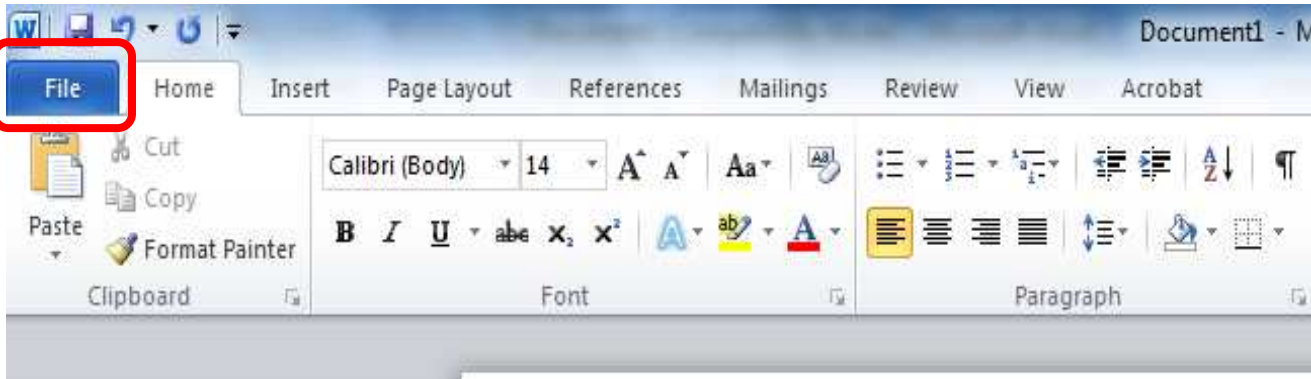


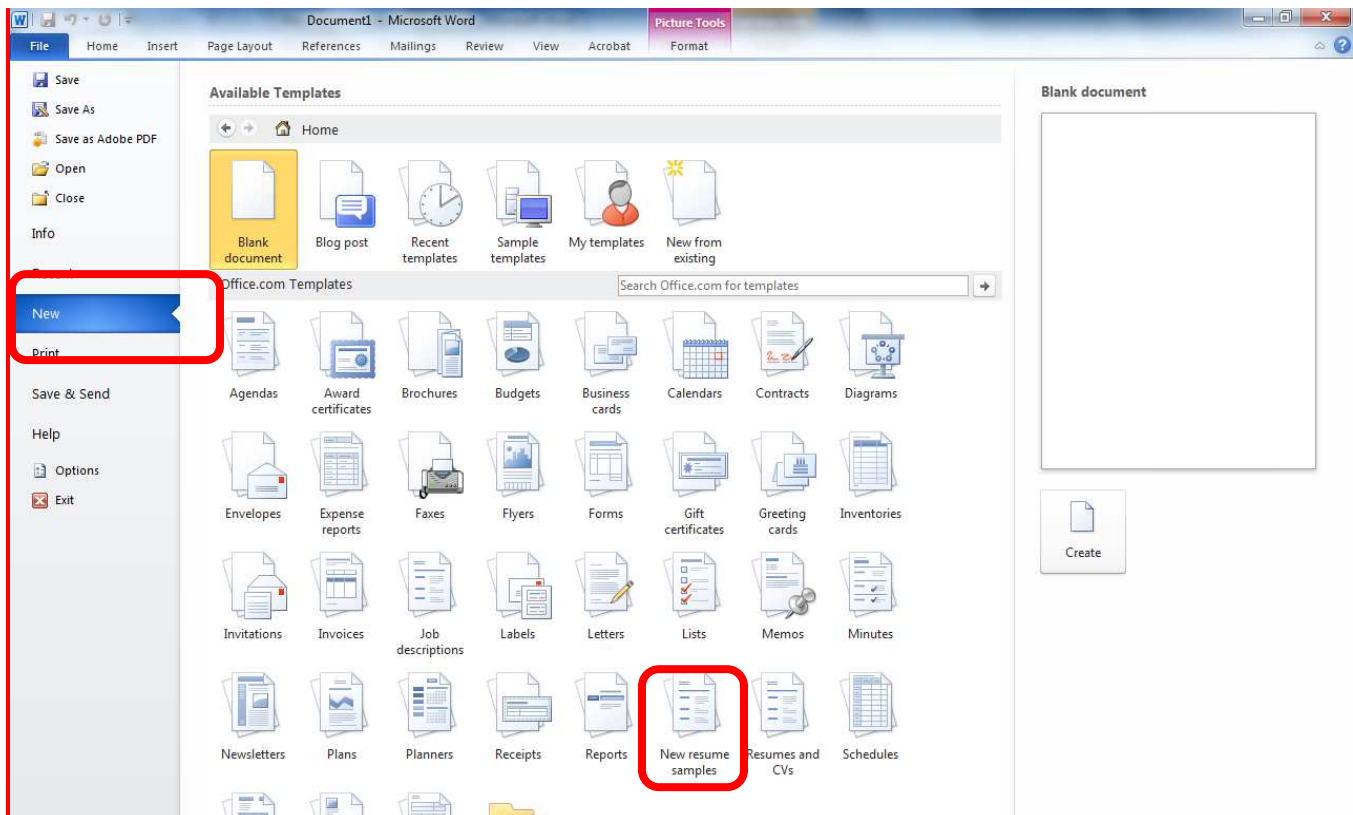
# Word 2010 Resume Templates

Double click on Word 2010  to open Word 2010 program.

1. Click on File.



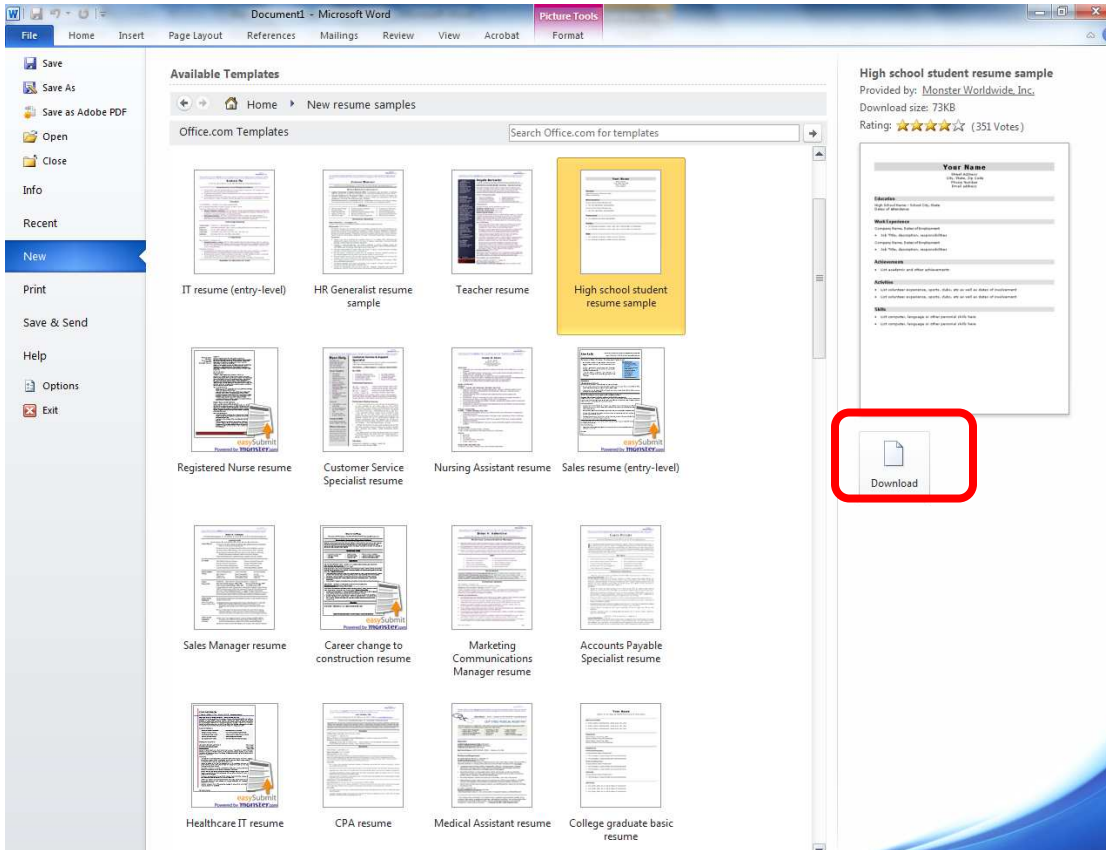
2. New.



3. Click on New resume samples.

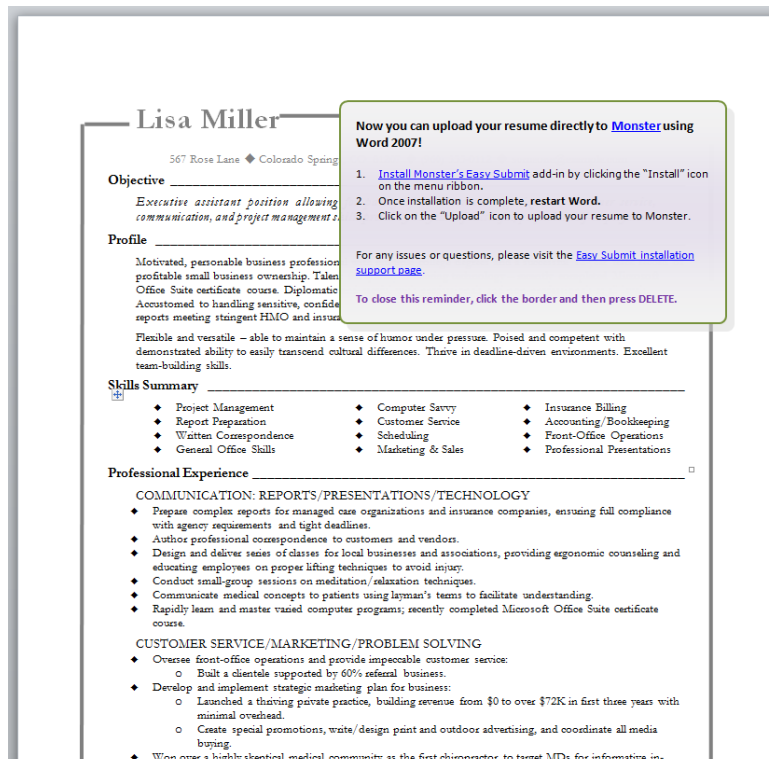
4. Search for the type of resume you need





5. Download the file

6. To make it your own, highlight and type over.

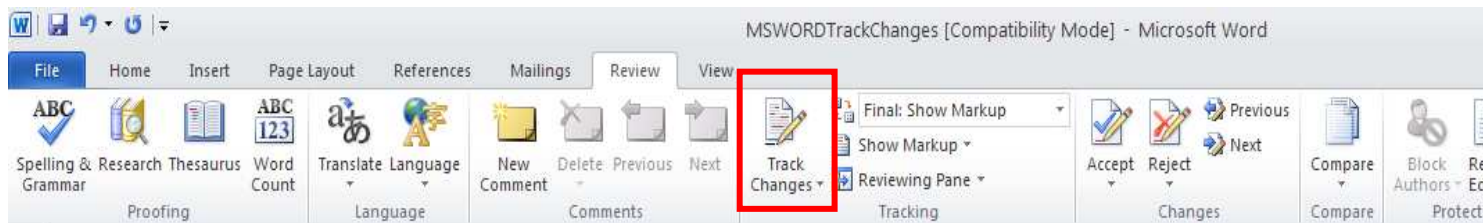


# Word 2010 Track Changes



The “Track Changes” function in Microsoft Word allows you to add and also see any changes that have been made to a document. This function is a great tool when multiple people work or share a document and they need to keep track of any changes made to the document. Changes such as deleting, insertion, spellcheck are all tracked and marked when using this function. The “Track Changes” function and its tools are found in the “Review” tab in the ribbon.

Track Changes is a great feature of Word that allows you to see what changes have been made to a document. The tools for track changes are found on the Review tab of the Ribbon.

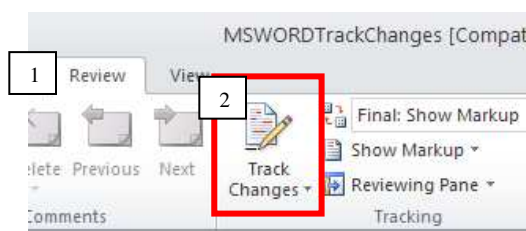


### Begin Track Changes

to keep track of the changes you'll be making to a document, you must click on **Track Changes** icon.

To start Tracking Changes:

1. Click on the Review Tab on the Ribbon.
2. Click on the Track **Changes** function.
3. As you make changes to the document, the content being changed will change color and a record of the change will be kept.



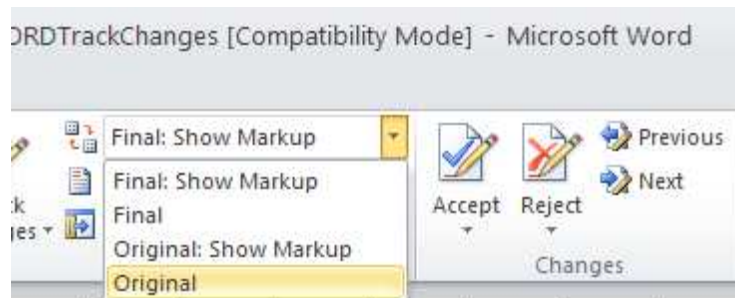
### Document Views

Shared Documents can be viewed in four different ways when the "Track Changes" function is used:

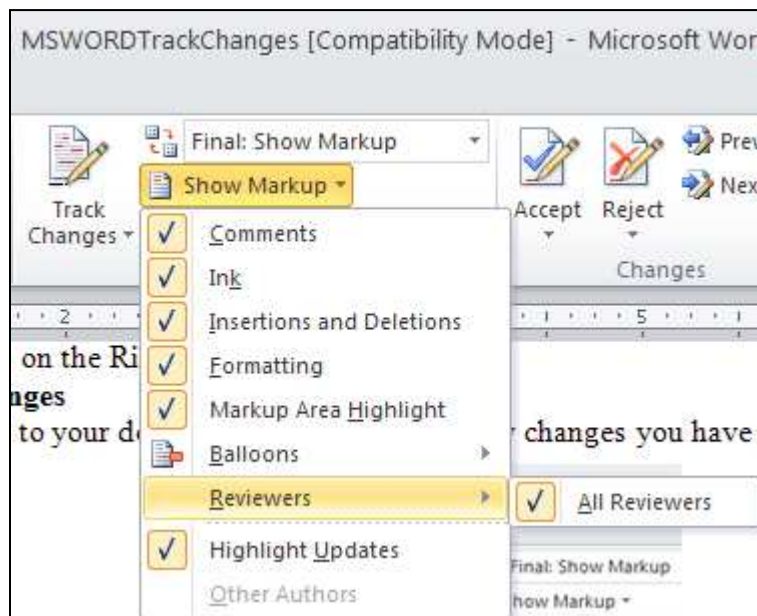
1. **Final Showing Markup:** This shows the document with the changes displayed.
2. **Final:** This shows the changed document, without the changes displayed.
3. **Original Showing Markup:** The original document with the changes displayed.

4. **Original:** The original document without any changes.

To change the view, click on the desired option in the **Tracking Group** of the Review tab on the Ribbon.



The **Show Markup** feature allows you to view different items (comments, ink, formatting, etc.) and choose to view different authors' comments.

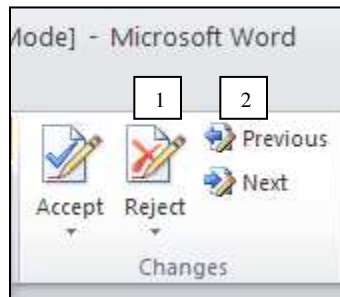


### Accept or Reject Changes

When changes are made to the document, and the document is then forwarded for review, the reviewer has the option to then accept or reject the changes.

1. Click on the **Accept** option to accept the changes that were made by the creator of the document.

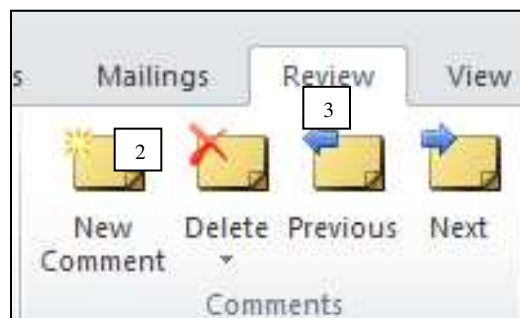
2. Click on the **Reject** option to reject the changes that were made by the creator of the document.



### Comments

The New Comments icon also lets you add comments to the document. To add a new comment, put your cursor where you would like to add the comment and click on New Comment.

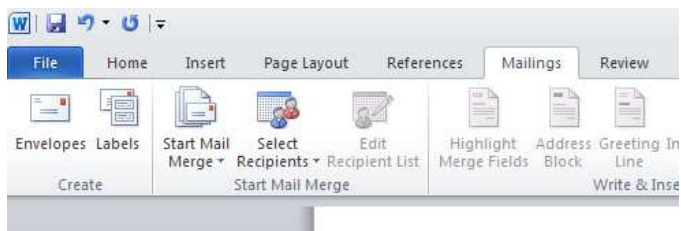
1. To add a comment to any part of the document the letter, word, or sentence must be highlighted.
2. Click on the New Comment function in the ribbon to add a note.
3. An author or reviewer can also delete a note by clicking on the Delete option in the comments group.



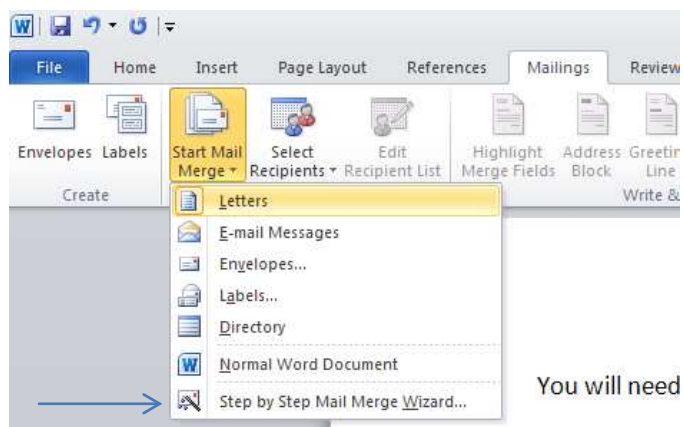
# Mail Merge 2010

You will need to have already stored your letter to get started.

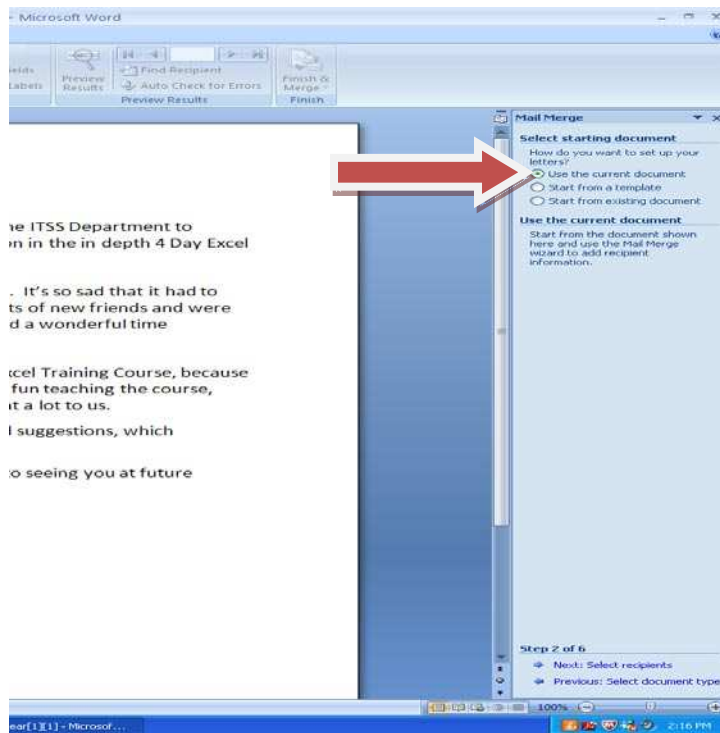
Open Word and click on the **Mailings** Tab.



Under the Start Mail Merge group click on the Start Mail Merge dropdown list, make sure Letter is selected then click on **Step by Step Mail Merge Wizard**.



You will see the Mail Merge Wizard has open on the right of your window select Letters then click **Next: Starting Document** at bottom.



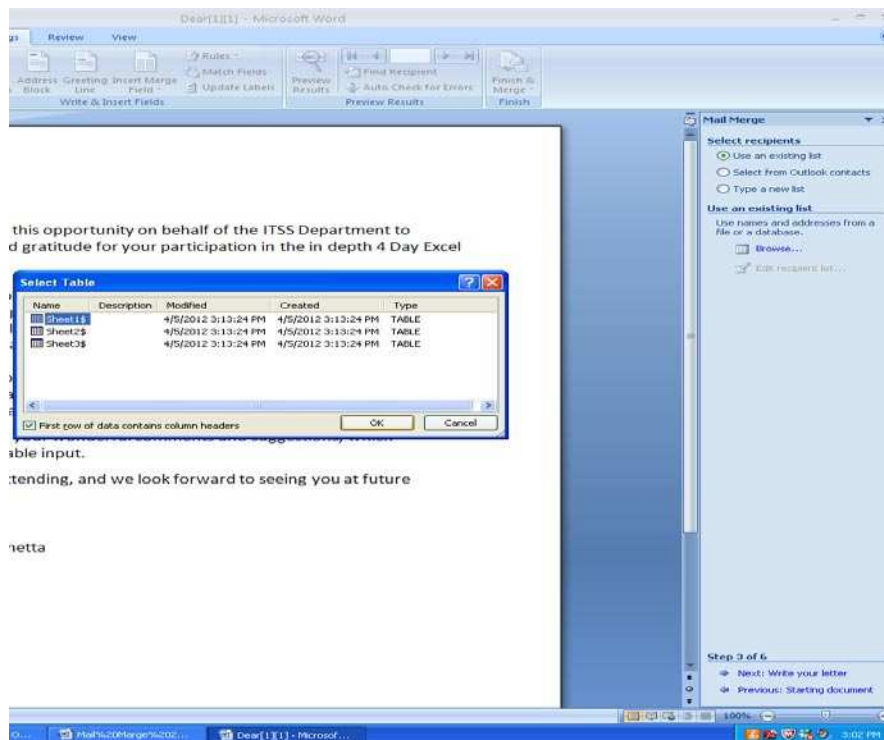
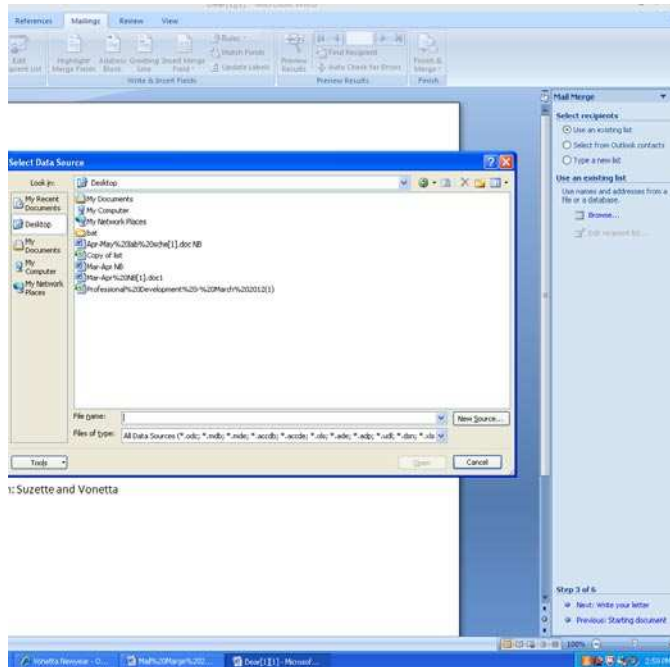
You will now be asked 'How you want to set up your Letter, choose one then click next at the bottom. (In this case we will be use the current document.)

Next: Select recipients





Select the list where you have your names & address stored, and click open.



Click on OK.

Dear ,

We would like to express our thanks for your participation in the Training Course.

It's hard to be end. We were glad to see many of you participating and you made our day.

We personally thank you for your presence and you made our day.

We thank you for the information you provided us with.

Thank you again for your participation in the workshops.

All the Best!

From: Suzette and Vonetta

**Mail Merge Recipients**

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	email	Names	Dept	ext
Copy of list.xlsx	<input checked="" type="checkbox"/>	emulinh@jay.cuny.edu	Emmeline Mulhinn	Office of Continuing Edu... 836
Copy of list.xlsx	<input checked="" type="checkbox"/>	jpujols@jay.cuny.edu	Josephine Pujols	Undergraduate Admissions 887
Copy of list.xlsx	<input checked="" type="checkbox"/>	alery@jay.cuny.edu	Avis Leary	Library 822
Copy of list.xlsx	<input checked="" type="checkbox"/>	mdutton@jay.cuny.edu	Michelle Dutton	Library 823
Copy of list.xlsx	<input checked="" type="checkbox"/>	galaxan36@aol.com	Guerlande Alexander	Student -
Copy of list.xlsx	<input checked="" type="checkbox"/>	pbrown@jay.cuny.edu	Patricia Brown	Library 824
Copy of list.xlsx	<input checked="" type="checkbox"/>	tamar.watson@jay.cun...	Tamar Watson	Student -
Copy of list.xlsx	<input checked="" type="checkbox"/>	jerentia@jay.cuny.edu	Jennifer Rentia-Barca	Sponsored Programs 844
Copy of list.xlsx	<input checked="" type="checkbox"/>	ycaton@jay.cuny.edu	Yvette Caton	Finance and Business Se... 846
Copy of list.xlsx	<input checked="" type="checkbox"/>	jsomarriba@jay.cuny.edu	Juan Somarriba	Finance and Business Of... 804
Copy of list.xlsx	<input checked="" type="checkbox"/>	ewellington@jay.cuny.edu	Elizabeth Wellington	Finance and Business Of... 497
Copy of list.xlsx	<input checked="" type="checkbox"/>	craden@jay.cuny.edu	Carolin Craden	Library 826

Refine recipient list

Sort...  
Filter...  
Find duplicates...  
Find recipient...  
Validate addresses...

Edit... Refresh

OK

**Mail Merge**

**Select recipients**

Use an existing list  
 Select from Outlook contacts  
 Type a new list

**Use an existing list**

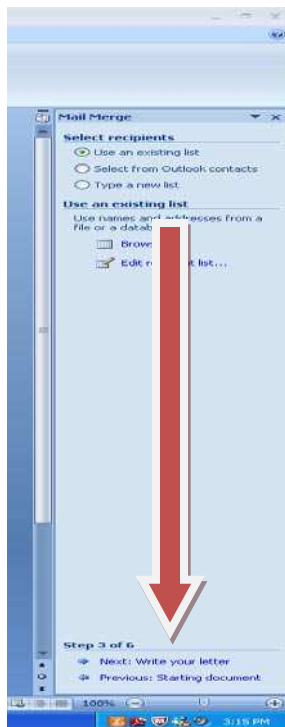
Use names and addresses from a file or a database.

Browse...  
 Edit recipient list...

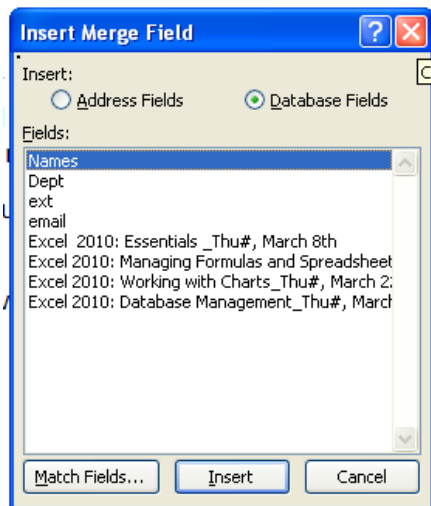
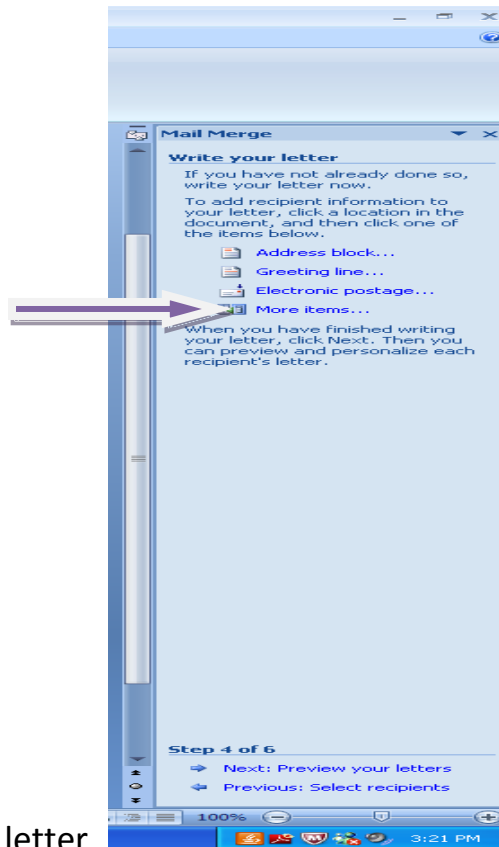
Step 3 of 6

Next: Write your letter  
 Previous: Starting document

Click on OK.

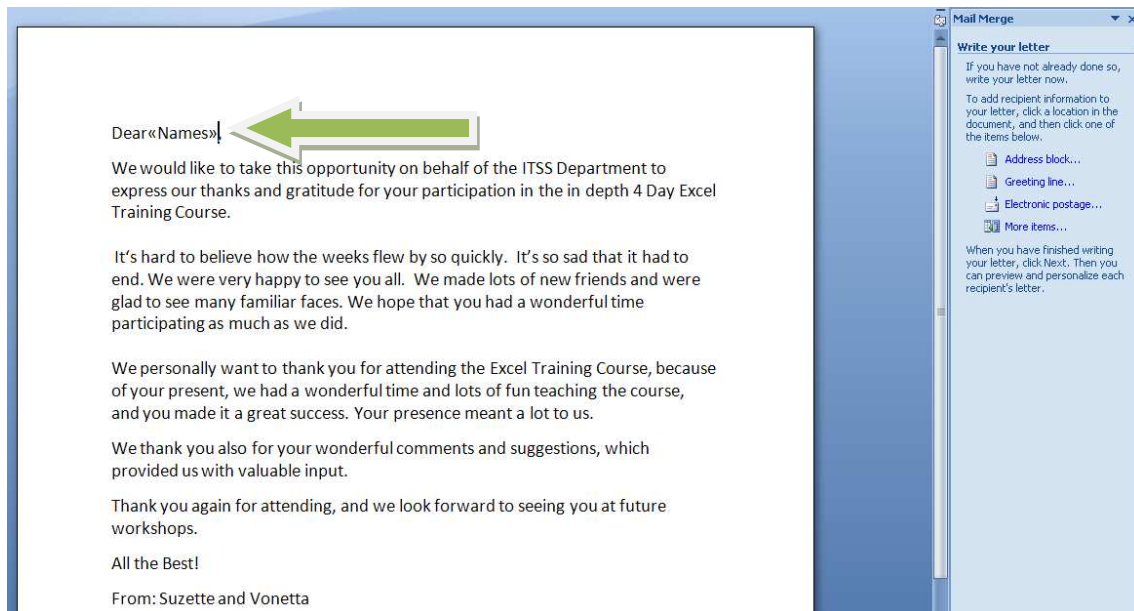


Next: Write your letter



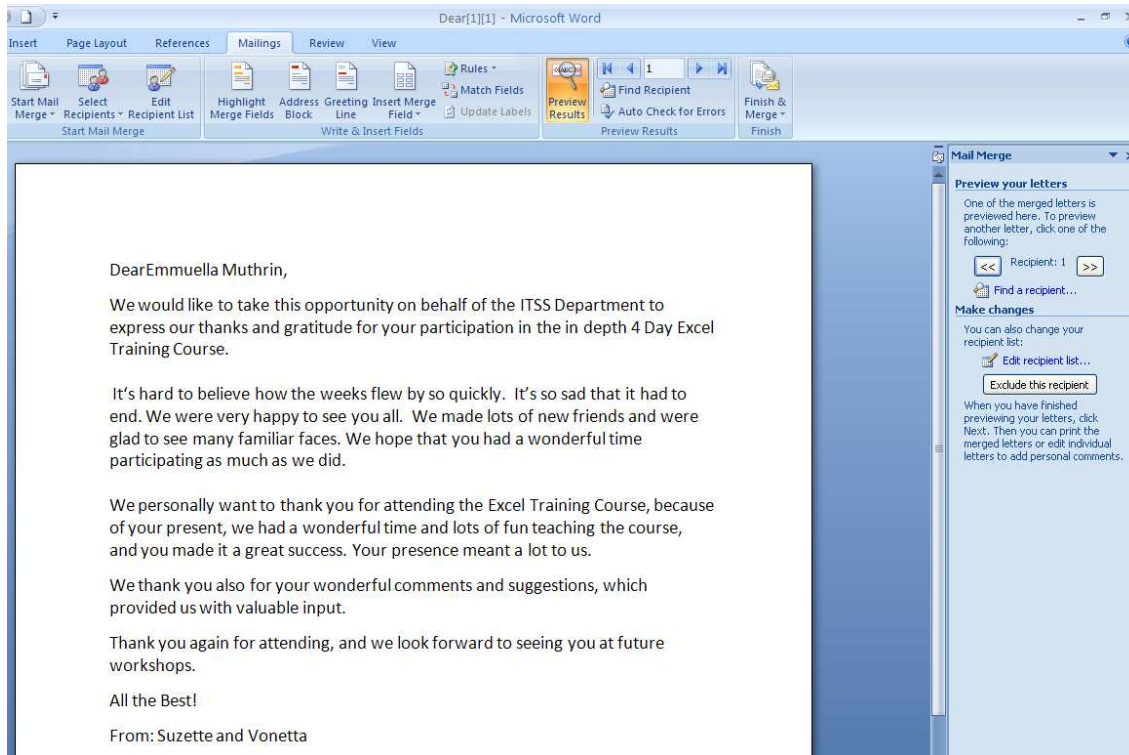
If you have not already done so write your letter now. To add your recipient information to your letter, click a location in the document and then click one of the items. (More items)

Make sure that you select the field to insert into document and then click insert. Also remember to place the pointer where you want the name to appear, repeat this process for each step. Click close to move the pointer to its new position. To reopen, Insert Merge Field window, click on more Items again.



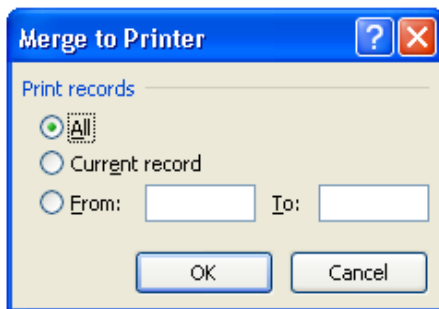
Once finish entering field names, at the bottom click on Next: Preview your letters.

At the top of the window use << or >> to preview merge letters.



Click next: Complete Merge at the bottom of the window.

Click OK on the Merge to Printer window. (Send merge document to print)



Click on OK to follow normal print process.

Edit Individual Letters



Click on OK.

The letters are now on a separated page; scroll down to see your next letter.

Save your letter as you would any other Word document.