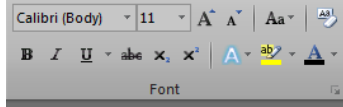


# Word Text Formatting, Page Layout, Images and Shapes, Table design and Mail Merge

## Simple Formatting

Bold, Italics, Underline, Highlight (to be used to emphasise key points and improve layout)



**BULLET POINTS and NESTED BULLET POINTS**– To be used when adding lists and lists within lists

- 1) Red Group
  - a) Sally
  - b) Greg
  - c) Jenny
  - d) Oliver
- 2) Yellow Group
- 3) Blue Group
- 4) Green Group

Hanging Indents, Paragraph spacing and line spacing (to be used for writing a report or an essay)

An example of **FIRST LINE HANGING**

The third planet from the Sun is the largest rocky planet. It has craters like Mercury, volcanoes like Venus and polar caps like Mars. But unlike any other planet, the Earth has oceans and millions of different kinds of living things.

The Earth is the Solar System's water world. Viewed from space, Earth is a beautiful blue planet. The blue is the Earth's oceans. About 70 per cent of the surface is submerged under oceans that are 4 kilometres deep on average. Frozen water covers about 10 per cent of the Earth, mostly at the North and South Poles. White clouds swirling in the atmosphere are droplets formed from the water vapour in the air.

No other planet in the Solar System has just the right temperature and a thick enough atmosphere for water to be a liquid on the surface. And it is the water that makes the Earth a home for life.

The Earth is constantly moving through space, orbiting the Sun at an average distance of about 150 million kilometres. The distance to the Sun is a little over 150 million kilometres.

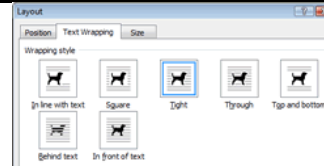
### PAGE LAYOUT –

- Alignment
- Orientation
- Borders
- Margins
- Columns
- Text Boxes
- Ruler
- Header and Footer



## Manipulating Text and Images

**TEXT WRAP** to position text around an image



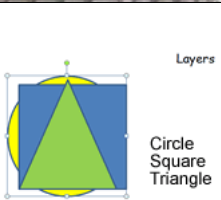
**PICTURE SHAPES** to create interest or emphasise



**PRINT SCREEN** to provide a copy of what's on your screen



**LAYERS** to position shapes on top of each other

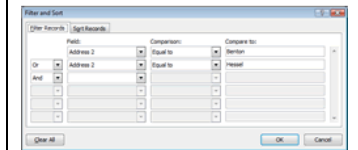


## More Complex Mail Merge

**Database**– Setting up a database of information to use in the Mail Merge

1	Title	Name	Surname	Address
2	Mr	Paul	Howl	13 Church Lane
3	Mrs	Janet	York	1 Juniper Road
4	Mr	Karl	Padgett	19 Red Lane
5	Mrs	Lynn	Possel	105 Green Mount
6	Mr	Oliver	Rend	33 Wentworth Road
7	Mrs	Sarah	Kaur	10 Vale Drive
8	Mrs	Harriet	House	21 Green Hill
9	Mr	Clive	Brick	90 Prospect Mount
10	Mr	Elliott	Gates	22 Columbus Ravine

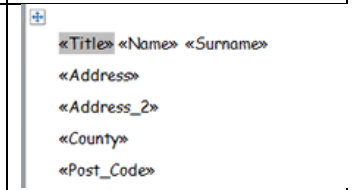
**FILTERING** – Using the filter tool to limit who the letter is sent to



**MAIL MERGE LETTER** – To send out a letter to multiple recipients



**MAIL MERGE ADDRESS LABELS** – To produce labels to go onto envelopes for multiple recipients



## Keywords and definitions

**Hanging Indent** – a paragraph that has all lines but the first indented

**Paragraph Spacing** – Paragraph spacing is the space either above the paragraph or below the paragraph.

**Line Spacing** – Line spacing is the space between each line in a paragraph. Microsoft Word allows you to customize the line spacing to be single spaced (one line high), double spaced (two lines high), or any other amount you want.

**Nested Bullet Points** – Making bullets under bullets by increasing the bullet level

**Emphasise** – to show that something is very important or worth giving attention to

**Orientation** – the way in which a rectangular page is oriented for normal viewing. The two most common types of orientation are portrait and landscape.

## Keywords and definitions

**Margins** – the area between the main content of a page and the page edges

**Landscape** – paper is wider than it is tall

**Portrait** – paper is taller than it is wide

**Naming documents:** Worksheet names should be meaningful

**Header and Footer** - The header is a small area at the top of the document, while the footer is located at the bottom. Document headers are often used to display the document title or company name at the top of each page

**Alignment** – A way of positioning text or images in relation to the page

## Keywords and definitions

**Database** – an organized collection of data, stored and accessed electronically

**Mail Merge** – the automatic addition of names and addresses from a database to letters and envelopes in order to help send mail to lots of different addresses.