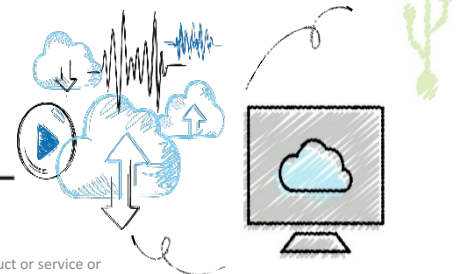


Shelly Cashman: Microsoft Word 2016

Module 3: Creating a Business Letter with a Letterhead and Table





Objectives (Slide 1 of 2)

- Change margins
- Insert and format a shape
- Change text wrapping
- Insert an online picture and format it
- Insert a symbol
- Add a border to a paragraph
- Clear formatting
- Convert a hyperlink to regular text



Objectives (Slide 2 of 2)

- Apply a style
- Set and use tab stops
- Insert the current date
- Create, modify, and insert a building block
- Insert a Word table, enter data in the table, and format the table
- Address and print an envelope



Project-Business Letter with a Letterhead and Table (Slide 1 of 2)

- Roadmap
 - Create and format a letterhead with graphics
 - Specify the letter formats according to business letter guidelines
 - Insert a table in the letter
 - Format the table in the letter
 - Insert a bulleted list in the letter
 - Address an envelope for the letter



Project-Business Letter with a Letterhead and Table (Slide 2 of 2)

- To Change Margin Settings
 - Display the PAGE LAYOUT tab
 - Click the Adjust Margins button to display the Adjust Margins gallery
 - Click the desired setting in the Margins gallery to change the margins

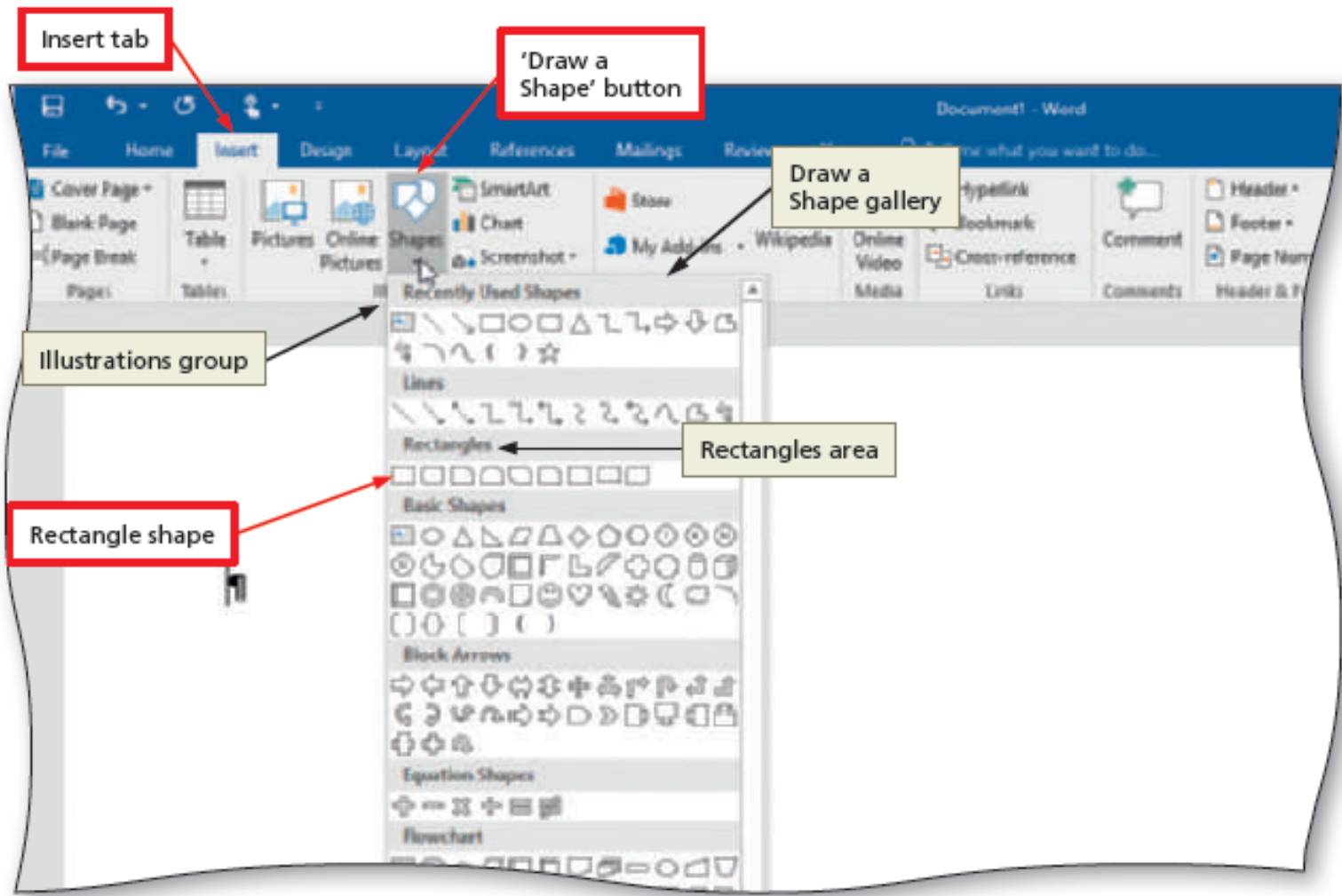


Creating a Letterhead (Slide 1 of 17)

- To Insert a Shape
 - Display the INSERT tab
 - Click the 'Draw a Shape' button to display the Draw a Shape gallery
 - Click the desired shape, which removes the gallery. The pointer changes to the shape of a crosshair in the document window
 - Position the pointer (a crosshair) in the approximate location for the upper-left corner of the desired shape
 - Drag the mouse to the right and downward to form the boundaries of the shape



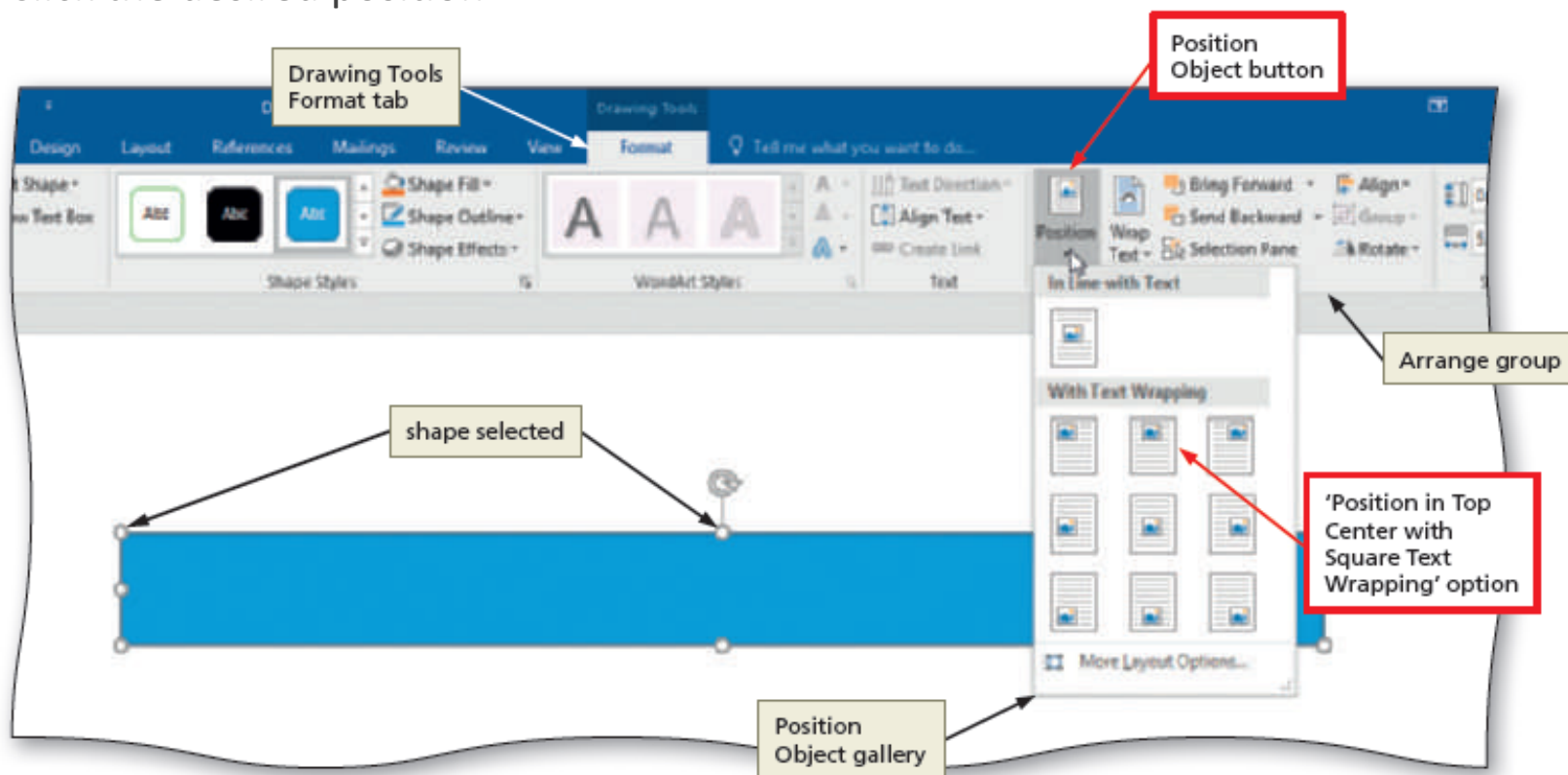
Creating a Letterhead (Slide 2 of 17)





Creating a Letterhead (Slide 3 of 17)

- To Change an Object's Position
 - With the shape selected, click the Position Object button to display the Position Object gallery
 - Click the desired position





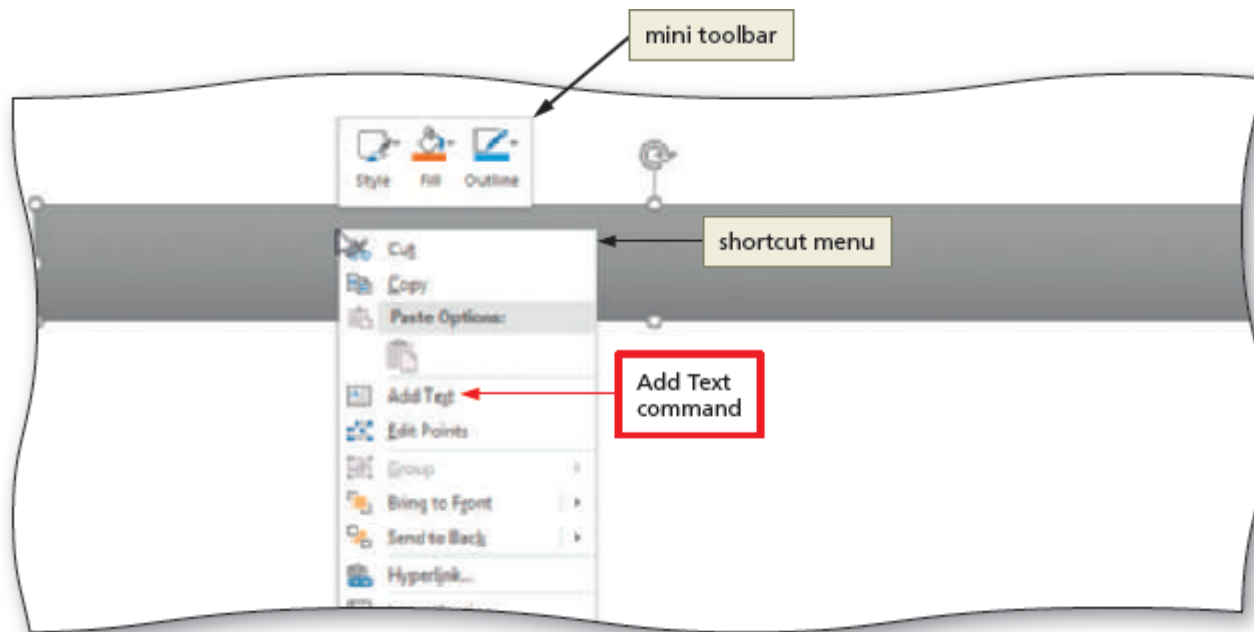
Creating a Letterhead (Slide 4 of 17)

- To Change an Object's Text Wrapping
 - With the shape still selected, click the Layout Options button attached to the graphic to display the Layout Options gallery
 - Click the desired option in the Layout Options gallery
 - Click the Close button in the Layout Options gallery to close the gallery
- To Apply a Shape Style
 - Select the shape, and click the More button in the Shape Styles gallery to expand the gallery
 - Click the desired style to apply the selected style to the shape



Creating a Letterhead (Slide 5 of 17)

- To Add Text to a Shape
 - Right-click the shape to display a mini toolbar and/or shortcut menu
 - Click Add Text on the shortcut menu to place an insertion point in the shape
 - Type the desired text in the shape





Creating a Letterhead (Slide 6 of 17)

- To Use the 'Increase Font Size' Button
 - Select the text of which you wish to increase the font size
 - Display the HOME tab
 - Repeatedly click the 'Increase Font Size' button until the text is the desired font size
- To Change the Document Theme
 - Display the DESIGN tab
 - Click the Themes button to display the Themes gallery
 - Click the desire theme



Creating a Letterhead (Slide 7 of 17)

- To Insert an Online Picture
 - Position the insertion point where you want to insert the clip art image
 - Display the INSERT tab
 - Click the Online Pictures button to display the Insert Pictures dialog box
 - Type the desired search text in the Search box
 - Click the Search button to display a list of clip art that matches the entered search text
 - Click the desired clip
 - Click the Insert button to insert the selected clip art in the document at the location of the insertion point



Creating a Letterhead (Slide 8 of 17)

- To Resize a Graphic to a Percent of the Original Size
 - With the graphic selected, click the Advanced Layout: Size Dialog Box Launcher to display the Layout dialog box
 - In the Scale area, double-click the current value in the Height box to select it
 - Type the desired height in the Height box and then press the TAB key to display the same percent value in the Width box
 - Click the OK button to close the dialog box and resize the selected graphic



Creating a Letterhead (Slide 9 of 17)

- To Change the Color of a Graphic
 - With the graphic selected, click the Color button to display the Color gallery
 - Click the color to change the color of the selected graphic
- To Set a transparent Color in a Graphic
 - With the graphic selected, click the Color button to display the Color gallery
 - Click 'Set Transparent Color' in the Color gallery to display a pen pointer in the document window
 - Click the location of the graphic where you want the color to be transparent



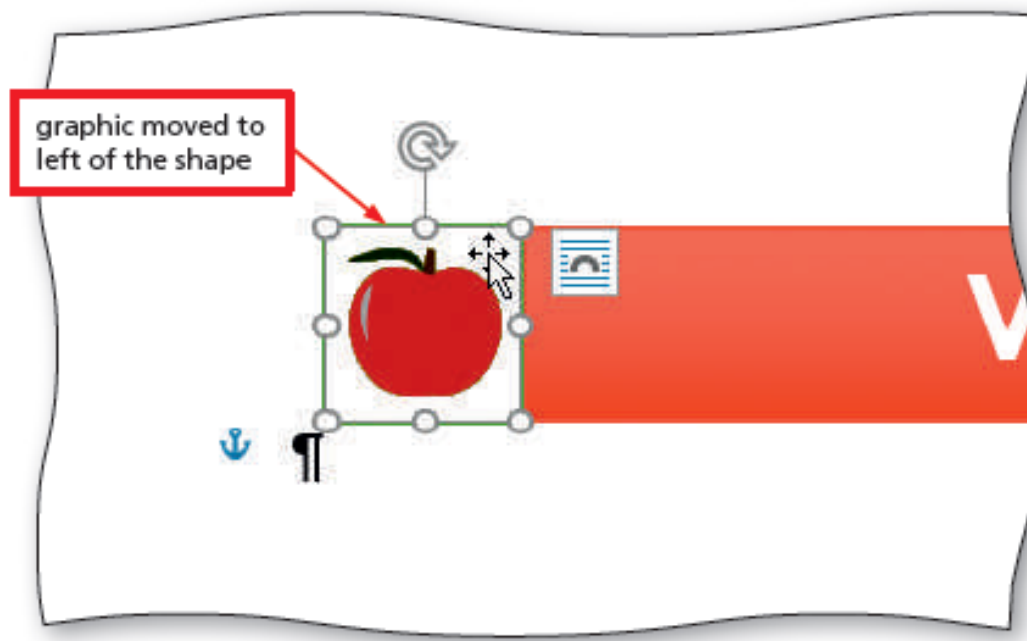
Creating a Letterhead (Slide 10 of 17)

- To Adjust the Brightness and Contrast of a Graphic
 - With the graphic selected, click the Corrections button to display the Corrections gallery
 - Click the desired correction to change the brightness and contrast of the selected graphic
- To Change the Border Color on a Graphic
 - With the picture selected, click the Picture Border button arrow to display the Picture Border gallery
 - Click the border color in the Picture Border gallery to change the picture border color



Creating a Letterhead (Slide 11 of 17)

- To Move a Graphic
 - Position the mouse pointer in the graphic so that the mouse pointer has a four-headed arrow attached to it
 - Drag the graphic to the desired location





Creating a Letterhead (Slide 12 of 17)

- To Use Paste Options
 - Click the Paste arrow on the HOME tab to display the Paste gallery
 - Click the desired paste option to paste the object
- To Flip a Graphic
 - With the graphic selected, tap or click the Rotate Objects button to display the Rotate Objects gallery
 - Tap or click the desired rotate option



Creating a Letterhead (Slide 13 of 17)

- To Insert a Symbol from the Symbol Dialog Box
 - Display the INSERT tab
 - Click the Insert Symbol button to display the Insert Symbol gallery
 - Click More Symbols in the Insert Symbol gallery to display the Symbol dialog box
 - Select the desired font and subset
 - Click the desired symbol to select it, and then click the Insert button to place the selected symbol in the document to the left of the insertion point
 - Click the Close button to close the dialog box



Creating a Letterhead (Slide 14 of 17)

The image shows the 'Symbol' dialog box in Microsoft Word, which is used to insert special characters. The dialog box has two tabs: 'Symbol' and 'Special Characters'. The 'Symbol' tab is active, showing a grid of symbols. A red box highlights a dot symbol in the grid, with an arrow pointing to it from a label 'dot symbol selected'. Another red box highlights the 'Insert' button at the bottom, with an arrow pointing to it from a label 'Insert button'. A third red box highlights the 'Close' button at the bottom, with an arrow pointing to it from a label 'Close button'. A label 'Symbol dialog box' points to the top of the dialog box. A label 'Special Characters tab' points to the 'Special Characters' tab. A label 'Font arrow' points to the font selection dropdown. A label 'Subset arrow' points to the 'Subset' dropdown. A label 'list of symbols' points to the grid of symbols. A label 'when you insert a symbol, Word places it in Recently used symbols list — your list may differ' points to the 'Recently used symbols' section. A label 'dot symbol inserted' points to a dot symbol in the document text. A label 'numeric value assigned to selected symbol' points to the 'Character code' field, which shows '2022'. The background of the Word document shows a red banner with the word 'Park' and two apple icons.



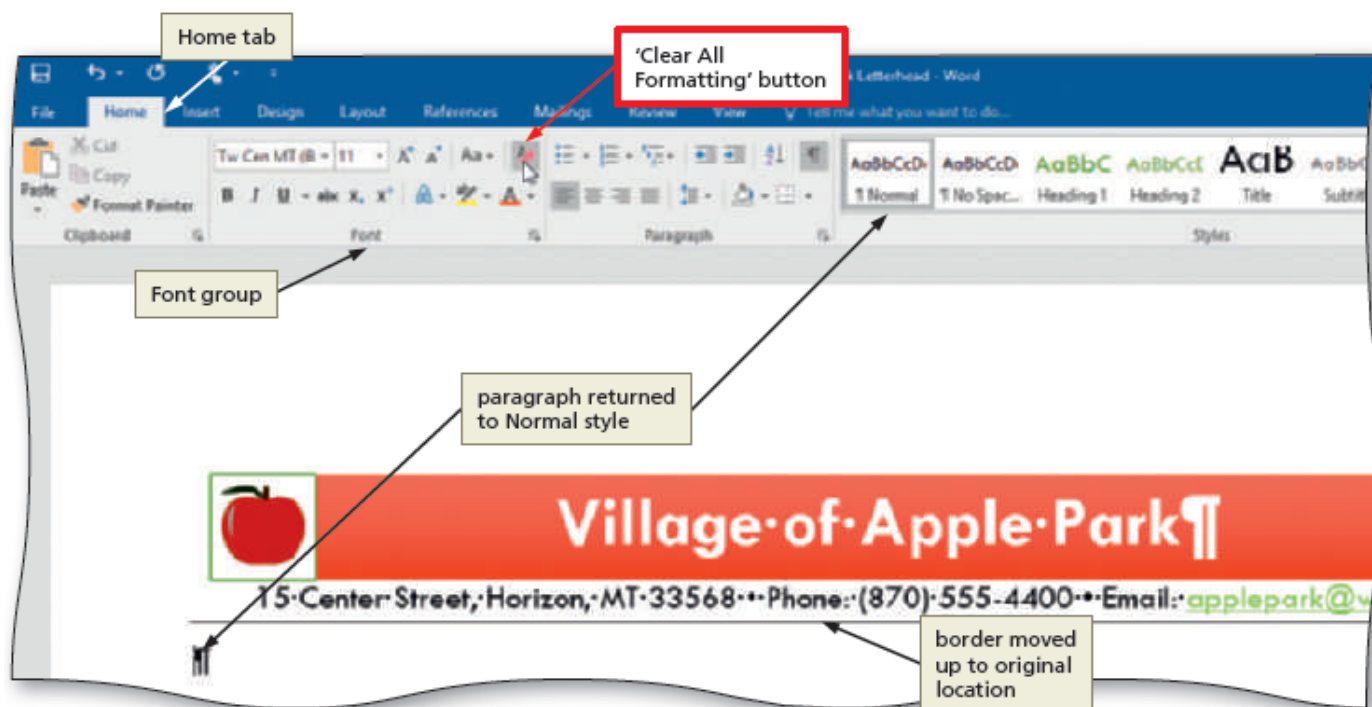
Creating a Letterhead (Slide 15 of 17)

- To Insert a Symbol from the Insert a Symbol Gallery
 - Click the 'Insert a Symbol' button to display the Insert a Symbol gallery
 - Click the desired symbol in the Insert a Symbol gallery to insert the symbol at the location of the insertion point
- To Bottom Border a Paragraph
 - Display the HOME tab
 - With the insertion point in the paragraph to border, click the Borders arrow to display the Borders gallery
 - Click Bottom Border in the Border gallery to place a border below the paragraph containing the insertion point



Creating a Letterhead (Slide 16 of 17)

- To Clear Formatting
 - Click the 'Clear All Formatting' button on the HOME tab to apply the Normal style to the location of the insertion point





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- This screenshot illustrates the process of removing a hyperlink in Microsoft Word. The document content includes a red banner with the text "Page of Apple Park" and contact information: "3568 • Phone: (870) 555-4400 • Email: applepark@world.com". The email address is formatted as a blue hyperlink. A right-click context menu is open over the email address, with the "Remove Hyperlink" option highlighted. A red arrow points to this option from a red box labeled "Remove Hyperlink command". Other menu options include "Copy", "Paste Options", "Edit Hyperlink...", "Open Hyperlink...", "Copy Hyperlink...", "Font...", "Paragraph...", "Smart Lookup", "Synonyms", "Translate", and "New Comment". A yellow box labeled "shortcut menu" points to the context menu. Another yellow box labeled "insertion point — yours may be in a different location" points to the cursor position at the end of the email address. A third yellow box labeled "clicking blue box would display AutoCorrect Options button" points to the blue hyperlink text. A fourth yellow box labeled "email address formatted as hyperlink" points to the email address text. The Word ribbon is visible at the top, showing the "Home" tab with options for Font, Paragraph, and Styles.



Creating a Business Letter (Slide 1 of 15)

- To Apply a Style
 - With the insertion point positioned in the paragraph to be formatted, click the desired style in the Styles gallery to apply the selected style to the current paragraph
- To Set Custom Tab Stops
 - If necessary, click the tab selector at the left edge of the horizontal ruler until it displays the type of tab you wish to use
 - Click the location on the ruler where you want to place a tab stop



Creating a Business Letter (Slide 2 of 15)

- To Insert the Current Date in a Document
 - Display the INSERT tab
 - Click the 'Insert Date and Time' button to display the Date and Time dialog box
 - Select the desired format
 - If desired, click the Update automatically check box
 - Click the OK button to insert the current date at the location of the insertion point



Creating a Business Letter (Slide 3 of 15)

- To Create a Building Block
 - Select the text to be a building block
 - Click the 'Explore Quick Parts' button on the INSERT tab to display the Explore Quick Parts gallery
 - Click 'Save Selection to Quick Part Gallery' in the Explore Quick Parts gallery to display the Create New Building Block dialog box
 - Type the name of the building block in the Name text box
 - Click the OK button to store the building block entry and close the dialog box



Creating a Business Letter (Slide 4 of 15)

- To Modify a Building Block
 - Click the 'Explore Quick Parts' button on the INSERT tab to display the Explore Quick Parts gallery
 - Right-click the building block to display a shortcut menu
 - Click Edit Properties on the shortcut menu to display the Modify Building Block dialog box
 - Make the desired changes in the Modify Building Block dialog box
 - Click the OK button to store the building block entry and close the dialog box
 - Click the Yes button when asked if you want to redefine the building block entry



Creating a Business Letter (Slide 5 of 15)

- To Insert a Building Block
 - Position the insertion point where you wish to insert the building block
 - Type the desired text, including the building block name
 - Press the F3 key to instruct Word to replace the building block name with the stored building block entry

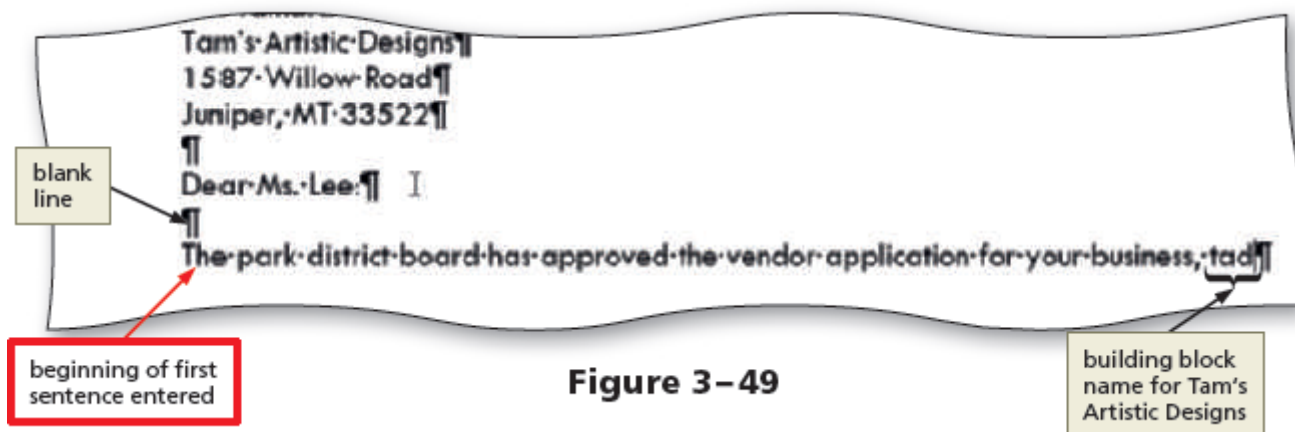


Figure 3-49



Creating a Business Letter (Slide 6 of 15)

- To Insert a Nonbreaking Space
 - Press CTRL+SHIFT+SPACEBAR to insert a nonbreaking space

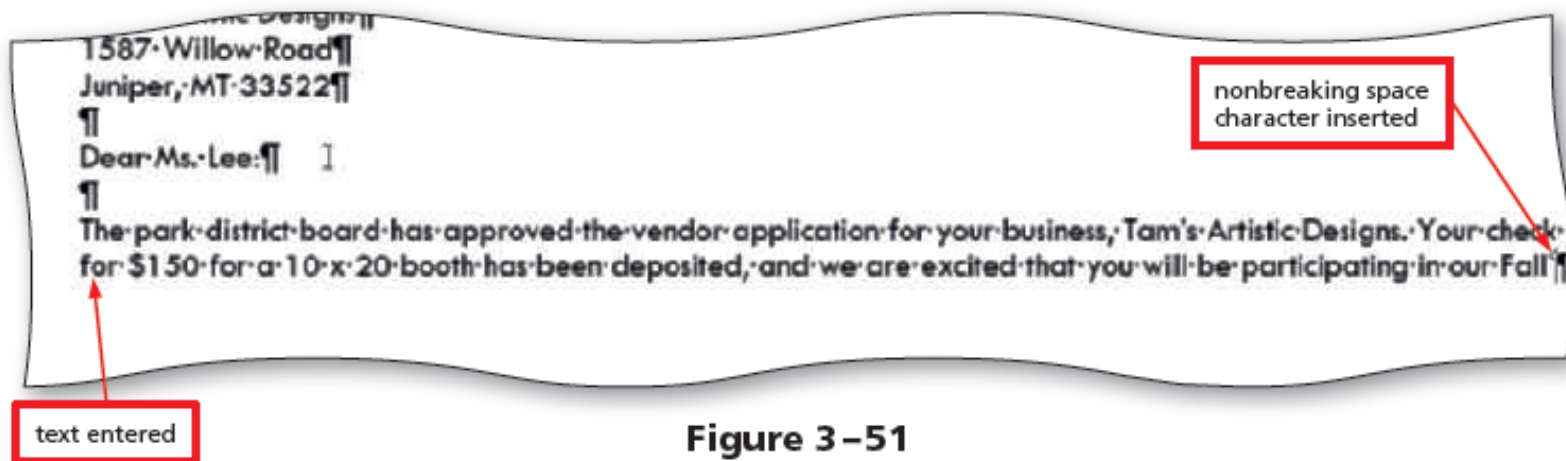
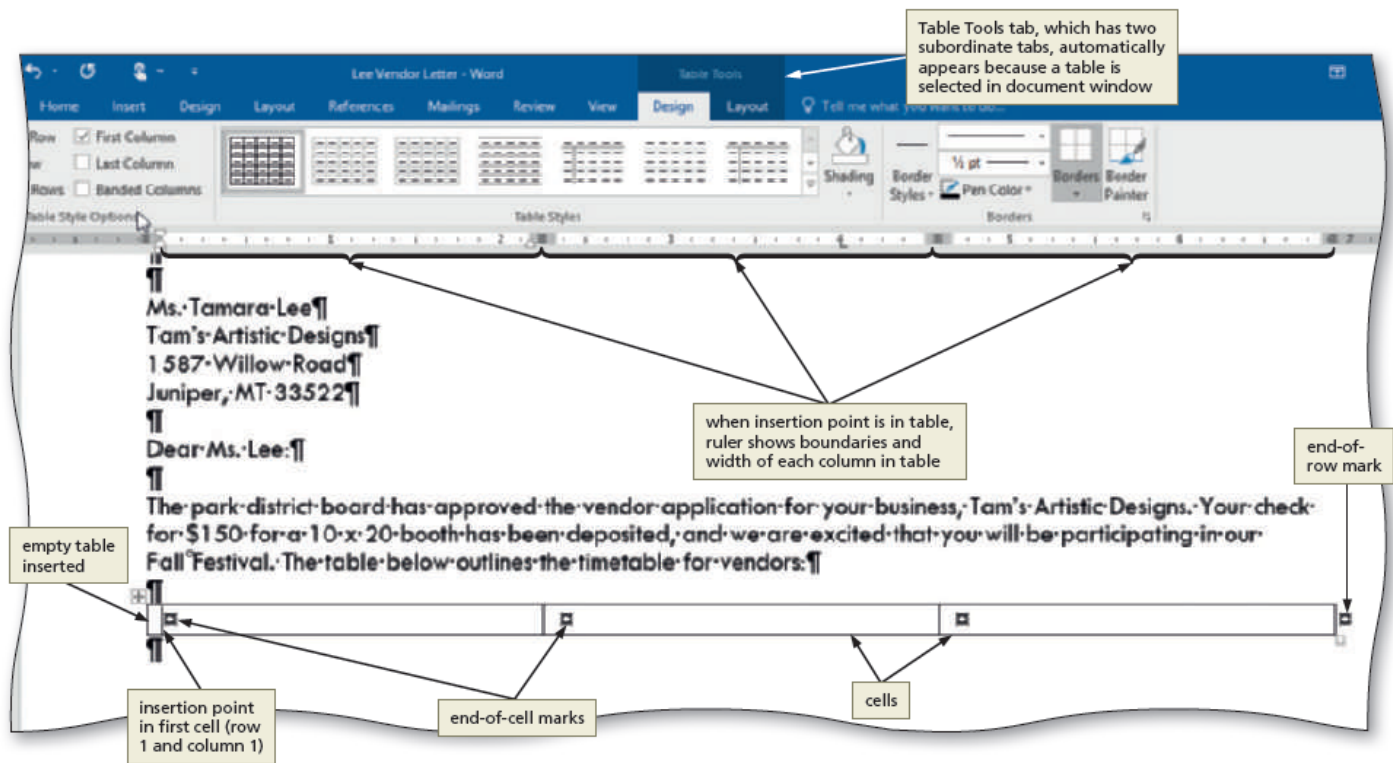


Figure 3-51



- To Insert an Empty Table
 - Click the 'Add a Table' button on the INSERT tab to display the Add a Table gallery
 - Click the cell representing the desired number of rows and columns in the table





Creating a Business Letter (Slide 8 of 15)

- To Enter Data in a Table
 - Click the cell in which you want to enter data, and type the data
 - Press the TAB key to advance the insertion point to the next cell

The park district board has received a vendor application for your business, Tam's Artistic Designs. Your check for \$150 for a 10-x-20 booth has been deposited, and we are excited that you will be participating in our Fall Festival. The table below outlines the timetable for vendors.

Activity	Event Dates	Times

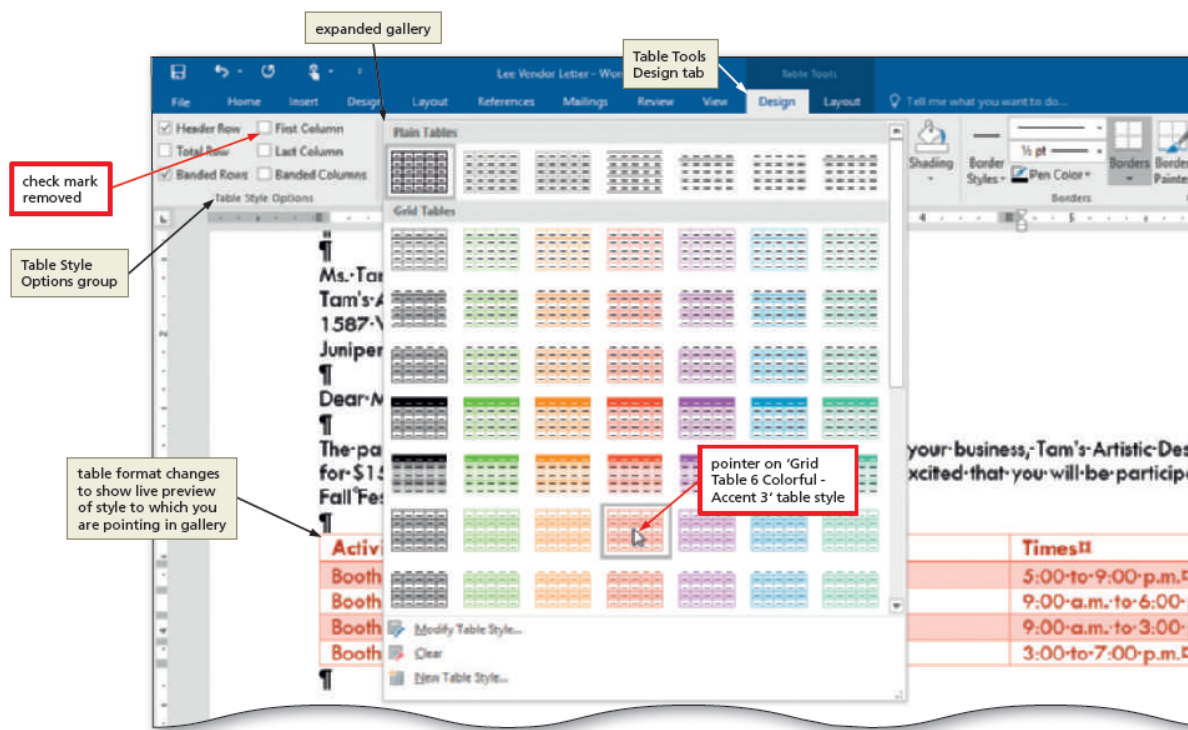
Annotations:

- blank row added to table (points to the empty row in the table)
- insertion point (points to the cursor in the first cell of the empty row)
- row 1 data entered (points to the first row of the table, which contains the headers)



Creating a Business Letter (Slide 9 of 15)

- To Apply a Table Style
 - Place the insertion point in the table
 - Click the More button in the Table Styles gallery on the TABLE TOOLS DESIGN tab to expand the gallery
 - Click the desired table style





Creating a Business Letter (Slide 10 of 15)

- To Resize Table Columns to Fit Table Contents
 - With the insertion point in the table, display the TABLE TOOLS LAYOUT tab
 - Click the AutoFit button to display the AutoFit menu
 - Click AutoFit Contents on the AutoFit menu, so that Word automatically adjusts the widths of the columns based on the text in the table
- To Select a Column
 - Position the pointer at the boundary above the column to be selected so that the pointer changes to a downward pointing arrow and then click to select the column



Creating a Business Letter (Slide 11 of 15)

- To Align Data in Cells
 - Select the cells containing data to align
 - Click the desired alignment option on the TABLE TOOLS LAYOUT tab to apply the alignment option

Table Tools Layout tab

'Align Top Center' button

Alignment group

table move handle

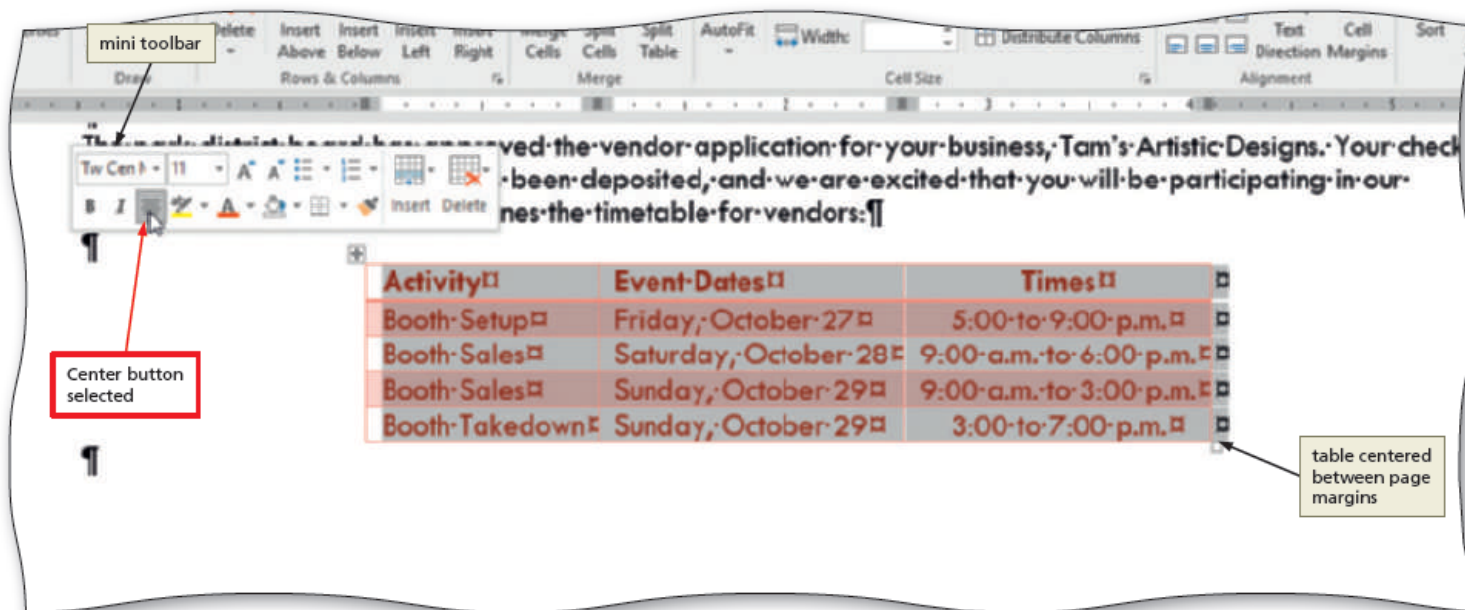
cell contents in selected column centered

Activity	Event Dates	Times
Booth Setup	Friday, October 27	5:00 to 9:00 p.m.
Booth Sales	Saturday, October 28	9:00 a.m. to 6:00 p.m.
Booth Sales	Sunday, October 29	9:00 a.m. to 3:00 p.m.
Booth Takedown	Sunday, October 29	3:00 to 7:00 p.m.



Creating a Business Letter (Slide 12 of 15)

- To Center a Table
 - Position the mouse pointer in the table so that the table move handle appears
 - Click the table move handle to select the entire table
 - Click the Center button on the mini toolbar to center the selected table between the left and right margins





Creating a Business Letter (Slide 13 of 15)

- To Insert a Row in a Table
 - Click the 'Insert Rows Above' button on the TABLE TOOLS LAYOUT tab to insert a row above the row containing the insertion point and then select the newly inserted row

The screenshot shows the Microsoft Word interface with the Table Tools Layout tab selected. The ribbon includes buttons for 'Delete Table', 'Delete', 'Insert Above', 'Insert Below', 'Insert Left', 'Insert Right', 'Merge Cells', and 'Split Cells'. The 'Rows & Columns' group is highlighted. A table is inserted into the document with the following content:

Activity	Event Dates	Times
Booth Setup	Friday, October 27	5:00 to 9:00 p.m.
Booth Sales	Saturday, October 28	9:00 a.m. to 6:00 p.m.
Booth Sales	Sunday, October 29	9:00 a.m. to 3:00 p.m.
Booth Takedown	Sunday, October 29	3:00 to 7:00 p.m.

Callouts in the image include:

- 'Insert Rows Above' button (highlighted with a red box)
- 'Insert Rows Below' button
- 'Insert Columns to the Right' button
- 'Insert Columns to the Left' button
- Delete Table button (contains commands for deleting table elements)
- Rows & Columns group
- row with three columns inserted and selected
- column headings in this row no longer are bold because they no longer are in first row of table



Creating a Business Letter (Slide 14 of 15)

- To Merge Cells
 - With the cells to merge selected, click the Merge Cells button on the TABLE TOOLS LAYOUT tab to merge the cells into one cell

The screenshot shows the Microsoft Word interface with the Table Tools Layout tab selected. The ribbon includes options for Merge Cells, Split Cells, and other table functions. A table is visible in the document with the following data:

Activity	Event Dates	Times
Booth Setup	Friday, October 27	5:00 to 9:00 p.m.
Booth Sales	Saturday, October 28	9:00 a.m. to 6:00 p.m.
Booth Sales	Sunday, October 29	9:00 a.m. to 3:00 p.m.
Booth Takedown	Sunday, October 29	3:00 to 7:00 p.m.

Annotations in the image include:

- Merge Cells button**: Points to the Merge Cells button in the ribbon.
- Table Tools Layout tab**: Points to the Layout tab in the ribbon.
- Split Cells button**: Points to the Split Cells button in the ribbon.
- Merge group**: Points to a group of three cells in the table.
- three cells merged into one cell**: Points to the result of merging the three cells.
- cell now has only one end-of-cell mark (instead of three)**: Points to the single end-of-cell mark in the merged cell.



Creating a Business Letter (Slide 15 of 15)

- To Bullet a List as You Type
 - Press the ASTERISK key (*) as the first character on the line
 - Press the SPACEBAR to convert the asterisk to a bullet character
 - Type the text for the list item
 - Press the ENTER key to place another bullet character at the beginning of the next line
 - Repeat the previous two steps for the remainder of the list
 - After typing the last list item, press the ENTER key two times to turn off automatic bullets as you type



Addressing and Printing Envelopes and Mailing Labels

- To Address and Print Envelopes
 - Drag through the address in the letter to select it
 - Display the MAILINGS tab
 - Click the Create Envelopes button to display the Envelopes and Labels dialog box
 - If necessary, click the Envelopes tab
 - Type the desired address
 - Insert an envelope in your printer
 - Click the Print button to print the envelope