World of Word 2016 Agenda Level 2

1. Ribbon Review
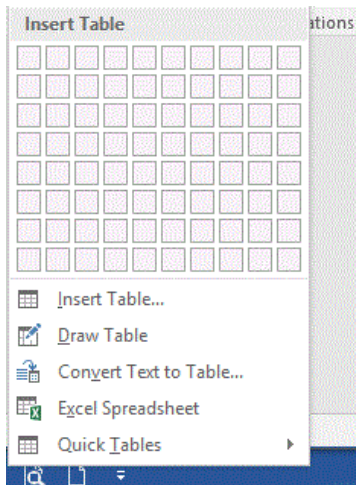   http://pamstephens890.weebly.com/
   pamela.stephens890@gmail.com

2. Review **Format Painter** - Format Painter

3. Insert a Table. **Insert** ribbon, **Table**: types

Insert Table

Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables

World of Word 2016 Agenda Level 2
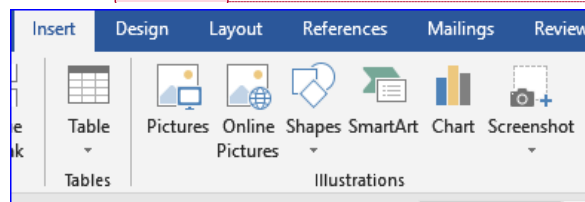
a. Copy this table:
   i. To Select:
      a) Cell – mouse to left margin of cell
      b) Row - mouse outside to the left of the row
      c) Column – Mouse at top of column when mouse changes to an arrow ⬇
      d) The entire table – hover mouse over the table until the move tool ⊞▪ appears in top left corner, click and drag.

			Merged Centered Cells			

   ii. Diagonal lines – click arrow above a column, choose the borders button, diagonal down.
b. To insert columns or rows; right click on any cell **Insert**.

4. Graphics – **Insert** ribbon - **Shapes**, **SmartArt**, **Chart**, **Screenshot**, **Online Pictures** (& pictures from your computer)

Insert	Design	Layout	References	Mailings	Review

Table Pictures Online Shapes SmartArt Chart Screenshot
Pictures
Tables   Illustrations

5. Comments

6. Mail Merge

a. **Mailings** – **Start Mail Merge** - Select the **Step-by-Step Mail Merge Wizard**
b. Step 1 -Select the document type
c. Step 2 – Select starting document
d. Step 3 - Choose the list of recipients
   i. Type a new list
   ii. Use an existing list
   iii. Choose from outlook contacts
      1. Browse for existing database
e. Step 4 - Write the document – **match fields**
   i. <<first>> <<last>>
   ii. <<street>>
   iii. <<city>>, <<state>>, <<zip>>
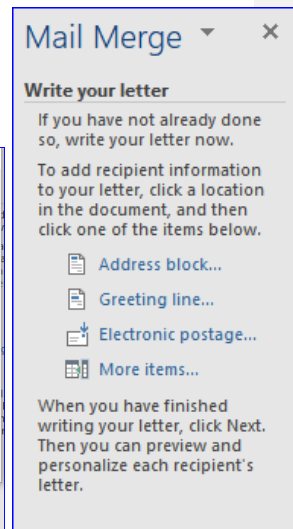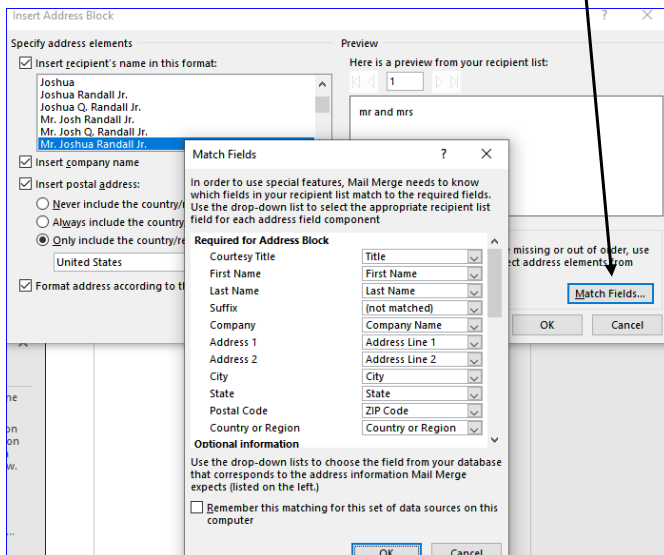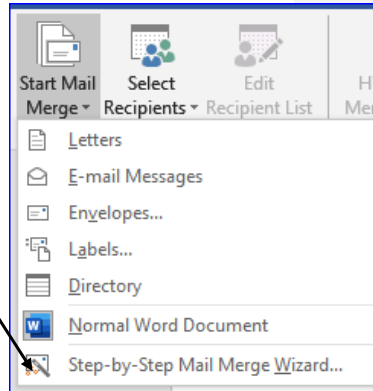
    f. Step 5 - Merge the document with the recipients and preview the letters or addresses etc.

    g. Step 6 - print

7. Merge for Letters – Practice Address and greeting for a letter using the **Mail Merge Wizard**

8. Merge for envelopes

> **Commented [PS5]:** We cant print from these lab computers so we wont be doing this step 6 in class.

> **Commented [PS6]:** We don't have envelopes and they can be different sizes so we wont practice this one.

> **Commented [PS7R6]:**

Create a Wanted Poster