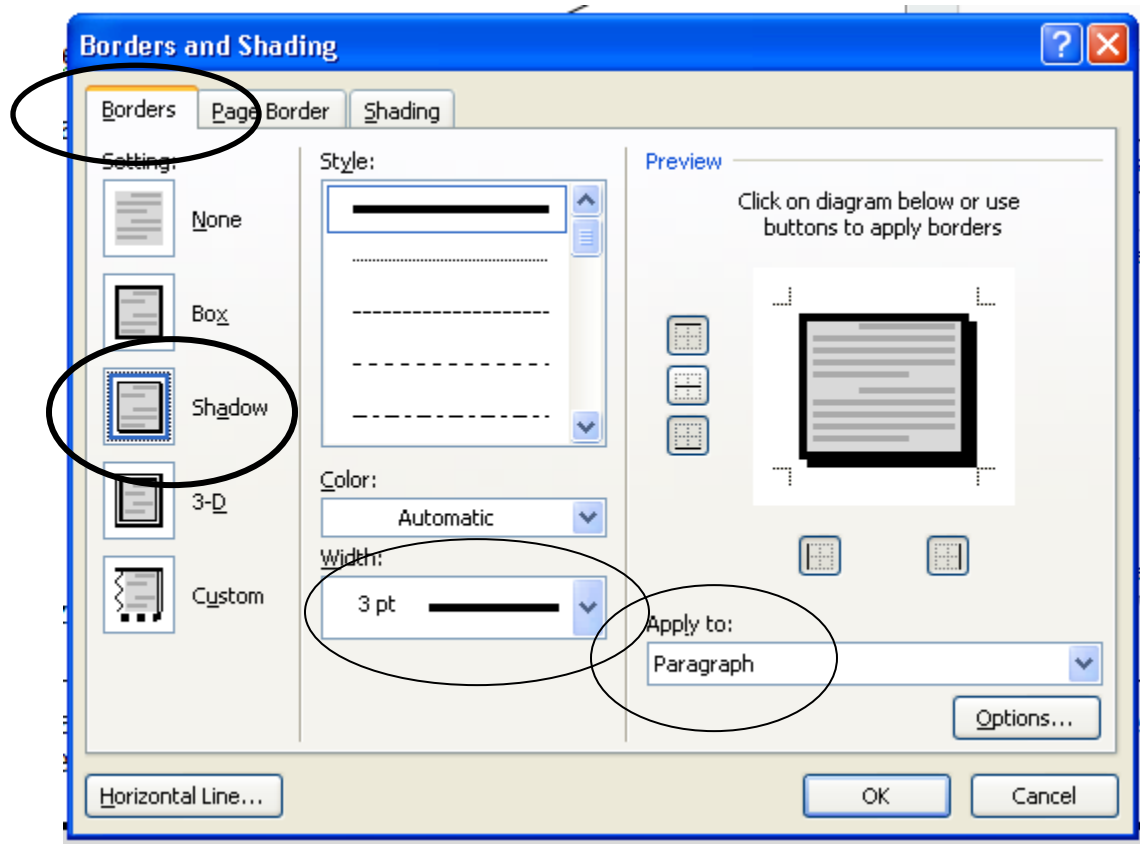
## Continuing Education -- WORD ver 2007

Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

### Class Notes:

You can easily change the formatting of selected text in the document text by choosing  
Recolor the Border & Shading for the PARAGRAPHIC

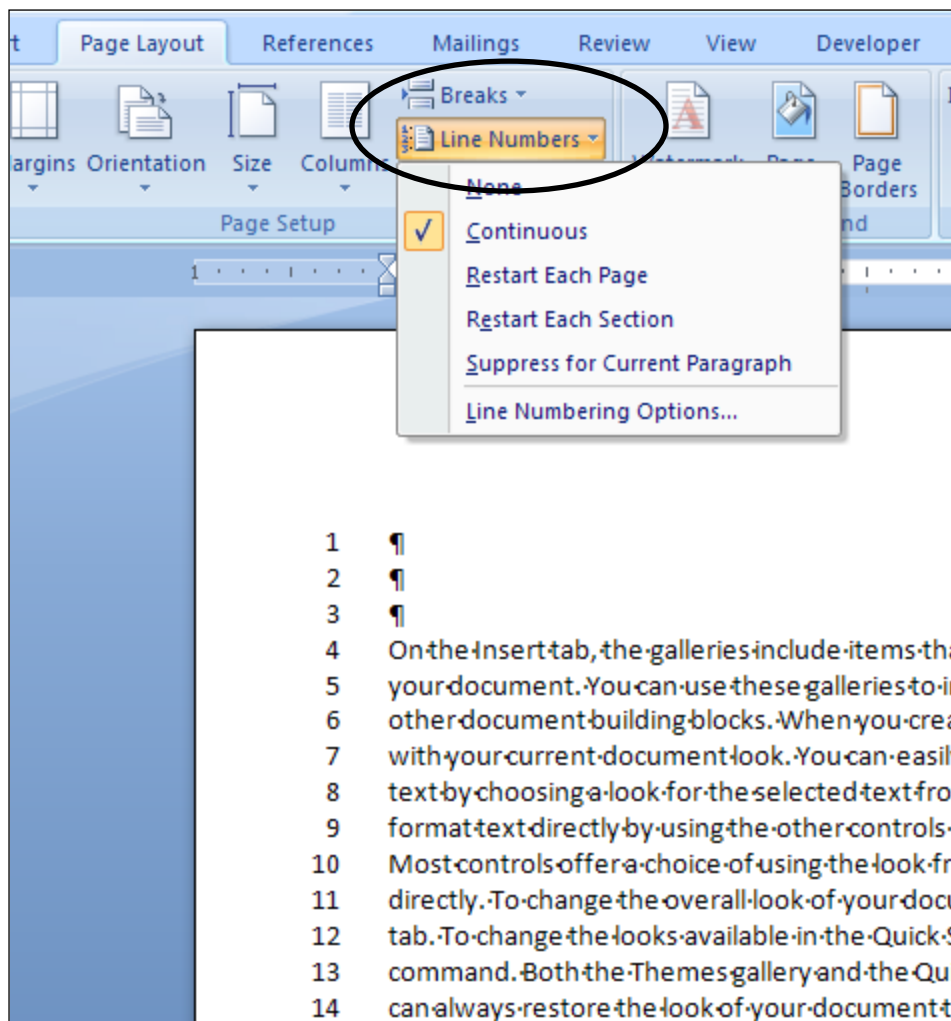


## Continuing Education -- WORD ver 2007

Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

Class Notes:



## Continuing Education -- WORD ver 2007

Session No # 4  
 File: CE-Word-4.doc  
 Professor

Date: July 8<sup>th</sup>, 2009  
 Tom Gerfen, CSIS

### Class Notes:

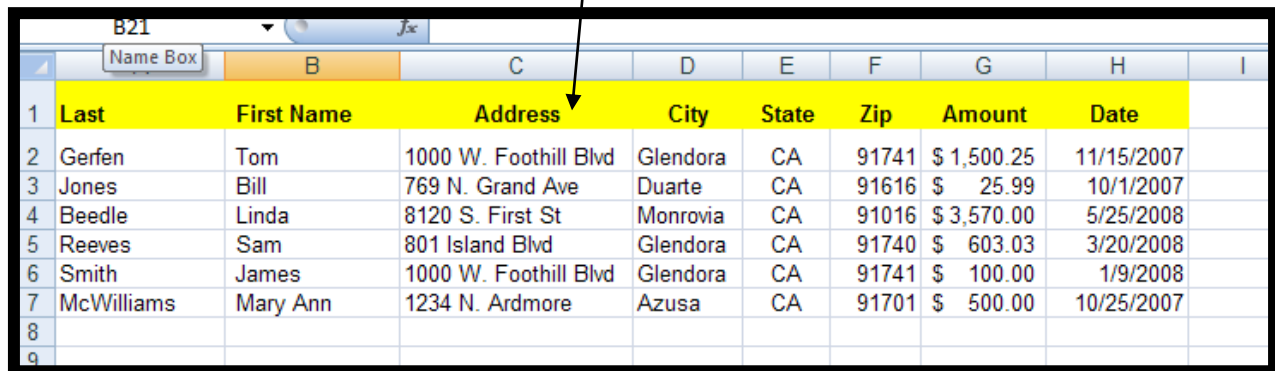
Mail Merge

Data base using EXCEL files

Filename: **mm-names-ttt222.xls**

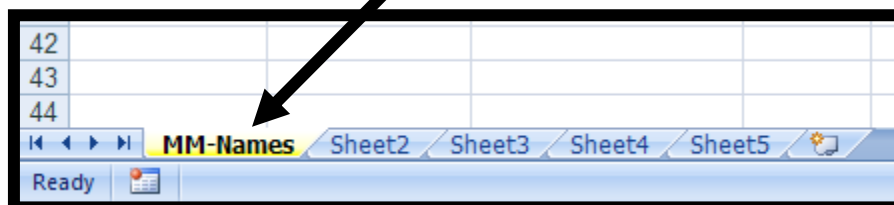
Tab MM-Names

1<sup>st</sup> Row MUST be the name of the "field"



| 1 | Last       | First Name | Address               | City     | State | Zip   | Amount      | Date       |
|---|------------|------------|-----------------------|----------|-------|-------|-------------|------------|
| 2 | Gerfen     | Tom        | 1000 W. Foothill Blvd | Glendora | CA    | 91741 | \$ 1,500.25 | 11/15/2007 |
| 3 | Jones      | Bill       | 769 N. Grand Ave      | Duarte   | CA    | 91616 | \$ 25.99    | 10/1/2007  |
| 4 | Beedle     | Linda      | 8120 S. First St      | Monrovia | CA    | 91016 | \$ 3,570.00 | 5/25/2008  |
| 5 | Reeves     | Sam        | 801 Island Blvd       | Glendora | CA    | 91740 | \$ 603.03   | 3/20/2008  |
| 6 | Smith      | James      | 1000 W. Foothill Blvd | Glendora | CA    | 91741 | \$ 100.00   | 1/9/2008   |
| 7 | McWilliams | Mary Ann   | 1234 N. Ardmore       | Azusa    | CA    | 91701 | \$ 500.00   | 10/25/2007 |
| 8 |            |            |                       |          |       |       |             |            |
| 9 |            |            |                       |          |       |       |             |            |

Tabs at bottom of Excel sheet



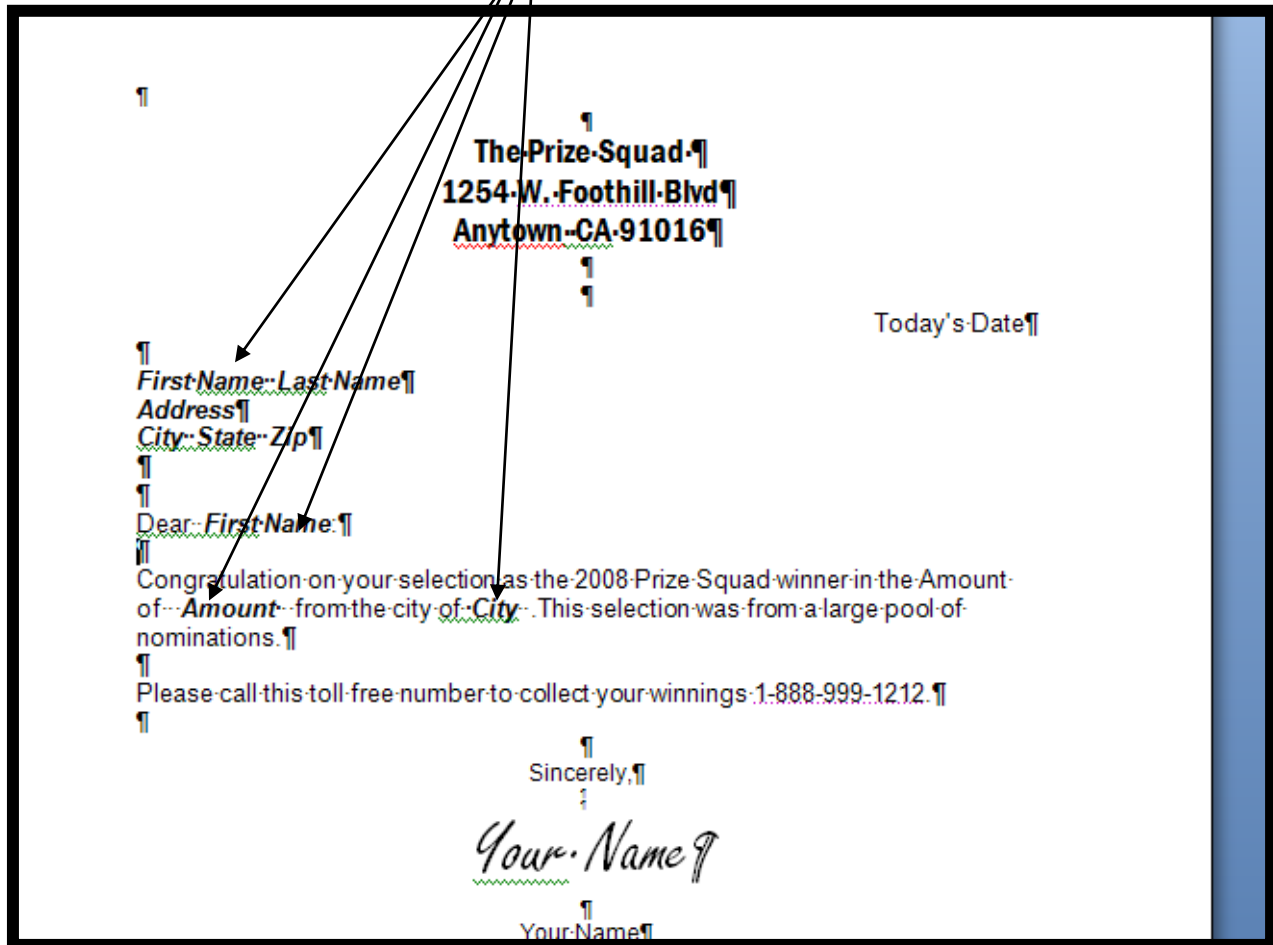
## Continuing Education -- WORD ver 2007

Session No # 4  
 File: CE-Word-4.doc  
 Professor

Date: July 8<sup>th</sup>, 2009  
 Tom Gerfen, CSIS

**Class Notes:**

Mail merge fields from Excel



The-Prize-Squad  
 1254-W-Foothill-Blvd  
 Anytown-CA-91016

Today's-Date

First-Name-Last-Name  
 Address  
 City-State-Zip

Dear-First-Name

Congratulation-on-your-selection-as-the-2008-Prize-Squad-winner-in-the-Amount-of-Amount-from-the-city-of-City-This-selection-was-from-a-large-pool-of-nominations.

Please-call-this-toll-free-number-to-collect-your-winnings-1-888-999-1212.

Sincerely,

Your-Name

Your-Name

Sample fields

«First\_Name»      «Last»  
 «Address»  
 «City»      «State»      «Zip»

## Continuing Education -- WORD ver 2007

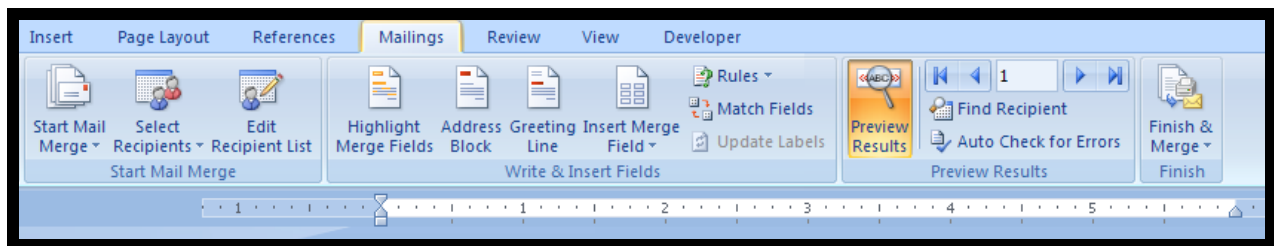
Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

Class Notes:

---

### Ribbon



See attached handouts about Mail Merge

## Continuing Education -- WORD ver 2007

Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

Class Notes:

# An add-on you MUST have ...

SnagIt by TechSmith

<http://www.techsmith.com>

The screenshot shows the TechSmith website for SnagIt. The top navigation bar includes 'Language: English', 'Deutsch', 'Français', and a search box. Below the navigation are links for 'Products', 'Downloads', 'Support', 'Community', 'Company', and 'Purchase'. The main content area features the SnagIt logo and the text 'screen capture software'. A prominent headline reads 'Capture your digital lifestyle' with the subtext 'Take a "snapshot" of anything on your PC screen. Send it, store it, turn it into a detailed graphic, find it later.' Below this is an image of the SnagIt software interface and a box labeled 'Overview Video'. At the bottom, there is a navigation bar with links for 'What's New', 'Product Tour', 'Accessories', 'Tutorials', 'Upgrade', and 'Free Trial'.

Class Evaluation

Comments

# Continuing Education -- WORD ver 2007

Session No # 4  
File: CE-Word-4.doc  
Professor

Date: July 8<sup>th</sup>, 2009  
Tom Gerfen, CSIS

## Class Notes:

### Inserting Photos into a Word Document

1st Find the photo

Insert the photo (Insert)

Then Text Wrapping

## Continuing Education -- WORD ver 2007

Session No # 4  
 File: CE-Word-4.doc  
 Professor

Date: July 8<sup>th</sup>, 2009  
 Tom Gerfen, CSIS

**Class Notes:**

