

# MS Word Advanced

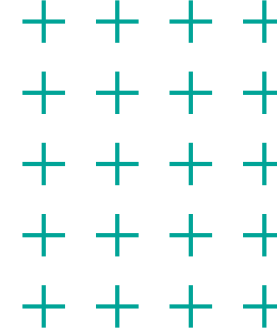


*Learn in-demand skills*

Mail Merge

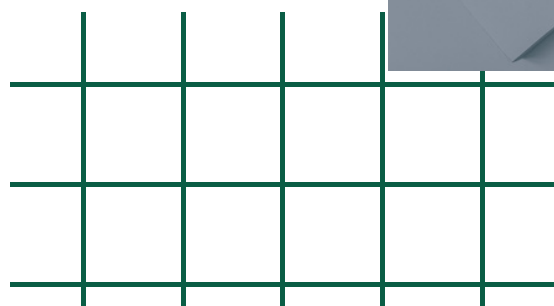
Referencing & Bibliographies

Making Polished Templates



Design beautiful,  
functional templates  
and create comprehensive  
bibliographies.

Bonus! An intro to mail merge -  
use one document to contact  
multiple people.



# Hello & Welcome

This session will begin shortly.  
While you wait, please download the slides for  
today's session from the [LevUL up website](#).



# LevUL Up

ULs Student Digital Skills Development Programme

In association with:



**Enhancing  
Digital Teaching  
and Learning**

Irish Universities Association

# Recording

- This session will now be recorded. Any further information that you provide during a session is optional and in doing so you give us consent to process this information.
- These recordings will be stored by the University of Limerick for one year and may be published on our website during that time.
- By taking part in a session you give us your consent to process any information you provide during it.

# Introduction



Let's make a fun, professional looking assignment report.

- Using and manipulating graphics, text and layout
- Working with charts and tables
- Cross-referencing and bibliographies
- Creating a mail merge (bonus!)

# Setting Up

## **Open the Activity File**

- This has a clear break down of the topics covered in order

## **Use the Activity File as a Base**

- Create a Cover Page
- Create a page with Introduction, Methodology, Etc.,
- Let's use some filler text

# Let's Get Organised

When writing an academic report, we want to make sure all of our data and research is easily accessible.

## Styles Pane

- We can edit the appearance of text throughout our document using the styles pane
- By using different headings, we can 'bookmark' sections of our document to use in our table of contents

## Editing our Table of Contents

- Customising the table of contents page

# Creativity Time

Let's create a custom cover page.

## Using Text boxes

- Using styles
- Editing text
- Adding effects

## Adding Images

- Online, personal galleries
- Corrections & effects



# Show me the Data

**Presenting data and research in Microsoft Word.**

## **Creating Flow Charts using Smart Art**

- Using templates
- Adding and reordering content
- Wrapping text

## **Adding Charts with Data from Excel**

- Adding data from excel
- Customising our table



# Let's Link Up

Let's make our data, charts, figures, and tables easy to find.

## Cross Referencing

- Referencing a table, photo, chart

## Adding Web Links

- Adding and editing hyperlinks

## Bibliographies & Referencing

- Adding and editing citations
- Generating a bibliography

# Bonus! Mail Merge

You've designed a wonderful assignment and now you want to send it to everyone.

Mail merge is a great feature that lets you create customised mailing lists for mass snail mail and mass email.

## Mailings

- Mail merge
- Outlook or Excel?

# Support & Resources

Looking for more information on how to use Microsoft Word? Why not try...

- YouTube videos
- Skillshare
- Udemy
- LinkedIn Learning courses



**LEARN MORE**



# LevUJL up

ULs Student Digital Skills Series



**Enhancing  
Digital Teaching  
and Learning**

Irish Universities Association



UNIVERSITY OF  
**LIMERICK**  
OLLSCOIL LUIMNIGH

Centre for  
Transformative  
Learning



University of Limerick,  
Limerick, V94 T8PX,  
Ireland.  
Ollscoil Luimnigh,  
Luimneach,  
V94 T8PX, Éire.  
+353 (0) 61 202020

[ul.ie](http://ul.ie)

**Thank you!**