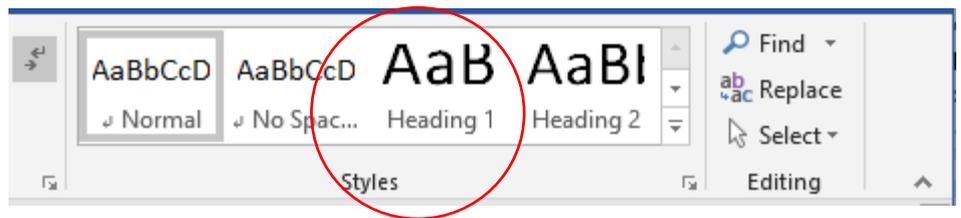
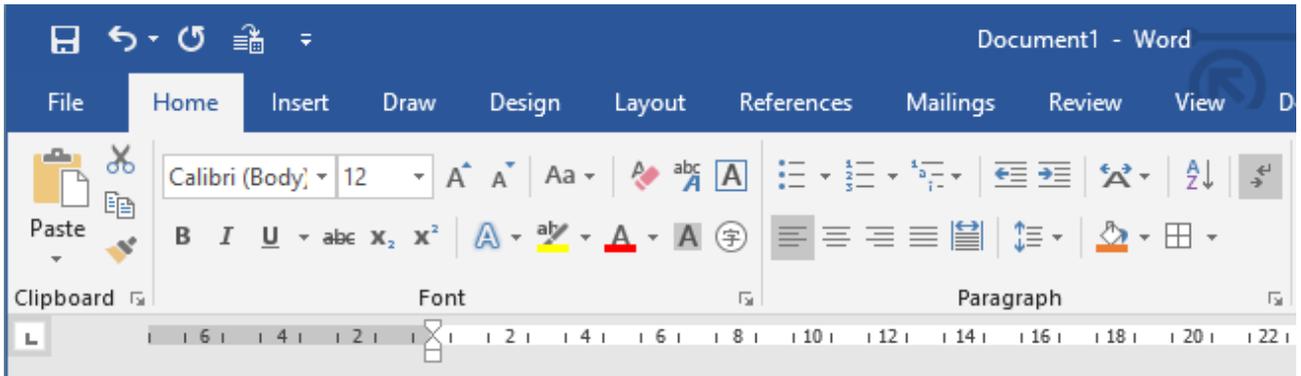
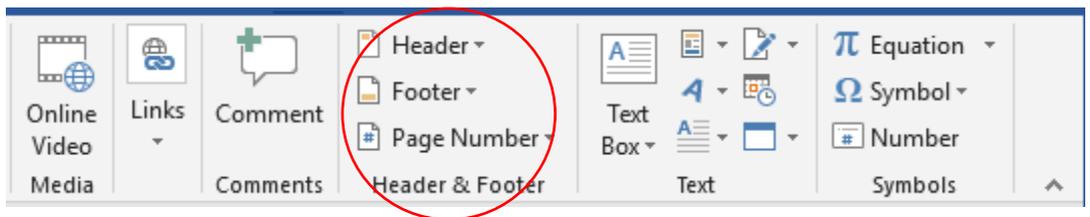
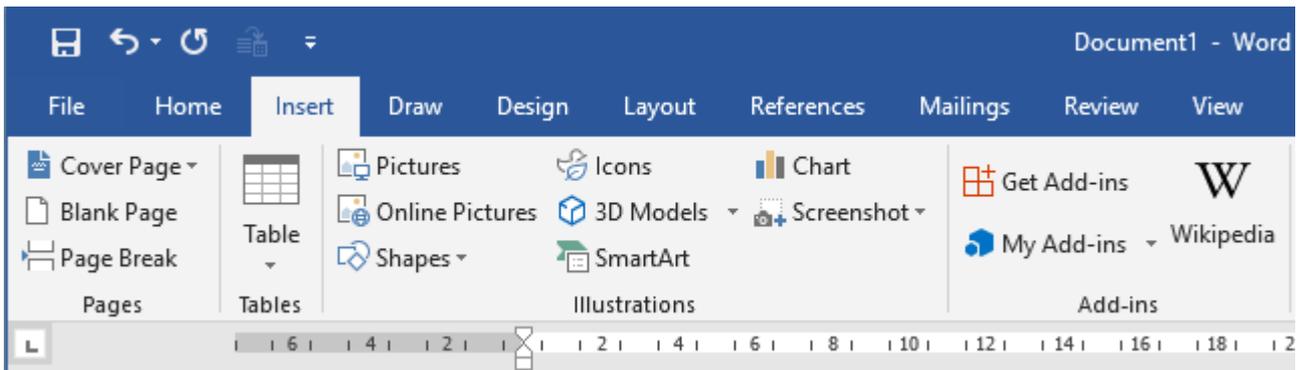


Word 2019

1. Home



2. Insert



Exercise 1: add Header and Footer to file ET.docx

Header : 「 filename 」 、 「 your name 」 、 「 date 」 ③

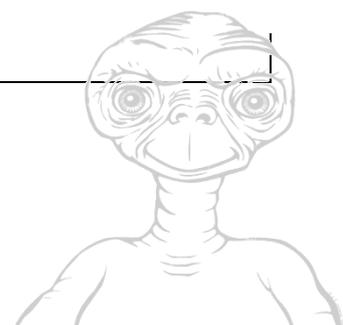
① ET.docx	Chan TM ②	20/1/2025 ③
-----------	-----------	-------------

-1- ④

Footer : 「 Page Number 」

Styles: Heading1 (Chapter 1-11)

Navigation: press Ctrl-F (Headings, Pages, Results)

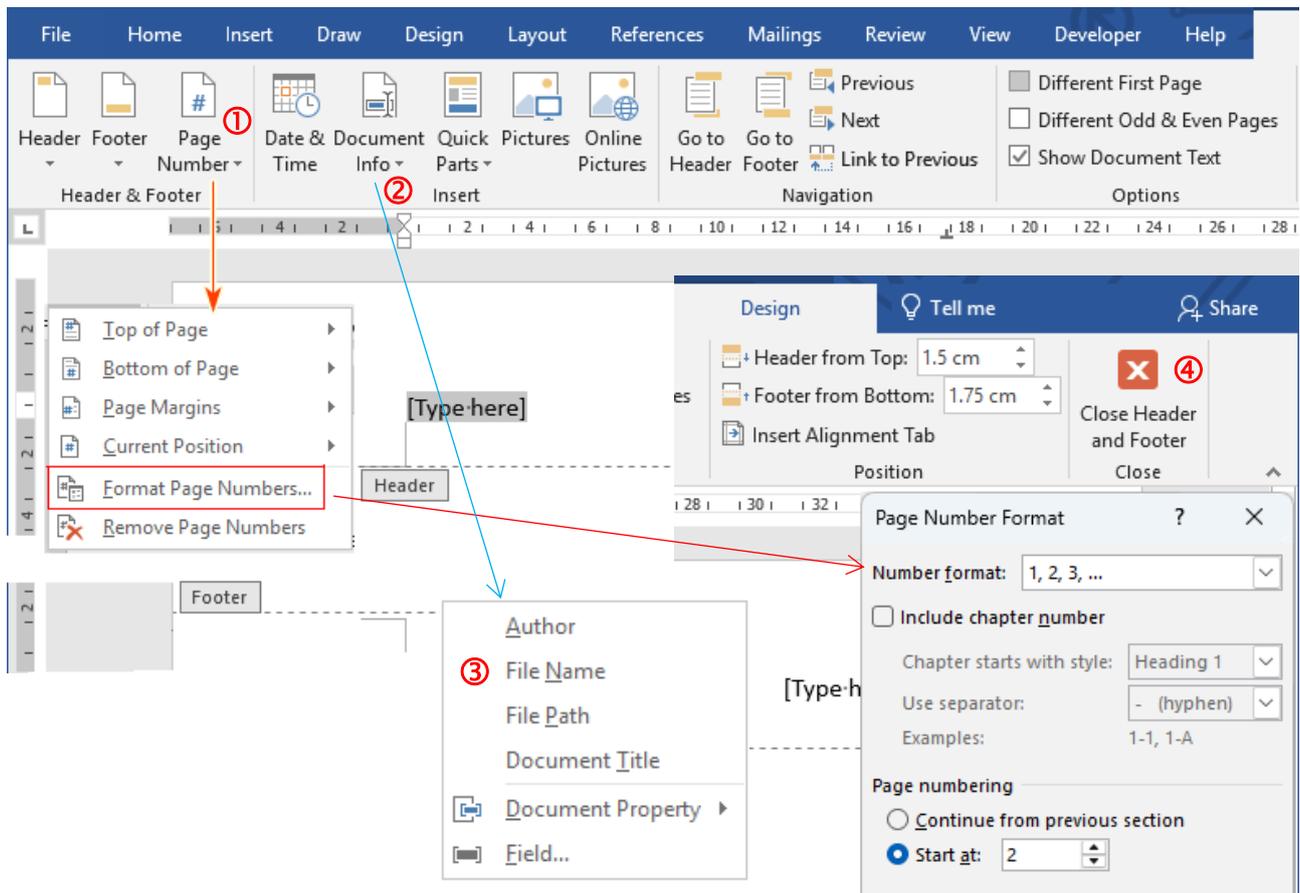


ET.docx

Ctrl-F



3. Header & Footer: Design



Exercise 2a: BMI Table 表格

Select text → Insert → Table → Text to Table

Body Mass Index = weight / height²

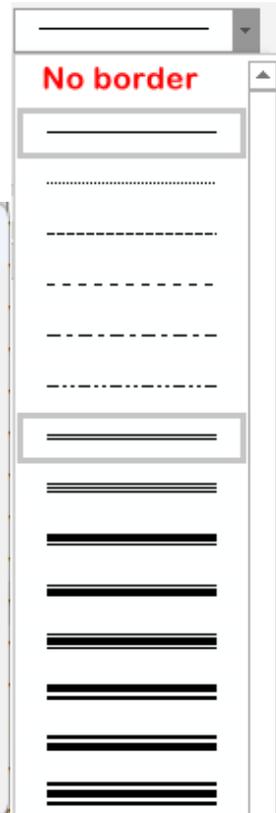
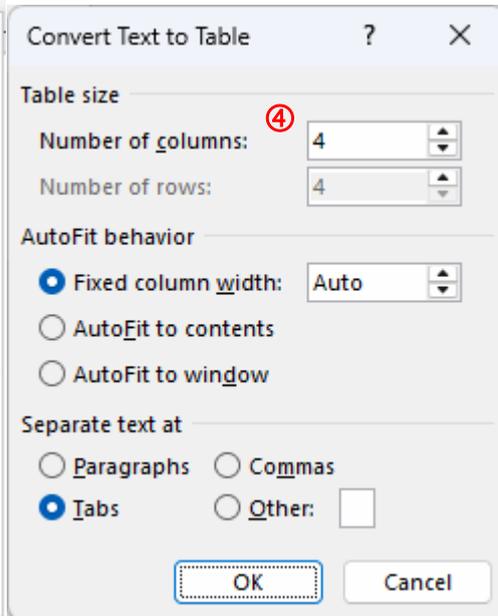
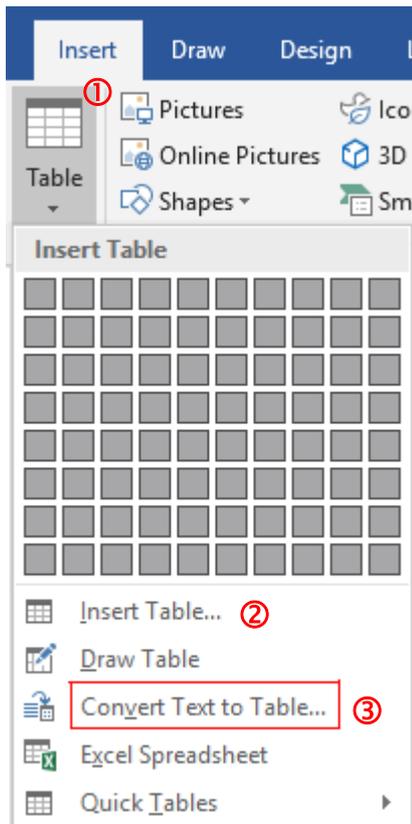
Female 女	Male 男	Health Status 健康狀況	
10-19	10-20	略瘦	under weight
19-24	20-25	標準	normal
24-29	25-30	略肥	over weight
29-99	30-99	過肥	obese



Replace 「/」 by 「÷」 (alt code 0247, F7 Alt-X)

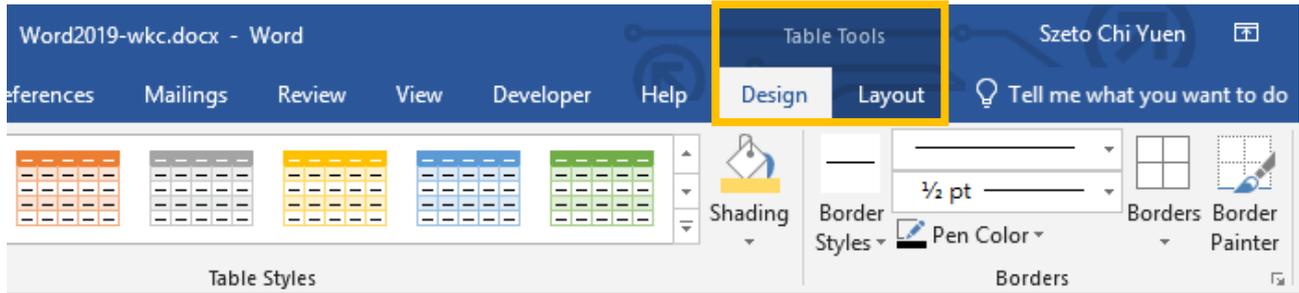


Body Mass Index = weight ÷ height ²		Health Status 健康狀況	
Female 女	Male 男		
10-19	10-20	略瘦	under weight
19-24	20-25	標準	normal
24-29	25-30	略肥	over weight
29-99	30-99	過肥	Obese

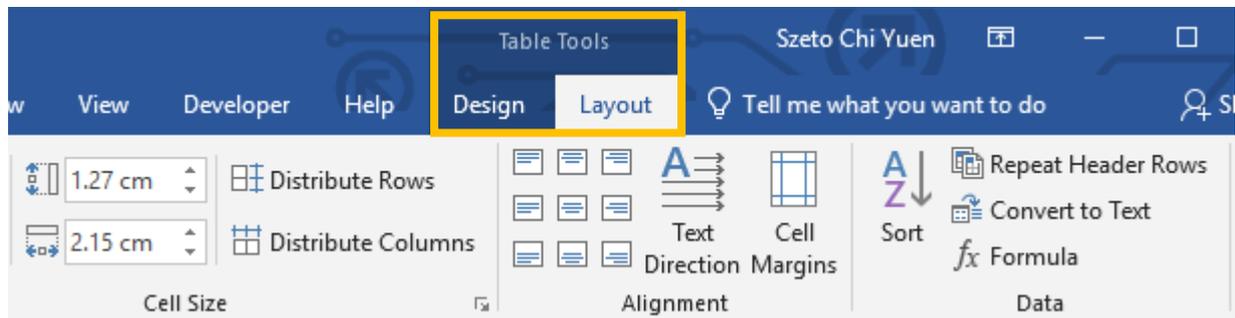
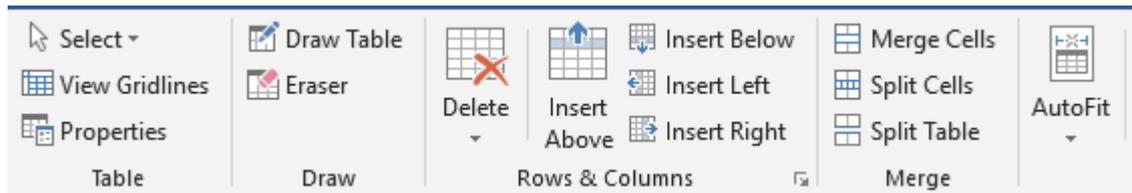


win+;

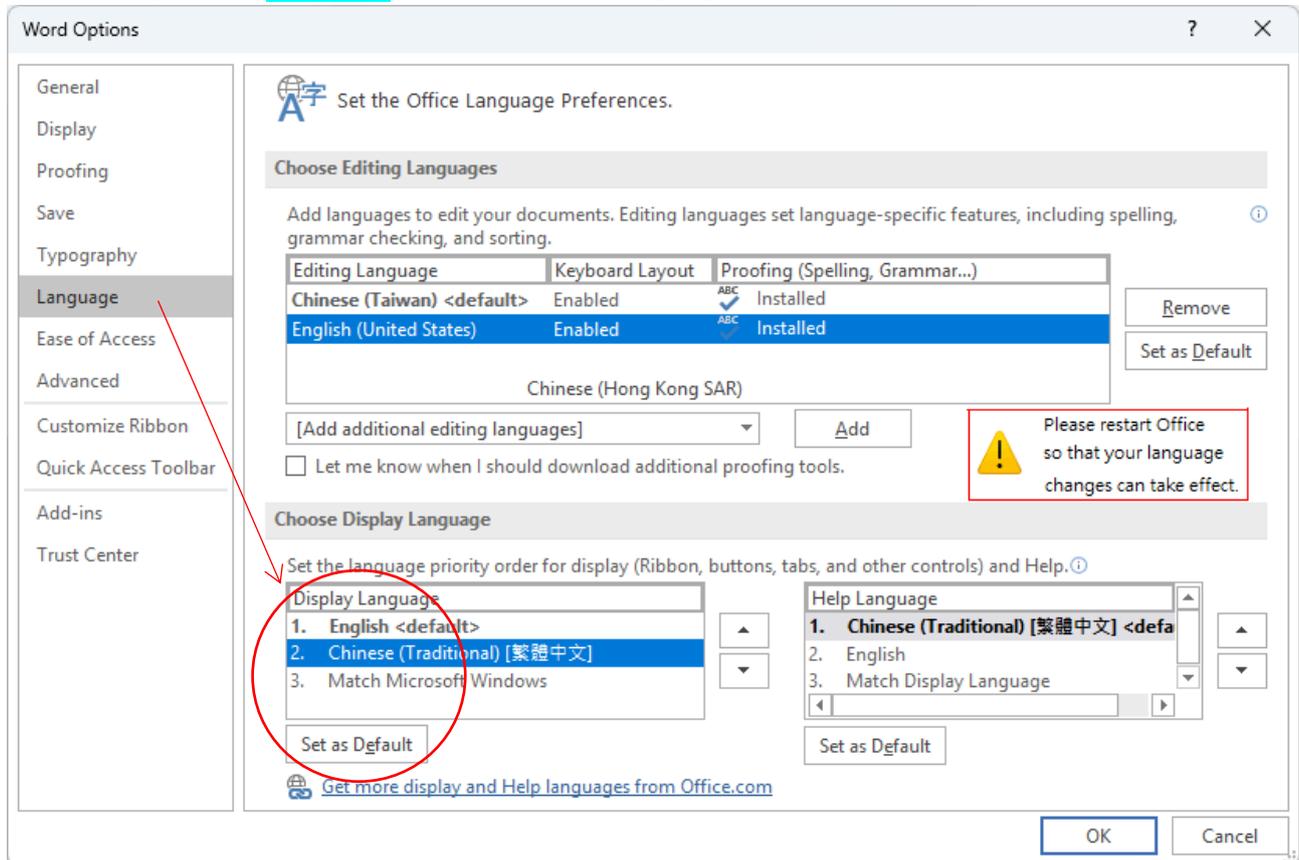
4. Table Tools (Design & Layout)



Layout

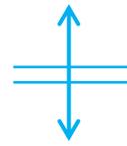


5. File → Option → Language (Choose Display Language)



Exercise 2b: Multiple Choice 多項選擇題

- 1 A B C D E 6 P Q R S T
- 2 A B C D E 7 P Q R S T
- 3 A B C D E 8 P Q R S T
- 4 A B C D E 9 P Q R S T
- 5 A B C D E 10 P Q R S T



(15 rows 列 × 25 columns 欄)

1	A	B	C	D	E	6	P	Q	R	S	T
2	A	B	C	D	E	7	P	Q	R	S	T
3	A	B	C	D	E	8	P	Q	R	S	T
4	A	B	C	D	E	9	P	Q	R	S	T
5	A	B	C	D	E	10	P	Q	R	S	T

(表格內容 table properties, 列高 row height 0.4cm/0.2cm/0.2cm)

顯示比例 scale 200% , Shift→ (highlight 選取)

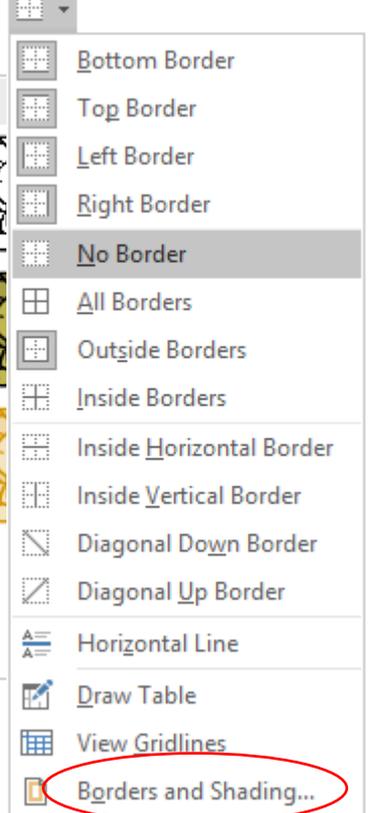
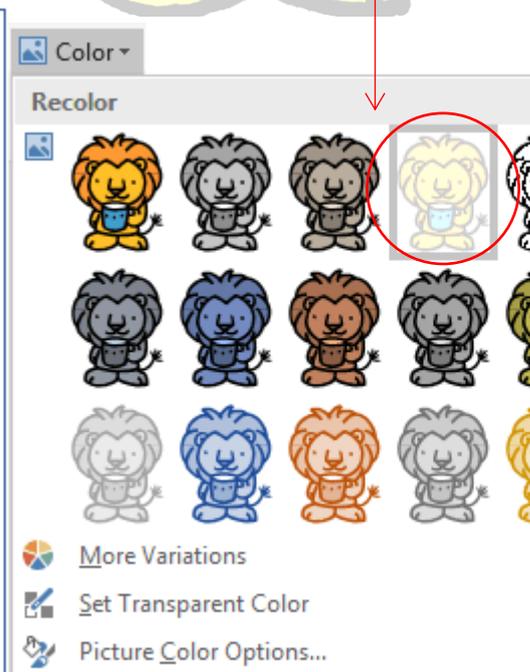
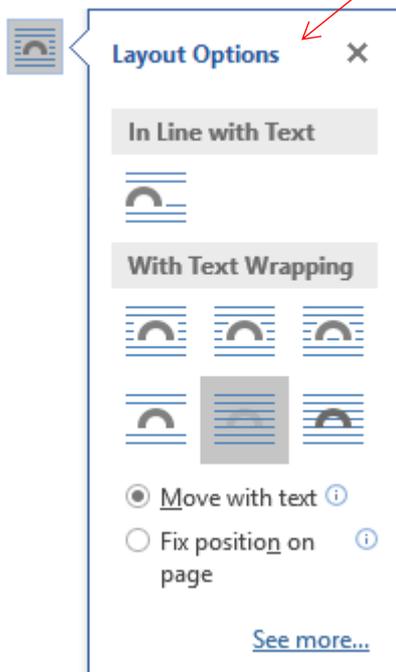
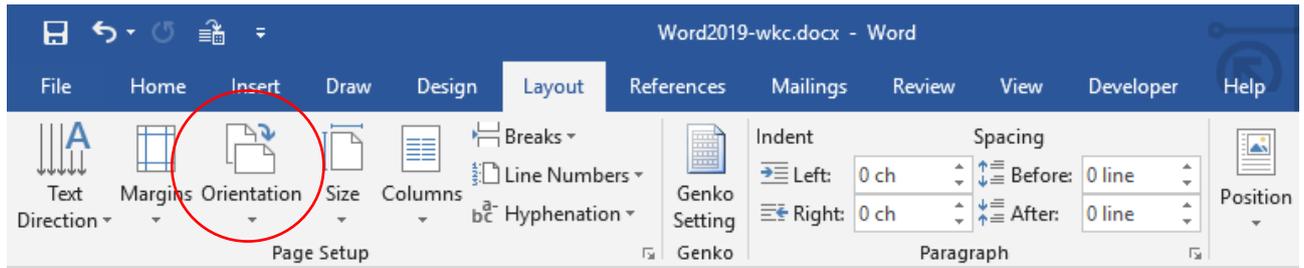
No Border
 All Borders

- 1 A B C D E
- 2 A B C D E
- 3 A B C D E
- 4 A B C D E

F4 重覆 repeat

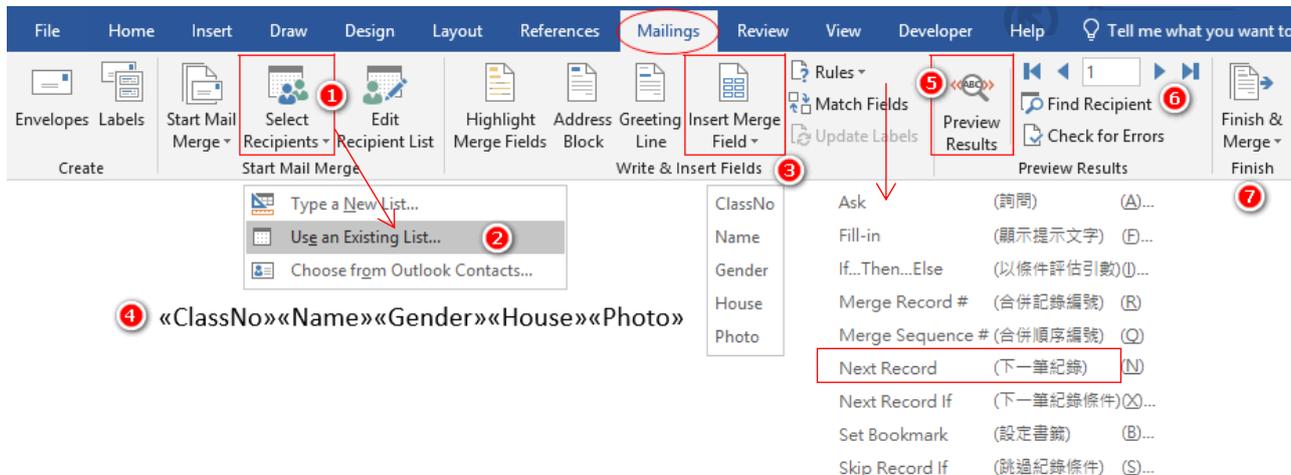
(12 rows 列 × 12 columns 欄)

Exercise 3: Certificate 證書



Exercise 4: Mail merge 合併列印

1. Master doc: new document
2. Data file: data2025.docx



data.docx

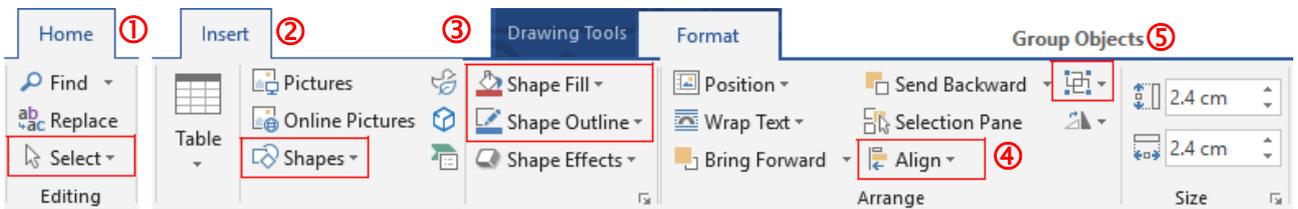
ClassNo	Name	Gender	House	Photo
01	Chan TM	M	R	
02	Lee OK	F	G	
⋮				

result.docx (preview)

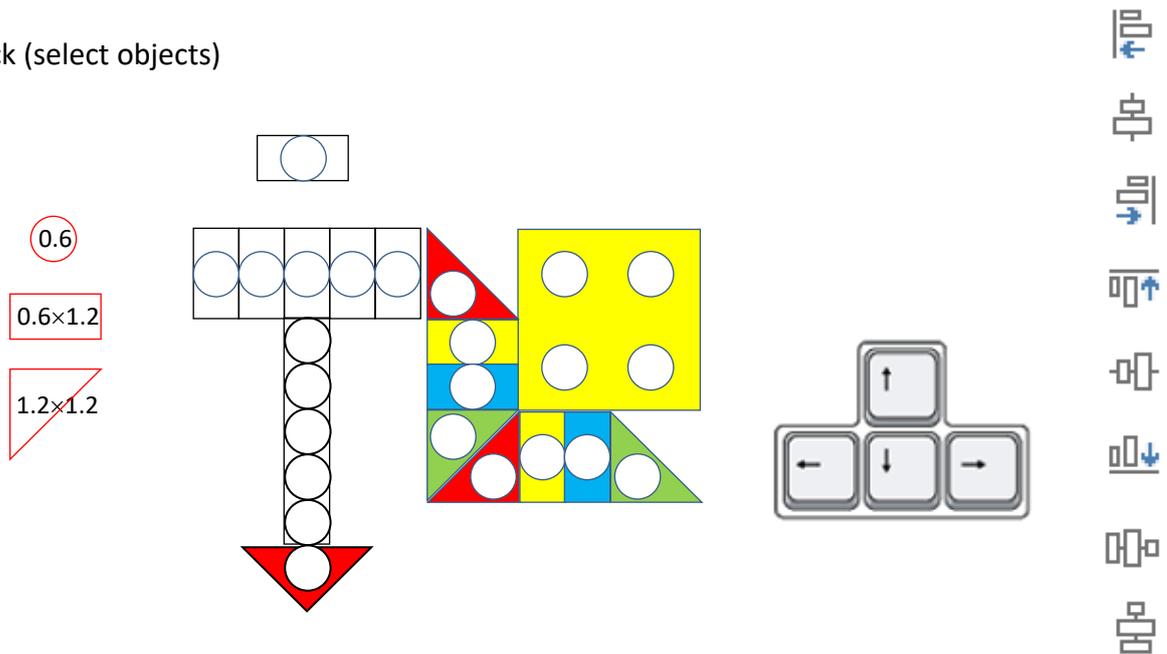
<p>1. Student Card</p> <p>Name : Chan TM</p> <p>Number : 01</p> <p>Gender : M Boy</p> <p>House : R</p>		<p>2. Student Card</p> <p>Name : Lee OK</p> <p>Number : 02</p> <p>Gender : F Girl</p> <p>House : G</p>	
	«Next Record»		«Next Record»
<p>3. Student Card</p> <p>Name : «Name»</p> <p>Number : «ClassNo»</p> <p>Gender : «Gender»</p> <p>House : «House»</p>		<p>4. Student Card</p> <p>Name : «Name»</p> <p>Number : «ClassNo»</p> <p>Gender : «Gender»</p> <p>House : «House»</p>	
	«Next Record»		«Next Record»

Smart Art / Airplane Chess (R,Y,B,G) 紅-黃-藍-綠

Emoji

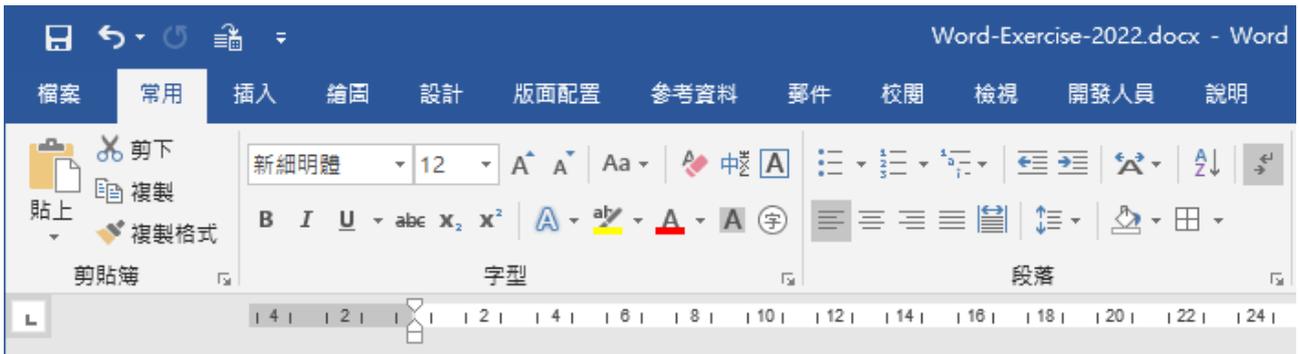


Shift-click (select objects)

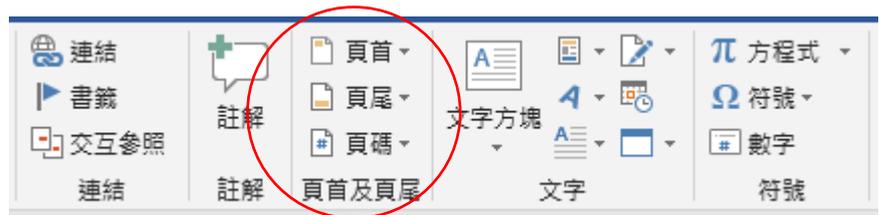


Word 2019

1. 常用 Home



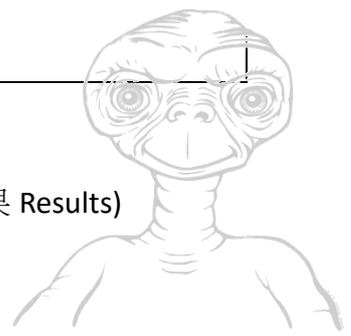
2. 插入 Insert



練習 1：ET.docx，加入頁首、頁尾

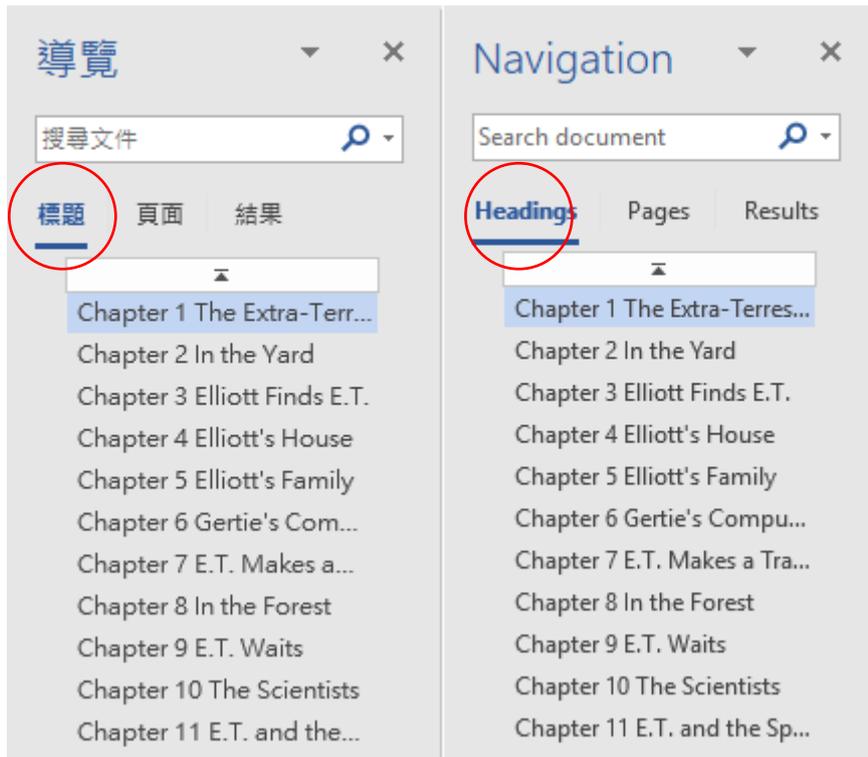


樣式 Styles: 標題 Heading1 (Chapter 1-11)
導覽 Navigation: Ctrl-F (標題 Headings, 頁面 Pages, 結果 Results)

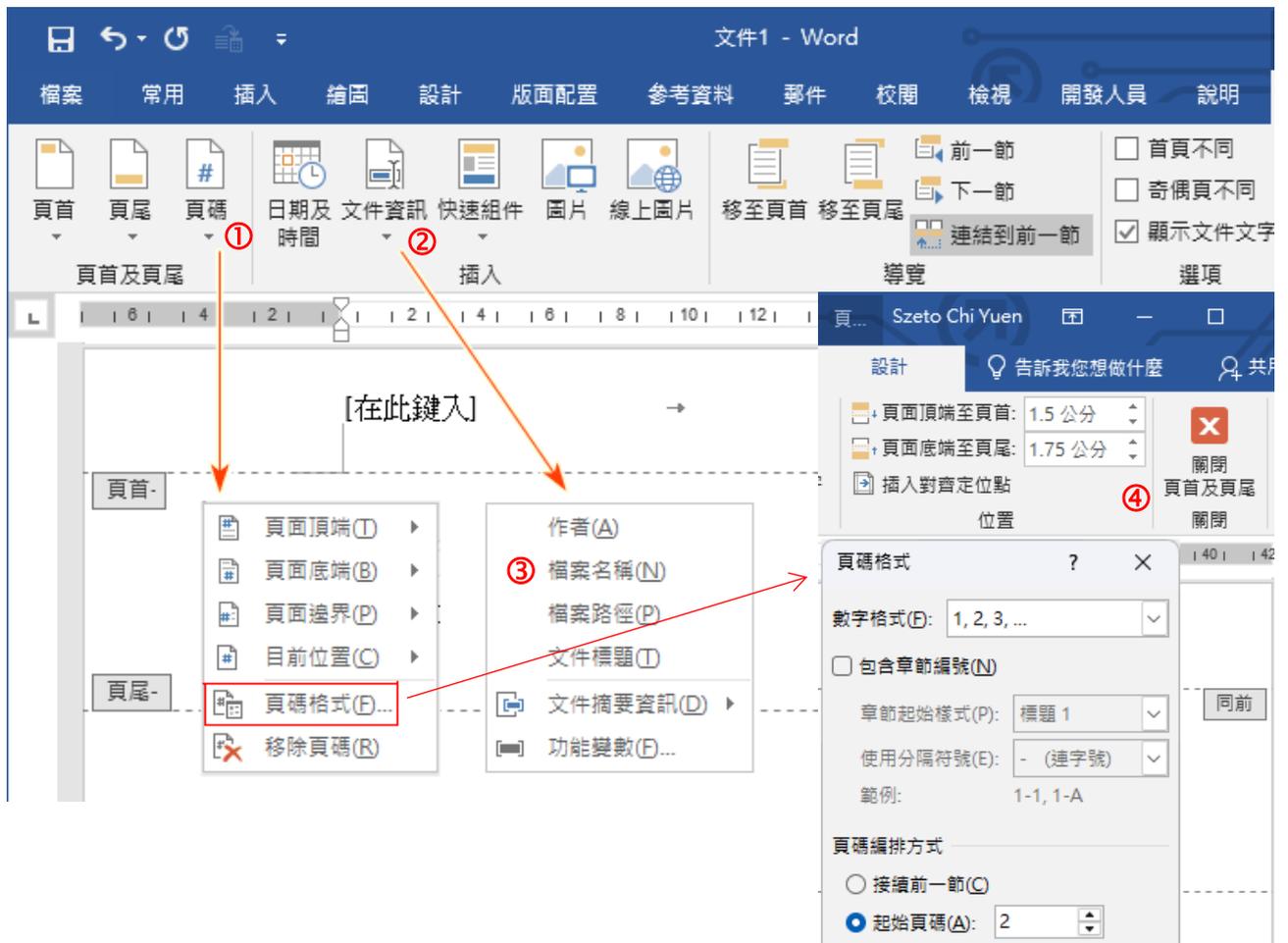


ET.docx

Ctrl-F



3. 頁首、頁尾：設計



練習 2a: BMI Table 表格

選取文字 → 插入 → 表格 → 文字轉表格

BMI 體重指標 = 體重 / 身高²

Female 女	Male 男	Health Status 健康狀況
10-19	10-20	略瘦 under weight
19-24	20-25	標準 normal
24-29	25-30	略肥 over weight
29-99	30-99	過肥 obese

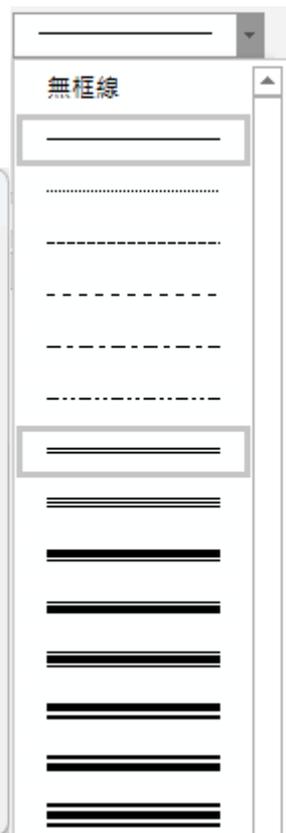
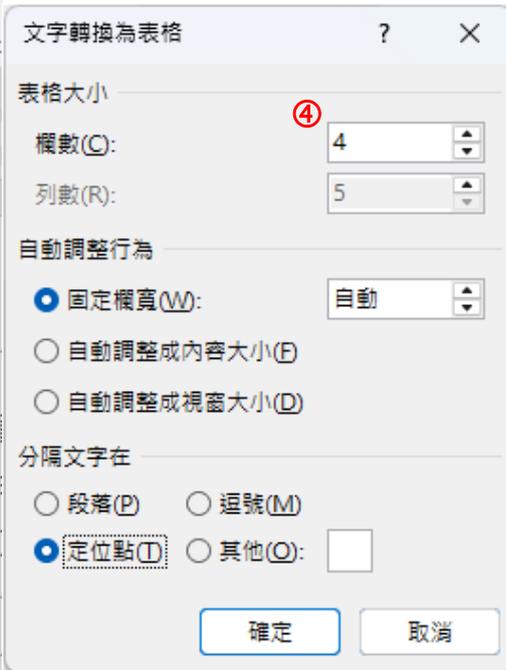


「/」轉為「÷」號 (alt code 0247, F7 Alt-X)



Alt+x

BMI 體重指標 = 體重 ÷ 身高 ²		Health Status 健康狀況	
Female 女	Male 男		
10-19	10-20	略瘦	under weight
19-24	20-25	標準	normal
24-29	25-30	略肥	over weight
29-99	30-99	過肥	obese

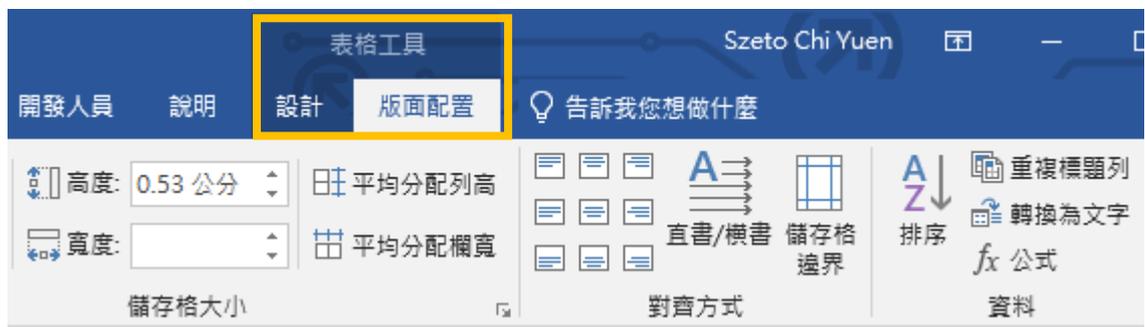


win+

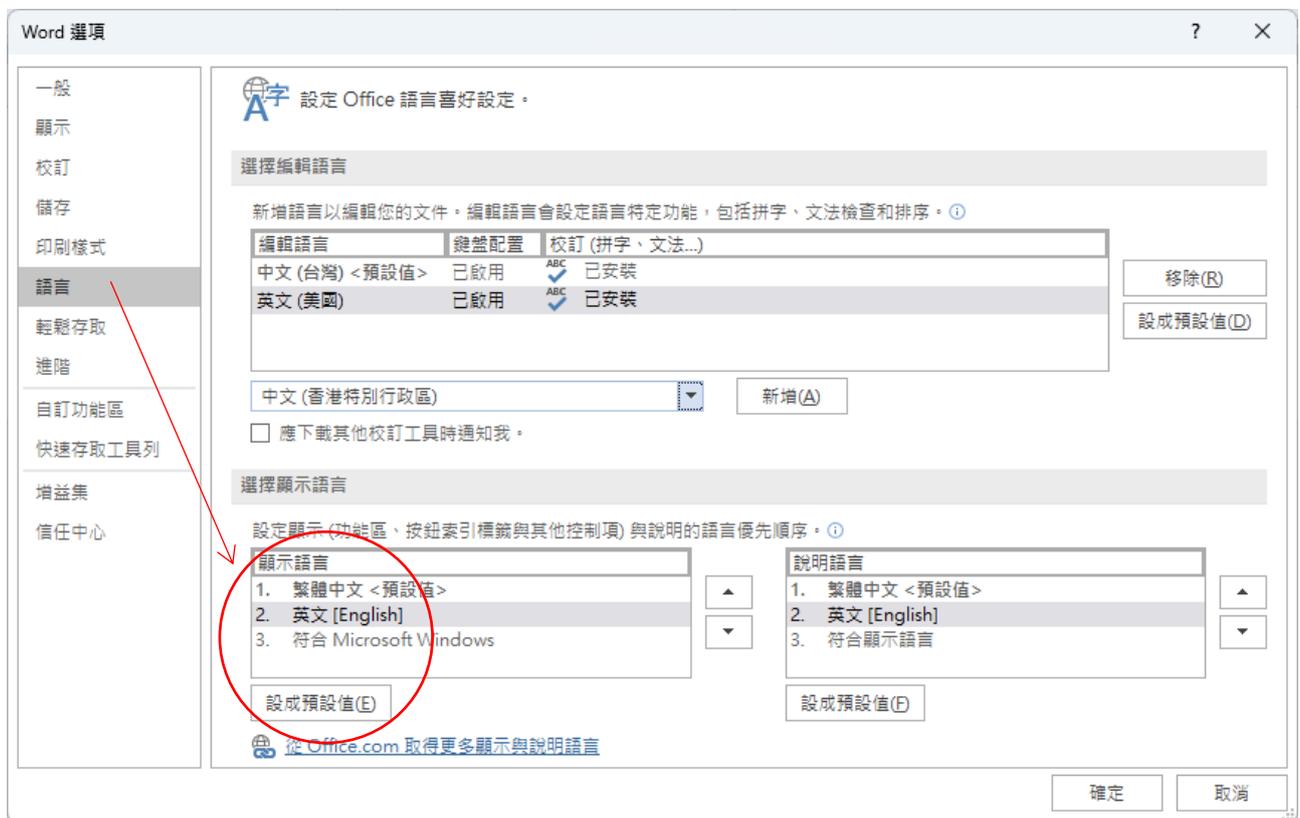
4. 表格工具 (設計、版面配置)



版面配置

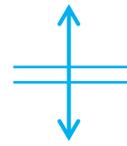


5. 檔案 File → 選項 → 語言 (選擇顯示語言 Choose Display Language)



練習 2b. 多項選擇題 Multiple Choice :

- 1 A B C D E 6 P Q R S T
- 2 A B C D E 7 P Q R S T
- 3 A B C D E 8 P Q R S T
- 4 A B C D E 9 P Q R S T
- 5 A B C D E 10 P Q R S T



(15 列 rows × 25 欄 columns)

1	A	B	C	D	E	6	P	Q	R	S	T
2	A	B	C	D	E	7	P	Q	R	S	T
3	A	B	C	D	E	8	P	Q	R	S	T
4	A	B	C	D	E	9	P	Q	R	S	T
5	A	B	C	D	E	10	P	Q	R	S	T

(表格內容 table properties, 列高 row height 0.4cm/0.2cm/0.2cm)

顯示比例 scale  200% , Shift→ (選取 highlight)

表格內容

表格(T) 列(R) 欄(C) 儲存格(E) 替代文字(A)

列 10:

大小

指定高度(S): 0.45 公分 列高為(O): 設定

選項(O)

允許列超越頁分隔線(O)

標題列在每頁頂端時重複(H)

▲ 上一列(P) ▼ 下一列(N)

1	A	B	C	D	E
2	A	B	C	D	E
3	A	B	C	D	E
4	A	B	C	D	E
5	A	B	C	D	E

列 11:

大小

指定高度(S): 0.11 公分 列高為(O): 設定

列 12:

大小

指定高度(S): 0.11 公分 列高為(O): 設定

確定 取消

- 無框線(N)
- 所有框線(A)

- 1 A B C D E
- 2 A B C D E
- 3 A B C D E
- 4 A B C D E

F4 重覆 repeat

(12 列 rows × 12 欄 columns)

練習 3.證書 Certificate



練習 4：合併列印 Mail merge

1. 主文件： 新文件
2. 資料檔： data2025.docx



data.docx

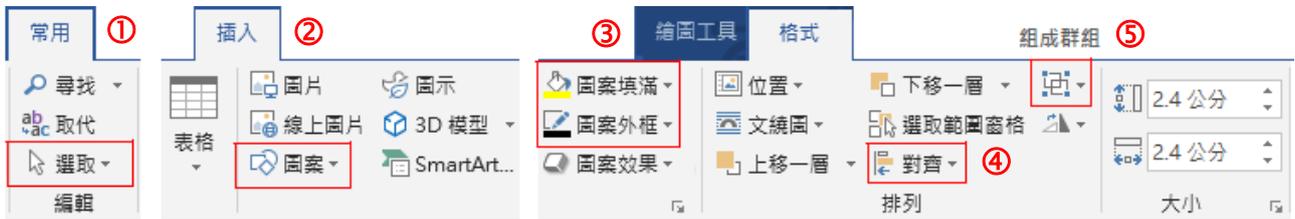
ClassNo	Name	Gender	House	Photo
01	Chan TM	M	R	
02	Lee OK	F	G	
⋮				

result.docx (預覽結果)

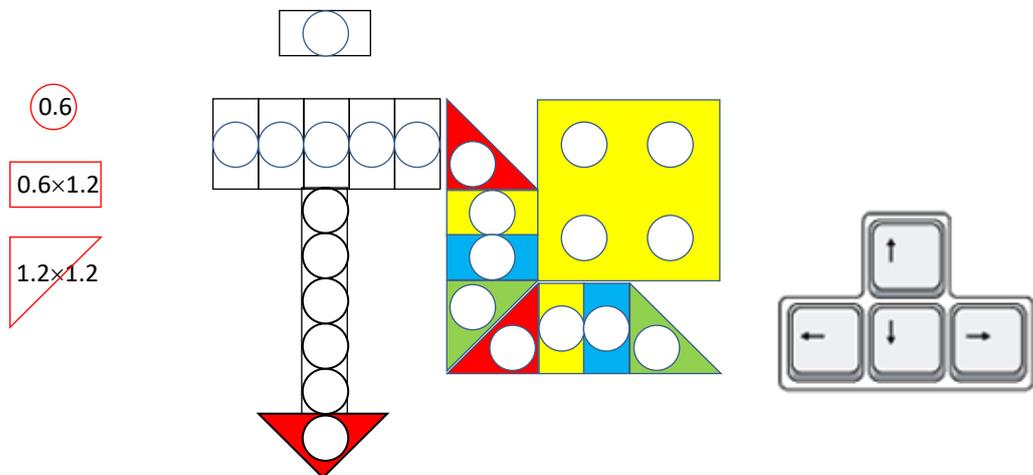
1. Student Card Name : Chan TM Number : 01 Gender : M Boy House : R	 «Next Record»	2. Student Card Name : Lee OK Number : 02 Gender : F Girl House : G	 «Next Record»
3. Student Card Name : «Name» Number : «ClassNo» Gender : «Gender» House : «House»	 «Next Record»	4. Student Card Name : «Name» Number : «ClassNo» Gender : «Gender» House : «House»	 «Next Record»

Smart Art / Airplane Chess (R,Y,B,G) 紅-黃-藍-綠

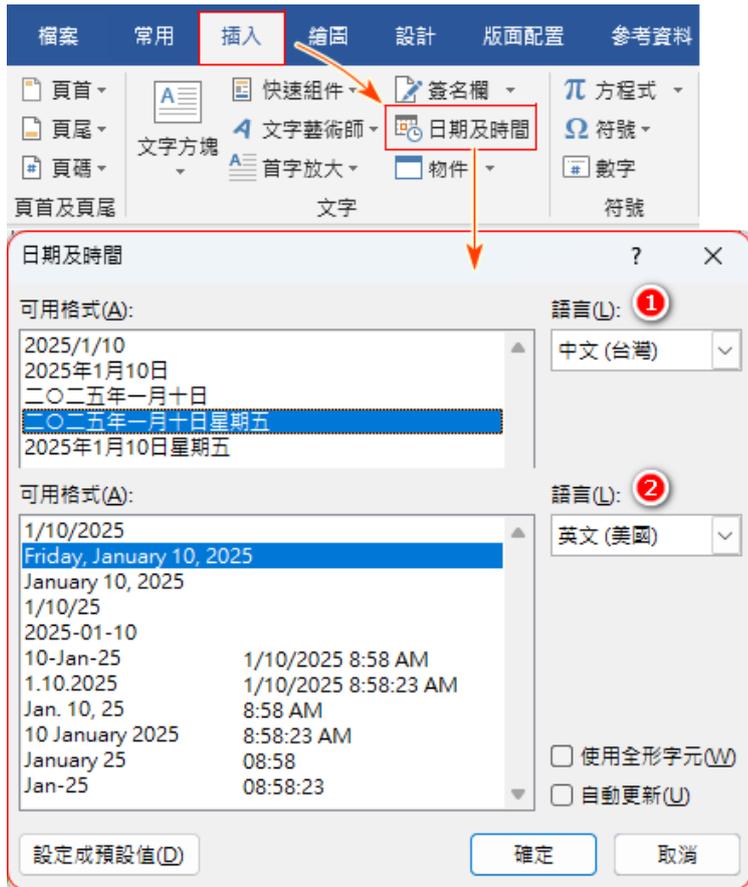
Emoji



Shift-click (選取物件)
 Ctrl-Drag (複製、貼上)



插入日期



2025-01-10 Sun, January 12, 2025

