

## CHAPTER - 5

### ADVANCED FEATURES OF MICROSOFT WORD

#### OBJECTIVES OF THIS LESSON

In addition to the basic features described in the previous chapter, MS-Word also provides very useful additional features such as Import, Export, Frame, Table, Mail-merge, Macros etc. These advanced features are discussed in this chapter. Readers will be able to understand and used the following advanced features of MS-Word:

- Import and Export
- Working with Frames
- Multi column specification of a document
- Various ways to insert the pictures in Word document
- Creating and formatting of table
- Macro and its uses
- Mail Merge

#### STRUCTURE OF THIS LESSON

- 5.1 Introduction
- 5.2 Importing, Exporting and Inserting Pictures
  - 5.2.1 Importing Clip Art Images
  - 5.2.2 Importing Graphics from Other Files
  - 5.2.3 Export Data from Ms Word
- 5.3 Working with Frames
- 5.4 Columns
  - 5.4.1 Creating Multi-Column Documents
- 5.5 Picture
  - 5.5.1 Inserting a Picture Using Clip-Art
  - 5.5.2 Inserting a Picture From File
  - 5.5.3 Inserting a Picture from Scanner or Camera
  - 5.5.4 Drawing Objects in a Document
  - 5.5.5 Inserting Autoshapes
  - 5.5.6 Inserting a Picture Using Word Art
  - 5.5.7 Inserting a Chart
- 5.6 Create a Table
  - 5.6.1 Inserting Row and Column in Existing Table
  - 5.6.2 Delete a Table
  - 5.6.3 Delete Row or Column
  - 5.6.4 Change the Column Width in a Table
  - 5.6.5 Change the Row Height in a Table
  - 5.6.6 Autofit
  - 5.6.7 Sorting Text in Table

5.6.8 Formatting Text in Table

5.6.9 Formatting of Table

5.7 Macros

5.7.1 Recording a Macro

5.7.2 Running a Macro

5.8 Mail Merge

5.9 Shortcut Keys

Summary of the Lesson

Self Assessment Questions and Exercises

Remarks

## 5.1 INTRODUCTION

MS-Word is a powerful word-processing tool. Apart from common features, MS-Word also provides very useful advanced features such as Import, Export, Frame, Table, Mail-Merge, Macros etc. These advanced features are quite helpful and are discussed in this chapter.

## 5.2 IMPORTING, EXPORTING AND INSERTING PICTURES

MS-Word can directly import graphics file created in most of the common graphics file formats. For example if you create a drawing in Paint, AutoCAD or CorelDraw and want to show it in your word document, you can insert it very easily. Some of the common graphics file formats that MS-Word can use are given as:

1. Windows Metafile (.WMF)
2. Enhance Metafile (.EMF)
3. JPEG File Interchange Format (.JPG)
4. Kodak Photo CD (.PCD)
5. PC Paintbrush (.PCX)
6. Windows Bitmap (.BMP) etc.

Graphics can be imported either from other applications by using picture objects command from insert menu or copy a graphics from other file and paste in document.

### 5.2.1 Importing Clip Art Images

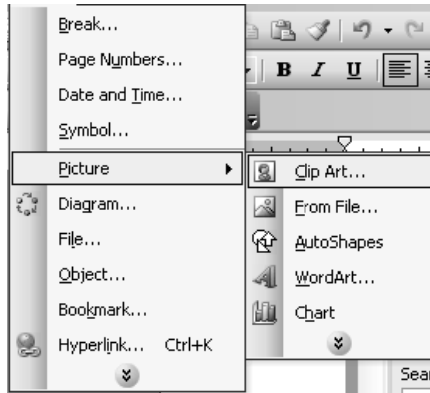
Word includes a number of Clip Art images that you can include in your document. For instance, it has Clip Art files for an anchor, dinner, animals, office equipment etc. To insert any graphics file in your document, use the insert, picture command

To insert the clip art at any desired position of the text follow the following steps:

1. Position the insertion point where you want to insert the graphics
2. From insert menu choose picture and then choose clip art
3. A dialog box will appear on your screen from which you can select image.
4. Select the image that you want to import in your document.

**Remarks**

5. Click at OK button.



### 5.2.2 Importing Graphics from other files

If you import an image or graphics into a MS-Word document, MS-Word inserts or embeds, the image in MS-Word document and the image becomes a part of the document. To import a graphics object or any part of the graphics object or a saved file containing graphics matter, copy the graphics to the clipboard using copy from the edit menu and then paste into the current document or following steps are used:

1. In your MS-Word document, on the Insert Menu, click Picture > From File
2. Browse to the location of the image file you want to insert in your MS-Word source document, and then select the image file.
3. Click the insert button. MS-Word inserts the image in your document and displays the image.

### 5.2.3 Export Data from MS Word

Exporting Data from MS Word document can provide data for other applications, such as Microsoft Excel, to analyze. To share this data with another application you can export it in a format the other application recognizes. You also need to organize the data in a consistent pattern the receiving application expects. The most basic format that other applications accept is plain text; word can save any document in this format. Organizing the data in a pattern requires checking that the file contains consistent markers to indicate where data records and their fields start and end.

Steps to export data from MS Word

1. Open your MS-Word application and the word document that contains the data you want to export.
2. Check the data for proper organization. Each data record must start on a new line and contains separators. Such as comma, space or tab between each field of information.
3. Click the file tab and select the Save As command.
4. Choose the format from “save as type” drop down menu in Save As dialog box.
5. Enter a name for your data export file.
6. Click the save button to export the data.

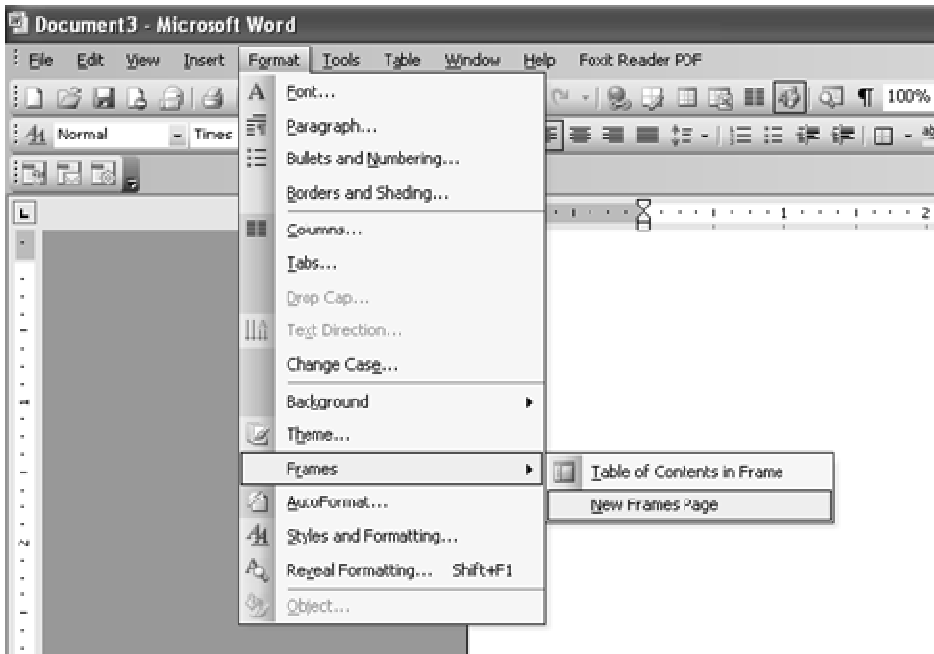
### 5.3 WORKING WITH FRAMES

Remarks

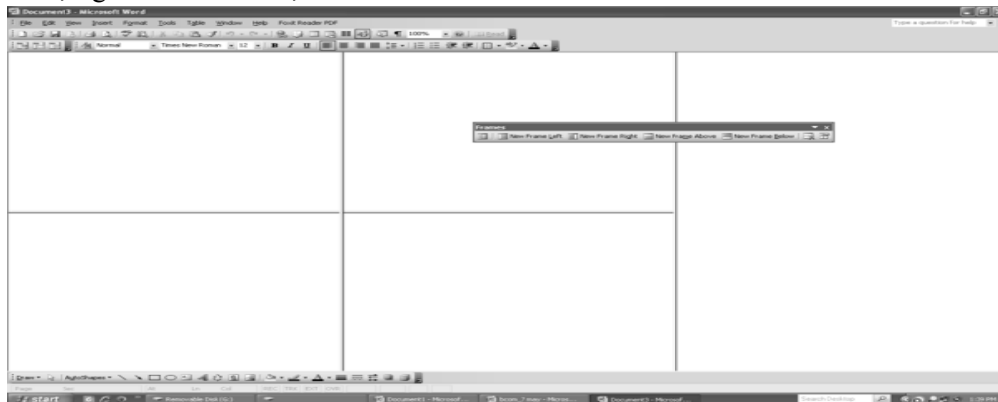
A frame is created with the help of text tool or with picture frame button. Frames are used for text or provide a specified area for a particular thing. We can edit text by placing a cursor in the frame and for editing text we can highlight the text.

Steps for placing a frame in document:

- Firstly select text area option and drop down with the help of cursor. Select Format → frame menu.
- In frames, two options are present first is, ‘table of content in frame’ and ‘new frame page’. Select ‘new frame page’ as shown.



In the Table of Content in Frame option, the user can add new frame at different places such as left side of frame, right side of frame, below the frame and above the frame.



### 5.4 COLUMNS

Displaying information in columns gives the writer more options for displaying different types of information on a page while remaining easy for the viewer to read. Certain kinds of information are best displayed using columns. Newspaper, newsletters, reports, announcements, school projects, or other types of publications, often use Word's column feature.

## Remarks

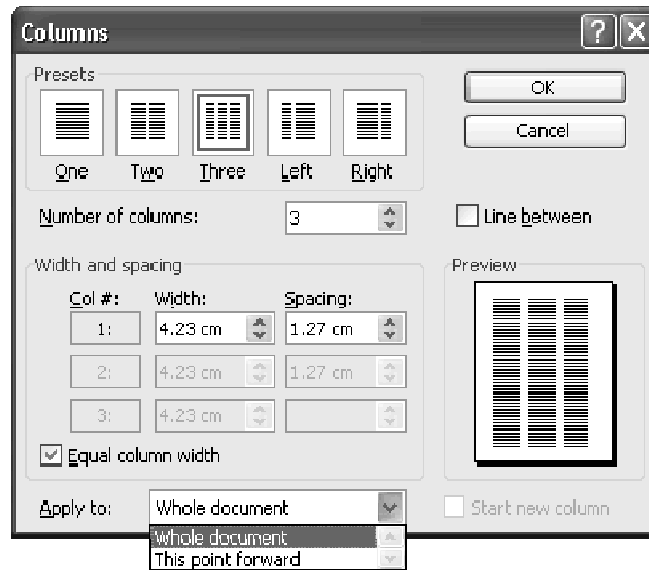
**5.4.1 Creating Multi-Column Documents**

In MS-Word, multi-column documents can be created by two ways:

- By using column option under format menu.
- By using word's table function.

**Creating Columns using column option**

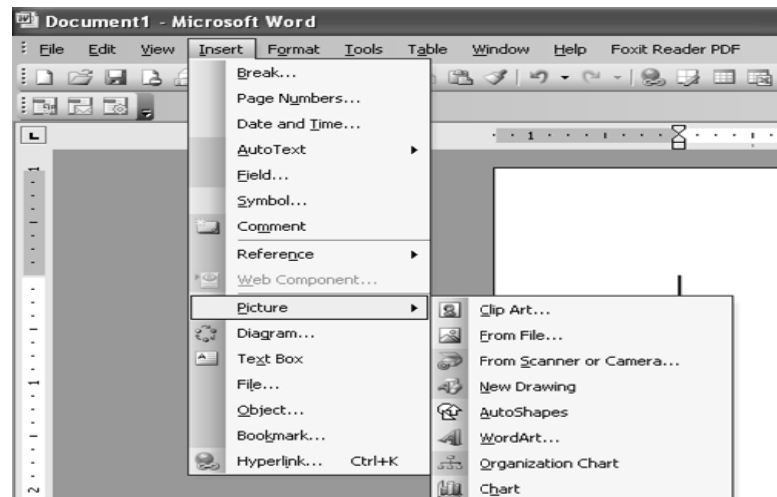
To make columns in a document, click on format menu → columns. From the dialog box select the number of columns their width, spacing etc.

**Creating Columns using Table Function**

A table is made up of rows and columns. The intersection of rows and column is called a cell. Cell is used to enter text. A table is generally used to organize data and information in a better way. For making multi column document, we can make table and nested tables.

**5.5 Picture**

In MS-Word, mainly two types of graphics are used. These are drawing objects and pictures. Drawing objects include AutoShapes, curves, lines, and WordArt etc. Pictures are graphics that are created from another file. Pictures include bitmaps, photographs, scanned pictures and clip art etc.

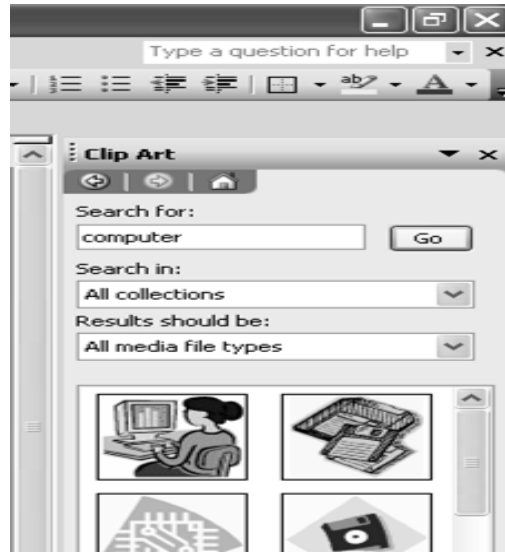


### 5.5.1 Inserting a Picture Using Clip-Art

MS -Word provides many options to insert a picture and for this we can use clip art, we can insert a picture from file, scanner or camera, in our document. The picture option shows drawing option and word art option. The new picture could be in the form of charts. We can also use clip art in ms-excel and power point also.

Steps to insert clip art:-

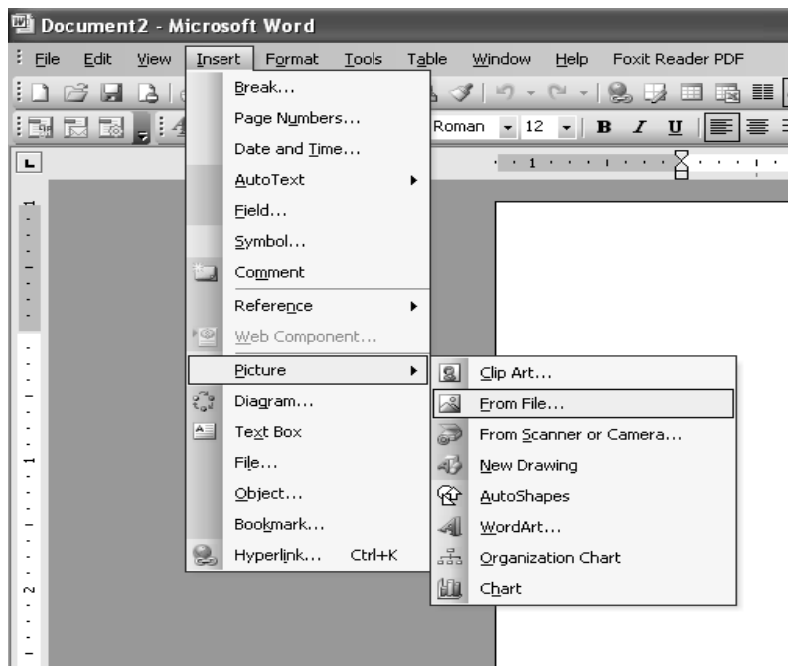
1. Click on insert menu → picture→ clip art.
2. Select an image from clip art.
3. A dialog box will appear on screen from which image can be searched.
4. Select the image that you want to insert in your document.



### 5.5.2 Inserting a Picture from File

Steps to insert a picture from file:

Click on Insert menu→ picture →From File.



Remarks

**Remarks**

-A dialog box will appear that will ask for name and location for picture to be inserted.



-Give picture name and location to insert the picture.

### 5.5.3 Inserting a Picture from Scanner or Camera

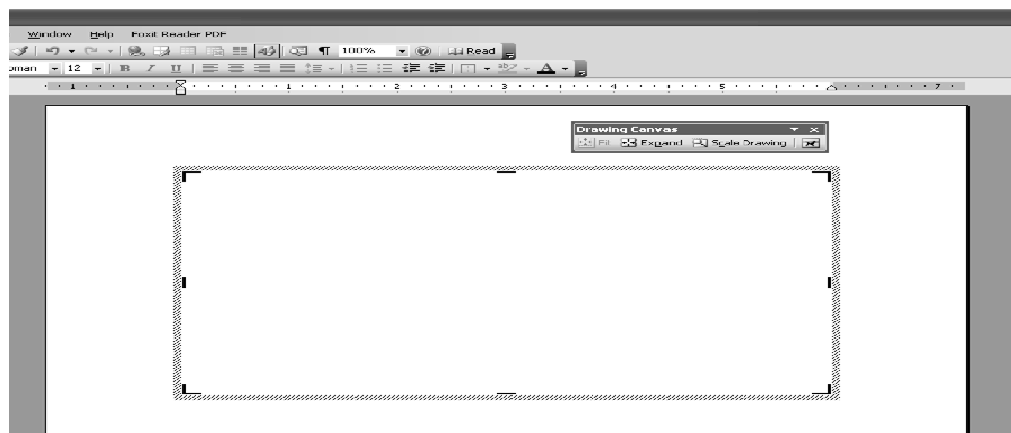
- On the Insert menu in Microsoft word, click on picture, and then click on From Scanner or Camera.

-If camera is selected, a picture needs to be clicked first, then it will be inserted.

-If scanner is chosen, firstly we have to set image settings. Then image will be displayed on screen.

### 5.5.4 Drawing Objects in a Document

For drawing graphics objects in a word document, we can use drawing toolbar. While clicking on Insert menu, then picture, then new drawing, A drawing canvas will appear on word document. By using drawing toolbar, we can draw any kind of picture.



### 5.5.5 Inserting Autoshapes

We can insert pre-defined shapes in our word document.

- Click on insert menu → picture → autoshapes.
- A AutoShapes toolbar will appear.
- Choose the desired shape from that and draw it.



### 5.5.6 Inserting a Picture Using Word Art

- Click on insert menu → picture → word art.
- A dialog box will appear.



- Choose a word art style, press ok.
- Type the text in next dialog box and press ok.



- For editing the word art object, either double click on object or choose word art toolbar from view menu → toolbars → WordArt.



**Remarks****5.5.7 Inserting a Chart**

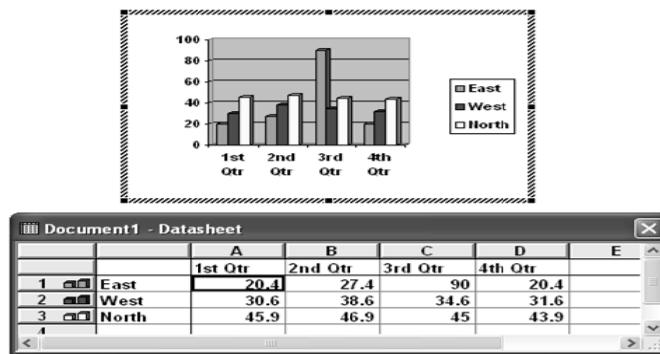
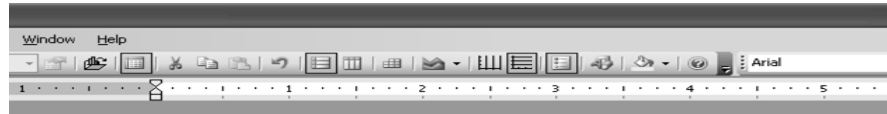
It is a feature in MS Word which enables the user to see chart in document.

In main menu we can select insert → picture → chart to see any chart in a document.

Chart is used in different word documents mainly in business documents which has numerical values.

Chart enables the correct and better view of numerical values.

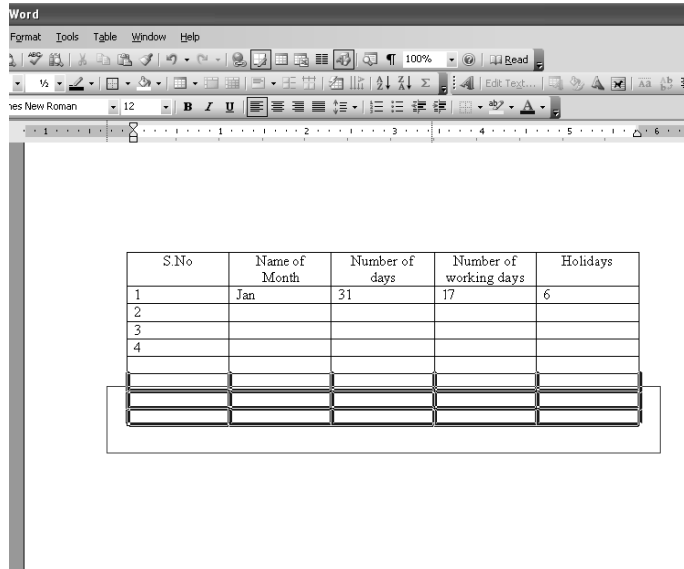
As we choose chart option, a chart is appeared with datasheet in document. Modify the data sheet as per requirements and click outside the chart and datasheet. The chart will appear in document.

**5.6 CREATE A TABLE**

Creating table in MS Word is a very powerful and flexible facility. Table help you to emphasize and organize information in a document. A table consists of rows and columns of boxes called cell, that you can fill with text or graphics. Steps for creating a table

- Click on the Table menu.
- A drop down menu appears.
- The Insert Table window appears after clicking Insert Table.
- Enter the Number of Rows and Number of columns.
- Click OK.



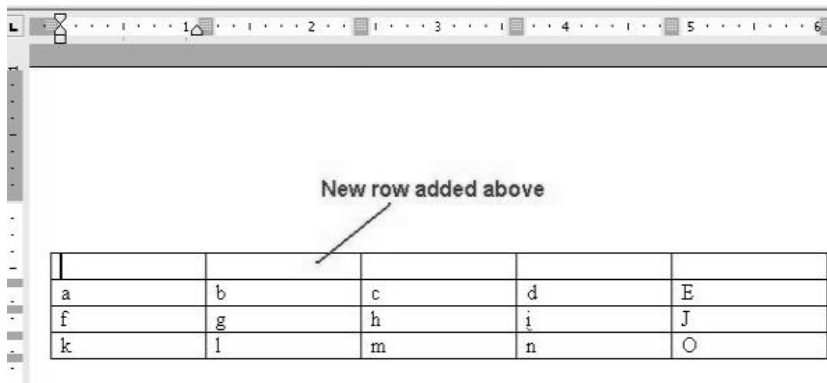


### 5.6.1 Inserting Row and Column in Existing Table

To insert rows and column in existing table, steps are following:

- Place the cursor in table, where row is to be inserted.
- Click on **table** menu option.
- Click on **insert**. A submenu will appear.
- Click on **Rows above** or **Rows below** depending on choice.

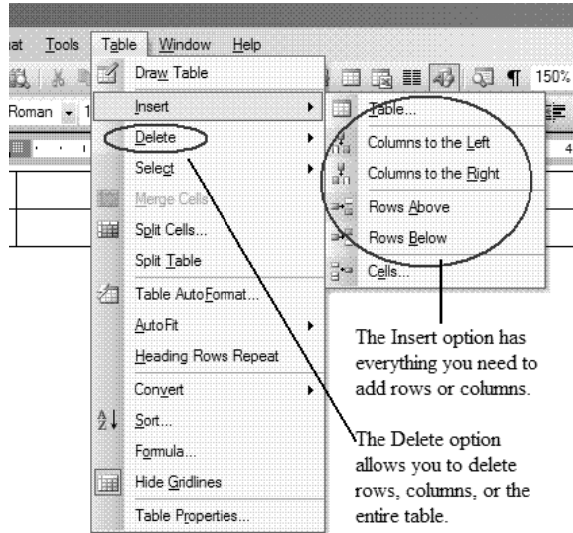
In the same way, column can be inserted also.



### 5.6.2 Delete a Table

- Click the table.
- Pointing to Delete on the Table menu, click Table.

## Remarks

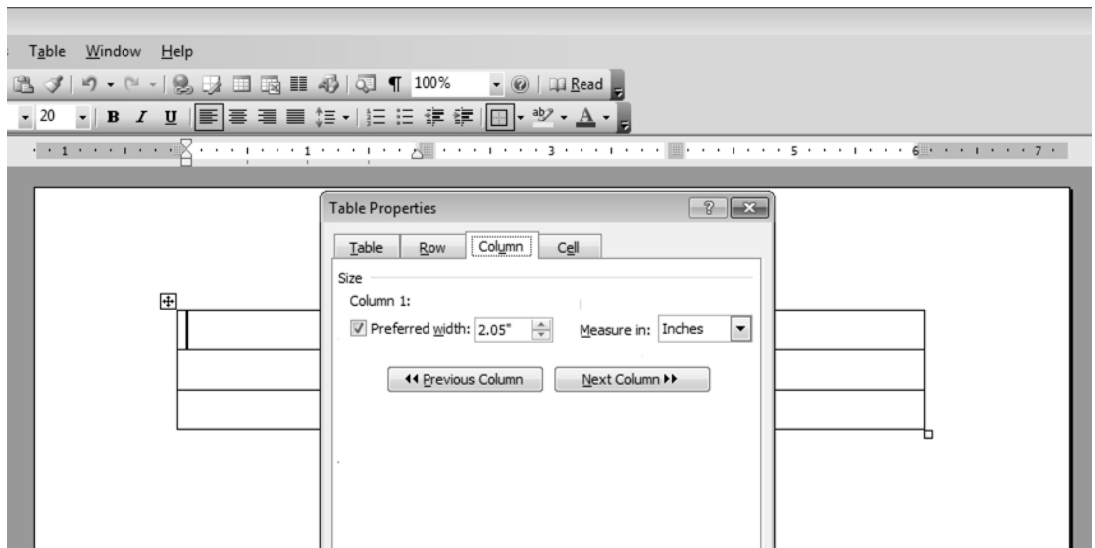


### 5.6.3 Delete Row or Column

0. Take the mouse pointer in the row or column that you want to delete.
1. Click the Table menu option.
2. A submenu will appear as soon as you click on Delete.
3. Click on the option Rows or Column, depending on your requirement.

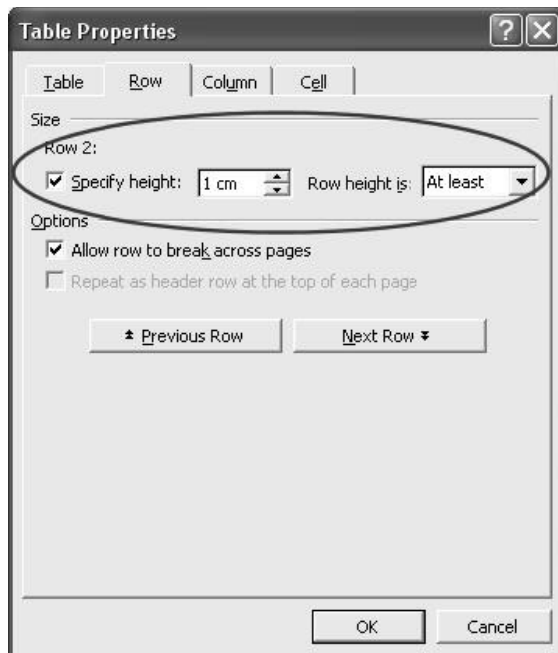
### 5.6.4 Change the Column Width in a Table

- Place the pointer on the column boundary you want to do wide until it becomes and then drag the boundary until your column gets the desired width.
- If you want to change the column width to a specific measurement, click a cell in the column, on the Table menu, click Table Properties and then click the Column tab.
- Select the options you want.



### 5.6.5 Change the Row Height in a Table

- Place the pointer on the row boundary you want to move until it becomes and then drag the boundary.
- If you want to change a row height to a specific measurement, click a cell in the row, on the Table menu, click Table Properties, and then click the Row tab.
- Select the options you want.

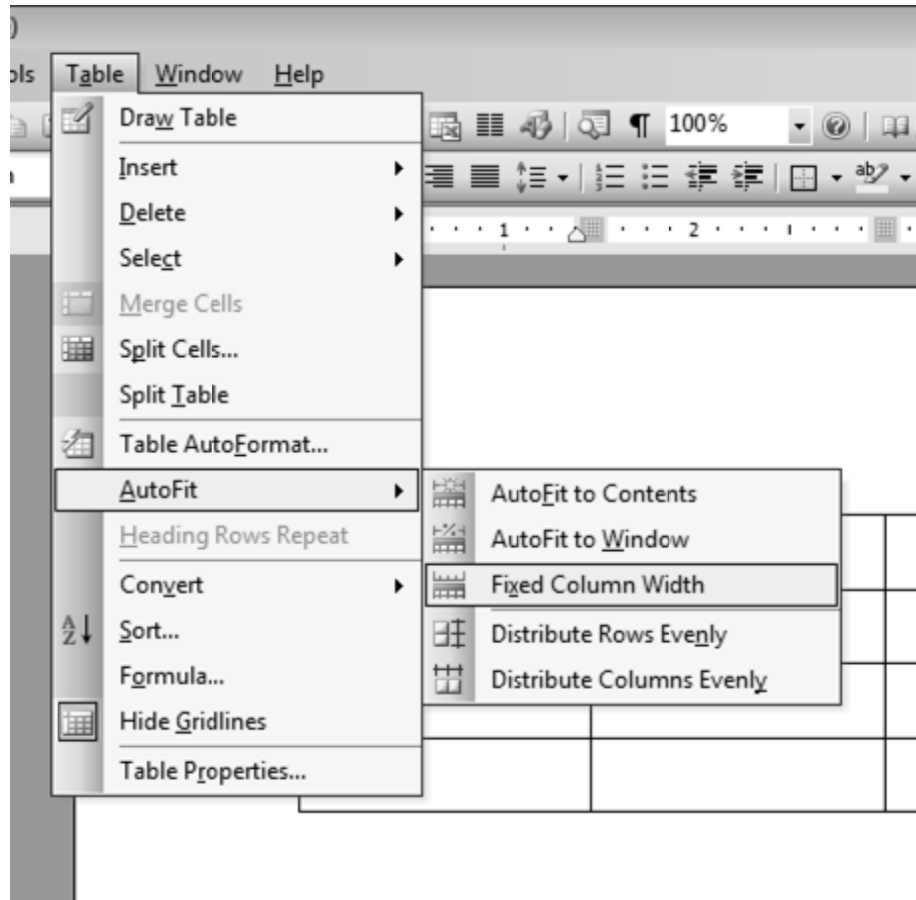


### 5.6.6 Autofit

Auto fit is a great feature in word. This feature automatically tries to adjust text in cells so as to keep consistent look of the data in table. For using autofit, perform following steps:

- Click on Table menu.
- Select Auto fit. A submenu will appear.

Remarks

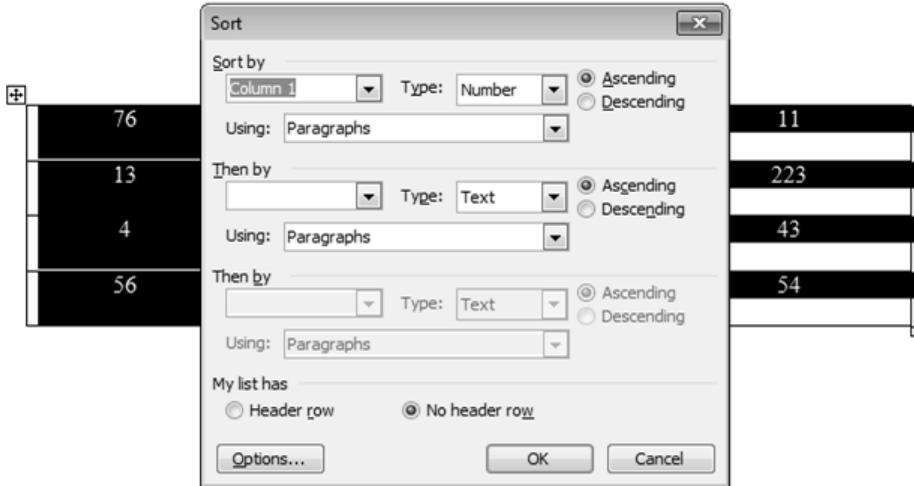
**Remarks**

- Select one of the following:-
  1. Auto fit to contents: Automatically adjust the width of columns in the table.
  2. Auto fit to Window: Automatically resizes the table to make it fit into window.
  3. Fixed column width: This option will make width of all columns same as current column width.
  4. Distribute rows evenly: This will make all rows of same height.
  5. Distribute columns evenly: This will make all columns of same height.

### 5.6.7 Sorting Text in Table

Microsoft word allows us to sort data in a table. For sorting ascending and descending are the two options. It is also possible to sort data from two or more columns. To perform sorting, steps are:

- Select column which we want to sort.
- Click on table menu → select sort option.
- A dialog box will appear.



- Specify column name, its type and sort order. Press ok.

### 5.6.8 Formatting Text in Table

Once a table is created, we can easily enter text in the table. The table data could require formatting. The formatting can be done on individual cells of the table or whole table data can be formatted in one time.

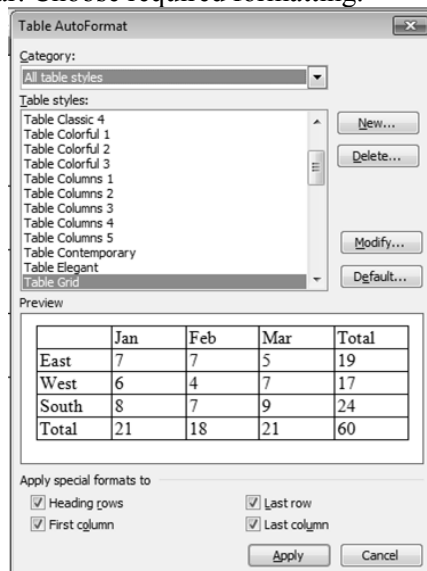
- Click on cell or select table to format.
- Apply formatting as normal text using formatting toolbar.

### 5.6.9 Formatting of Table

Like table text, the whole table can be formatted also. We can add and remove borders; change the border type, border colors, and cell fill color. The text of table can be formatted like normal text. We can also change the direction of text in table cells.

There are two ways to format a table:

- Click on table menu → choose Table AutoFormat.
- A dialog box will appear. Choose required formatting.



**Remarks****5.7 MACROS**

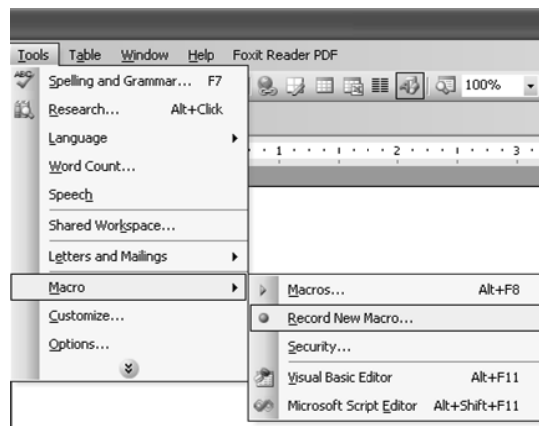
As a document is created in MS- Word, it is find that we must complete many small tasks over & over. If a task is performed repeatedly in Microsoft Word, then the task can be automated by using a macro. Basically, a macro is a series of word commands and instructions that is used as group together as a single command. Word macros can help save time by automating repetitive tasks such as:

- Inserting frequently-used phrases
- Formatting headers and footers
- Inserting page and column breaks

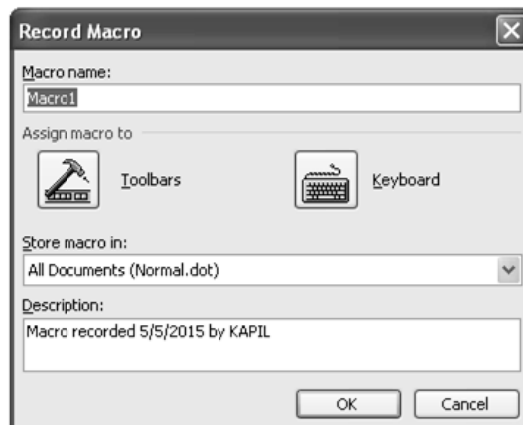
After recording a macro containing all of the steps that make up a task, we can direct Word to automatically perform this task at any time by running that macro,

**5.7.1 Recording a Macro**

- Open the document.
- From the Tools menu, select the Macro submenu. Click on Record New Macro



A dialog box will appear.

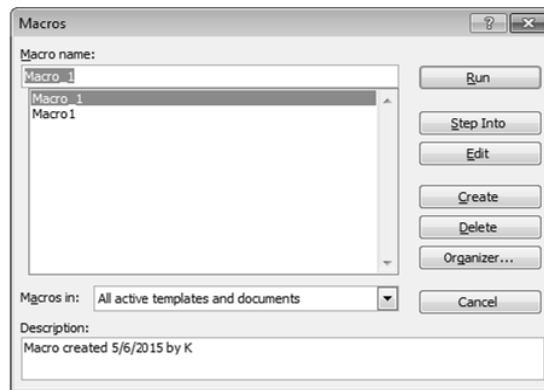


Provide required information. Press ok. We can assign a keyboard shortcut to macro. Recording will get started. The Stop Recording toolbar will appear in the upper left of Word window.

Perform the tasks to be repeated. And stop recording.

### 5.7.2 Running a Macro

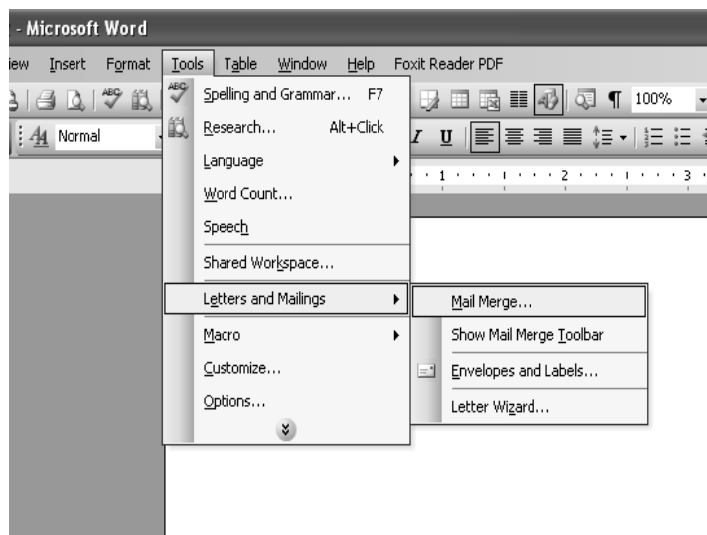
- Press the keystroke combination that you assigned when recorded the macro,
- From the Tools menu, select the Macro submenu. Click on Macros.
- Choose macro name to run.



## 5.8 MAIL MERGE

Mail Merge is generally used when a user wants to send the same letter or document to different persons with different addresses. It basically helps us to merge the address data base with a form of letter to create individual letters. Thus it saves times when you want to send the same letter to large number of people. Steps in mail merge:

- Select **Tools** on the main menu.
- Select **Letters and Mailings** → **Mail Merge**.



Remarks



**Remarks****STEP 1: Selecting the document type**

**Letters:** allows to tailor one letter to many individuals.

**E-mail messages:** allows to personalize a message as you would form letters and send them via email.

**Envelopes:** allows to print envelopes with different addresses.

**Labels:** allows to print labels with different addresses.

**Directory:** allows to gather varied but related information into a list.

**Select document type**

What type of document are you working on?

- Letters
- E-mail messages
- Envelopes
- Labels
- Directory

**STEP 2: Establishing the Main Document**

**Use the current document:** uses the document currently open.

**Start from a template:** uses a preset Word template. Once we make this selection, the *Select template* link appears. Clicking it takes to the *Select Template* dialog box, where you can choose the template you want to use.

**Start from existing document:** uses a previously saved document. Once we make this selection, we can choose from a list of recently used files or select another of your files.

**Select starting document**

How do you want to set up your letters?

- Use the current document
- Start from a template
- Start from existing document

**Use the current document**

Start from the document shown here and use the Mail Merge wizard to add recipient information.

**STEP 3: Selecting the recipients**

**Use an existing list:** uses a previously saved list.

**Select from Outlook contacts:** uses your Outlook contacts as recipients.

**Type a new list:** allows to create your own list by typing each recipient.



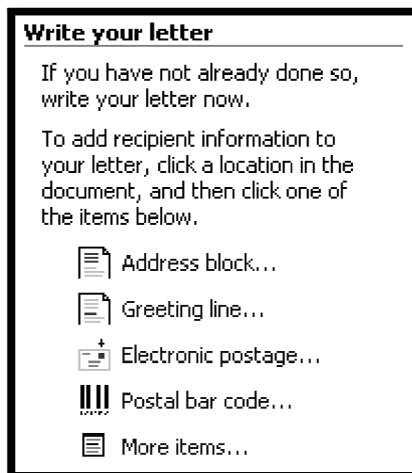
Remarks

#### STEP 4: Writing your document

**Address block:** allows to specify the format of recipient names, whether to insert the company name and postal address, and the format of the postal address.

**Greeting Line:** allows to format how the greeting line will appear (e.g., *Dear Mr. Randall,*) and choose which format to use for invalid names (e.g., *Dear Sir or Madam,*).

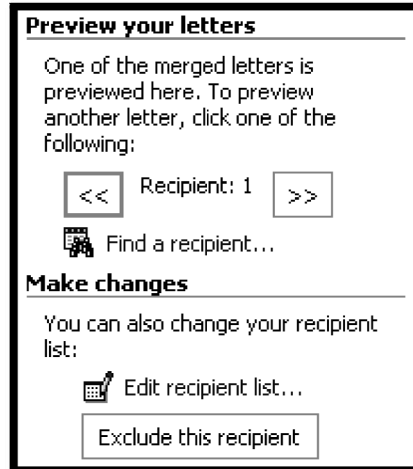
**More items:** allows to insert additional database fields.



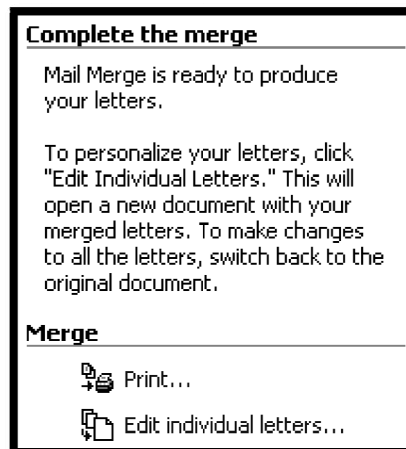
#### STEP 5: Previewing your documents

At this point, we are almost ready to merge. It is a good idea to preview documents. We can browse through the documents by clicking the PREVIOUS or NEXT button. We can also locate specific recipients.

## Remarks

**STEP 6: Completing the merge**

Once the merge is complete, we can print the merged documents or, prior to printing, we can edit individual documents.

**5.9 Shortcut Keys**

Shortcut	Function
Ctrl+A	Select all text in a document
Ctrl+Shift+A	Format selected text as all caps
Ctrl+B	Bold the selected text
Ctrl+C	Copy the selected text or object
Ctrl+Shift+C	Copy the format of the selected text
Ctrl+D	Display the Format   Font dialog box
Ctrl+E	Center the selected paragraph
Ctrl+Shift+H	Apply hidden text formatting to the selected text
Ctrl+I	Italicize the selected text

Ctrl+J	Justify the selected paragraph
Ctrl+K	Insert a hyperlink within the selected text
Ctrl+Shift+K	Format select text as small caps
Ctrl+L	Left align the selected paragraph
Ctrl+M	Indent the selected paragraph from the left
Ctrl+Q	Remove paragraph formatting from selected paragraph
Ctrl+R	Right align the selected paragraph
Ctrl+T	Apply a hanging indent to the selected paragraph
Ctrl+U	Underline the selected text
Ctrl+Shift+D	Double-underline the selected text
Ctrl+Shift+W	Underline the selected words but not spaces
Ctrl+V	Paste cut/copied text or object
Ctrl+Shift+V	Paste copied format
Ctrl+0	Add/Remove one line space before the selected paragraph
Ctrl+1	Apply single-space lines to the selected text
Ctrl+2	Apply double-space lines to the selected text
Ctrl+5	Apply 1.5-space lines to the selected text
Ctrl+Spacebar	Remove selected text's manual character formatting

<b>Shortcut</b>	<b>Function</b>
Ctrl+Equal Sign	Subscript the selected text
Ctrl+Shift+Plus Sign	Superscript the selected text
Ctrl+Shift+Q	Apply Symbol font to the selected text
Ctrl+Shift+F	Change the selected text's font
Ctrl+Shift+P	Change the selected text's font size
Ctrl+Shift+>	Increase the selected text's font size by one point
Ctrl+Shift+<	Decrease the selected text's font size by one point
Ctrl+]	Increase the selected text's font size by one point
Ctrl+[	Decrease the selected text's font size by one point
Shift+Enter	Insert a line break
Ctrl+Enter	Insert a page break

**Remarks**

<b>Remarks</b>		
	Ctrl+Shift+Enter	Insert a section break
	Alt+Ctrl+Minus Sign	Insert an em dash
	Ctrl+Minus Sign	Insert an en dash
	Ctrl+Hyphen	Insert an optional hyphen
	Ctrl+Shift+Hyphen	Insert a nonbreaking hyphen
	Ctrl+Shift+spacebar	Insert a nonbreaking space
	Alt+Ctrl+C	Insert the copyright symbol
	Alt+Ctrl+R	Insert the registered trademark symbol
	Alt+Ctrl+Period	Insert and ellipsis
	<b>Shortcut</b>	<b>Function</b>
	Alt+Ctrl+K	Enable AutoFormat
	Ctrl+Shift+L	Apply the List style to the selected text
	Ctrl+Shift+N	Apply the Normal style to the selected text
	Ctrl+Shift+S	Apply a style to the selected text
	Alt+Ctrl+1	Apply the Heading 1 style to the selected text
	Alt+Ctrl+2	Apply the Heading 2 style to the selected text
	Alt+Ctrl+3	Apply the Heading 3 style to the selected text
	Tab	Move to next cell in a row; Start a new row if pressed within a row's last cell
	Shift+Tab	Move to previous cell in a row
	Alt+Home	Move to the first cell in a row
	Alt+End	Move to the last cell in a row
	Alt+Page Up	Move to the first cell in a column
	Alt+Page Down	Move to the last cell in a column
	Up Arrow	Move to the previous row
	Down Arrow	Move to the next row
	Enter	Start a new paragraph within a cell
	Ctrl+Tab	Insert a tab within a cell
	Ctrl+N	Open a new document that is the same type as the current or most recently opened document
	Ctrl+O	Display the File   Open dialog box

Ctrl+W	Close the current document
Ctrl+S	Save the current document
Alt+Ctrl+S	Split the document window
Alt+Shift+C	Remove the document window split
F1	Display Word Help dialog box
Shift+F1	Open Reveal formatting dialog box or open context-sensitive Word Help
F2	Move selected text of object
Shift+F2	Copy the selected text
F3	Insert AutoText
Shift+F3	Change the case of the selected text
F4	Repeat last action
Shift+F4	Repeat Find or Go To
F5	Display the Edit   Go To dialog box
Shift+F5	Move to the last change
F6	Move to the next pane or frame
Shift+F6	Move to the previous pane or frame
F7	Display Tools   Spelling and Grammar dialog box
Shift+F7	Display the Tools   Language   Thesaurus dialog box
F8	Extend the selection
Shift+F8	Shrink the selection
F9	Update the selected fields
Shift+F9	Switch between a field code and its product
F10	Activate the Word menu bar
Shift+F10	Display the shortcut menu
F11	Move to the next field
Shift+F11	Move to the previous field
F12	Display the File   Save As dialog box
Shift+F12	Save the current document

**Remarks**

**Remarks****SUMMARY OF THE LESSON**

You learnt the following in this lesson:

- Data can be exported/ imported in MS-Word.
- In MS-Word, pictures can be inserted by various ways such as using AutoShapes, ClipArt, From Files, from scanner and Camera etc.
- Multi-Column facility makes more than one column in single document.
- With the help of spell check option, we can make error free document.
- To create a table, select Table > Insert > Table
- You can enter data in a cell of a table by clicking in it.
- To insert rows / columns select, Table > Insert
- To merge cells, select Table > Merge Cells
- A macro is a series of word commands and instructions that is used as group together as a single command. Word macros can help save time by automating repetitive tasks. Macro is used to edit and format the document.
- Mail merge is used to send same letter to different recipients.

**SELF ASSESSMENT QUESTIONS AND EXERCISES**

1. Discuss the steps of import and export in MS Word.
2. What is the use of Frame? How a frame can be created?
3. Discuss Table- handling in MS-Word.
4. How multi-column document can be created?
5. What are the steps for recording and running of a macro?
6. Discuss various ways to insert picture in a document.
7. How a table can be created?
8. What are the steps to insert row and column in a table?
9. How can you format text in a table?
10. How will you insert an Autoshape in your document? Explain.
11. What is Clip Art gallery?
12. Inserting a table in your document saves a lots of time, how? Explain.
13. What is the difference between clip art and word art?
14. What do you mean by macro?
15. What is the purpose of Mail merge?
16. How can you create and use a macro?
17. Describe the concept of Mail merge by giving suitable example.