MSW Lesson 2

Correspondence

P80-85 Goals

- To create a business letter
- Set margins
- Insert the date and time
- Use quick parts

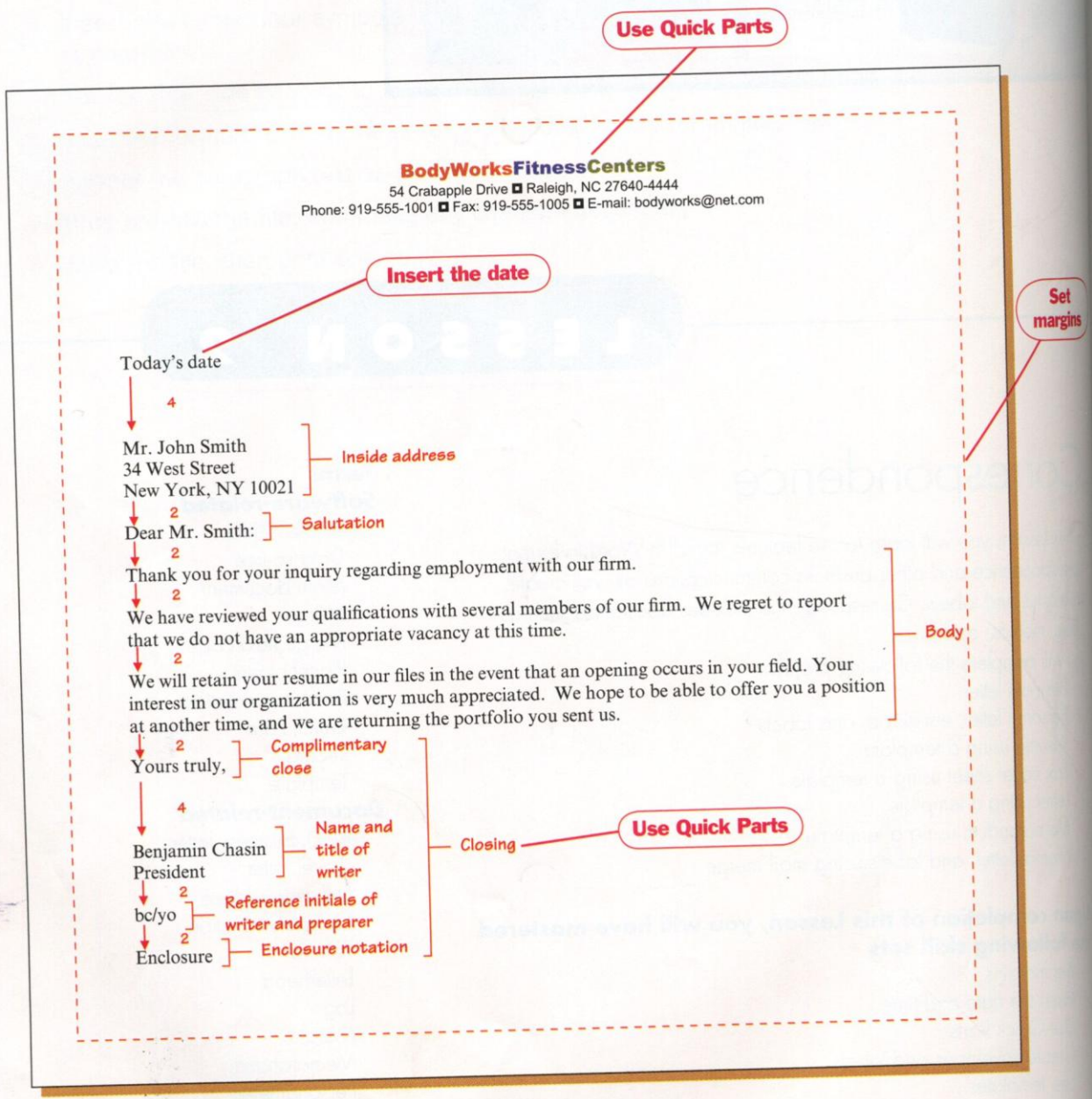


Figure 2.1: Business letter

Set margins

- The blank space around the edges of a page is the MARGIN.
- Standard paper measures 8.5” wide by 11” long – in portrait orientation

How to set margins

- Click the PAGE LAYOUT TAB and in the PAGE SETUP GROUP
- Click the MARGINS BUTTON
- Select a margin format from the gallery
- Most common – default – click NORMAL
- Custom Margins – to create margins other than those shown
- In the page set up dialog box, 2.4, enter top, bottom, left and right margin size desired

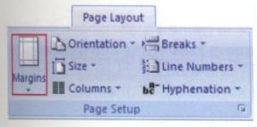


Figure 2.2: Page Layout tab

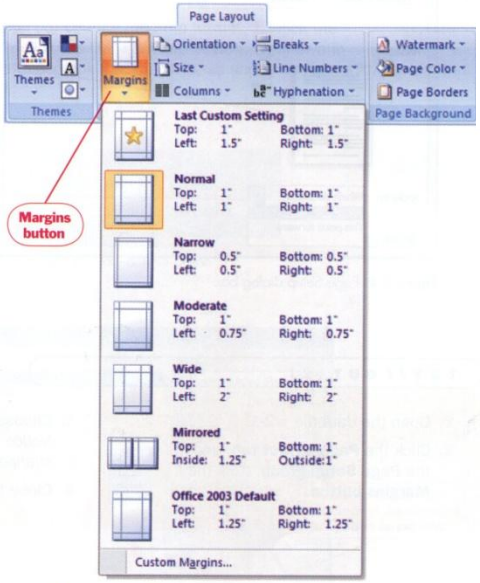


Figure 2.3: Margins gallery

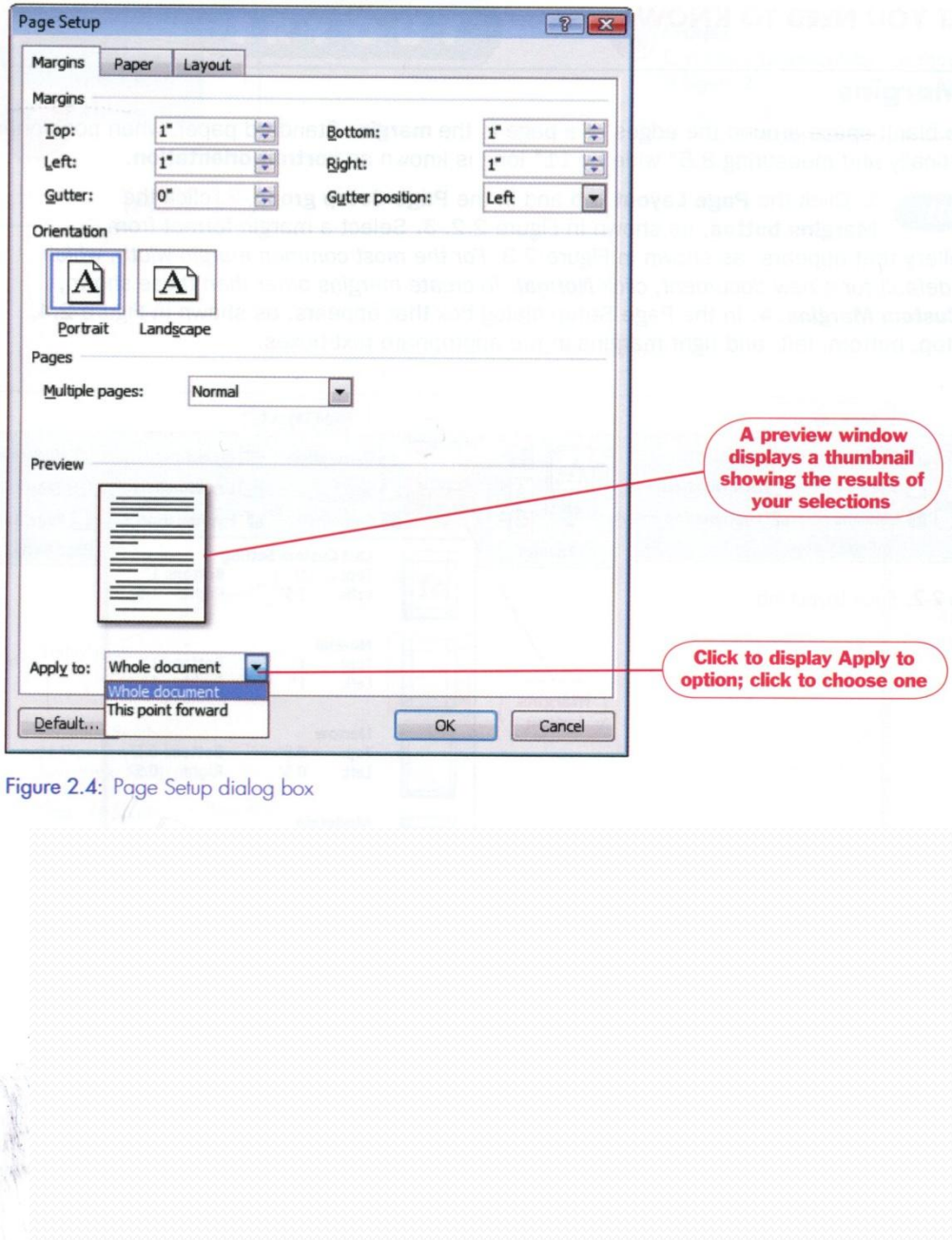


Figure 2.4: Page Setup dialog box

Insert the date and time

- Features allows you to insert the current date and/or time into a document

How to insert the date and time

- Type the current month followed by a space
- A ScreenTip showing today's date will display 2.5
- Press [Enter] to insert date
- Default is month, date, year

To change date format, or insert or change the time format

- Click the INSERT TAB and in the TEXT GROUP
- Click the DATE AND TIME BUTTON 2.6
- 2.7 select the format you want, then click ok

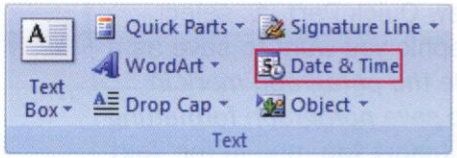


Figure 2.6: Date & Time button

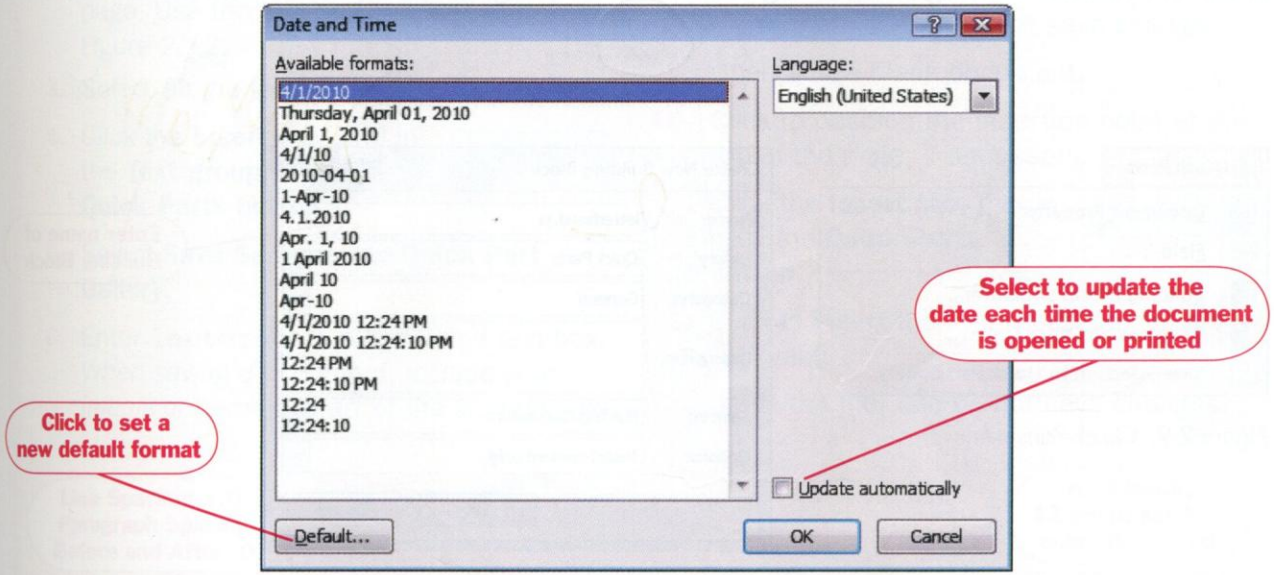


Figure 2.7: Date and Time dialog box

Quick parts

- Feature allows you to save and quickly insert frequently used text and graphics which are considered building blocks since they help you build your document

How to use quick parts

- Select the text or graphic you want to save as a building block entry
- Include the paragraph mark in your selection if you wish to save paragraph formatting with the entry
- Click the INSERT TAB and in the TEXT GROUP, click the QUICK PARTS BUTTON 2.8
- Select SAVE SELECTION TO QUICK PART GALLERY 2.9
- Enter a name for the new Quick Part in the CREATE NEW BLOCK dialob box, 2.10
- Click ok to save

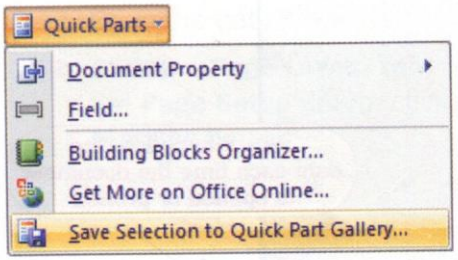


Figure 2.9: Quick Parts menu

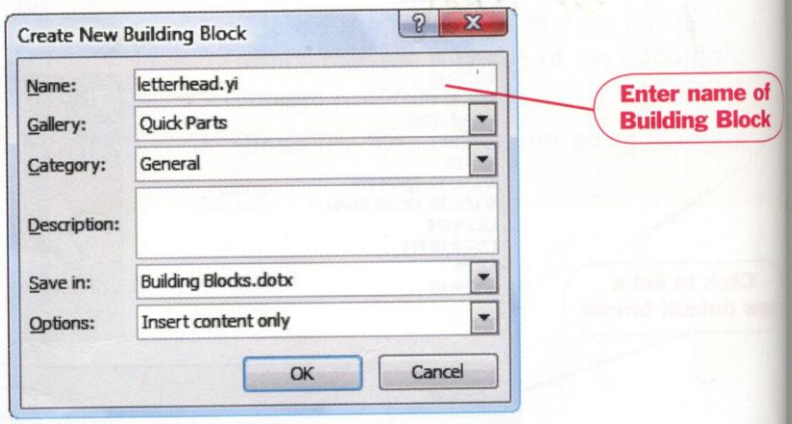


Figure 2.10: Create New Building Block dialog box

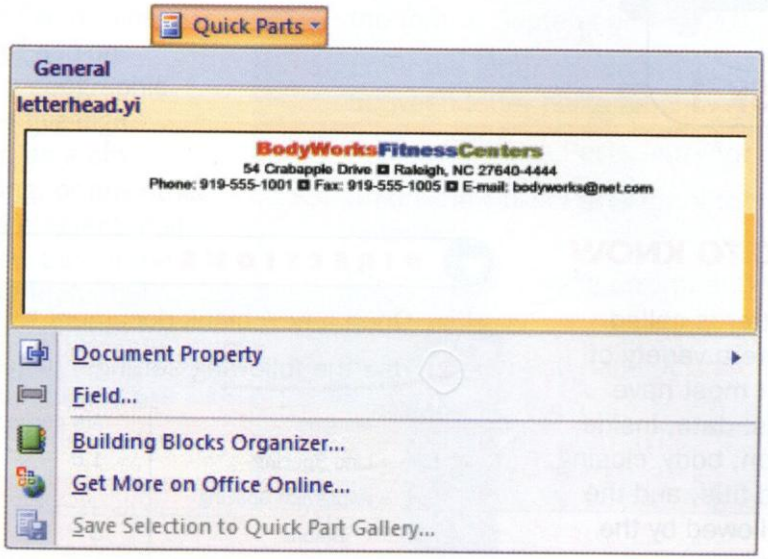


Figure 2.11: Quick Parts menu with listed Building Block

LETTER INFORMATION

- All parts of a Block Style Letter begins at the left margin.
- When preparing letters, you quadruple space after the date and the closing.
- Double space after the letter address, salutation, body of the letter, keyed name and title, reference initials..

- When a letter has Open Punctuation, there is no colon after the salutation and no comma after the closing.
- In a Modified Block Style Letter, you tab six times for the date, closing, and keyed name and title.
- When using Mixed Punctuation, you put a colon after the salutation and a comma after the closing.

- Reference Initials are the initials of the typist in lower case. They are a double space below the keyed name and title.

- The Enclosure notation is placed a double space below the reference initials.

- A Copy Notation is placed a double space below the Enclosure.

- A Personal Business Letter has the return address on the two lines above the date.

- A Business Letter is usually typed on letterhead stationary.
- A Personal Business Letter is usually typed on plain paper.
- Letters are single spaced with a double space between paragraphs.
- Use word wrap when typing the paragraphs of a letter and press Enter only at the end of a paragraph.

Page 91-95 Goals

Create an envelope

Append an envelope to a letter

Create labels

ENVELOPES

- This feature allows you to print a delivery address as well as your return address directly on the envelope
- The DELIVERY ADDRESS indicates to who the letter is going and is the same as the inside address on a letter
- The RETURN ADDRESS the address of the sender.

How to use the Envelope Feature

- Click the mailings tab, and in the create group
- Click the envelopes button
- Enter the address of the person to who the letter is going to the delivery address window.
- Insert the envelope into your printer as shown in the Feed windows
- Click print in the envelopes and labels dialog box

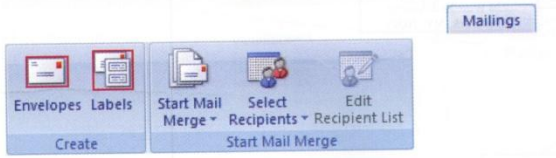


Figure 2.16: Envelopes and Labels buttons on the Mailings tab

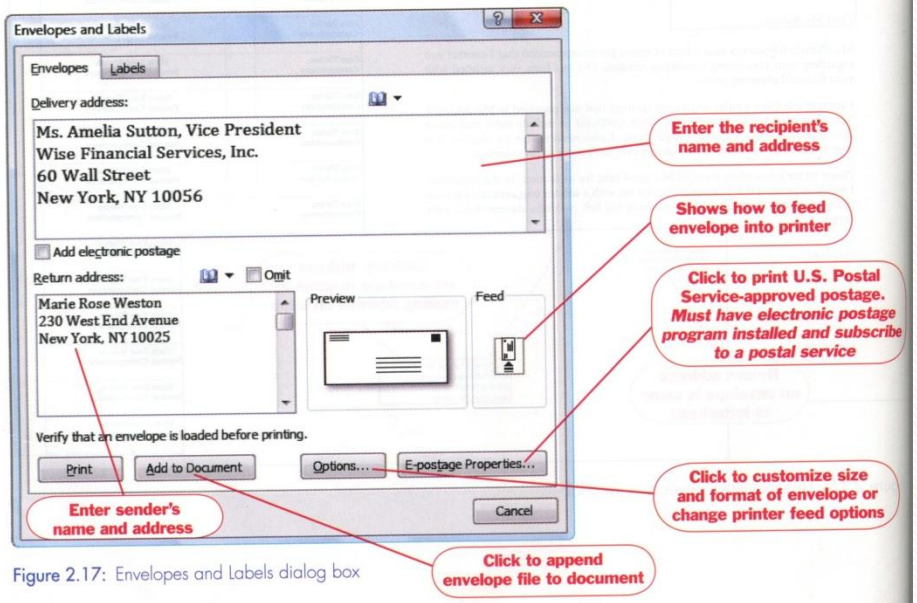


Figure 2.17: Envelopes and Labels dialog box

Table 2.1: Envelope printing options

CLICK THIS	IF YOU WANT TO
Add to Document button	Append the envelope file to the beginning of the document so that the envelope prints along with the document, making it unnecessary to re-create the envelope the next time you print the document.
Options/Envelope Options tab	Customize the size and format of an envelope. The default envelope size is letter (No. 10), measuring 4⅛ x 9½ inches.
Options/Printing Options tab	Change printing feed options.
E-postage Properties button	Print U.S. Postal Service–approved postage on the envelope. Users must install an electronic postage program and subscribe to www.stamps.com to use this service.

Labels

- Allows you to create labels for mailings, file folders, business cards or name badges

How

- Click the mailings tab, and in the create group
- Click the labels button
- Click options to specify the type of label you wish to use
- Select the label vendor and product number in the label options dialog box
- Click ok
- Click new document in the envelope and labels dialog box

- To print the labels, load paper with the size and type of label paper you specified.
- To print a sheet of lables with the same information, enter the information in the address window on the envelope and lab dialog box, and click the FULL PAGE OF THE SAME LABEL OPTIONS p94

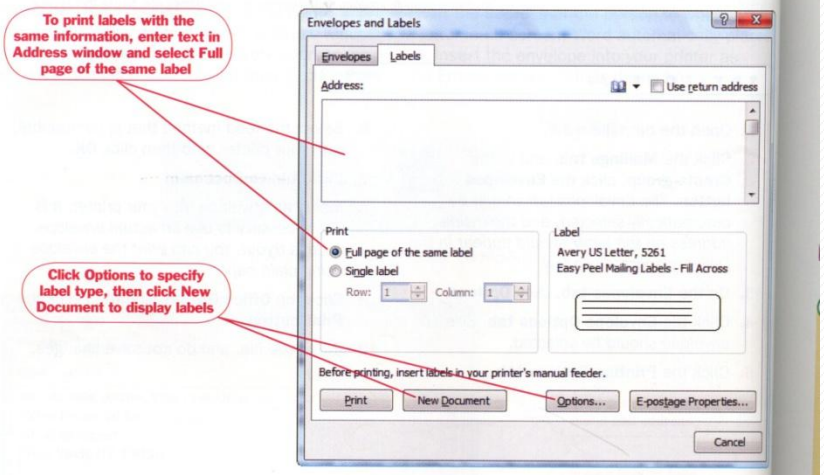


Figure 2.18: Labels tab in Envelopes and Labels dialog box

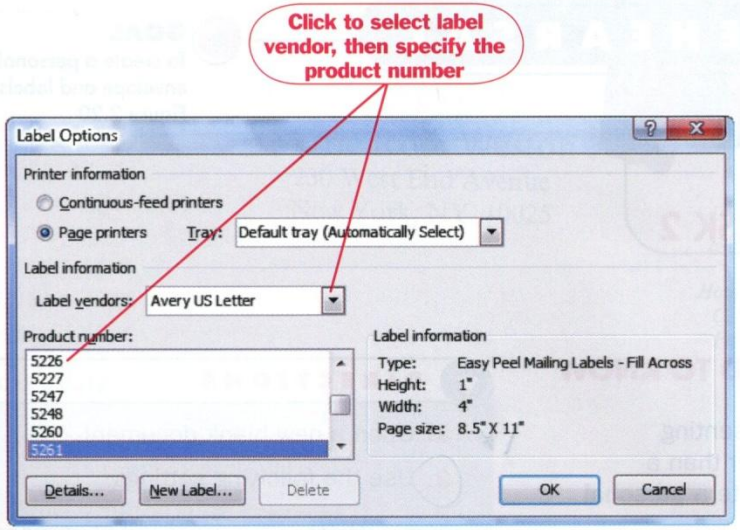


Figure 2.19: Label Options dialog box

P100-106 Goals

Create a letter and resume using a template

- A template is a document that contains a predefined page layout, fonts, formatting, pictures or text, which may be used as the structure for a new document
- Word installs with numerous templates. Other Word templates can be found on www.microsoft.com

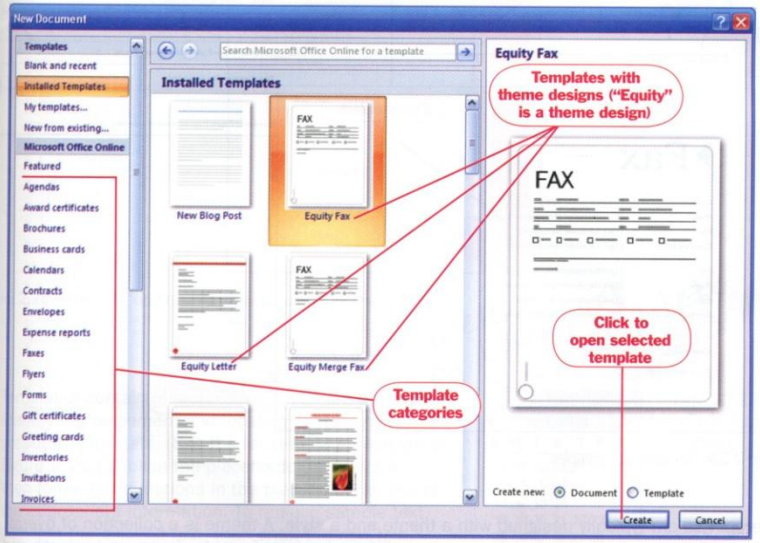


Figure 2.22: New Document dialog box

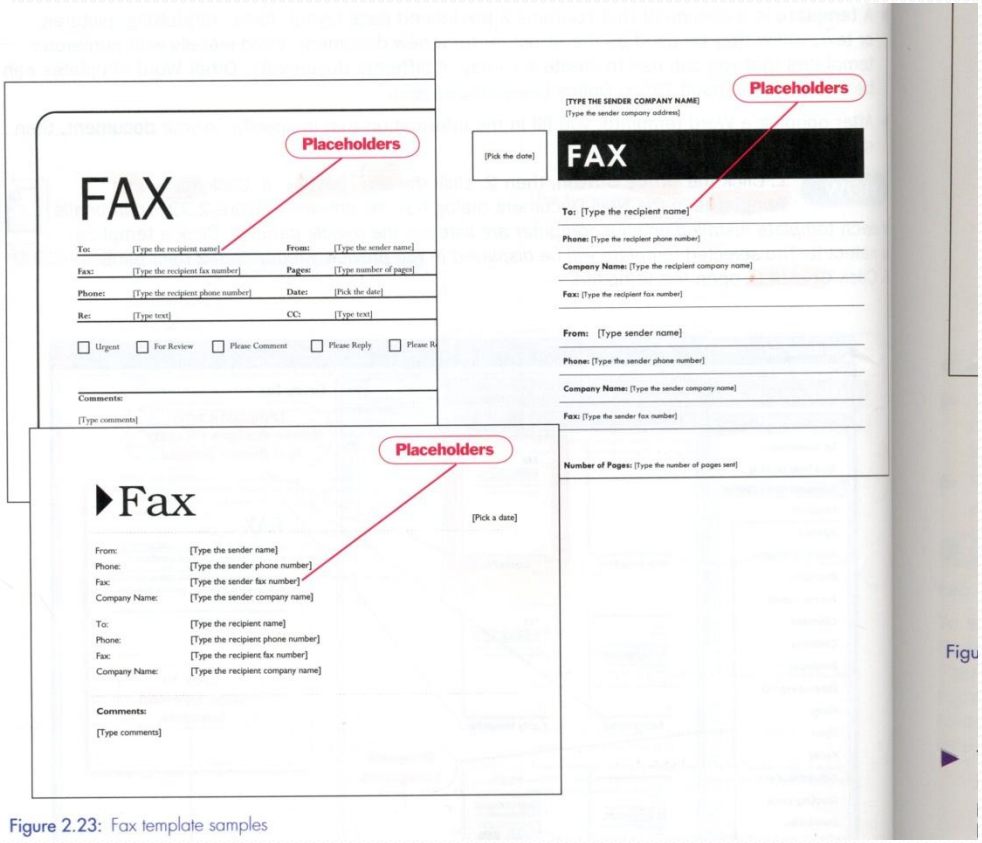


Figure 2.23: Fax template samples

How to open a template

- Click the office button
- Click the new button
- Click installed templates p101
- Click a template to select it
- Click CREATE to open the template

- If you are connected to the internet and wish to find templates in a specific category, use Microsoft Office Online

- Templates are typically designed with a theme and a style
- A theme is a collection of overall colors, fonts and effects.
- Style combines different colors, formats, fonts, and effects and determines which effect is domain

Templates Contain place holders

- Boxes that identify the placement and location of text and contain preset text formats
- Click in the placeholder to select it, then follow the directions in the paceholder to insert the appropriate information.
- To replace sample text, highlight the existing text, then enter the new text.
- Do not delete exisisting text or use the backspace key.

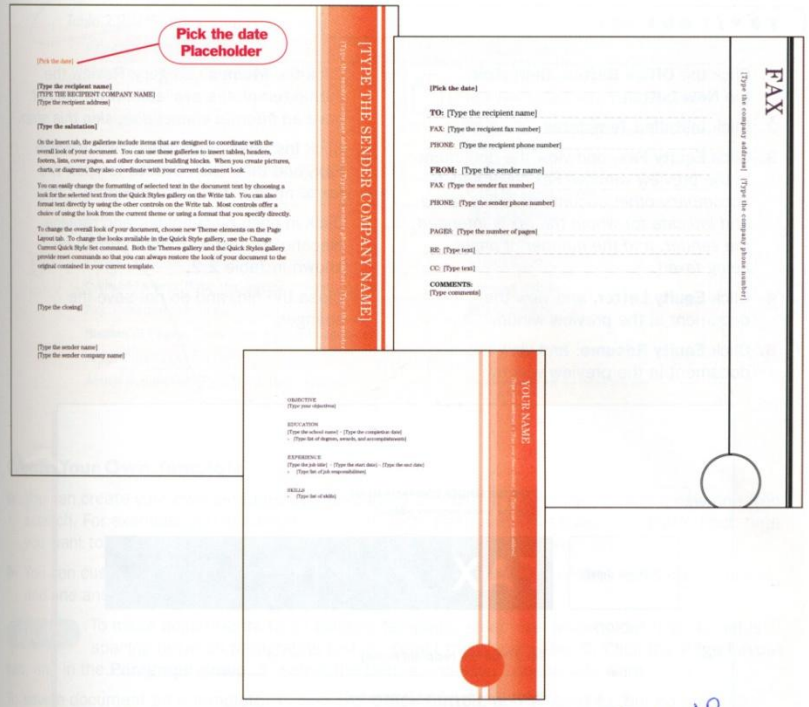


Figure 2.24: Letter, fax, and résumé templates with Oriel theme

Some placeholders provide a drop-down list of options

To delete a placeholder, click to select it, then press [Delete]

Table 2.2: Placeholder replacement text

PLACEHOLDER TEXT	REPLACE WITH
[TYPE THE SENDER COMPANY NAME]	**Travels Unlimited**
[Type the sender company address]	**505 Park Avenue, New York, NY 10010**
TO: [Type the recipient name]	**Ira Morre**
[Pick the date] Select the option	**Today's date**
Phone: [Type the recipient phone number]	**212-555-5555**
Company Name: [Type the recipient Company name]	**Vista Planning Group**
Fax: [Type the recipient fax number]	**212-555-5556**
From: Your Name	**Your name**
Phone: [Type the sender phone number]	**212-555-7777**
Company Name: [Type the sender company name]	**Same as above**
Fax: [Type the sender fax number]	**212-555-7776**
Number of Pages: [Type the number of pages sent]	**2**
Urgent: [Select the option]	**No**
Action Requested: [Type the action required]	**Please respond by next Friday**

Create your own template

by customizing an existing one or by creating a new one from scratch.

How to for existing templates:

- Make desired changes and
- Click the office button
- Point to but not click save as
- Select word template from the save a copy of the document list
- The templates folder is automatically selected as the save location
- Enter a file name, and click save
- File extension for a Word template is .dotx

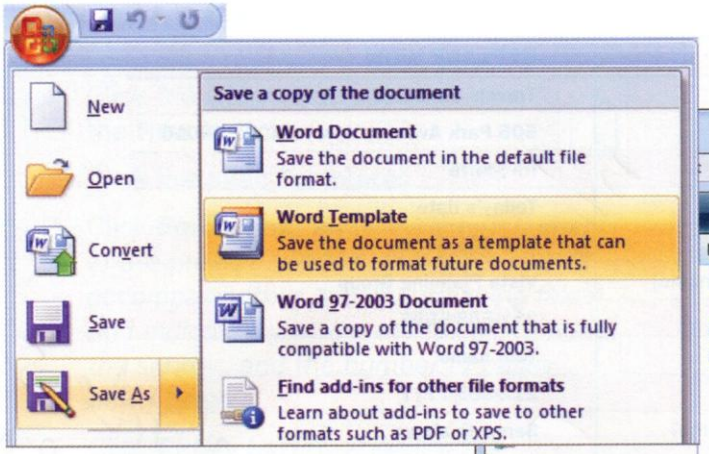


Figure 2.27: Save As options

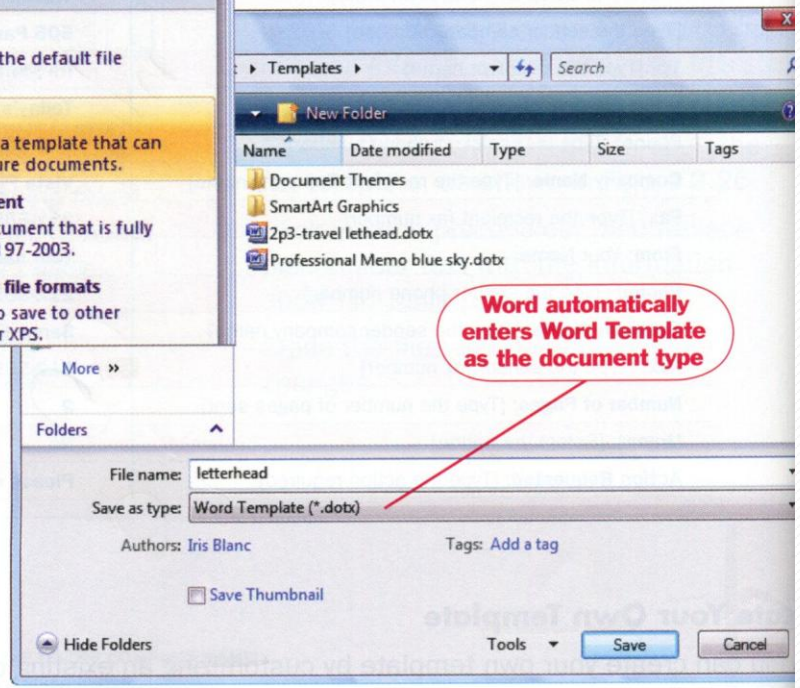


Figure 2.28: Save As dialog box

P114-121 Goals

Use basic mail merge
Merge labels with a data source

The mail merge feature

allows you to mass-produce letters, envelopes, mailing labels, and other documents so that they appear personalized

- The MERGE process combines two documents; a main documents and a data source document

- The main document contains information that does not change as well as merge codes where variable information will be inserted
- A merge field code acts as a placeholder for the variable information
- All formatting, graphics and paper size info should be included in the main document

- When you insert a mm filed into the main document, the field name is always surrounded by chevrons (<< >>)
- The ADDRESSBLOCK is a combination of several fields that includes title, first name, last name, company, address, city, state and postal code.
- The data source document contains variable information which is inserted into the main document during the merge process

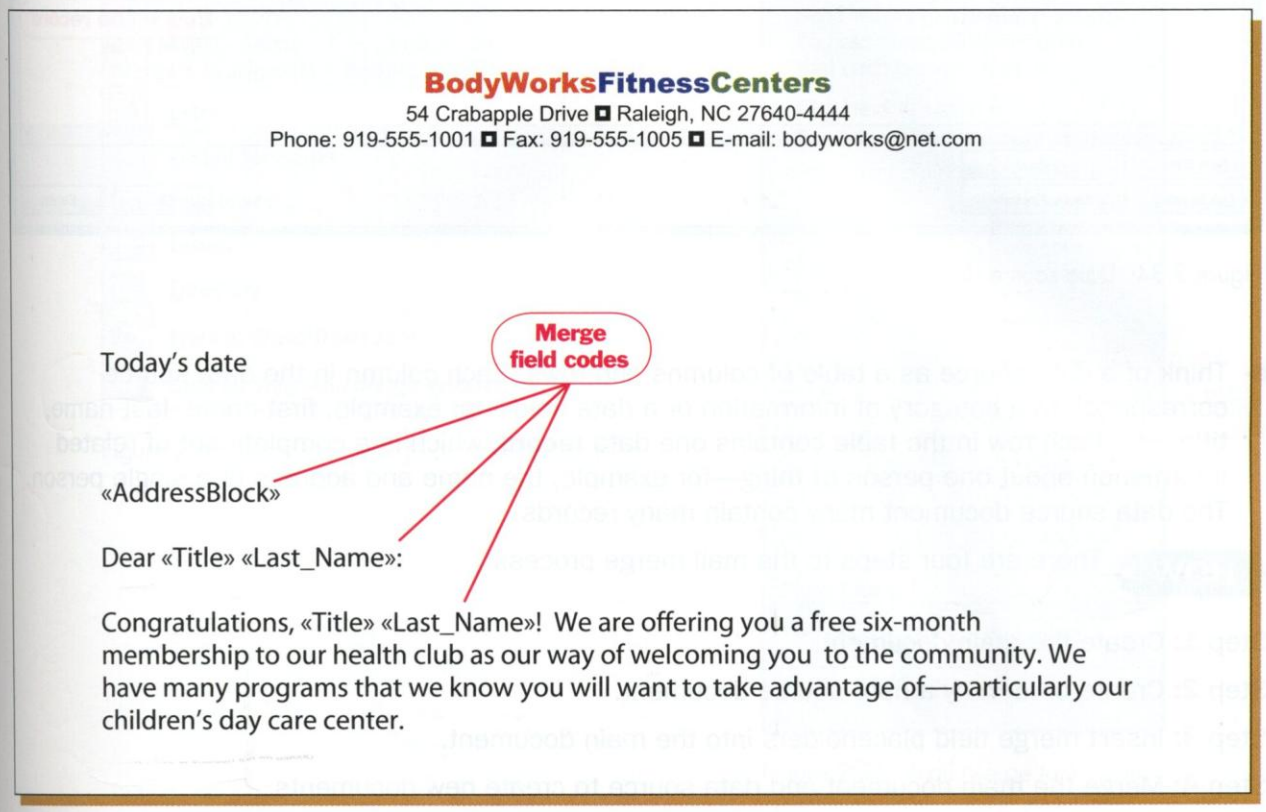
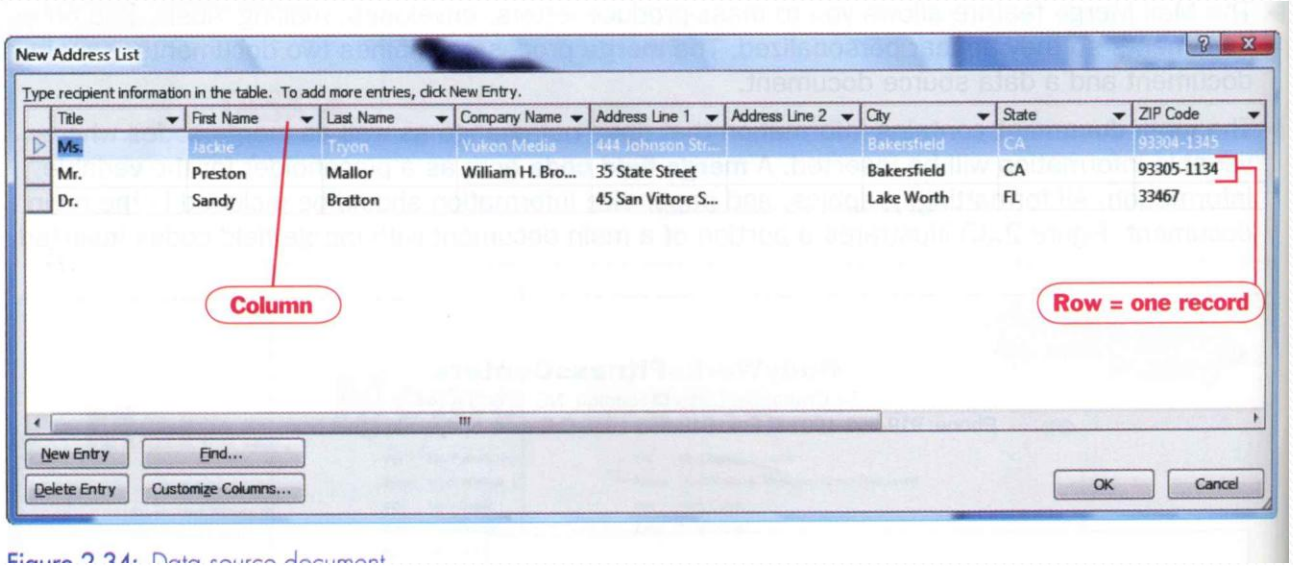


Figure 2.33: Main document with merge fields

Data source is like a table of columns and rows

Each column in the data source corresponds to a category of information or a data field

Each row in the table contains one data RECORD, which is a complete set of related information about one person or thing.



How for the mm process

- Create the main document
- Create or identify a data source document
- Insert merge field placeholders into the main document
- Merge the main document and data source to create new documents

- Activate the Mail Merge Wizard
- Click the mailings tab, and in the start mail merge group
- Click the start mail merge button, then
- Click step-by-step mail merge wizard p117

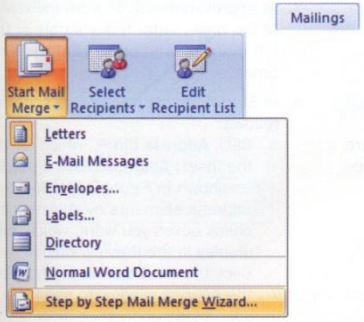


Figure 2.35: Start Mail Merge button and menu

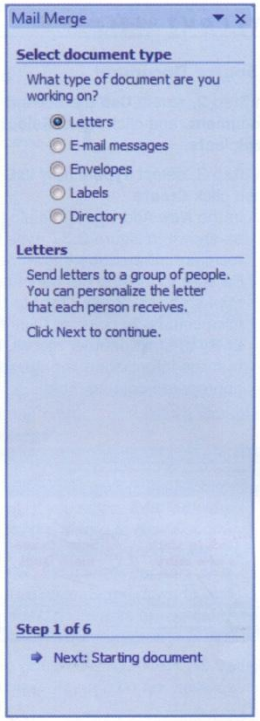


Figure 2.36: Mail Merge task pane

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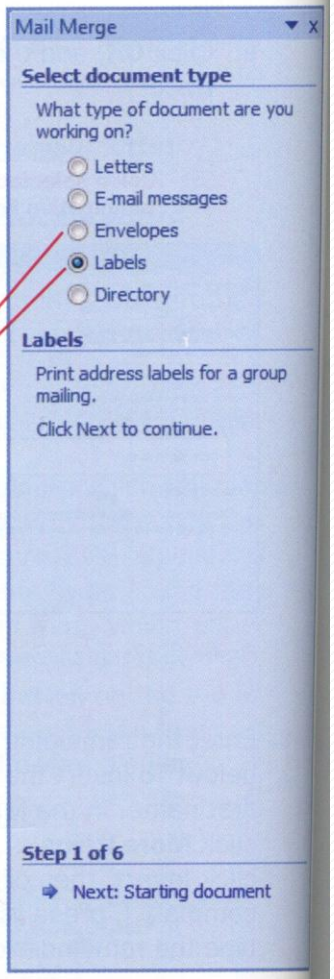

Click to create envelopes or labels main document

Figure 2.40: Mail Merge task pane

Merge labels with a data source

- You can use the mm feature to create labels or envelopes for mailing your new documents
- The label or envelope is the main document, which will be merged with a data source

How to Merge labels with a data source

- Click the mailings tab, and in the start mail merge group
- Click the start mail merge button, then
- Click step-by-step mail merge wizard
- Select labels or envelopes
- Select the label product or envelope size
- Select your recipients