

# Creating Tables and Merging Labels, Letters, and Envelopes Word 2007

## Educational Technology Center

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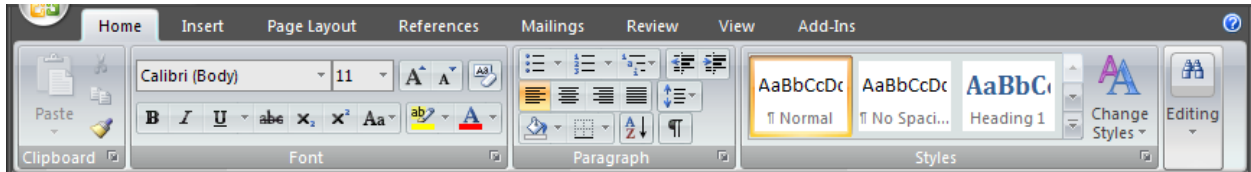
Resources for this class can be found at

[http://www.davis.k12.ut.us/district/etc/documents/word\\_tables\\_doc.html](http://www.davis.k12.ut.us/district/etc/documents/word_tables_doc.html)

## Quick Access Toolbar

- The **Quick Access Toolbar** is at the top of the screen to the right of the **Microsoft Office Button**.
- When the cursor is over a button, the name of the button is displayed.
- The options available when **Microsoft Office 2007** is first installed include Save, Undo, and Redo.

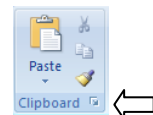
## The Ribbon



- The **Ribbon** runs across the top of the window.
- The **Ribbon** consists of 3 types of items.
  - **Tabs** – This is the main level and includes Home, Insert, Page Layout, etc.
  - **Groups** – Each tab has several groups that show related items together.
  - **Commands** – A command is a button in a group or an item in a list.
- Some tabs are only available when a particular item is selected. For example, the **Picture Tools** tab is only shown when a picture is clicked on.

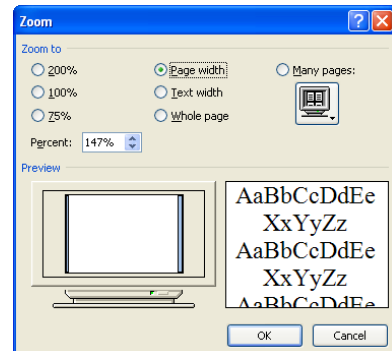
## Using the Ribbon

- Click on the desired tab.
- The commands under each tab are grouped. The name of the group is at the bottom.
- Some groups have a **Dialog Box Launcher** button which opens the dialog box with more commands.



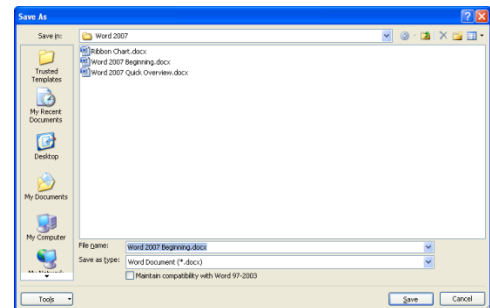
## Zooming In and Out

- Use the **Zoom** toolbar on the **Status Bar** at the bottom right corner of the window.
- OR on the **Ribbon**, click on the **View** tab.
- In the **Zoom** group, click on the **Zoom** button.
- In the **Zoom to** section, choose the desired zoom.
- Click on **OK**.



## Saving a Document

- Click on the **Microsoft Office Button** and then click on **Save As**.
- Check the name of the document and make changes as needed.
- By default, Word saves documents to the **My Documents** folder as a .docx file.
- Check to see where the document is being saved.
- **Note** – To create a new folder to place the document in, click on the **Create new folder** button.
- If it is not saving it in **My Documents**, click on the **My Documents** button (left side of the **Save** window).
- Click on the **Save** button.
- **Note** - When saving an original document, **Word** uses the first line of the document as the title. Rename it as desired.



## Table Basics

Example:

	Appetizer	Main Course	Dessert
Breakfast	cinnamon roll	pancakes	banana
Lunch	crackers and cheese	hamburger	ice cream cone
Dinner	vegetable tray	turkey casserole	blueberry pie

### Getting your bearings

- **Cell** - The box where information is entered (identified as A1, etc.)
- **Row** - A collection of cells all in a line across the table (identified by numbers)
- **Column** - A collection of cells all in a line down the table (identified by letters of the alphabet)

### Naming Cells

- Cells are named using the name of the column and the name of the row.
- Cell B2 in the example above has “cinnamon roll” entered in it.

### Controlling Capitalization

- AutoCorrect places a capital letter at the beginning of each sentence unless it is turned off.
- Click on the **Microsoft Office Button** and then click on the **Word Options** button.
- Click on **Proofing**.
- Click on the **AutoCorrect Options** button.
- Click on the **AutoCorrect** tab.
- Click to remove the check mark in front of **Capitalize first letter of sentences**.
- Click on **OK**.
- Click on **OK**.

### Creating a Table

- Click in the document where the table should be located.
- On the **Ribbon**, click on the **Insert** tab.
- In the **Tables** group, click on the **Table** button.
- Click and drag the mouse down to make a table of the desired size.
- Release the mouse.
- **OR** in the **Tables** group, click on **Table** → **Insert Table...**
- Change the number of columns and rows as needed.
- Click on **OK**.



### Deleting a Table

- Click in the table to be deleted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Rows & Columns** group, click on the **Delete** button and choose **Delete Table**.

## Navigating Through the Table

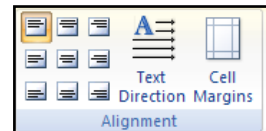
- **Tab** - Moves to the next cell to the right. From the last cell on the right, it moves to the first cell of the next row.
- **Shift Tab** - Moves to the next cell to the left.
- **Arrow keys** - Moves one space at a time in the direction of the arrow key pressed. (Moves through the text in the cell before moving to the next cell.)
- **Home** - Moves to the beginning of the text in the cell where the cursor is.
- **End** - Moves to the end of the text in the cell where the cursor is.
- **Notice** – Pressing the **Enter** key does not move the cursor to the next cell.

## Standard Design

- Tables usually have a title at the top.
- Columns should have headings that tell us what is in each column.
- Rows should have a heading in column A to identify what the row is about.

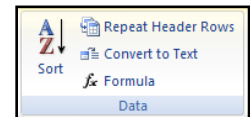
### Center the Heading

- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Alignment** group, click on the desired center button.



### Header Row

- Click and drag to highlight the row(s) at the **top** of the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Data** group, click on the **Repeat Header Rows** button.
- **Note** – When clicking in the header row, the **Repeat Header Rows** button is highlighted to show the header rows are repeating.



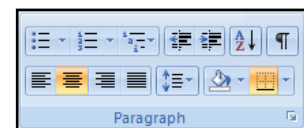
### Text above the Table

- **Note** - This works to get text above a table that is at the top of the document.
- Click in the first cell and press the **Home** key.
- Press the **Enter** key.

## Formatting the Contents of a Cell

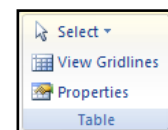
### Centering

- Click in the cell to be formatted.
- On the **Ribbon**, click on the **Home** tab.
- In the **Paragraph** group, click on the **Center** justification button.



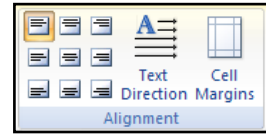
### Center Text in a Column

- Click in a cell in the column.
- On the **Ribbon** in the **Table Tools**, click on the **Design** tab.
- In the **Table** group, click on the **Select** button and choose **Select Column**.
- Click on the **Home** tab.
- In the **Paragraph** group, click on the **Center** justification button.



### Rotating Text

- Text can be rotated to one of three positions.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Alignment** group, click on the **Text Direction** button.
- Continue to click on the **Text Direction** button until the text is rotated as desired.

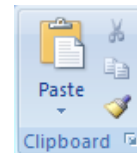


### Aligning Text

- This aligns the contents of cells vertically and horizontally.
- Highlight the cells to be formatted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Alignment** group, click on the desired alignment button. There are 9 possibilities.

### Format Painter

- Select the text that has the desired formatting.
- On the **Ribbon** click on the **Home** tab.
- In the **Clipboard** group, click on **Format Painter**.
- **Notice** - The cursor changes to a paintbrush.
- Click and drag over the text to be formatted.
- **Note** - The **Format Painter** will then turn itself off.



### Repeated use of the Format Painter

- Select the text that has the desired formatting.
- On the **Ribbon** click on the **Home** tab.
- In the **Clipboard** group, double click on **Format Painter**.
- Click and drag over the text to be formatted.
- **Note** - To turn off the **Format Painter**, click on the **Format Painter** button.

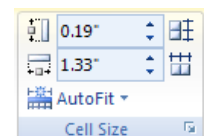
### Column Width

#### Adjusting Column Width

- Move the cursor over the dividing line between the columns.
- **Note** - The cursor changes to a two-headed arrow.
- Click and drag to the desired width.
- **Notice** - The ruler will pop up to show the measurements.
- **Warning** – The column width change takes effect from the location of the cursor down.

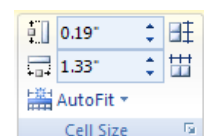
#### Adjusting All Columns to a Uniform Width

- The width of the columns can be evenly distributed over the width of the table.
- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Cell Size** group, click on the **Distribute Columns** button.



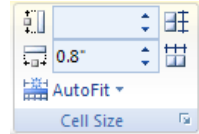
#### Adjusting Selected Columns to a Uniform Width

- Click and drag to highlight a cell in each column to be adjusted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Select** button and choose **Select Column**.
- In the **Cell Size** group, click on the **Distribute Columns** button.



### **Specifying an Exact Column Width**

- Click and drag to highlight a cell in each of the desired column(s).
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Select** button and choose **Select Column**.
- In the **Cell Size** group, click on the up or down arrows in the **Table Column Width** box to adjust the width as desired
- OR type in the desired measurement and then press the **Enter** key.



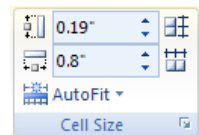
## **Row Height**

### **Adjusting Row Height**

- Move the cursor to the bottom line of the row.
- **Note** - The cursor changes to a two-headed arrow.
- Click and drag to change the row to the desired width.
- **Notice** - The ruler will pop up to show the measurements.

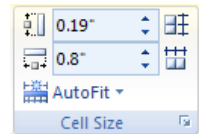
### **Adjusting All Rows to a Uniform Height**

- The height of the row can be evenly distributed over the height of the table.
- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Cell Size** group, click on the **Distribute Rows** button.



### **Adjusting Selected Rows to a Uniform Height**

- Click and drag to highlight a cell in each desired row.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Select** button and choose **Select Row**.
- In the **Cell Size** group, click on the **Distribute Rows** button.



### **Specifying an Exact Row Height**

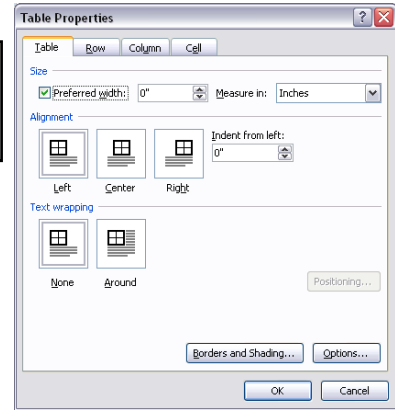
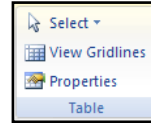
- Click and drag to highlight a cell in the desired row(s).
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Select** button and choose **Select Row**.
- In the **Cell Size** group, click on the up or down arrows in the **Table Row Height** box to adjust the height as desired
- OR type in the desired measurement and then press the **Enter** key.

## Formatting a Table

- Tables can be arranged on the page to a specific width and can have text along side of them.

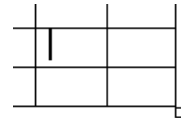
### Setting the Table Width

- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Properties** button.
- Click on the **Table** tab.
- In the **Size** section, click to choose **Preferred width**.
- In the **Measure in** box, choose **Percent** or **Inches**.
- In the **Preferred width** box, use the up and down arrows to enter the desired number OR click in the box and type the desired number.
- Click on **OK**.



### Stretching the Table on the Page

- On the **Status Bar**, click on the **Zoom Level** button (displays the percentage of zoom currently used) and choose **Whole Page**.
- Click in the table.
- At the bottom of the table, click on the small square at the bottom right of the table.
- Drag the square to stretch the table to fill more or less of the page.

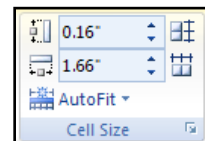


### Moving a Table

- Click in the table to be moved.
- Click in the box at the top right corner of the table and drag the table to the desired location.

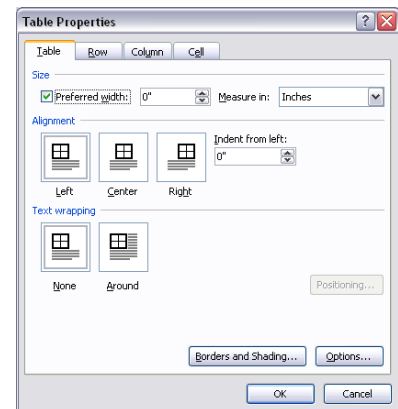
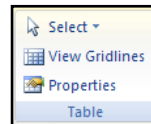
### Making the Table Fit on the Page

- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Cell Size** group, click on the **AutoFit** button and choose **AutoFit Window**.



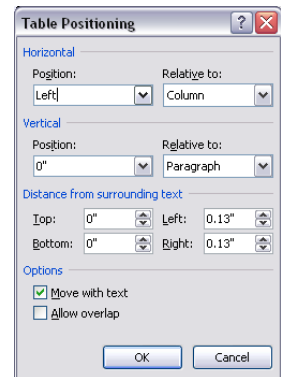
### Setting the Table Alignment

- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Properties** button.
- Click on the **Table** tab.
- In the **Alignment** section, choose **Left**, **Center**, or **Right**.
- If a **Left** alignment chosen and **Text wrapping** is set at **None**, the distance to **Indent from left** can also be adjusted.
- Click on **OK**.



### Setting Text Wrapping Around the Table

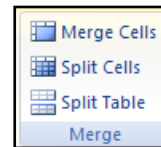
- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Properties** button.
- Click on the **Table** tab.
- In the **Text Wrapping** section, choose **None**, or **Around**.
- If **Around** is chosen, further adjustments can be made by clicking on the **Positioning** button.
  - In the **Horizontal** section, click on the **Position** down arrow and choose the position. Then click on the **Relative to** down arrow and choose what the chosen position is relative to the **Margin, Page, or Column**.
  - In the **Vertical** section, click on the **Position** down arrow and choose the position. Then click on the **Relative to** down arrow and choose what the chosen position is relative to the **Margin, Page, or Paragraph**.
  - In the **Distance from surrounding text** section, enter the desired distance the text is to be from the **Top, Bottom, Left, and Right** of the table.
  - In the **Options** section, choose if the table is to **Move with text** and if you will **allow overlap**.
- Click on **OK**.
- Click on **OK**.



### Changing the Table

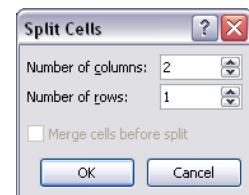
#### Merging Cells

- Cells can be merged to form a single cell.
- Click and drag to highlight the cells to be merged.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Merge** group, click on the **Merge Cells** button.



#### Splitting Cells

- A cell can be split to form two or more cells.
- Click in the cell to be split.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Merge** group, click on the **Split Cells** button.
- In the **Split Cells** window, enter the desired number of columns and the desired number of rows.
- Click on **OK**.

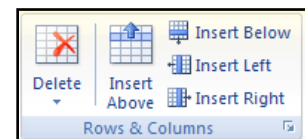


#### Inserting Rows at the End

- Click in the last cell of the last row on the right
- Press the **Tab** key until the desired number of rows are created.

#### Inserting Rows

- Click and drag to highlight cells where the rows are to be added.
- **Note** - Highlight the number of rows to be added.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Rows & Columns** group, click on the **Insert Below** button or the **Insert Above** button.

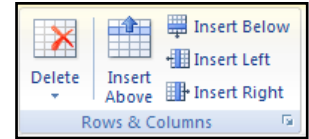


### Deleting Rows

- Click and drag to highlight cells in the rows to be deleted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Rows & Columns** group, click on the **Delete** button and choose **Delete Rows**.

### Inserting Columns

- Click and drag to highlight the number of columns to be added.
- **Note** - It is important to highlight the columns where they are to be added.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Rows & Columns** group, click on the **Insert Left** button or the **Insert Right** button.



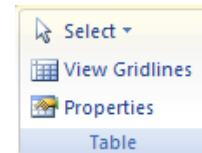
### Deleting Columns

- Click and drag to highlight cells in the columns to be deleted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Rows & Columns** group, click on the **Delete** button and choose **Delete Columns**.

## Selecting Text

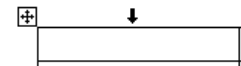
### Selecting a Row or a Column

- Click in one of the cells to be selected.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Data** group, click on the **Select** button and choose **Select Column** or **Select Row**.



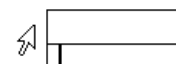
### Selecting a Column with the Mouse

- Place the cursor over the top line of the table until it changes to a dark, down arrow.
- Click to select the column it is over.
- To select more than one column, click and drag to include the desired columns.



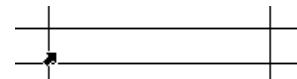
### Selecting a Row with the Mouse

- Place the cursor at the left of the desired row. The cursor becomes an arrow.
- Click to select the row.
- To select more than one row, click and drag to include the desired rows.



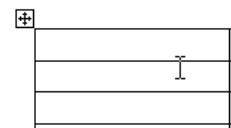
### Selecting a Cell with the Mouse

- Place the cursor just inside the bottom left corner of the cell.
- The cursor becomes a dark arrow.
- Click to select the cell.



### Selecting the Whole Table

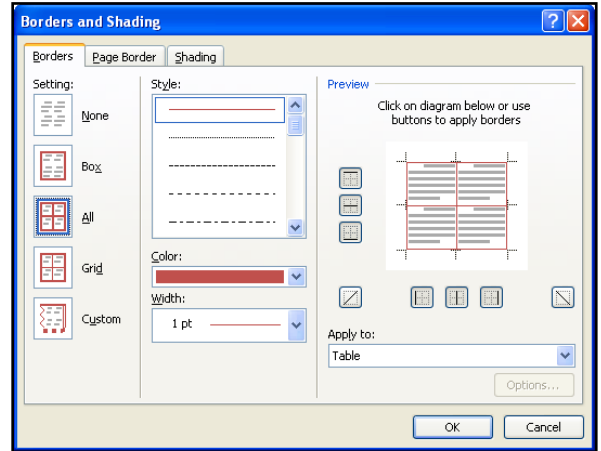
- Click in the table.
- Notice that the top left corner of the table has a plus sign in a box.
- Click on the plus sign in the box.
- OR on the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Data** group, click on the **Select** button and choose **Select Table**.



## Visual Markers and Organization

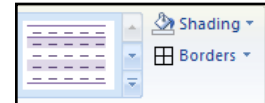
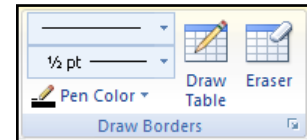
### Table Borders

- Right click in the table and choose **Borders and Shading**.
- Click on the **Borders** tab.
- Click to choose the desired setting (**None, Box, All, Grid,** or **Custom**).
- Click to choose the desired **Style** from the list.
- Click on the down arrow of the **Color** box and choose the desired border color.
- Click on the down arrow of the **Width** box and choose the desired border width.
- In the **Preview** section, use the buttons to customize the border as desired.
- Click on the down arrow of the **Apply to** box and choose **Table**.
- Click on **OK**.



### Borders around Specific Cells

- Highlight the cells.
- On the **Ribbon**, in the **Table Tools**, click on the **Design** tab.
- In the **Draw Borders** group, click on the **Line Style** button and choose a line style.
- Click on the **Line Weight** button and choose a line weight.
- Click on the **Pen Color** button and choose a color.
- In the **Table Styles** group, click on the down arrow of the **Border** button and choose the desired type of border.



### Emphasis by Colored Text

- Select the text.
- On the **Ribbon**, click on the **Home** tab.
- In the **Font** group, click on the arrow after the **Font Color** button and choose a color.
- **Note** - To see the color, click away from the text.



### Cell Background

- Highlight the cells.
- On the **Ribbon**, in the **Table Tools**, click on the **Design** tab.
- In the **Table Styles** group, click on the arrow after the **Shading** button and choose a color.
- OR click on the **Home** tab.
- In the **Paragraph** group, click on the arrow after the **Shading** button and choose a color.



### Table Background

- Click in the table.
- On the **Ribbon**, in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **Select** button and choose **Select Table**.
- On the **Ribbon**, in the **Table Tools**, click on the **Design** tab.
- In the **Table Styles** group, click on the arrow after the **Shading** button and choose a color.

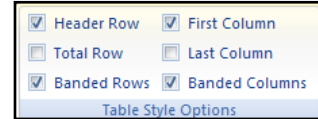


## Table Styles

- A style can be applied to an entire table, quickly improving the visual aspects of the table.

### Setting up the Style

- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Design** tab.
- In the **Table Style Options** group, click to make the desired choices.
  - **Header Row** - Identifies the first row as the header row.
  - **First Column** – Identifies the first column as labels.
  - **Total Row** – Creates a row for totals at the bottom of the table.
  - **Last Column** – Identifies the last column as different from the other columns.
  - **Banded Rows** and **Banded Columns** – Shades alternating rows and/or columns for easy reading.



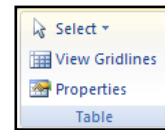
### Applying the Style

- Click in the table.
- On the **Ribbon** in the **Table Tools**, click on the **Design** tab.
- In the **Table Styles** group, click on the **More** button (bottom down arrow of the styles window).
- Click on the desired style.
- **Note** – Holding the mouse over a style without clicking shows what the table looks like with that style applied.



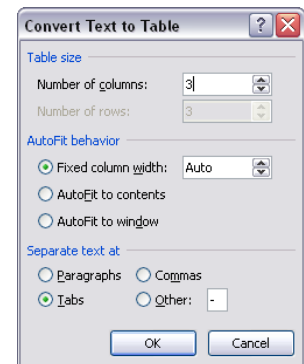
### Viewing Gridlines

- Some styles do not have gridlines separating the cells. Gridlines can be turned on for the benefit of the user even though they do not print.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Table** group, click on the **View Gridlines** button.
- **Note** – When **View Gridlines** is chosen, the button is highlighted.



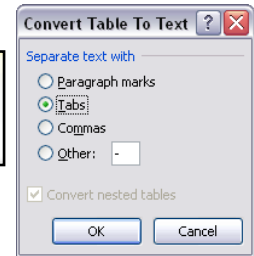
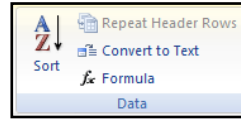
## Converting Text to a Table

- A block of text can be converted into a table.
- The text must have a marker, such as a comma or a tab, to define where the text should be broken into cells.
- Each line of text becomes a row in the table.
- Click and drag to highlight the text to be made into a table.
- On the **Ribbon**, click on the **Insert** tab.
- In the **Tables** group, click on the **Table** button and choose **Convert Text to Table**....
- Choose the number of columns desired.
- In the **Separate text at** section, choose the special character which was used to separate the information.
- **Note** - Choose **Other** and type in the character as needed.
- Click **OK**.



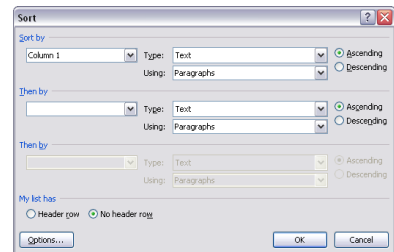
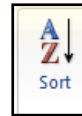
## Converting a Table to Text

- Text in a table can be changed into a block of text.
- Click in the table to be converted.
- On the **Ribbon** in the **Table Tools**, click on the **Layout** tab.
- In the **Data** group, click on the **Convert to Text** button.
- Choose whether the information in the cells is now separated by **Paragraph marks** (hard returns), **Tabs**, **Commas**, or some other character.
- Click **OK**.



## Sorting the Table

- The contents of a table can be sorted.
- **Note** - A table with merged cells across the top cannot be sorted.
- Click in the table.
- On the **Ribbon**, in the **Table Tools**, click on the **Layout** tab.
- In the **Data** group, click on the **Sort** button.
- In the **My list has** section at the bottom, choose **Header row** if the table has a header row.
- **Note** – If the table has been marked for the header row to repeat, these choices are not available.
- In the **Sort by** section, click on the down arrow and choose the column to sort by.
- Click on the down arrow after **Type** and choose the type of sort.
  - **Text** – Sorts in alphabetical order.
  - **Number** – Sorts in numeric order.
  - **Date** – Sorts in order of time.
- Choose whether the sort is to be ascending or descending.
- If additional conditions are to be applied such as then sorting by another column, make those choices.
- Click on **OK**.



## Sorting Part of the Table

- Click and drag in the table to highlight the information to be sorted.
- Follow the steps listed above in **Sorting the Table**.

## Merging

- **Start the Mail Merge** –
  - Select the type of document to be merged: letters, e-mail, envelopes, labels, or a directory.
- **Select Recipients** –
  - Select the recipients of the document using an existing list, a list of Outlook contacts, or by typing a new list.
- **Write the Letter / Arrange the document** –
  - Set up the document, inserting the data fields in appropriate places.
  - Automate the process by inserting a date that is always updated, etc.
- **Preview the document** –
  - Examine the document for completeness and correctness.
  - Be sure to save the form document.
- **Complete the Merge** –
  - Finish the merge, either sending it to the printer or creating a new document for review and editing.

## Types of Merges

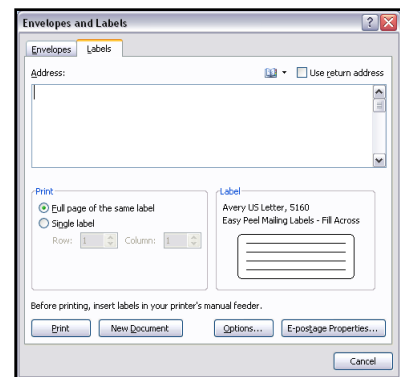
- **Letters** - Use to create customized letters to a selected group of people.
- **E-mail messages** – Use to create e-mail messages to a selected group of people. (Must use **Outlook.**)
- **Envelopes** – Use to create addressed envelopes for a group mailing.
- **Labels** – Use to create address labels for a group mailing.
- **Directory** – Use to create a directory, a catalog, or a printed list of addresses.

## Ribbon or Wizard

- Merging can be done with the **Ribbon** or with the **Mail Merge Wizard**.
- The **Mail Merge Wizard** is the same as a mail merge was done in previous versions of **Word**.
- To bring up the **Mail Merge** pane:
  - On the **Ribbon**, click on the **Mailings** tab.
  - In the **Start Mail Merge** group, click on the **Start Mail Merge** button and choose **Step by Step Mail Merge Wizard**.
- The **Ribbon** is covered first in these instructions.

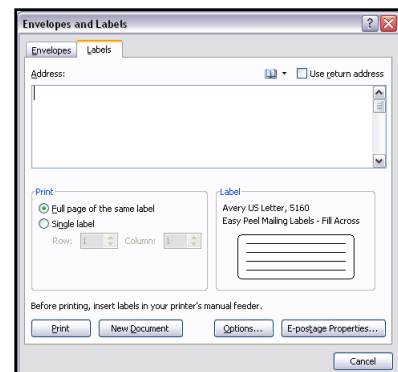
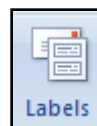
## Labels - A Page of the Same

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Create** group, click on the **Labels** button.
- Click on the **Labels** tab.
- In the **Address** window, enter the desired information.
- In the **Print** section, choose **full page of the same label**.
- Click on the **Options** button.
  - In the **Label information** section, click on the down arrow and select the company.
  - In the **Product number** window, select the desired label number.
  - For non-standard labels, see **Creating Custom Labels** below.
  - Click on **OK**.
- Click on the **Print** button to send it immediately to the printer.
- Click on the **New Document** button to open the labels as a document for formatting such as changing the font, the font size, alignment, etc.



## Labels - A Blank Page

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Create** group, click on the **Labels** button.
- Click on the **Labels** tab.
- In the **Print** section, choose **full page of the same label**.
- Click on the **Options** button.
  - In the **Label information** section, click on the down arrow and select the company.
  - In the **Product number** window, select the desired label number.
  - For non-standard labels, see **Creating Custom Labels** below.
  - Click on **OK**.
- Click on the **New Document** button.
- Enter the desired information on the labels.



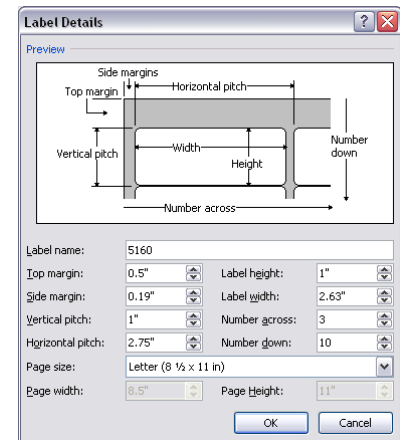
## Adding Borders

- On the **Ribbon**, click on the **Design** tab of the **Table Tools**.
- In the **Draw Borders** group, click on the **Line Style** button and choose a style.
- In the **Draw Borders** group, click on the **Line Weight** button and choose a thickness for the line.
- In the **Table Styles** group, click on the down arrow of the **Borders** button and choose the desired border.

## Custom Labels

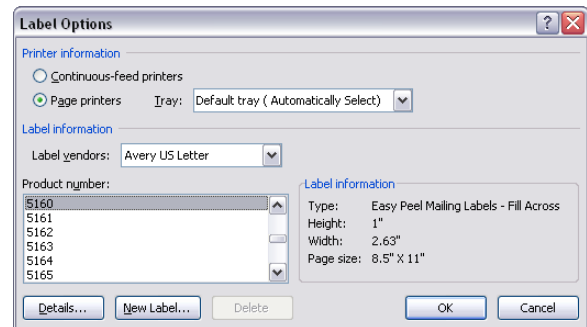
### Creating a Custom Label

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Create** group, click on the **Labels** button.
- Click on the **Labels** tab.
- Click on the **Options** button.
- Click on the **New Label...** button.
- Enter a name for the label.
- Measure the label and enter the **Top margin**, **Side margin**, **Label height**, and **Label width**.
- Enter the number of columns of labels on each sheet in **Number across**.
- Enter the number of rows of labels on each sheet in **Number down**.
- Measure the distance from the top of one label to the top of the next label and enter the measurement in **Vertical pitch**.
- Measure the distance from the right edge of one label to the right edge of the next label and enter the measurement in **Horizontal pitch**.
- Choose the paper size.
- Click on **OK**.



## Labels

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Start Mail Merge** group, click on the **Start Mail Merge** button and choose **Labels**.
- In the **Printer information** section, choose **Page printers**.
- In the **Label information** section, click on the **Label vendors** down arrow and choose the appropriate company.
- Click on the **Product number** down arrow and choose the desired product number.
- Click on **OK**.



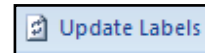
### Select Recipients

- Select the recipients of the document.
- In the **Start Mail Merge** group, click on the **Select Recipients** button and choose the desired item.
- **Existing List** – Choose **Use Existing List...**
  - Choose this to use an existing list such as an **Excel** spreadsheet or a **Word** document with a list.
  - Navigate to the location of the desired file (i.e. spreadsheet).
  - Click on the desired file and then click on the **Open** button.
  - For more information on working with an existing list, see **Using a Spreadsheet** on page 20 or **Using an Existing List** on page 21.
- **New List** – Choose **Type New List...**
  - Choose this to start a new list.
  - Enter the information in the fields as desired.
  - For more information on creating a list, see **Creating the Data Source** on page 21 or **Creating a Spreadsheet List** on page 20.
- **Outlook Contacts** – Choose **Select from Outlook contacts....**
  - Choose this to use **Outlook** contacts as the list.
  - **Note** – **Outlook** must be your email program for this option to work.



### Arrange Your Labels

- Set up the label with the desired fields.
- The first cell is the anchor cell. Set up the desired fields in that cell.
- For more information on inserting fields, see
  - **Inserting a Data Field** on page 22.
  - **Inserting an Address Block** on page 22.
- For more information on graphics and formatting the document, see
  - **Pictures** on page Error! Bookmark not defined..
  - **Page Borders** on page Error! Bookmark not defined..
- To copy the same structure of fields and formatting to the other labels, in the **Write & Insert Fields** group, click on the **Update Labels** button.
- **Save the Label Form** –
  - Click on the **Microsoft Office Button** and choose **Save As → Word Document**.
  - Navigate to the location where the form is to be saved.
  - Type a name for the form.
  - Click on the **Save** button.

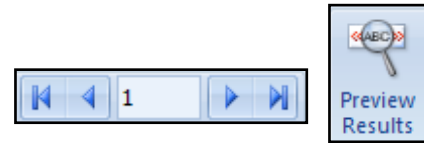


### Aligning the Labels

- Labels can be centered top to bottom.
- Click in the first label.
- On the **Ribbon**, click on the **Layout** tab of the **Table Tools**.
- In the **Alignment** group, click on the desired alignment button.
- On the **Ribbon**, click on the **Mailings** tab.
- In the **Write & Insert Fields** group, click on the **Update Labels** button.

### Preview Your Labels

- Check the letter for errors.
- In the **Preview Results** group, click on **Preview Results** button.
- The information for the first recipient appears in the form.
- In the **Preview Results** group, click on the **Next** and **Previous** arrows to see the recipient data placed in the document.
- To change the recipient list, in the **Start Mail Merge** group, click on **Edit Recipient List** button.
  - For more information on editing the recipient list, See **Organizing the Data** on page 21.



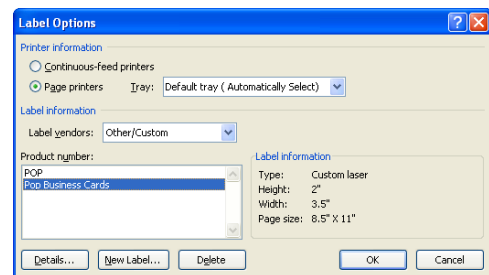
### Complete the Merge

- Check the letter(s) for errors.
- In the **Preview Results** group, click on **Auto Check for Errors**.
  - Choose the first option to simulate the merge and create a separate document which reports errors in the merge. The merge only appears to have occurred.
  - Choose the second option to merge and have the program pause when an error occurs.
  - Choose the third option to complete the merge and create a separate document which reports errors in the merge.
- To complete the merge without pausing or creating a report, in the **Finish** group, click on **Finish & Merge** button and choose the desired item:
  - To edit the individual letters:
    - Choose **Edit Individual Documents...**
    - In the **Merge to New Document** window, choose the records to be merged into the new document. (All, Current record, or a specified range.)
    - Click on **OK**.
    - The merged letters open as a new document.
  - To send the letters directly to the printer:
    - Choose **Print Documents...**
    - In the **Merge to New Document** window, choose the records to be merged into the new document. (All, Current record, or a specified range.)
    - Click on **OK**.
    - Select the desired printer and other options as desired.
    - Click on **OK**.



### Using a Custom Label in a Mail Merge

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Start Mail Merge** group, click on the **Start Mail Merge** button and choose **Labels**.
- In the **Printer information** section, choose **Page printers**.
- In the **Label information** section, click on the **Label vendors** down arrow and choose **Other/Custom**.
- In the **Product number** box, choose the desired label.
- Click on **OK**.
- Design the label as noted above.

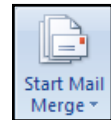


### **Using a Custom Label in a Single Page**

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Create** group, click on the **Labels** button.
- Click on the **Labels** tab.
- Click on the **Options** button.
- In the **Printer information** section, choose **Page printers**.
- In the **Label information** section, click on the **Label vendors** down arrow and choose **Other/Custom**.
- In the **Product number** box, choose the desired label.
- Click on **OK**.
- Design the label as noted above.

### **Letters**

- Merging can create customized letters which appear more personal, with names, etc.
- On the **Ribbon**, click on the **Mailings** tab.
- In the **Start Mail Merge** group, click on the **Start Mail Merge** button and choose **Letters**.



### **Select Recipients**

- Refer to **Select Recipients** under the **Labels** section on page 15.

### **Write Your Letter**

- Set up the document with the date, the field names, etc. as desired.
- To insert a field,
  - Click in the document where the field is to be inserted.
  - In the **Write & Insert Fields** group, click on **Insert Merge Field** button and choose the desired field.
  - The name of the field is displayed. (i.e. <<Last Name>>)
  - For more information on inserting fields, see
    - **Inserting a Data Field** on page 22.
    - **Inserting an Address Block** on page 22.
    - **Inserting a Greeting Line** on page 23.
  - For more information on graphics and formatting the document, see
    - **Pictures** on page Error! Bookmark not defined..
    - **Page Borders** on page Error! Bookmark not defined..
- **Save the Form** –
  - Click on the **Microsoft Office Button** and choose **Save As → Word Document**.
  - Navigate to the location the form is to be saved to.
  - Type a name for the form.
  - Click on the **Save** button.

### **Preview Your Labels**

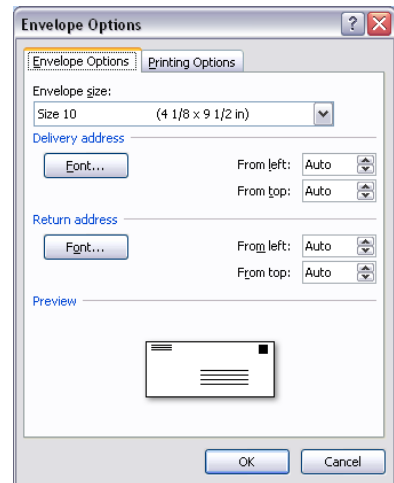
- Refer to **Preview Your Letters** in the **Letters** section on page 16

### **Complete the Merge**

- Refer to **Complete the Merge** in the **Letters** section on page 17.

## Envelopes

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Start Mail Merge** group, click on the **Start Mail Merge** button and choose **Envelopes**.
- In the **Envelope Options** window, click on the **Envelope Options** tab.
- Click on the **Envelope size** down arrow and choose the desired envelope size.
- Make adjustments to the delivery address and the return address as desired.
- Click on **OK**.



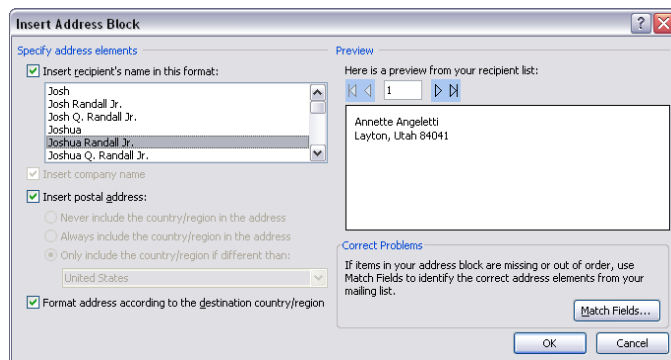
### Select Recipients

- Refer to **Select Recipients** under the **Letters** section on page 15.

### Arrange Your Envelope

- **Return Address** - Click on the top right corner of the envelope and type the return address.
- **Delivery Address** - Click in the middle of the envelope towards the bottom. There is a text box for the delivery address.

- In the **Write & Insert Fields** group, click on **Insert Merge Field** button and choose the desired field, building the address as desired.
- OR in the **Write & Insert Fields** group, click on the **Address Block** button.
  - In the **Specify address elements** section, select the desired format.
  - For more information on **Inserting an Address Block** on page 22.
  - Click on the **Match Fields...** button at the bottom right to double check the address block.
  - For more information on **Using Match Fields** see page 22.
  - The **Preview** window displays the results of the choices.
  - Click on the **Next** and **Previous** arrows to see different recipients.
  - Click on **OK**.



- **Save the Envelope Form** –
  - Click on the **Microsoft Office Button** and choose **Save As → Word Document**.
  - Navigate to the location where the form is to be saved.
  - Type a name for the form.
  - Click on the **Save** button.

### Preview Your Envelopes

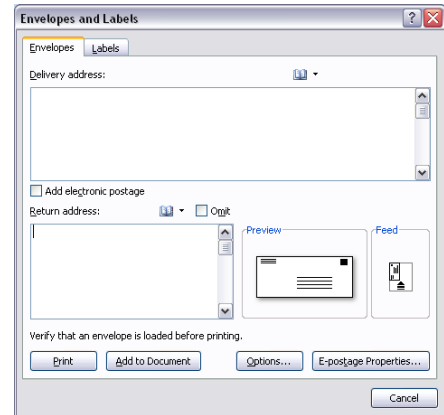
- Refer to **Preview Your Letters** in the **Letters** section on page 16.

### Complete the Merge

- Refer to **Complete the Merge** in the **Letters** section on page 17.

## Creating an Envelope

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Create** group, click on the **Envelopes** button.
- Click on the **Envelopes** tab.
- Enter the address in the **Delivery address** box.
- Enter your address in the **Return address** box.
- **Options**
  - Click on the **Options** button.
  - Click on the down arrow in the **Envelope size** box and choose the desired size.
  - In the **Delivery address** section, click on the **Font** button to change the font of the delivery address.
    - Adjust the position from the left and from the top OR leave it on **Auto**.
  - In the **Return address** section, click on the **Font** button to change the font of the return address.
    - Adjust the position from the left and from the top OR leave it on **Auto**.
  - Click on **OK**.
- **Add to Document** – The envelope can be added to a letter so that it is a single document.
  - Click on the **Add to Document** button.
  - The envelope appears above the letter (document).
  - The letter can now be written as normal. The envelope will print when the letter is printed.
  - **Note** – To print the envelope only
    - Click on the **Microsoft Office Button** and then choose **Print**.
    - In the **Page Range** section, choose **Pages:** and type **0** in the box.
    - Click on the **Print** button.
- Click on the **Print** button.

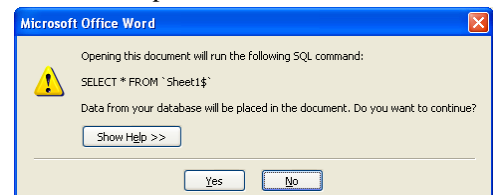


## Special Printing

- A sheet of labels that has been used before may not have all of the labels at the top of the page, but labels can still be used.
- Create the desired label document as noted above.
- Click on the **Update all labels** button.
- Delete the contents of the cells (labels) that are not to print, but do not delete information from the anchor cell. The first cell (label) is the anchor cell (label).
- Cut the information from the anchor cell and paste it into the first cell to be printed.

## Opening a Merge Document

- **Note** – Moving the document and/or the data may break the link between them. When the document is reopened, it may be necessary to locate the data file to link them again.
- On the **Menu Bar**, click on **File** → **Open**.
- Navigate to the location of the merge document and click on the desired document.
- Click on the **Open** button.
- A warning window opens indicating an SQL command will run and data will be placed in the document.
- **Clicking on Yes**
  - Click on **Yes** to open the document with the data linked.
  - Changes can then be made as usual.
  - When editing is completed, save the changes if desired.



- **Clicking on No**
  - Click on **No** to open the document without the data linked.
  - The document must then be linked to a data source such as an **Excel** spreadsheet, a **Word** table document, a list created in **Word**, or a new list.
  - Changes can then be made as usual.
  - When editing is completed, save the changes if desired.
- **Note 2** – A single document can be linked to different data sources as needed.

## Data

### Types of Data

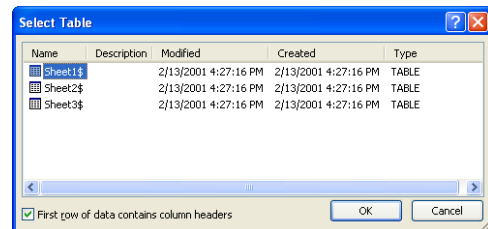
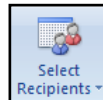
- Data can be drawn from an existing source or a new source can be created.
- Possible sources of data include
  - a **Word** document with a table
  - a spreadsheet
  - an address book from a handheld device or an e-mail program
  - a database.

### Creating a Data File in a Table

- Open a blank **Word** document.
- Create a table of the desired size.
- Each column is a field.
- The name of the field is taken from the first row.
- Save the document.

### Using a Spreadsheet

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Start Mail Merge** group, click on the **Select Recipients** button and choose **Use Existing List....**
- Navigate to the spreadsheet file, choose the file, and click on the **Open** button.
- Choose the appropriate sheet.
- Click on **OK**.



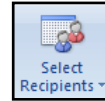
### Creating a Spreadsheet List

- Open **Excel 2007**.
- The first row should be labels identifying the information in each column (field).
- Click in cell **A1** and enter a name for the information that will be in the first column such as **Last Name**.
- Press the **Tab** key and enter a name for the information that will be in the second column.
- Continue pressing the **Tab** key and entering names for the desired columns.
- Click in cell **A2** and enter the information.
- Press the **Tab** key to move to the next column.
- Continue entering the desired information.
- To change the width of the column to fit the information:
  - Place the cursor on the **Column Indicator** between the column to be adjusted and the next one to the right. (The cursor will change to a double-headed arrow.)
  - Double click.
- To save the list:

- Click on the **Microsoft Office Button** and choose **Save As → Excel Document**.
- Give the spreadsheet a name.
- Click on the **Save** button.

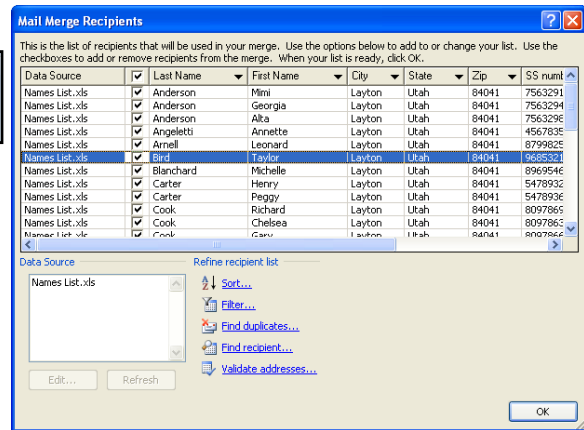
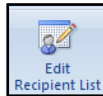
### Using an Existing List

- Open the **Word** document and begin a mail merge.
- In the **Start Mail Merge** group, click on the **Select Recipients** button and choose **Use Existing List....**
- Navigate to the file, choose the file, and click on the **Open** button.
- Click on **OK**.



### Organizing the Data

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Start Mail Merge** group, click on the **Select Recipients** button and choose **Edit Recipient List....**

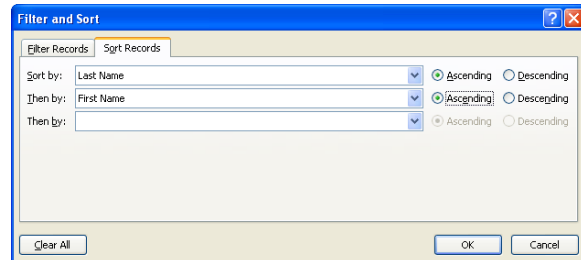


### Alphabetizing the List

- Click on the name of a field to alphabetize the list by.
- Click on the name of the field again to reverse the alphabetical order.

### Sorting Records

- Click on the **Sort** link.
- Click on the **Sort by** down arrow and choose the first field to sort by.
- Choose **Ascending** to sort A to Z. Choose **Descending** to sort Z to A.
- To choose a second field to sort by, click on the **Then by** down arrow and choose the desired field.
- Choose **Ascending** to sort A to Z. Choose **Descending** to sort Z to A.
- Choose a third field to sort by if desired.
- Click on **OK**.



### Selecting Records

- Notice the checkmarks at the beginning of each record.
- A checkmark indicates that the record is chosen.

### Filtering Records

- Click on the down arrow next to the field name.
  - **All** - Choose this to have all records available.
  - **(Blanks)** - Choose this to use only records that have no information in this field.
  - **(Nonblanks)** - Choose this to use only records that have information in this field.
  - **(Advanced)** - Choose this to filter or sort the information.
- For a more extensive filter, use the **Filter** link.

## Inserting the Date

- On the **Ribbon**, click on the **Insert** tab.
- In the **Text** group, click on **Date & Time**.
- Choose the desired date format.
- **Note** - Click in the **Update automatically** box to get the current date each time the document is opened.
- Click on **OK**.

## Inserting a Data Field

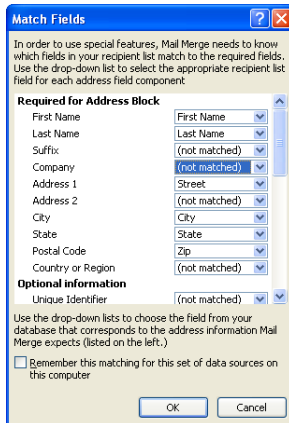
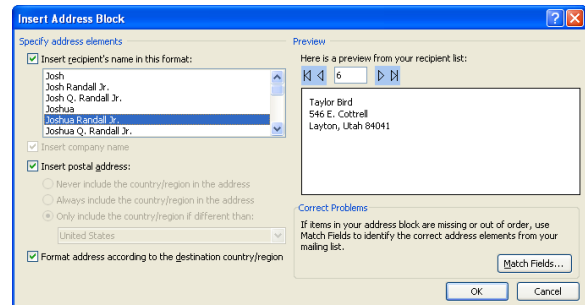
- Click in the document where the data field is to be inserted.
- On the **Ribbon**, click on the **Mailings** tab.
- In the **Write & Insert Fields** group, click on the **Insert Merge Field** button and choose the desired field.
- **Note** - Remember that the fields may need spaces between them.

## Deleting a Data Field

- Click and drag to highlight the name of the data field in the document.
- Press the **Delete** key.

## Inserting an Address Block

- An address block is the total address.
- On the **Ribbon**, click on the **Mailings** tab.
- In the **Write & Insert Fields** group, click on **Address Block** button.
- Choose the format of the name of the recipient.
- Click on **OK**.



### Using Match Fields

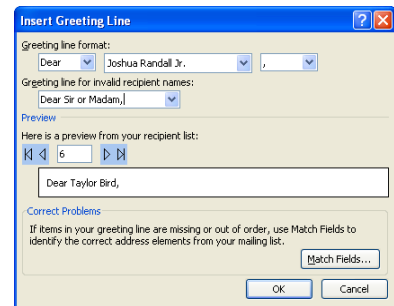
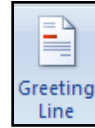
- In the **Insert Address Block** window, click on the **Match Fields...** button.
- Match the items on the left with the fields in the data source.
- Click on the down arrow for the field to be corrected and choose the appropriate field in the source data.
- To not use a field, choose **(not available)** in the list.
- Click on **OK**.

### Editing the Address Block

- **Right click** in the **Address Block** and choose **Edit Address Block...**
- Make changes as needed.
- Click on **OK**.

## Inserting a Greeting Line

- On the **Ribbon**, click on the **Mailings** tab.
- In the **Write & Insert Fields** group, click on **Greeting Line** button.
- Choose the **Greeting line format** by clicking on the down arrows and making the desired choices.
- Choose a greeting line for invalid recipient names. This can be edited by typing directly in the box.
- Use the **Next** and **Previous** arrow buttons to preview the results.
- Use the **Match Fields...** button as needed to make corrections.
- Click on **OK**.

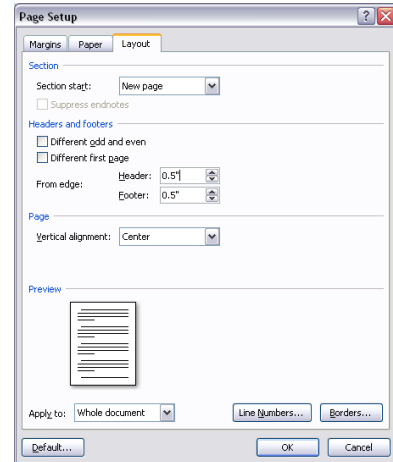


## Editing the Greeting Line

- **Right click** in the **Greeting Line** and choose **Edit Greeting Line...**
- Make changes as needed.
- Click on **OK**.

## Centering (Vertical Alignment)

- Select the text to be centered.
- On the **Ribbon**, click on the **Page Layout** tab.
- In the **Page Setup** group, click on the **Page Setup Dialog Box Launcher** button at the bottom of the group.
- Click on the **Layout** tab.
- In the **Page** section, click on the down arrow and choose **Center** as the vertical alignment.
- In the **Preview** section, click on the down arrow and choose **selected text**.
- The selected text is now centered on its own page.



## Templates

- Templates provide the basic format of a document.
- Click on the **Microsoft Office Button** and then click on **New**.
- The **Templates** section displays templates available on the computer.
  - Choose the category of template desired.
  - Click on the desired template.
  - Click on the **Create** button.
- The **Microsoft Office Online** section connects to templates available online from Microsoft.
  - Choose a category and click on the desired template.
  - Click on the **Download** button.
  - The template opens in **Word**.
  - **Note** – The document should be saved to the computer.

