

Advanced Word

January 8th 2014

Instructor: Wyatt Fertig

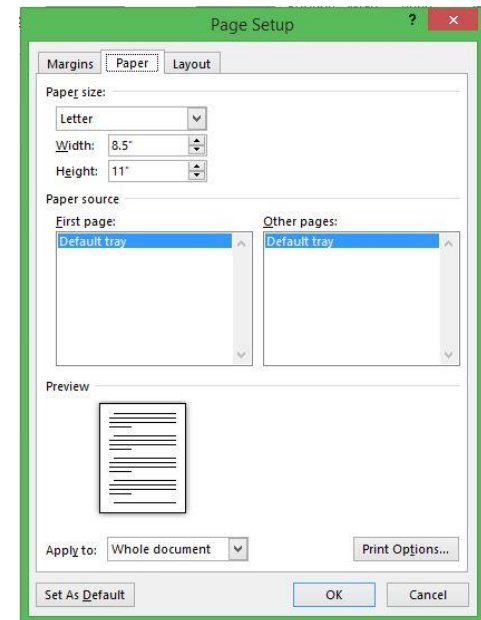
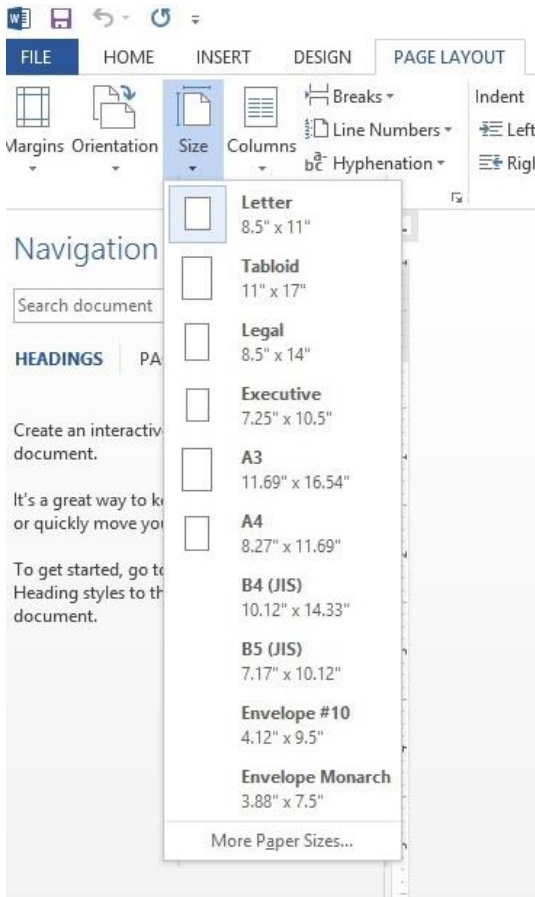


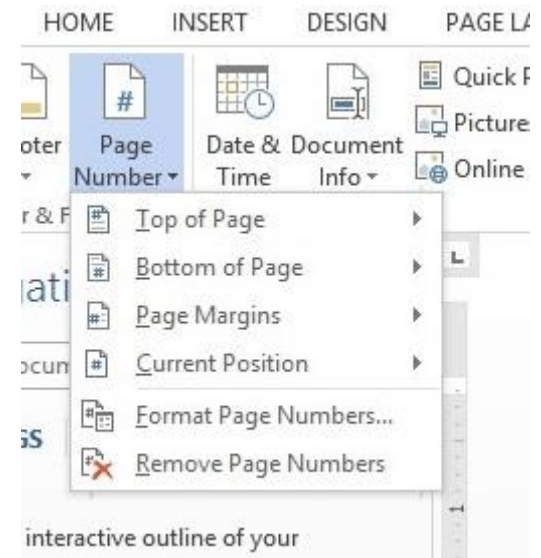
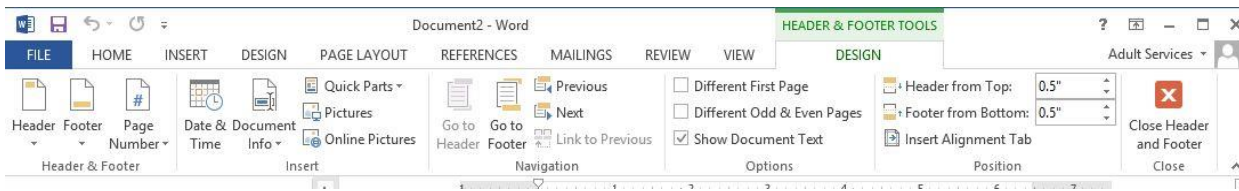
We'll cover:

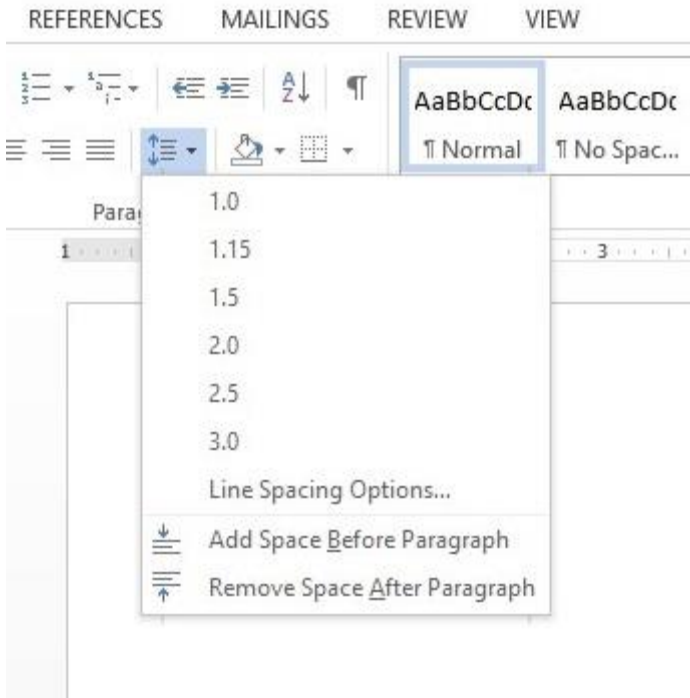
- **Paper Sizes**
- **Advanced Page Headers**
- **Advanced Line Spacing Options**
- **Tables**
- **Symbols**
- **Citation (footnotes)**
- **Mail merge**

You've made it this far! At this point, you're almost a Word expert. Word is extremely powerful and with a better understanding you'll be able to use it for a lot of additional tasks.

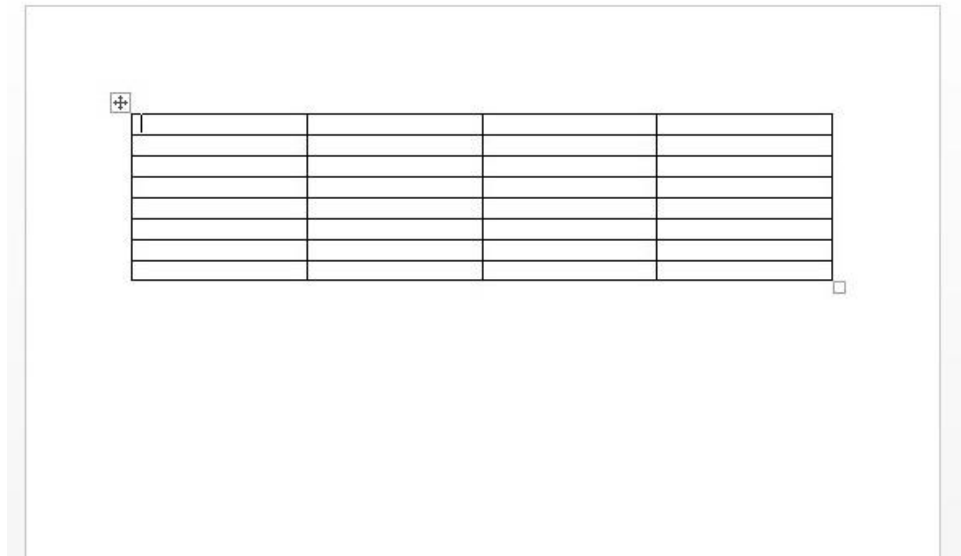
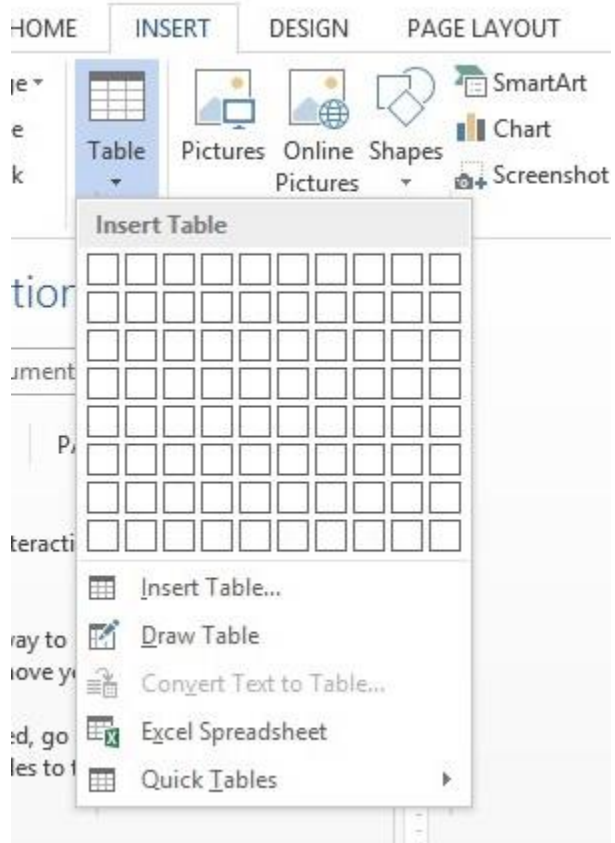
Today we're going to cover a lot of separate topics and we'll have some time at the end of the class to handle additional questions you have.

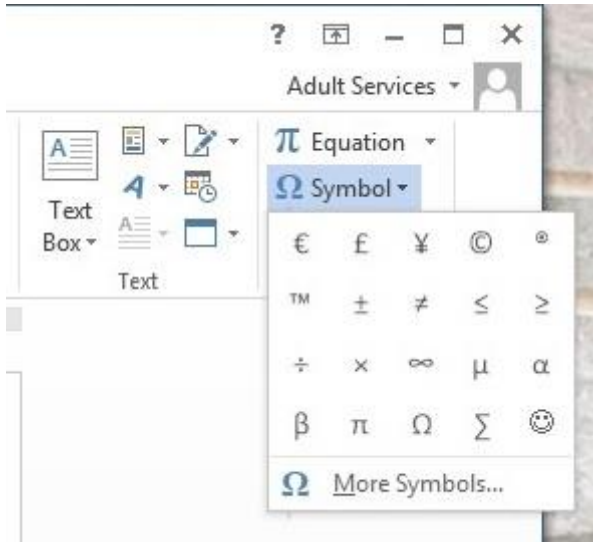


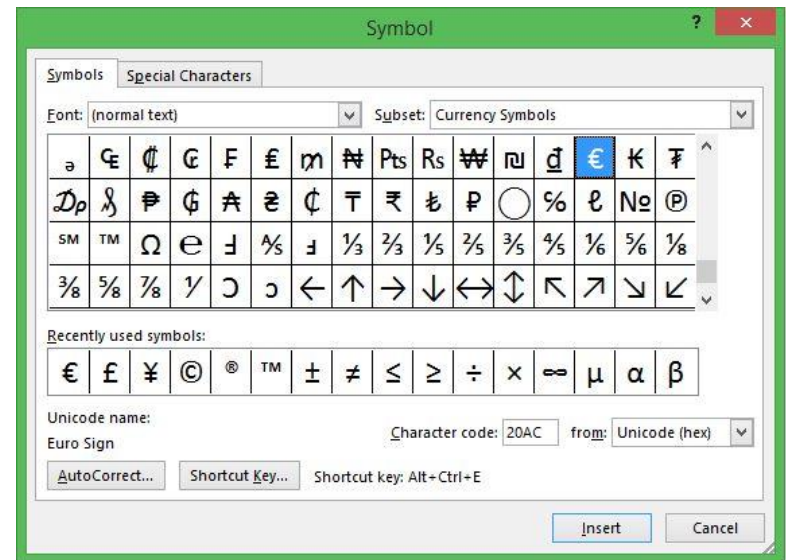


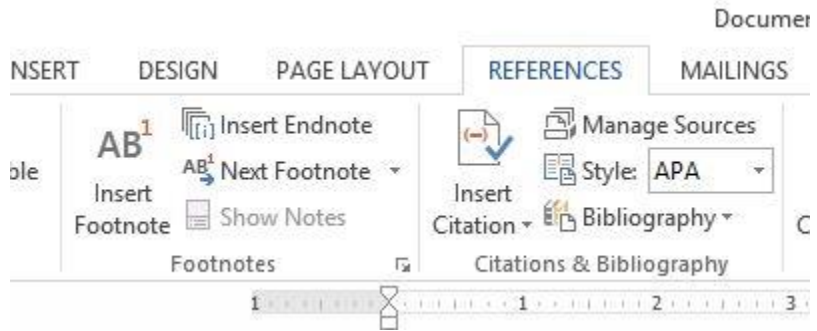


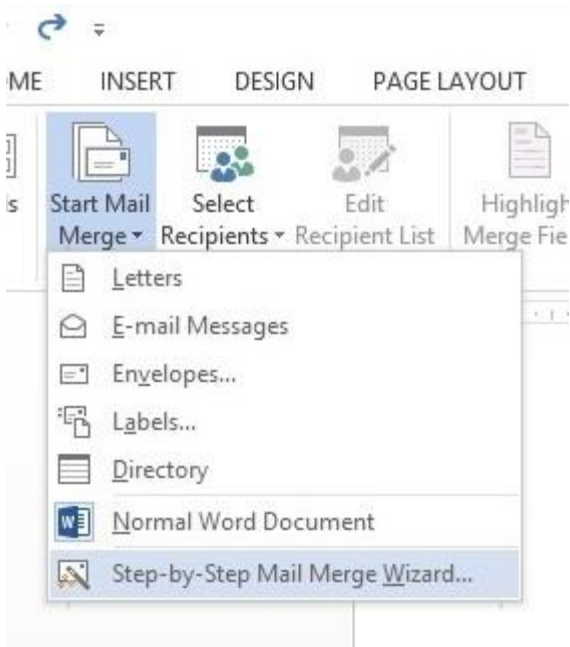
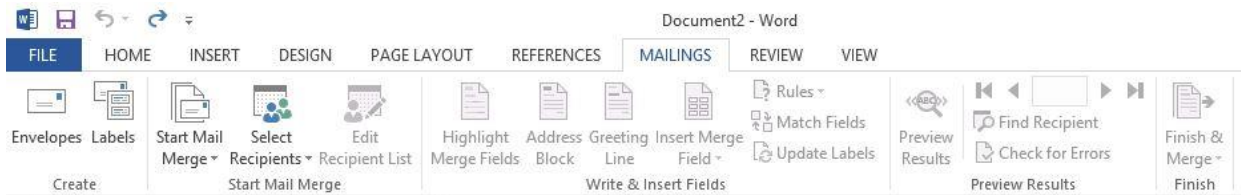












Select Data Source

This PC > Desktop

Name	Date modified	Type	Size
Advanced word Photos	1/5/2015 11:43 AM	File folder	
Backup 12-18-14	12/18/2014 1:43 PM	File folder	
e-Library Software	9/12/2014 5:10 PM	File folder	
Microsoft Office 2013	11/5/2014 1:36 PM	File folder	
Advanced Word	1/5/2015 11:39 AM	Microsoft Word D...	483 KB
GreenSheet - Shortcut	9/15/2014 9:44 AM	Shortcut	1 KB
James Harvey	12/18/2014 12:35 ...	Internet Shortcut	1 KB
YPBB010415	1/4/2015 4:34 PM	Microsoft Word D...	6 KB

File name: James Harvey | All Data Sources

Open Cancel

Mail Merge

Select recipients

- Use an existing list
- Select from Outlook contacts
- Type a new list

Use an existing list

Use names and addresses from a file or a database.

- Browse...
- Edit recipient list...

Step 3 of 6

- Next: Write your letter
- Previous: Starting document



ELMHURST
PUBLIC LIBRARY

Join us next for:

elmlib.org/facebook • elmlib.org/twitter • elmlib.org/yelp • elmlib.org/pinterest • elmlib.org/flickr • elmlib.org/youtube • elmlib.org/instagram



Lynda.com