Microsoft Word 6.0
Session 2

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Introduction

Word Session 2 is a course created for CAL PACT participants to learn more about the features of Word. The course covers simple introductory material and applies to both the Windows and Macintosh computer platforms. This document serves as a supplement and future reference to the class.

Skills needed to take this class

- how to use the mouse
- how to the use the Windows or Macintosh computing environment
- the material covered within the CAL PACT Word 6.0 Session 1 class.
  Specifically: file management
  manipulation
  basic operations

Skills and concepts learned in this class

- Templates
- Mail merge
- Sections, Columns, and Breaks
- Tables
- Borders & Shading
- Margins & Indents
- Drop Caps
- Find & Replace

Conventions used in this document

Menus and menu commands are separated by a vertical bar (|). In the document they will appear as **Menu|Command**. An example of this is "Select **File|New...**"

Templates

A template is a blueprint for the text, graphics, and formatting of a document. Templates can be used over and over again as a guide for commonly used documents to avoid having to recreate documents from scratch. Word provides pre-constructed templates for many common types of documents such as memos, reports, business letters, and fax cover sheets. While Word provides many sample templates, templates can be created and tailored to fit individual needs.

What is covered:

- Basing a Document on a Template
- Using the Style Gallery Command to Preview a Template's Format
- Creating a New Template
- Modifying an Existing Template

Basing a Document on a Template

1. Choose **File | New**. The New dialog box will appear.

2. From the Template: menu, choose the Template on which to base the document.

3. Click on the OK button.

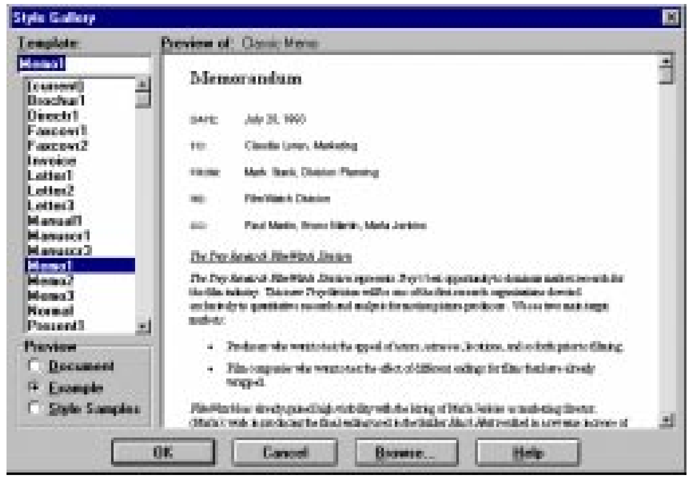
Use the Style Gallery Command to *preview* a Template's Formats

1. Choose **Format | Style Gallery**.

2. Under Preview, select the Example radio button.

3. In the Template box, select a Template.

4. Click on the Cancel button to close the dialog box.



Creating Your Own Template

1. Choose **File | New**.

2. In the New dialog box under the New heading, choose Template by clicking on the adjacent radio button, then clicking on the OK button.

3. Set up all the styles, formatting, or text desired in the Template.

4. Choose **File | Save**.

Modifying an Existing Template

1. Choose **File | Open**.

2. In the Lists Files of Type box, select Document Templates.

3. In the File Name Box, type or select the name of the Template to modify.

4. Edit and format the Template as desired.

5. Choose **File | Save**.

Mail Merge

Mail Merge is a powerful tool that can create personalized form letters, envelopes, and mailing labels. A Mail Merge consists of three basic parts. The first component is the main document. The main document is the form letter, the mailing labels, or envelope format. This is similar to a template. The information stored in the main document will not change with each letter. The second component is the data source. The data source contains the actual personalized information for each letter, mailing label, or envelop. Some sample data in the data source file include first name, last name, address, city, state, and zip code. The third component is the merged data. At this stage the main document and the data source are merged to create each individual letter or label.

What Is Covered in Mail Merge:

- Creating a Main Document for a Form Letter
- Specifying a Data Source
- Creating a New Data Source
- Inserting Merge Fields into a Main Document
- Merging a Data Source with a Main Document

Mail Merge: The Big Picture

Creating any type of mail merge document (the example covered in the course will be a form letter) involves merging a *Main Document* with a *Data Source*. A *Main Document* contains the text and other items that remain the same in each letter. A *Data Source* is essentially a database that contains the personalized information that changes in each letter, such as the names and addresses of each recipient of the letter. *Merge Fields* act as place holders to represent data (such as names and addresses) that you want to insert into your *Main Document* from the *Data Source*. The individual *Merge Fields* instruct Word where to place different types of data (name, address, etc.) from the *Data Source*.

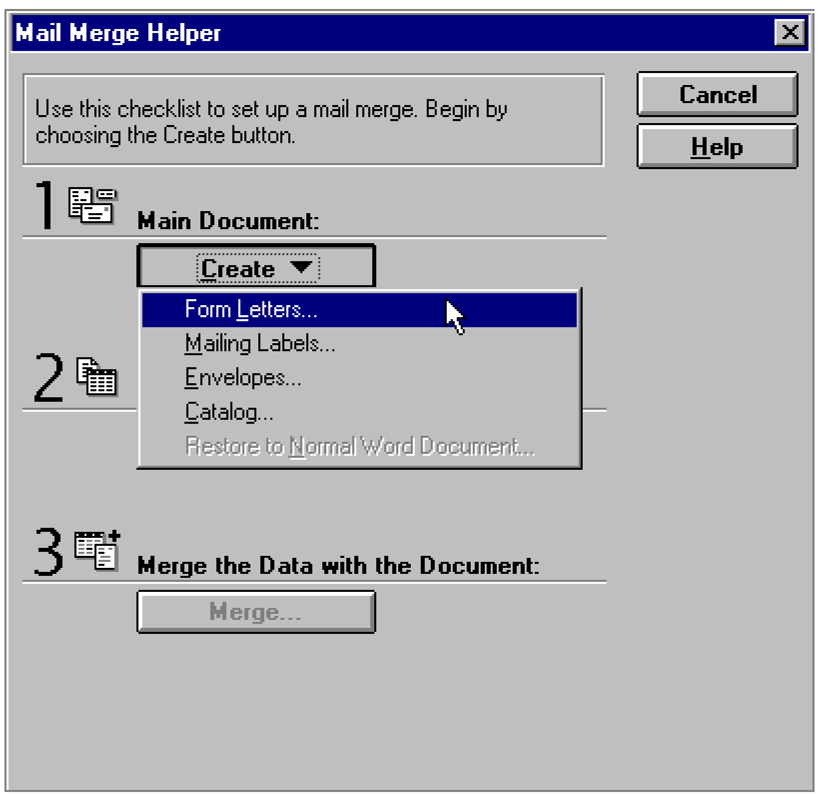
Creating a Main Document for a Form Letter

The first step in creating a form letter is to open a document to use as the *Main Document*. This *Main Document* contains the text, punctuation, spaces, graphics, and any other information that will remain the same in each letter.

1. Open the document to use as the *Main Document*. The document can be an existing letter or a Template. If there is no document that exists, start fresh with a blank document.

2. Choose **Tools | Mail Merge**. The Mail Merge Helper dialog box will appear.

3. Under Main Document**:**, click on the Create button and choose Form Letters….



4. Click on the Active Window button to use the current document as the Main Document..

Later on, the *Main Document* can be modified by typing text, editing text, and inserting *Merge Fields*. The next step is to specify the *Data Source*.

Specifying the Data Source

To indicate which information to merge with the *Main Document* for the form letter, specify the *Data Source*. The *Data Source* file serves as a database consisting of the information that can be merged with the *Main Document*. The *Data Source* file is organized into records. Each record consists of fields. The fields consist of names, addresses, and other types of information that can be specified. Either create a new *Data Source* or open an existing one.

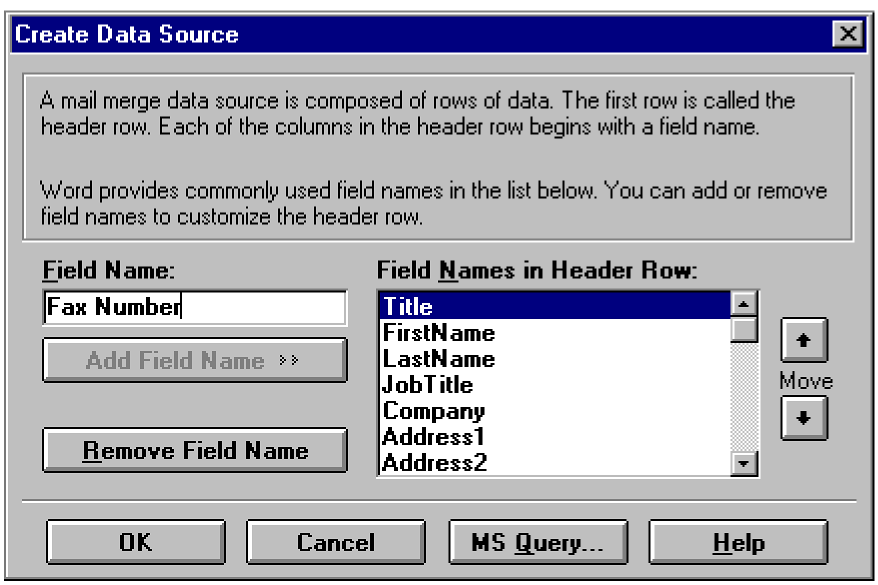
Creating a New Data Source

When creating a data source by using the Mail Merge Helper dialog box, Word creates a new file and organizes the information in a table. The table contains a column that corresponds to each category of information. The table contains a *Header Row* which show each of the specified field names. Each row contains all the information for each *Data Record* contained in the *Data Source*. When merged with the *Main Document* each *Data Record* will produce personalized form letters.

1. Choose **Tools | Mail Merge** if the Mail Merge Helper is not visible.

2. Click on the Get Data button under Data Source.

3. Choose Create Data Source. The Create Data Source dialog box appears.



4. To add a field that does not appear in the list box, type the name of the field in the Field Name: box, then click on the Add Field Name button. The

Field Name will be added to the list in the Field Names in Header Row: box. **Note:** Field names cannot have spaces in the name.

5. To delete a *Field Name* that appears in the Field Names in Header Row: box, highlight the *Field Name*, then click on the Remove Field Name button.

6. Change the order of the *Field Names* in the Field Names in Header Row: box by highlighting the item. Then, use the arrow keys next to the list box to move the *Field Name* up or down in the list.

7. After modifying the *Field Names*, click on the OK button.

8. Save the new *Data Source* by typing a file name, then clicking on the OK button.

9. Word displays a message asking to edit the *Data Source* or edit the *Main Document*. Click on the Edit Data Source button to enter or modify the data records. The Data Form dialog box appears.

Next step: Now that the *Field Names* have been added to the *Data Source*, it's time to fill out the record in the Data Form dialog box with the names, addresses, and other information to include in the form letter.

Data Form Dialog Box

The **Data Form** dialog box contains records of the information that will be merged with the *Main Document*. To add information to a *Data Source*:

1. Choose **Tools|Mail Merge** if the Mail Merge Helper is not visible.

2. Click on the Edit button under Data Source in the Mail Merge Helper dialog box.

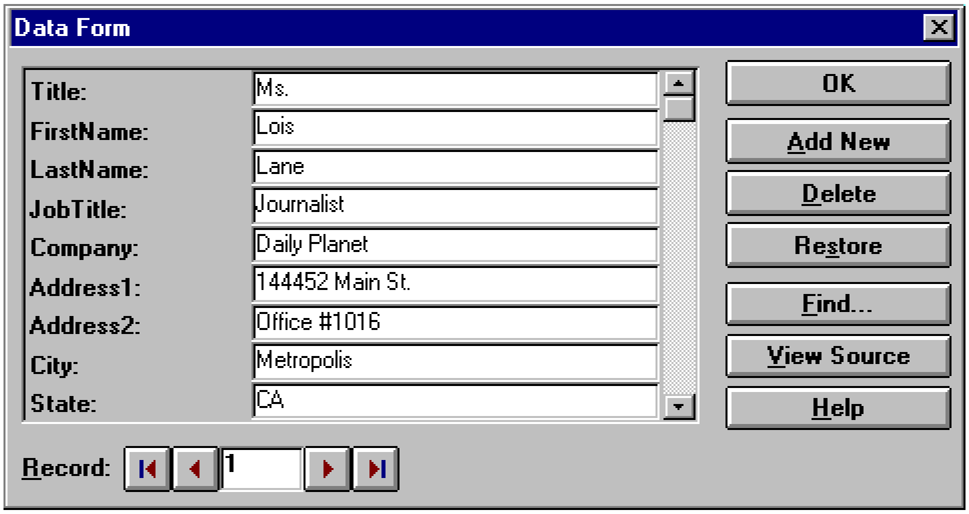
3. Type the information for each *Data Field*, using the **Tab** key to move between fields**.**

4. Click on the Add New button to start a new record.

5. To display the entire *Data Source* click on the View Source button.

6. When the information has been added, click on the OK button.

Following is an example of the Data Form dialog box**.** The information shown on one form composes one *Data Record*.



Opening an Existing Data Source

If a *Data Source* already exists, follow these instructions:

1. Choose **Tools | Mail Merge**.

2. Click on the Get Data button under Data Source.

3. Click on Open Data Source.

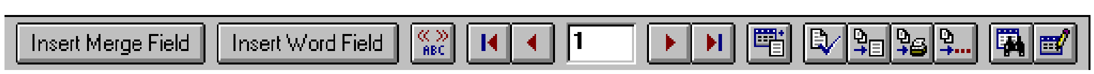
4. Open the *Data Source* file to use an click the OK button.

5. Word displays a message asking whether to edit the *Data Source* or edit the *Main Document*. Click on the Edit Data Source button to enter the information that varies in each version or click on Edit Main Document to insert *Merge Fields* into the *Main Document*.

Inserting Merge Fields into the Main Document

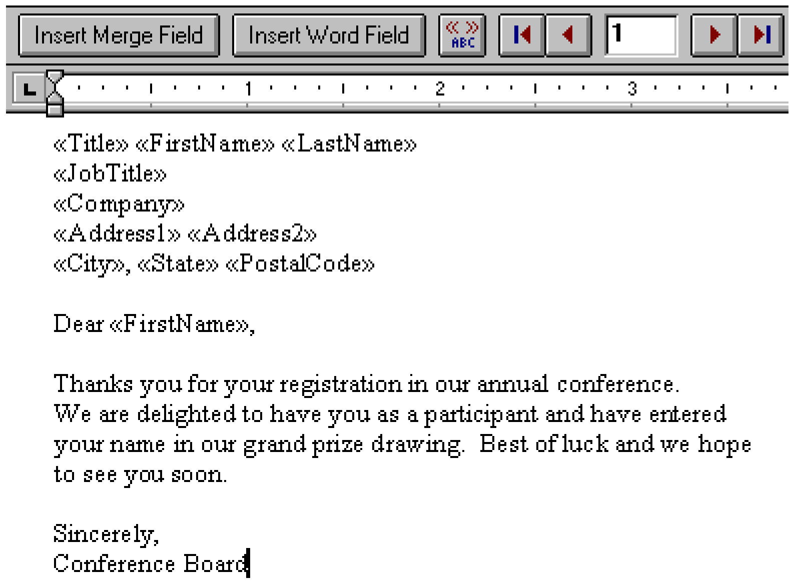
After the *Data Source* is completed, it is time to insert Merge Fields and complete the Main Document. Insert a *Merge Field* whenever the information will change from letter to letter. Be sure to add the proper spaces between fields as well as any desired formatting. When the files are merged, the information from the *Data Source* will be applied to the corresponding *Merge Fields* inserted in the *Main Document*.

The Mail Merge Tool Bar



Completing a Main Document

1. In the *Main Document*, enter the text and graphics which will appear in each version of the form letter.



2. At each location where data needs to be inserted from the *Data Source*, click on the Insert Merge Field button on the Mail Merge toolbar, and choose the appropriate *Merge Field*. Be sure to include any spaces or punctuation between or after *Merge Fields*.

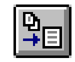
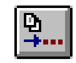
3. After editing the *Main Document*, choose **File | Save** to save the main document if desired. Saving the file allows it's use in future form letters.

Merging Data with the Main Document

After completing the *Main Document*, it is time to merge the *Main Document* with the *Data Source*. Once the files are merged, a new document will be created. The *Merge Fields* will be replaced by the actual information contained in each data record as specified in the *Data Source*.

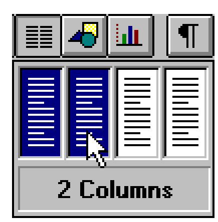
1. With the *Main Document* as the active window, click the View Merged Data button on the Mail Merge toolbar.

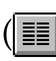
2. To merge the *Main Document* with the *Data Source*, click on the following buttons on the Mail Merge toolbar, as appropriate:

To...	Click On...
Place the resulting form letters (or other types of merged documents in a single New document...	
Print resulting form letters (or other types of merged documents)...	
Display the Merge dialog box to specify a range of data recods to be merged or select other options...	

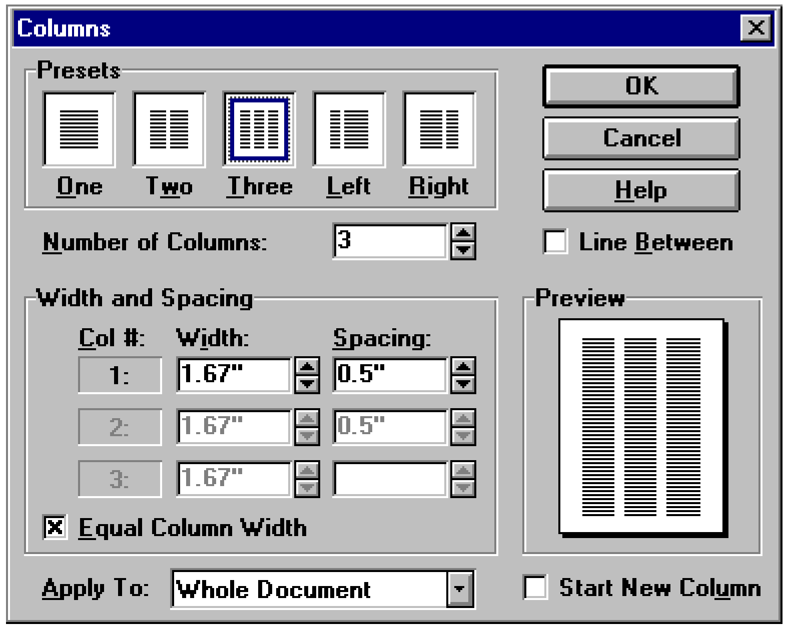
Sections, Columns, and Breaks

Documents in Word can be created with several *Sections* or several *Columns*. The entire document can have the same number columns, or different sections of the document can have different number of columns. *Page Breaks*, *Section Breaks*, and *Column Breaks* all help to control the format of the document. A page break will automatically end the current page and force any additional text to begin on a new page. Column breaks are similar to page breaks except they end the current column and force any additional text to begin in the next column. The section break is different than the other breaks. By inserting a section break, the document can be divided so that each section acts as a separate entity. Think of each section as being a separate file. Each section can have its own individualized page setup. All of the *Breaks* can be found under **Insert | Break...**. Page breaks and section breaks can be inserted anywhere in the document. Column breaks can only be inserted in sections of the document which are set up with more than one column.



To have an entire document set-up with more than one column, click the Column button in the Toolbar () to reveal the column selector. Click and drag to choose the number of columns desired. To change the number of columns in existing text, highlight the area and choose the number of columns desired. If section breaks were inserted, place the cursor anywhere within a section and choose the number of columns apply to the section.

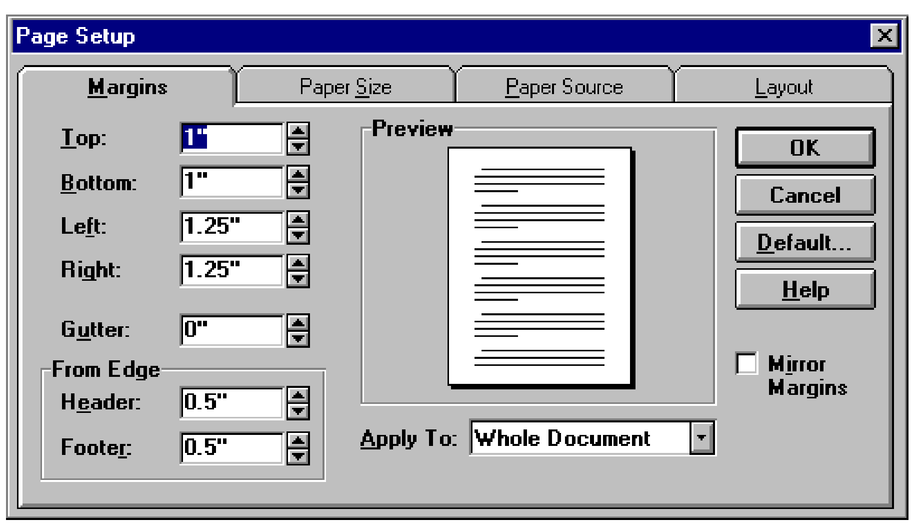
Alternately, column can be created by placing the cursor inside the section and choosing **Format | Columns...**. The following dialog box will appear. Choose from the preset format or design a custom column format by choosng widths, dividing lines and more.



***Note*:** In Normal view, only one column can be seen at a time, regardless of the actual number of columns. By using Page Layout view, all columns can be seen at the same time. When using the more advanced formatting features in Word, Page Layout view is recommended (and sometimes necessary). Switch between Normal and Page Layout by choosing **View | Normal** or **View | Page Layout**.

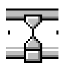
Margins and Indents

Choose **File | Page Setup...**. Use the Margins tab to set margins to the desired measurements.



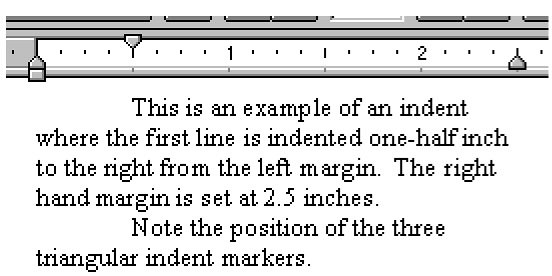
Use the arrows to the right of each field to adjust sizes. Controls for Mirror Margins and Gutter settings are also found in this dialog box.

Note**:** Check the Apply To: field to make sure that the settings will be applied to the whole document or only a section, as appropriate.



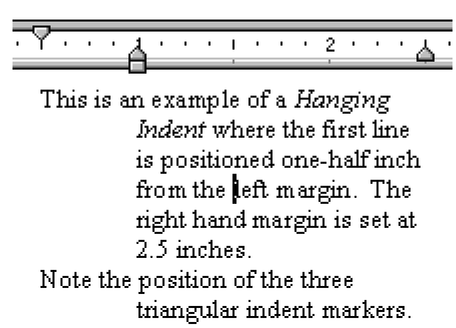
This hour-glass figure to the left, found in the Ruler, actually comprises three distinct text boundary markers. The top triangle, called the *First-line Indent Marker*, can be moved to create hanging indents. When used, the first line of each paragraph (after each hard return) will automatically start where this top triangle is placed. The bottom triangle, known as the *Left Indent Marker*, represents the left boundary of the text and can also be moved along the ruler. The small rectangular box on the bottom moves both the *First-line* and *Left Indent Markers* at the same time. The triangle at the right of the ruler called the *Right Indent Marker* represents the right boundary of the text.

Do not confuse *Margins* with *Indents*. *Margins* are set for the *entire* document and represent the distance from the physical edge of the printed page. In the sample of the Page Setup dialog box on the previous page, the *Margin* settings are at 1″ on the top and bottom and 1.25″ on the right and left. ***Indents*** allow you to independently adjust the boundaries of text in specific areas of your document. The classroom example will demonstrate this important difference.



To the left is an example of an *Indent* in which the first line of the paragraph is indented 0.5″ from the left margin. The right side boundary is set at 2.5″ from the left margin. Note the positions of the three triangular indent markers.

To the right is an example of a *Hanging Indent* in which the first line of the paragraph is positioned 0.5″ from the left margin, with the left boundary of the remainder of the text in the paragraph positioned at 1″ from the left margin. Again, note the positions of the indent markers.

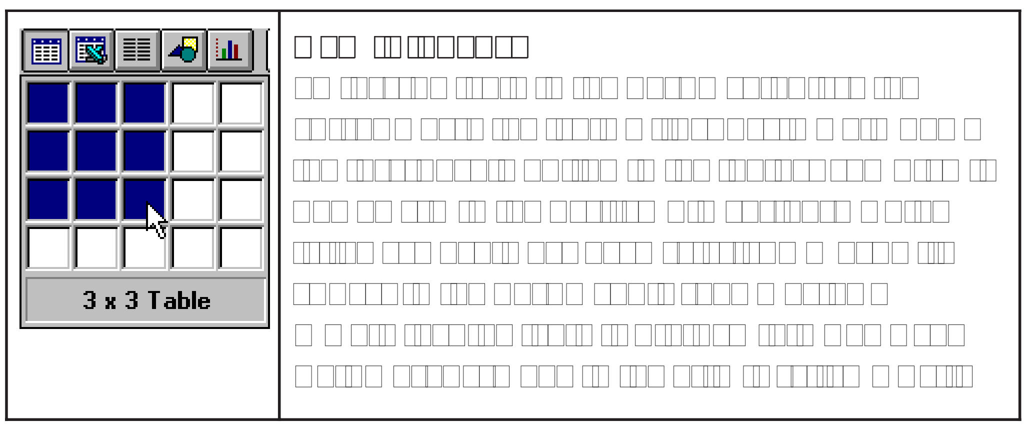



This is the **Increase Indent** button. Click the mouse within the paragraph to shift (or highlight a larger area), then click this button to increase the indent to the right by one tab stop. Note that this does not create a hanging indent. Rather, it moves the entire left-side text boundary.

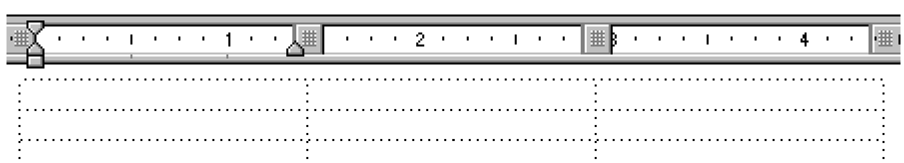

This is the **Decrease Indent** button. The process is the same as above, but this will move the indent to the left by one tab stop.

Tables


With tables, columns of numbers and text in a document can be arranged without using tabs, all in a neat grid-like pattern. Text can be presented in side-by-side paragraphs, as in a résumé, or arranged beside graphics.

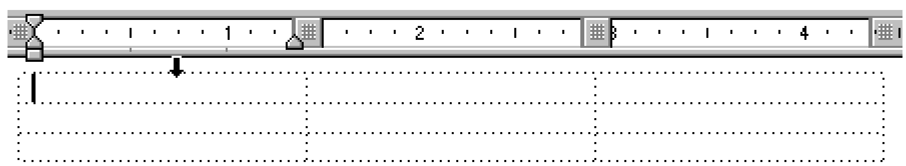


This is the result:



- Add text into a cell by clicking within it and typing.
- Pressing the Tab key will move the cursor to the next cell. Control + Tab will move one tab stop over within a cell.
- Paragraph returns within a cell will increase the height of the entire row containing the cell.
- Change the column width by moving the column dividers in the **Ruler**.

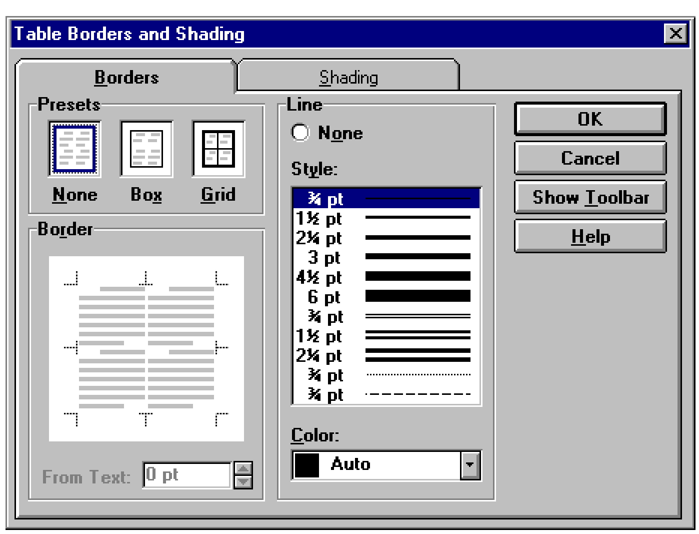
- To delete a row or column, highlight the area and choose **Table | Delete**.
- To show gridlines, choose **Table | Gridlines**.
- Use the arrow keys to move within a cell.
- An easy way to select entire columns or rows is to choose **Table | Select Row** or **Table | Select Column**. An alternate method is to position the mouse so that it appear like a down arrow. Click the button to select the column.



- At the last cell in the table, push the right arrow key on the keyboard once. This will move the cursor just outside the table. Press Enter to automatically add a new row.

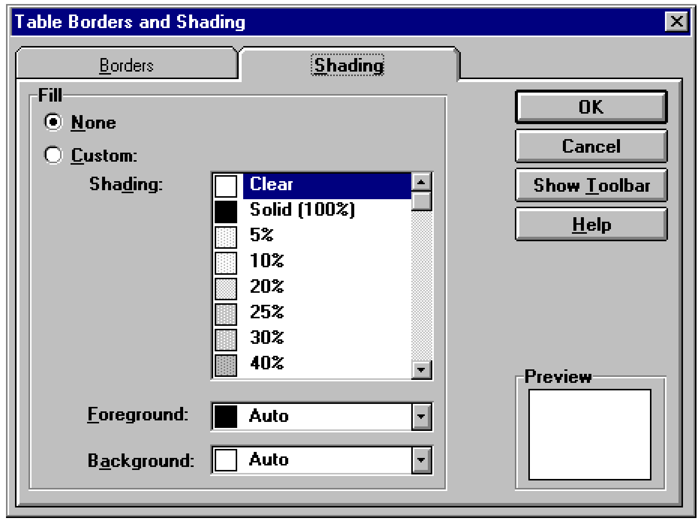
Borders and Shading

Create borders around text, tables, and images to draw special attention to certain areas of the document. Using borders to customize the appearance of a table is especially useful. Shading can also be added to selected areas, in grayscale and color. To apply borders or shading to an image, table, or text, choose **Format | Borders and Shading…**. The following dialog box will appear. Note the two different window tabs of the dialog box shown.



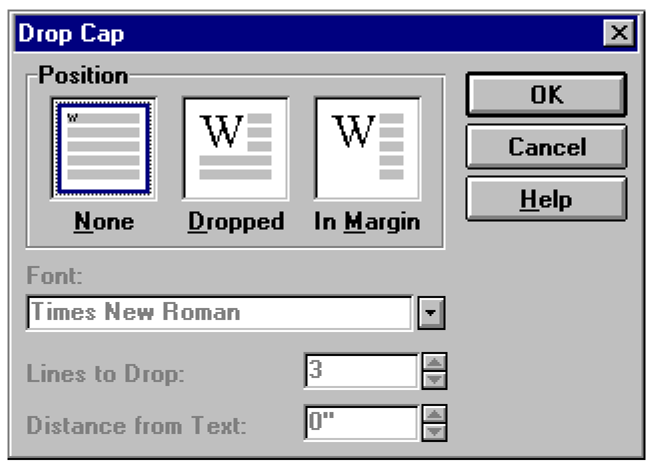
Use this section of the dialog box to create a *Border* around a selected area of text or an image. This is also used to create borders around tables and modify the appearance of individual cells or groups of cells within tables.

Use this section of the dialog box to add *Shading* to selected areas.



Drop Caps

In Word, a paragraph can have a large initial letter or word called a **Drop Cap**. Drop cap formatting can be applied to just the first letter of a paragraph, the entire first word, or some of the letters in the word. To have the entire word or part of the word dropped, select the letters to drop. If nothing is selected or if more than one word is selected, only the first letter will be dropped. Choose **Format | Drop Cap…**.

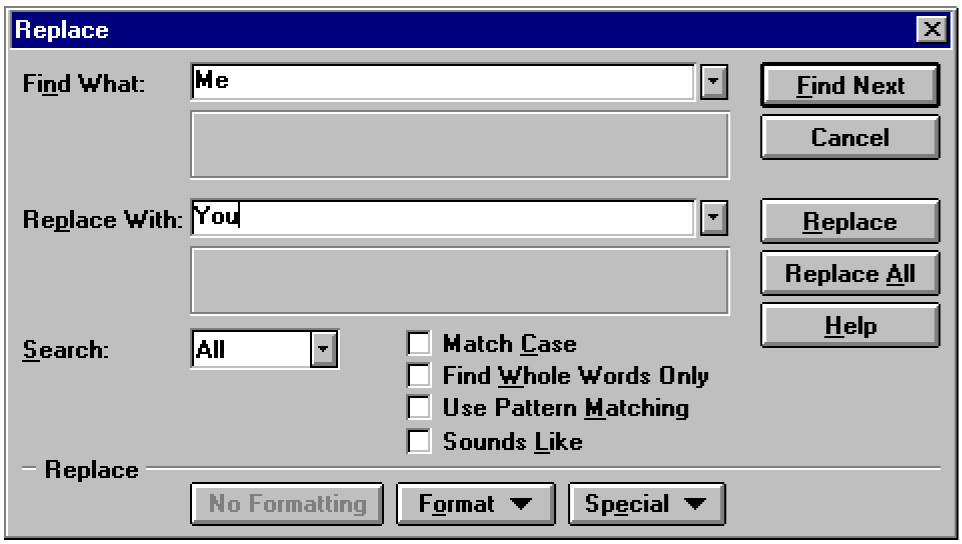


The Drop Cap dialogue box provides two options for positioning the letter (or word). Dropped positions the drop cap at the upper left of the paragraph with the text flowing around it. Margin positions the drop cap to the left, in the margin with no text wrapping. The bottom portion of the dialog box povides options for changing the font of the dropped letter. Adjust how tall the letter will be by selecting the number of Lines to Drop, and adjusting the Distance from Text, or the amount of space inserted to the right of the drop cap, between the drop cap and the text.

Note: Use the Page Layout view to see the drop caps properly. Word will ask to switch to **Page Layout** view if it is not already in that view. To remove a drop cap, simply click in the paragraph that contains the drop cap, choose **Format | Drop Cap…** and select None in the Position of the dialog box.

Find & Replace

Word allows *Find* and *Replace* operations. To quickly find a word, phrase, or formatting, perform a *Find* command. The procedure is similar to *Replace* items in the document with something different. For simple finding and replacing, the dialog boxes makes the processes rather easy. Choose **Edit | Find…** or **Edit | Replace…**.



Supplement: Viruses

Macro Viruses

During the last year, a new type of virus has emerged called the Word Macro Virus. The concept of a macro virus is not new. They were predicted to be possible in the early eighties. However, macro viruses are not just theory anymore. Currently there are several known macro viruses. They all have been written with Word Basic, the powerful macro language of Microsoft Word. These viruses spread through Word documents. Word's advanced template system makes it an opportune environment for viral mischief. The macro virus can be spread just by reading the document. Macro viruses are also very easy to create or modify. The following information defines, describes, and lists possible ways to prevent and protect against Macro Viruses.

What is a virus?

A computer virus is a computer program that is able to replicate in whole or part of its code by infecting or modifying other programs and adding to or overwriting the code of uninfected files with code that will in turn infect other programs.

What is a macro?

In Word, a macro is a series of commands that are grouped together as a single command to make repetitive tasks easier. In simpler terms, macros are a set of instructions to be carried out by the program or the computer.

What is a Macro Virus?

Macro viruses are a type of virus that use an application's own macro programming language to distribute themselves. A Microsoft Word Macro Virus is a macro or template file which masquerades as a legitimate document file. An infected file does not look any different to the user because it still contains a normal document. The difference is that this document is really just a template or macro file with instructions to replicate and cause damage. In other words, a macro virus is a virus disguised as a macro.

FYI: A document file contains data while a macro file contains a set of instructions. An infected file contains both data and instructions. An infected file does not look any different to the user because it still contains a normal document. This fact is hidden from the user. The user expects a document to consist of data that is only read and not a combination of data and instructions. The combination of the two is designed to be executed and to cause damage.

How does a Macro Virus infect documents?

Infection occurs when an infected macro instructs the system to overwrite or alter existing system macros with infected ones by altering or adding macros in the global list. The macro virus can delete your files or alter them. When the next session of Word opens, the infected global macros are executed. It will then infect documents whenever they are opened, closed, and created.

Word Macro Viruses do not replicate. However, they can spread to any Mac or Windows environment that runs Microsoft Word version 6.0 or 7.0. This makes this virus a multi-platform (Mac or PC environment) infector. This is the first virus of its kind to be able to infect on different platforms.

Infection is possible from simply reading a document. Fortunately, reading an infected document with anything other than a copy of Word will not activate or spread the virus. Norton utilities, Works, and WordPerfect all have the capability to view MS Word documents. These viewers cannot execute the macros that result in infection.

Examples of Viruses

Many viruses can be detected by simply viewing the macros listed under the Tools menu. When the following macros are listed, your document is most likely infected. Viewing infected macros through the Tools/Macro option should be used with caution. Some viruses intercept this command and activates the virus.

Virus Examples:	Appearance of the following macros:
Concept virus On the first opening of the infected file, a message box with the digit "1" and an "OK" button appear.	AAAZFS AAAZAO AutoOpen PayLoad FileSaveAs
Nuclear Alters the operating environment of MS Word. Infects executable files Inserts the following comment in printed document: "And finally I would like to say: STOP ALL FRENCH NUCLEAR TESTING IN THE PACIFIC"	Autoexec AutoOpen FileSaveAs FilePrint FilePrintDefault InsertPayload Payload DropSuriv FileExit
Color Alters the Windows setting Do not use the Tools/Macro command to check if you this virus because it will just execute the virus.	AutoOpen AutoClose AutoExec FileNew FileExit FileSave FileSaveAs ToolsMacro
DMV No threat It was written as an experimental macro virus to test the behavior of viruses	
Hot It waits to delete a file after it infects. It can take up to 14 days to activate the deletion of a file.	AutoOpen DrawBringInFrOut InsertPBreak ToolsRepaginate
Atom All macros are marked EXECUTE ONLY making them encrypted	The virus has two destructive payloads. First activation occurs when the date is December 13th. At this date the virus deletes all files in the current directory. Second activation occurs when FileSaveAs command is issued and the second on the clock equal 13. The virus will write protect the document. The password id set to be ATOM#1

Protecting Yourself against Word macro viruses

The best strategy for protecting against viruses such as the macro viruses is to acquire at least one anti-virus product. These anti-virus programs include F-Prot, TBAV, AVTK, Sophos Sweep, and McAffee. It is good practice to scan your documents regularly to prevent macro infection.

There is a generic way to protect Word against some of the known macro viruses. This should not be relied on alone, as it can not stop even all known macro viruses. Choose **Tools|Macro** and create a new macro called "AutoExec". Write the following commands to the macro and save it:

```
Sub MAIN
    DisableAutoMacros
    MsgBox "AutoMacros are now turned off.", "Virus protection", 64
End Sub
```

This macro will be executed automatically when Word starts. It will disable the feature which viruses like Concept, DMV and Nuclear use to attack the system. However, there are ways to create macro viruses that are able to bypass such protection.

Cleaning macro viruses

The following are a list of resources for disinfecting or preventing macro viruses:

Macro Virus Protection Tool (www.microsoft.com/msoffice): This tool installs a set of protective macros which delete suspicious Word files and alerts the user to the potential risk of opening files with macros. The user has the option to open the file without executing any of the macros.

F-Macro (www.datafellows.com/macro): This is a stand-alone DOS application that will inspect and clean word documents of the macro virus. Check the website for update and new versions.