

Word 2013, Part 5: Mail Merge and Tables

page 1

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Prerequisites: This course assumes very little familiarity with Microsoft Word. This course is part of 6 courses; Word 2013: Managing Documents; Word 2013: Editing Text and Proofreading; Word 2013: Formatting Text; Word 2013: Formatting Pages; Word 2013: Mail Merge and Tables; and Word 2013: Graphics and Shortcuts. Please be sure to view the courses in order if you are new to the material.

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Course description: In this 6 part learning series you'll see why Word is the most popular application in the Microsoft Office suite. Word 2013 is loaded with exciting new features to dress up your documents for any occasion. Now, you can learn the ins and outs of Word 2013 – from setting up a basic document to sharing them on the web – with Microsoft Word 2013 Essentials. Get the inside scoop on the latest features in Word 2013 and find your way around the interface. Format your documents, work with text, insert symbols, and adjust margins and spacing. Prepare your documents for printing, mailing, or posting online. Add some flair to your documents with images, graphics, tables, charts, and more.

Course outline:

Printing and Merging

- Introduction
- Printing Word 2013 Documents
- Print Settings
- Printing Envelopes
- Printing Labels
- Implementing a Mail Merge
- Complete Form & Merge
- Summary

Mass Mailing Envelopes-Labels

- Introduction
- Mass Mailing Envelopes
- Mass Mailing Labels
- Preview & Print Labels
- Summary

Creating Tables

- Introduction
- Creating a Table
- Adjusting Cell Dimensions
- Moving & Resizing a Table
- Add-Delete Rows & Columns
- Cell Margins, Spacing, & Borders
- Summary

Modify Tables & Create Charts

- Introduction
- Combine, Align, & Shade Cells
- Splitting Cells & Tables
- Formatting Tables
- Adding a Chart
- Summary