

Title:

Five tips and tricks for using Word for business

Word Count:

853

Summary:

<p>Every business needs an official letterhead. You don't have to buy it. If you know what you use time after time. </p>

Keywords:

Small Business Ideas, Small Business Start Up, Small Business Plans

Article Body:

<p>Most people don't use all the features of their software. We tend to pinpoint the most help<p>Here are five features in Microsoft Word that could save you time and money. </p>Create and Design Your Company's Letterhead, Templates and More <p>Every business needs an official letterhead. You don't have to buy it. If you know what you

use time after time. </p>

<p>A letterhead doesn't have to be complicated. It can be as simple as the company name, address and you can change the size and style. </p>

<p>You may want to add art. You can scan in your logo and use it. Or alternatively make use of

thousands of royalty-free images available to users of <a href="http://www.microsoft.com/india</p>

<p>Microsoft also offers free templates for letters, labels and forms. They can be found in theSend the Same Letter to Many People Without Addressing Each Separately <p>Word's Mail Merge makes it easy to send the same letter to lots of different people. </p><p>It uses a list of names and addresses from a table. You can create the table in Word, Access

part of Microsoft Office . </p>

<p>This works best with planning. You have many options; this example uses Excel but there are<p>Start by writing your letter. The same letter goes to everyone; you can't do much customisation

address and the salutation. </p>

<p>When setting up Excel , you need the person's name and address. You'll also need a salutation<p>letter, you might want the salutation to be Dear Rocky. If your relationship with Dr. Rocky Jones

the names in the Salutation column would be "Rocky" or "Dr. Jones." </p>

<p>Now open your letter. Go to Tools > Letters and Mailings > Mail Merge Wizard

also make things easier by addressing envelopes and labels with Mail Merge. </p>

Add a Watermark to a Document so Everyone Knows it's a Draft

<p>If you are circulating a proposal to your staff, you don't want it mistaken for the finished<p>"Draft". </p>

<p>A watermark is clearly visible on the document but does not damage the legibility of the word<p>colour. </p>

<p>To use a watermark, go to Format > Background > Printed Watermark .

use a watermark regularly, create a template (see above). </p>

<p>Be careful not to go overboard. There's a fine line between cool and irritating. If the watermark

bother. </p>

Keep an Eye on Changes that People are Making to Documents

<p>When a document is returned to you, it can be difficult to see changes made by others. Word

</p>

<p>Here are the instructions for Word 2002/ 2003: </p>

<p>^ First, open the newer Word document. </p>

<p>^ Click Tools > Compare and Merge Documents . </p>

<p>^ Browse to the original Word document. </p>

<p>^ Click it once to highlight it. </p>

<p>^ In the lower right corner, click the drop-down box and select "Merge Into Current Document"

<p>For Word 97 and Word 2000: </p>

<p>^ Click Tools . </p>

<p>^ Go to Track Changes . </p>

<p>^ Click Compare Document . </p>

<p>^ Find the original Word document and click it once so it is highlighted. </p>

<p>^ Click Open . </p>

<p>Sometimes developing a document is so arduous that we lose sight of what we're trying to do

<p>That's easy to do in Word. Click File > Versions . Select "Automatically

document, that version will be saved. </p>

<p>When you want to look at an old version, follow the same path. All of the versions will be

version you want and click Open. </p>

<p>You can turn off this "versioning" feature by clearing the check mark from "Automatically s

versions. Just highlight the ones you want to lose and click delete. </p>

This is a demo version of txt2pdf v.10.1

Developed by SANFACE Software <http://www.sanface.com/>

Available at <http://www.sanface.com/txt2pdf.html>