Microsoft Office 2007 and 2010

Creating Mailing Labels for Holiday Cards

1. Open Microsoft Word and start a blank document
2. Click on the Mailings menu, click on Start Mail Merge, then click on Labels
3. In the Label Options dialog box, change Label Vendor if necessary, and then choose the appropriate Product Number.
4. Click OK when done.
5. Click on the Layout menu, then View Gridlines so you can see the label outline.
6. Click on the Mailings menu again, and then Select Recipients, then Type New List.
7. When the data source window opens, enter the information for each person on your mailing list.
   a. Click New Entry to start a new person.
   b. Click OK when finished entering everyone.
8. Save the data source with an appropriate name.
9. With the blinking cursor in the top left label, click on Address Block. If the preview on the right side of the dialog box looks OK, click on the OK button.
10. Click on Update the Labels button. AddressBlock should now appear on all labels.
11. Click on Preview Results to see your labels. Only the first page (30 labels) will be visible.
12. To print, click on Finish & Merge, then Print Documents.
13. Make sure All records is selected in the next dialog box.
14. Place the mailing label sheet(s) in the printer so they print correctly.
15. On the Print dialog box, make sure your printer appears in the Name box before clicking on the OK button.

Inserting a Graphic on the Label

1. De-select Preview Results.
2. In the first label, click to the left of <<AddressBlock>>. A blinking cursor should appear.
3. Click on the Insert menu, then the Clip Art button.
4. When the task pane opens on the right, type in the Search for: box what you would like to use.
5. Click on the picture you want and it will be inserted where the blinking cursor is on the first label.
6. Resize (shrink) the picture to fit on the label by grabbing one of the right corner handles and dragging towards the center of the picture. Release the mouse button when done.
7. With the picture still selected, click on the Position button, then More Layout Options.
   a. Change Text Wrapping to Tight.
   b. Remove the checkmark from Move object with text.
   c. Click OK.
8. Using the up and/or down arrows on the keyboard, move the picture, making sure <<AddressBlock>> appears to the right of the picture.
9. Click on Mailings menu, then Update Labels. The picture should now appear on all labels.
10. Preview Results to make sure the labels look the way you want.
11. Finish & Merge as instructed in #12-15 above.
Creating Flyers

RULE: Don’t reinvent the wheel

1. Click File menu, the New.
2. Under section for Office.com Templates, select Flyers.
3. Select appropriate template for your event.

Each item on the template is a placeholder for text, clip art, pictures, etc. All of them can be changed, edited, rearranged, resized, etc. by clicking on the item and making the desired change.

To add clip art, text box, etc., click on the Insert menu and choose what you want to insert.

Web Mail v. POP Email

Web Mail allows you to access your email from any computer, using any web browser, with no special software required. Examples are AOL mail, Gmail and Yahoo mail.

POP email is the standard type of email account you receive when you sign up with an Internet service provider. You’re assigned an email account, given an email address, and provided with the necessary information to configure your email program to access this account (such as, Microsoft Outlook, Windows Mail and Mozilla Thunderbird). The email program needs to be configured to send and receive email. To access your email on another computer, you need to use a similar program and go through the configuration process again.