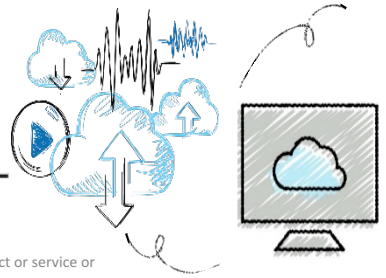
Shelly Cashman: Microsoft Word 2016

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



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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

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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

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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

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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

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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

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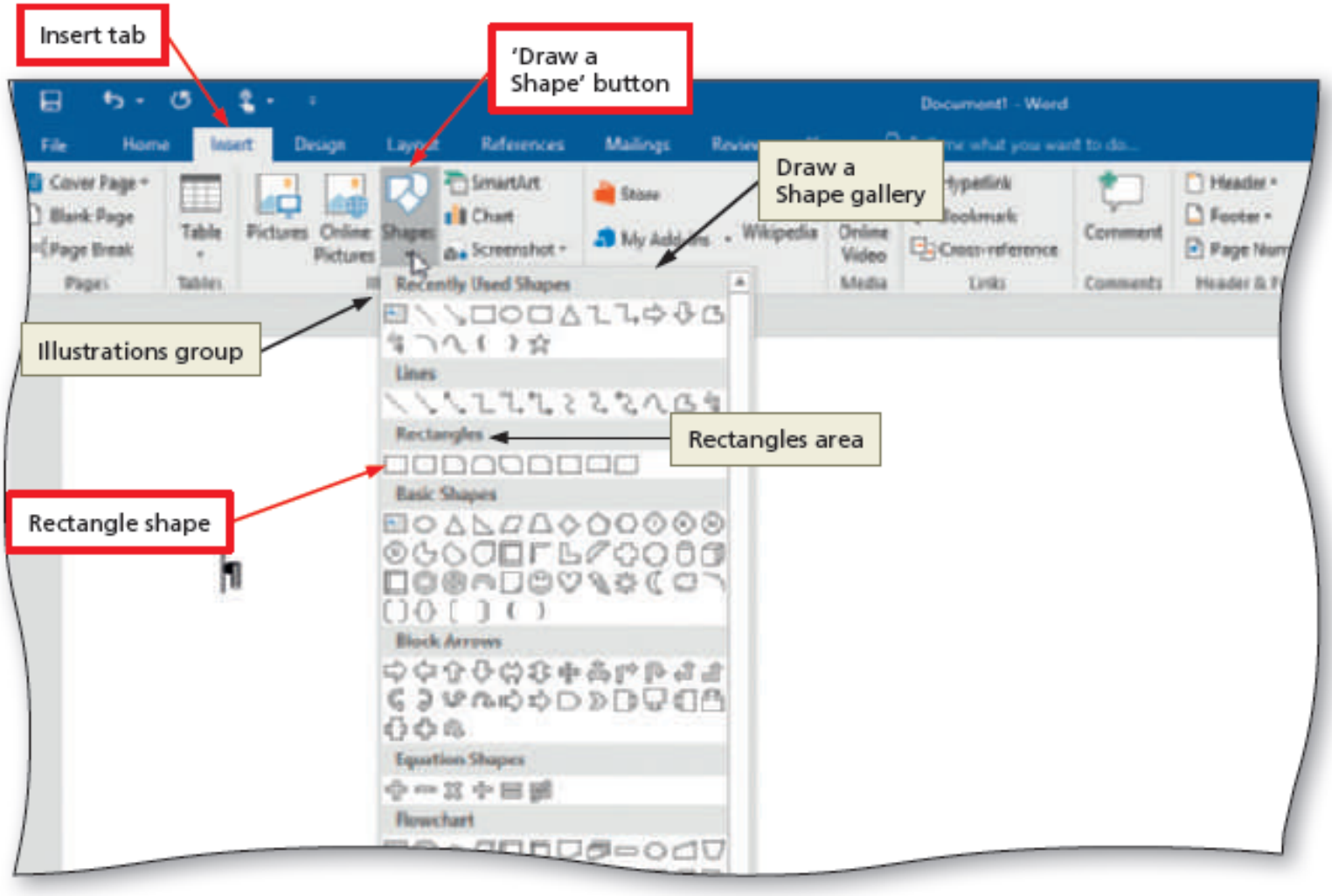
Creating a Letterhead (Slide 2 of 17)



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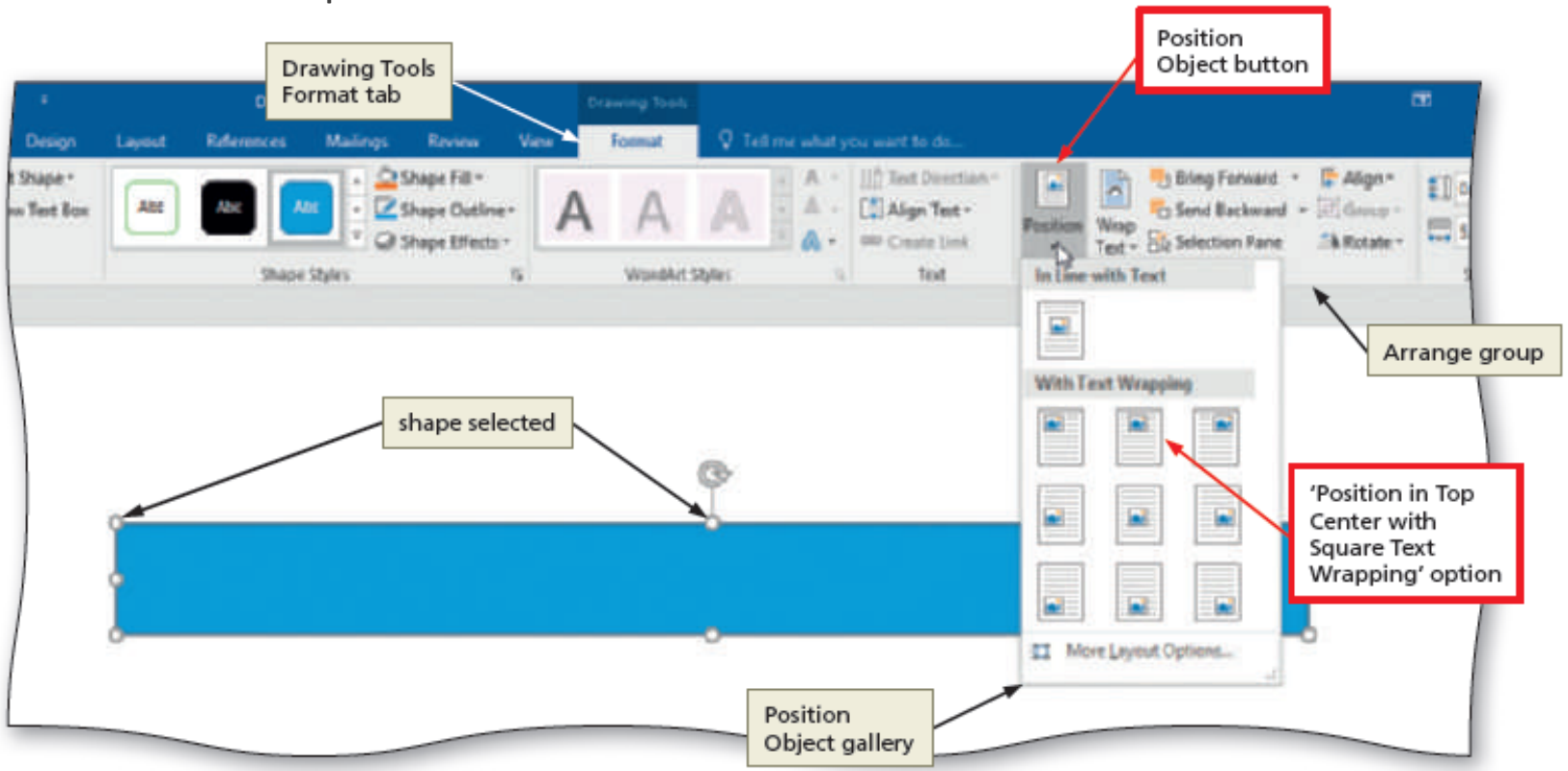
Creating a Letterhead (Slide 3 of 17)

- 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



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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

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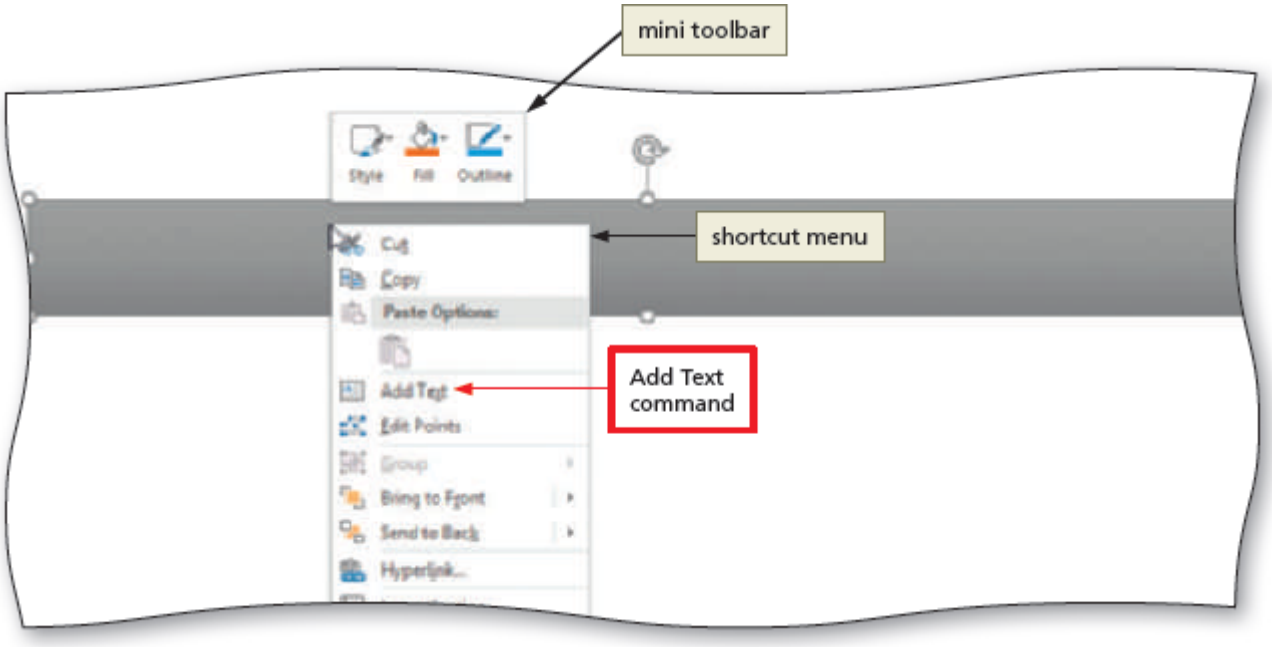
Creating a Letterhead (Slide 5 of 17)

- 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



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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

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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

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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

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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

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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

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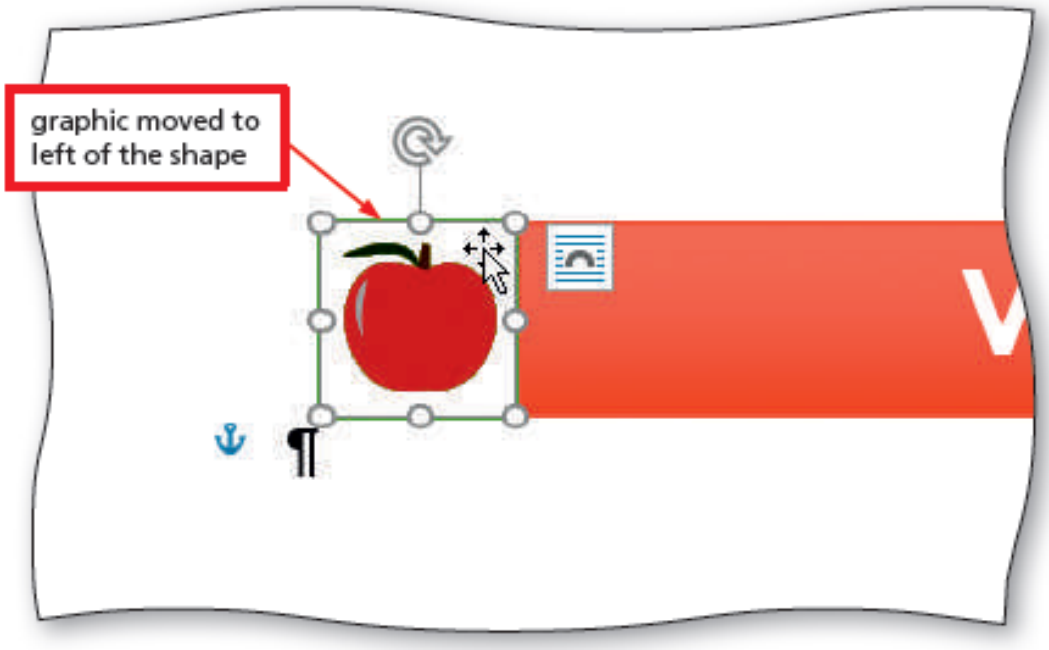
Creating a Letterhead (Slide 11 of 17)

- 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



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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

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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

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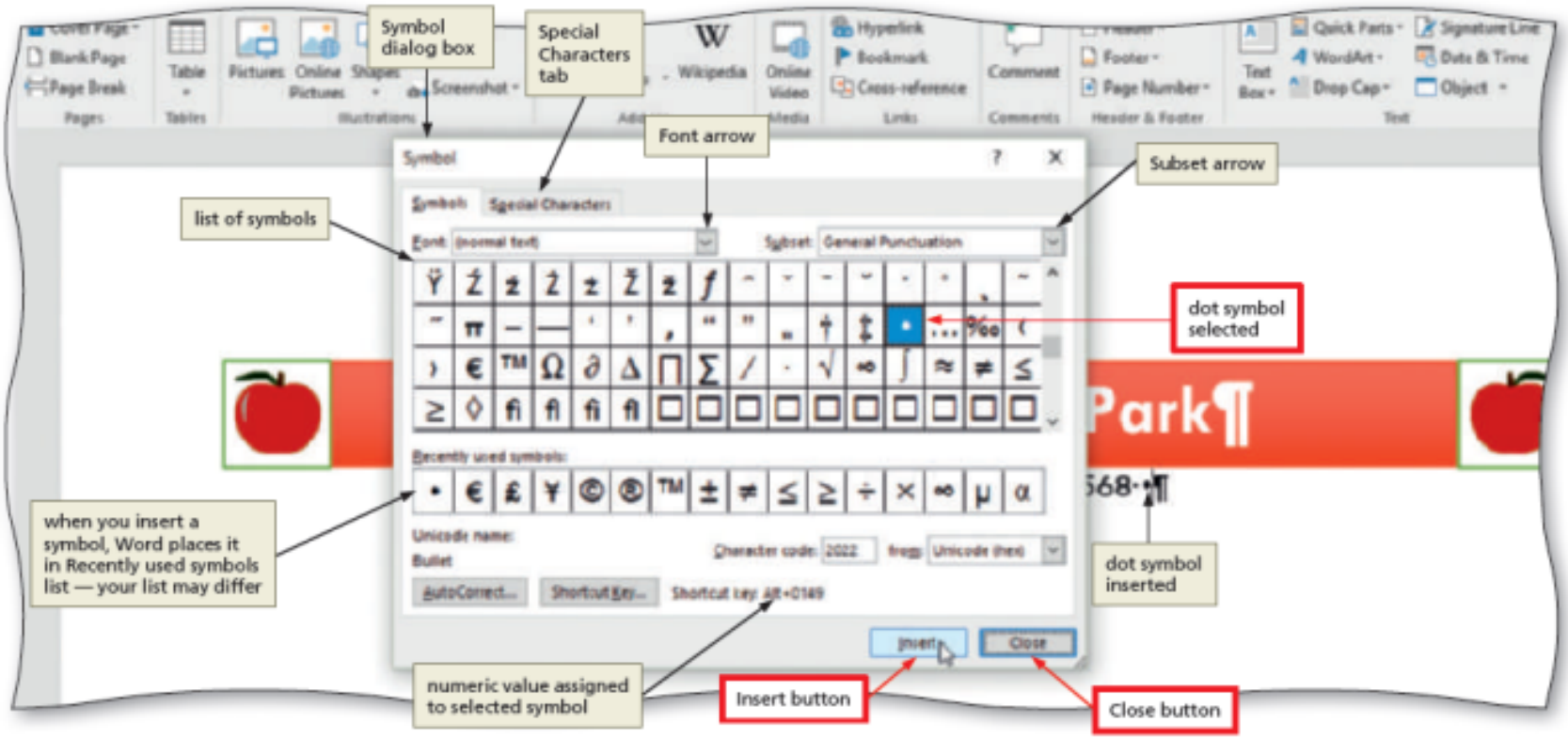
Creating a Letterhead (Slide 14 of 17)



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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

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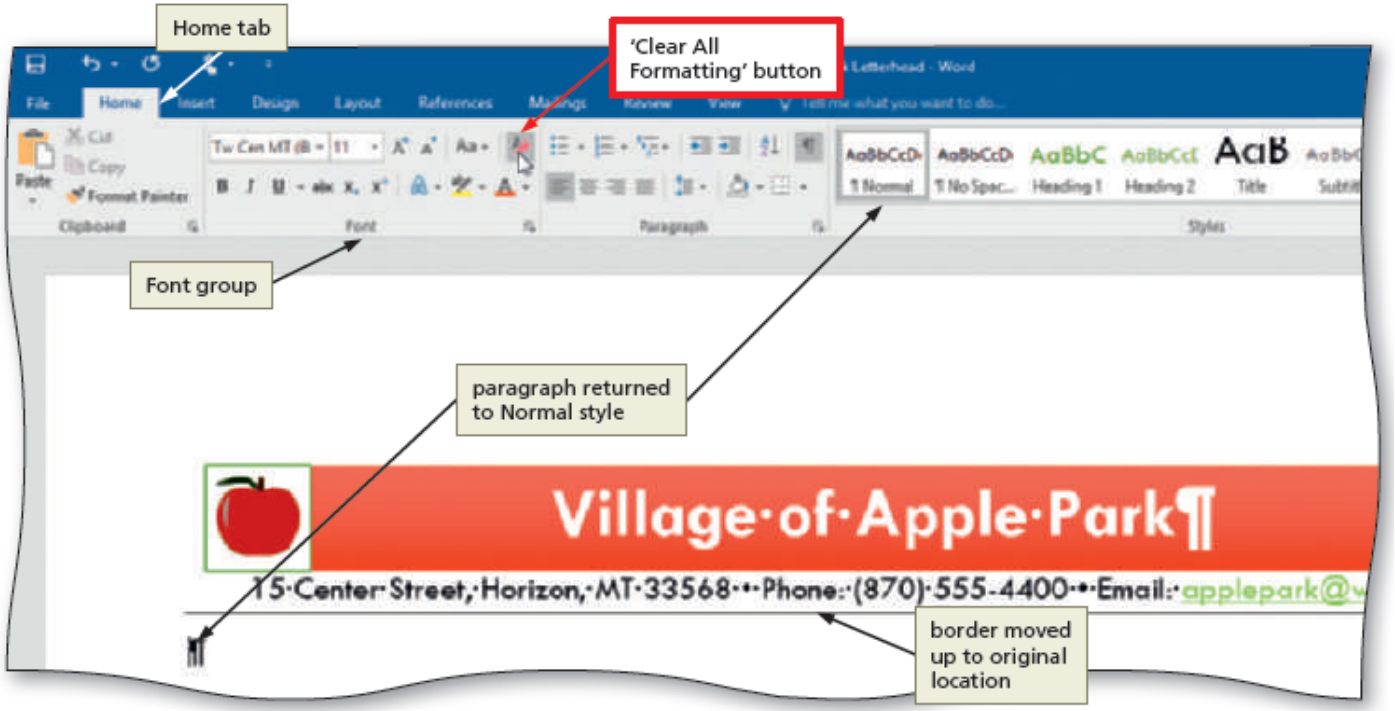
Creating a Letterhead (Slide 16 of 17)

- 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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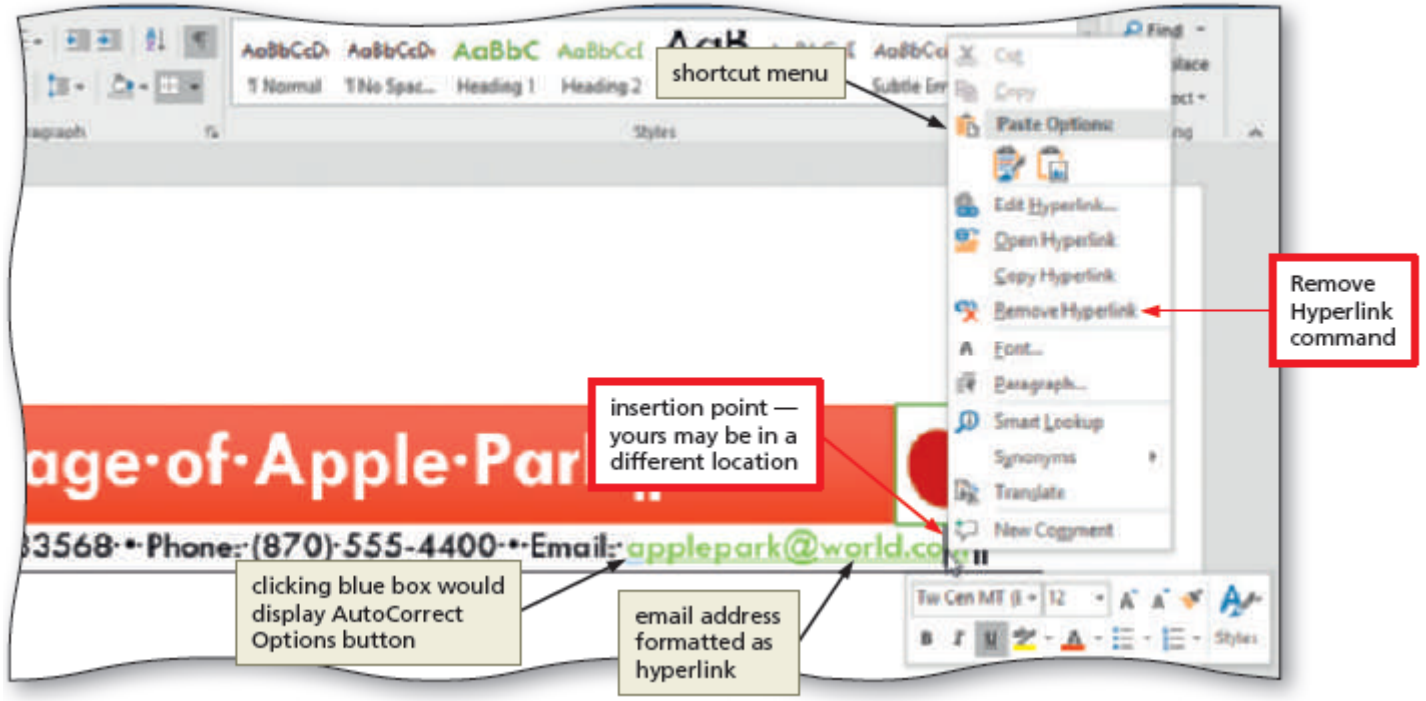
Creating a Letterhead (Slide 17 of 17)

- To Convert a Hyperlink to Regular Text
  - Right-click the hyperlink to display a shortcut menu
  - Click Remove Hyperlink on the shortcut menu to remove the hyperlink format from the text



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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

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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

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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

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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

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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

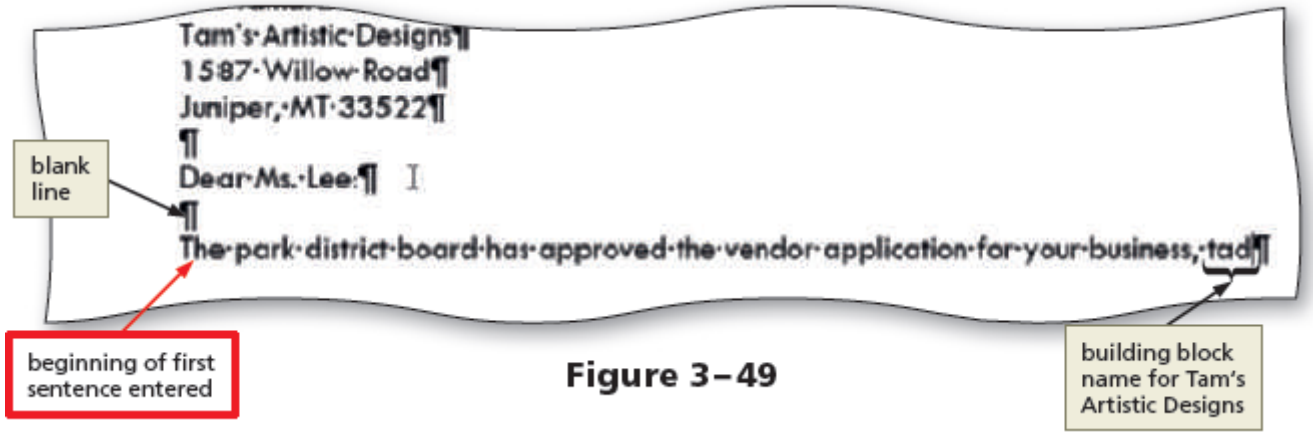

Figure 3–49

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Creating a Business Letter (Slide 6 of 15)

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

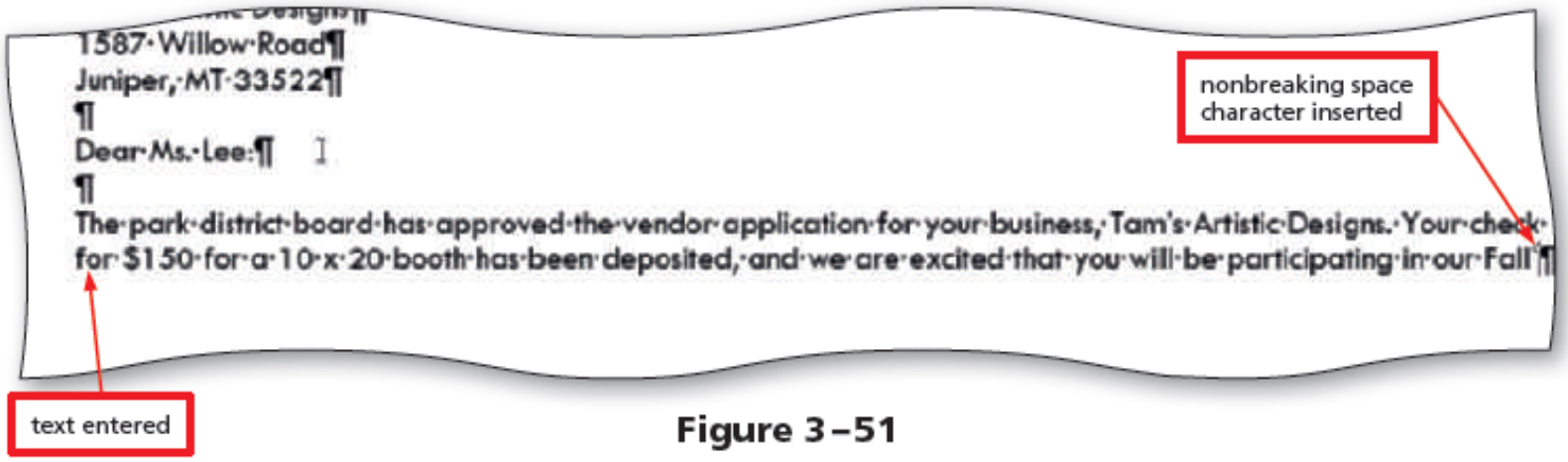

Figure 3–51

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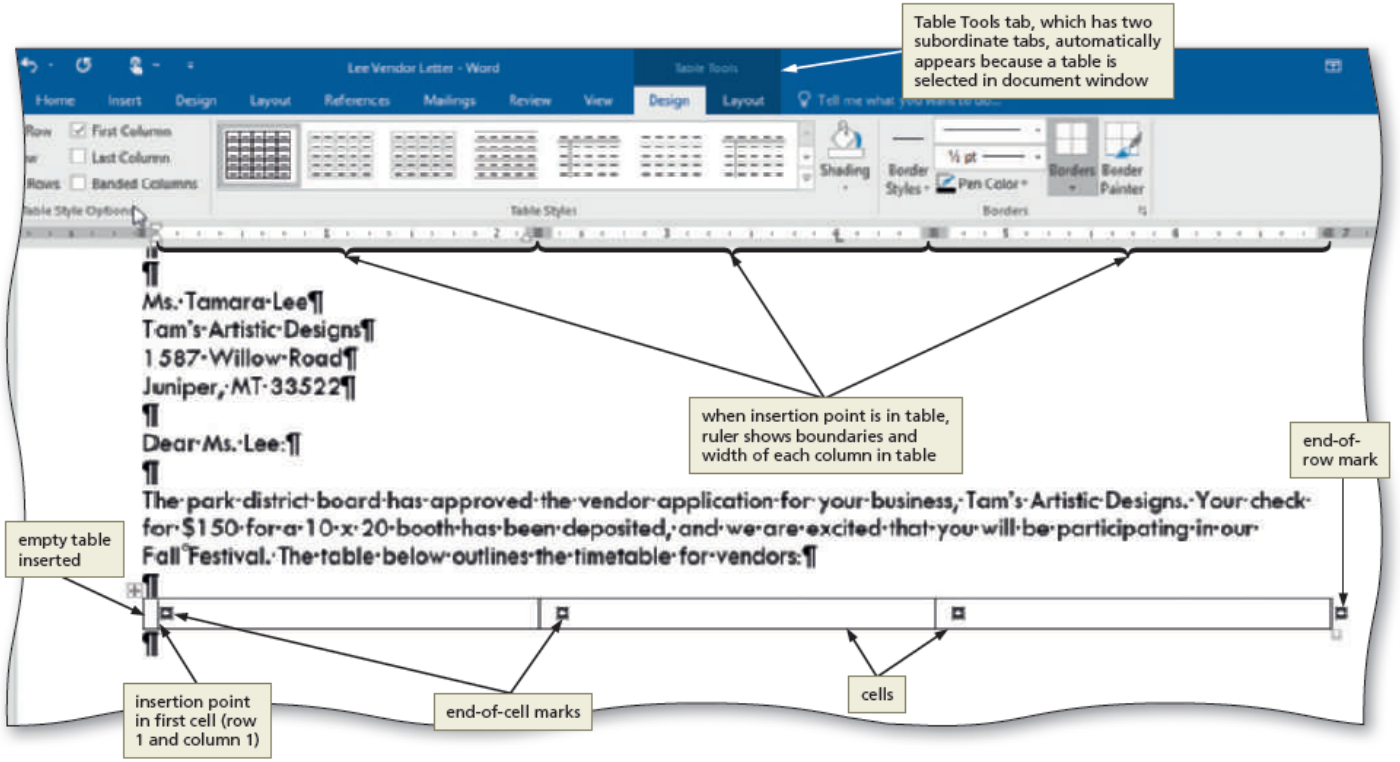
Creating a Business Letter (Slide 7 of 15)

- 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



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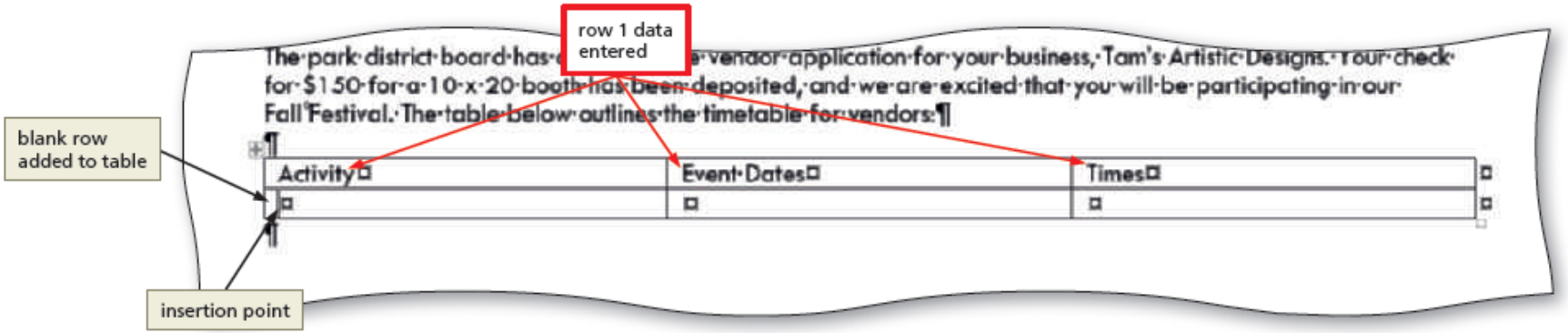
Creating a Business Letter (Slide 8 of 15)

- 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



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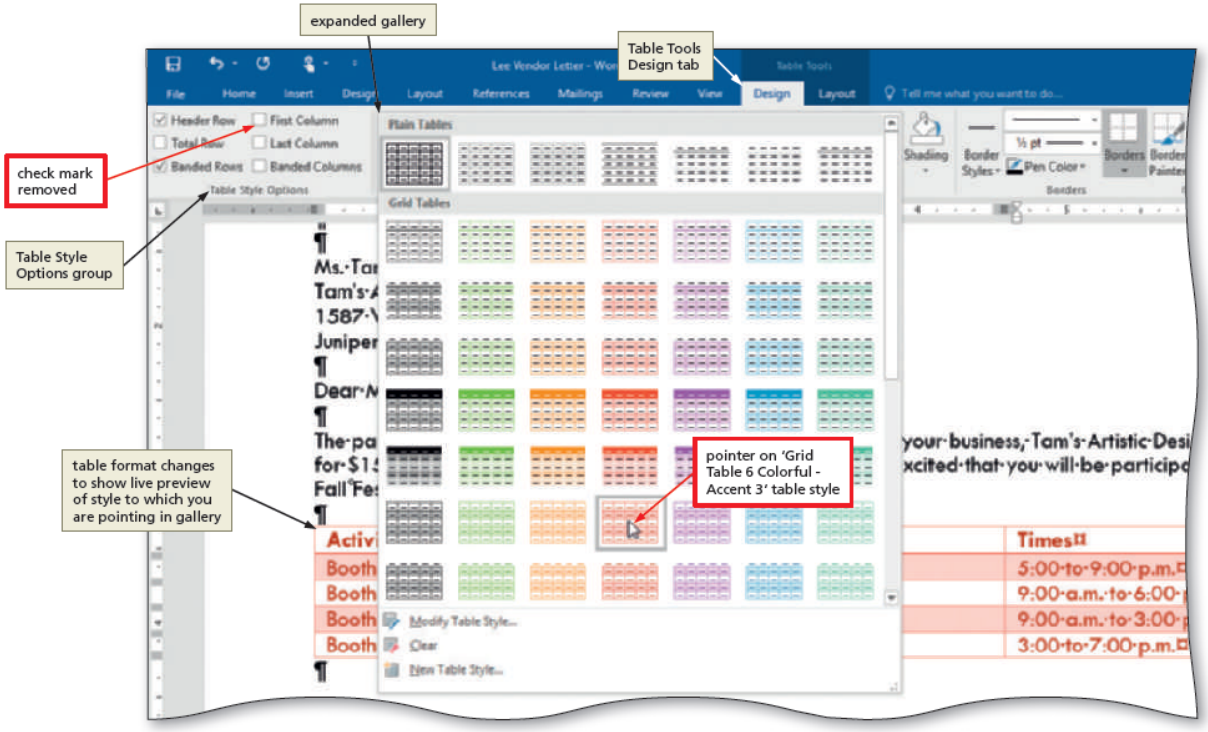
Creating a Business Letter (Slide 9 of 15)

- 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



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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

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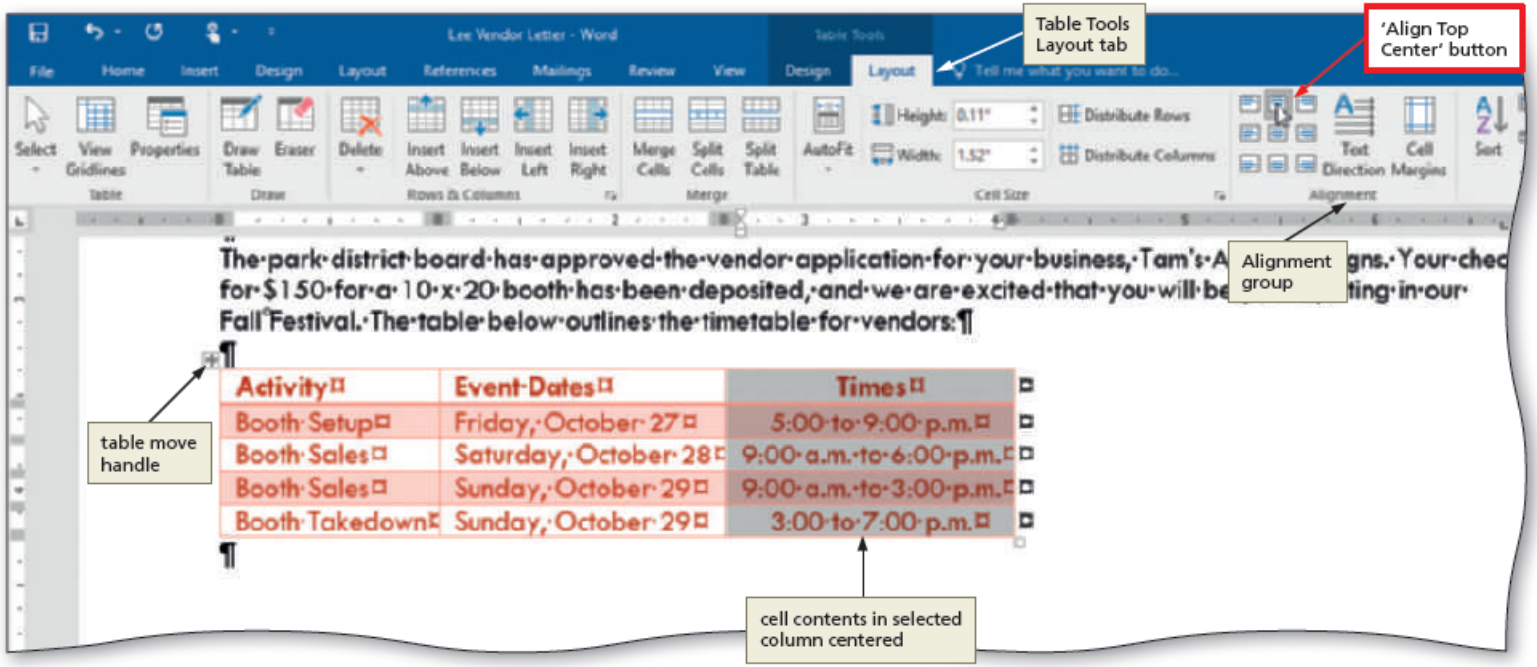
Creating a Business Letter (Slide 11 of 15)

- 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



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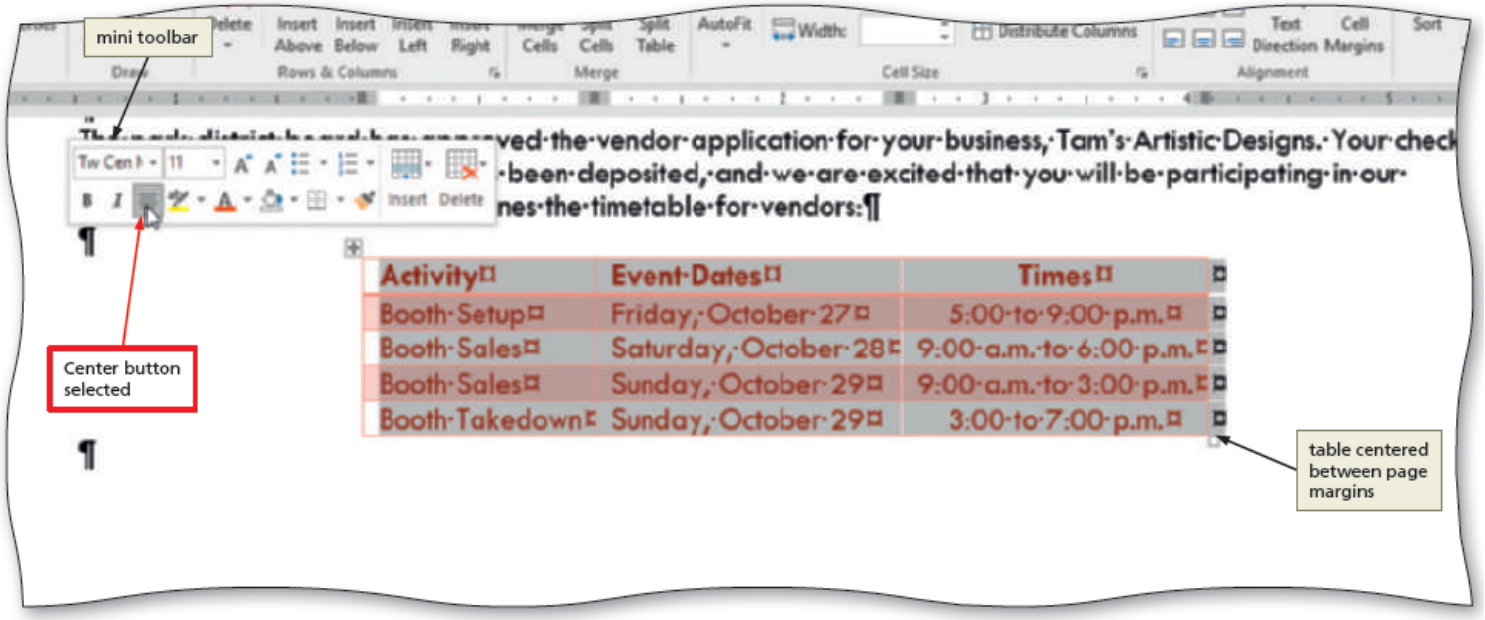
Creating a Business Letter (Slide 12 of 15)

- 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



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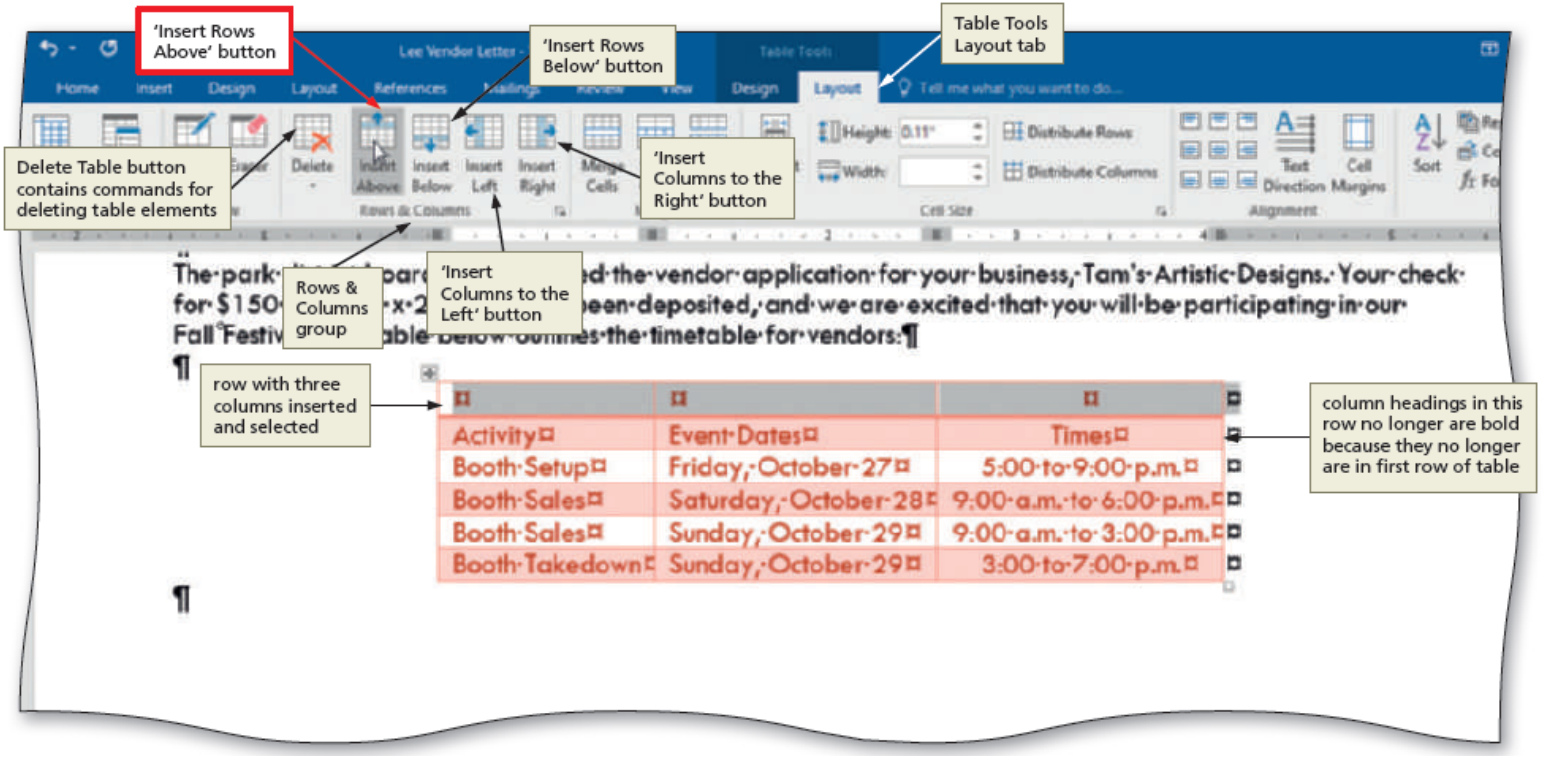
Creating a Business Letter (Slide 13 of 15)

- 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



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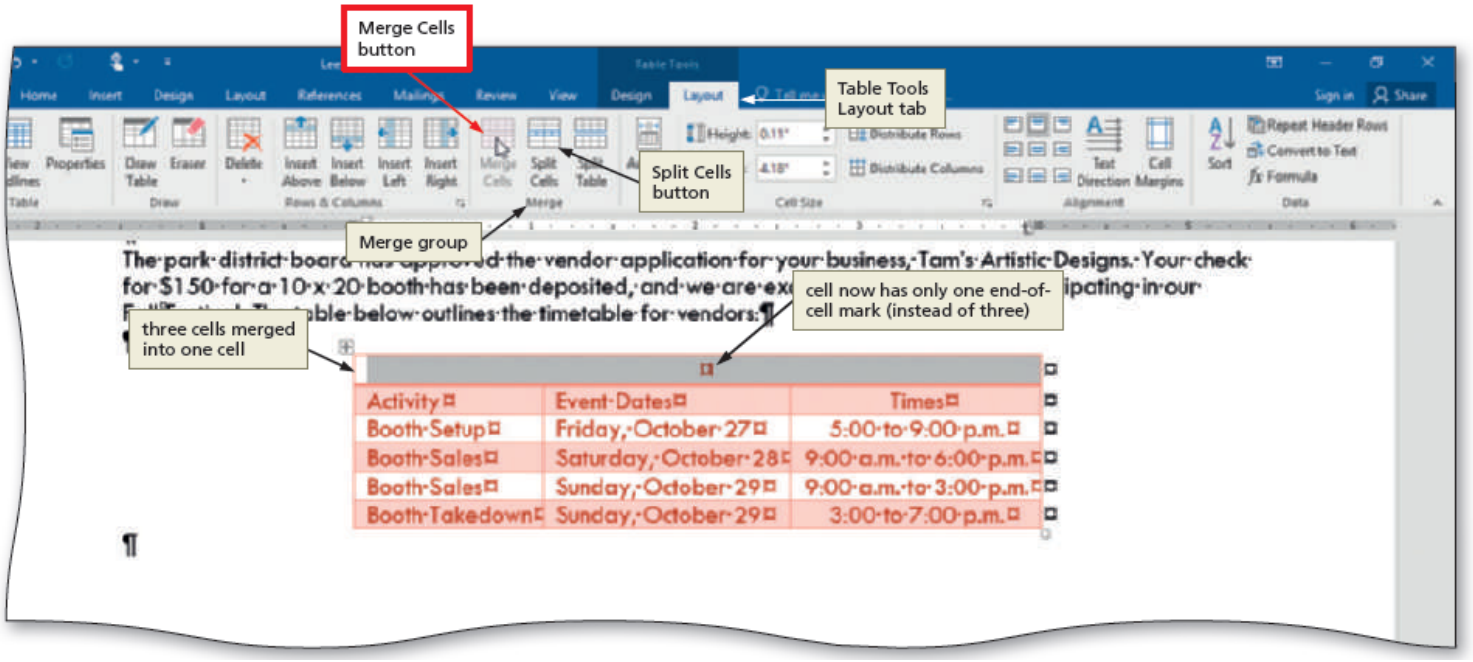
Creating a Business Letter (Slide 14 of 15)

- 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



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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

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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

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