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## UNIT 4 MS WORD: PART II

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### Structure

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- 4.2 Advance Formatting features
- 4.3 References Tab
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- 4.6 Share and Export Features
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### 4.0 OBJECTIVES

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After studying this unit, you should be able to :

- manage Graphics with text;
- apply text wrapping in tables;
- perform better formatting of paragraphs;
- perform better text management in cells of Tables;
- use Footnote and Endnote of your document;
- perform proofing your document and;
- use Mail Merge feature of MS Word.

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### 4.1 INTRODUCTION

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Microsoft word is a full featured word processing program, which can be used for any work involving creating and managing text. You can use it from the simplest to the most complex word – processing applications. Using Word, you can write letters, and reports, prepare bills and invoices, prepare office stationery- letter heads, envelopes, forms, design brochures, pamphlets, newsletters, magazines, etc.

In this practical you will learn more advance features of formatting of text, graphics, table, paragraphs, to make your document more presentable. You will also learn how to proof your document and other advanced features of MS Word.

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### 4.2 ADVANCE FORMATTING FEATURES

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**MS Word** has many advance features. These are discussed as follows:

#### 1. Text Wrapping around Graphical objects

**Steps to Apply text wrapping options on graphical objects such as picture, image, chart, drawing, etc:**

- Select the object to apply wrapping to.
- In the help menu named **Picture tools**, select
  - ◆ **Format Picture** → **Arrange** → **Wrap text** and
  - ◆ Select the desired wrapping style (Fig 4.1)

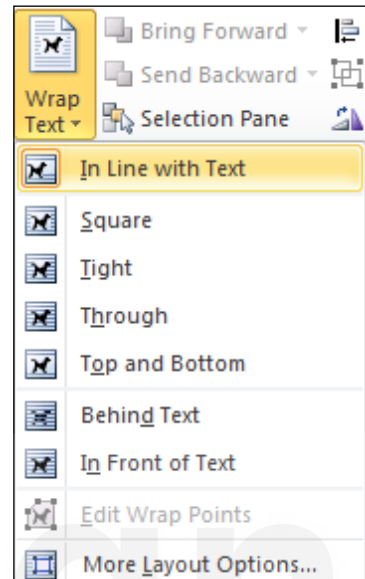


Fig 4.1: Text wrapping

#### Steps to Apply Text Wrapping on Tables:

- Select the table.
- In the help Table. Go to **Table layout** → **Properties**.
- In the **Table Properties** window, Select the desired wrapping style under the subheading **Table** (Fig 4.2)

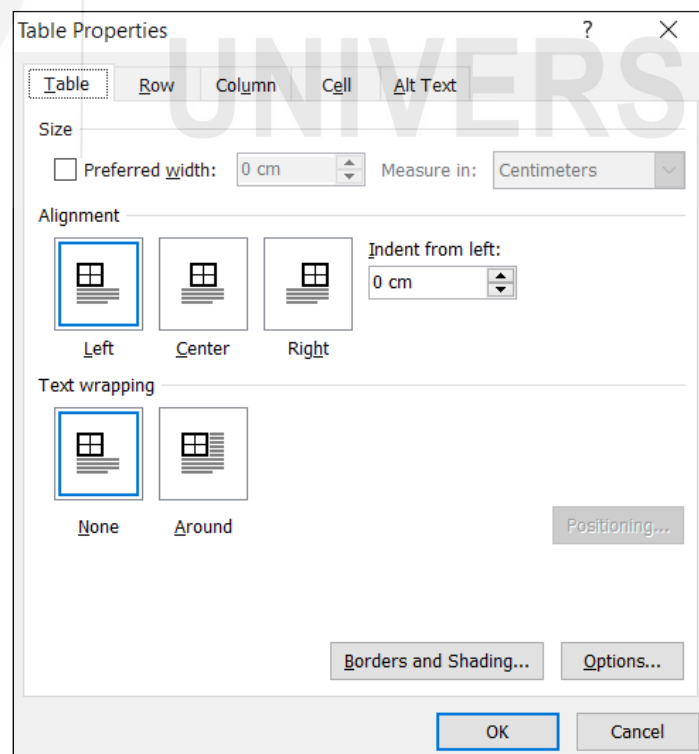


Fig 4.2: Wrapping text in Table Properties

## 2. Formatting of Paragraphs

The following can be done:

### a. Line spacing

To set line spacing, select, **Home** → **Paragraph** → **Spacing between lines and paragraphs** → **Line spacing options**.

**Following types of line spacing are available:**

1. **At least:** This option sets the minimum space required to accommodate the largest font or character in the row.
2. **Exactly:** Use this option to specify exact spacing.
3. **Multiple:** This option sets the line spacing to increase or decrease space from single to the specified percentage. For example, setting line spacing from 1 to 1.2 will increase the line space by 20%. (Fig 4.3)

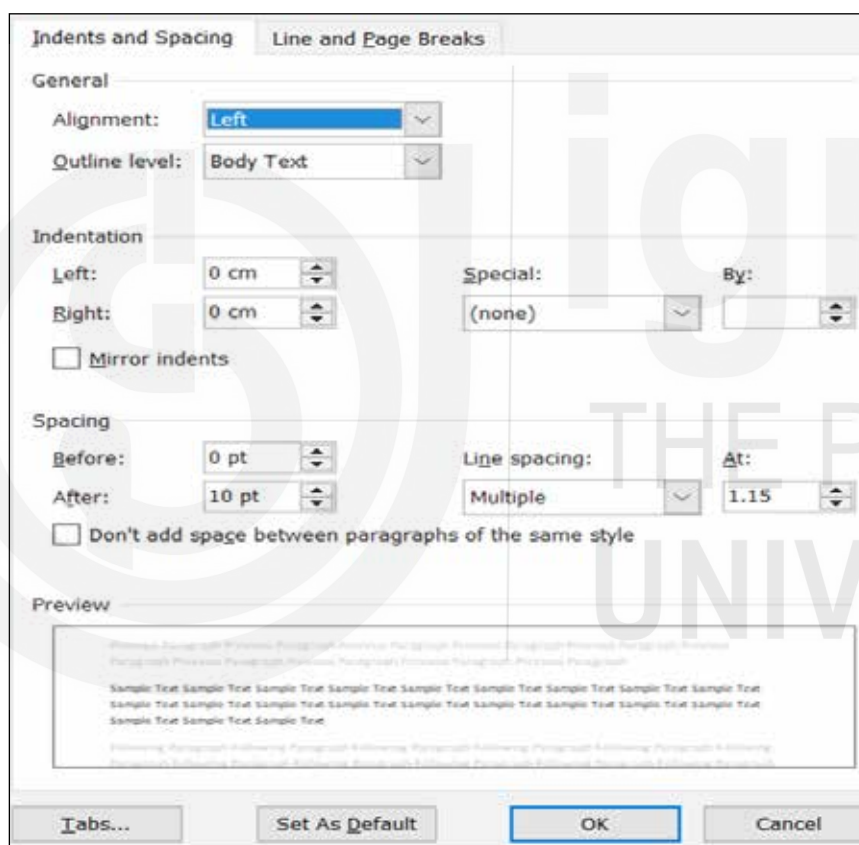


Fig 4.3: Line Spacing

### b. Paragraph breaks

1. Go to **Page Layout** → **Paragraph**
2. Click on the dialog box.
3. In the dialog box under the tab

In Line and Page Breaks, there are four options available.

- **Widow/orphan control:** It prevents a page to end with one line of a new paragraph.
- **Keep the following:** This option prevents page breaks between paragraphs.

- **Do not split lines:** This prevents a page break in the middle of a paragraph.
- **Page break before:** This determines a page break before a paragraph. (Fig 4.4)

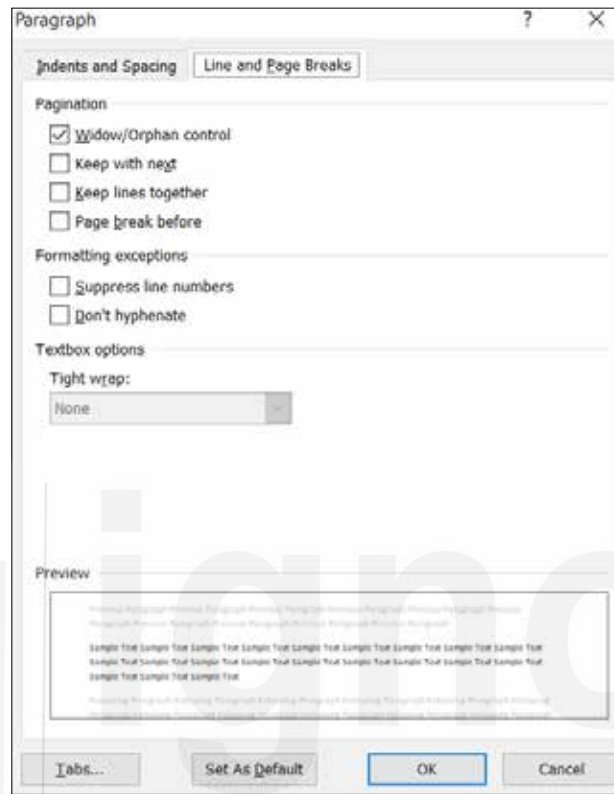


Fig 4.4: Paragraph Breaks

### 3. Formatting of Tables

#### a. Table styles

When you select a table, a help menu **Table options** will appear.

Go to **Design** → **Table styles** and select the desired style (Fig 4.5)



Fig 4.5: Table styles

#### b. Merge, split cells in a table.

If you select the **Split cells** option, a dialog box will appear where you can then define in how many rows or/and columns you want to split a cell(s) (Fig 4.6)

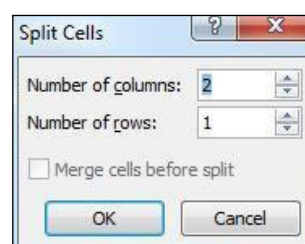


Fig 4.6: Split cells options

To merge cells, select multiple cells and right click, choose merge cell option. (Fig 4.7)

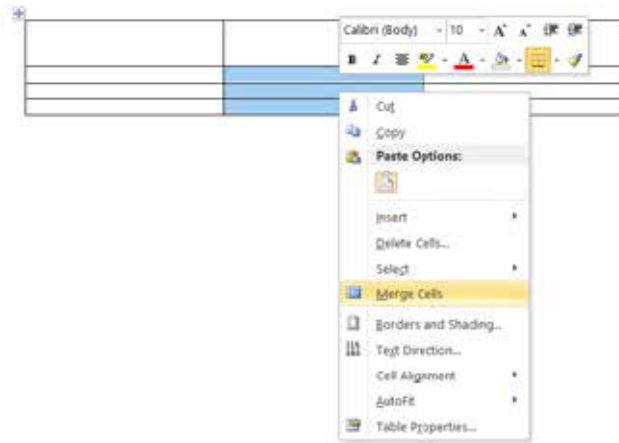


Fig 4.7: Merge cells option

**c. Change Text Alignment in a Cell**

1. Select Cell
2. Right Click
3. Select Table Properties
4. Click on Cell Tab
5. Choose the desired alignment style. (Fig 4.8)

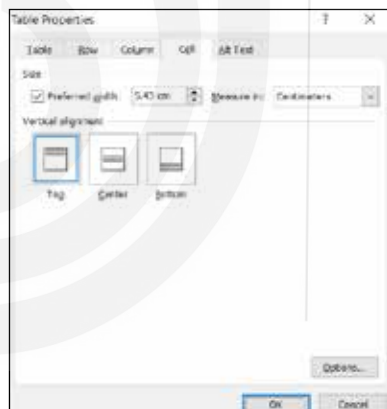


Fig 4.8: Table Properties

**d. Change Text Direction in a Cell**

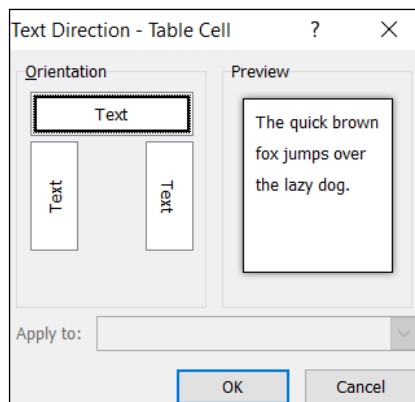


Fig 4.9: Changing text direction in a cell

- e. To repeat automatically a heading row at top of each page
- Select the header you want to repeat .
  - The header should be in first row of the table
  - Choose Table Properties → Row →
  - Select Option 'Repeat as header row at the top of each page' (Fig 4.10)

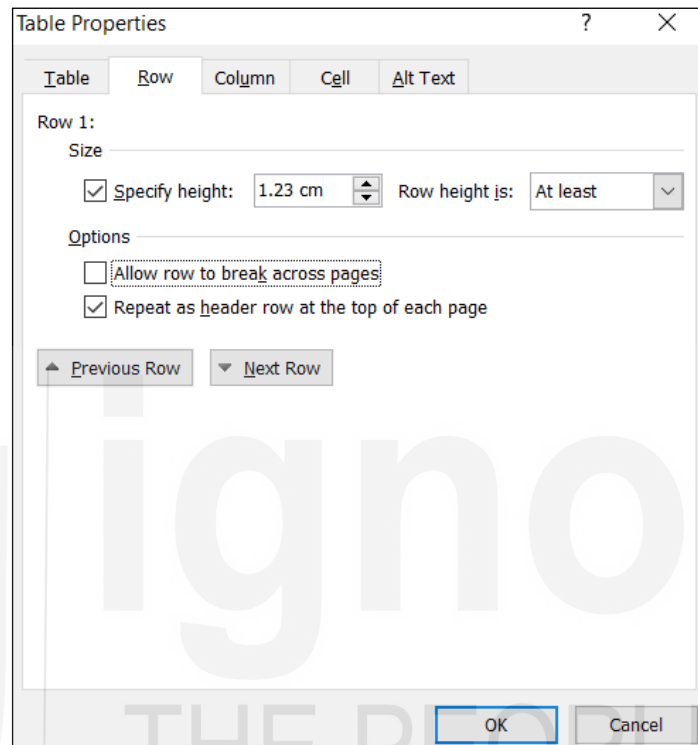


Fig 4.10: Repeating automatically

f. Design and layout features

Design features include using themes, titles, color options, fonts, effects, use of water mark, page color and borders which can be used in the document as per choice. (Fig 4.11)



Fig 4.11: Design of document features

Layout features include adding margins, giving orientation ( portrait or landscape), changing size, putting text into columns, adding breaks or line numbers , setting the indent and aligning.



Fig 4.12: Layout features

Any picture added can be formatted using Picture format tab which opens up after picture is clicked.



Fig 4.13: Picture format tab

### Check Your Progress 1

How can Text be aligned in cell of Table?

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## 4.3 REFERENCES TAB

The references tab shows the various features helping to add references. This has been shown in Fig 4.11.

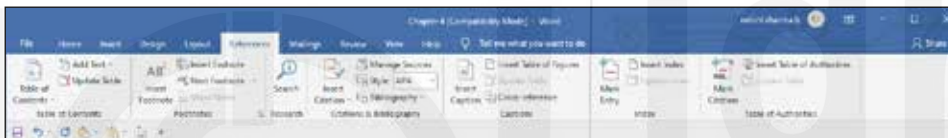


Fig 4.11: References tab

The various features are as follows:

### a. Table of contents

It can be created using the options available on the Table of contents tab. The formatting and style can also be selected. (Fig 4.14)

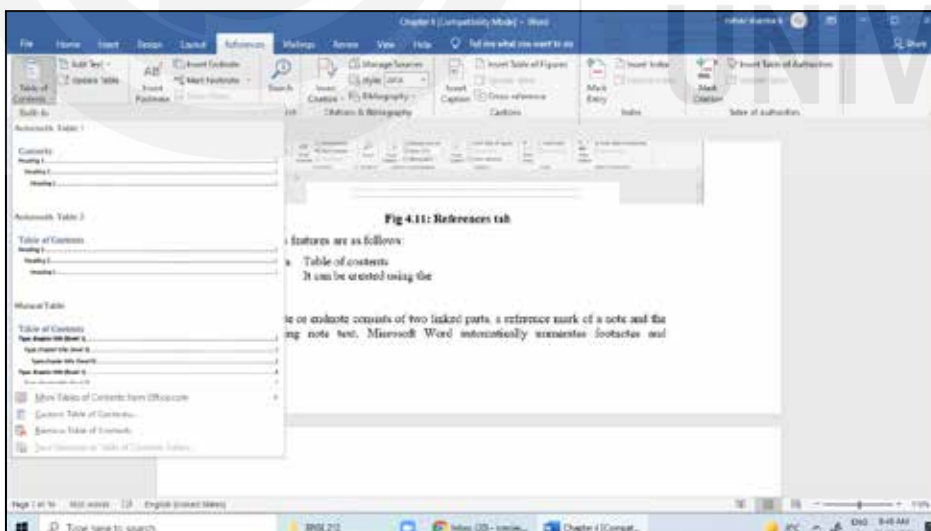


Fig 4.14: Formatting on the Table of Contents

### b. Insert footnote, Endnote

The footnote or endnote consists of two linked parts, a reference mark of a note and the corresponding note text. Microsoft Word automatically numerates footnotes and endnotes. You can use only one numbering scheme throughout a document or different schemes for each section of the



document. The commands for inserting and editing footnotes and endnotes are in the **References** tab in the **Footnotes** group.

To insert a footnote/endnote, position the cursor first in the text where you want to insert the reference note mark, and then click on **References** -> **Footnotes** → **Insert Footnote** or **Insert Endnote**. (Fig 4.15)

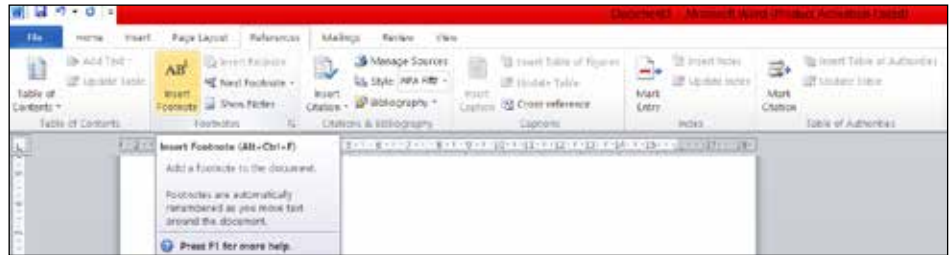


Fig 4.15: Inserting footnote and endnote

By default, Word sets footnotes at the end of each page and endnotes at the end of the document. You can also insert next footnote (Fig 4.16)

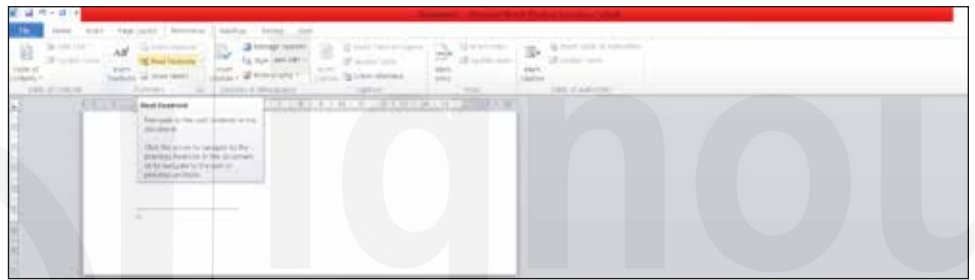


Fig 4.16: Inserting Next Footnote

To edit a footnote or an endnote click on the **Footnote and endnote** dialog box to make any desired changes (Fig 4.17)

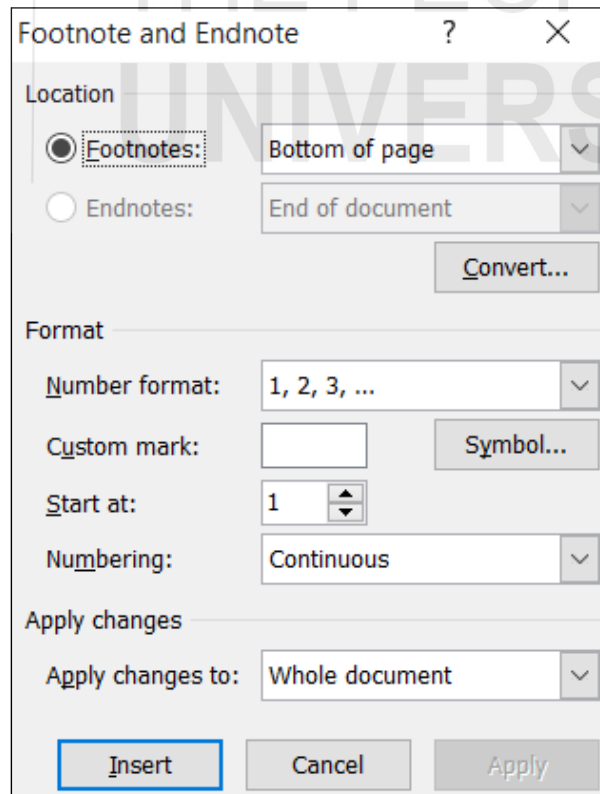


Fig 4.17: Editing footnote



### c. Citations and Bibliography

Inserting citation can be done by using Insert citation. Bibliography can be made by using manage sources and bibliography feature. The Style of bibliography can also be chosen. (Fig 4.18)

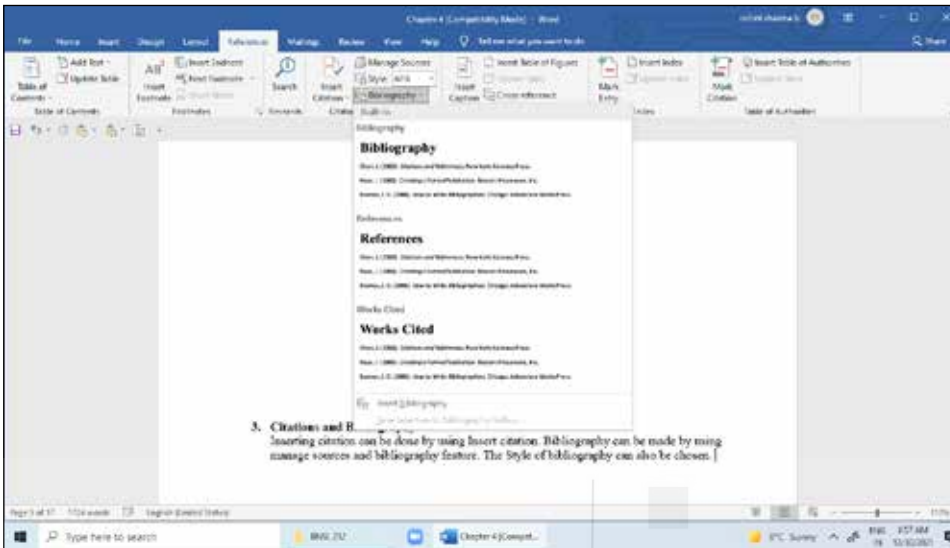


Fig 4.18: Style of Bibliography

d. Other styles include Inserting caption, table of figures, cross-reference, mark entry, insert index, insert table of authorities and marking citations (Also shown in Fig 4.18) which can be used as required.

## 4.4 REVIEW TAB

The review tab comes loaded with variety of features as shown in Fig 4.19.



Fig 4.19: Review tab

The review tab of Microsoft Word has some useful features that we can use to edit our document. These include:

### 1. Proofing Group

It is helpful in checking spelling and grammar along with features of translation, research and thesaurus by highlighting a text and clicking the requisite tab. (Fig 4.20)

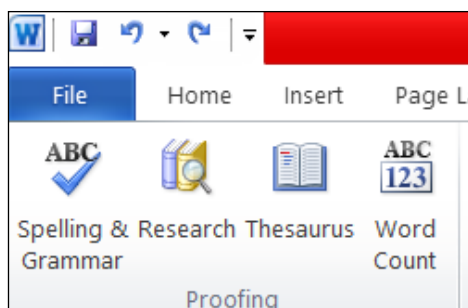


Fig 4.20: Proofing group

- a. **Spelling and grammar:** The spelling and grammar tool are used for checking the spelling and grammar of your document. The shortcut key is function key F7.
- When you click this tool, the spelling and grammar dialog appears.
  - It will display the word that is not in the dictionary and will show suggestions.
  - It will give choice to the user to accept or ignore or add the new word in dictionary.
  - The wrong spelling is shown in red. (Fig 4.21)
  - After successful completion of spell check and grammar it shall show the message as in Fig 4.21.

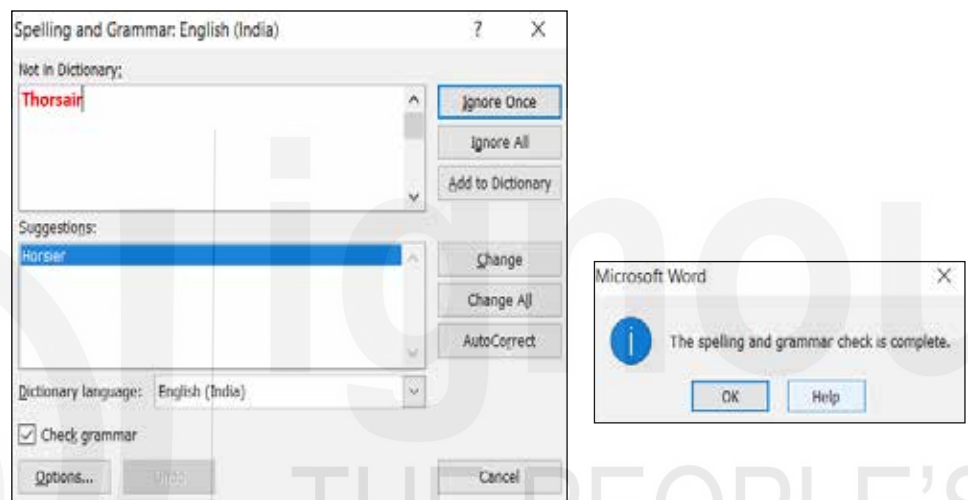


Fig 4.21: Spell and grammar check

- b. **Research:** The research tool opens the research task pane that is used to search through reference materials, such as dictionaries, encyclopedias, and translational services. (Fig 4.22)

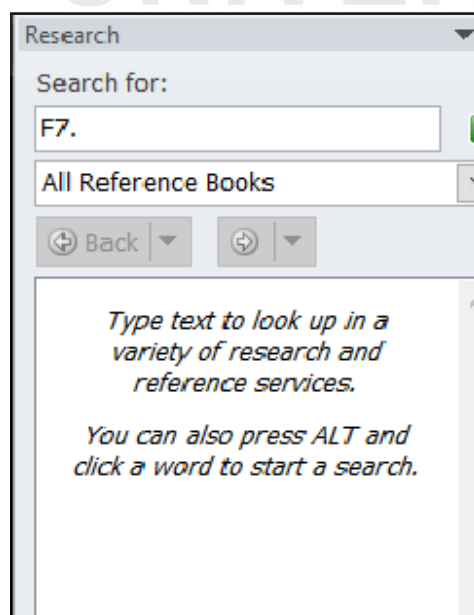


Fig 4.22: Research option

### c. Word Count

It gives statistics of words, pages, characters, paragraphs etc in current document (Fig 4.23).

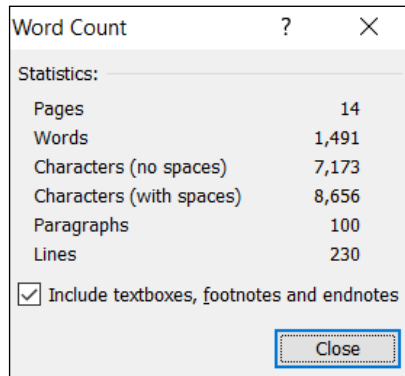


Fig 4.23: Word count statistics

2. **Other features** include writing comments/ deleting them (Fig 4.24), tracking changes, comparing and protecting document by using a password.

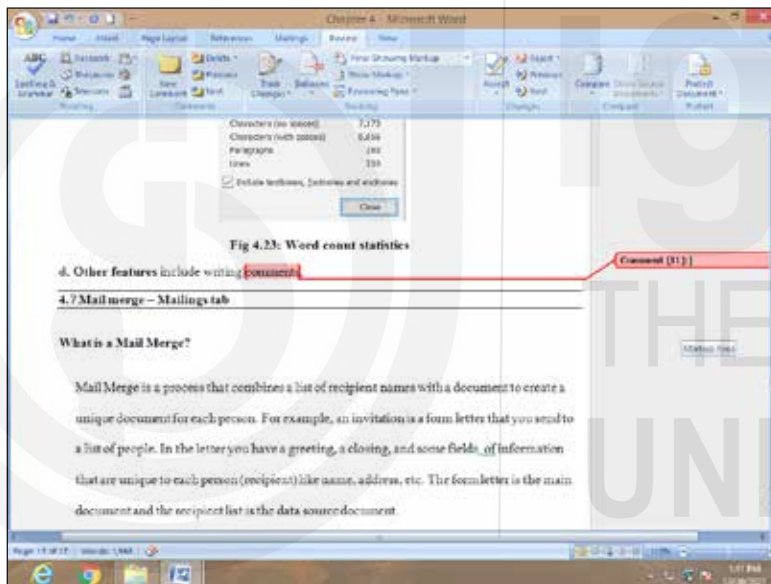


Fig 4.24: Writing comments

## 4.5 MAIL MERGE – MAILINGS TAB

Mail Merge is a process that combines a list of recipient names with a document to create a unique document for each person. For example, an invitation is a form letter that you send to a list of people. In the letter you have a greeting, a closing, and some fields of information that are unique to each person (recipient) like name, address, etc. The form letter is the main document and the recipient list is the data source document. Fig 4.25 shows the mailings tab.

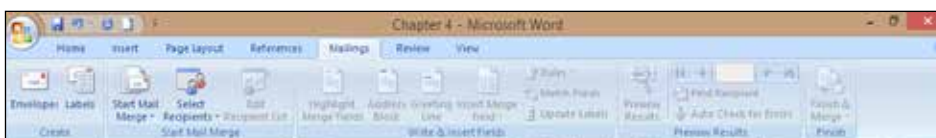


Fig 4.25: Mailings tab

## **The usage involves:**

### **Getting Started**

First plan and prepare information required for both the documents before performing the mail merge.

### **Main Document**

The main document is information that is reused, sort of like a template. It includes the text that will be the same for each recipient like the inside address, body text, closing of a form letter

### **Data Source Document**

The data source is simply a list of recipients. For example, a mailing list contains information about how to contact each recipient: name, address, city, state, etc

### **What Can I Create?**

Using these two documents gives you a host of options to create unique items for a variety of needs. For example:

- Form Letters
- Mailing Labels
- Envelopes
- Email Messages
- Meeting signs
- Name tags
- And More

### **Some Preparation before you use Mail Merge**

Because it makes the mail merge easier, it is good practice to create the data source before the merge. You can create the data source in Word, Excel, or Access. However, if you create it during the merge, Word will only save the file in Access format.

### **Data Source Document**

The data source document stores the data records (information) for each recipient of your main document.

### **Data Records**

The data source is made up of records. A record is a collection of related information. For example, all the information about one person in a mailing list — the name, address, etc. — is a record.

### **Fields**

Each record is divided into fields. A field is a specific piece of information about a person, such as their name or phone number. This field of information is inserted into the main document to make the document unique for each recipient

### **New Data Source**

You may need to create your own data source. If you need to create your own, you can use a Word table, an Excel spreadsheet, or an Access database. Make sure this document is ready before you begin the merge process.

Steps for Mail Merge:

- Go to the Start mail merge option and click on it.



Fig 4.26: Mail merge

- Add the recipients to the new mailing list.(Fig 4.27)

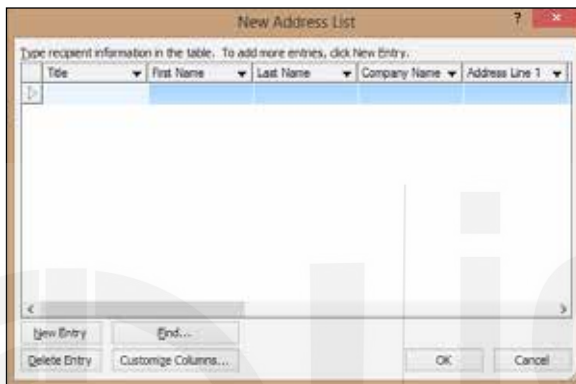


Fig 4.27: New Address list

- Then click step by step mail merge wizard.

**Check Your Progress 2**

How is mail merge useful?

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### 4.6 SHARE AND EXPORT FEATURES

These features are seen after clicking the office button of MS Word. They are present as print, prepare, send , publish (Fig 4.28)

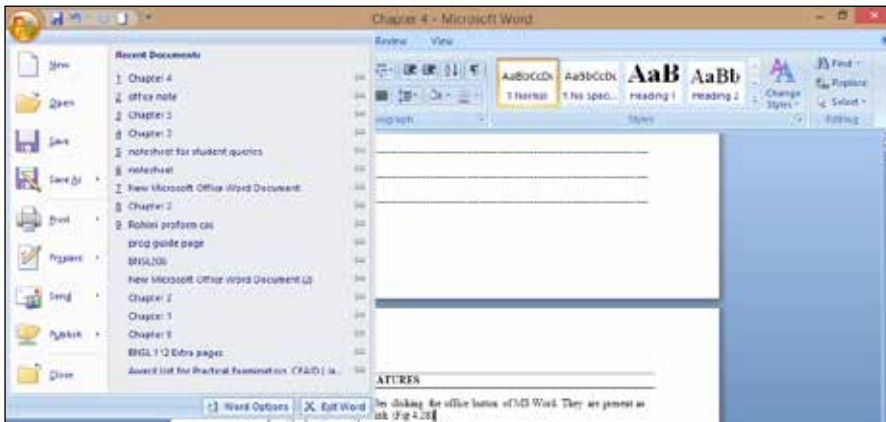
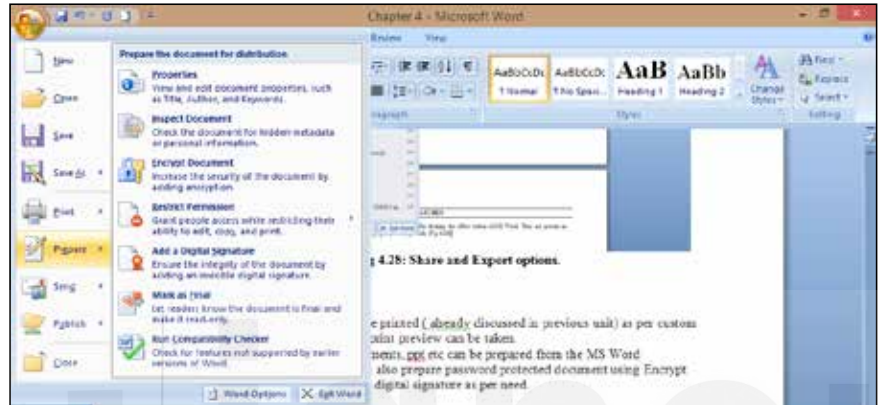


Fig 4.28: Share and Export options.

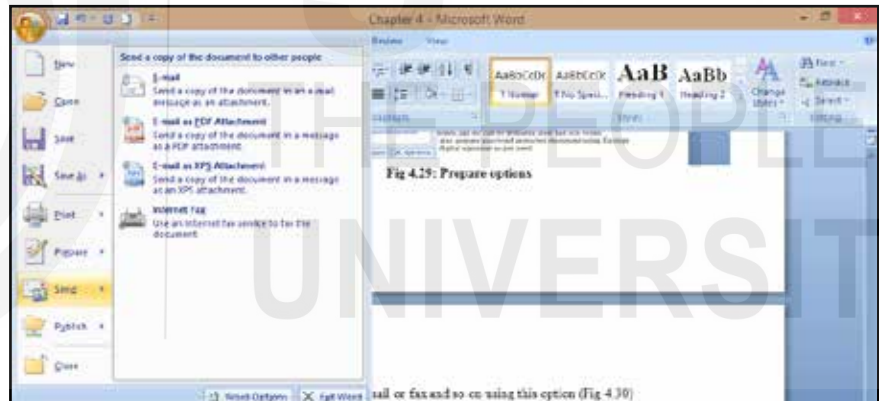
**These options include:**

1. **Print:** The document can be printed ( already discussed in previous unit) as per custom or whole document and also print preview can be taken.
2. **Prepare:** Many other documents, ppt etc can be prepared from the MS Word document(Fig 4.29). One can also prepare password protected document using Encrypt document command or add a digital signature as per need.



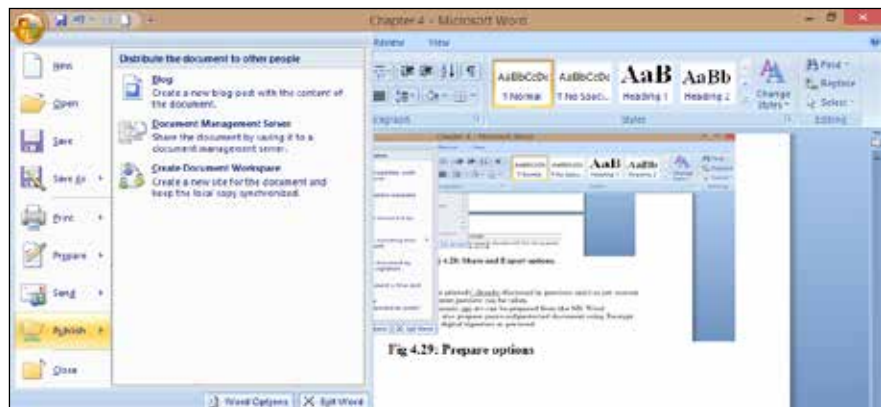
**Fig 4.29: Prepare options**

3. **Send :** It can be sent via email or fax and so on using this option (Fig 4.30)



**Fig 4.30:Send options**

4. **Publish option** helps in publishing into various formats (Fig 4.31)



**Fig 4.31: Publish option**



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## 4.7 LET US SUM UP

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In this practical you have learnt advance features of MS Word like Advance Formatting, Text Wrapping, table formatting, Footnotes, end notes, Review, Proofing Group, Spelling and grammar, Research, Word Count, Mail merge and so on.

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## 4.8 ANSWERS TO CHECK YOUR PROGRESS

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### Check Your Progress 1

1. Follow the following steps
  - a. Select Cell
  - b. Right Click
  - c. Select Table Properties
  - d. Click on Cell Tab
  - e. Choose the desired alignment style

### Check Your Progress 2

1. Mail merge is a very useful feature of MS Word that enables users to send a similar letter or document to multiple recipients. It enables connecting a single form template with a data source that contains information about the recipient's name, address, and other predefined and supporting data.

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## 4.9 ACTIVITY

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Make a table showing patient vital signs readings including temperature, Blood pressure, sugar, etc in the MS word. Also use spelling and grammar tool.