Header and Footer

- A **header** is a text that is added to the *top margin* of every page. E.g. document title and page number.

- A **footer** is a text added to the *bottom margin* of every page.

- **To add or edit headers and footers in the document:**
  - Select *View → Header and Footer* from the menu bar
  - Type the *heading* such as document title, page number in the page **Header and Footer** boxes.
  - When you have finished adding, click the **Close button** on the *header and footer toolbar*.

Page Numbers / Date and Time

- **To insert page numbers in a document:**
  - Select *Insert → Page Numbers* from the menu bar.
  - Select the **position** of the page numbers to either **Top** or **bottom** of Page.
  - Select the **alignment** of the page numbers.
  - Click **OK** when finished.
- *N.B. If you don't want the page number to show on the first page (e.g. if it is a title page), **uncheck** the **Show number of first page** box.*
- **To insert Date and Time in a document:**
  - Place the cursor to the location you want to add Date and Time.
  - Select *Insert → Date and Time* from the menu bar.
  - From the dialog box, select the format you need and click **OK**.

Footnotes and Endnotes

- **Footnotes** occur at the *bottom (or foot)* of the page to explain or expand upon key points or provide source of information.

- **Endnotes** are the same as the Footnotes but they occur at the ***bottom of the document*** instead of the bottom of the page.

- Footnotes refer to a specific *word*, *sentence*, or *paragraph*.

- **To insert a footnote/endnote:**
  - Click the end of the word or sentence you want the footnote to be placed.
  - Select ***Insert*** → ***Footnote*** from the menu bar.
  - Select the appropriate option on the *Footnote and Endnote dialog box* and Click ***OK***.

Inserting Symbols

- **To insert a symbol:**
  - Place the cursor to the location you want to add the Symbol.
  - Select *Insert* $\rightarrow$ *Symbol* from the menu bar.
  - From the dialog box, select the symbol you want to insert and click **Insert** button.
  - When finished inserting symbols, click **Close** button.

Inserting Graphics

- **To add a *Clip Art image* to a document, follow these steps:**
  - Select *Insert → Picture → ClipArt* from the menu bar.
  - Click on the image you want to add to the document and choose **Insert Clip** button**.**
  - After you have finished inserting clips, click **Close** button.
- **To add an image from a file:**
  - Select *Insert → Picture → From File* from the menu bar.
  - Select the file name and click the **Insert** button.
- **To Edit an image:**
  - Select *View → Toolbars → Picture* from the menu bar And You can edit using the **Picture toolbar.**

AutoShapes

- The **AutoShapes toolbar** allows you to draw a number of geometrical shapes, arrows, flow chart elements, stars, etc.

- **To View the AutoShapes toolbar:**
  - Select *Insert* → *Pictures* → *AutoShapes* **(OR)**
  - Select *View* → *Toolbars* → *AutoShapes* from the menu bar.

- Hence, using the AutoShapes toolbar, you can insert different **AutoShapes** into your documents.

- **To *Group* images together so that they become one image:**
  - Select all the images that will be grouped by holding down the **SHIFT** key and clicking once on each image.
  - Select **Group** from the **Draw** menu on the **drawing toolbar**.
  - You can also select **Ungroup** to ungroup the images.

WordArt

- **WordArt** is used to add *headlines* in striking colours and shapes to your document.

- **To add a WordArt:**
  - Select *Insert* → *Picture* → *WordArt* from the menu bar.
  - Choose a *WordArt style* and click **OK.**
  - Enter the text in the **Edit WordArt Text box** and choose the *font*, *size*, and *style* for the text.
  - Finally Click **OK.**

Tables And Columns

Tables

- **Tables** are used to display data.

- To create (insert) a table, first of all you have to *place the cursor* where you want the table to appear in the document.

- **To insert a table:**
  1. Click the **Insert-Table button** on the standard toolbar.
  2. Drag the mouse along the grid to select the *number of rows and columns*.

     (OR)
  1. Select *Table → Insert → Table* from the menu bar.
  2. Select the *number of rows and columns* for the table.

…Tables

- **To Draw a table:**
  - Select *Table* → *Draw Table* from the menu bar.
    The **Tables and Borders** toolbar will appear.
  - Draw the *cells of the table* with the mouse.
- **To Insert additional Rows and Columns:**
  - Place the cursor in the *row/column* you want to be adjacent to.
  - Select *Table* → *Insert* → *Rows Above* (**OR**) *Rows Below* to insert a row.
  - Select *Table* → *Insert* → *Columns to the Left* or *Columns to the Right* to insert a column.
- **To Move and Resize a table:**
  - First of all, place the mouse over the table. Then:
  - Click and Drag the *four-ended moving arrow* to move a table.
  - Click and Drag the *open box resizing handle* to resize a table.

Selecting a table:

- You need to *highlight (select) the cells* of a table to format them.
- The following table shows how to select the cells of a table:

Selection	Menu Method	Mouse Method
One Cell	*Table→Select→Cell*	Click the bottom, left corner of the cell when a black arrow appears.
One Row	*Table→Select→Row*	Click outside the table to the left of the row.
One Column	*Table→Select→Column*	Click outside the table above the column when a black arrow appears.
Several Rows	*(None)*	Click outside the table to the left of the row and drag the mouse down.
Several Columns	*(None)*	Click outside the table above the column.
Entire table	*Table→Select→Table*	Triple-click to the left of the table.

Merging and Splitting Cells

- **Merge Cells** are used to combine two or more cells into one cell.
- To merge cells, select the cells to be merged and then select *Table → Merge Cells* from the menu bar.
- **Split Cells** are used to split (divide) a cell into two or more cells.
- To split a cell, place the cursor in the cell to be split and then select *Table → Split Cells* from the menu bar.

Columns

- **To quickly place text in a *column* format:**
  - First of all, select the text you want to place in a column format. Then:
  - Click the **Columns button** on the standard toolbar
  - Select the *number of columns* by dragging the mouse over the diagram.

    (OR)
  - Select *Format $\rightarrow$ Columns* from the menu bar.
  - The *Columns* dialog box allows you to choose the properties of the columns.
  - Select the *number* and *width* of the columns from the dialog box.
  - Finally, click **OK.**

Page Setup And Print Preview

- **To Open the Page Setup of a document:**
  - Click *File → Page Setup*
    - Click *Margin tab*, change the margin you want *(left, right, top, and bottom)*
    - Click *Paper Size tab*, adjust the paper size you want
    - *Page Orientation (portrait or landscape)*
    - Click *OK* button.
- **To open the Print Preview of a document:**
  - Click *File → Print Preview*,
    To close print preview, click on *Close* button.

Printing a Document

- Click *File → Print*.
- On the **Print Dialog**, do one of the following options:

multiple copies of the entire document----	In the copies box, type or select a number of copies.
only odd or even pages -----------------------	Select odd pages or even pages from the print box.
the selected text--------------------------------	Under page range, select the selection button.
an entire section----------------------------------	In the page box, type S section number for example, type S_3.
only the page containing the insertion point	Under pages range, select the current page option button.
one or more range of continuous pages ------	In the pages box, type a range with a hyphen between the page numbers, for example to print pages through 7, type 1-7.
none continuous pages -------------------------	In the pages box, type the page numbers, separated by commas, for example, to print pages 1 and 6 type 1,6.

- Choose the *OK* button

MAIL MERGE

- **Mail Merge feature** allows you to quickly produce a personalized letter for each person on your mailing list.

- Performing a **mail merge** is very useful if you often send the same document, such as an *announcement, notification or advertisement*, to many people.

- A **mail merge** saves you from having to type the information for a person, such as their name and address, on each letter.

- The **Mail Merge Helper** guides you through the steps of performing the mail merge.

… MAIL MERGE

- **To prepare a Mail Merge, we have the following steps.**
  - *Creating a main document.*
  - *Creating (opening) a data source.*
  - *Completing the main document.*
  - *Merging the main document and the data source.*

…MAIL MERGE

- **Creating a main document:**

1. Type the letter you want to send to each person on the mailing list. Include personalized information for one person.

2. Save the document.

3. Click *Tools → Mail Merge* *[The Mail Merge Helper dialog box appears]*

4. Click *Create → Form Letters.*

5. To make the document displayed on the screen of the main document, Click *Activate Window*. *[To continue, you must create a data source or open an existing data source.]*

…MAIL MERGE

- **Creating a Data Source:**

    1. Click *Tools* → *Mail Merge.*

    2. Click *Get Data* → *Create Data Source*.

    3. To remove a field name from the list of field names, click the *field name* and click **Remove Field Name**.

    4. To add a field name to the list, *double-click* the **field name text box** and type the filed name and press **Enter key**.

    5. When finished, click **OK** to continue.

    6. Save the **Data Source**. *[A dialog box appears, stating that there are no records in the source data]*

    7. Click *Edit Data Source* to enter the information for each person on the mailing list.

    8. Click each area and type the appropriate information for a person.

      (…To Be Continued Next Page)

...MAIL MERGE

- **… Creating A Data Source:**
  9. To enter the information for the next person, click **Add New**.
  10. Repeat steps 8 and 9 for each person on the mailing list.
  11. When finished, click **View Source**.
  12. Save the information.
  13. Click the **Return button** on the *Mail Merge toolbar* to return to the main document.

- **Opening the data source:**
  1. Click **Tools → Mail Merge**.
  2. Click **Get Data → Open Data Source**.
  3. Click the name of the data source and click **Open**.
  4. Click **Edit Main Document** to return to the main document.

…MAIL MERGE

- **Completing the main document:**
  1. Select an area of the text you want to change in each letter. *[Do not select any spaces before or after the text.]*
  2. Click **Insert Merge Field** on the *Mail Merge toolbar* to display a list of merge fields from the data source.
  3. Click the *merge field* that corresponds to the text you selected in step 1.
  4. Repeat steps 1 to 3 for every area of text you want to change in each letter.
  5. Save the document.

…MAIL MERGE

- **Merging the main document and the data source:**
  1. **Preview Merged Documents:**
     - Click the *View Merged Data button* on the *Mail Merge toolbar*.
     - The first record from the data source will displayed.
     - Move through the records by clicking the **first**, **previous**, **next** and **last record buttons**.
     - Click the *View Merged Data button* on the *Mail Merge toolbar*.
  2. **Merge the documents:**
     - Click the *Merge to New Document button* on the *Mail Merge toolbar*.
- *Do an activity on page 99 in the text book!!!!!!!*

The End!!!!