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Skill Set 2

Styles

By the end of this Skill Set you should be able to:

- Create a Variety of Style Types
- Set Style Spacing
- Set Style Alignment and Format
- Create Styles Based on Another
- Create Follow-On Styles

Exercise 10 - Creating Styles

Knowledge:

Although text and paragraphs can be formatted using the buttons on the **HOME** tab, a more consistent way to apply formatting is to use styles.

If your template has all your required styles defined within it, they will be available to all documents. It will act as the starting point for your complex document. If you create and use a single style sheet for all of your documents, it allows you to give them a defined 'house style' - a uniform appearance across every document.

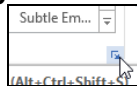
Although default styles are present in *Word*, new styles can be created. These can be either **independent** (not based on another style) or **based on** an existing style.

There are several style types. The main ones are **Paragraph**, **Character** or **Linked**. **Paragraph** styles, shown as ¶ in the **Styles** list, are applied to the whole paragraph when the cursor is within it or the paragraph is selected. A **Character** style (a) is applied to a word when the cursor is within it or the word selected. A **Linked** style (¶a) is not only a paragraph style, but also a character style. This means that it will apply to the paragraph, unless a word, words, or a part of a word, has been selected. The style will apply only to the selection.

The following exercises describe styles in a template. Creating and working with styles in a document is exactly the same.

Activity:

1. Open the **my master** template. Click the dialog



box launcher **Alt + Ctrl + Shift + S** from the **Styles** group on the **HOME** tab of the **Ribbon** to display the **Styles** task pane.

Note: Your list may be different depending on what styles were last used. If the list of styles is not formatted as shown in the picture, click the **Show Preview** option.

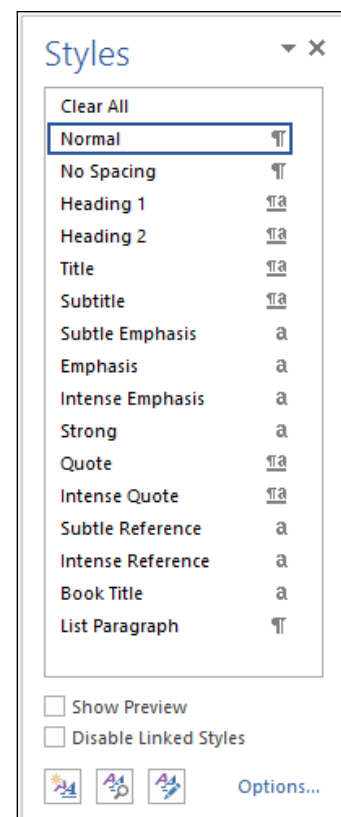
2. Type in:

This is a paragraph style

This is a character style

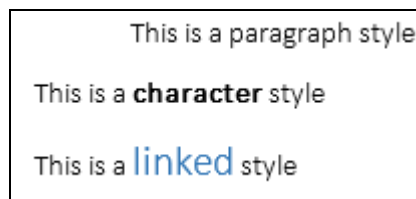
This is a linked style


3. Place the cursor in the word **paragraph** and select **List Paragraph** from the **Styles** pane. Notice the paragraph mark next to the name.



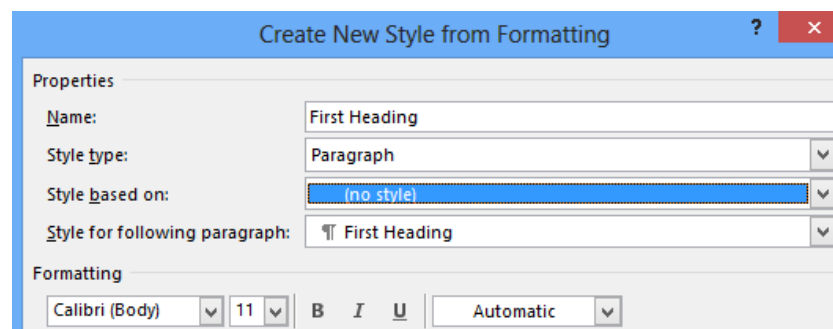
Exercise 10 - Continued

4. Place the cursor in the word **character** and select the **Strong** style. Again, notice the character mark next to the name.
5. Place the cursor in the word **linked** and click on **Heading 1**. There is a combination of paragraph and character marks next this style, showing it is a linked style. The whole paragraph is changed. **Undo** this action.
6. Select the word **linked** and apply the **Heading 1** style. Only the word changes.



7. Delete all of the text. Ensure the **Normal** style is selected.
8. From the bottom of the **Task Pane**, click the **New Style** button, , to begin creating a new style.
9. In **Name** enter **First Heading**. Make sure **Style based on** shows **no style**. This means that the style is **independent**, i.e. not based on another style. The **Style type** is **Paragraph**.

Note: To rename an existing style, display this dialog box and overwrite the old name with the new one before clicking **OK**.



10. Leave the dialog box open for the next exercise.

Note: All common formatting characteristics are available directly from the **Formatting** area in the **Create New Style** dialog box. These include underline, line spacing, paragraph spacing and indents.

Exercise 11 - Setting Spacing

Knowledge:

Paragraph spacing, line spacing and indentation can be specified for each style.

Activity:

1. In the **Create New Style from Formatting** dialog box, look at the buttons and options available, then click the **Format** button at the bottom, from the list select **Paragraph**.
2. From the **Indents and Spacing** tab, under **Spacing** change **After** to **12 pt**.
3. Set the **Line spacing** as **Single** by clicking the drop-down arrow to see the available options.

Spacing

Before: 0 pt

Line spacing: Single

After: 12 pt

Don't add space between paragraphs of the same style

4. Set the **Left** indent to **0.5 cm**.

Indentation

Left: 0.5 cm

Special: (none)

Right: 0 cm

Mirror indents

5. Click **OK** and leave the **Create New Style from Formatting** dialog box open.

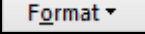
Note: An example of how the style will look is shown in the **Preview** area.

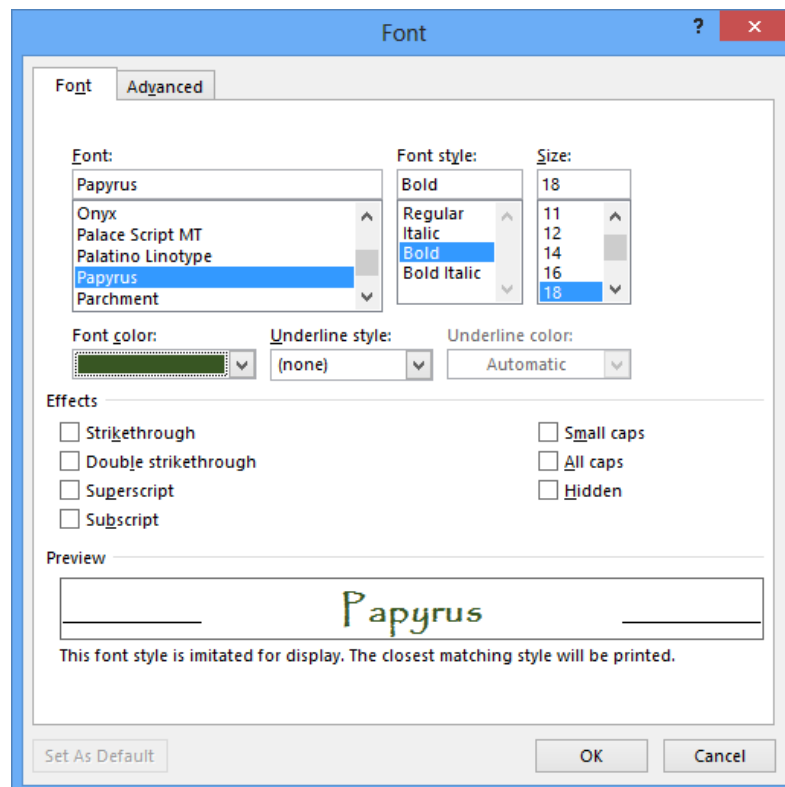
Exercise 12 - Setting Alignment and Format

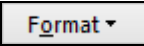
Knowledge:

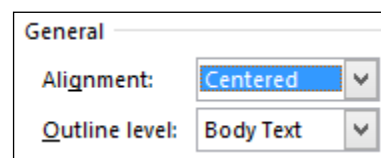
Further options available when creating styles are the type of alignment used and the font style and colour.

Activity:

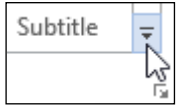
- From the **Create New Style from Formatting** dialog box, click  and select **Font**.
- Choose the font **Papyrus** (or an alternative if this is unavailable), the **Font style Bold** and the **Size 18**. From the **Font color** drop down list, select the darkest **Green**.

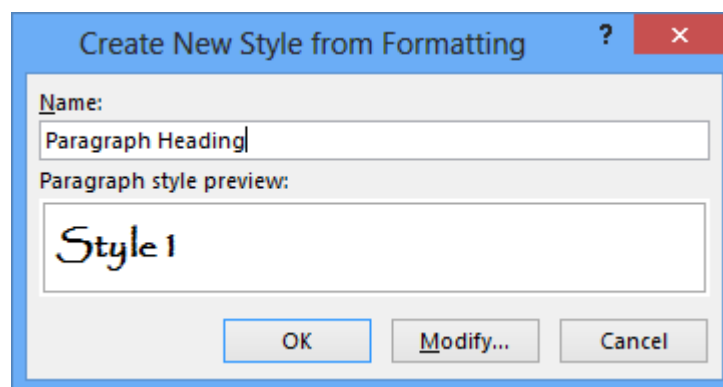


- Look in the **Preview** area to see the appearance of the current formatting then click **OK** to apply it to the new style.
- As this style will be the main heading style for the template, it would probably be better to centre it, rather than have a left indentation. Click  again, select **Paragraph** and change the **Left** indentation to **0**.
- From the **Alignment** drop down list, select **Centered**.

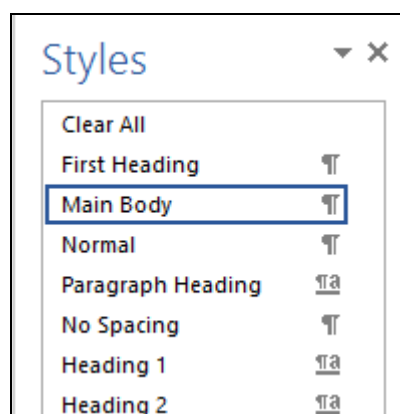


Exercise 12 - Continued

6. Click **OK** and **OK** again. The new **First Heading** style is now listed in the **Styles** task pane.
7. The second new style will be created from the **HOME** tab and then saved as a style. With your cursor placed on the page, select the following formatting: font **Papyrus** (or an alternative), **Bold**, colour **Black**, size **14 pt**, **Left** alignment, spacing **Before 6 pt** and **After 12 pt** with **Single** line spacing.
 
8. Drop down the **More** list in the **Styles** group. From the menu, select **Create a style**. In the dialog box, name it **Paragraph Heading**.



9. Click on **Modify** and change the **Style based on** to **no style**. Notice that the default type for a style created in this way is **Linked**. Click **OK**.
10. Create a third new style, choosing either method, named **Main Body**, with the following features: based on **no style**, **Left** indentation **1.0 cm**, **Left** alignment, **Line spacing 1.5 lines**, font **Tahoma**, colour **Black**, size **12 pt**. Set the **Spacing After** as **12 pt** and the font style as **Regular**.



11. Save the template.
12. Leave the **Styles** pane open for the next exercise.

Exercise 13 - Creating a Style Based on Another

Knowledge:

Styles can be based on an existing style. The style will have features of its own, but if the original style, on which it is based, changes, the “based on” style will change too.

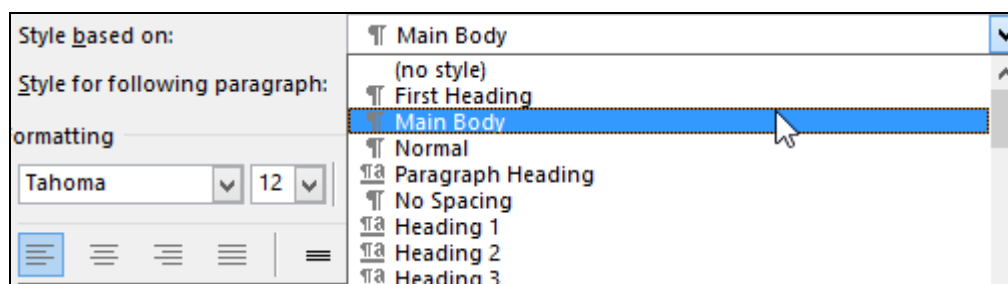
Note: As an **independent** style is not based on another one, it will only change if it is amended directly.

Activity:

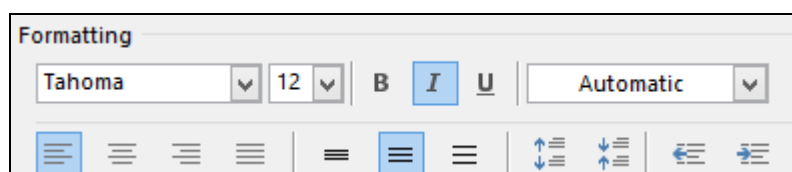
1. In the **Styles** task pane click the **New Style** button, and name the style **Main Body Emphasis**.

Note: Two styles cannot have the same name. Style names can be up to 253 characters long but cannot include \, { } or ;.

2. Click the drop down arrow at the right of **Style based on** and select **Main Body**. This means that the formatting specified for the **Main Body** style will be applied to this one, but new features can be added.



3. From the **Formatting** section, click on **Italic**.



4. Click **OK**.
5. Move the cursor over the style heading for **Main Body Emphasis** in the task pane to display information about it, e.g. the style it is based on and the differences from it.
6. Save the template and leave the **Styles** task pane open.

Main Body Emphasis:
 Font
 FONT Italic
 Style
 Style Show in the Styles gallery
 Based on: Main Body

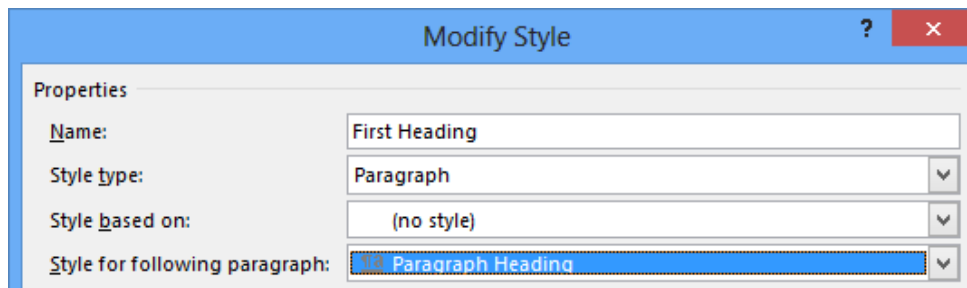
Exercise 14 - Follow-On Styles

Knowledge:

One style can be set up to be automatically followed by another style. This can be a useful timesaving device, as it is not necessary to go through the process of applying a style to text manually.

Activity:

1. From the **Styles** task pane, click the drop down arrow for the style **First Heading**.
2. Click **Modify**. From the **Style for following paragraph** drop down list, select **Paragraph Heading**.



3. Click **OK**. The **First Heading** style will now be automatically followed by the **Paragraph Heading** style when <Enter> is pressed.
4. Amend the remaining styles as follows:

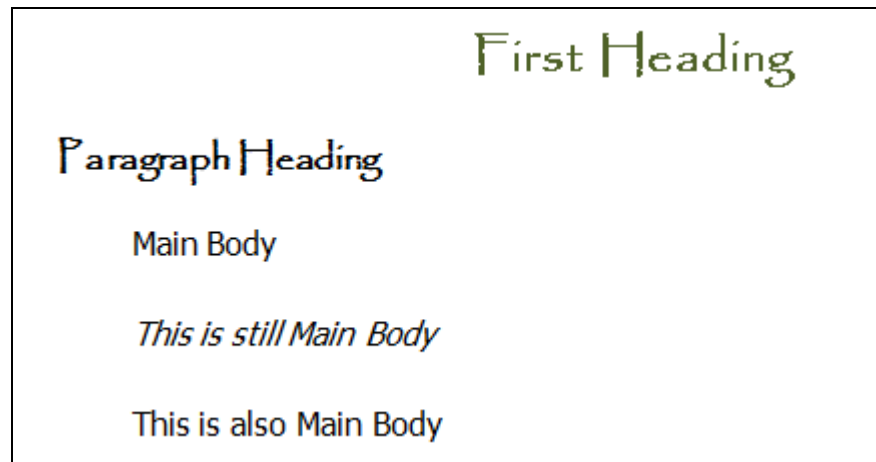
Paragraph Heading to be followed by **Main Body**

Main Body Emphasis to be followed by **Main Body**

Note: Unless specified, all styles are followed by the same style, i.e. **Main Body** by **Main Body**, etc.

5. Try out the follow on styles. Select **First Heading** from the **Styles** pane and type **First Heading** (or use the **Styles** group on the Ribbon).
6. Press <Enter> and type **Paragraph Heading**.
7. Press <Enter> and type **Main Body**.
8. Press <Enter> and type **This is still Main Body**.
9. Apply **Main Body Emphasis** to this line and press <Enter>.
10. Type **This is also Main Body**. The document should appear as shown overleaf.

Exercise 14 - Continued



11. Use <Ctrl A> to select all of the text and then delete it.
12. One more style is to be created. Create the style **Table**, based on **Main Body**, but with a **Font size** of **10 pt**, no left indentation and no spacing **after** the paragraph. Make the line spacing **Single**. Click **OK**.
13. Save the template and leave the **Styles** task pane open.

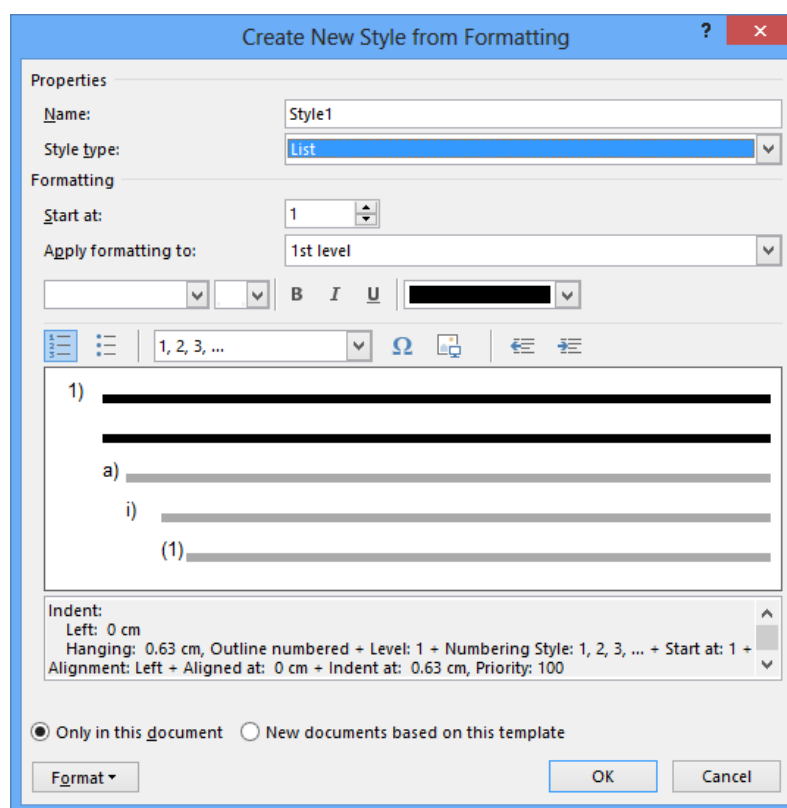
Exercise 15 - Creating a List Style

Knowledge:

Styles can be created for numbered or bulleted lists so that they are consistent throughout a document. There is also an option to create a multilevel list style.


Activity:

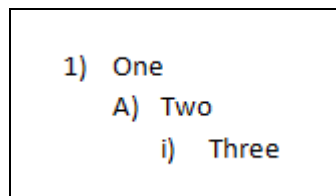
1. Click on **Normal** from the **Styles** task pane to remove any formatting.
2. Click on the **New Style** button. At the dialog box, change the **Style type** to **List**.



3. The dialog box changes so that a multilevel list can be defined. The options are the same for numbers and bullets, a numbered list will be defined here. Name the style **Number List**.
4. Drop down the number options and note the variety available. Leave the selection as **1,2,3**.
5. From **Apply formatting to** select **2nd level** and note the change in the preview. The **a**) line is highlighted.
6. Drop the list down again and select **A,B,C**.
7. Leave the remaining levels as they are. Click **OK**.



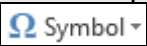
Exercise 15 - Continued

8. The list style does not appear in the **Styles** list. Click on the **Multilevel List** button, , in the **Paragraph** group. The new style appears in the **List Styles** section.
9. Type in **One, Two, Three** one underneath the other. The **Number List** style is applied, but just to the first level.
10. Place the cursor in front of the **Two** and press <Tab>. The number is demoted to the second level.
11. Demote the third number to the third level by pressing <Tab> twice. It should appear similar to the picture below.



12. Select all of the text and delete it.
13. Save the template.
14. From the **FILE** tab, select **Print**. Drop down the **Setting, Print All Pages**. Select **Styles** from **Document Properties** and click **Print**. A list of styles available for the template is printed.
15. Close the template.

Note: *List and Multilevel list styles can also be created from the **Multilevel List** button.*

Note: *As well as applying a style to a paragraph/word, etc., some characters may need to be formatted independently. For instance, **Subscript**  and **Superscript**  for equations and chemical formulas, or, **Symbols/Special Characters**  for pictorial explanation.*

Exercise 16 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

1. Open the **publicity brochure** template created earlier.
2. Create the following styles in the **publicity brochure** template, using alternative fonts if necessary. Font colour is black unless stated:

Main Title Independent, **Harrington, 20 pt, bold, centred**, space after **12 pt, Paragraph type**. Set the font colour to a very dark red.

Paragraph Title Based on **Main Title, 16 pt, left aligned**

Text Independent, **Century Gothic, 11 pt, regular, justified**, left indent **0.4 cm**, space after **9 pt, Linked type**.

Bullet List **List type, Bullets, 1st level blue, 2nd level red.**

3. Modify the **Main Title** style to be followed by **Paragraph Title** and **Paragraph Title** to be followed by **Text**.
4. Clear all formatting.
5. Save and close the template.

Summary: Styles

In this Skill Set you have demonstrated the understanding and use of styles.

You have also modified, created and used styles in documents and templates.

You should now be able to demonstrate your ability to:

- Format characters, change size, colour and font style
- Use bold, underline, italic
- Apply or change existing styles to a line, word, paragraph or section
- Define, organise and use new styles
- Use a stylesheet

Skill Set 8

Mail Merge

By the end of this Skill Set you should be able to:

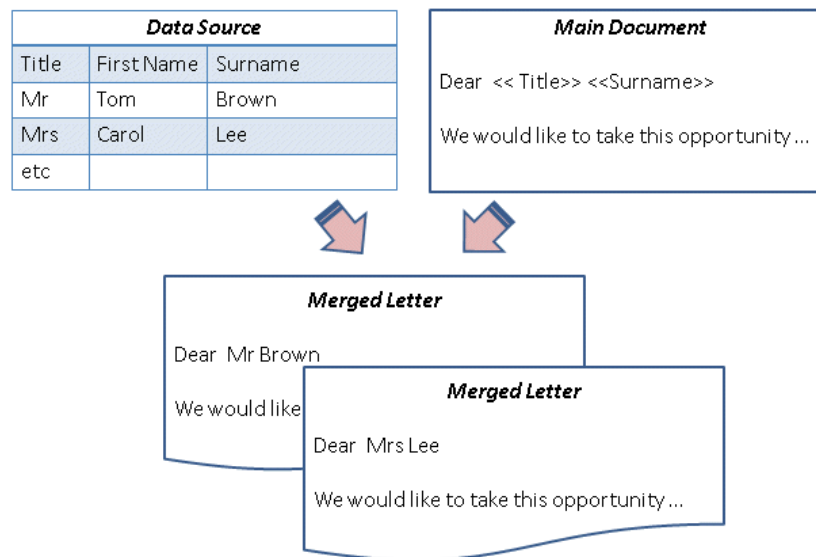
- Understand Merging
- Create a Main Document
- Create a Data Source
- Insert Merge Fields
- Complete a Merge

Exercise 55 - Mail Merge

Knowledge:

The **mail merge** feature is used to combine a **main document** (a letter, for example), with a separate list - the **data source** (names and addresses, for example), into one document. These two files, when merged, create a personalised copy of the document for everyone on the list. Mailing labels to the same group of people can be created, if required, using the same technique.

Mail Merge Process



Two important terms that are used with merging are **field** and **record**. The following example shows fields (columns - **Surname**, **First name**, **Street**, **Town**, **County**) and records (rows - information for each person):

Surname	First name	Street	Town	County
Chapman	Ian	7 The Avenue	Boldon	Tyne & Wear
Peagram	Norma	5 St Georges	Morpeth	Northumberland

A **data source** is a database or document containing all the records used in a merged document. These records are stored in a table format. Data sources need a great deal of planning as they can be used for various applications.

It is best to break the information into as many fields as possible. For example, **Name** could be a field, but, **Surname**, **First Name** and **Initial** would be more useful, depending on requirements. Paul French entered in one field cannot be used in a merged document as P French, Paul, Mr French or Mr P French. Every record must have exactly the same number of fields, so some fields may have to be left blank.

Data source files are used many times. As situations change, it will be necessary to add new records, change records and delete records. These changes can be made using standard editing techniques, e.g. delete a row to remove an individual record.

Exercise 56 - Creating a Main Document

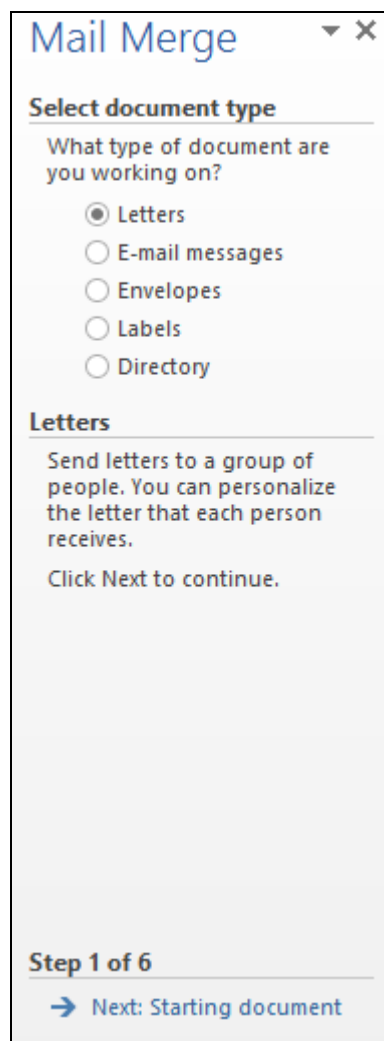
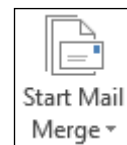
Knowledge:

Word 2013 helps you through the mail merge process with the **Mail Merge Wizard**. This takes a user through the six steps necessary to complete the task with lots of prompts for the required information.

The first part of the mail merge process is to define and select the type of main document. A main document can take a range of formats, such as form letters, e-mail messages, mailing labels, envelopes or a directory.

Activity:

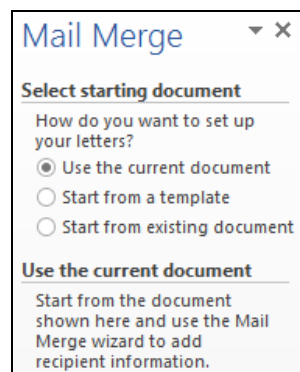
1. In a new document, select the **MAILINGS** tab. Click the **Start Mail Merge** button and select **Step by Step Mail Merge Wizard**. The first step of the **Wizard** opens in a task pane.



Note: This is **Step 1 of 6**. You can move forwards and backwards through the 6 steps using the **Next** and **Previous** navigation controls at the bottom of the pane.

Exercise 56 - Continued

2. Select the document type options in turn and read the descriptive text for each.
3. Make sure **Letters** is selected from **Select document type** and click **Next: Starting document** at the bottom of the pane.
4. Step 2 defines where the main document will be found. This could be based on an existing template or document but in this exercise you will use the current new document. Make sure that is the selected option.



5. Enter the current date in the blank document on the left, using **Insert** and then **Date and Time**. From the **Available formats**, select the date in the format **18 March 2013** and click **OK**.
6. Press <Enter> and type the following paragraph.

Dear

The "Using the Internet for Business" conference is only a few weeks away. I look forward to your call to reserve your place. Delegates are limited to 1500, so please hurry.

Sincerely

Ms W W Webb

Note: The main document could be left blank at this stage and entered later as part of step 4.

7. Select the **MAILINGS** tab again.
8. Save the document as **main**.
9. Leave it open for the next exercise.

Note: To merge to labels, select **Labels** as the document type, select a **Label option**, then add the merge fields to the first label. From **Write & Insert Fields** click on **Update Labels**. This copies the fields to the remainder of the labels.

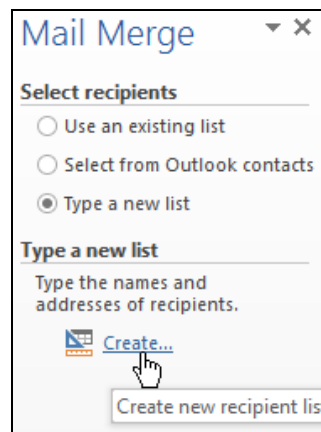
Exercise 57 - Creating a Data Source

Knowledge:

The same data source can be used with any number of main documents, so it must be well planned. Not all of the fields or records in the data source have to be used with every document, however. The data source can be created before or after the main document and can be accessed at any time once created.

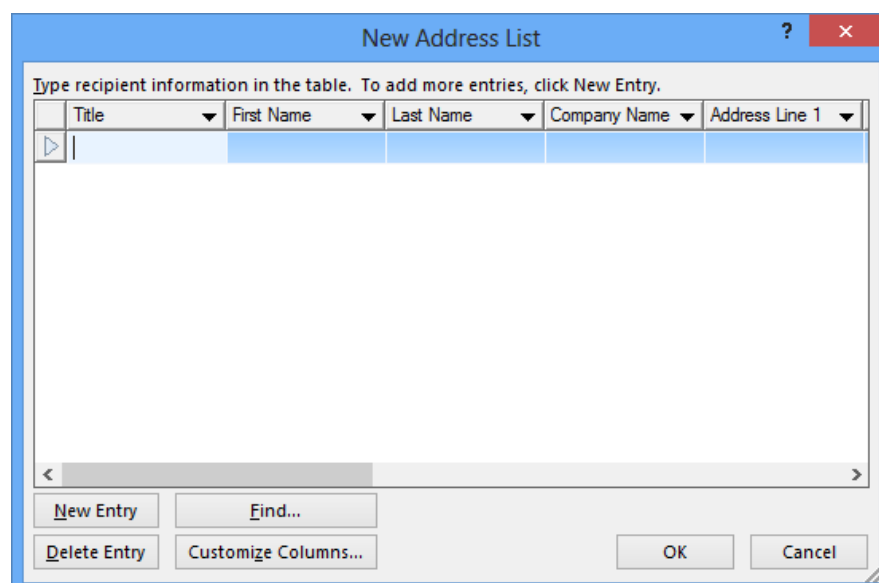
Activity:

1. Click **Next: Select recipients** at the bottom of the task pane.
2. You are going to create a new data source. At step 3, select to **Type a new list** and click on **Create**.



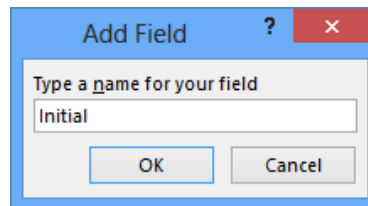
Note: If you want to use an existing source with a main document, select **Use an existing list** from the task pane.

3. The **New Address List** dialog box appears. This will be used to create the mailing list.



Exercise 57 - Continued

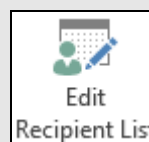
4. Click the **Customize Columns** button to edit the field names.
5. Remove field names so that only **Title**, **Last Name**, **Company Name**, **Address Line 1**, **Address Line 2** and **City** remain. Do this by clicking on the field name that is not needed and then **Delete**, selecting **Yes** at the prompt. (You may find it easier to start at the bottom of the list.)
6. Add **Initial** by clicking **Add**. Type **Initial** into the box provided.

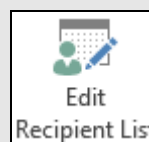


7. Click **OK** to add the field, then move it to the appropriate place in the list above **Last Name** using the **Move Up** button.
8. Click **OK** to return to the **New Address List** dialog box.
9. Use the <Tab> key to move from field to field, entering your own details and those of 3 other people (fictitious if necessary).
10. Select **New Entry** after each record or continue to use the <Tab> key. Click on **OK** to end.
11. When the **Save Address List** dialog box appears, change the default location of **My Data Sources** to the folder where the other data files are stored, and save it with the **File name** of **data**.
12. The **Mail Merge Recipients** dialog box appears. Records can be sorted, filtered, de-selected (by removing the tick on the left) and amended from this screen.

Note: To edit, add or remove records, first click on the name in the **Data Source** box. Click **Edit** to display the **Edit Data Source** box. De-selected records will not appear in the mail merge, but are not removed from the source.

13. Click **OK** to close it without making any changes.



Note: The **Edit Recipient List** button, , can be used to display this dialog box at any time to maintain the source records or change the selection.


14. Leave the **main** document open for the next exercise.

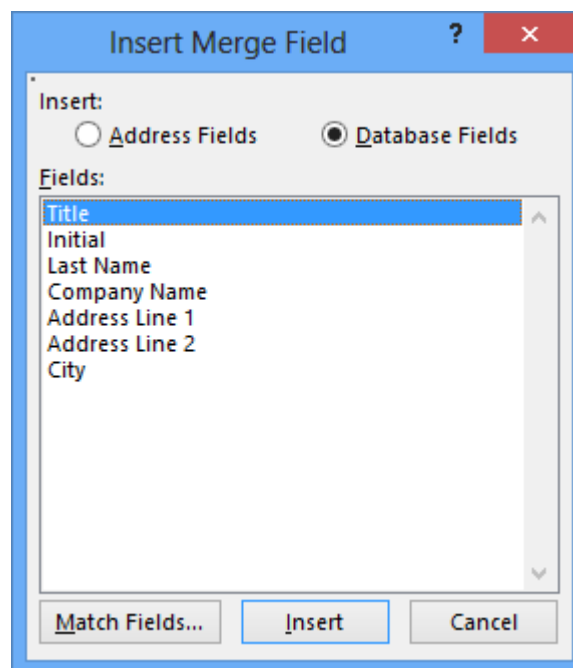
Exercise 58 - Adding Merge Fields

Knowledge:

Now that the data source fields have been defined, they can be incorporated into the main document where required. Use the **Mail Merge** task pane and the **MAILINGS** tab to help. When the merge process is run, these fields will be replaced by the actual data from the source records. The main document can also be formatted at this stage.

Activity:

1. Click **Next: Write your letter** at the bottom of the task pane to move to step 4.
2. With the **main** document on the screen, add 2 blank lines at the top.
3. Place the cursor at the top of the document and click **More items**,  **More items...**, from the **Mail Merge** task pane.



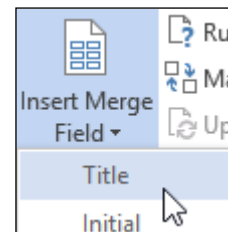
4. Select **Title** from the **Insert Merge Field** dialog box and click **Insert**.
5. Now insert **Initial**.
6. Insert all of the remaining fields, one after the other: **Last Name**, **Company Name**, **Address Line 1**, **Address Line 2** and **City**.
7. Close the dialog box.
8. The fields have been inserted but they are in one continuous line. Add spaces after **Title** and **Initial**, and press <Enter> after each of the other fields, so that the text matches the diagram on the following page.

Exercise 58 - Continued

Note: <<Title>> depicts the complete field make sure the cursor is positioned after >> to ensure that the field is not split.

«Title» «Initial» «Last_Name»
«Company_Name»
«Address_Line_1»
«Address_Line_2»
«City»

9. After **Dear** in the main part of the document, insert a space.
10. Click the **Insert Merge Field** button's drop down list to display a list of fields that may be inserted.
11. Insert the **Title** field followed by a space.
12. In the same way, insert the **Last Name** field.



Note: To format merged data, you must format the merge fields in the main document. The formatting in the data source isn't retained when merge fields are added to the document. Mail merge documents are formatted using the same techniques as for normal documents.

13. Select the whole document and then set the font as **Arial 11pt**.
14. Save the document using the same name, **main**.

Note: To remove a data source associated with a main document, open the main document and you will be asked to choose if you want information from the data file to be merged. Click **No** and the main document will become a standard Word document.


15. Leave the **main** document open for the next exercise.

Exercise 59 - Merging

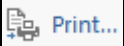
Knowledge:

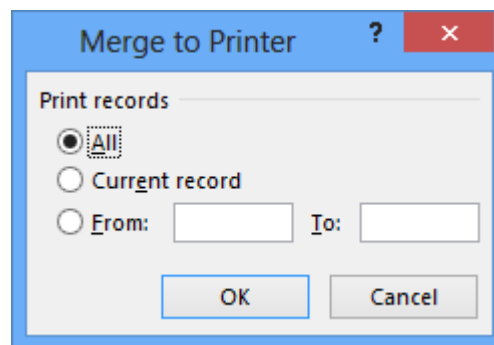
The hardest part of mail merge is the creation of the main and data source documents. It is easy to merge the two files. The new merged file can be saved, although this is not essential as the two component files (main document and data source) are already saved separately. Be aware that saving a merged file containing many records can take up a lot of disk space.

Activity:

1. Click **Next: Preview your letters** on the task pane to move to step 5. The main document (letter) is shown merged with the data fields from the first source data record.
2. Use the **Next Recipient** button, , in the task pane to move through the letters.

Note: *Previewing and moving through the letters can also be controlled using buttons in the **Preview Results** group on the **MAILINGS** tab.*

3. Click **Next: Complete the merge**, and read the information in the task pane.
4. To print the merged letters, ensure you are happy with the layout and click, , from the **Merge** area of the pane.
5. When the **Merge to Printer** dialog box appears, make sure **All** is selected.



6. Click **OK**. Click **OK** again in the **Print** dialog box to print the merged letters.
7. Alternatively, to save the complete merged document, select **Edit individual letters** from the task pane.
8. With **All** selected in the **Merge to New Document** dialog box, click **OK**. A document is created with all the merged letters in it.
9. Save this document as **internet merge** and close it.
10. Close the **main** document, saving the changes.

Exercise 60 - Develop Your Skills

You will find a *Develop Your Skills* exercise at the end of each Skill Set. Work through it to ensure you've understood the previous exercises.

1. Start a new document.
2. Start the **Mail Merge Wizard** and select labels as the document type.
3. From the next screen click on **Label options** and choose the **Label vendors Avery A4/A5**.
4. Scroll down and select **L7160**. Click **OK**.
5. Save the document as **labels**.
6. You may wish to use **View Gridlines** from the **TABLE TOOLS - LAYOUT** tab to better define the label size.
7. Browse for the recipients, **mailing.accdb**, within the supplied data files.
8. Add an **Address Block** to the first label and then **Update all labels**.
9. Only the first page of labels is required. Complete the merge appropriately.

Note: *If **Print** is selected, then choose to print records 1-21 If **Edit individual labels** is selected then from the **Print** screen, opt to **Print Current Page**.*

10. Close the document without saving.

Summary: Mail Merge

In this Skill Set you have demonstrated the understanding and use of mail merge.

You have also created a main document and data source.

You should now be able to demonstrate your ability to:

- Mail merge documents and labels
- Combine information
- Link information in a document to a different source