

TABLE 1 – WORD 2010 PROGRAM WINDOW ELEMENTS

Name	Description
Title bar	Appears at the top of the program window and displays the name of the document and the program. The buttons on the right side of the Title bar are used to minimize, maximize, restore, and close the program window.
Quick Access toolbar	Appears on the left side of the Title bar and contains frequently used commands that are independent of the tab displayed on the Ribbon.
Ribbon	Extends across the top of the program window, directly below the Title bar, and consists of a set of tabs, each of which contains groups of related commands.
Navigation pane	Appears on the left side of the program window and enables you to navigate long documents, search for specific text, and reorganize content.
Document window	Appears below the Ribbon and displays the contents of the document.
Cursor	Indicates where text or graphics will be inserted.
Scroll bars	Appear along the right side and bottom of the document window and enable you to scroll through the document.
Status bar	Appears at the bottom of the program window and displays information about the document (number of pages, number of words, etc.). The tools on the right side of the Status bar can be used to display the document in a variety of views and to change the magnification of the document.

TECHNIQUES OF CREATING MAILING LABELS USING MAIL MERGE, TABLE OF CONTENTS, BOOK MARKS, MACROS AND EQUATION EDITOR IN MICROSOFT WORD 2010

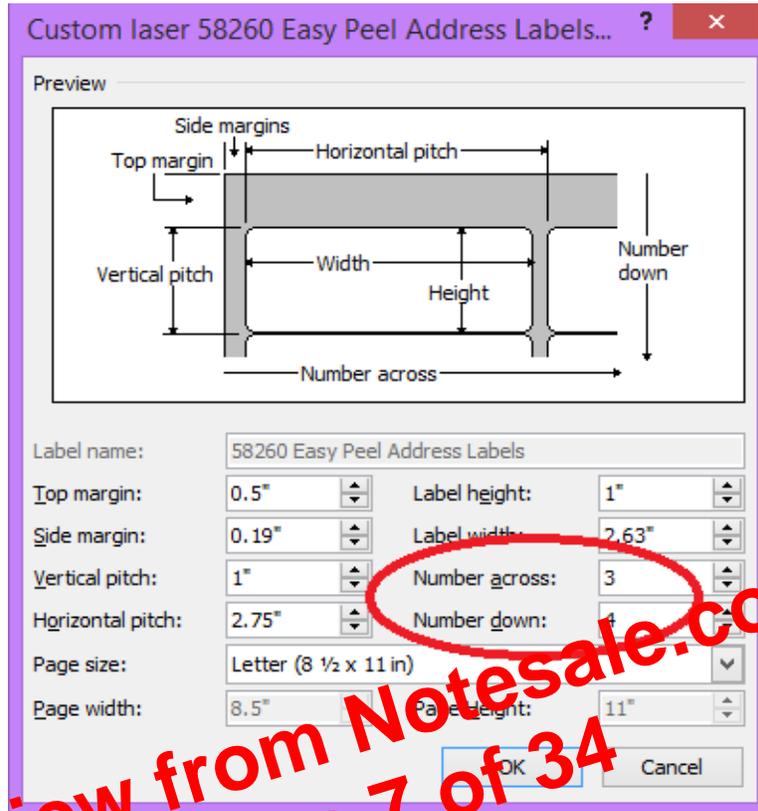
MAIL MERGE

Mail merge:

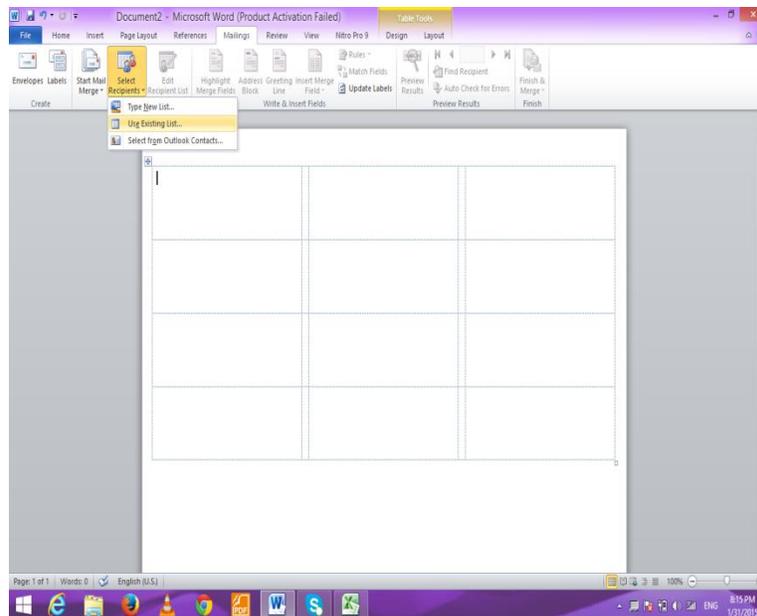
A mail merge involves merging a main document with a data source. A main document contains the text and other items that remain the same in each label. A data source contains the information that changes in each label, such as the name and address of each recipient.

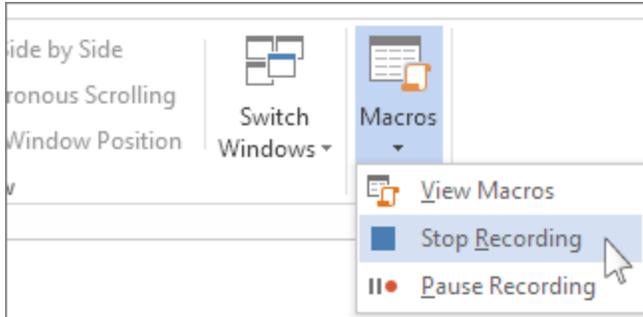
Creating multiple e-mails, and changing the recipients information for each e-mail, can be a tedious task. However; Word 2010 comes with a Mail Merge feature allowing the user to create multiple e-mails for different recipients at once.

6: A dialogue box will appear, set “number across and number down” as you want to set them. And the click “Ok”

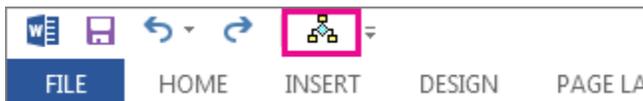


7: now you will see some grid lines and text will appear on page. Now from “mailing” tab click on “send recipient” and the select “using existing list”.





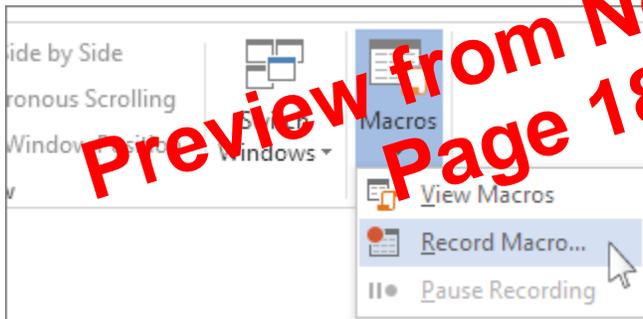
- The button for your macro appears on the Quick Access Toolbar.



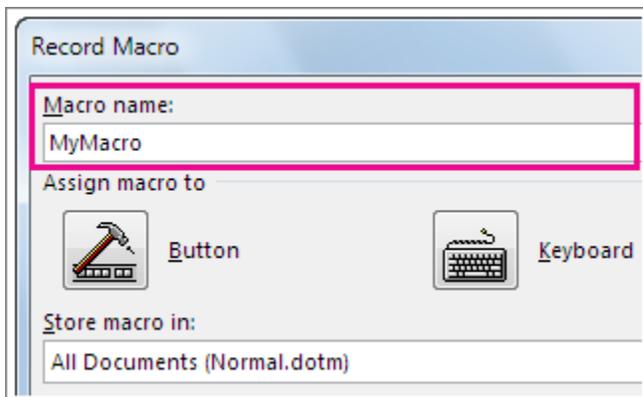
- To run the macro, click the button.

Create a macro with a keyboard shortcut:

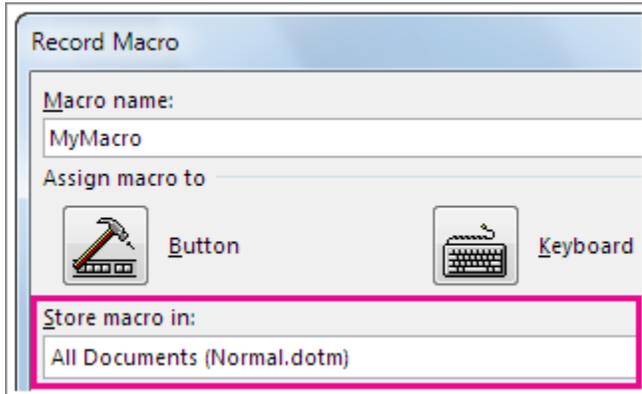
- Click View > Macros > Record Macro.



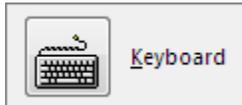
- Type a name for the macro.



- To use this macro in any new documents you make, be sure the Store macro in box says All Documents (Normal.dotm).



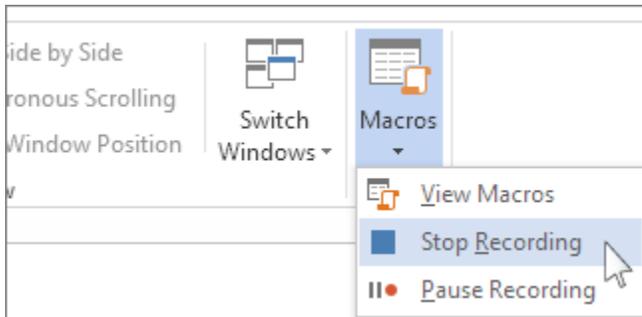
- To run your macro when you press a keyboard shortcut, click Keyboard.



- Type a combination of keys in the Press new shortcut key box.
- Check to see whether that combination is already assigned to something else. If it's already assigned, try a different combination.
- To use this keyboard shortcut in any new documents you make, be sure the Save changes in box says Normal.dotm.
- Click Assign.
- Now it's time to record the steps. Click the commands or press the keys for each step in the task. Word records your clicks and keystrokes.

NOTE Use the keyboard to select text while you're recording your macro. Macros don't record selections made with a mouse.

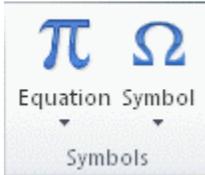
- To stop recording, click View > Macros > Stop Recording.



- To run the macro, press the keyboard shortcut keys.
- Run a macro

Normally, you use one of these two methods to start the Equation Editor:

- Double-click on an existing equation originally created with the Equation Editor.
- If you use a lot of equations in your documents, these methods can quickly become tedious. To make life easier, you can add an Equation Editor tool to any toolbar.
- Write an equation
- To write an equation, you can use Unicode character codes and Math AutoCorrect entries to replace text with symbols.
- When you type an equation, Word automatically converts the equation into a professionally formatted equation.
- On the Insert tab, in the Symbols group, click the arrow next to Equation.



- Click the equation that you want, or click Insert New Equation to type an equation.
- Top of Page
- Insert a frequently used or preformatted equation
- On the Insert tab, in the Symbols group, click the arrow next to Equation, and then click the equation that you want.



- Add an equation to the list of frequently used equations
- In the document, select the equation that you want to add.
- Under Equation Tools, on the Design tab, in the Tools group, click Equation, and then click Save Selection to Equation Gallery.
- In the Create New Building Block dialog box, type a name for the equation.
- In the Gallery list, click Equations.
- Select any other options that you want.
- Insert a commonly used math structure
- On the Insert tab, in the Symbols group, click the arrow next to Equation, and then click the equation that you want.

