

Microsoft Word

UNA INTRODUZIONE



Microsoft Word



Microsoft Word è un programma di videoscrittura prodotto da Microsoft; in inglese **Word Processor**.

La prima versione risale al 1983 e fu disponibile per il sistema operativo DOS. Nel 1984 fu creata la versione per Macintosh, e fu uno dei primi software importanti per questa piattaforma. La versione per Windows fu distribuita nel 1989. il progetto Windows nacque proprio per dotare Word (ed Excel) di un'interfaccia grafica sulla piattaforma DOS.

Gli utenti che non possiedono una licenza di Microsoft Word non possono sempre visualizzare correttamente i documenti da esso generati e salvati nel formato proprietario ".doc". Microsoft per risolvere questo problema ha adottato il formato .docx, simile al formato .odt (OpenDocument text) usato tradizionalmente da OpenOffice e LibreOffice, ma con alcune parti di codice proprietario.

Essenzialmente, vengono prodotti dei file con la descrizione XML del documento che poi vengono compressi con ZIP per ottenere un unico file di dimensioni ridotte.

Mail merge



Stampa unione

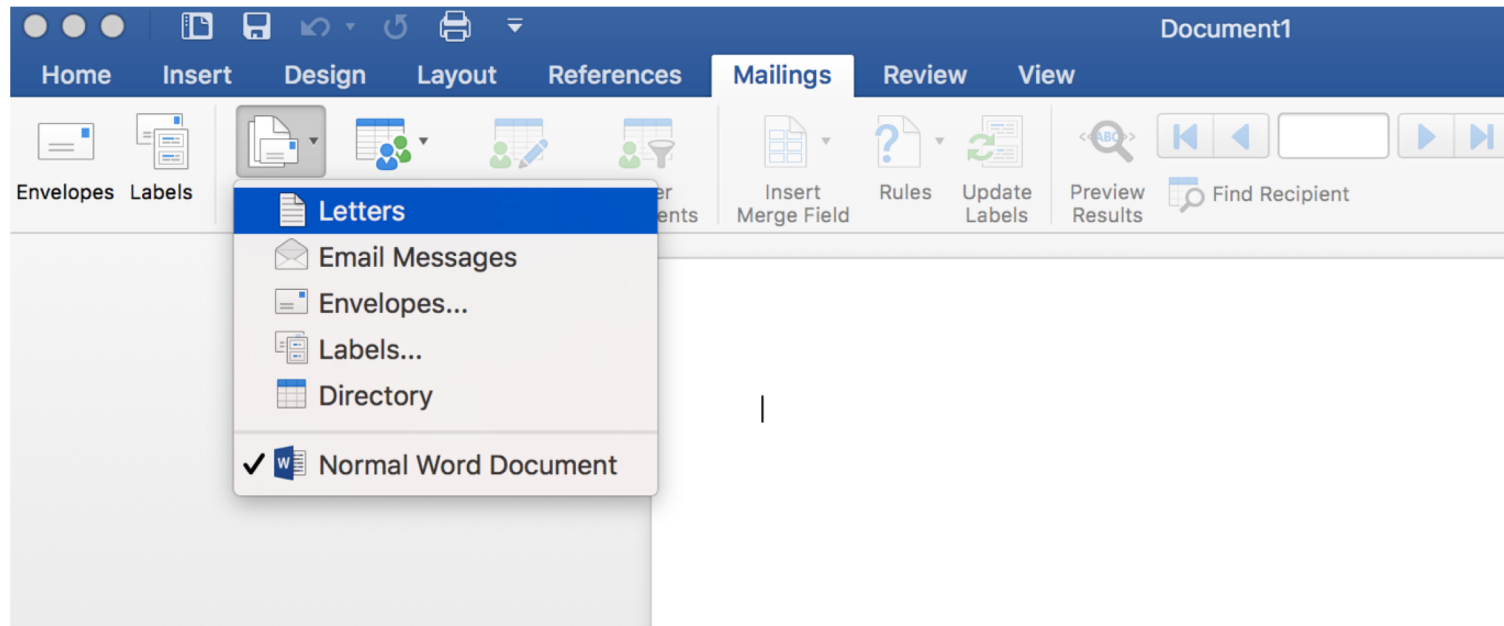
La stampa unione è utile in caso di debba spedire lo stesso documento a più destinatari differenti. Il corpo principale del documento rimane lo stesso, mentre cambiano solamente pochi campi. Con la stampa unione si evita di riscrivere lo stesso documento cambiando solamente questi pochi particolari.

I documenti coinvolti nella stampa unione sono sostanzialmente tre:

1. Il documento principale: rappresenta il layout che tutte le buste o le lettere devono avere. È un documento Word a tutti gli effetti e quindi può contenere immagini, tabelle e quant'altro.
2. La lista di indirizzi: è il file di dati da cui Word acquisisce gli indirizzi
3. Il documento unione dei due precedenti: riempie i campi presenti nel documento principale con il dato istanziato a quello contenuto nella lista di indirizzi

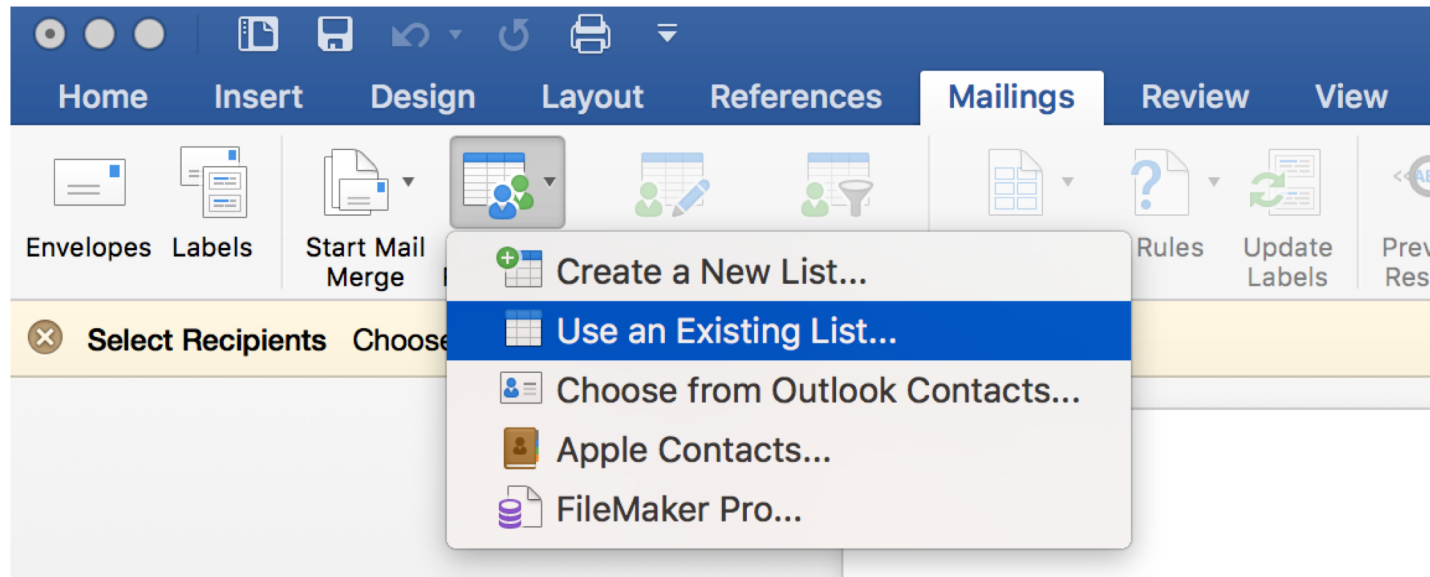
Cominciamo

Selezionare **Start Mail Merge** da **Mailings**, e poi il tipo di documento per il quale si vuole allestire la stampa-unione.

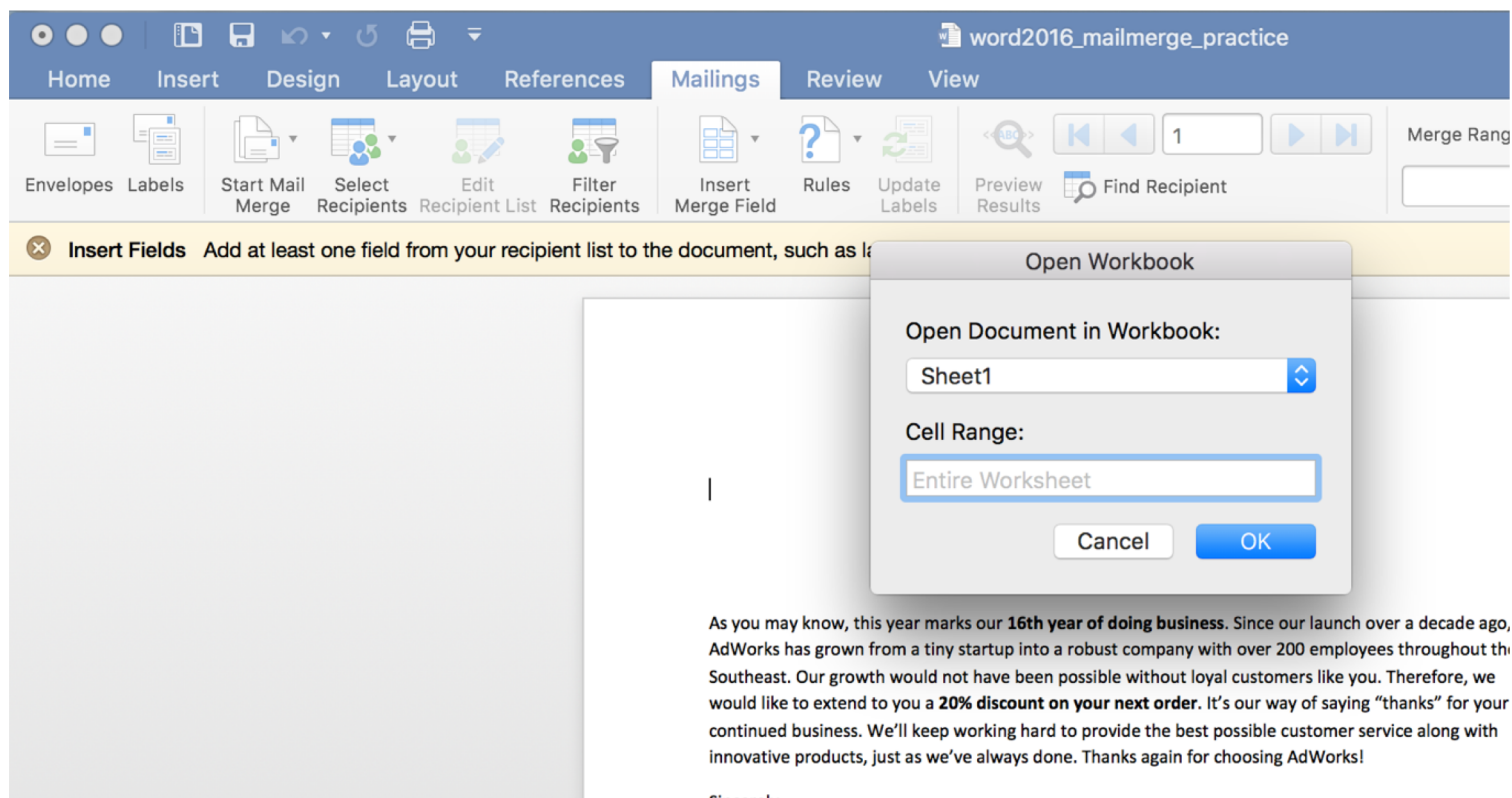


Destinatari

Adesso si deve selezionare un foglio di lavoro con i vari destinatari della lettera. Word ci chiederà il percorso di un file excel dove sono presenti le informazioni dei vari destinatari



Importazione di un foglio e dei suoi campi



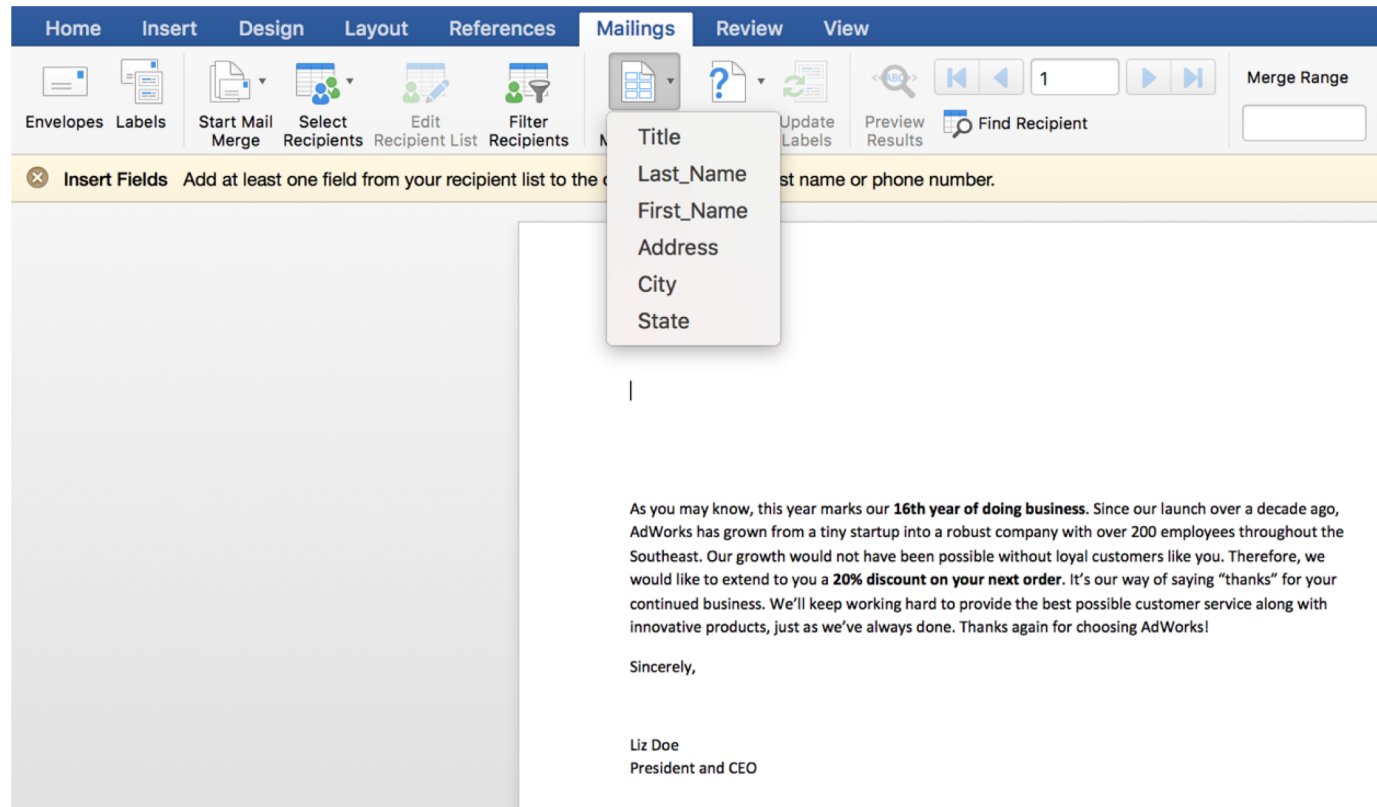
The screenshot shows the Microsoft Word interface with the 'Mailings' ribbon selected. The ribbon includes options like 'Envelopes', 'Labels', 'Start Mail Merge', 'Select Recipients', 'Edit Recipient List', 'Filter Recipients', 'Insert Merge Field', 'Rules', 'Update Labels', 'Preview Results', and 'Find Recipient'. A yellow banner below the ribbon reads 'Insert Fields Add at least one field from your recipient list to the document, such as'. An 'Open Workbook' dialog box is open, showing 'Sheet1' in the 'Open Document in Workbook:' field and 'Entire Worksheet' in the 'Cell Range:' field. The dialog has 'Cancel' and 'OK' buttons.

As you may know, this year marks our **16th year of doing business**. Since our launch over a decade ago, AdWorks has grown from a tiny startup into a robust company with over 200 employees throughout the Southeast. Our growth would not have been possible without loyal customers like you. Therefore, we would like to extend to you a **20% discount on your next order**. It's our way of saying "thanks" for your continued business. We'll keep working hard to provide the best possible customer service along with innovative products, just as we've always done. Thanks again for choosing AdWorks!

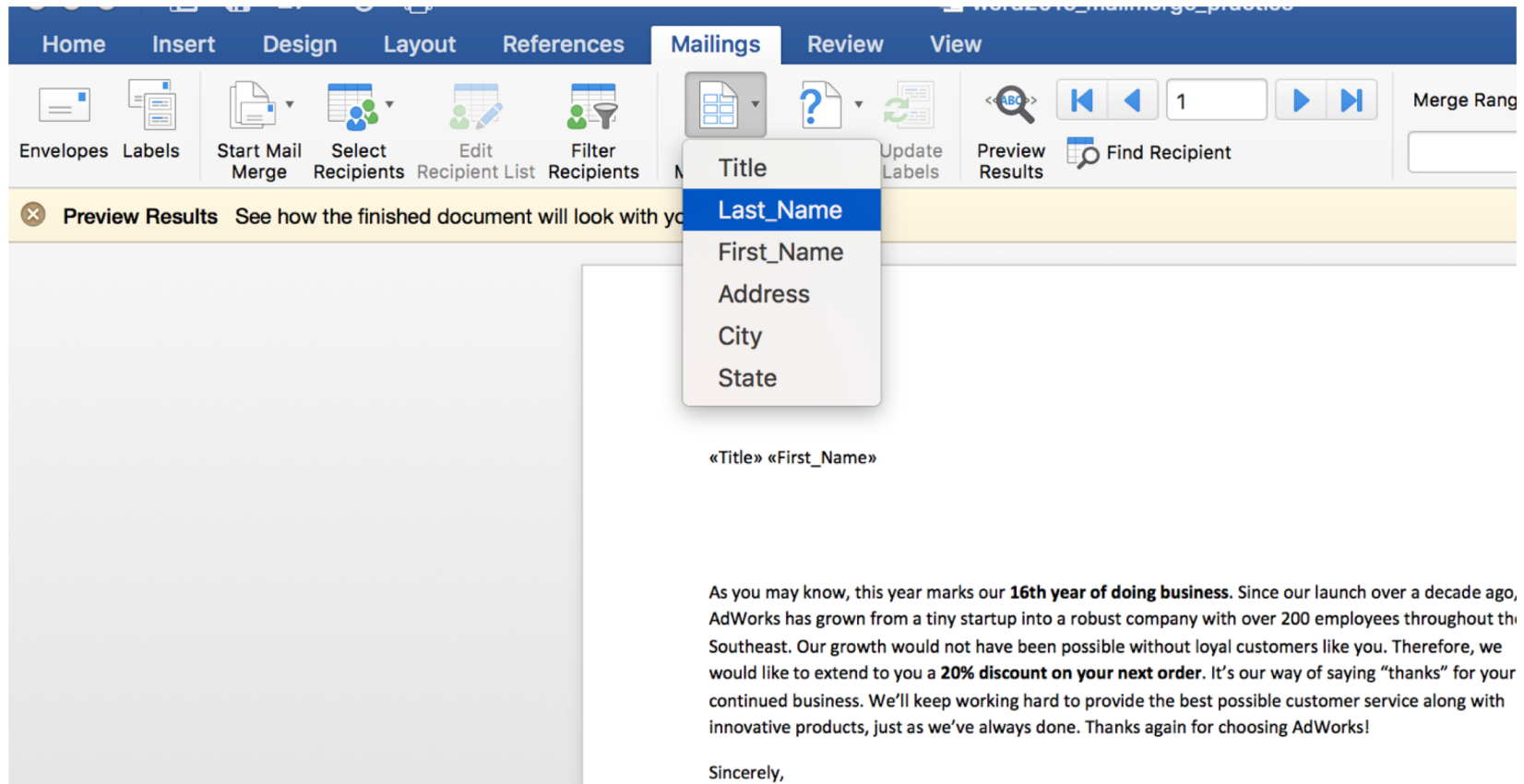
Sincerely,

Campi utilizzati dall'unione

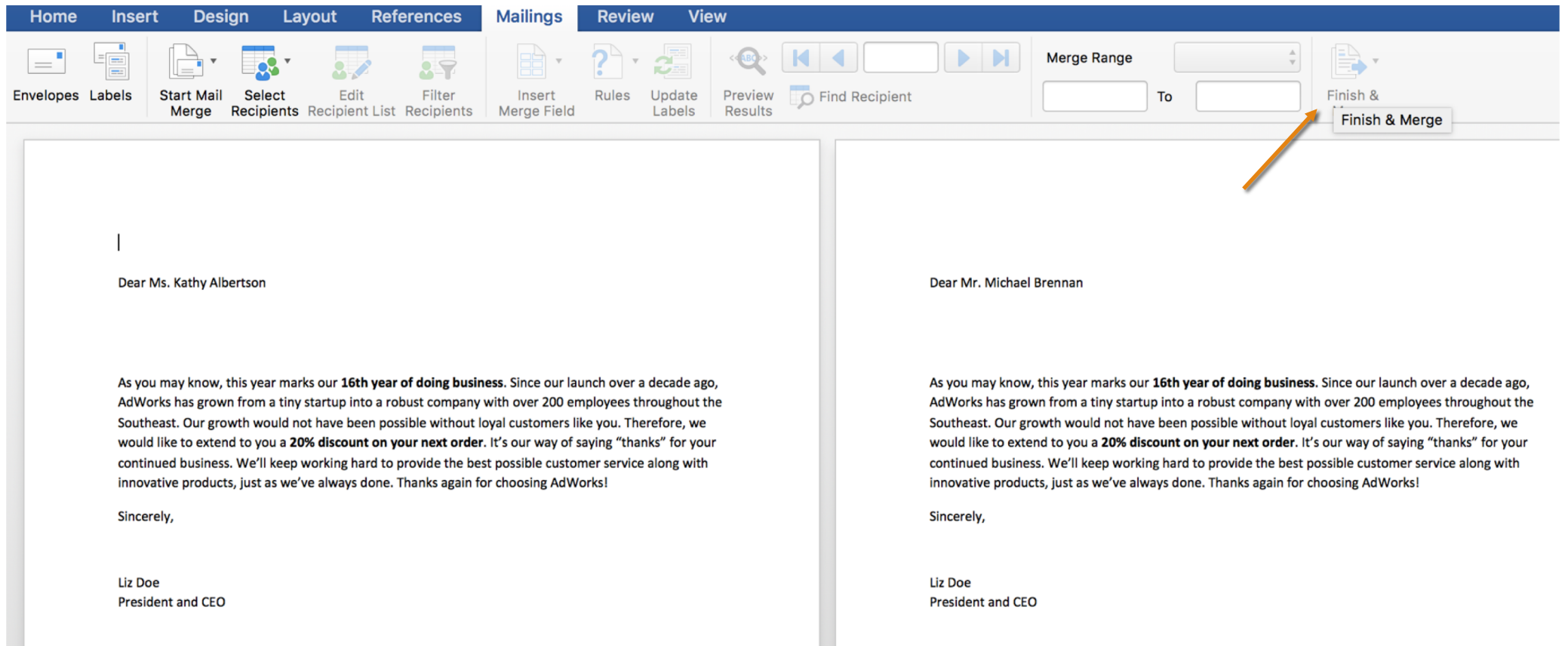
A questo punto di possono utilizzare i campi del file excel



Titolo, nome, cognome



Bottone Finish&Merge



The image shows the Microsoft Word ribbon with the 'Mailings' tab selected. The 'Finish & Merge' button is highlighted with an orange arrow. The ribbon includes sections for 'Envelopes', 'Labels', 'Start Mail Merge', 'Select Recipients', 'Edit Recipient List', 'Filter Recipients', 'Insert Merge Field', 'Rules', 'Update Labels', 'Preview Results', 'Find Recipient', 'Merge Range', and 'Finish & Merge'. Below the ribbon, two preview windows are shown side-by-side, each displaying a personalized letter.

Home **Insert** **Design** **Layout** **References** **Mailings** **Review** **View**

Envelopes Labels Start Mail Merge Select Recipients Edit Recipient List Filter Recipients Insert Merge Field Rules Update Labels Preview Results Find Recipient Merge Range To Finish & Merge

Dear Ms. Kathy Albertson

As you may know, this year marks our **16th year of doing business**. Since our launch over a decade ago, AdWorks has grown from a tiny startup into a robust company with over 200 employees throughout the Southeast. Our growth would not have been possible without loyal customers like you. Therefore, we would like to extend to you a **20% discount on your next order**. It's our way of saying "thanks" for your continued business. We'll keep working hard to provide the best possible customer service along with innovative products, just as we've always done. Thanks again for choosing AdWorks!

Sincerely,

Liz Doe
President and CEO

Dear Mr. Michael Brennan

As you may know, this year marks our **16th year of doing business**. Since our launch over a decade ago, AdWorks has grown from a tiny startup into a robust company with over 200 employees throughout the Southeast. Our growth would not have been possible without loyal customers like you. Therefore, we would like to extend to you a **20% discount on your next order**. It's our way of saying "thanks" for your continued business. We'll keep working hard to provide the best possible customer service along with innovative products, just as we've always done. Thanks again for choosing AdWorks!

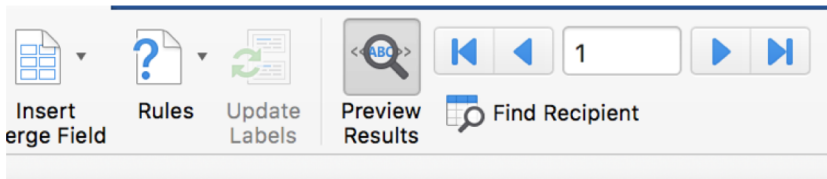
Sincerely,

Liz Doe
President and CEO

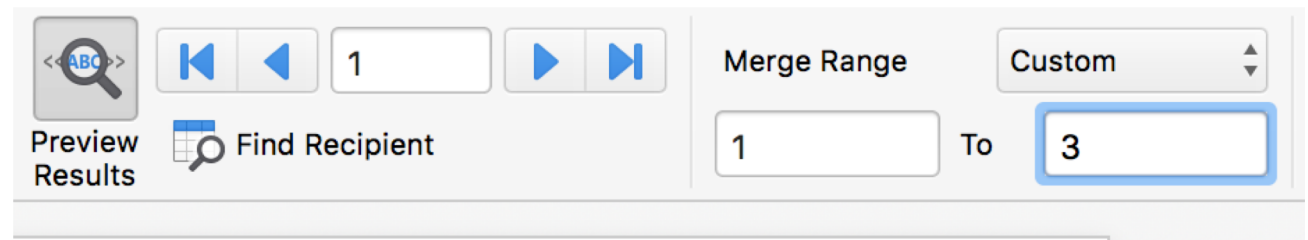
Preview

Con Preview Results e poi le frecce per spostarsi, si può scorrere tutti i documenti che verranno creati con Finish&Merge.

Si può inoltre fissare un range più corto per i documenti che verranno creati



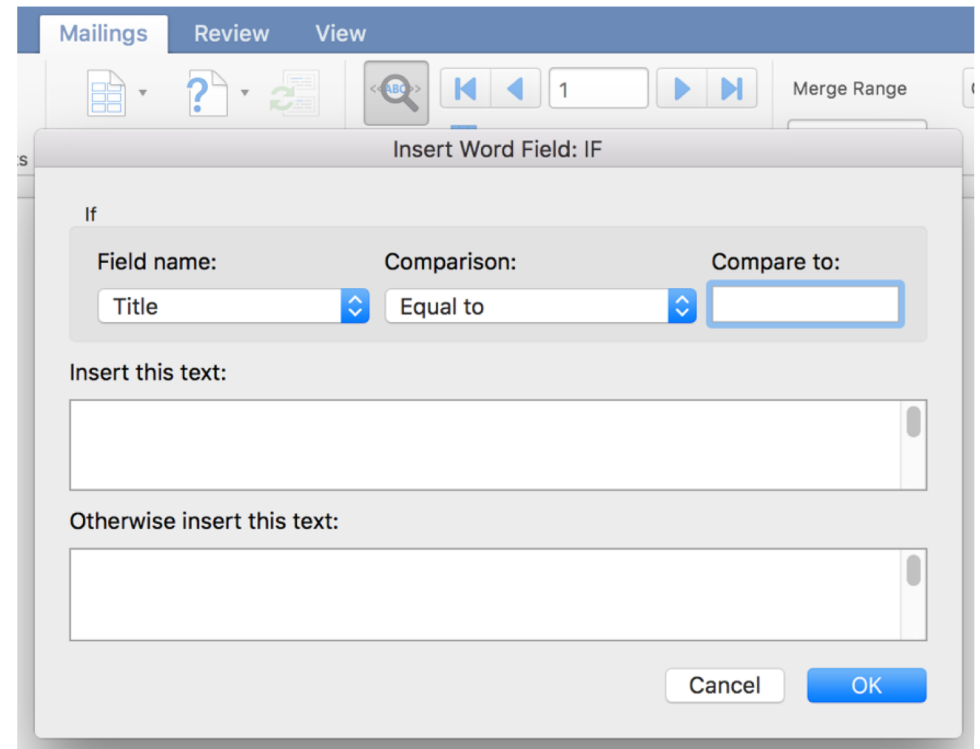
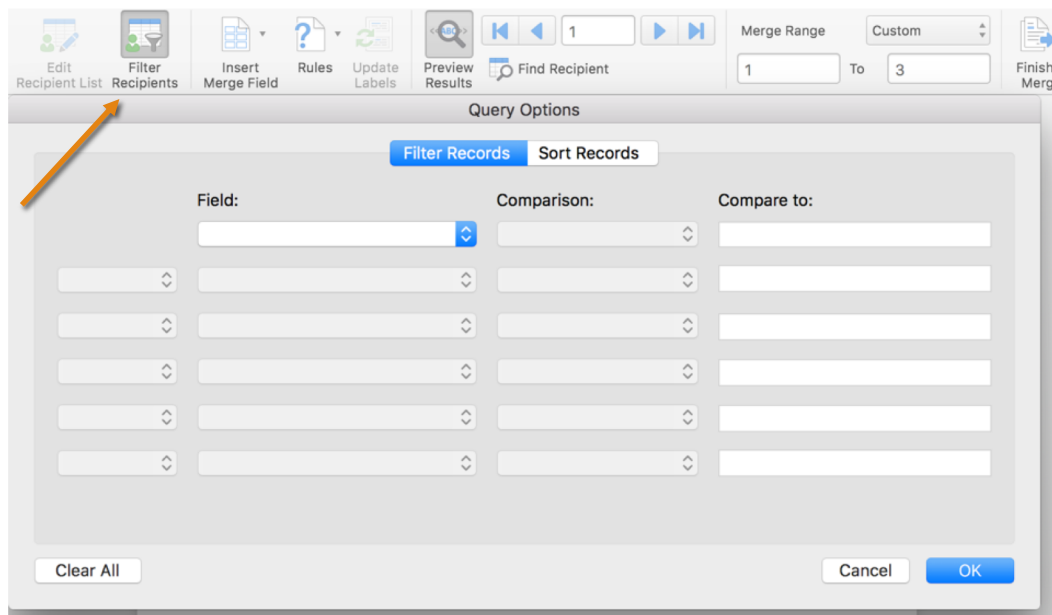
Dear Ms. Kathy Albertson



Regole

Si possono inserire alcune regole in base al contenuto del record (Rules).

Oppure filtrare i record in base al loro contenuto



Esercizio

William Davis
540 W 4th St, Apt 121
New York, NY

Mr. Davis,

As you may know, this year marks our **16th year of doing business**. Since our launch over a decade ago, AdWorks has grown from a tiny startup into a robust company with over 200 employees throughout the Southeast. Our growth would not have been possible without loyal customers like you. Therefore, we would like to extend to you a **20% discount on your next order**. It's our way of saying "thanks" for your continued business. We'll keep working hard to provide the best possible customer service along with innovative products, just as we've always done. Thanks again for choosing AdWorks!

Sincerely,

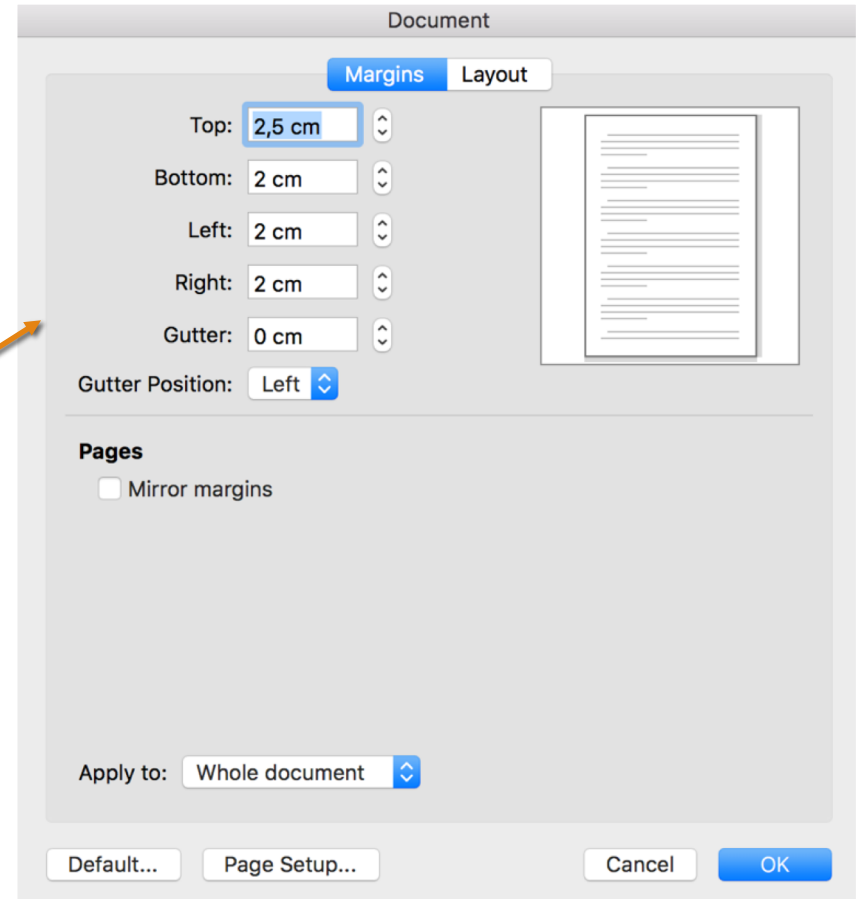
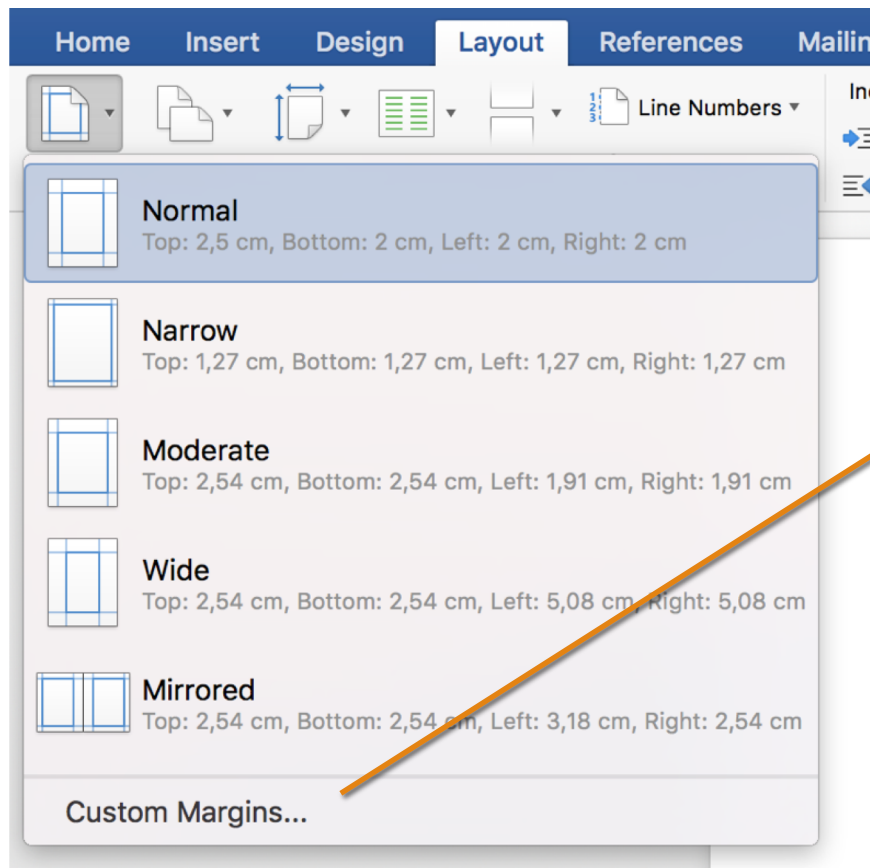
Liz Doe
President and CEO

Miscellanea

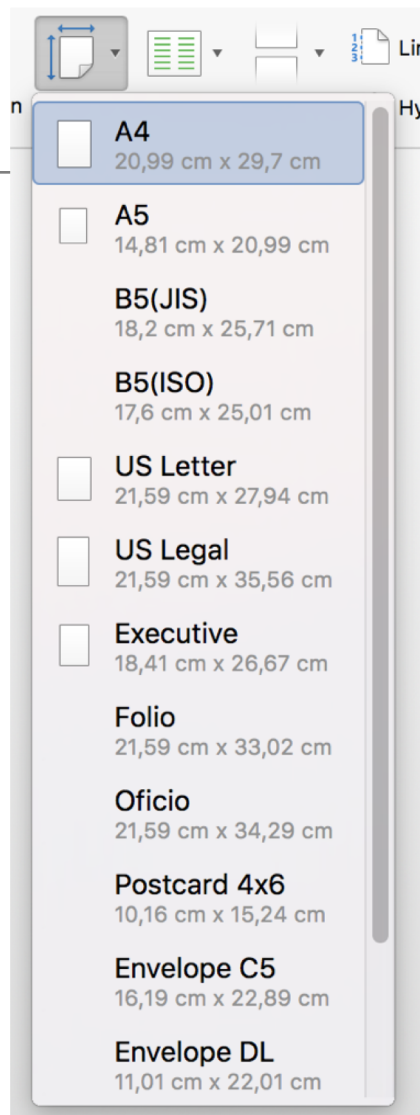
LAYOUT



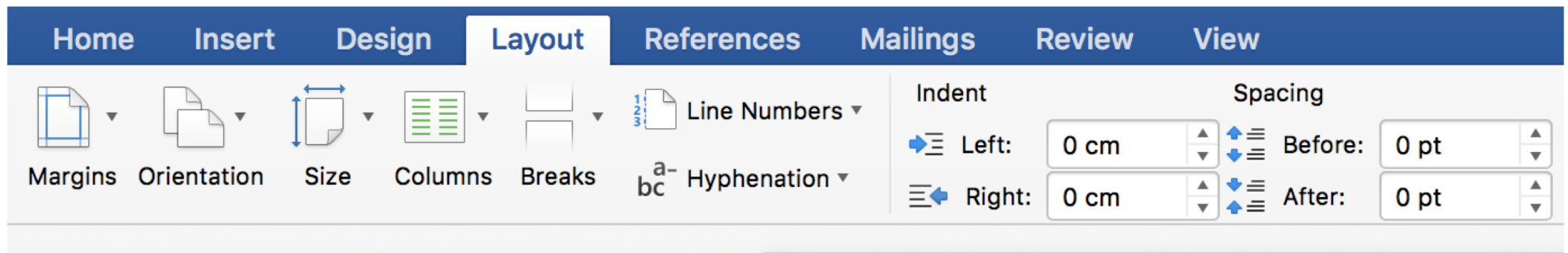
Margini



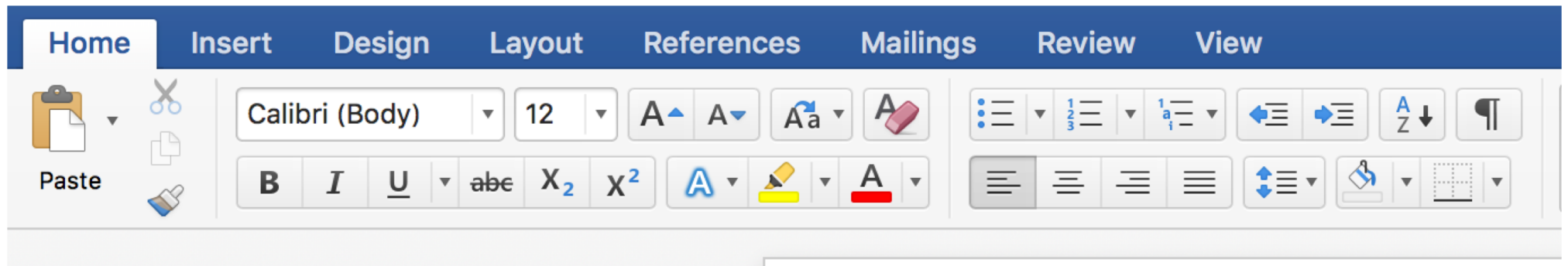
Dimensioni



Altro



Formattazione



Design

Home Insert Design Layout References Mailings Review View

Themes

TITLE HEADING 1 TITLE TITLE TITLE Title TITLE HEADING 1 Title Title Title HEADING 1 TITLE HEADING 1 TITLE HEADING 1 TITLE HEADING 1

Colors Fonts Paragraph Spacing Set as Default Watermark Page Color Page Borders

INIZIO

PRIMO CAPITOLO

In questo primo capitolo della tesi



Controllo ortografia

The screenshot displays the Microsoft Word interface with the 'Review' tab selected. The ribbon includes options for 'Spelling & Grammar', 'Smart Lookup', 'Thesaurus', 'Word Count', 'Language', 'New Comment', 'Delete', 'Resolve', 'Previous', 'Next', 'Track Changes', 'Markup Options', 'Reviewing', 'Accept', 'Reject', 'Previous', 'Next', 'Compare', 'Block Authors', 'Protect Document', and 'Restrict Permission'. The main document area shows the word 'INIZIO' in blue, followed by a blue bar labeled 'PRIMO CAPITOLO'. Below this, the text 'In questo primo capitol della tesi' is visible, with 'capitol' underlined in red. A blue box containing the word 'Quindi' is positioned below the text. At the bottom left, the text 'CCVVCVC' is underlined in red. On the right side, the 'Thesaurus' pane is open, showing a search for 'Quindi' with the following suggestions:

- ▼ Poi (avverbio)
 - Successivamente
- ▼ Perciò (congiunzione)
 - Pertanto
 - Di conseguenza (forma del diziona...

Struttura

Serve per dare una struttura al vostro documento, come se fosse un libro oppure una tesi.

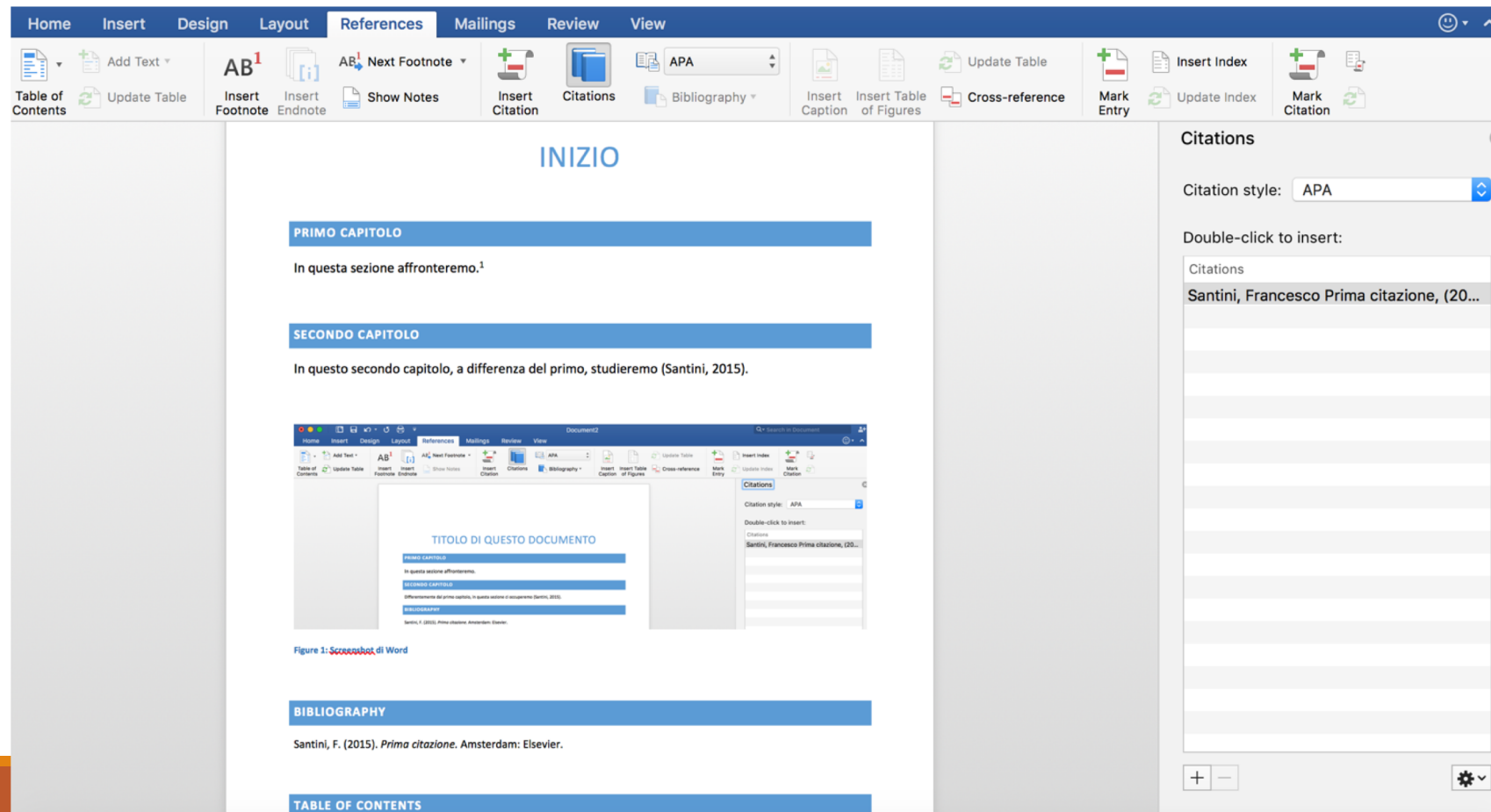


Figure 1: Screenshot di Word

Citazioni

Create New Source

Type of Source

Bibliography Fields for APA (* Recommended Field)

* Author:

Author as organization:

* Title:

* City: State/Province: Country/Region:

* Publisher: * Year:

Volume: Number of volumes: Pages:

Editor:

Translator:

Short title: Standard number:

Edition:

Comments:

Example: 2006

Materialie



Materiale

Tutorial utilizzato in parte per le slide <http://www.gcflearnfree.org/word2016>

Template <https://templates.office.com/it-it/templates-for-Word>

Pagina ufficiale Microsoft del supporto per Word <https://support.office.com/it-it/word>

Office 2016 for Dummies

Peter Weverka (Author)

ISBN-13: 978-1119083122

