

JS3 - ADVANCED MICROSOFT WORD

Topic: Page Layout, Tables and Mail Merge

Microsoft Word is a word-processing application used to create, edit, format, save and print documents. Examples of documents prepared with Microsoft Word include letters, reports, assignments, examination questions and invitations.

Some advanced features of Microsoft Word are **Page Layout, Tables and Mail Merge**.

Page Layout

Page Layout refers to the arrangement and appearance of a document's pages. It determines how text, pictures and other items will appear on the screen and when printed.

Page layout tools are available under the **Layout** tab in Microsoft Word.

Important Page Layout Features

a. Margins

Margins are the blank spaces around the edges of a page. They separate the content from the top, bottom, left and right edges.

To set margins:

1. Click the **Layout** tab.
2. Click **Margins**.
3. Select the required margin style.

b. Orientation

Orientation determines the direction in which a page is displayed or printed.

The two types are:

- **Portrait:** The page is taller than it is wide. It is commonly used for letters and assignments.
- **Landscape:** The page is wider than it is tall. It is suitable for wide tables, charts and certificates.

To change orientation, select **Layout** → **Orientation** → **Portrait or Landscape**.

c. Paper Size

This determines the size of the paper used for a document. Common paper sizes include A4, A3, Letter and Legal. **A4** is commonly used for school and office documents in Nigeria.

d. Columns

Columns divide text into two or more vertical sections. They are commonly used in newspapers, magazines and newsletters.

To create columns, select the text and click **Layout** → **Columns**.

e. Page Break

A page break moves the text after the cursor to the beginning of a new page. It is better than pressing the Enter key repeatedly.

Select **Insert** → **Page Break** or press **Ctrl + Enter**.

Tables

A **table** is an arrangement of information in horizontal rows and vertical columns.

The point where a row and a column meet is called a **cell**. Tables help to arrange information neatly and make it easier to understand.

Tables can be used to prepare:

- Class timetables
- Attendance records
- Students' results
- Price lists
- Duty rosters
- School-fee records

How to Insert a Table

1. Place the cursor where the table should appear.
2. Click the **Insert** tab.
3. Click **Table**.

4. Select the required numbers of rows and columns.
5. Enter information into the cells.

Formatting a Table

After inserting a table, the user can:

- Add or delete rows and columns.
- Merge two or more cells.
- Split a cell into smaller cells.
- Change the width of columns.
- Change the height of rows.
- Add borders and shading.
- Align text within cells.
- Apply a table style.

To add a row, place the cursor in the table and use the options under **Table Layout**. To combine cells, select them and click **Merge Cells**.

Mail Merge

Mail Merge is a Microsoft Word feature used to produce many similar documents for different people. The main message remains the same, but personal information such as names, addresses and identification numbers changes automatically.

For example, a school can use mail merge to prepare admission letters for 100 students without typing each letter separately.

Uses of Mail Merge

Mail merge can be used to produce:

- Letters
- Invitations
- Certificates
- Report cards
- Address labels
- Envelopes
- Email messages

Main Parts of Mail Merge

Mail merge has three main parts:

1. **Main document:** This contains the message that will appear in every copy.
2. **Data source:** This contains changing information, such as names, addresses, classes and admission numbers.
3. **Merged document:** This is the final set of personalised documents.

Steps for Performing Mail Merge

1. Open Microsoft Word and prepare the main document.
2. Click the **Mailings** tab.
3. Select **Start Mail Merge**.
4. Choose the type of document, such as Letters.
5. Click **Select Recipients**.
6. Type a new list or use an existing list.
7. Insert the required merge fields, such as Name or Address.
8. Click **Preview Results** to check the documents.
9. Select **Finish & Merge**.
10. Print or save the completed documents.

Example

The main document may contain:

Dear «Student_Name»,

You have been admitted into «Class».

After merging, each student will receive a letter containing the correct name and class.

Advantages of Mail Merge

Mail merge:

- Saves time and effort.
- Produces many documents quickly.
- Reduces repeated typing.
- Personalises each document.
- Helps to maintain a uniform format.
- Reduces typing mistakes.

Summary

Page Layout controls the appearance and arrangement of a page. Tables organise information using rows, columns and cells. Mail Merge combines a main document with a data source to create several personalised documents quickly.

Evaluation Questions

1. What is page layout?
2. Differentiate between portrait and landscape orientation.
3. Mention four page-layout features.
4. What is a table?
5. Define a row, column and cell.
6. State four uses of tables.
7. What is mail merge?
8. Mention the three main parts of mail merge.
9. State four uses of mail merge.
10. List five steps involved in performing mail merge.