





Boarder And Shading:

Borders and shading is always used to decorate a text, which makes a plain article seems highlighted and well-organized. To apply the border in Word 2007, 2010, 2013, 2016, 2019 and 365 may be simple, but still be hard for user who recently upgrade from Word 2003 to 2007/2010/2013.



➤ **Adding Borders and Shading**

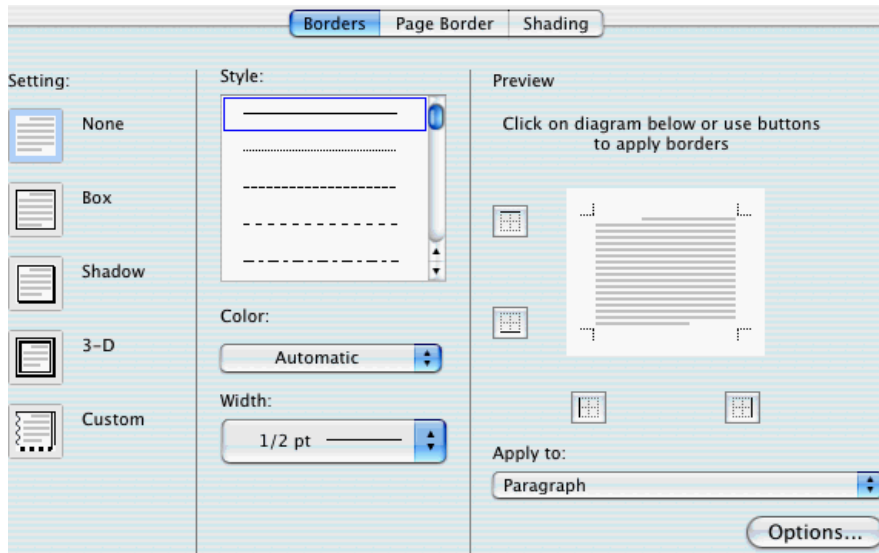
- Select the paragraph(s) to which you want to add shading and/or border(s).
- To add a border, click **Type**  » select the desired border option.
- To add shading, click the ▼ next to Color  » select the desired

➤ **Removing Borders and Shading**

- Select the paragraph containing the border or shading you want to remove.
- To remove the border, click **Type**  » select **No Border**.
- To remove the shading, click the ▼ next to Color  » select **No Fill**.

➤ **Modifying Borders and Shading**

- Select the paragraph containing the border or shading you want to modify.
- To modify the border, click **Type**  » select the desired border option.
- To modify the shading, click the ▼ next to Color  » select the desired shading option.

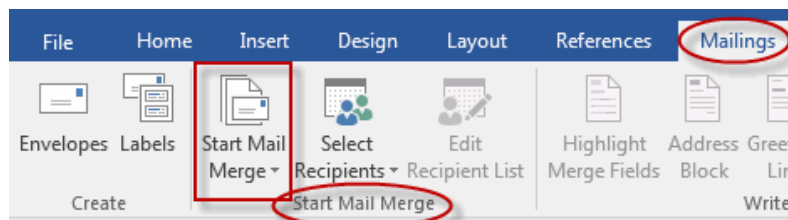


Mail Merge:

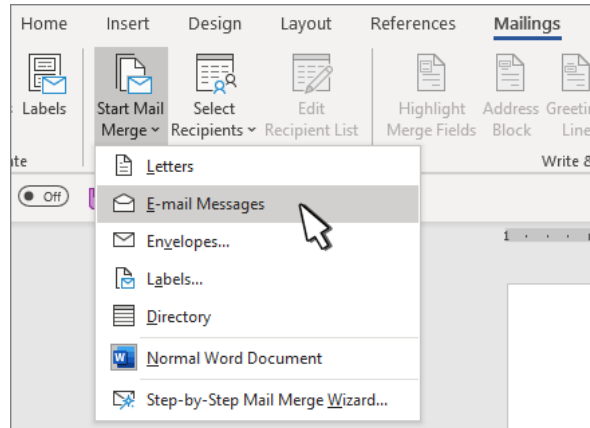
Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

This feature works the same in all modern versions of Microsoft Word.

1. In a blank Microsoft Word document, click on the **Mailings** tab, and in the **Start Mail Merge** group, click **Start Mail Merge**.

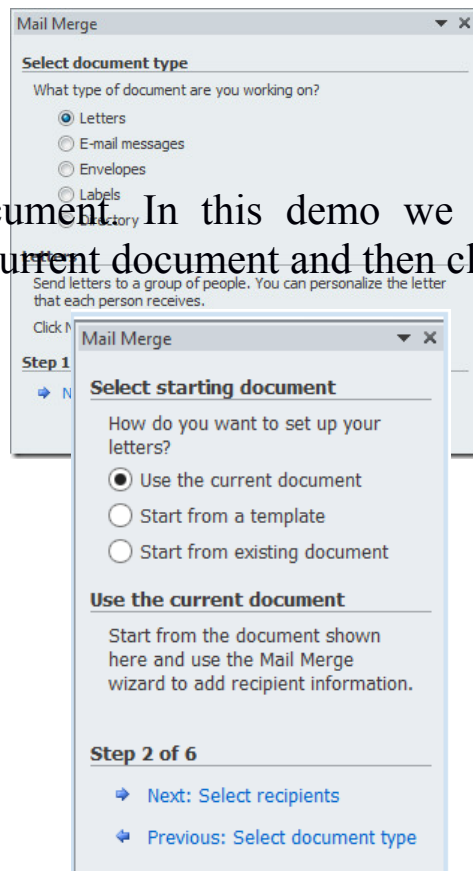


2. Click **Step-by-Step Mail Merge Wizard**.

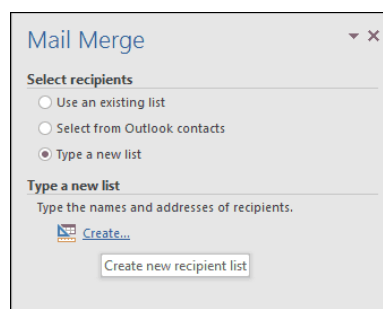


3. Select your document type. In this demo we will select Letters. Click **Next: Starting document.**

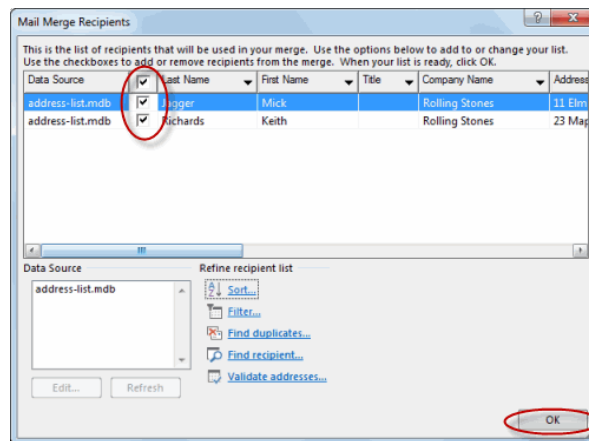
4. Select the starting document. In this demo we will use the current (blank) document. Select Use the current document and then click **Next: Select recipients.**



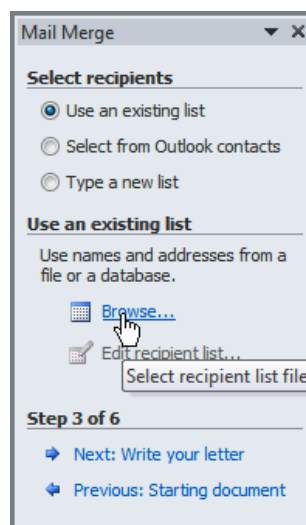
5. Select recipients. In this demo we will create a new list, so select **Type a new list** and then click **Create.**



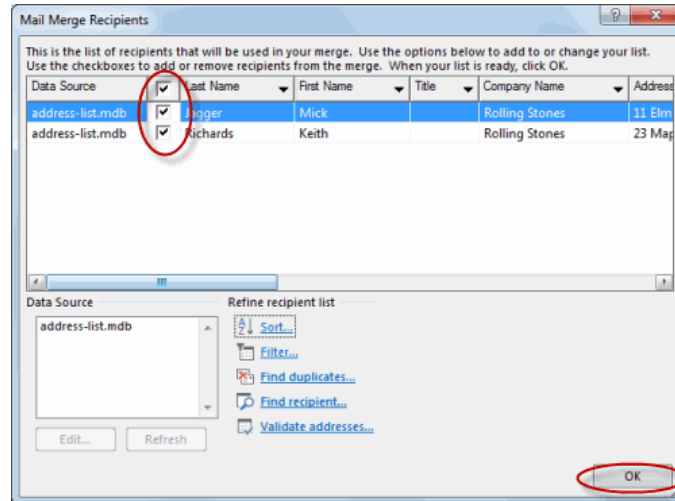
- Create a list by adding data in the **New Address List** dialog box and clicking **OK**.



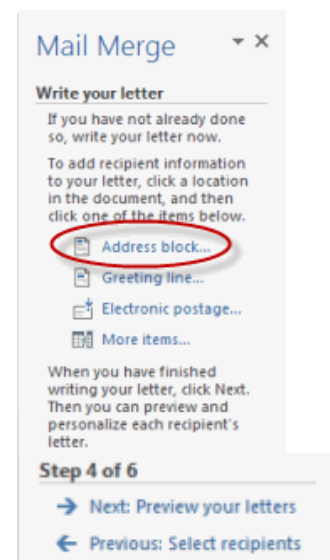
- Save the list.
- Note that now that a list has been created, the Mail Merge Wizard reverts to **Use an existing list** and you have the option to edit the recipient list.



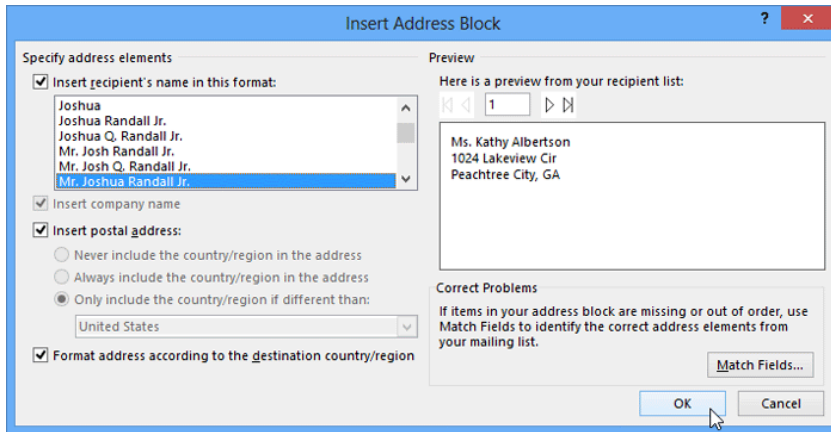
- Selecting **Edit recipient list** opens up the **Mail Merge Recipients** dialog box, where you can edit the list and select or unselect records. Click **OK** to accept the list as is.



- Click **Next: Write your letter**.
6. Write the letter and add custom fields.
- Click **Address block** to add the recipients' addresses at the top of the document.



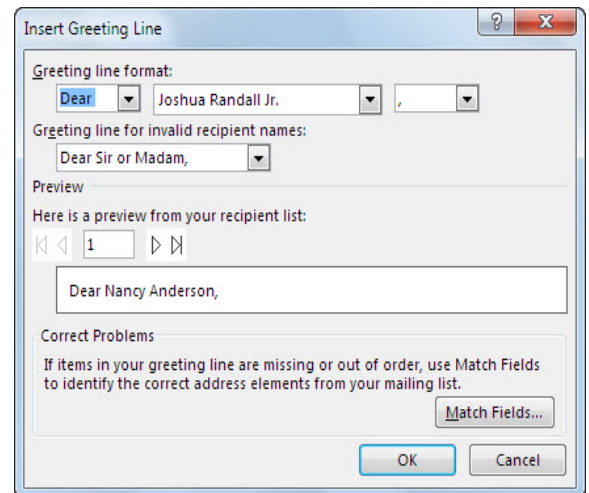
- In the **Insert Address Block** dialog box, check or uncheck boxes and select options on the left until the address appears the way you want it to.



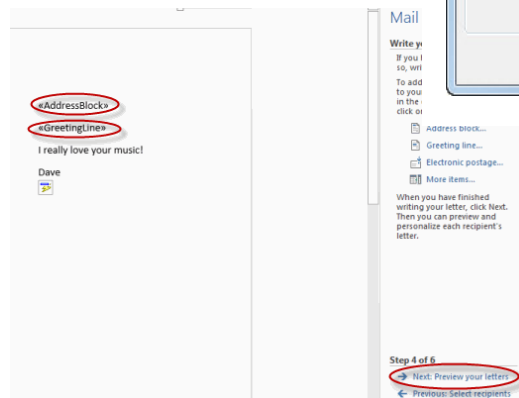
- Note that you can use **Match Fields** to correct any problems. Clicking **Match Fields** opens up the **Match Fields** dialog box, in which you can associate the fields from your list with the fields required by the wizard.

7. Press **Enter** on your keyboard and click **Greeting line...** to enter a greeting.

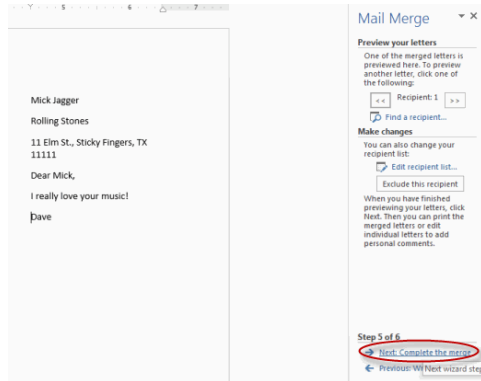
8. In the **Insert Greeting Line** dialog box, choose the greeting line format by clicking the drop-down arrows and selecting the options of your choice, and then click **OK**.



9. Note that the address block and greeting chevrons (« »). Write a short letter and click **r**



- Preview your letter and click **Next: Complete the merge.**



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- Click **Print** to print your letters or **Edit individual letters** to further personalize some or all of the letters.

