

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.