

## LESSON 32

### LABELS USING MS WORKS-CHANGE THE LOOK OF DESKTOP ICONS

Creating mailing labels in Microsoft Word requires that you create a data file containing the names and addresses for the labels. The data file is then used with the "mail merge" feature to create labels. Here's an easier way.

In Word, click on Tools, then on Envelopes and Labels. Now click the Labels tab, then click on Options. Under Label Products, pick the company that makes your labels, i.e. Avery. If you don't know, then select Other.

Under Product number, select the type of labels you want to print. Label types include address, diskette, file folder, audio cassette, shipping, and several others.

Now click on OK, then on the Labels tab, and then click on New Document. Word will display a table that is set up to correspond to a sheet of the labels you picked. Start typing addresses. If you don't see the lines dividing your page into labels, click on Tools, then Options, and on the View dialog box click the check box for Text Boundaries. The label lines will now show up in your document.

Here's how to change the appearance of your desktop icons. Right-click anywhere on the desktop and then choose Properties. In Display Properties, click on the Appearance tab. Under Item: select Icon. You can now change the size of both your icons and the fonts used in the text that appears under the icons. The default size for icons is 32. When you are finished, just click on OK.

If you want to change the background color for the icon text, under Item: select Desktop. Now select the color you like from the palette that is presented.

That wasn't so hard, now was it?

