MS Word 2003

Word Processing is perhaps the most common and comparatively easier application to work on any computer. A word processor lets you to change words or phrases, to move whole sections of text from one place to another, store blocks of text, align margins all in few seconds. Use of word processors has changed the look of official correspondence, reports, and proposals etc. to a great extent. MS Word is an advanced word processing product by Microsoft company. The powerful features of Word will allow you to create even graphic based multicolumn publications such as Fliers, News letters and Internet web pages.

This section provides an overview of MS - Word and deals with the following features:

- ❖ Starting MS-WORD-2003
- ❖ File management
- ❖ Editing documents
- ❖ Formatting documents
- ❖ Printing documents
- ❖ Inserting pictures into document
- ❖ Tables
- ❖ Password protect of document
- ❖ Inserting objects of other type(MS-Excel, Photo Editor etc.)
- ❖ Other features
- ❖ Mail merge

Start Word 2003

- ❖ Switch on your computer. Click **Start** button then point to **Programs** and then click on **MSWord.** You will get a screen as shown below:

PARTS OF WORD WINDOW

Please see the picture below for a visual image of parts of an active window has:
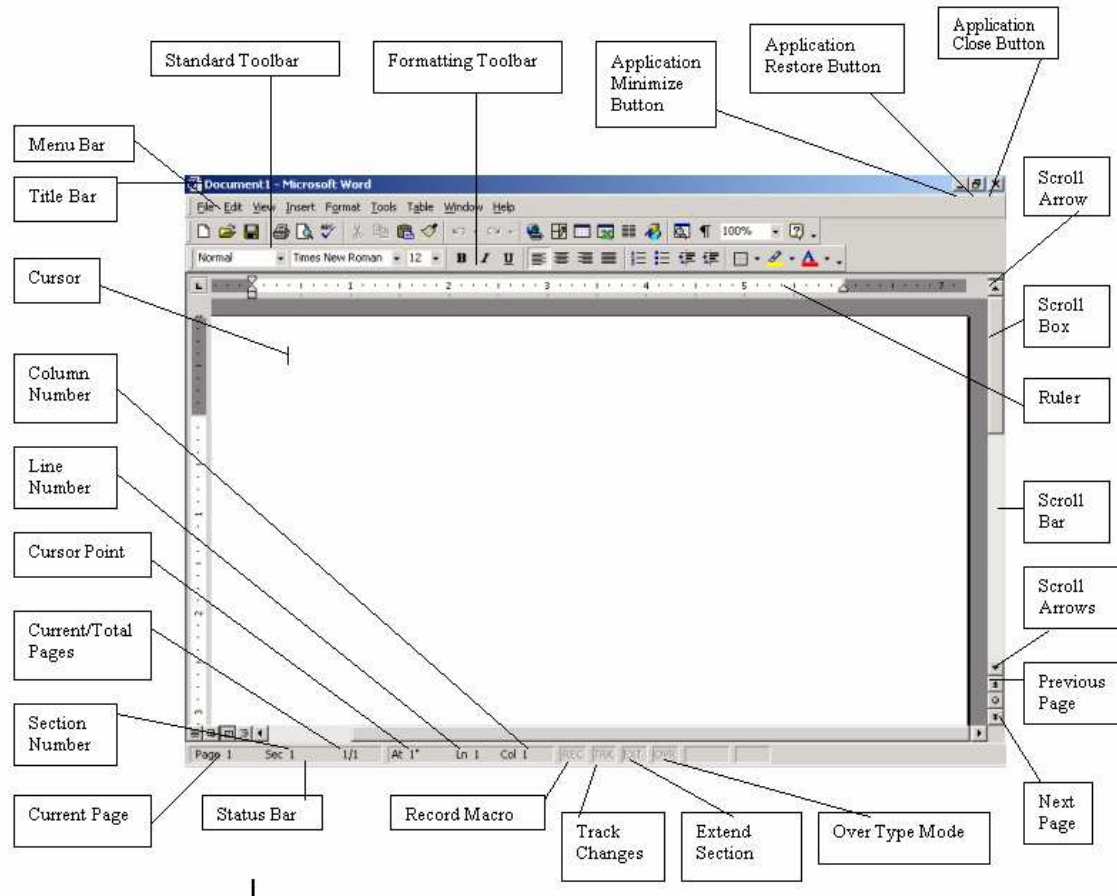
Menu bar This is the traditional windows style drop-down menu. When you point to any menu title and click once with the mouse, the menu will open displaying all the commands available under this menu. Clicking on the desired command would tell Word to execute that command. Some commands have ellipses (…) in front of them. These commands have further sub commands. Commands appearing in dim mode cannot be executed unless the prerequisite functions required by that command have been performed, e.g. you cannot use the Copy or Cut command from the Edit menu unless you have selected a piece of text first. Many commands also have a keyboard shortcuts specified against their names.

Standard toolbar Toolbars contain buttons, drop-down menus and other controls that help you to quickly alter the appearance and arrangement of documents by executing a variety of word commands. Toolbars are very helpful and convenient in quickly executing

commands without having to go through menus. The standard toolbar contains icons for basic functions like opening files, saving files, printing files, cut, copy, paste etc.

Formatting toolbar This contains icons for changing the look of your text (called "formatting" in computer jargon); for example, there are icons for changing fonts, styles, font sizes, text alignment etc.

Ruler The Ruler lets you make changes to margins and indents, and helps you create document as per dimensions required.

Scroll tools These helps you travel within your document. You can go anywhere, up and down, right and left in your document mainly by two ways: Using the horizontal and vertical scroll bars with the help of the mouse; Or using the keyboard to press PgUp, PgDn, Home, End and arrow keys.

Status bar Also called the Status Area, this is the normally the last line on your screen. This gives the following information about your work—

- Current Page
- Section Number
- Current/Total pages in the document
- Current Cursor Position (where the cursor is presently located)
- Current Line Number
- Current Column Number
- Record Macro-whether macro recording is On or not
- Track Revision-whether revisions have been made or not
- Extend Selection
- Over type mode-whether you are in Insert mode or overwrite mode

Cursor Also called the Insertion Pointer, this denotes the place where text, graphics or any other item would be placed when you type, overwrite or insert them. This looks like a tall, skinny toothpick and keeps blinking so that you can locate it easily.

Mouse pointer When your mouse pointer looks like an I-beam you should be able to move it freely on the screen. This is used for either placing the cursor at the desired place (take the mouse pointer there and click) or choosing any command either from the menu or from toolbars. The mouse pointer changes shape when in the process of doing certain tasks and the cursor disappears.

TOOLBARS AND THEIR ICONS

Word Standard Toolbar

New
Creates a new document based on normal template.
Alternative: File → New
Shortcut → Ctrl + N

Open
Opens an existing document or template.
Alternative: File → Open
Shortcut → Ctrl + O

Save
Saves the active document or template.
Alternative: File → Save
Shortcut → Ctrl + S

E-Mail
It sends the contents of the document as the body of the e-mail message.
Alternative: File → Send To → Mail

Print
Prints the active document using current defaults.
Alternative: File → Print
Shortcut → Ctrl + P

Print preview
Displays full pages as they are printed.
Alternative: File → Print Preview
Shortcut → Ctrl + F2

Spelling
Checks the spelling in the active document.
Alternative: Tools → Spelling and Grammer
Shortcut → F7

Cut
Cuts the selection and puts it on the Clipboard.
Alternative: Edit → Cut
Shortcut → Ctrl + X

Copy
Copies the selection and puts it on the Clipboard.
Alternative: Edit → Copy
Shortcut → Ctrl + C

Paste
Insert the Clipboard contents at the insertion point.
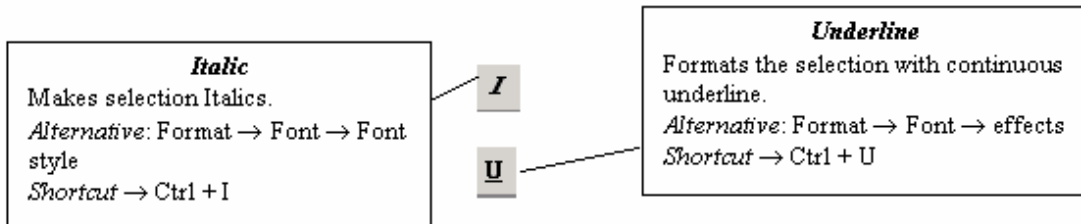*Alternative*: Edit → Past
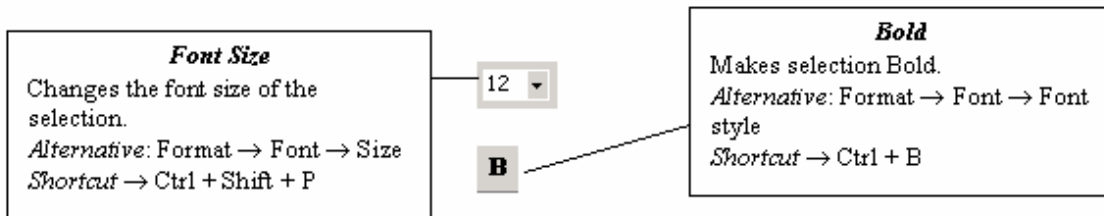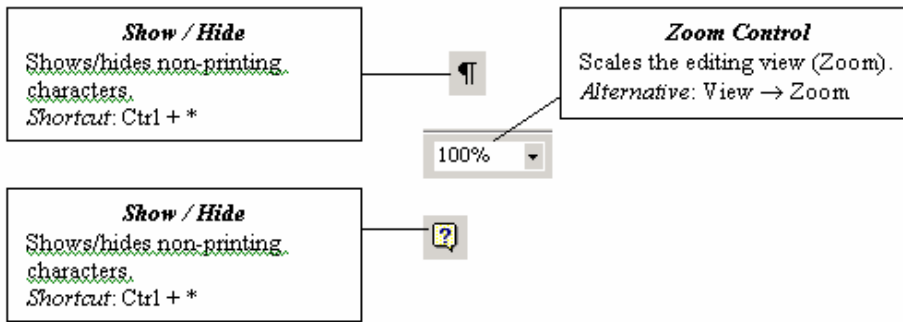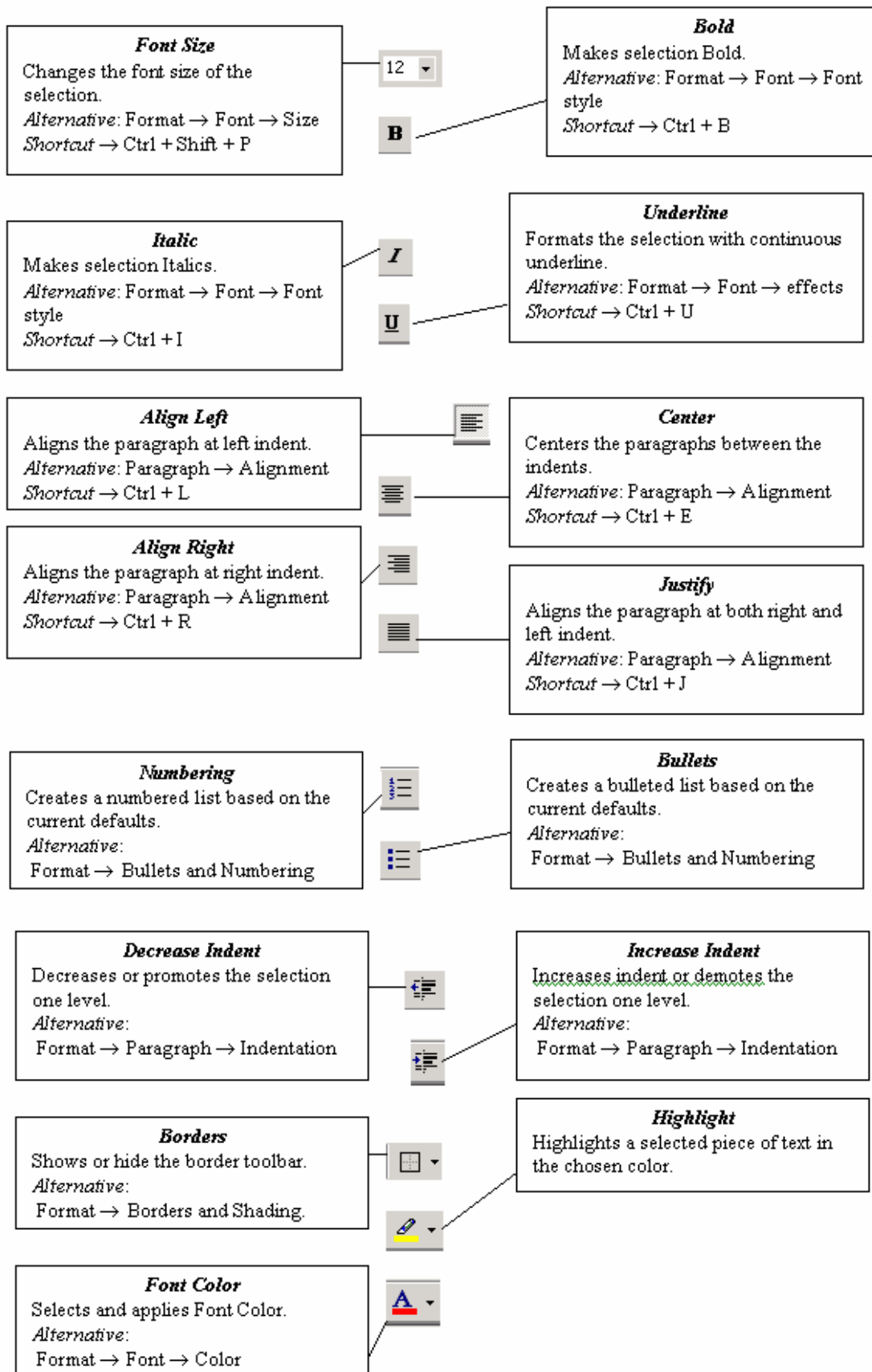*Shortcut* → Ctrl + V

Format Painter
Copies the formatting of the selection to a specified location.
Shortcut → Ctrl + Shift + C

Undo
Reverses certain commands.
Alternative: Edit → Undo
Shortcut → Ctrl + Z

Show / Hide

Shows/hides non-printing characters.
Shortcut: Ctrl + *

¶

Zoom Control

Scales the editing view (Zoom).
Alternative: View → Zoom

100%

Show / Hide

Shows/hides non-printing characters.
Shortcut: Ctrl + *

Normal | Times New Roman | 12 | **B** *I* U

Style

Applies a style or records a style by example.
Alternative: Format → Style
Shortcut → Ctrl + Shift + S

Normal

Times New Roman

Font

Changes the font of the selection.
Alternative: Format → Font
Shortcut → Ctrl + Shift + F

Font Size

Changes the font size of the selection.
Alternative: Format → Font → Size
Shortcut → Ctrl + Shift + P

12

B

Bold

Makes selection Bold.
Alternative: Format → Font → Font style
Shortcut → Ctrl + B

Italic

Makes selection Italics.
Alternative: Format → Font → Font style
Shortcut → Ctrl + I

I

U

Underline

Formats the selection with continuous underline.
Alternative: Format → Font → effects
Shortcut → Ctrl + U

Font Size

Changes the font size of the selection.
Alternative: Format → Font → Size
Shortcut → Ctrl + Shift + P

12 ▼

B

Bold

Makes selection Bold.
Alternative: Format → Font → Font style
Shortcut → Ctrl + B

Italic

Makes selection Italics.
Alternative: Format → Font → Font style
Shortcut → Ctrl + I

I

U

Underline

Formats the selection with continuous underline.
Alternative: Format → Font → effects
Shortcut → Ctrl + U

Align Left

Aligns the paragraph at left indent.
Alternative: Paragraph → Alignment
Shortcut → Ctrl + L

Center

Centers the paragraphs between the indents.
Alternative: Paragraph → Alignment
Shortcut → Ctrl + E

Align Right

Aligns the paragraph at right indent.
Alternative: Paragraph → Alignment
Shortcut → Ctrl + R

Justify

Aligns the paragraph at both right and left indent.
Alternative: Paragraph → Alignment
Shortcut → Ctrl + J

Numbering

Creates a numbered list based on the current defaults.
Alternative:
Format → Bullets and Numbering

Bullets

Creates a bulleted list based on the current defaults.
Alternative:
Format → Bullets and Numbering

Decrease Indent

Decreases or promotes the selection one level.
Alternative:
Format → Paragraph → Indentation

Increase Indent

Increases indent or demotes the selection one level.
Alternative:
Format → Paragraph → Indentation

Borders

Shows or hide the border toolbar.
Alternative:
Format → Borders and Shading.

Highlight

Highlights a selected piece of text in the chosen color.

Font Color

Selects and applies Font Color.
Alternative:
Format → Font → Color

File management

Creating a New Document

- ❖ Click on **File** Menu
- ❖ Select and click **New** option
- ❖ Otherwise click ☐ button on the standard toolbar

Opening an Existing Document:

- ❖ Click File Menu
- ❖ Select and click **Open** option
- ❖ Otherwise click 📂 button on the Standard toolbar.
- ❖ Double click on the file from the open window

Saving a Document

- ❖ Click **File** Menu
- ❖ Select and click **Save** button.
- ❖ Otherwise click button 💾 on the Standard toolbar.

Moving through the document

- ❖ Open any word document. You can move the cursor to any location on the screen by using the arrow keys on the keyboard.
- ❖ **Right arrow** key is used to move one position to the right of the cursor
- ❖ **Left arrow** key is used to move one position to the left of the cursor.
- ❖ **Up arrow** key is used to move one position to the top of the cursor.
- ❖ **Down arrow** key is used to move one position to the down of the cursor.
- ❖ **Page Up** key is used to move down the screen at a time
- ❖ **Page down** key is used to move up the screen at a time
- ❖ Hold down **Ctrl** key and press **Home** to move to beginning of the document.
- ❖ Hold down **Ctrl** key and press **End** to move to end of the document.

- ❖ You can move to any position on the screen by moving the cursor with the mouse.
- ❖ You can use scroll bars to scroll the text upward and down ward.

Closing a Document

- ❖ Click **File** menu
- ❖ Select and click **Close** button.
- ❖ Otherwise click ☒ on menu bar

Editing Word document

Cut , Copy and Paste options

These options will allow you to Cut or Copy a piece of text from one location and to paste at a new location.

To do these functions,

- ❖ Place the cursor at the begining of the text to be selected. Drag the mouse pointer over the text. The text will now appear in reverse vedeo as shown below:

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- ❖ Click Edit menu and then click on Cut option (or) click icon on the Standard Toolbar. Move the cursor to the place where you want the text to be pasted.

- ❖ Click Edit menu and then click Paste option (or) click icon on the Standard Toolbar.

For copying the text from one location to other location the same procedure is to be followed. The difference between Cut and **Copy** is that while using the **Cut** option the text will be removed from its original location and pasted at a new location, where as when using **Copy** option a copy of the selected text is pasted at new location without disturbing the original text.

Searching text

- ❖ Open any document.
- ❖ Click **Edit** menu and then click **Find** option. You will get a screen as shown below.
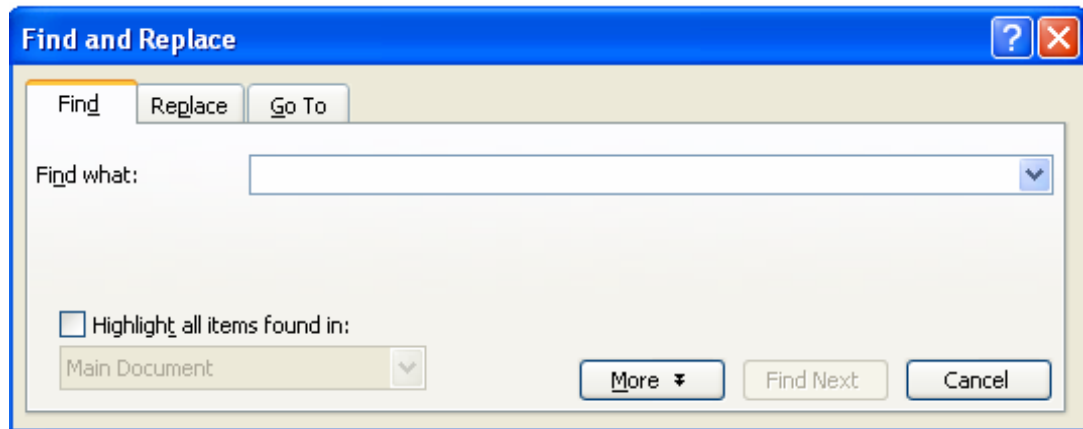
- ❖ In **Find What** text box type the word you want to find and then click **Find Next** button.
- ❖ Continue clicking **Find Next** button until you get the screen shown below.

- ❖ Click **OK** button and then click **X** to close **Find and Replace** dialog box.

Replacing text

- ❖ Open any word document.
- ❖ Click **Edit** menu and then click **Replace** option. You will get the dialog box as shown below and type the word with which you want to replace.
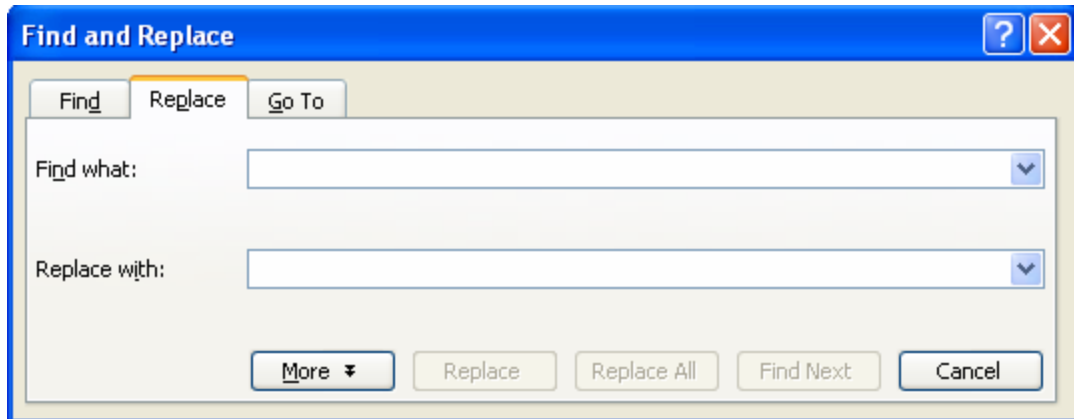
❖ Click **ReplaceAll** button once. You get the below dialog box.
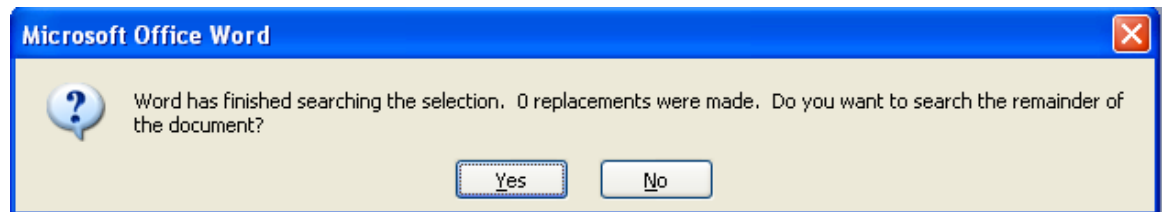
❖ Click **OK** button and then click **X** to close **Find and Replace** dialog box.

Moving the cursor to a specific page

❖ If your word document contains more than one page, you can directly go to specified page by clicking **Edit** menu and then clicking **Go To** option. You will get the dialog box as shown below.
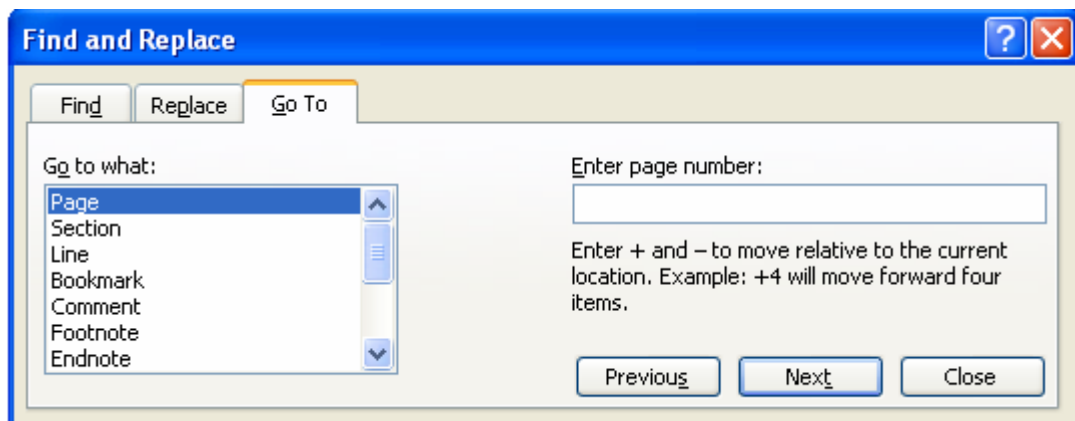
❖ In the **Enter page number** text box, type the required page number as shown below.

Find and Replace ? ✕

| Find | Replace | Go To |

Go to what:

Page
Section
Line
Bookmark
Comment
Footnote
Endnote

Enter page number:

4

Enter + and − to move relative to the current location. Example: +4 will move forward four items.

Previous   Go To   Close
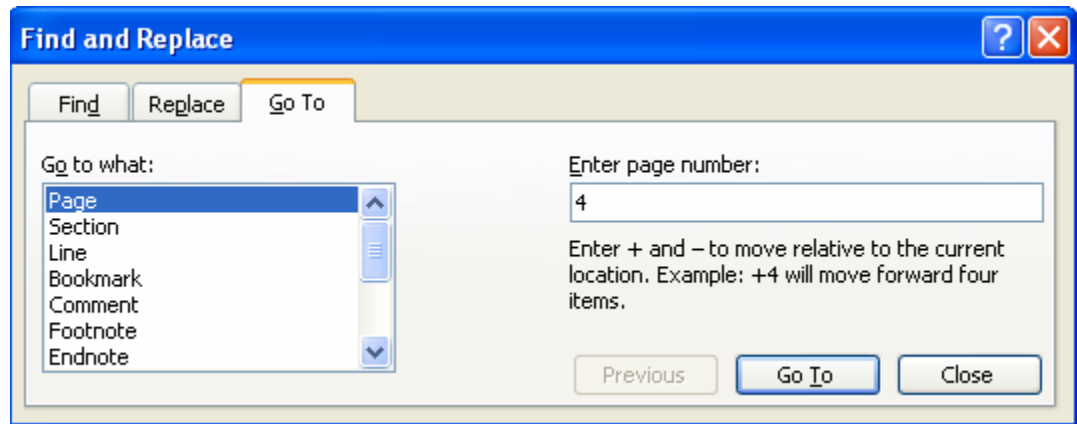
❖ Click **Go To** button. Cursor will immediately jump to page 4.
❖ Click **Close** button to close **Find and Replace** dialog box.

Formatting documents

Bold, Underline and Italicize the selected text

❖ Open a word document.
❖ Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
❖ Move the mouse pointer to the button **B** on the Standard Toolbar and click once.
❖ Move the mouse pointer outside your text and click to release the highlighting. Your text will now appear in **BOLD FACE**.
❖ Like this you can underline or italicize the desired text by using the following buttons

_I_ | U

Left aligning, centering , right aligning and justifying text

Left Centre Right Justify

❖ Open a word document.
❖ Block the text by first clicking at the start of the text and holding the left mouse button and drag to the desired position and then release the left mouse button. The selected area will be highlighted.
❖ Move the mouse pointer to **Align Left** button on the toolbar and click once. Your selected text will be left aligned.
❖ Move the mouse pointer to **Align right** button on the toolbar and click once. Your selected text will be right aligned.
❖ Move the mouse pointer to **Center** button on the toolbar and click once. Your selected text will be centered.
❖ Move the mouse pointer to **Justify** button on the toolbar and click once. Your selected text will be justified.

Creating Bulleted and Numbered list

❖ If a list of items are to be numbered automatically it can be done using Numbered List option

   Ex: Microsoft Office consists of
            MS-Word
            MS-Excel
            MS-PowerPoint
            MS-Access
            MS-Outlook

❖ The above text is to be selected with mouse.
❖ Click on the **Numbered List** button on the toolbar

❖ Move out of the text and click to release the highlighting.
❖ Your text will now look like this

      1. MS-Word
      2. MS-Excel
      3. MS-PowerPoint
      4. MS-Access
      5. MS-Outlook

❖ Now re-select the text
❖ Click the **Bulleted List** button on the toolbar.

❖ The numbers should be replaced with bullets as shown below

- MS-Word
- MS-Excel
- MS-PowerPoint
- MS-Access
- MS-Outlook

Indenting Paragraphs

❖ Select a paragraph with the mouse.
❖ Click on the **Right (increase) Indent** button on the toolbar.

❖ Leave the highlighting on and click once more on the **Right Indent** button.
❖ Click once on the **Left Indent** button. Your text should now be indented by one Tab stop. Each time you click, the paragraph is moved one tab stop.

Changing case of text

❖ You can change the selected text into either **UPPERCASE**, **lowercase**, **Title case** or **tOGGLE cASE**

❖ Highlight the text. Select the **Format** menu option
❖ Choose **Change Case** option. You will get the dialog box shown below.
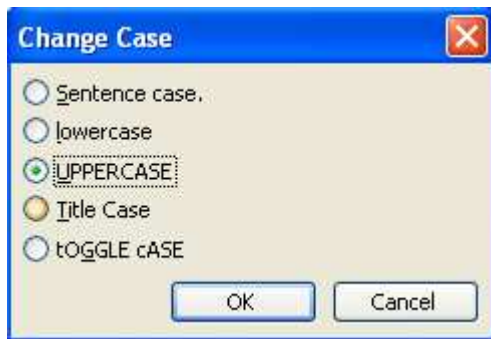
❖ From the list of options select **UPPERCASE** to convert lower case into uppercase

Indenting text with tabs

❖ Type your name and address as you would at the head of a letter, but aligned with the left margin e.g.

> K.Manohar
> H.No 10-334/3,
> V.P. Nagar,
> Malakpet,
> Hyderabad.

❖ Move the cursor to the start of each line and press the Tab key. Just as with the right indent button, your text will move right. How much it moves will depend on the tab settings, which you can change in the **Format**, **Tabs** menu as shown below.
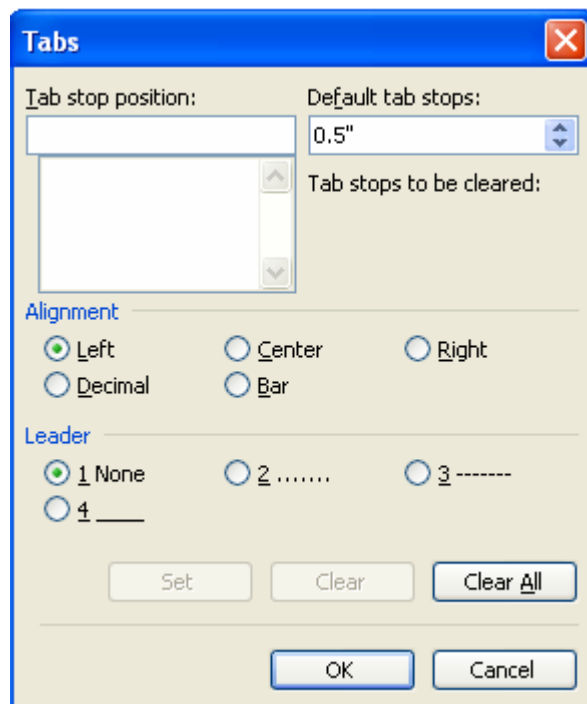
Font Controlling

❖ To get different character styles we can change **Font** type
❖ Click on **Format** menu
❖ Select **Font** option. You will get the following screen.
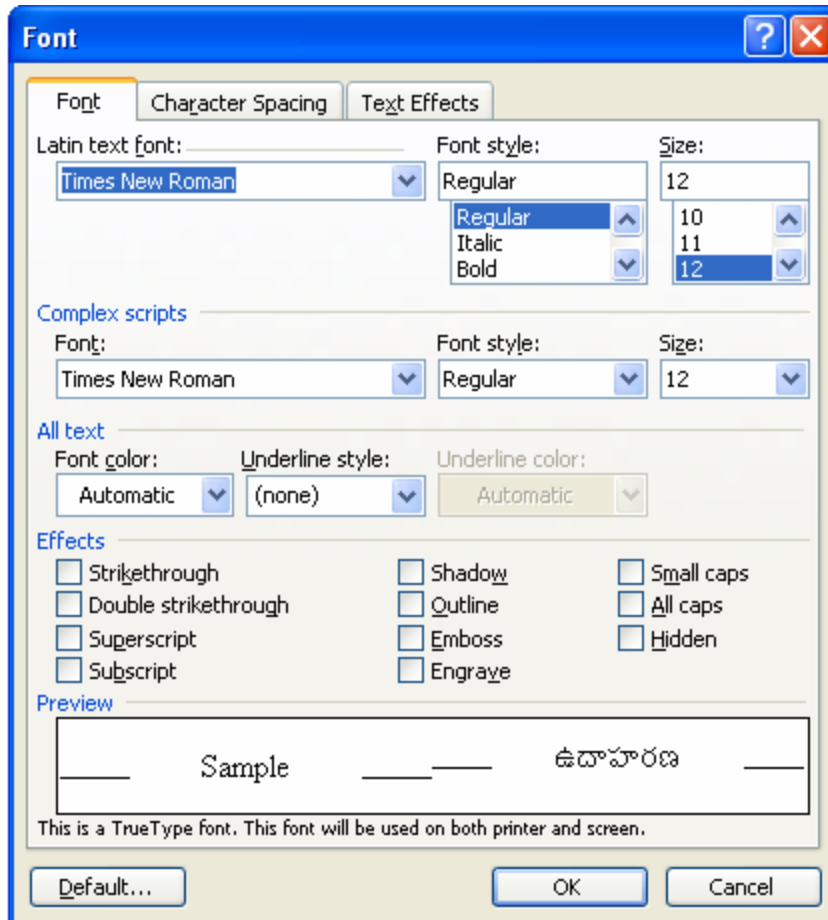
- ❖ You can set **Font type**, **Font Style** and **Font size** and **Color** of the selected text.
- ❖ Click **OK** button.

Note: The above options are also available on the Formatting Toolbar

| Font style | Font Type | Font size | Color |

Creating column wise documents

- ❖ Open any word document file.
- ❖ Click **Format** menu and click **Columns** option. You will get a screen as shown below:
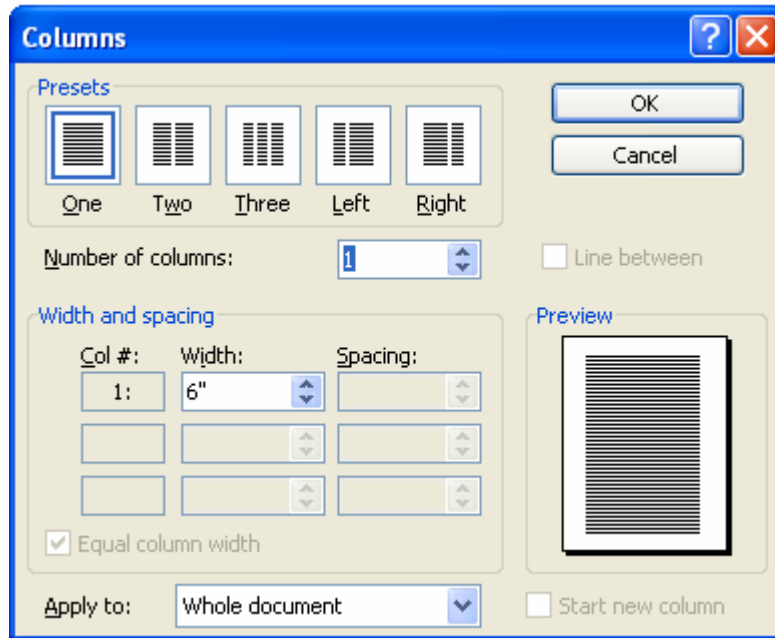
❖ **In the Presets tab, select Two option to get below screen.**
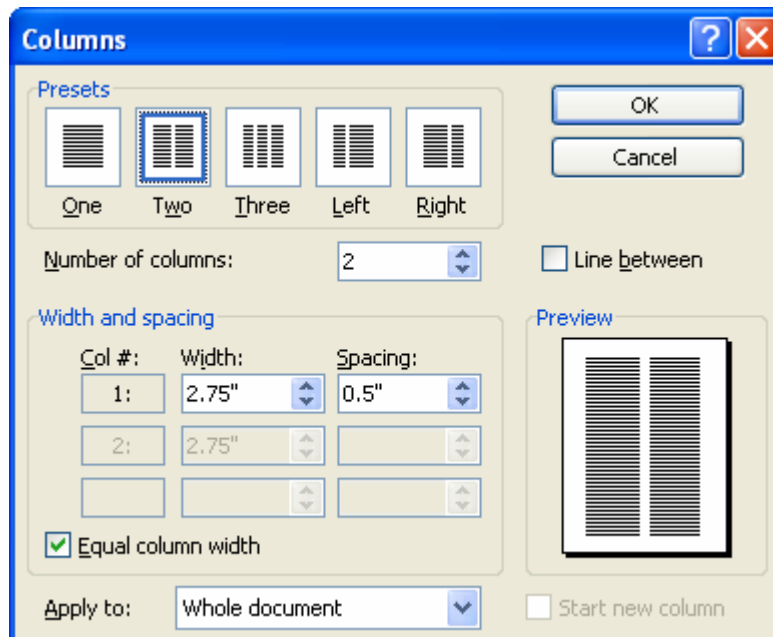
❖ Click **OK** button.
❖ Your document will be converted to two-column document.

Spelling and Grammar Checking of word document

- ❖ Open any word document.
- ❖ Click **Tools** menu and then click **Spelling and Grammar** option. You will get the below dialog box.
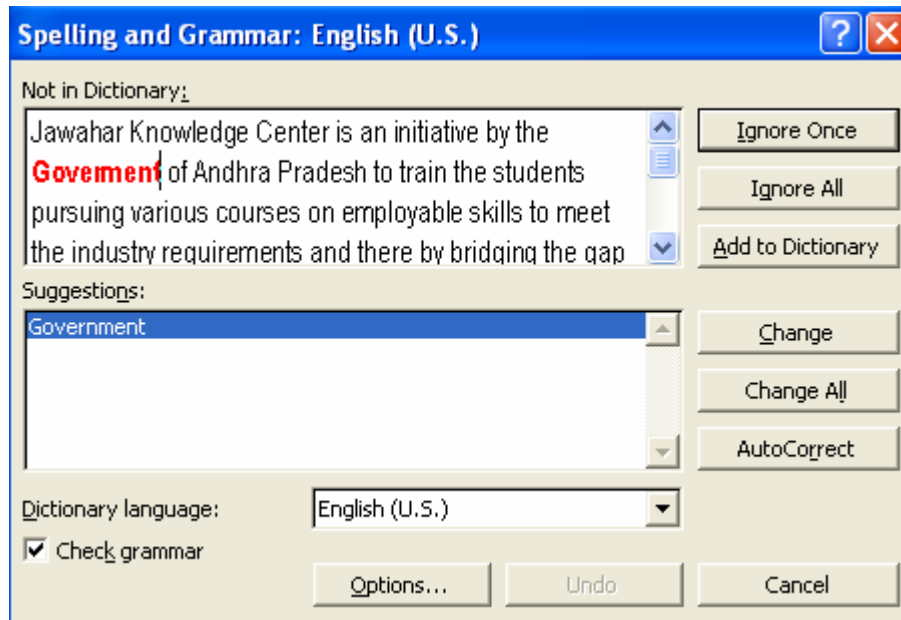
- ❖ Note all words that appear red color in First box are spelling mistakes. If you want to accept the suggested word, in the second box click on **Change**. If not, click **Ignore** button. You can also add a word to the dictionary by clicking on the **Add** button.
- ❖ Continue this process until you get the dialog box, shown below:
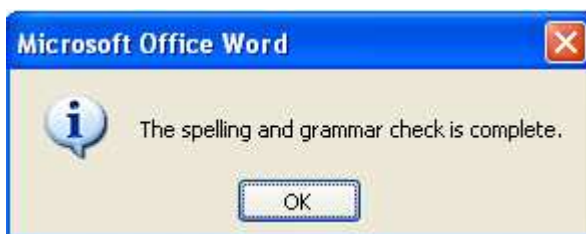
- ❖ Click **OK** button.
- ❖ Save your work when the spell-check is complete, so that the corrections are saved.

Printing document

Set Page Setup options

❖ Click **File** menu
❖ Select and click **Page Setup** option. You will get the following screen.
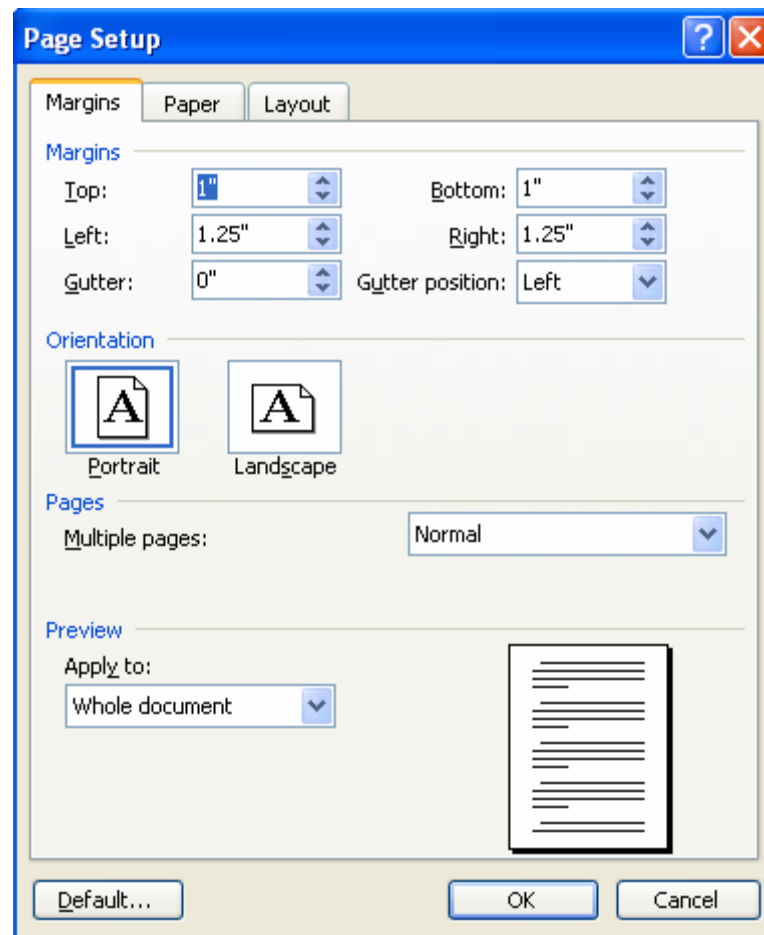
❖ Here you can set **margins** (**top, bottom, right** and **lef**t), **paper size, paper source** and **layout.**
❖ Click **OK** button.

Creating Header and footer

❖ You can create header and footer that include text or graphics. For example, page numbers, the date, a company logo, the document's title or file name, the author's name, and so on. You can use the same header and footer throughout a document or change the header and footer for part of the

document. For example, use a unique header or footer on the first page, or leave the header or footer off the first page. You can also use different headers and footers on odd and even pages or for part of a document.

The Header and Footer tool bar is
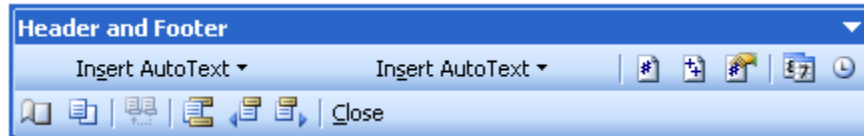
To Create header or footer

Create a header or footer

1 On the **View** menu, click **Header and Footer.**

2 To create a header, enter text or graphics in the header area. Or click a button on the **Header and Footer** toolbar.

To insert	Click
Page numbers	**Page Numbers** .
The current date	**Date** .
The current time	**Time** .
Common header or footer items, such as running total page numbers (Page 1 of 10), the file name, or the author's name	**Insert AutoText**, point to **Header,** and then click the item you want.

3 To create a footer, click **Switch Between Header and Footer** to move to the footer area. Then repeat step 2.

4 When you finish, click **Close.**

Creating different footers or headers for even and odd pages

Create different headers or footers for odd and even pages

1 On the **View** menu, click **Header and Footer**.

2 On the **Header and Footer** toolbar, click **Page Setup** 📖.

3 Click the **Layout** tab.

4 Select the **Different odd and even** check box, and then click **OK**.

5 If necessary, move to the **Even Page Header** area or **Even Page Footer** box.
   » How?

6 Create the header or footer for each even-numbered page.
   » How?

7 To move to the header or footer for each odd-numbered page, click **Show Next** on the **Header and Footer** toolbar. Then create the header or footer you want.

Preview document

- ❖ Open any word document.
- ❖ Click **File** menu and then click **Print Preview** option. You will get a screen similar to this.
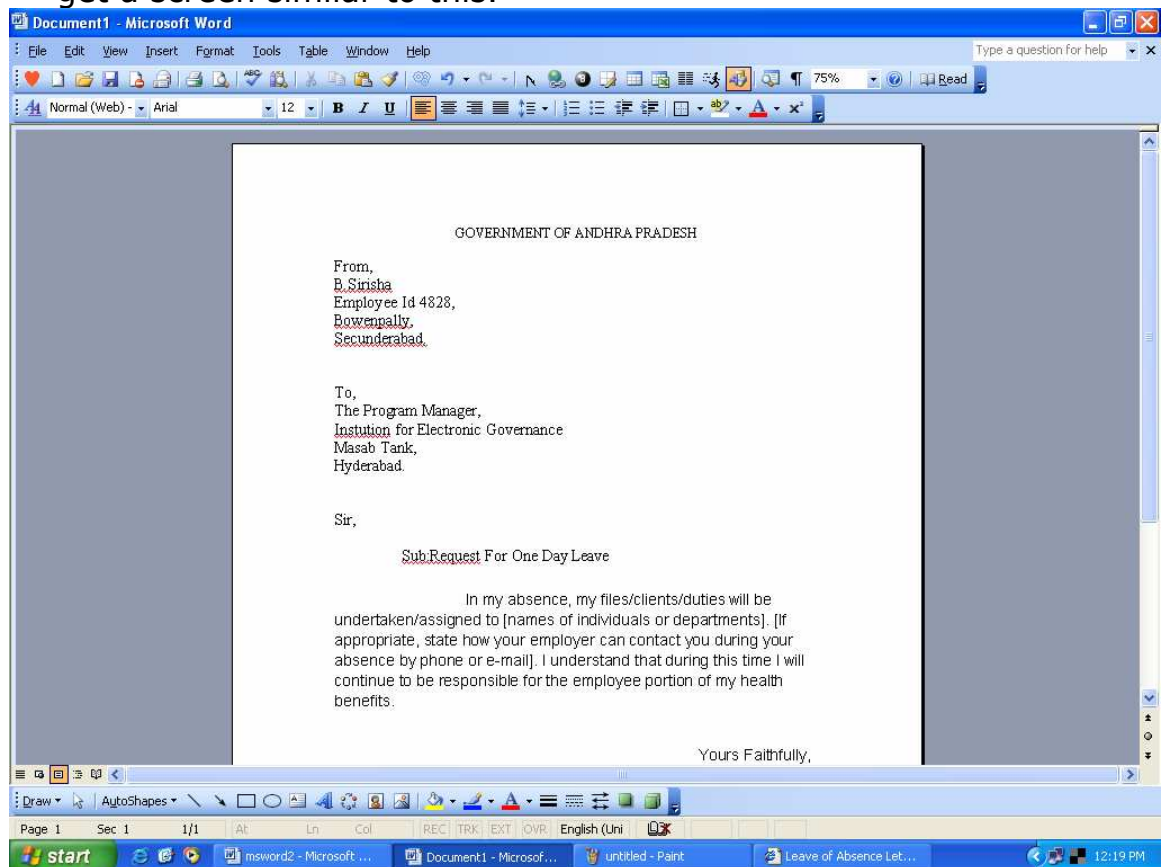
- ❖ You won't be able to read your text, as preview is just for checking the layout. If you move the mouse pointer into the page a tiny magnifying glass icon appears. If you click on this, it magnifies the selected page.

- ❖ Press **PgDn** to move through your document if it is more than one page long.

- ❖ If you need to make changes before printing, click the **Close** button to return to your document

Print document.

- ❖ Click **File** menu
- ❖ Click **Print** option.
- ❖ You will get a screen shown as below.
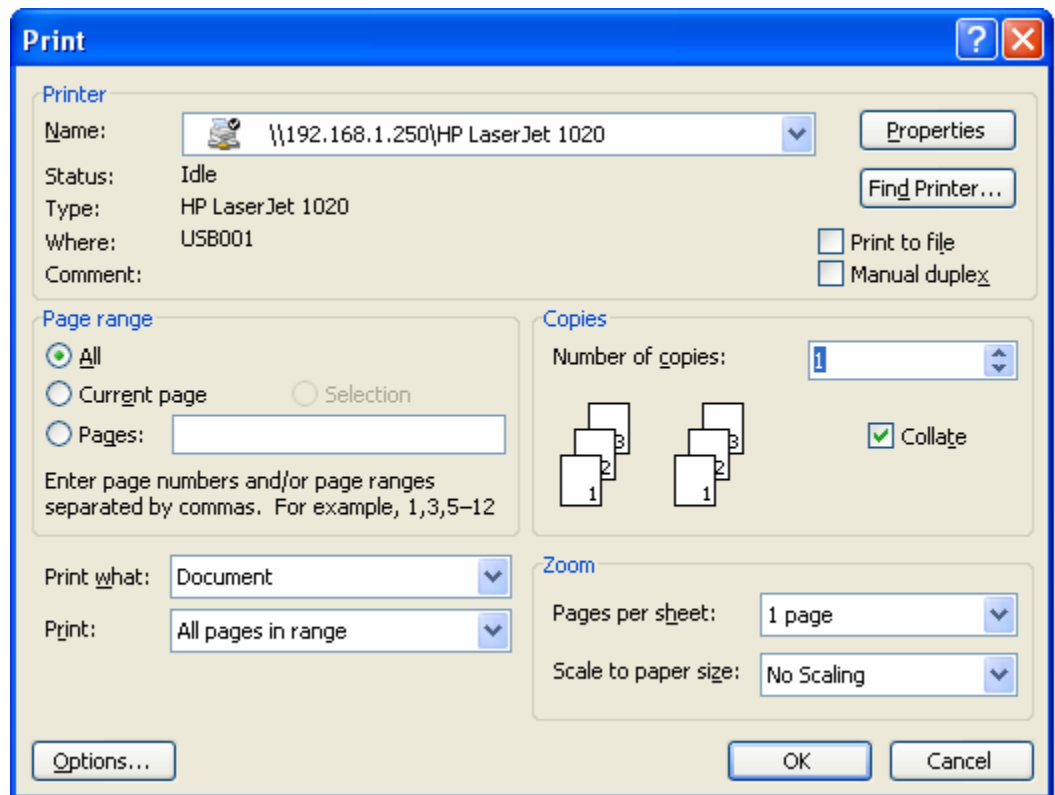
- ❖ In the above figure you can set default **Printer** name or you can select other printers from the drop down menu. You can set which pages to print, how many copies to print, the page range like "1-3,5-7", whether to print all pages and so on.

❖ Before printing, make sure your printer is switched on, is loaded with the appropriate paper [A4], and is on-line.
❖ If you are satisfied with the layout of your document, click on the **Print** icon on the toolbar to obtain a printout. You should see a message on screen showing that your file is being prepared for printing.
❖ Click **OK** button.

Inserting pictures into the document

Inserting Clip arts
❖ Click **Insert** menu, click **picture** and then click **Clip Art.** You will get screen as shown below
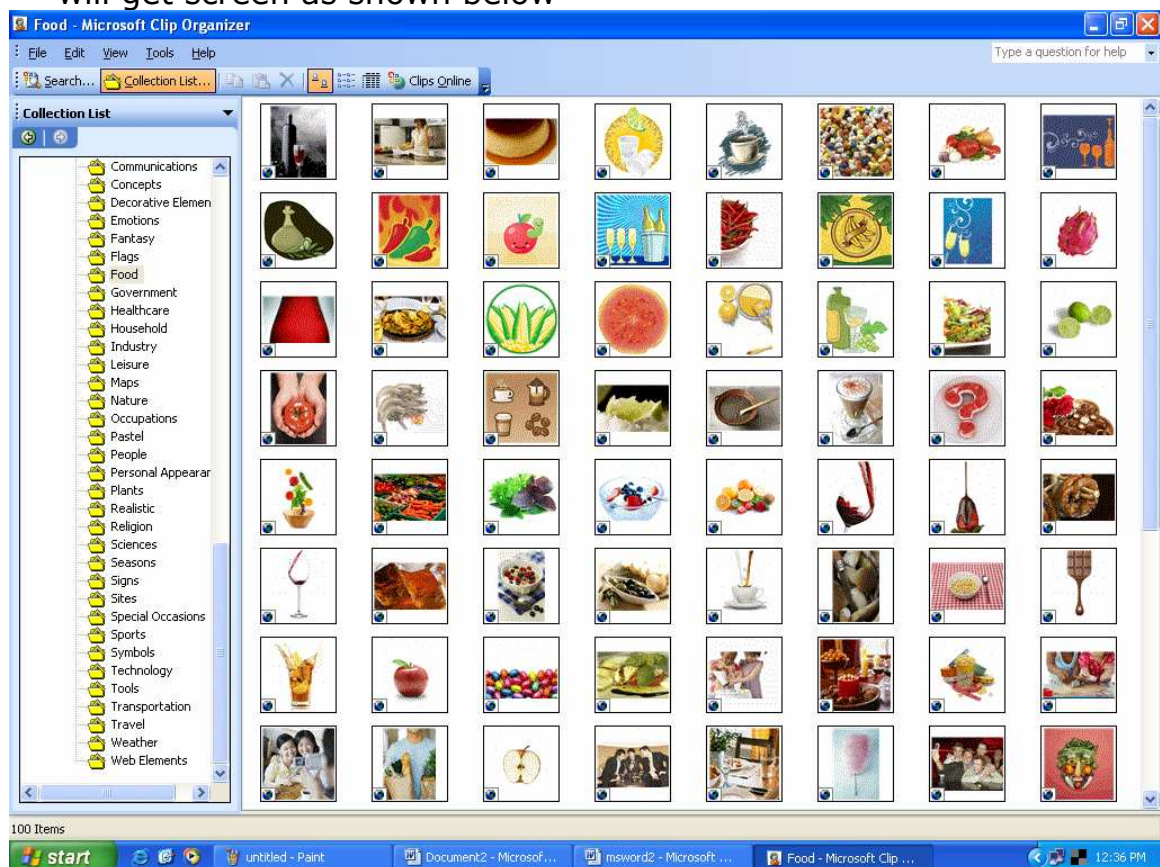
❖ Select the picture and then click **Insert** button. The selected picture will be inserted at the cursor position.

Inserting WordArt

❖ Click **Insert** menu, click **picture** and then click **WordArt.** You will get a screen as shown below:
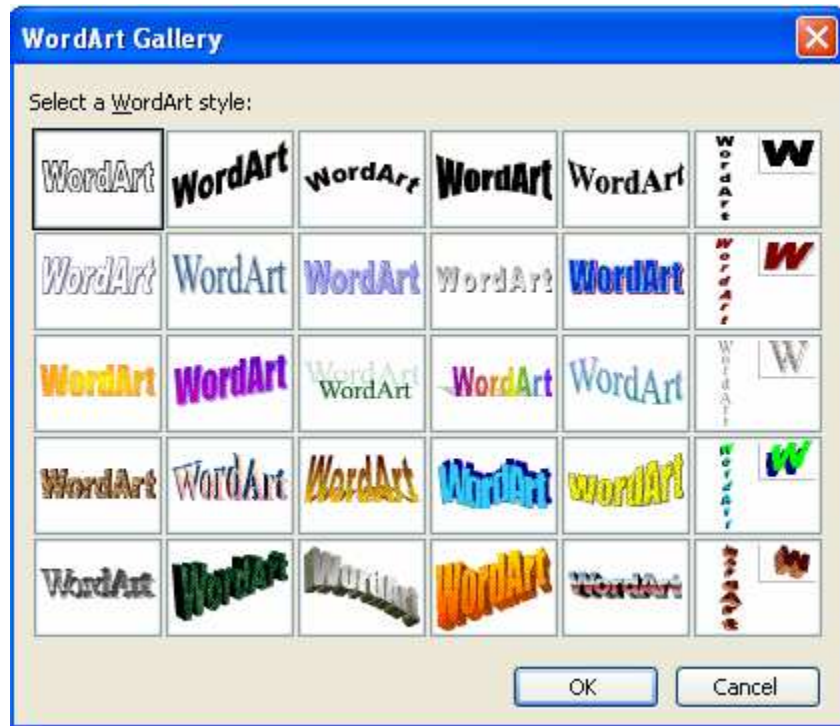
❖ Select a **WordArt Style** format and then click **OK** button to get the below screen.
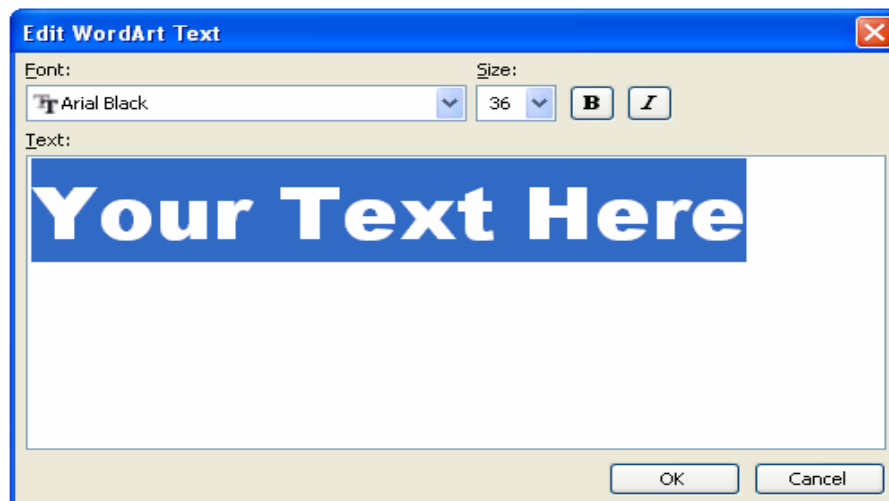
❖ Here enter your own text (for example type **Welcome**)and then click **OK** button.

Dragging Margins on the Ruler

- ❖ Change to Page Layout view
- ❖ Choose **View → Ruler,** if the ruler is not visible
- ❖ Point to transition area (where the grey area turns white) on the ruler. The mouse pointer changes to double headed arrow.

Drag the margin to the desired position using the mouse. Watch the change in the Ruler's dimension as you drag.

Page Breaks

Page Breaks are the places in your document where one page ends and a new page begins. Many things affect where page breaks will occur. Factors include the size of your paper, Margin setting, Paragraph Formats and section breaks.

Page breaks appear as dotted lines in Normal view.

Forcing Page Breaks

- ❖ Move cursor to the place of the break.

- ❖ Choose **Insert → Break**

The Page Break dialogue box appears as below.
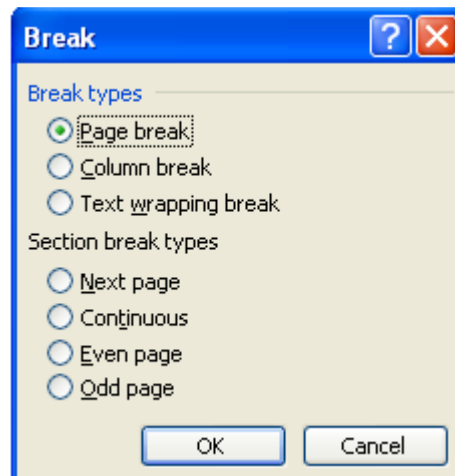
- ❖ Click **OK** & the page break appears in the required position.

- ❖ To insert page breaks press **Ctrl+Enter.** Page Break will be inserted at the place of the cursor.

Drop Cap Feature

❖ Select the Paragraph then Click **Format** menu and then Click on **Drop Cap** then you will get a screen as shown below:
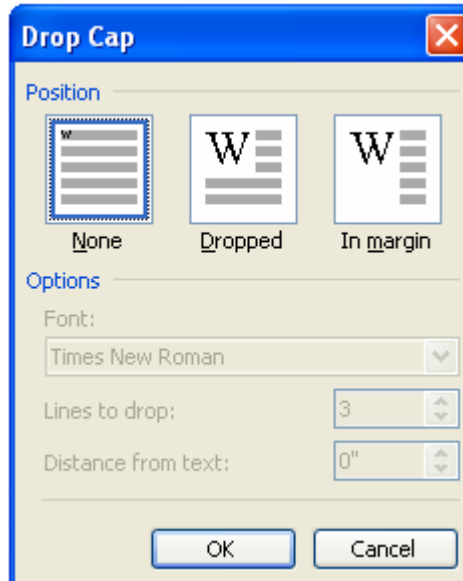
Now Select the required position for Drop Cap and click **OK**

Creating Tables

Tables are preferred when compared to using spacebar or tab for alignment to give a table format, but Word has another excellent feature for alignment called "Tables". This feature is used to create financial reports, catalogues, accounts etc.

Tables consist of rows and columns. The text can be typed in the cells. The size, shape and appearance of a cell are controllable features. You can also convert a text to a table and a table back to text. It also supports importing and exporting data onto a spreadsheet.

To create a table using Insert Tables Button

❖ Move the cursor to the place where you want to insert the table
❖ Choose tables button ⊞ from the Standard Toolbar
❖ Drag the mouse to highlight the desired number of rows and columns in the tables menu

❖ Release the button. An empty table is inserted.

To create a table using table menu

❖ Choose **Insert table** from **Table** Menu . You will find a dialog box as shown below:

❖ Now type the Number of Columns and rows as you require and set column width Auto. So that the Column with will be equal to the width of the text. Now click **OK**.

An empty table is inserted in the document. Now inserting rows, columns, Deleting rows and widening the columns is very easy.

Insert Rows:

❖ Place the cursor in the table, where rows are to be inserted
❖ Choose **Table** and click **Insert Rows** option to insert rows in the table

Delete Rows:

❖ Select the Row which is to be deleted
❖ Click **Table** and click **Delete cells** option.

In the same way you can do with **columns** also
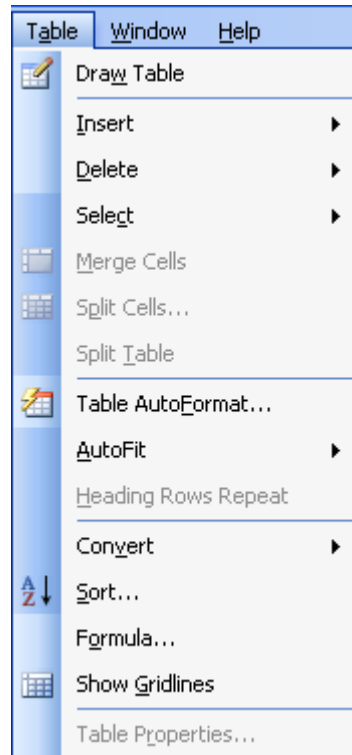
Using Formulae in the table

Tables can be used to prepare financial statements. Different functions can be used to calculate Column totals, Row totals, Average , Count, Minimum and maximum of given values etc.

To use a formula in the table

❖ Keep the mouse cursor at the place where the value has to come
❖ Click **Table** menu and then click **Formula** option.

You can see the following dialog box.
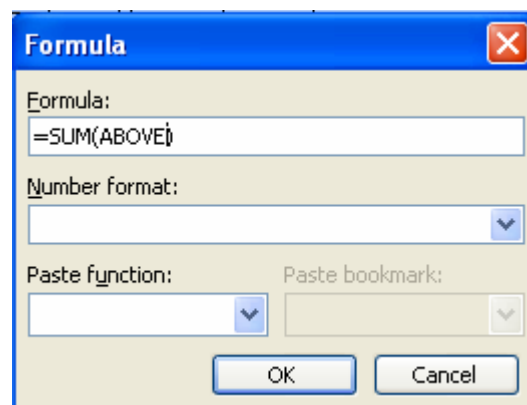
❖ Then click OK button

If you don't want the above function, then choose another from **Paste function** drop down list.

Sort the Table

We can arrange the data in the table in some order i.e. By name, By ID no, By basic etc.

To sort the table

❖ Select the table by using menu **Table -> Select table**
❖ Sort the table by using menu **Table -> Sort** options

You will find the following dialog box:
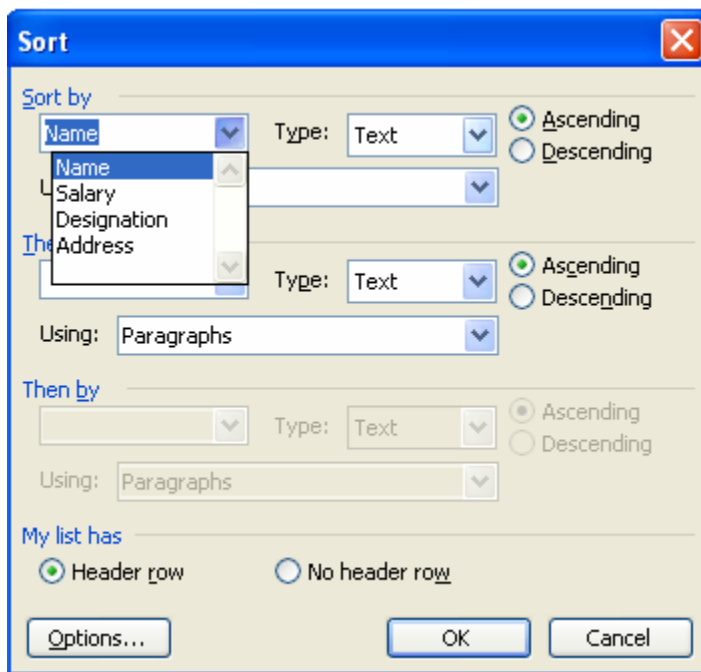
❖ Now select the **sort by** field and click **OK**

Numbering Pages

❖ Open any word document.
❖ Click **Insert** menu and then click **Page Numbers** option.
❖ You will get the screen as shown below:
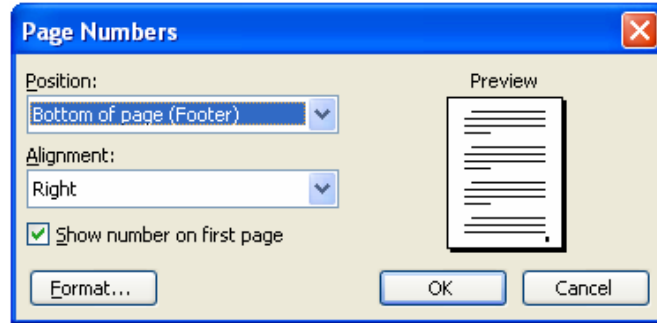
- ❖ By default the page number is placed at bottom right corner within the page. You can change the position of the page numbers by selecting other options like "top of the page, center" from the Drop down List boxes.
- ❖ Choose the Format button to review the other page numbering options or choose OK button to set the changes made in the Page Numbering dialog box.

Auto correct

AutoCorrect stores a list of common typographical errors and their spellings. When you make an error, Word detects it and inserts the correctly spelled version of the word. You can add words to the AutoCorrect list, based on the mistakes you make. Look at the AutoCorrect dialog box.
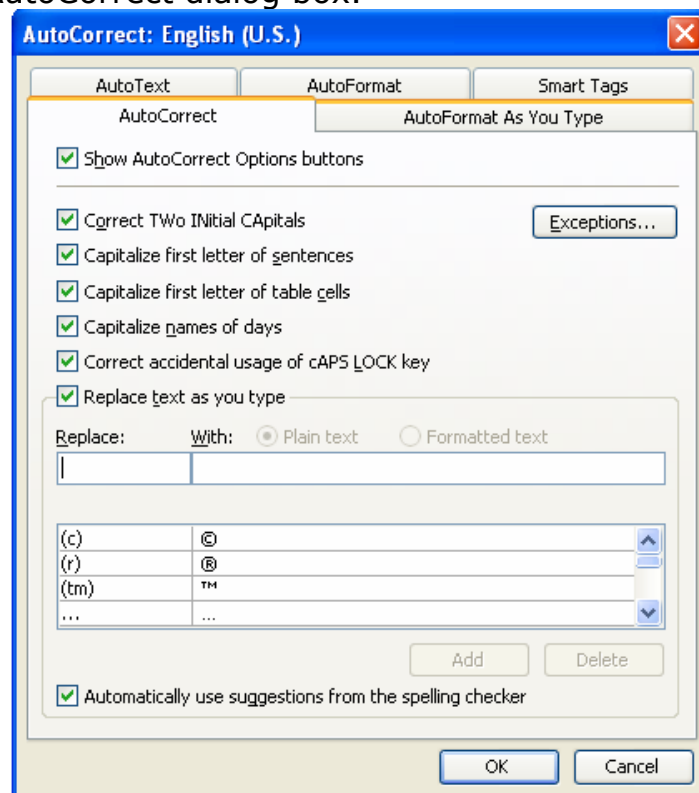
Note that **tm** within parenthesis is automatically replaced by ™ with trademark symbol. To Add an AutoCorrect

❖ Click **Tools** then click **AutoCorrect,** type the word in the place provided for **Replace** and **With** Options then click **Add** and then click **OK.** You can **Delete** an AutoCorrect option if you don't want it.

AutoFormat

Use AutoFormat to reformat an entire document using a selected document template as a basis for the changes. Templates are supplied with Word, or you can create your own templates based on a document in which styles are applied to text, headings, lists and other text and graphic elements within the document. You can use Format/Style Gallery to view and apply available style templates to your document. Autoformat applies a style to every paragraph and heading. It typically replaces indentations created with spaces or tabs with paragraph indents, asterisks and dashes with bullets, and so on.

Auto Text

The AutoText feature lets you store commonly used passages, such as addresses, contract clauses, etc., and insert them whenever needed with a click of your mouse to create an AutoText entry.

❖ Select a graphic or text block such as your name and address in your document.

❖ Pick the **Insert / AutoText** menu selection: The **Auto Text** dialog box is displayed as shown below

AutoCorrect

AutoCorrect		AutoFormat As You Type
AutoText	AutoFormat	Smart Tags

☑ Show AutoComplete suggestions

To accept the AutoComplete suggestion, press Enter

Enter AutoText entries here:

```
- PAGE -
Attention:
ATTN:
Author, Page #, Date
Best regards,
Best wishes,
CERTIFIED MAIL
CONFIDENTIAL
Confidential, Page #, Date
```

Add

Delete

Insert

Show Toolbar

Preview

Look in: All active templates

OK   Cancel

❖ Type a Short name in the **Name** box and click **Add.**

To use Stored Auto Text

❖ Type the short name of your Auto text and Highlight it.
❖ Click **Insert/ AutoText** from menu and then click **Insert** . The
   text is inserted in place of the selected AutoText name.

To remove an AutoText item:

❖ Pick Insert/AutoText to get the AutoText dialog box.
❖ Pick an AutoText name and click **Delete** and **Close**

Password Protecting the document

❖ Open any word document.
❖ Click **Tools** menu and then click **Options** Click **Security** tab. You will get screen as shown below.
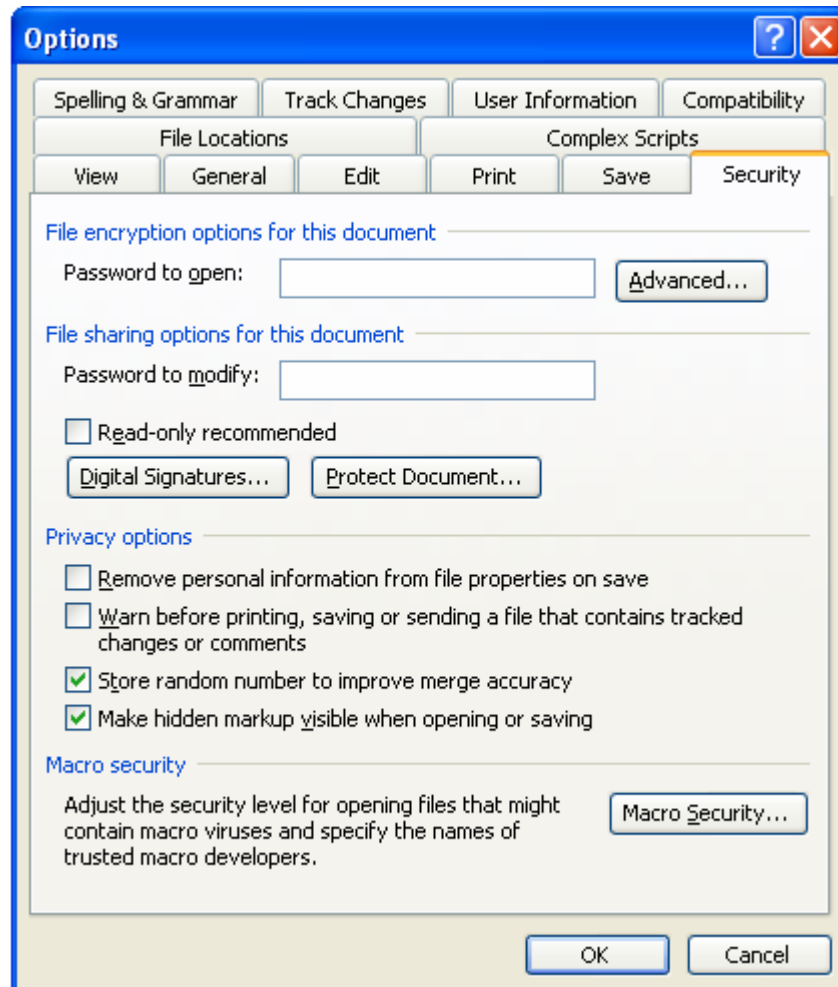
❖ In the **Password to open** text box, type your password (Ex: type **mahesh**). Your password will appear as group of *******. Click **OK** button. You will get the following screen.

❖ Reenter the same password and then click **OK** button.

- ❖ Close the document by clicking **File** and then clicking **Close** option.
- ❖ Open the same document by clicking **File** and then clicking **Open** option.
- ❖ You will get a screen as shown below.
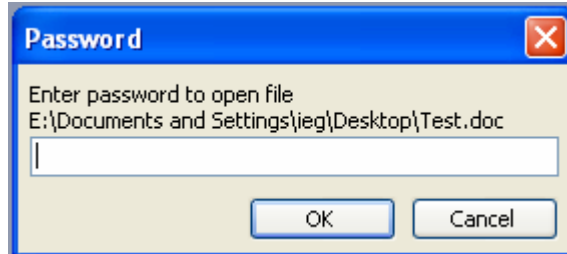
- ❖ If you type the same password as earlier (**mahesh**) then only you can open the file.
- ❖ Enter the password and then click **OK** button.
- ❖ If you want to delete the password click **Tools** menu and then click **Options**.
- ❖ Delete the password in the **Password to open** text box.
- ❖ Click OK button. Your document will be unprotected.

Thesaurus

The tools /Thesaurus menu selection gives you possible meanings and synonyms for selected words in your documents. This helps you be more precise in your writing. To use the Thesaurus, position the cursor in front of a word or highlight it. And Right Click and Then you will find a dropdown menu and select synonyms option select Thesaurus menu as shown below .
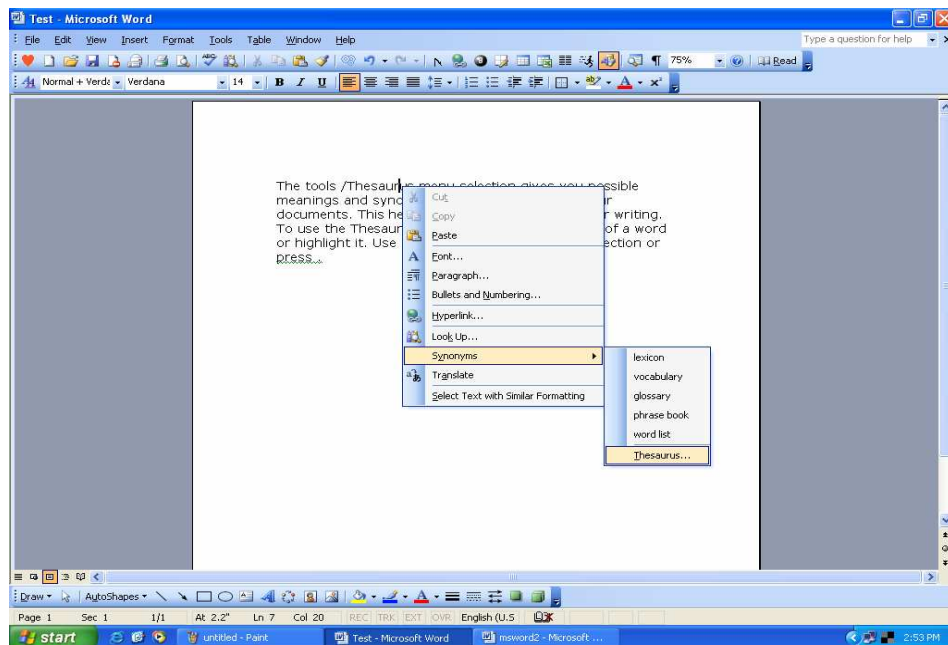
Lists of possible meanings and synonyms are displayed. Pick a desired word so that it is in the Replace with Synonym box and click the Replace button to use it. Use the Look Up button to find alternate meanings of a selected word in the Meanings box. Click Cancel to exit the Thesaurus dialog box without accepting any of the suggested changes.

Creating a Mail Merge document

Following are steps involved in creating a Mail Merge document.

❖ Create a new data source and enter information
❖ Create the main document
❖ Insert fields into the main document.
❖ Merge data source and main document.

Creating a new data source

This file is created basically to store the information like addresses which is to be used to merge with the main document.

❖ Open a New word document
❖ Create a Table with following information :

First Name	Last Name	Add1	Add2	Add3
Bhaskar	Rambha	Banjara Hills	Road No.3	Hyderabad
Ashok	Reddy	Kukatpally	Main Road	Hyderabad
Ravi	Kumar	Gandhi Nagar	RTC X Roads	Hyderabad

Save the file as **address.doc** and close.

Creating the Main Document

❖ From the **Tools** menu → **Letters and Mailing→Mail Merge.**

❖ In the Main Document area of *Mail Merge Helper* window click the **Create** button. Clicking on the down arrow opens the pull down menu.
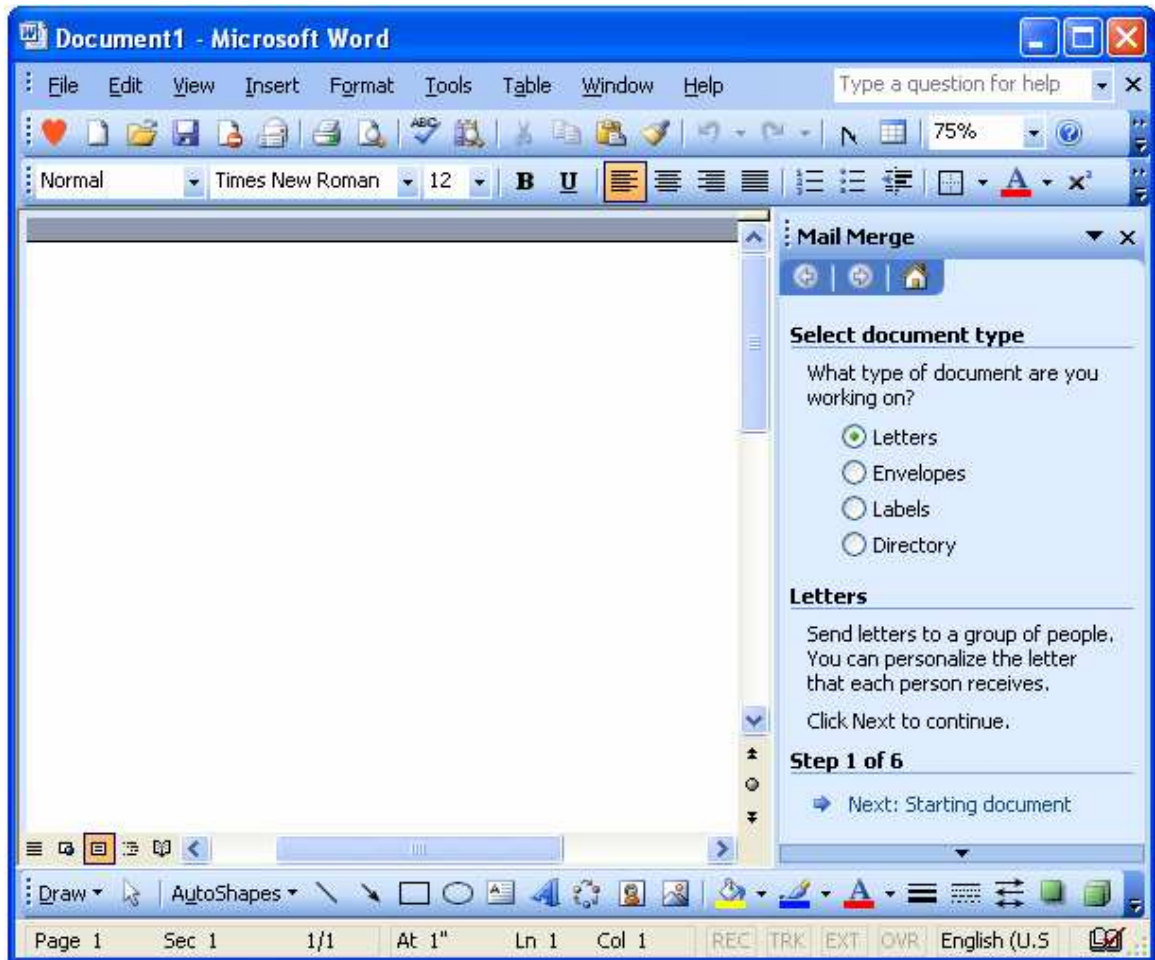
❖ Select **Letters**. and under Step 1 of 6, Click on Next : Starting document as shown in the above window (step 1).

❖ You will get 3 options to select from the following window

- Use the Current Document
- Start from a template.
- Start from Existing Document
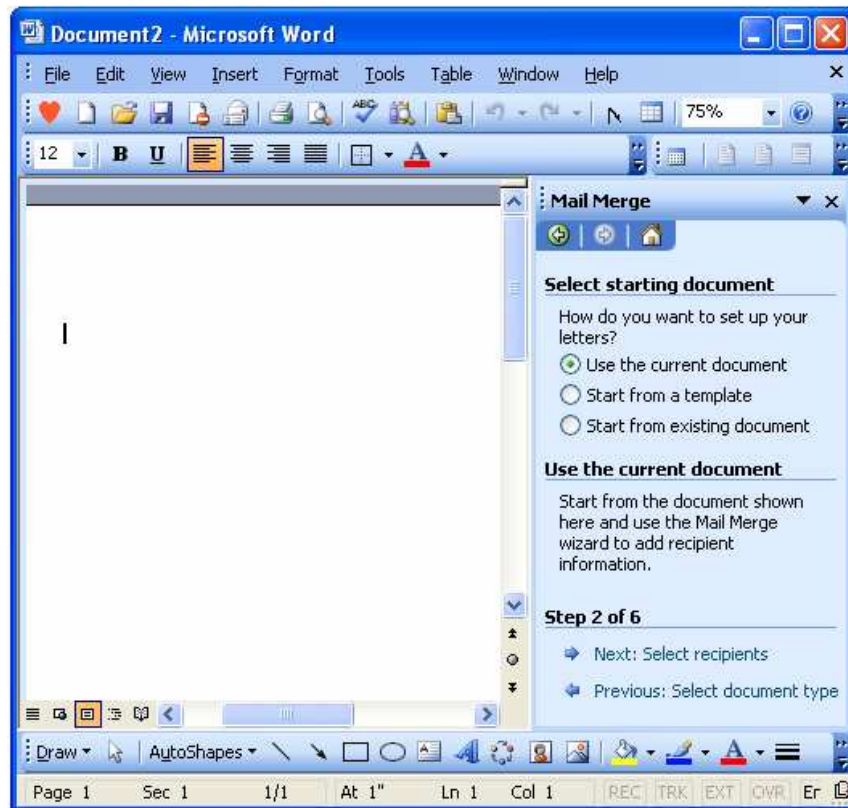
❖ Select the first option : Use the current document

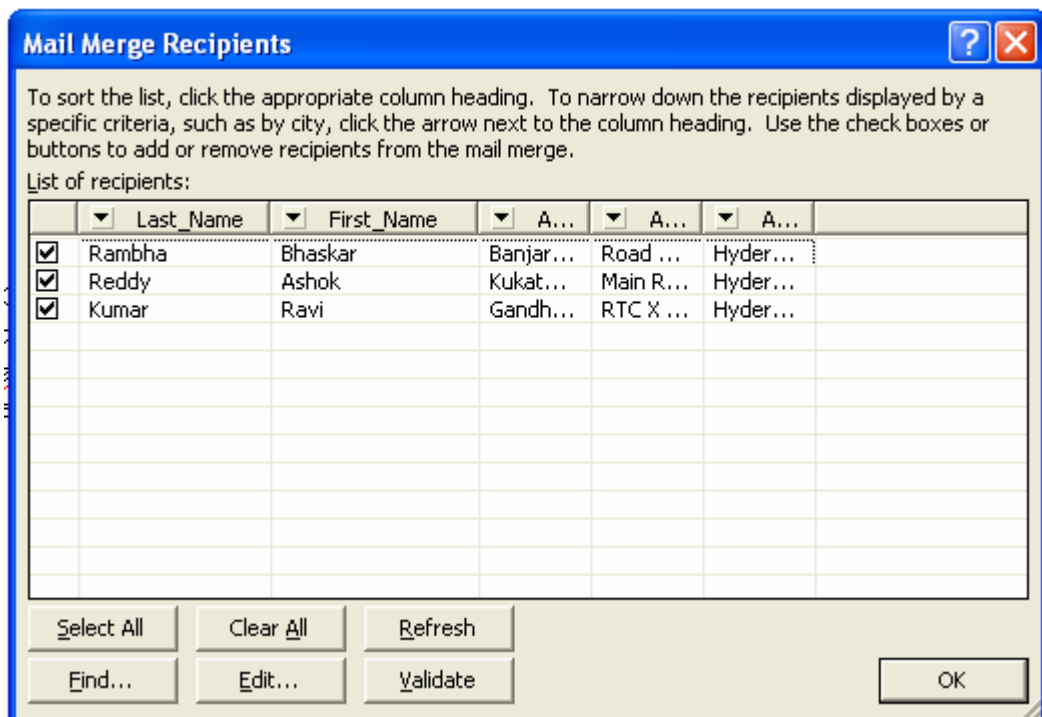Type the letter leaving sufficient space to place addresses later
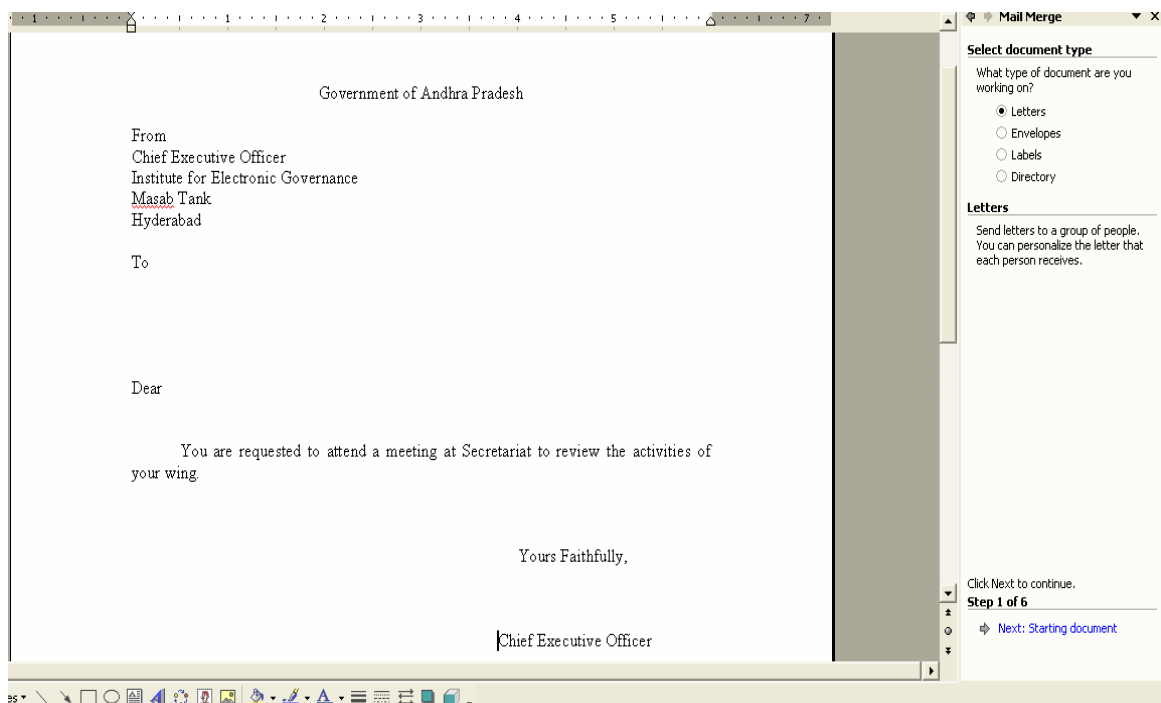
❖ Now click on Write Your letter link (step 3)
Then you will get following window.
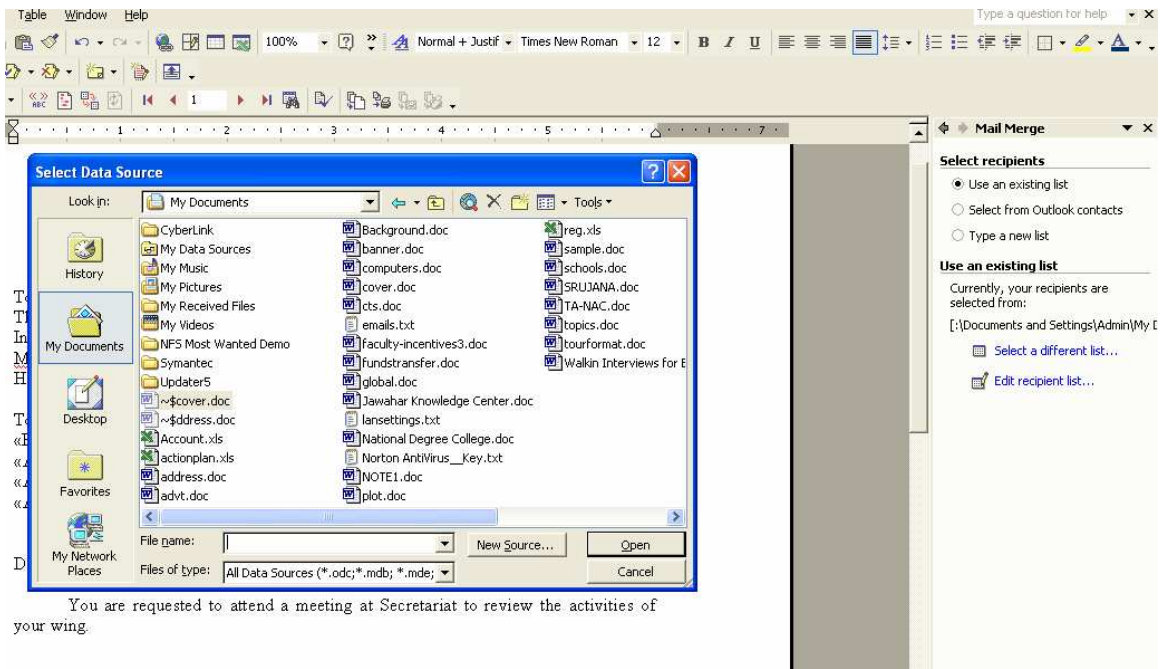
❖ Now Select an Existing Data Source i.e. the file
address.doc and Click on Open Button.

Then you will get following window.

Click **Ok**.

Then you will see the following screen
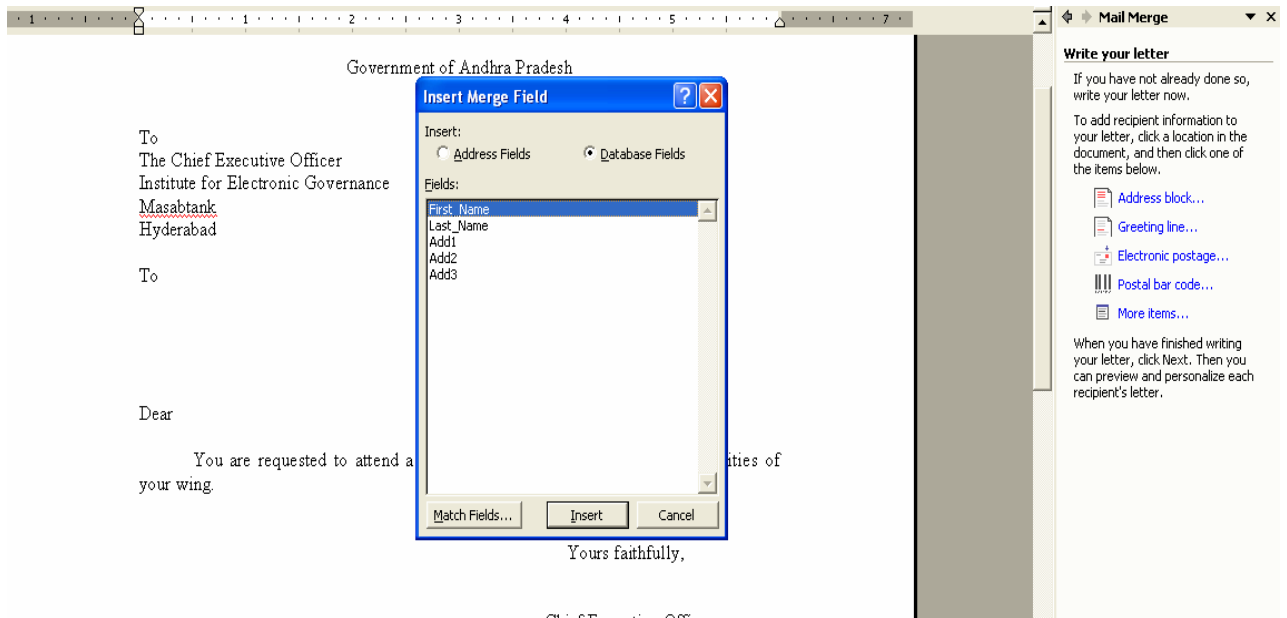
- To add recipient information to your letter Click on More items and insert the fields wherever required.

After inserting fields your document may look like this :
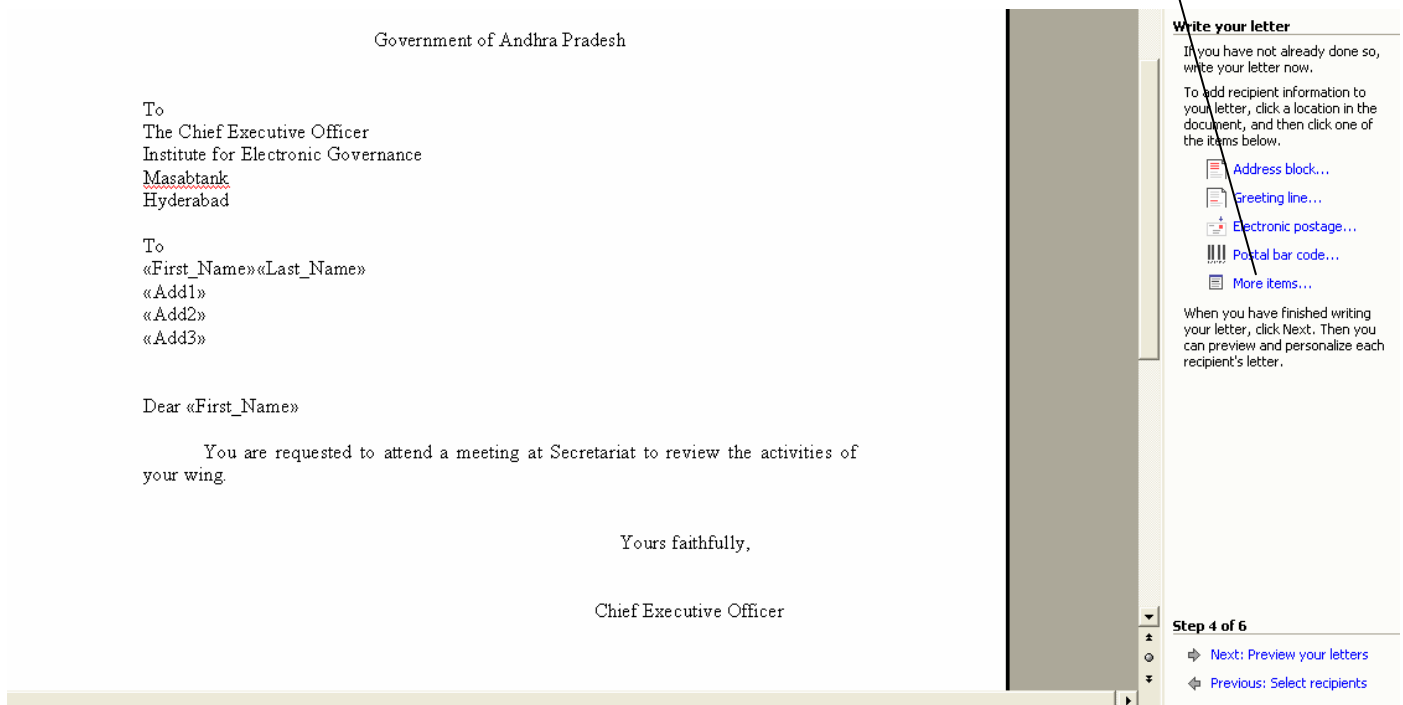
❖ **Now see Step 4 of 6 and click on Next : Preview your letters**
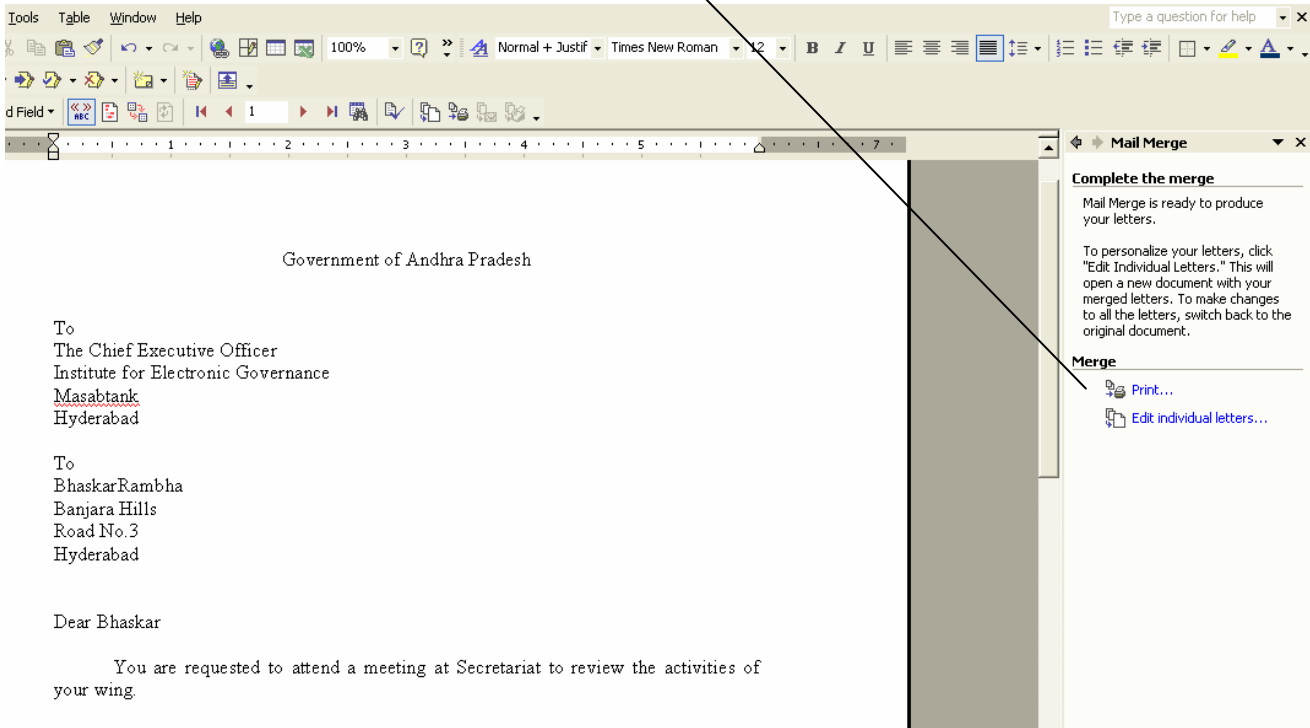

❖ **You can preview all the letters by clicking on Recipient 1..2.. so on**

❖ **After Preview come to Step 5 of 6 and click on Next : Complete merge**

❖ **After completing the merge you may print letters or edit them using the following options :**

There are several options while printing letters. You may print all letters or selectively. It is advisable to check the formatting and other details of merged documents before sending them to printer.

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