

creating résumés, letters, business cards, and flyers in Word

Visual QuickProject Guide

by Maria Langer



**Peachpit
Press**

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Creating Résumés, Letters, Business Cards, and Flyers in Word

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To Mike,
on the 20th anniversary
of our engagement.

I still love you.

Special Thanks to...

Nancy Davis, for thinking of me for this great project—my first **color** book! And for helping me keep on track throughout the writing and production process.

Lisa Brazieal, for helping me fine-tune the book's layout and appearance.

Julie Bess, for coming to my rescue when I needed an index on short notice (again).

Microsoft Corporation, for continuing to improve the world's best word processing program for Windows and Macintosh users.

To Mike, for the usual things.

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introduction

This **Visual QuickProject Guide** offers a unique way to learn about new technologies. Instead of drowning you in theoretical possibilities and lengthy explanations, this Visual QuickProject Guide uses big, **color illustrations** coupled with clear, concise **step-by-step instructions** to show you how to complete a few specific projects in a matter of hours.

Our projects in this book are to create Word documents that you can use to simplify and improve your working life. Why go to a print shop to create letterhead and business cards? Or a graphic designer to create flyers? Why address envelopes by hand? If you have Microsoft Word, you can do it all yourself and make it look great. After all, Word is more than just a glorified typewriter. It has all the tools you need to create useful, professional-looking documents that bring out the best of you and your business.

Word may be the most useful program you have in your computer. It empowers you to tap into your own creativity. In doing so, not only will you save money, but you'll retain complete control over the documents you create. For example, suppose you follow the instructions in Chapter 3 to create a personal or business letterhead template. Three months later, the phone company changes your area code. Or your ISP goes out of business and you get a new e-mail address. Making changes to your letterhead template is as simple as editing a Word file. There's no need to pay a print shop to correct and reprint hundreds of sheets of letterhead paper that you'll have to throw away. And no need to compromise your professionalism by making handwritten corrections to your letterhead while waiting for new letterhead to arrive.

That's just one example of how using Word to create these documents can help you. As you work through the projects in this book, you'll learn even more.

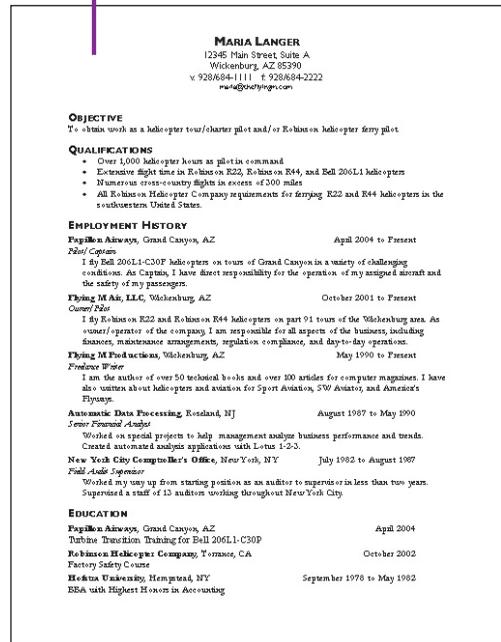
what you'll create

Create a custom letterhead template with formatted text.

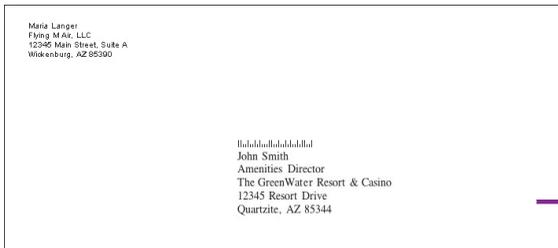
Import and resize an image or logo to reinforce your company identity.



Prepare a professionally formatted résumé that'll help you get an interview for your next job.



Use your custom letterhead to write professional-looking letters that get results.



Mail your correspondence in perfectly printed envelopes.

Create business cards that include an image or your company logo.



Maria Langer Flying M Air, LLC 12345 Main Street, Suite A Wickenburg, AZ 85390	Maria Langer Flying M Air, LLC 12345 Main Street, Suite A Wickenburg, AZ 85390	Maria Langer Flying M Air, LLC 12345 Main Street, Suite A Wickenburg, AZ 85390
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Prepare return address labels to save time and effort when mailing out bills or shipping products to customers.

Design and print a flyer to advertise a special promotion or event.

Precisely position a graphic so text flows around it.

**Special Offer
this August only**

SUNRISE HELICOPTER TOURS

- See the desert come to life in the early morning light.
- Enjoy cool air and a smooth, turbulence-free flight.
- Flights depart at 5:30 AM
30 minutes: \$79/person
60 minutes: \$159/person

Call for Reservations:
Flying M Air
684-1111

how this book works

The **title** of each section explains what is covered on that page.

An **introductory sentence or paragraph** summarizes what you'll do.

Numbered steps explain actions to perform in a specific order.

Important terms, names of interface elements, and text you should type exactly as shown appear in **orange**.

Captions explain what you're seeing and why. They also point to relevant parts of Word's interface.

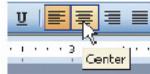
align text

The letterhead text will look better if centered at the top of the page.

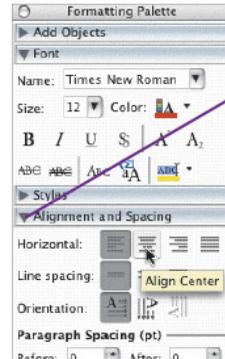
1 Drag the mouse pointer over the letterhead text to select it.



2 In Windows, click the **Center** button on the **Formatting** toolbar...



...or in Mac OS, click the **Align Center** button in the **Alignment and Spacing** area of the **Formatting palette**.



You may have to click this triangle to display **Alignment and Spacing** options.

The selected text is centered between the margins.



create a letterhead template

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The **extra bits** section at the end of each chapter contains additional tips and tricks that you might like to know—but that aren't absolutely necessary.

prepare a document

extra bits

prepare a document p. 40

- Print Layout View and Page Layout View are the same. For some reason, Microsoft gave this view different names for Windows and Mac OS.
- You can create a letterhead in any document view. Print Layout View (Windows) or Page Layout View (Mac OS) is best when working with headers and footers or positioning graphics.

set margins p. 41-42

- If you're creating a template for use with preprinted letterhead, measure the distance from the top of the letterhead paper to the bottom of any text or graphics printed there. Then add a tiny bit—perhaps 0.1 or 0.2 inches—and use that as your top margin measurement. If there's printing on the bottom of the page, measure from the bottom of the paper to the top of the text or graphics there, add a tiny bit, and use that as your bottom margin measurement. This ensures that any letter you write with your letterhead template will not overprint preprinted text or graphics.

- The Gutter box in Margins options is for spacing on bound documents. Keep it set to 0 for single-page documents like a letterhead template.
- Clicking the Default button in the Page Setup (Windows) or Document (Mac OS) dialog, enables you to establish the current settings as the default settings for all new blank documents.

enter letterhead text p. 43

- If Smart Tag underlines bother you—they drive me nuts!—point to the underlined text, click on the Smart Tag menu icon that appears, and choose Remove this Smart Tag from the menu.
- 
- What you include in your letterhead is entirely up to you. I like to include the same information that can be found on my business card.

The **heading** for each group of tips matches the **section title**.

The **page number** next to the heading makes it easy to refer back to the main content.

the web site

Find this book's companion Web site at:

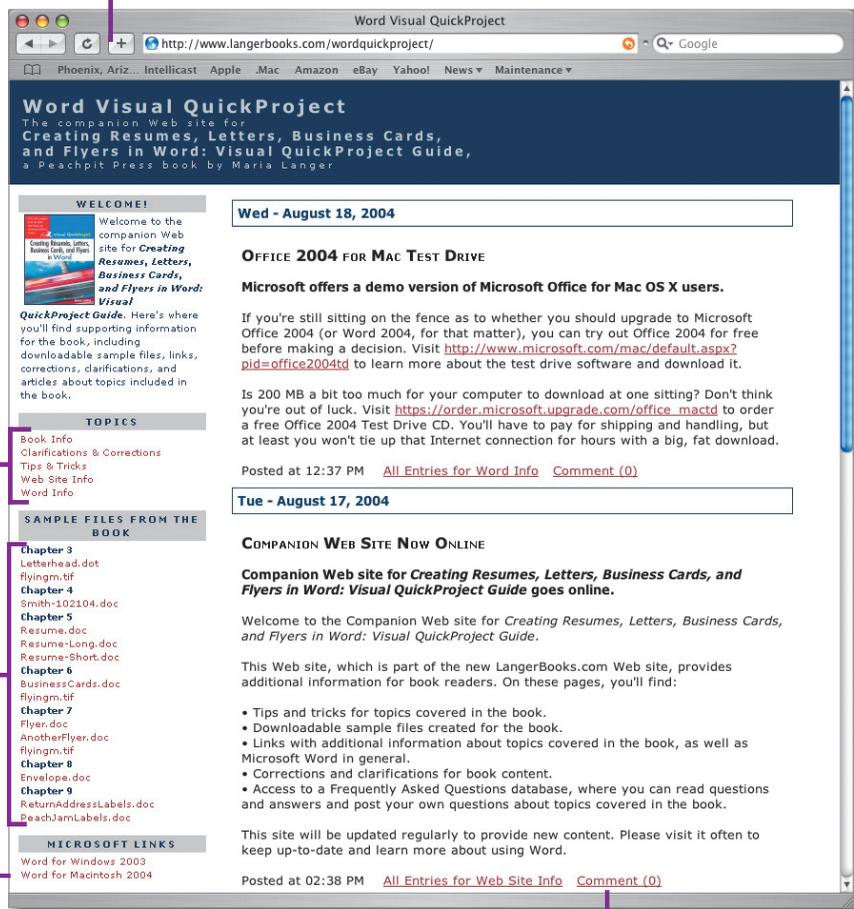
<http://www.langerbooks.com/wordquickproject/>.

Content is updated regularly with news, tips, and more.

Read timely articles about getting the most out of Word.

Download sample files used in the book.

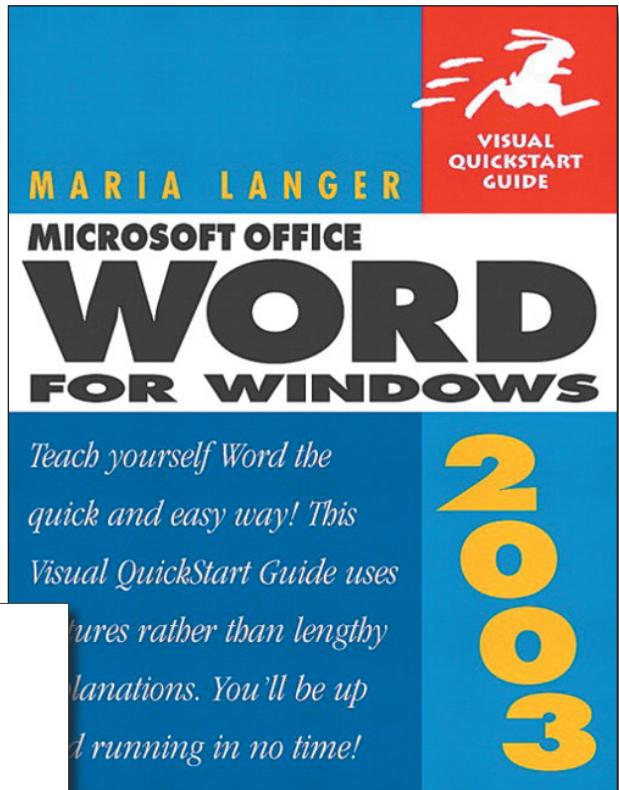
Access other valuable online resources.



Share your comments and tips with other site visitors.

the next step

While this Visual QuickProject Guide will walk you through all of the steps required to create letterhead, letters, business cards, résumés, flyers, envelopes, and labels, there's more to learn about Word. After you complete your documents, consider picking up one of my books about Word—*Microsoft Office Word 2003 for Windows: Visual QuickStart Guide* or *Microsoft Word 2004 for Macintosh: Visual QuickStart Guide*—as a handy, in-depth reference.



Chapter 14

The Mail Merge Task Pane

Word's Mail Merge task pane (Figure 1) leads you, step-by-step, through the process of performing a mail merge. Each step offers options based on selections you made in previous steps. At any point in the process, you can go back and change options.

To use the Mail Merge task pane: an overview

1. Open the Mail Merge task pane (Figure 1).
2. Select the type of document you want to create.
3. Open or create a main document.
4. Open or create a data source document and select the records to include in the merge.
5. If necessary, edit the main document to include static text and merge fields.
6. Preview the merge documents.
7. Perform the merge.

This chapter provides details for all of these steps.

To open the Mail Merge task pane

Choose **Tools > Letters and Mailings > Mail Merge** (Figure 2).

✓ Tips

- You cannot open the Mail Merge task pane unless a document window is open.
- The Mail Merge task pane, which was referred to as the *Mail Merge Wizard* in Word 2002, is a reworked version of the Mail Merge Helper from previous versions of Word.



Figure 1
The first step of the Mail Merge task pane.



Figure 2
Choose Mail Merge from the Letters and Mailings submenu under the Tools menu.

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Both books include more advanced information about using Word to create documents. They tell you about all the options you see in Word dialogs, explain how to customize Word so it works the way you need it to, and provide detailed, step-by-step instructions for using basic, intermediate, and advanced Word features.

