Views in MS Word

- Most word processors provide us multiple views: we can select the one that suits the work at hand. We can display our document in one of the five views: Normal layout, Web Layout, Print Layout, Reading Layout or Online Layout.

Views in MS Word

- Normal Layout: Normal layout view shows formatting such as line spacing, font, point size and italics.

- Web Layout: Web layout view enables us to view our document as it would appear in a web browser such as the Internet Explorer.

- Print Layout The Print Layout view shows how the document will look when it is printed.

Views in MS Word

- Reading Layout: Reading Layout view formats our screen to make reading our document more comfortable.

- Outline Layout: Outline view displays the document in outline form. Only headings can be displayed hiding the text under them. We can just move a heading; the accompanying text will automatically move with it.

Create a table

- Tables provide a neat way to present complex information in vertical columns and horizontal rows of cells. Each cell can contain text – a single paragraph or multiple paragraphs – or graphics. To insert a table:

  - click on Insert in the Table menu and select on Table from resulting menu.
  - This opens up the Insert Table dialog box . Type in some value for the number of columns and rows… let us type in the values 5 and 4 respectively.

Create a table

- We can now see this table on the page – with 5 columns and 4 rows.

- We can move the insertion point from one cell to another by clicking the mouse at the desired cell. We can also press the Tab key to move to the next cell, or Shift+Tab keys to move to the previous one.

Mail Merge

- Mail merge is a feature that enables users to send a similar letter or document to multiple recipients. It enables connecting a single form template with a data source that contains information about the recipient's name, address and other predefined and supported data.

The main uses of Word's Mail Merge features are:

- You can merge a list of names and addresses to a single letter that can be sent to different people in their names and addresses.

- You can create categories, a single letter with variable information fields in it, or labels.

- You can also produce merged documents such as directory lists, invoices, print address lists, or print addresses on envelopes and mailing labels.

TYPES OF DOCUMENTS IN MAIL MERGE

Mail Merge requires three types of documents:

1. **Main Document:** In a Mail Merge operation, the personalized document (such as, a standard letter, or envelope, or mailing label) is known as the main document. It is the document containing the text and graphics that stay the same for each version of the merged document - for example, the return address and body of a form letter.

TYPES OF DOCUMENTS IN MAIL MERGE

2. Data Source: Data source is a file that contains the names and addresses or any other information that vary with each version of a mail-merge document. For example, a list of names and addresses for a form letter you want to send to a list of clients or other people.

TYPES OF DOCUMENTS IN MAIL MERGE

3. Merge Document: When you merge the main document with data source, a third document called merge document will be produced.

The merge document can be merged to the screen to view letters along with addresses; or directly to the printer to print the letters along with addresses and print addresses on envelopes or labels; or save as some other file that can be used later for printing. Inserting the data or information from the data source in the main document creates the merge document.