

Informatics

Text editors - 2



**SILESIA
UNIVERSITY**

SCHOOL OF BUSINESS
ADMINISTRATION IN KARVINA

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Informatics

Outline of the lecture

- **Sections**
- **Editing and proofing tools**
- **Preparing printouts**
- **Tables**
- **Graphic objects**
- **References**
- **Mailings**



Text editors - sections

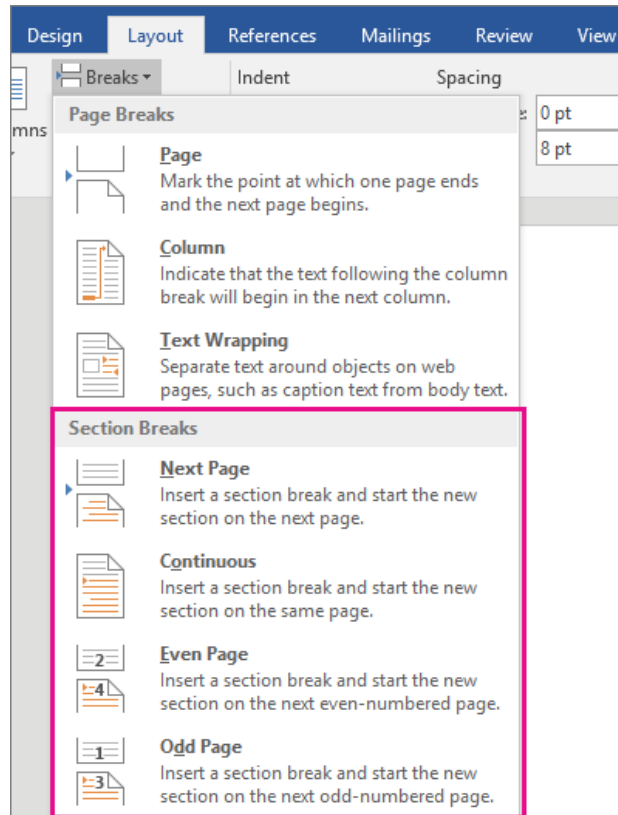






- Sections let you set specific page layout and formatting options (such as line numbering, columns, or headers and footers) for different parts of a document.*
- By using sections, for example, you can format the introduction of a report as a single column, and then format the body of the report as two columns.*
- Word treats a document as a single section until you insert a section break.*
- Each section break controls the layout and formatting of the section previous to the break. For example, if you delete a section break, the text before the break acquires all the formatting of the section that follows the break.*

Text editors - sections



- Click where you want a new section to begin.*
- Click Layout / Breaks, and then click the type of section break you want.*

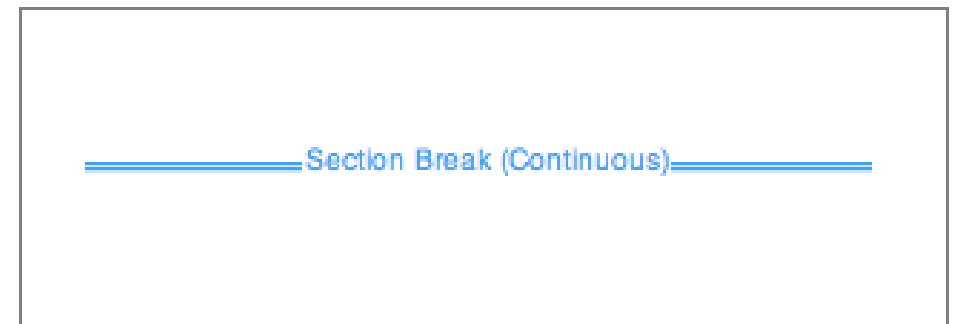
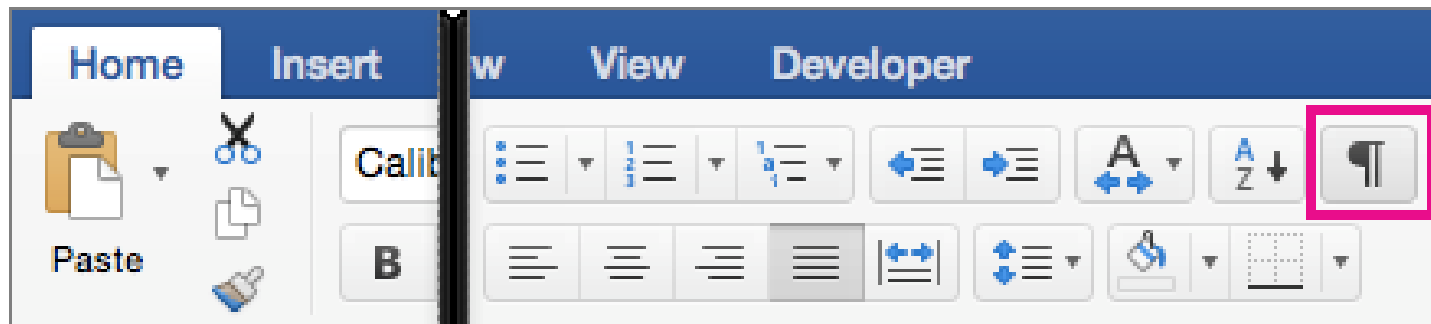


Section break	Description
 Next Page	Starts the new section on the following page.
 Continuous	Starts the new section on the same page. This section break is particularly useful for documents that have columns. You can use it to change the number of columns without starting a new page.
 Even Page	Starts the new section on the next even-numbered page. For example, if you insert an Even Page Break at the end of page 3, the next section will start on page 4.
 Odd Page	Starts the new section on the next odd-numbered page. For example, if you insert an Odd Page Section Break at the end of page 3, the next section will start on page 5.

Text editors - sections



- If you added section breaks to your document, the easiest way to see where they begin and end is to show formatting marks.*
- Click the Home tab, and then click Show all nonprinting characters.*
- Click the section break to select it and then press DELETE.*



Text editors – proofing tools

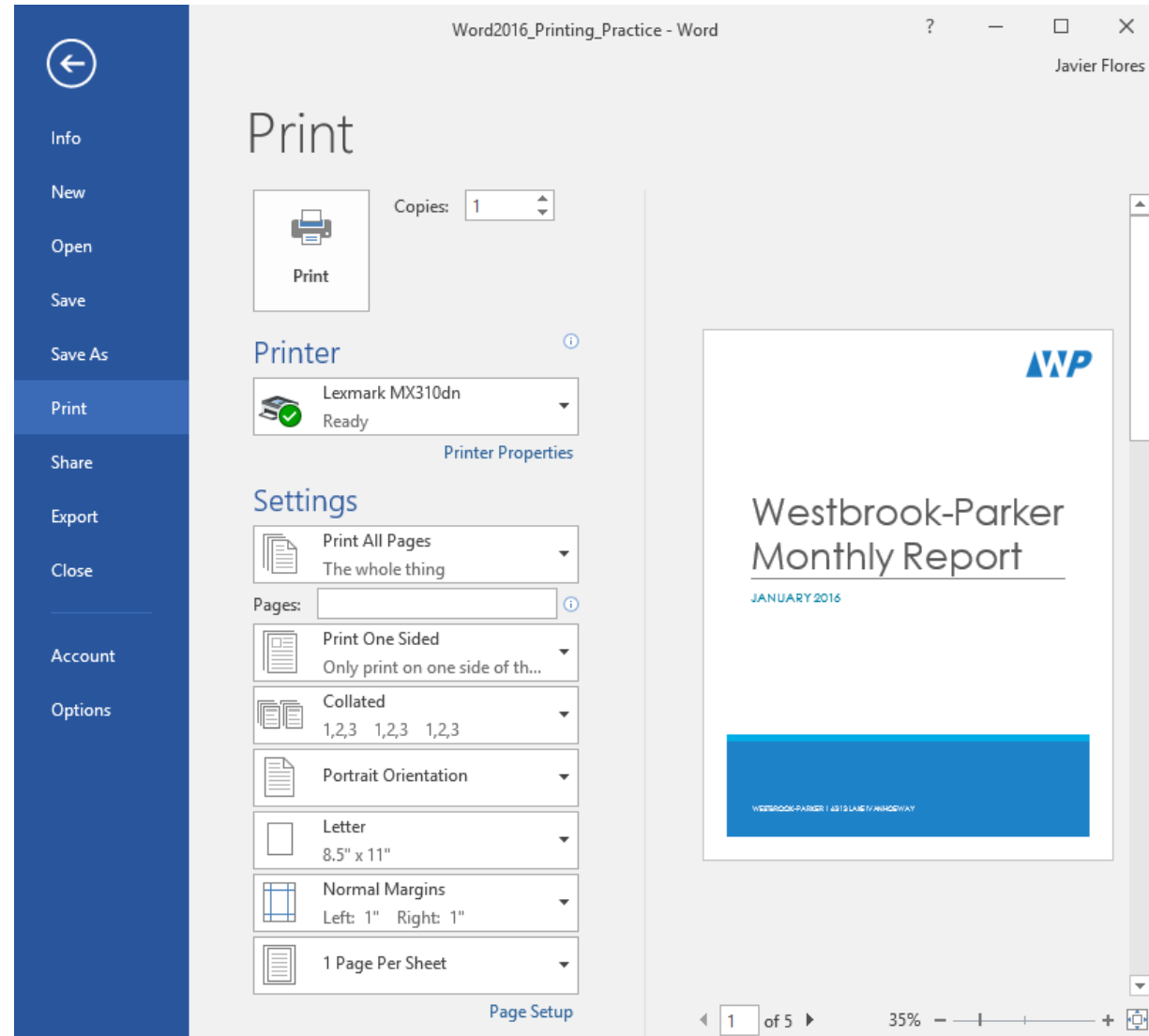
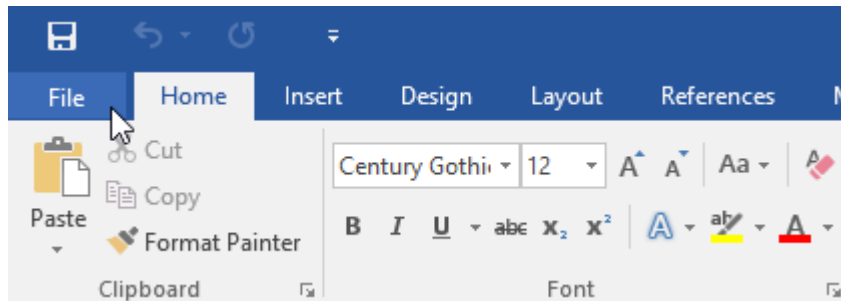


- Open a new document or email message.*
- On the Review tab, in the Language group, click Language.*
- Click Set Proofing Language.*
- In the Language dialog box, select the Detect language automatically check box.*
- Review the languages shown above the double line in the Mark selected text as list. Office can detect only those languages listed above the double line. If the languages that you use are not shown above the double line, you must enable the editing language (turn on the language-specific options) so that Office can automatically detect them.*

Text editors – preparing printouts



- Select the File tab.*
- Select Print.*
- Navigate to the Print pane, then select the desired printer.*



* <https://edu.gcfglobal.org/en/word2016/printing-documents/1/>

Text editors – preparing printouts



Print

Copies: 1

Print

Printer

- Lexmark MX310dn Ready
- Fax Ready
- Lexmark MX310dn Ready
- Microsoft Print to PDF Ready
- Microsoft XPS Document Writer Ready
- Officejet 7110 series @ GCF-Server Ready
- Print to PDF (Mac Desktop) Ready
- Send To OneNote 16 Ready
- Send To OneNote 2013 Ready

Add Printer...
Print to File

Print

Copies: 1

Print

Printer

- Lexmark MX310dn Ready

Printer Properties

Print

Copies: 1

Print

Printer

- Lexmark MX310dn Ready

Printer Properties

Settings

- Print All Pages: The whole thing
- Pages:
- Print One Sided: Only print on one side of th...
- Collated: 1,2,3 1,2,3 1,2,3
- Portrait Orientation
- Letter: 8.5" x 11"
- Normal Margins: Left: 1" Right: 1"
- 1 Page Per Sheet

Page Setup

Print

Copies: 1

Print

Printer

- Lexmark MX310dn Ready

Printer Properties

Text editors – tables

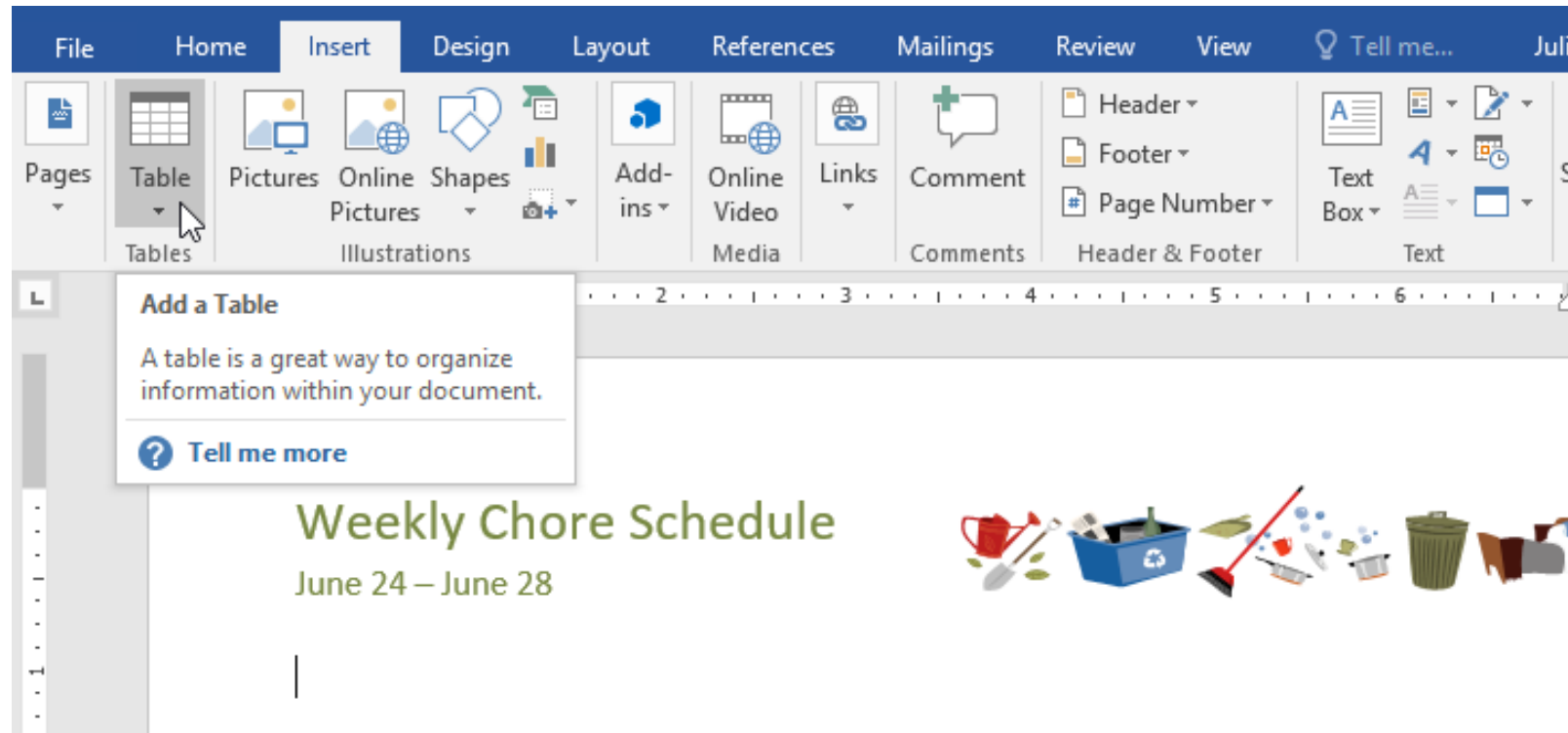


- A table is a grid of cells arranged in rows and columns.*
- Tables can be used to organize any type of content, whether you're working with text or numerical data.*
- In Word, you can quickly insert a blank table or convert existing text to a table.*
- You can also customize your table using different styles and layouts.*

Text editors – tables



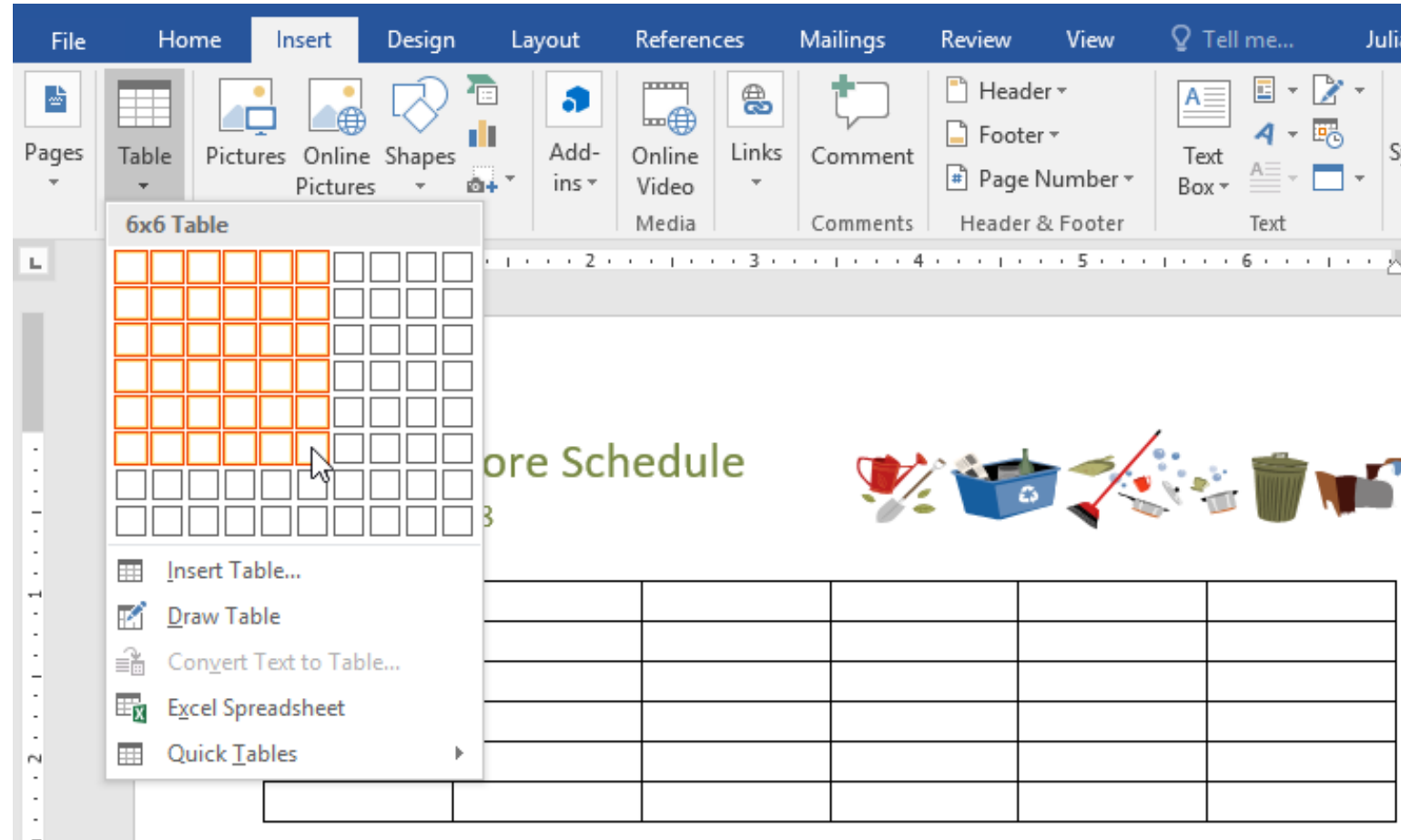
- Place the insertion point where you want the table to appear.*
- Navigate to the Insert tab, then click the Table command.*



Text editors – tables



- Hover over the grid to select the number of columns and rows you want.*

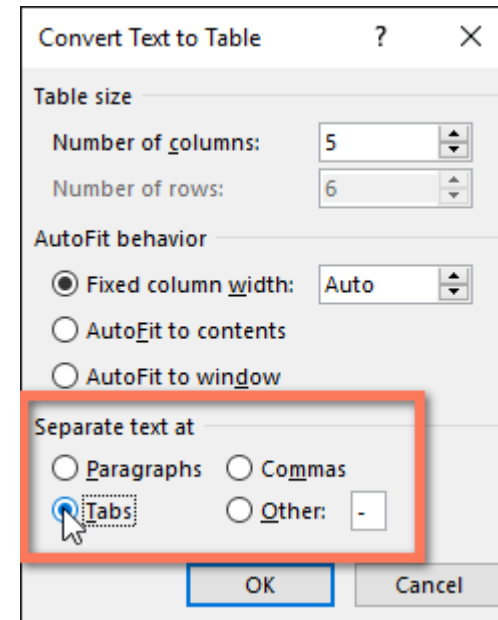
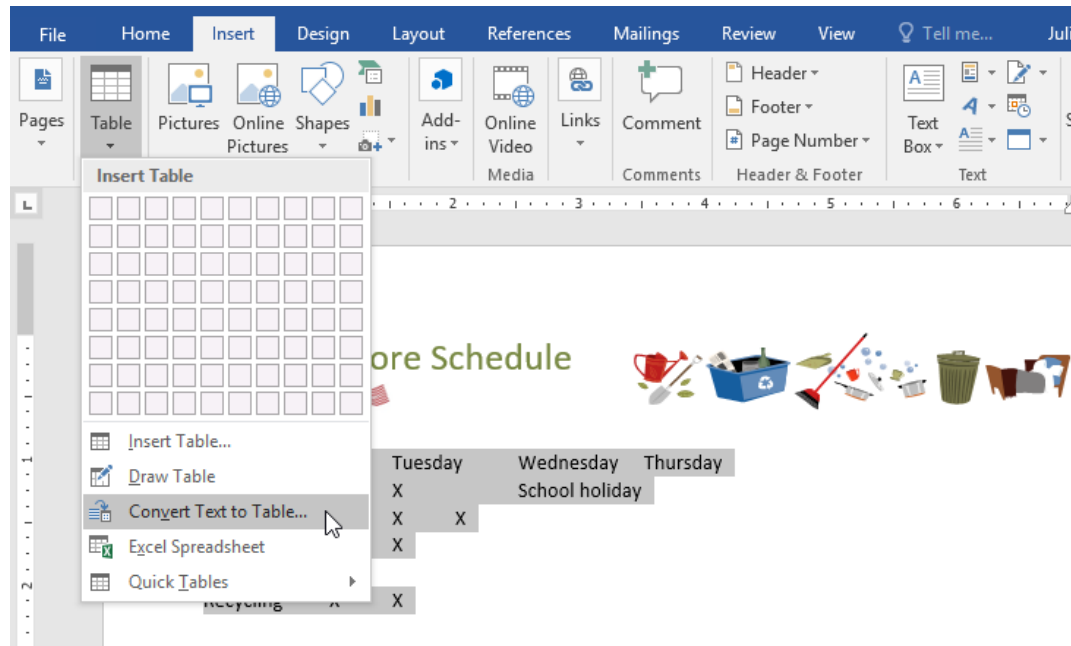


*<https://edu.gcfglobal.org/en/word2016/tables/1/>

Text editors – tables



- To convert existing text to a table Select the text you want to convert to a table.*
- Go to the Insert tab, then click the Table command.*
- Select Convert Text to Table from the drop-down menu.*



Text editors – tables



- Table styles let you change the look and feel of your table instantly. They control several design elements, including color, borders, and fonts.*
- Click anywhere in your table to select it, then click the Design tab on the far right of the Ribbon.*
- Locate the Table Styles group, then click the More drop-down arrow to see the full list of styles.*

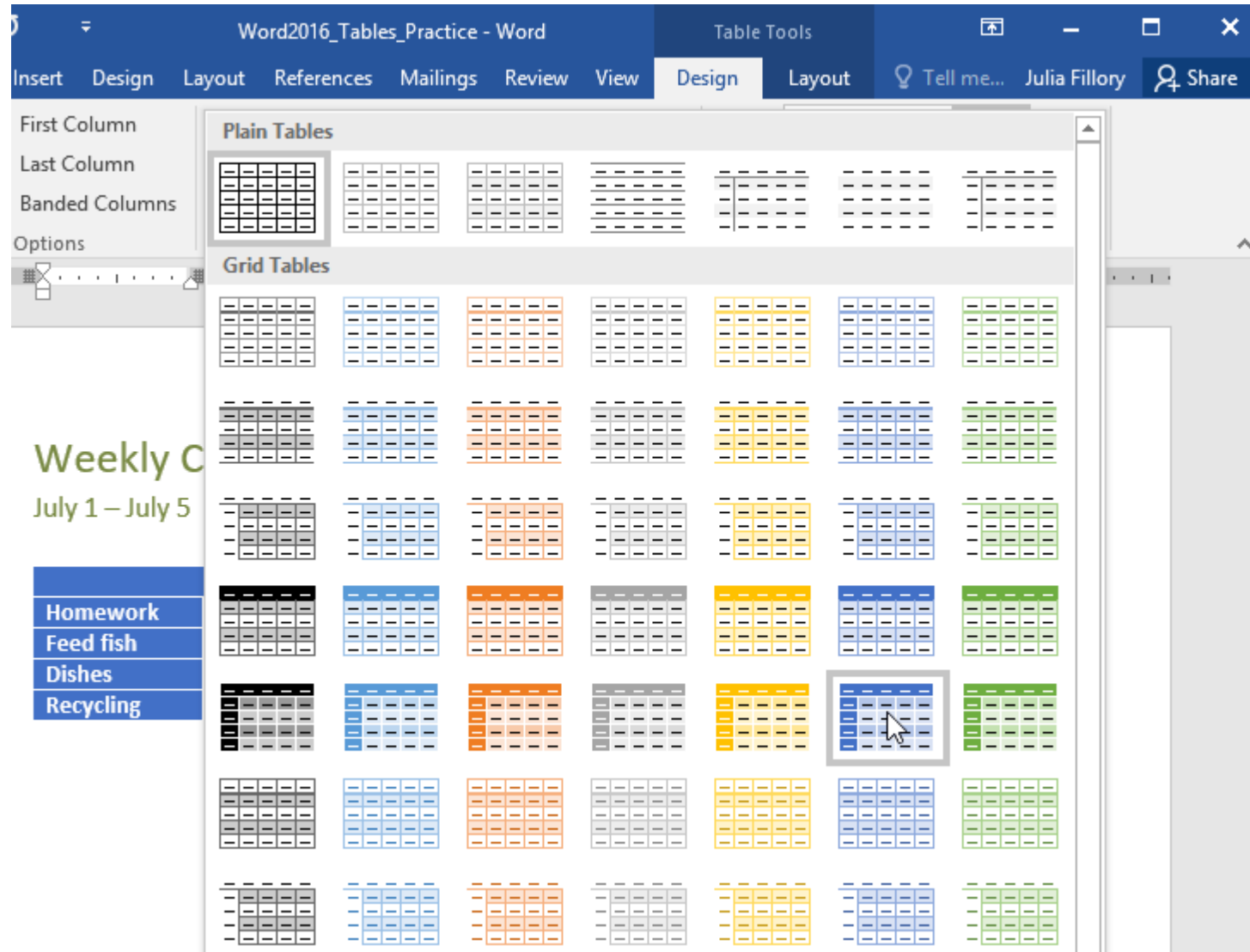
The screenshot shows the Microsoft Word interface with the 'Table Tools Design' tab selected. The 'Table Styles' group is visible, showing a gallery of table styles and a 'More' drop-down arrow. A tooltip for the 'More' button explains that it allows users to quickly change the visual style of their table by hovering over different styles in the gallery. Below the ribbon, a table titled 'Weekly Chore Schedule' is displayed, with columns for days of the week and rows for tasks.

	Monday	Tuesday	Wednesday	Thursday	Friday
Homework	X	X		School holiday	
Feed fish	X	X	X		
Dishes	X	X	X		
Recycling	X	X			

Text editors – tables



- Select the table style you want.*
- The table style will appear.*



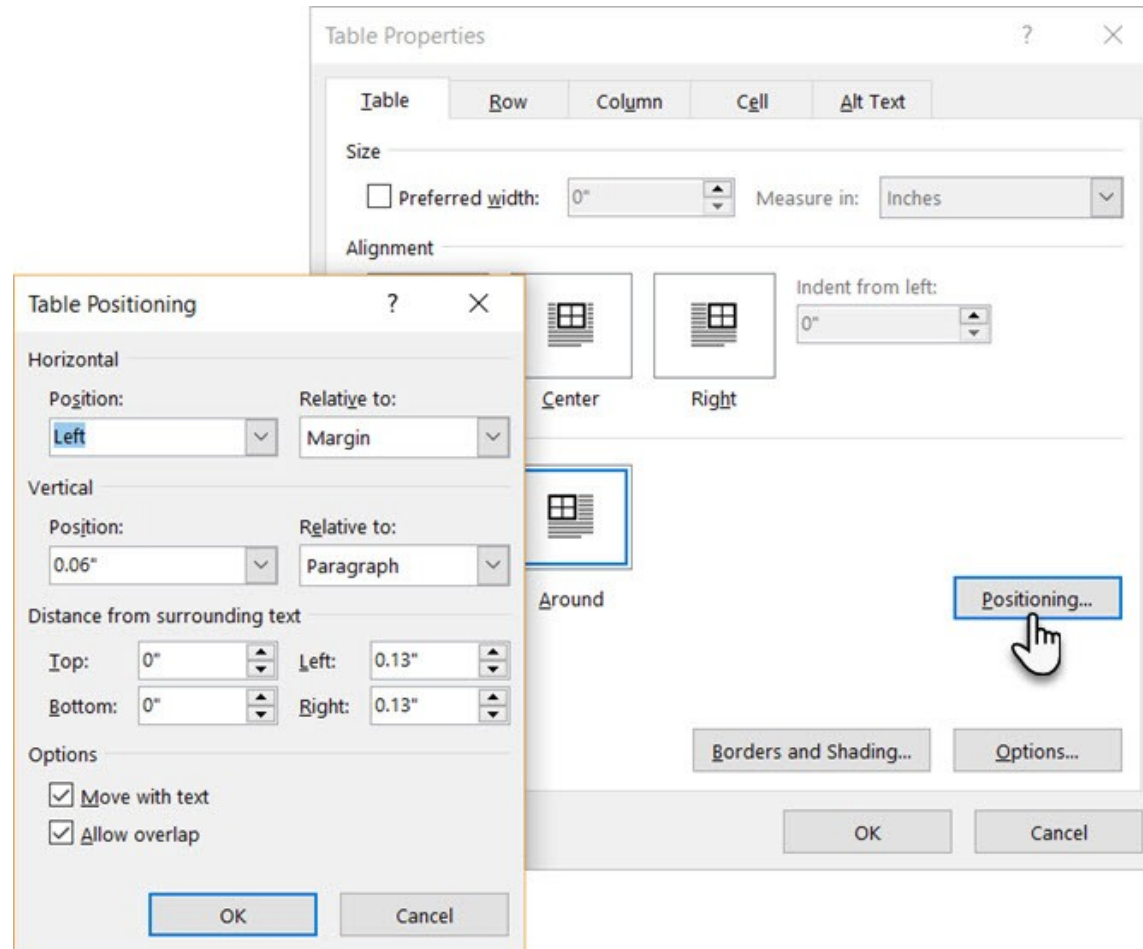
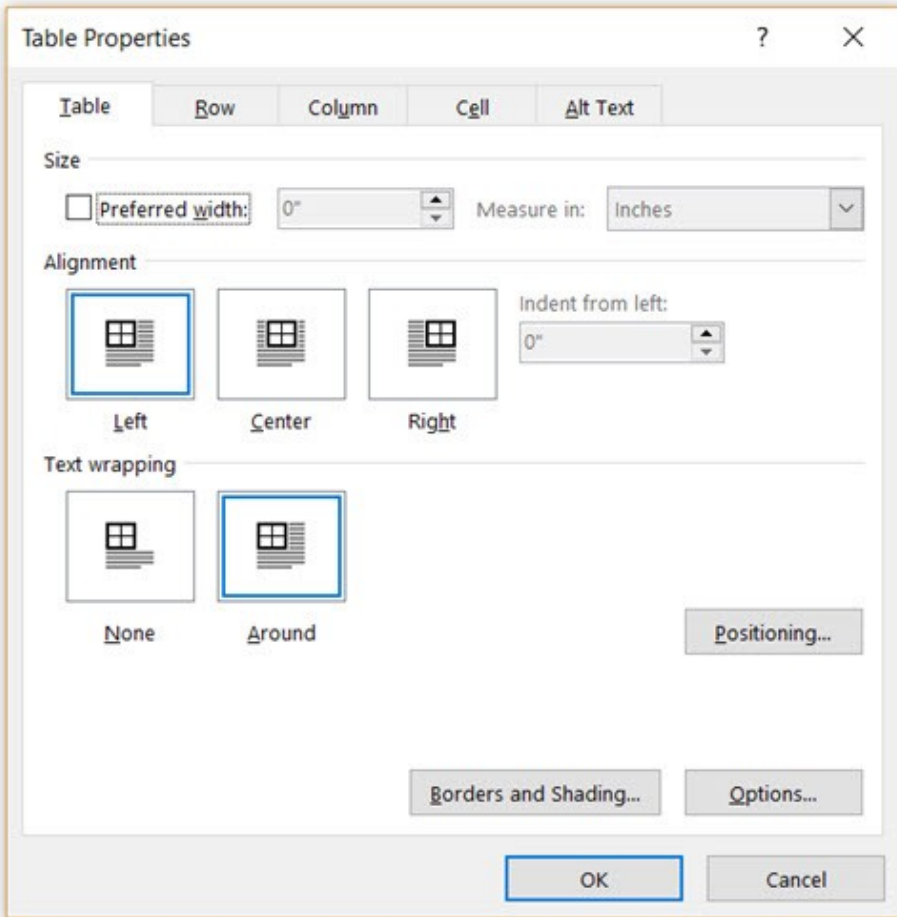
*<https://edu.gcfglobal.org/en/word2016/tables/1/>

Text editors – tables - position



- Right-click on the table and select Table Properties from the context menu.*
- The Table Properties dialog box is for precise control over the data and its display.*
- Control the size, alignment, and indentation of the table.*
- By default, Word aligns a table on the left. If you want to center a table on the page, select the Table tab. Click on Alignment / Center.*
- The Indent from left figure controls the distance of the table from the left margin.*

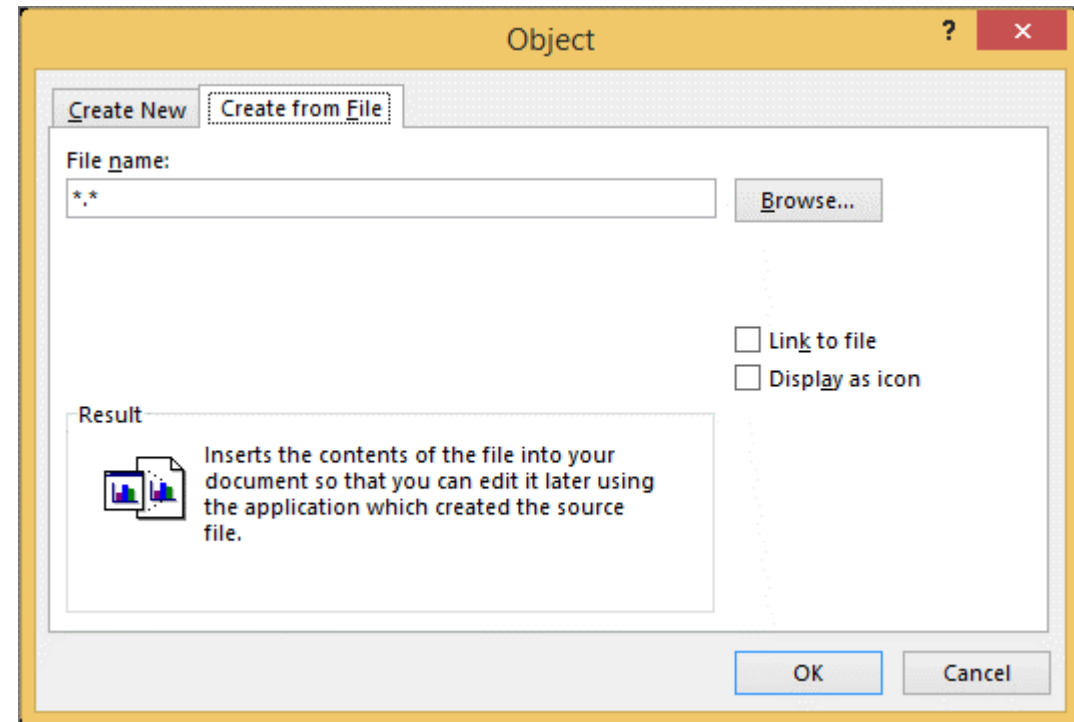
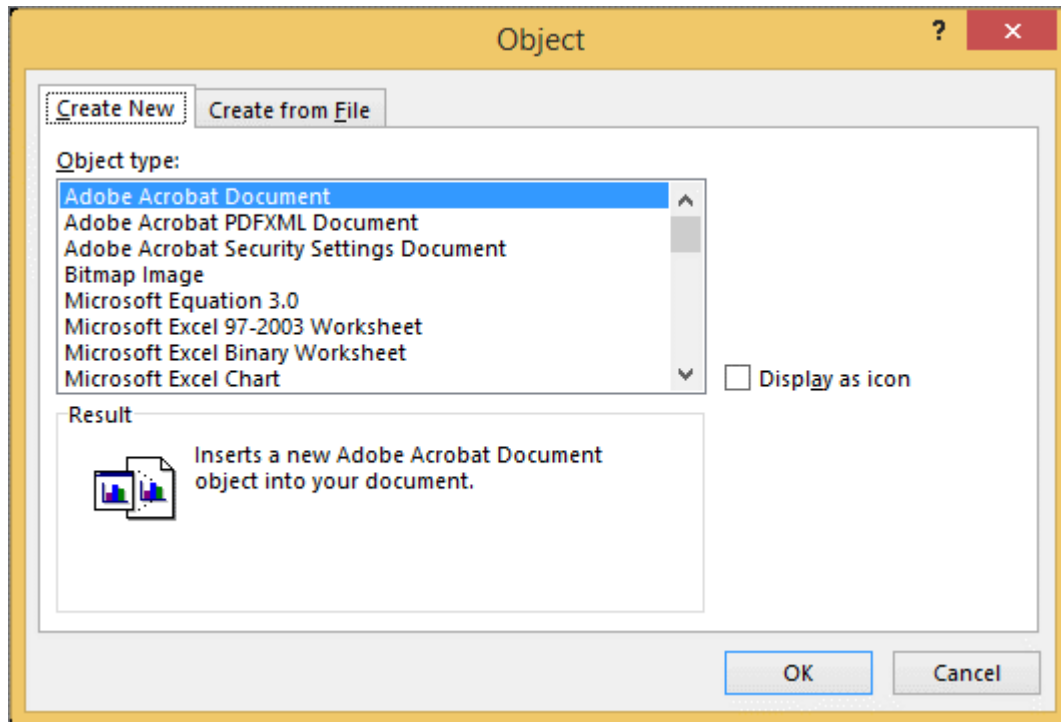
Text editors – tables - position



Text editors – graphic objects



- To create a new file that is inserted into your Word document or email message, in the Object dialog box, click the Create New tab, and then select an option from the Object type list.*



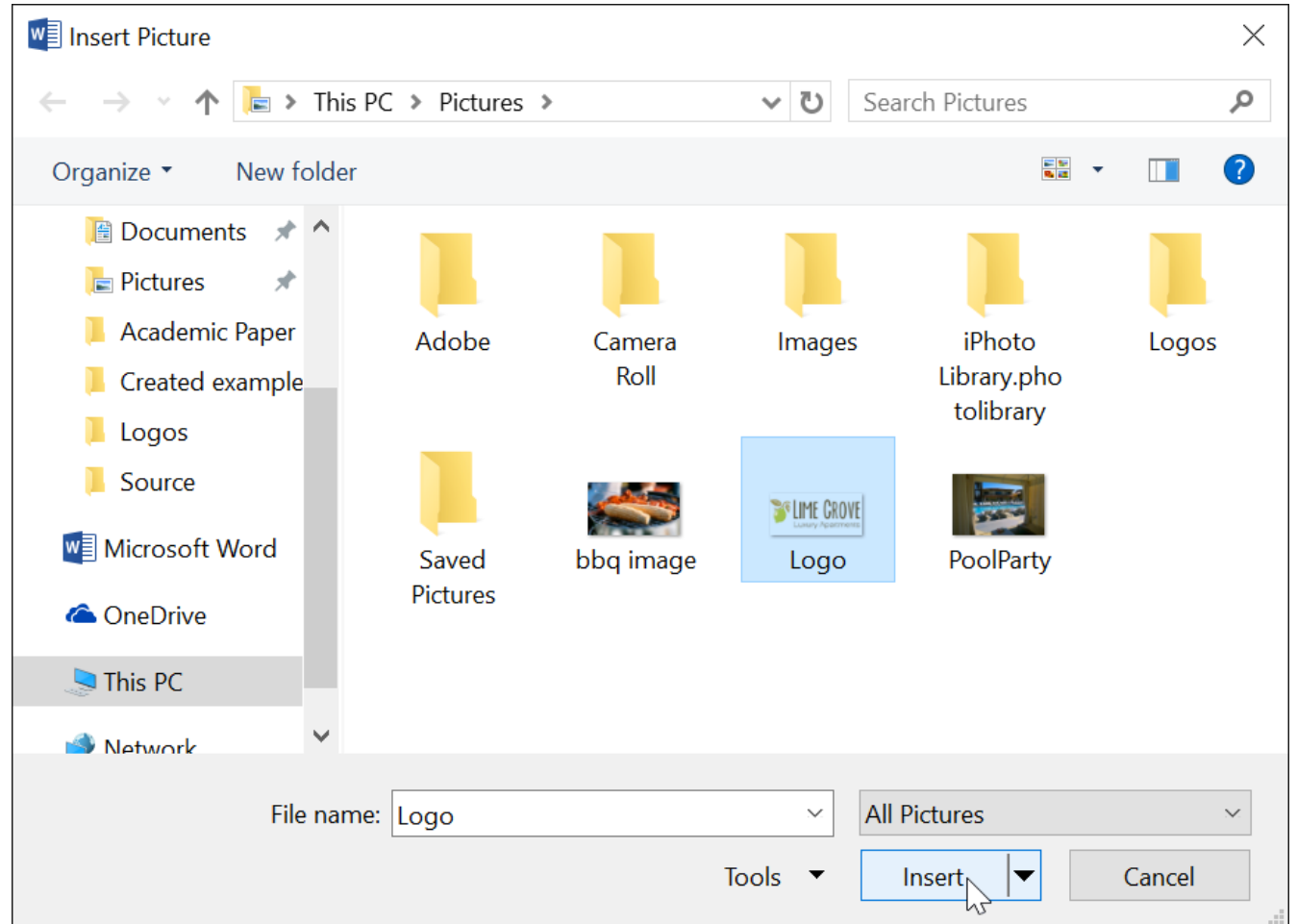
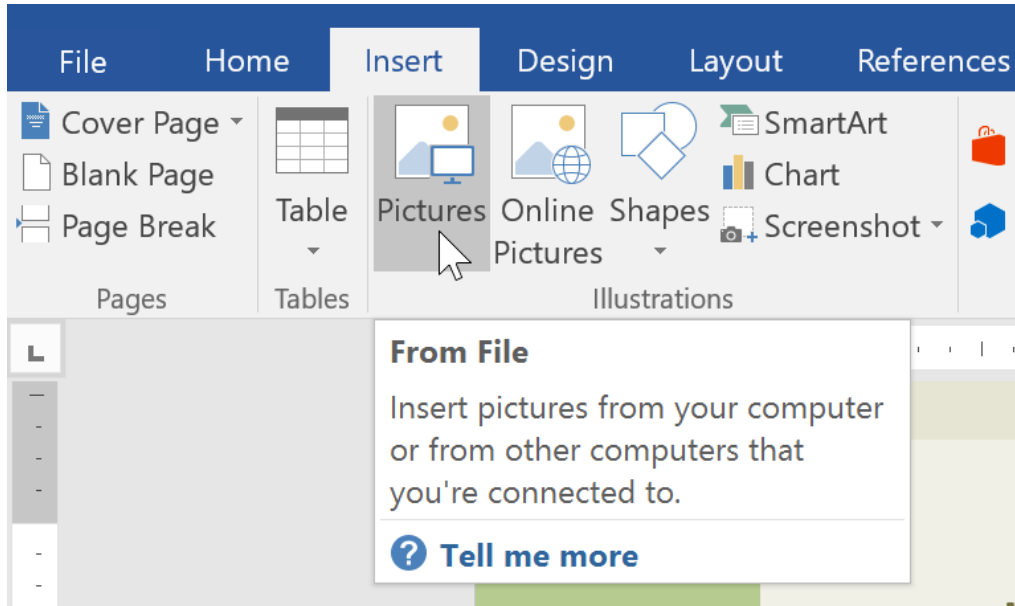
*<https://support.office.com/en-us/article/insert-an-object-in-word-or-outlook-8fc1ea53-0e01-4603-a4cf-98c49b6ea3f5>

Text editors – graphic objects



- Place the insertion point where you want the image to appear.*
- Select the Insert tab on the Ribbon, then click the Pictures command.*
- The Insert Picture dialog box will appear.*
- Navigate to the folder where your image is located, then select the image and click Insert.*
- The image will appear in the document.*

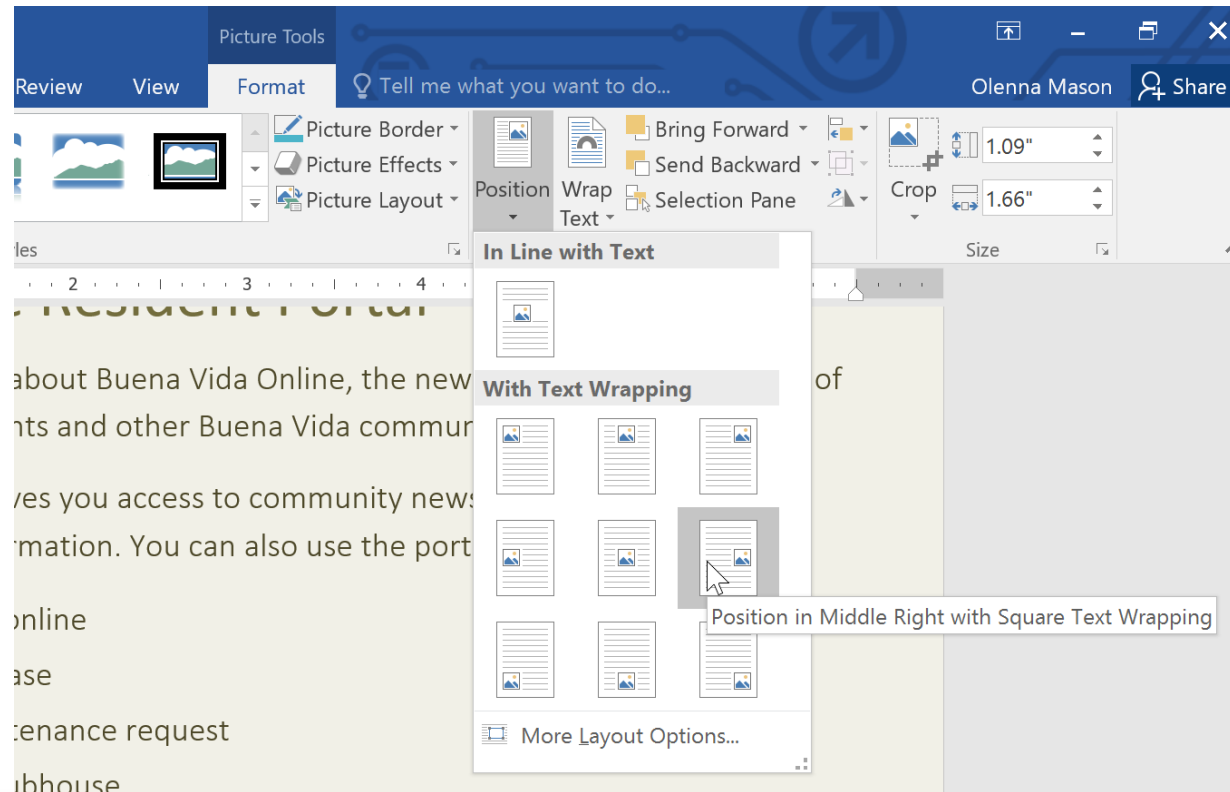
Text editors – graphic objects



Text editors – graphic objects



- Predefined text wrapping allows you to quickly move the image to a specific location on the page.*
- The text will automatically wrap around the object so it's still easy to read.*

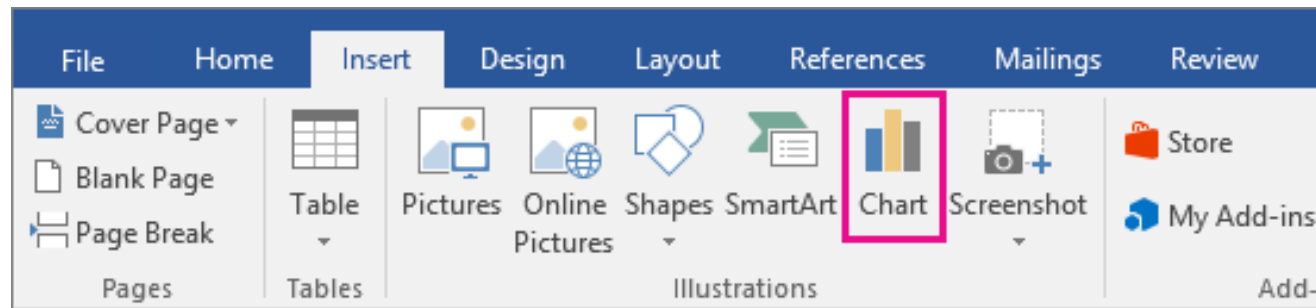


*<https://edu.gcfglobal.org/en/word2016/pictures-and-text-wrapping/1/>

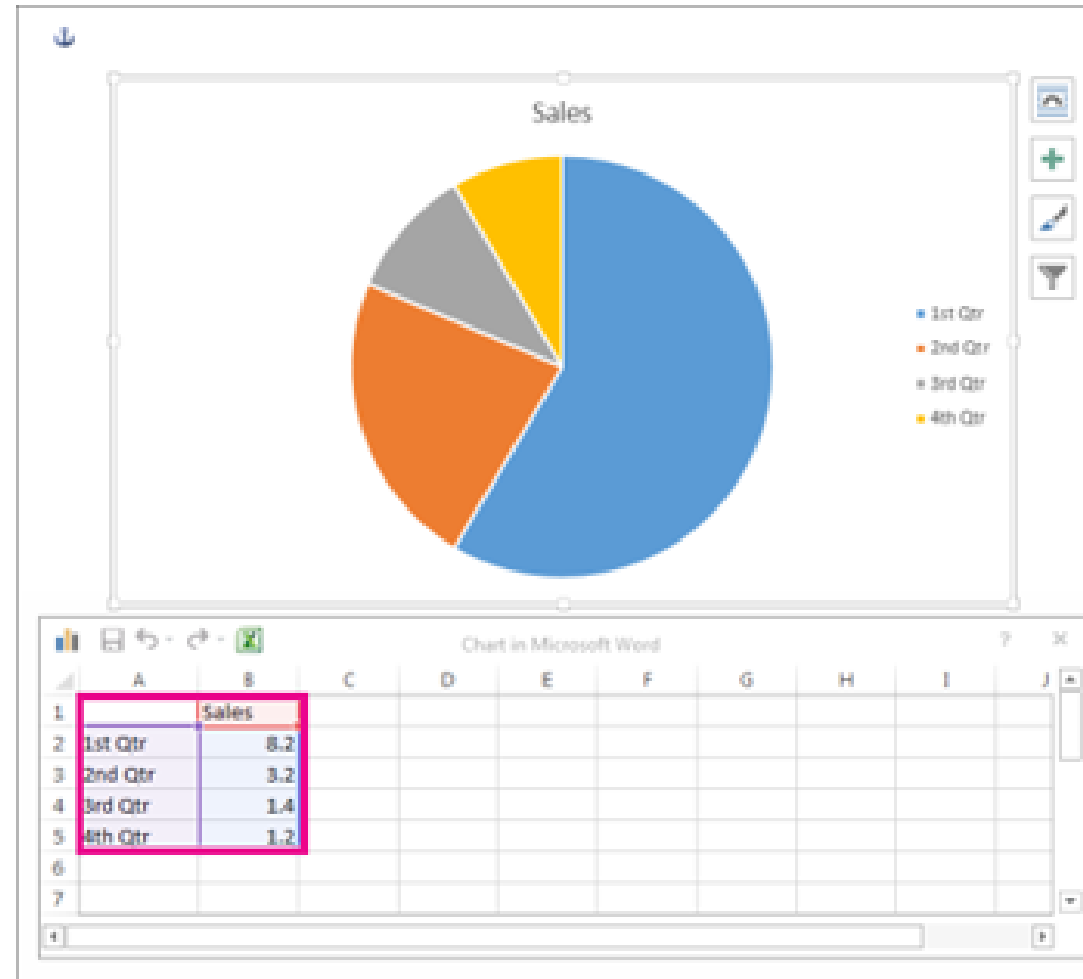
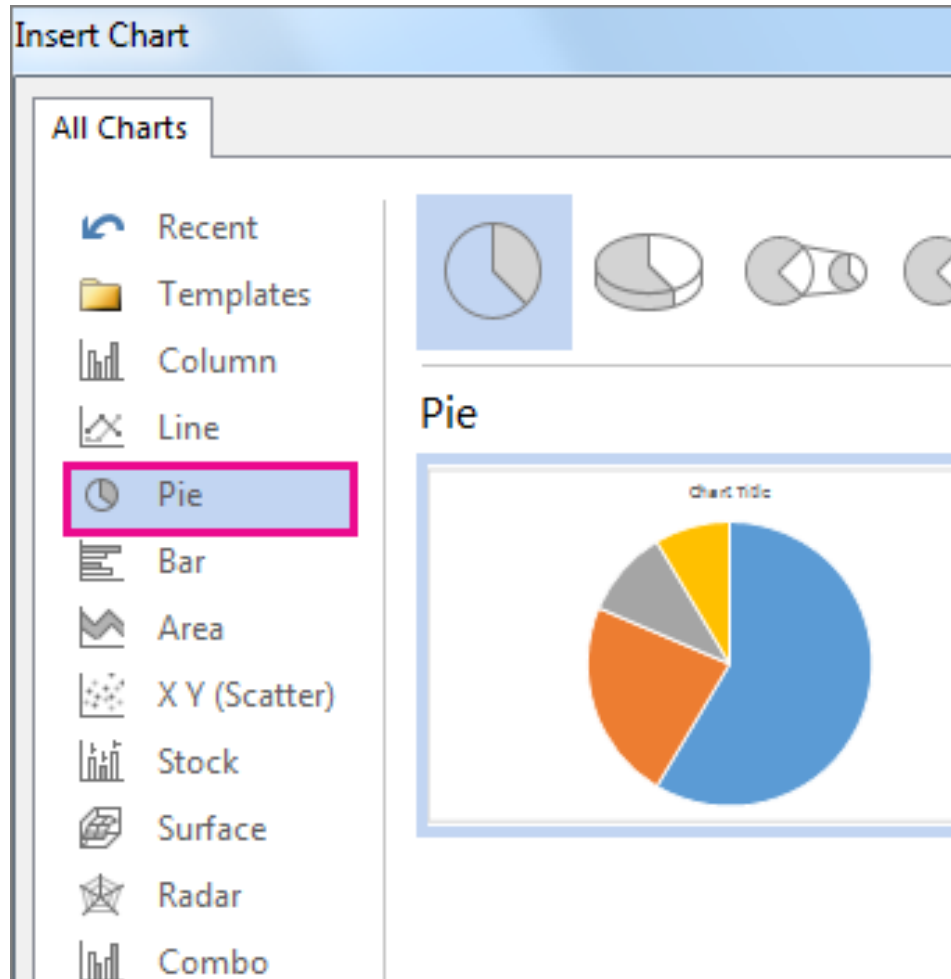
Text editors – graphic objects



- To create a simple chart from scratch in Word, click Insert / Chart, and pick the chart you want.*
- Click Insert / Chart.*
- Click the chart type and then double-click the chart you want.*
- In the spreadsheet that appears, replace the default data with your own information.*



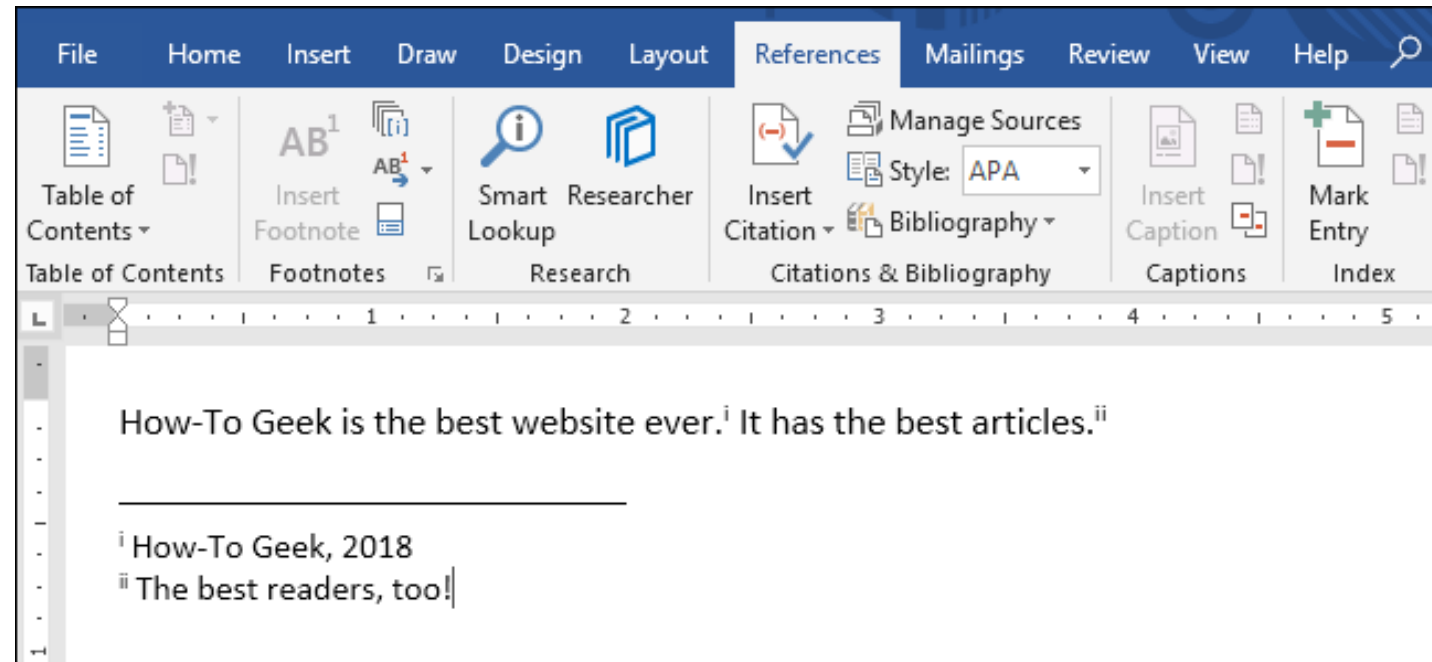
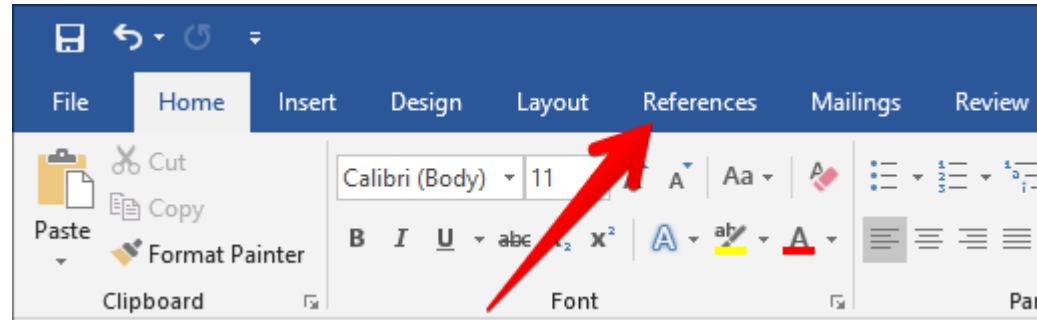
Text editors – graphic objects



Text editors – references



- Table of Contents.
- Footnotes.
- Citations & Bibliography.
- Captions.
- Index.



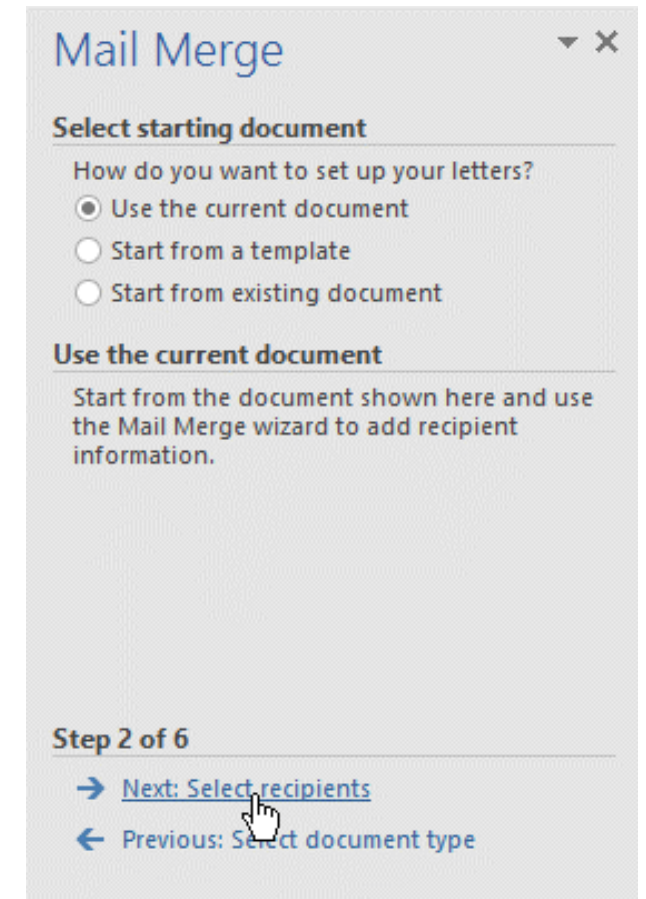
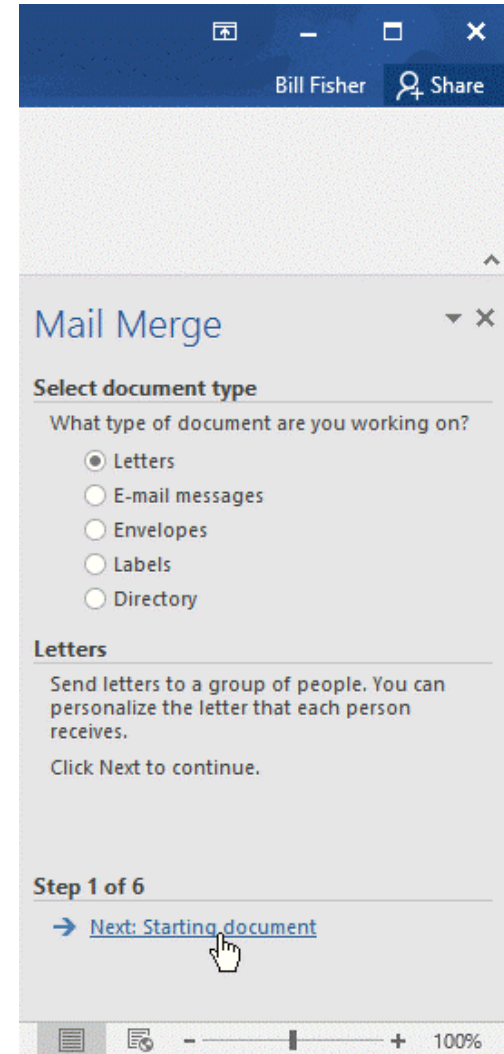
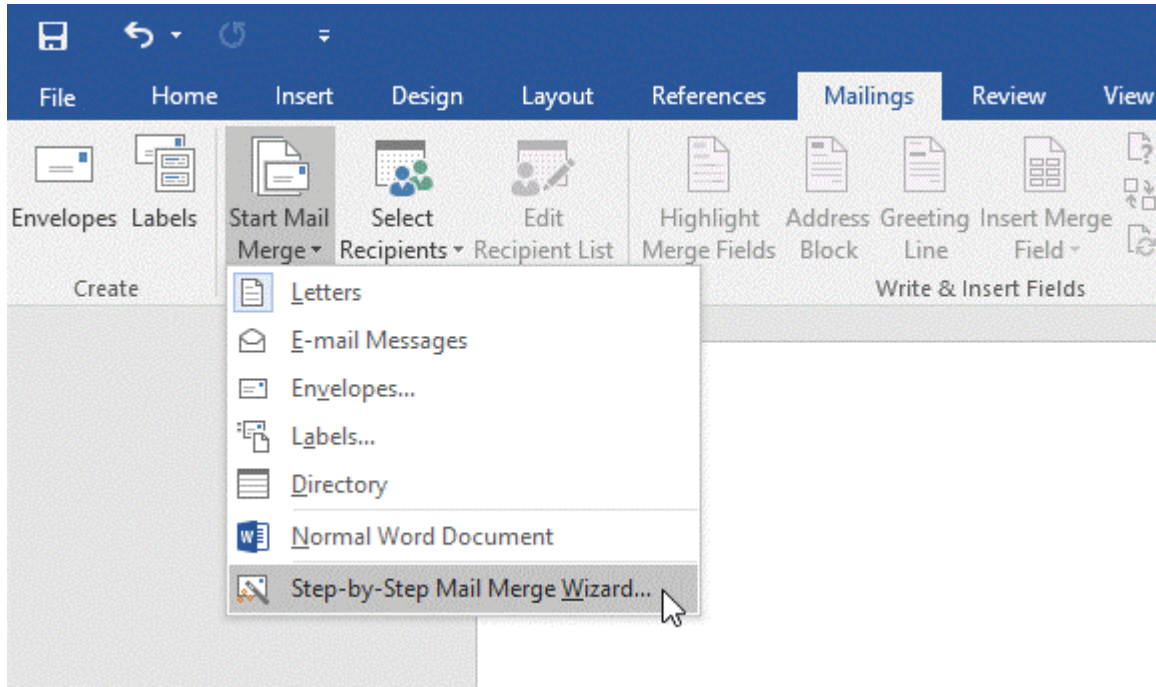
Text editors – mailings



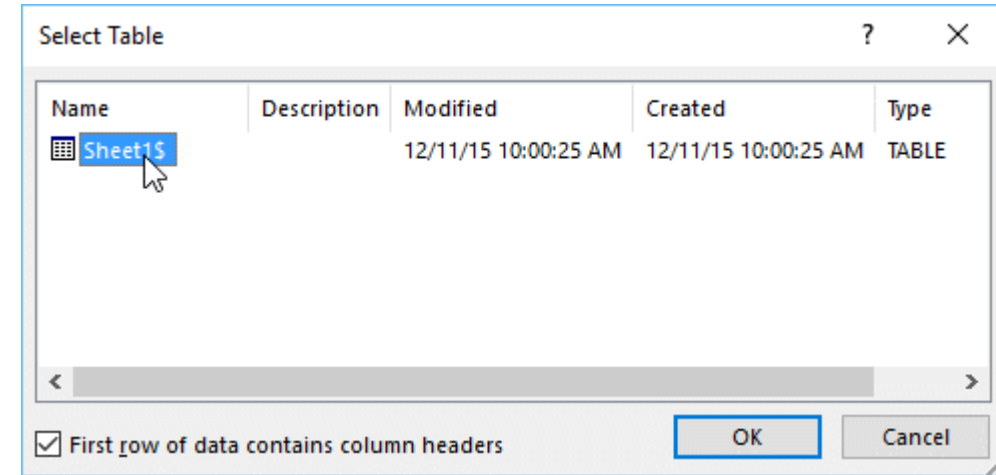
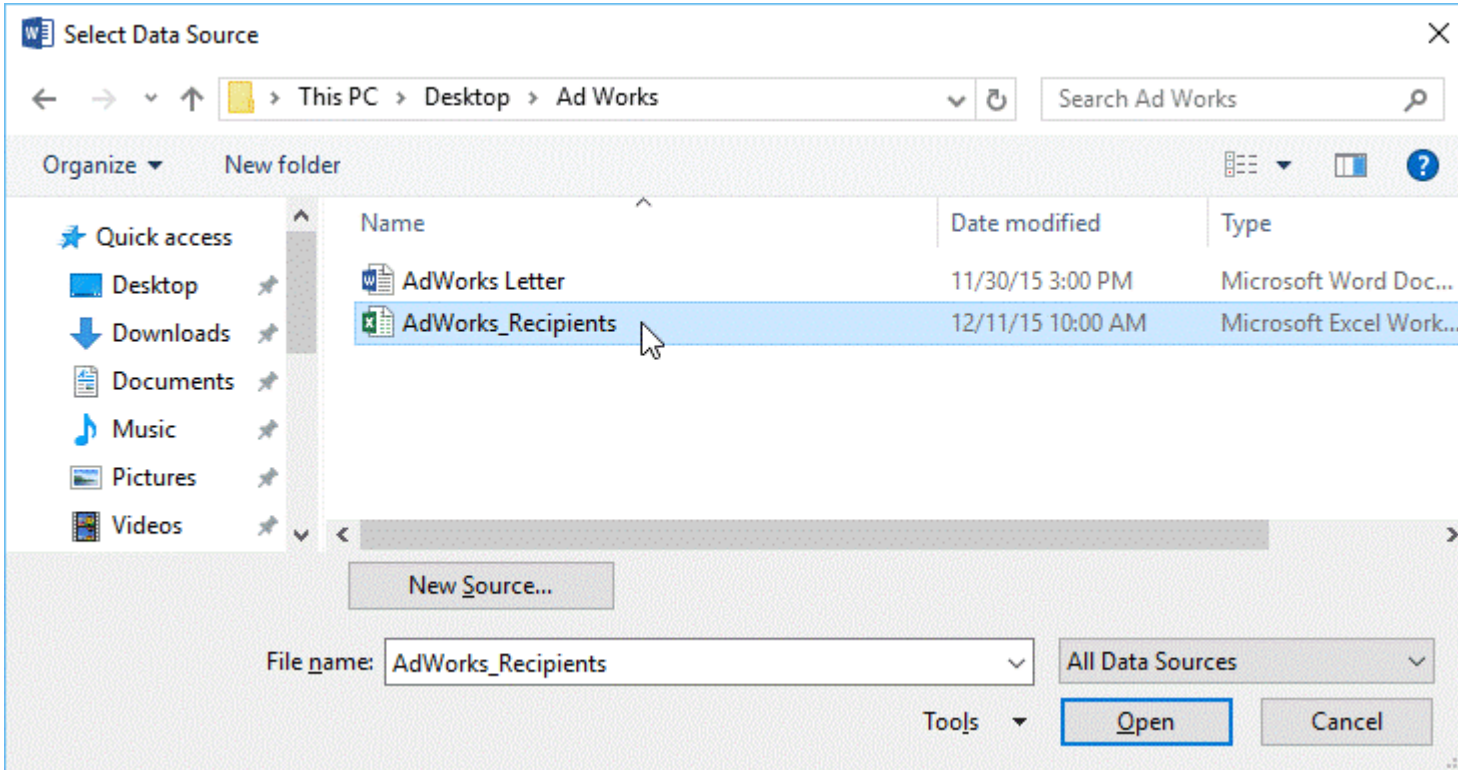
- Mail Merge is a useful tool that allows you to produce:*
 - multiple letters;
 - labels;
 - envelopes;
 - name tags;
 - more using information stored in a list;
 - database;
 - spreadsheet.
- When performing a Mail Merge, you will need a Word document (you can start with an existing one or create a new one) and a recipient list, which is typically an Excel workbook.*

*<https://edu.gcfglobal.org/en/word2016/mail-merge/1/>

Text editors – mailings



Text editors – mailings



Text editors – mailings



Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data S...	<input checked="" type="checkbox"/>	Last Name ▾	First Name ▾	Title ▾	Address
AdWorks_Recipie...	<input checked="" type="checkbox"/>	Albertson	Kathy	Ms.	1024 Lakeview Cir
AdWorks_Recipie...	<input checked="" type="checkbox"/>	Brennan	Michael	Mr.	1123 Main St
AdWorks_Recipie...	<input checked="" type="checkbox"/>	Davis	William	Mr.	540 W 4th St, Apt 121
AdWorks_Recipie...	<input checked="" type="checkbox"/>	Forest	Eliza	Ms.	PO Box 4551
AdWorks_Recipie...	<input checked="" type="checkbox"/>	Jones	Dan	Mr.	PO Box 805
AdWorks_Recipie...	<input checked="" type="checkbox"/>	Post	Melissa	Ms.	3202 Maplewood Ave
AdWorks_Recipie...	<input checked="" type="checkbox"/>	Thompson	Shannon	Ms.	500 Acme Ln, Apt 3C
AdWorks_Recipie...	<input checked="" type="checkbox"/>	Walters	Chris	Mr.	436 Church St

Data Source: AdWorks_Recipients.xlsx

Refine recipient list

- [Sort...](#)
- [Filter...](#)
- [Find duplicates...](#)
- [Find recipient...](#)
- [Validate addresses...](#)

Edit... Refresh

OK

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- [Address block](#) Insert formatted address
- [Greeting line...](#)
- [Electronic postage...](#)
- [More items...](#)

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

- Next: Preview your letters
- ← Previous: Select recipients

The end



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Thank you for your attention!
Any questions?
