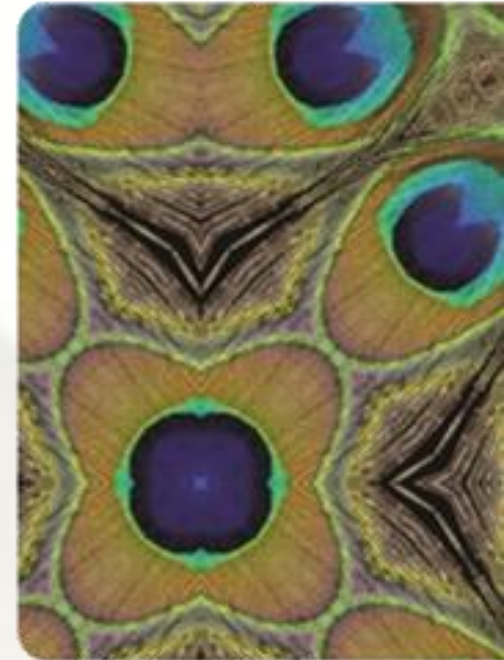


Word Tutorial

5 Working with Templates and
Outlines

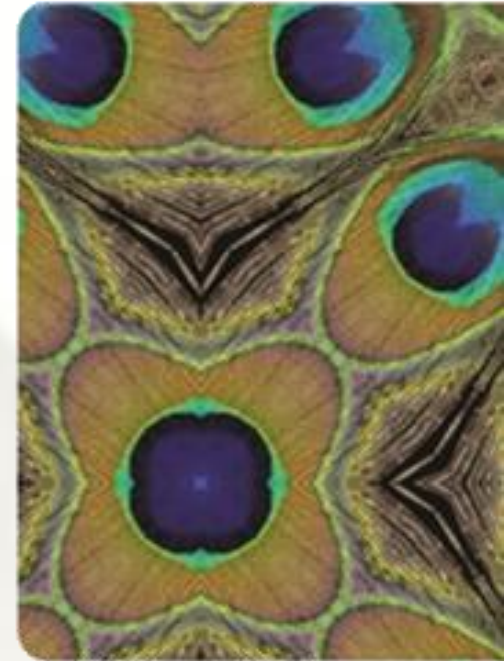
6 Using Mail Merge

7 Collaborating with Others and
Creating Web Pages



Word Tutorial 5

Working with Templates and Outlines



Objectives

- Work with templates
- Create a new document from an installed template
- Insert a Word file into a document
- Customize the document theme
- Understand themes, styles, and style sets
- Select a style set
- Change character and paragraph spacing



Objectives

- Modify a style and create a new style
- Compare styles with the Reveal Formatting window
- Save, open, and delete a new template
- Use Outline view
- Create a table of contents
- Use the Research task pane
- Insert the current date in the document



Creating a New Document from an Installed Template

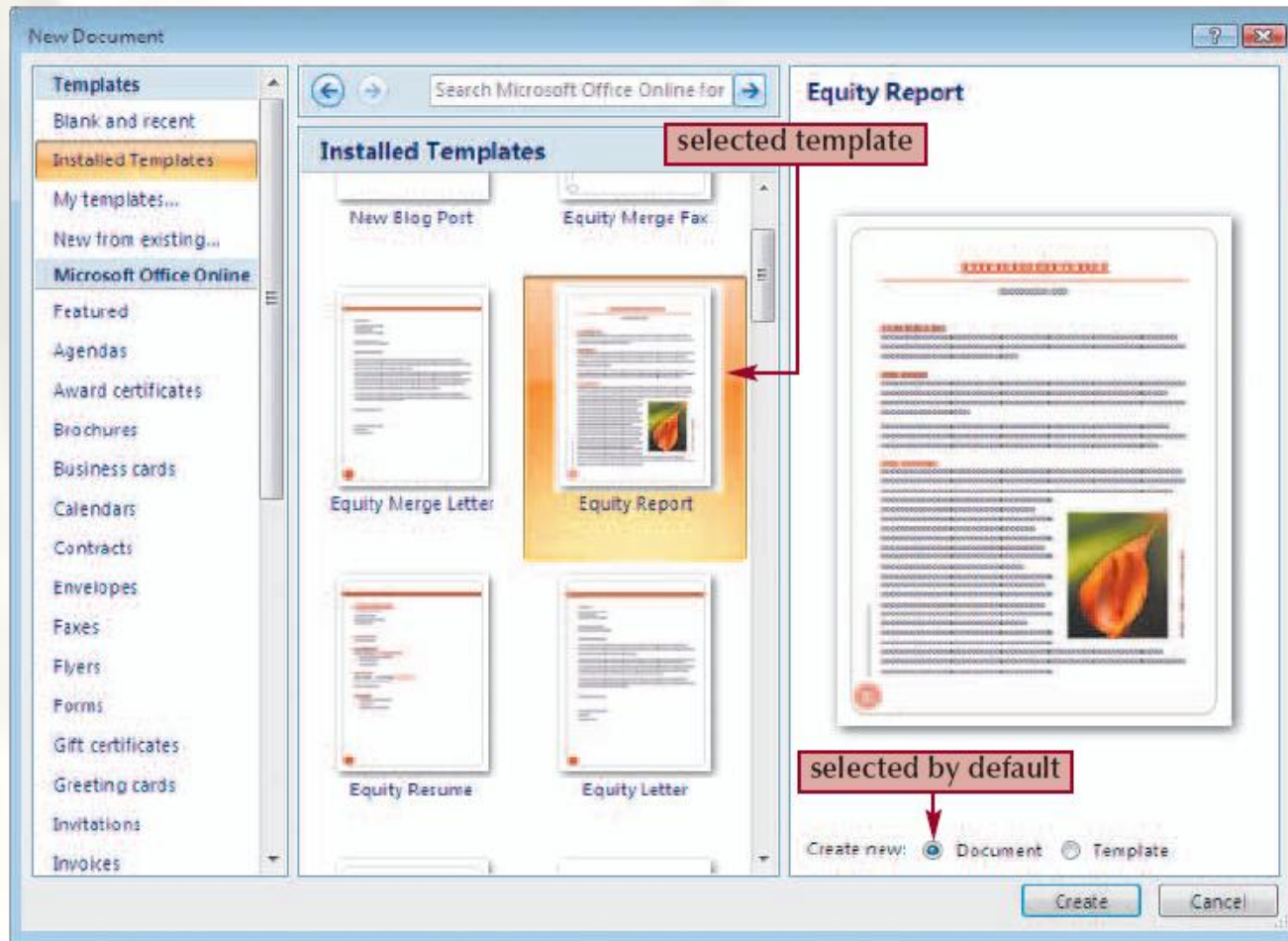
- A **template** is a file you use as a starting point to create other files so you don't have to re-create formatting and text for each new file
- The **Normal template** does not have any text, formatting, or graphics, but it does include all the default settings that you are accustomed to in Word
- Start Word, click the **Office Button**, click **New**, and then click **Installed Templates**



Creating a New Document from an Installed Template

Selecting the Equity Report template

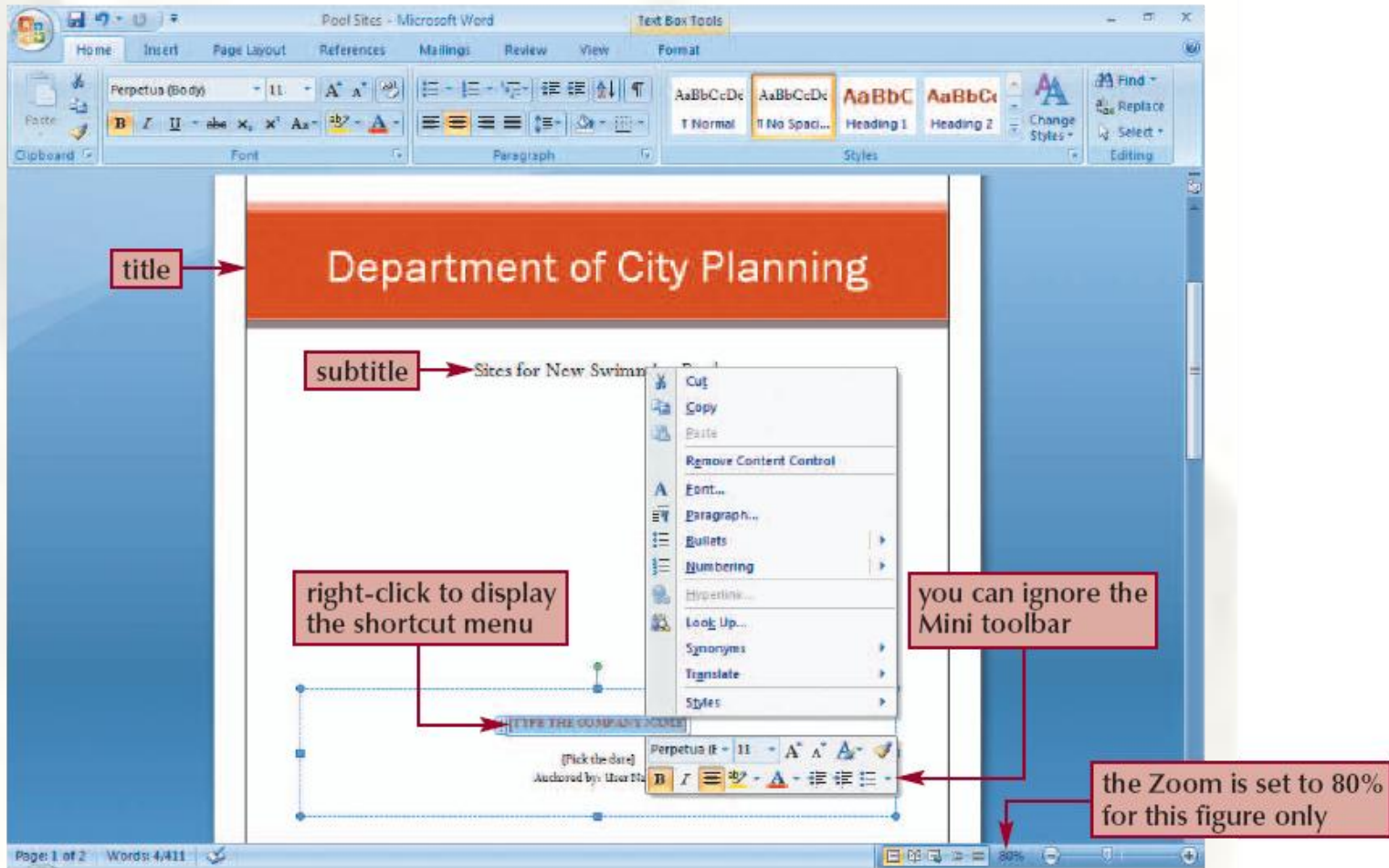
Figure 5-1



Creating a New Document from an Installed Template

Shortcut menu for the company name control

Figure 5-3

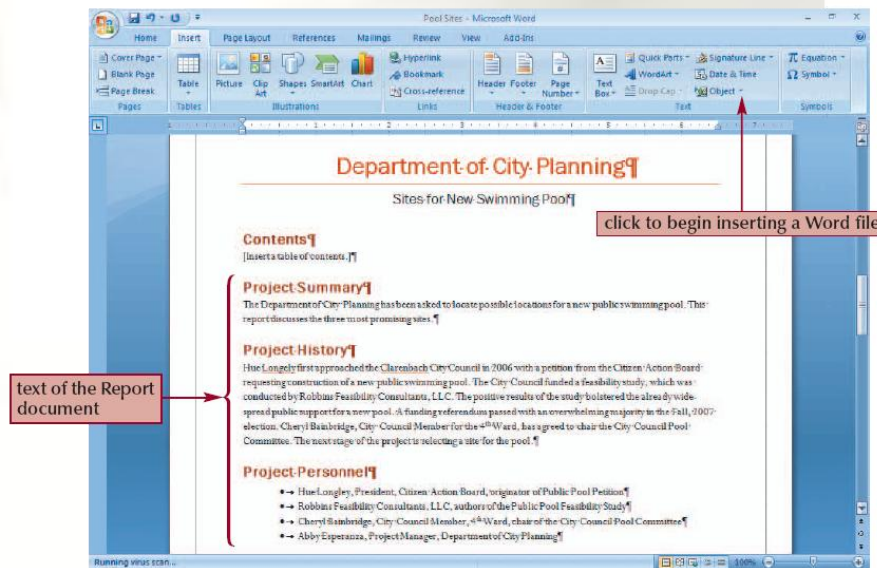


Inserting a File into a Word Document

- Click the **Insert** tab, then click the **Object** button arrow in the Text group
- In the Object menu, click **Text from File**
- Navigate to the file, then click the **Insert** button

Report document inserted into the Pool Sites document

Figure 5-8



Customizing the Document Theme

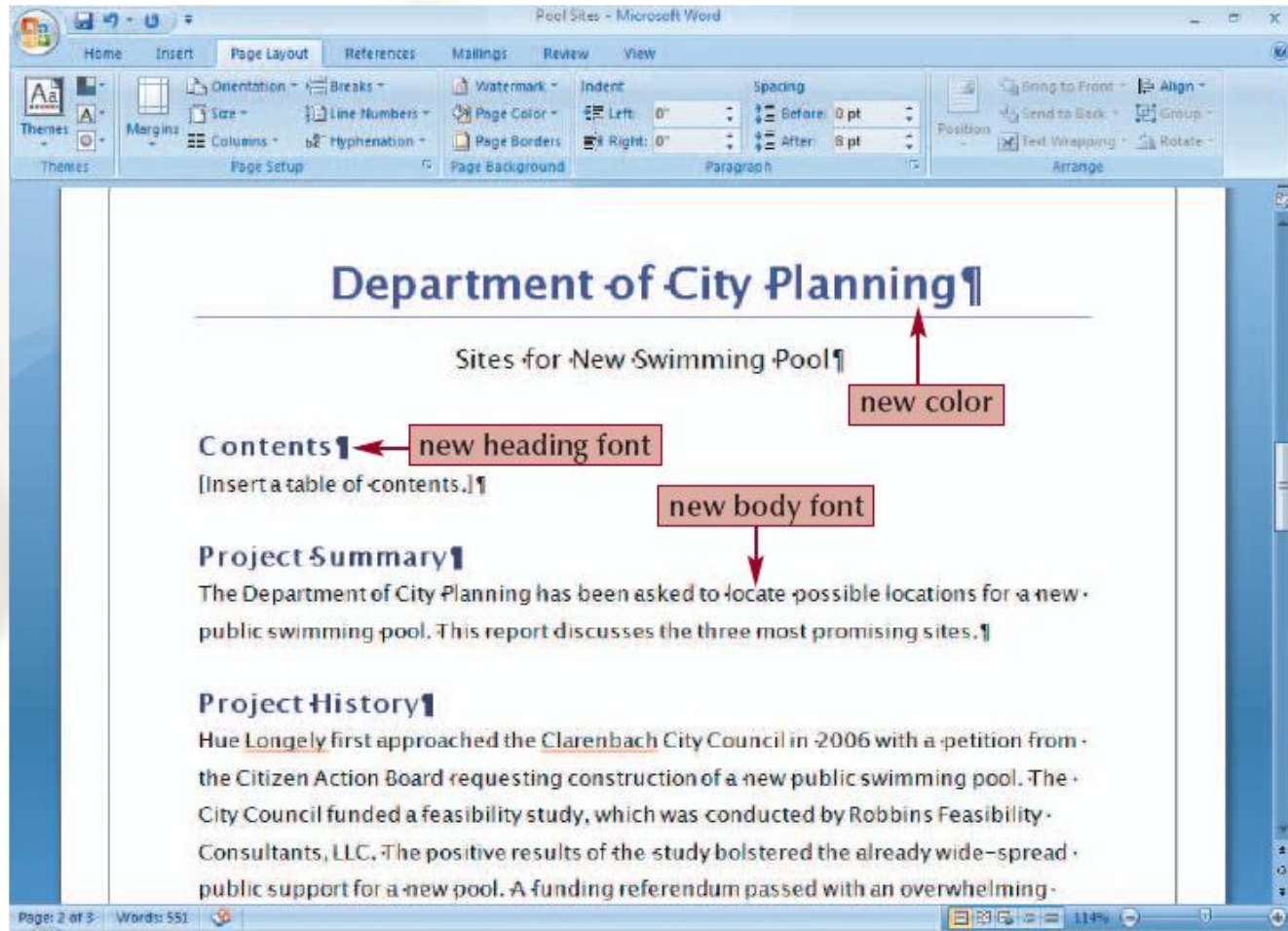
- A document theme consists of three main components: colors, fonts, and effects
- To select a different set of theme colors, click the Theme Colors button in the Themes group on the Page Layout tab, then select the color palette you want
- To select a different combination of heading and body fonts, click the Theme Fonts button in the Themes group on the Page Layout tab, then click the font combination you want
- To select a different set of theme effects, click the Theme Effects button in the Themes group on the Page Layout tab, then click the icon for the effects you want



Customizing the Document Theme

Figure 5-12

Pool Sites document with new theme fonts and colors



Creating Custom Theme Colors and Theme Fonts

- To create a custom set of theme colors, click the Theme Colors button in the Themes group on the Page Layout tab, click Create New Theme Colors to open the Create New Theme Colors dialog box, click the arrow for the color you want to change, click a color, repeat for additional colors as necessary, type a descriptive name for the new color scheme in the Name text box, and then click the Save button. The custom set of theme colors appears as an option in the Themes Color menu
- To delete a custom set of theme colors, click the Theme Colors button in the Themes group on the Page Layout tab, right-click the custom set of colors you want to delete, click Delete, and then click Yes



Creating Custom Theme Colors and Theme Fonts

- To create a custom set of heading and body fonts, click the Theme Fonts button in the Themes group on the Page Layout tab, click Create New Theme Fonts to open the Create New Theme Fonts dialog box, use the list boxes to select the Heading and Body fonts you want, type a descriptive name for the new set of fonts in the Name text box, and then click the Save button. The custom set of theme fonts appears as an option in the Theme Fonts menu
- To delete a new set of theme colors or fonts, click the Theme Colors or Theme Fonts button in the Themes group on the Page Layout tab, right-click the custom set of colors or fonts you want to delete, click Delete, and then click Yes



Creating a Custom Theme

- Modify the document theme as much as you want by selecting new theme colors, theme fonts, and theme effects
- In the Themes group on the Page Layout tab, click the Themes button
- Click Save Current Theme to open the Save Current Theme dialog box, type a name for the theme in the File name text box, and then click the Save button. The new theme appears at the top of the Themes menu, under the “Custom” heading
- To delete a custom theme, click the Themes button in the Themes group on the Page Layout tab, right-click the theme you want to delete, click Delete, and then click Yes



Selecting a Style Set

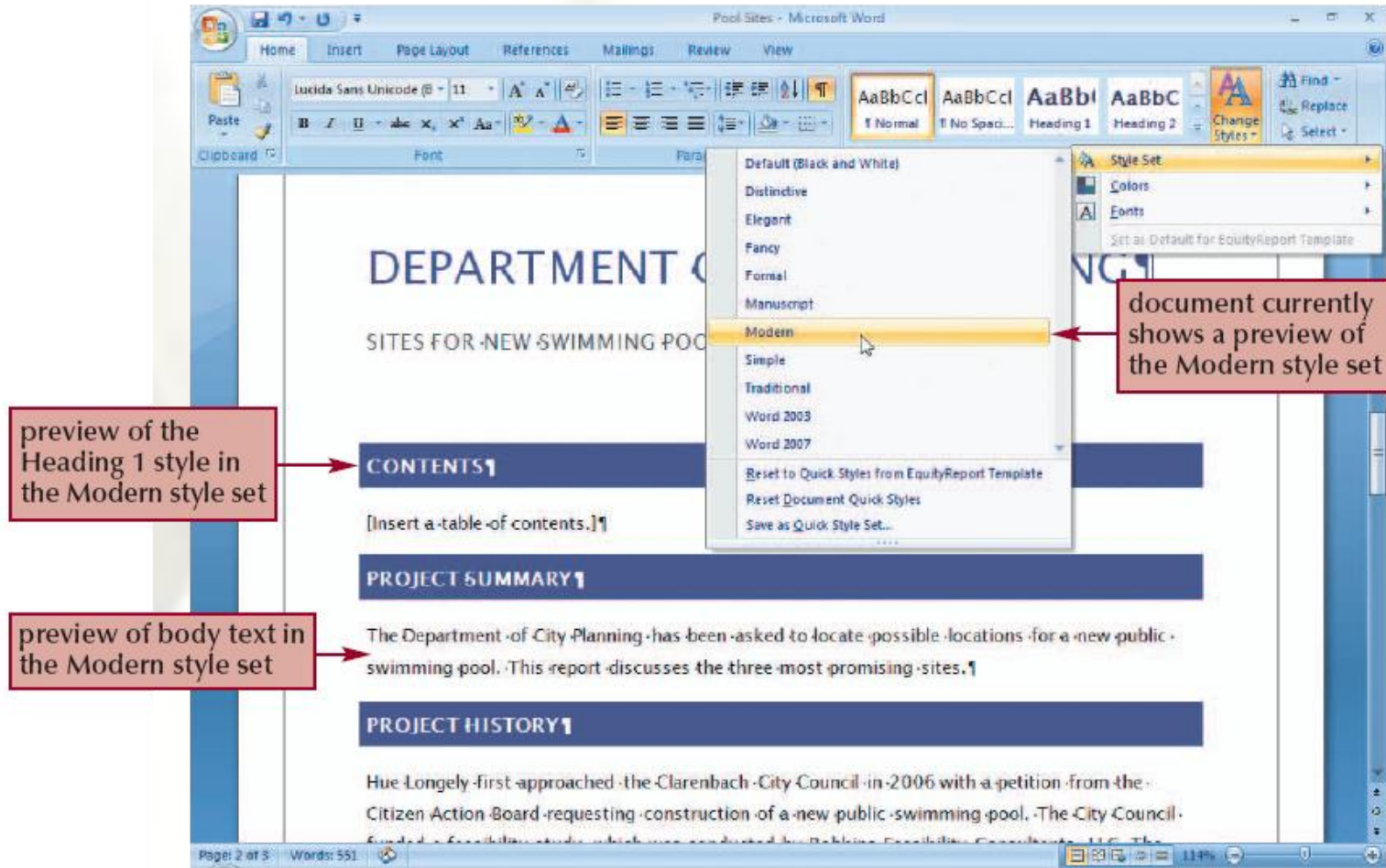
- Every built-in theme comes with 11 sets of styles
- The **style sets** have the same names in each theme, but they look different from one theme to the next
- Click the **Home** tab if necessary, and then in the **Styles** group, click the **Change Styles** button
- Point to **Style Set**
- Click the style you want



Selecting a Style Set

Figure 5-13

Live Preview of the Modern style set



Adjusting Character Spacing

- Select the text whose character spacing you want to adjust
- In the Font group on the Home tab, click the Dialog Box Launcher to open the Font dialog box, then click the Character Spacing tab
- Click the Spacing arrow, then click Expanded or Condensed. You can specify the amount of spacing to apply to each character by adjusting the setting in the By text box
- To switch from Expanded or Condensed spacing back to regular spacing, click the Spacing arrow, then click Normal
- To turn on automatic kerning, click the Kerning for fonts check box to insert a check, then select a point size in the Points and above check box



Adjusting Spacing Between Paragraphs

- Select the paragraph whose spacing you want to adjust
- To add or delete Word's default amount of space, click the Line spacing button in the Paragraph group on the Home tab, then click Add Space Before Paragraph or Remove Space After Paragraph
- To add or delete a specific amount of space, in the Paragraph group on the Home tab, click the Dialog Box Launcher to open the Paragraph dialog box, click the Indents and Spacing tab
 - use the Before box to specify the amount of space you want to insert above the selected paragraph
 - use the After box to specify the amount of space you want to insert below the selected paragraph



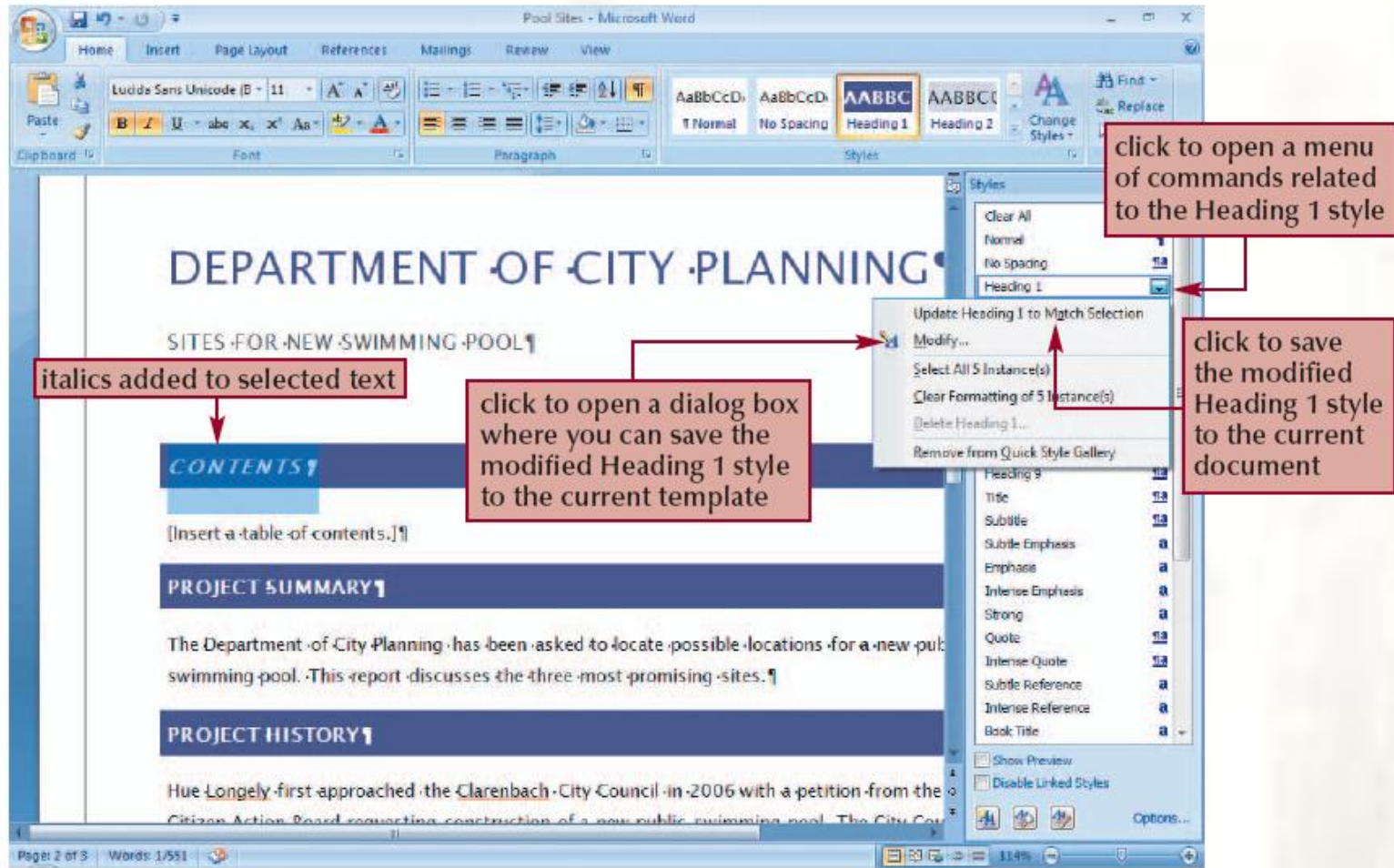
Modifying Styles

- In the Styles group on the Home tab, click the Dialog Box Launcher to open the Styles window
- In the document, select text formatted with the style you want to modify
- Format selected text with the desired font, paragraph, and other formatting
- With the text still selected in the document, move the mouse pointer over the style you want to modify in the Styles window; a down arrow appears next to the style's name in the Styles window
- Click the down arrow next to the style's name
- To save the modified style to the current document, click *Update Style Name to Match Selection* (where *Style Name* is the name of the style you want to modify)
- To save the modified style to the current template, click *Modify* to open the Modify Style dialog box, click the *New documents based on this template* option button, and then click the OK button



Modifying Styles

Figure 5-18 Modifying the Heading 1 style



Creating a New Style

- In the Styles group on the Home tab, click the Dialog Box Launcher to open the Styles window
- Select text formatted with the style that most closely resembles the new style you want to create
- Format the selected text with the font and paragraph formatting you want
- In the lower-left corner of the Styles window, click the New Style button to open the Create New Style from Formatting dialog box
- Type a name for the new style in the Name text box



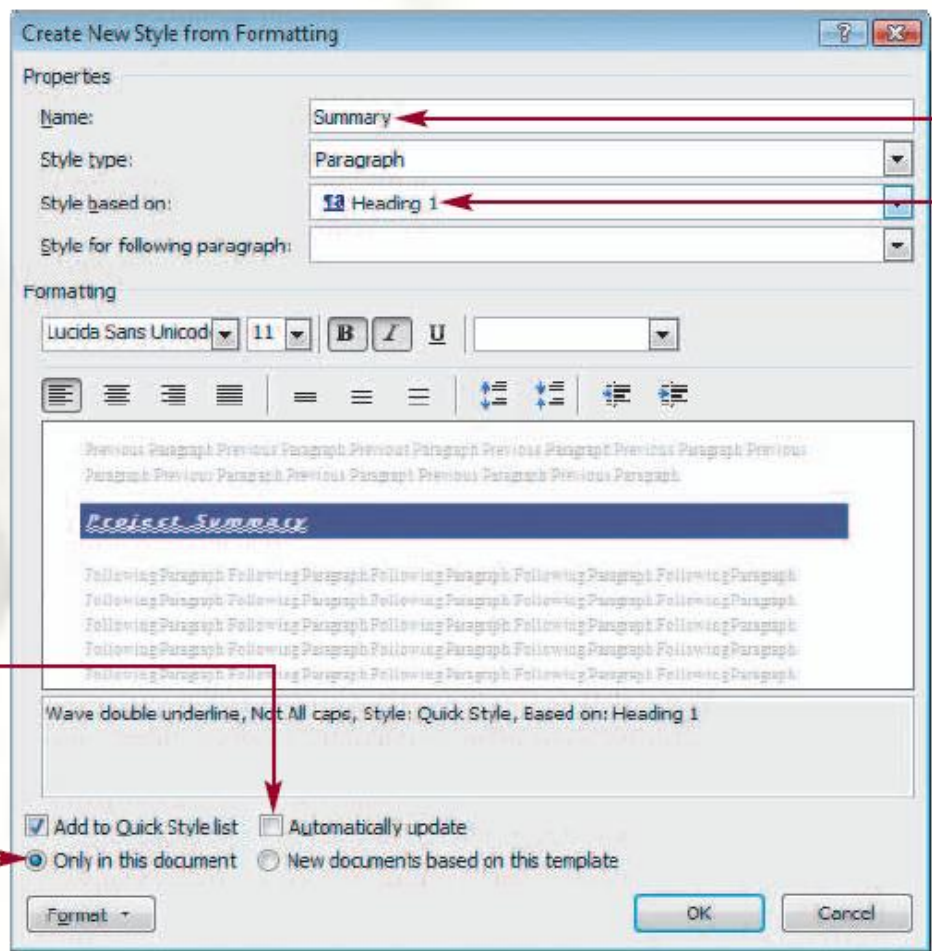
Creating a New Style

- The Style based on list box tells you on which existing style the new style will be based. If you don't want to base the new style on an existing style, click the Style based on arrow, then click (no style)
- To save the new style to the current document, verify that the Only in this document option button is selected, then click OK
- To save the style to the current template, click the New documents based on this template option button, then click OK
- To delete a style you have created, point to the style's name in the Styles window, click the down arrow next to the style's name, click Revert to *Style Name*, (where *Style Name* is the style it was based on), then click Yes



Creating a New Style

Naming a new style **Figure 5-20**



name for the new style

the new style is based on the Heading 1 style

as a rule, avoid selecting this option

the new style will be saved only to the current document

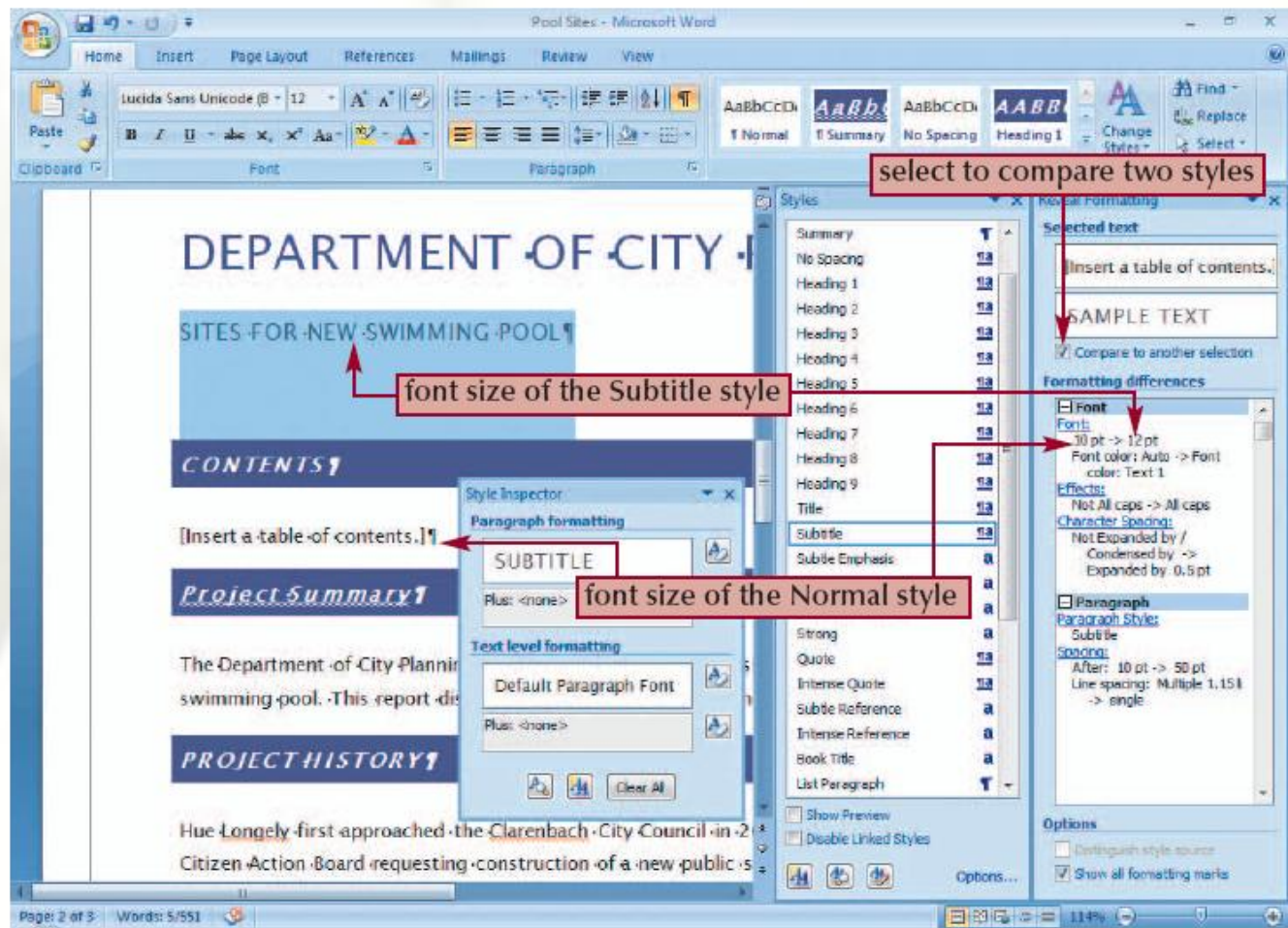
Comparing Styles with the Reveal Formatting Window

- To see a quick comparison of two styles, you can use the **Reveal Formatting window**
- Select a paragraph with a style applied
- Click the **Style Inspector** button
- Click the **Reveal Formatting** button
- Click the **Compare to another selection** check box
- Select text with another style applied
- Click the **Close** button



Comparing Styles with the Reveal Formatting Window

Figure 5-23 Comparing two styles



Saving a Document as a Template

- Click the Office Button, point to Save As, then click Word Template
- Navigate to the folder in which you want to save the template. To save the template to the Templates folder (installed as part of Word), click the Templates folder under “Favorite Links”
- In the File name text box, type a name for the template
- Click the Save button



Opening a New Document Based on Your Template

- Start Word, click the **Office Button**, then click New
- Click **My Templates**, then select the Template
- If you saved the template to another location, it will be necessary for you to click **New from existing** instead of **My Templates**



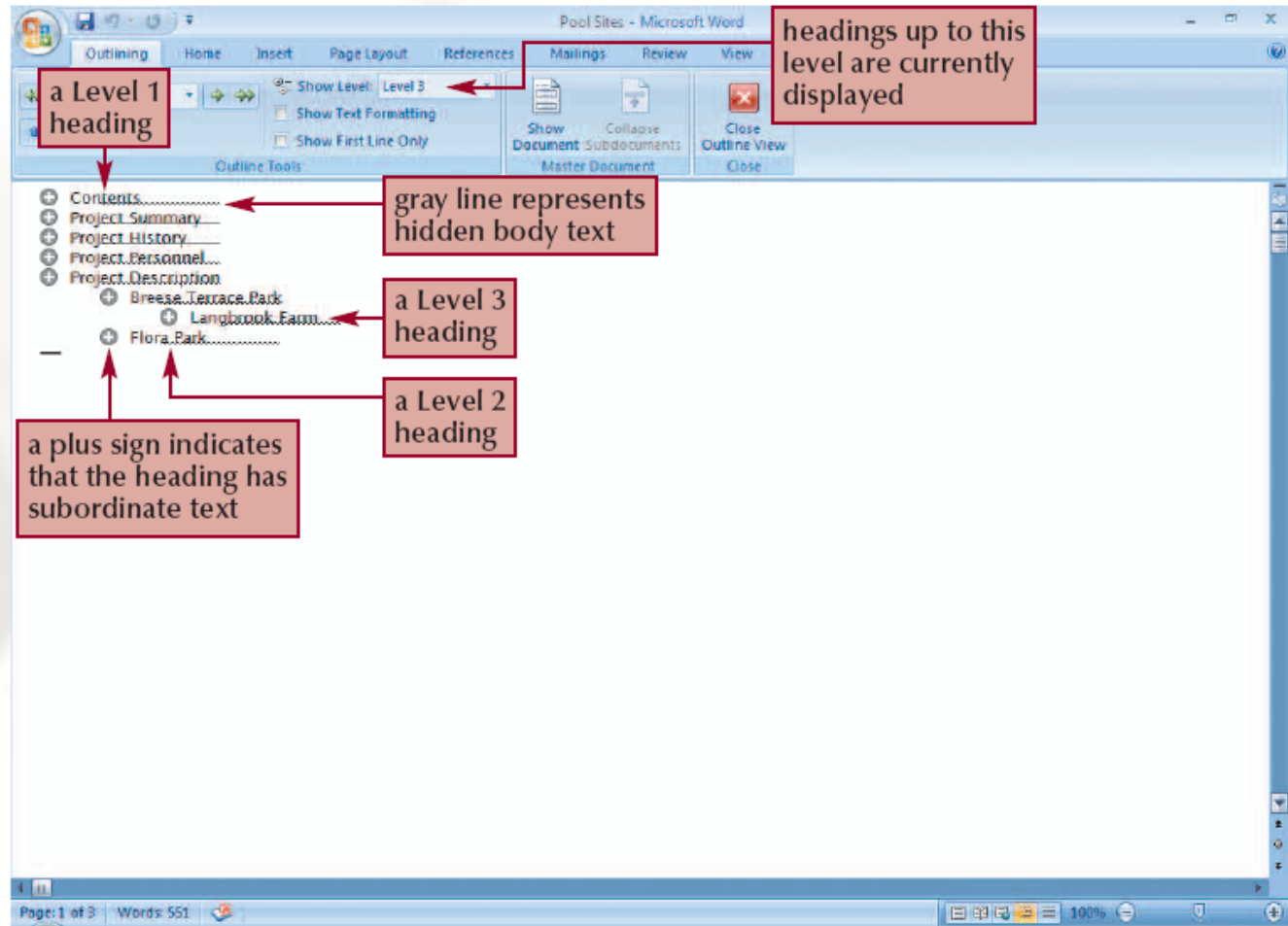
Creating and Editing Outlines

- Format a document with heading styles, such as Heading 1, Heading 2, etc.
- Click the Outline view button in the lower-right corner of the Word window
- If necessary, select the Show Text Formatting check box in the Outline Tools group on the Outlining tab; this ensures you can see the document formatting
- Use the Show Level arrow in the Outline Tools group to display the desired number of headings. For example, to see only text formatted with heading styles 1 through 3, click Level 3. To see all the document text, including the body text, click All Levels
- To select a section, click the Outline symbol next to the section's heading
- To move a section, select the section, and then in the Outline Tools group, click the Move Up button or the Move Down button until the section is at the desired location
- Use the Promote button or the Demote button in the Outline Tools group to increase or decrease the levels of headings
- Click the Page Layout button to return to Page Layout view



Creating and Editing Outlines

Figure 5-27 Levels 1 through 3 displayed in Outline view



Creating a Table of Contents

- You can use Word to create a **table of contents** with page numbers for any paragraphs to which you have applied heading styles
- Make sure you have applied heading styles such as Heading 1, Heading 2, and Heading 3 to the appropriate headings in your document
- Move the insertion point to the location in the document where you want to insert the table of contents
- Click the References tab, and then in the Table of Contents group, click the Table of Contents button. This opens the Table of contents menu
- To insert a pre-designed table of contents, click one of the Automatic table of contents styles in the Table of Contents menu



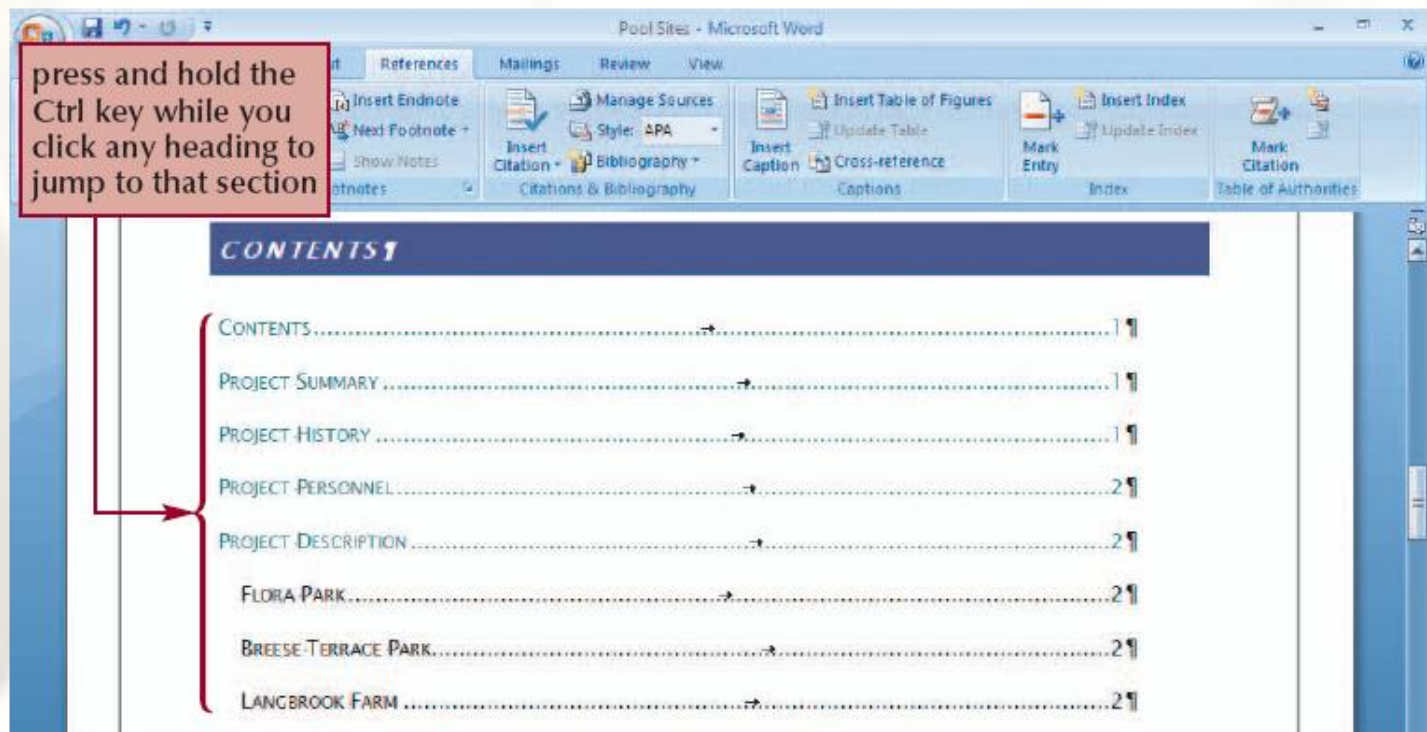
Creating a Table of Contents

- To choose from an array of table of contents settings, click Insert Table of Contents in the Table of Contents menu, then click the Table of Contents tab in the Table of Contents dialog box, if necessary. Click the Formats arrow and select a style, change the Show levels setting to the number of heading levels you want to include in the table of contents, verify that the Show page numbers check box is selected, then click the OK button
- To update a table of contents, click the Update Table button in the Table of Contents group on the References tab
- To add text to a table of contents, select the text in the document, then click the Add Text button in the Table of Contents group on the References tab. In the Add Text menu, click the level at which you want to insert the selected text, then update the table of contents
- To delete a table of contents, click the Table of Contents button, then click Remove Table of Contents



Creating a Table of Contents

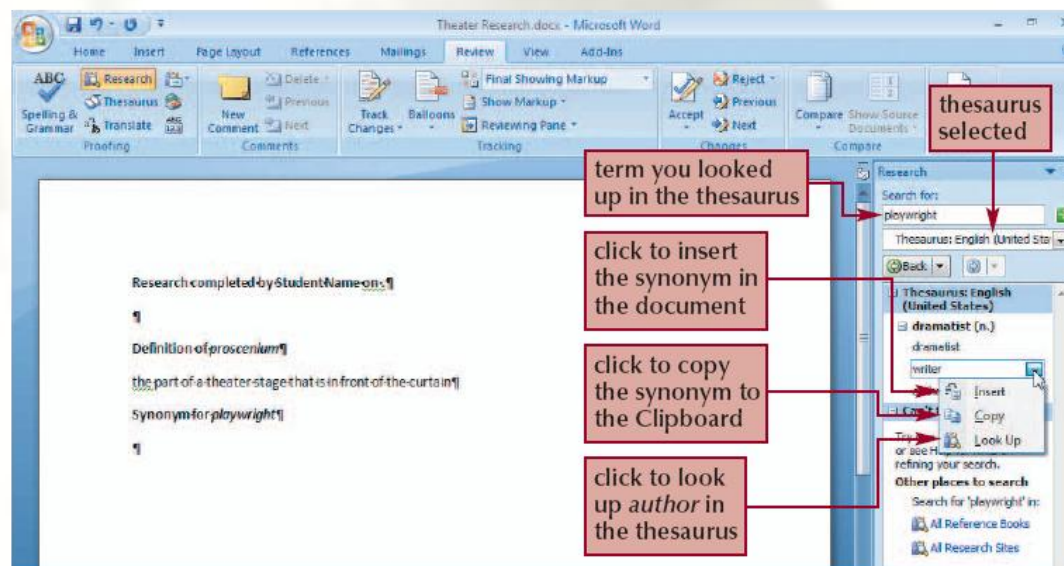
Figure 5-33 Table of contents inserted into document



Using the Research Task Pane

- You can use the **Research task pane** to look up dictionary definitions and to search for synonyms in Word's thesaurus

Figure 5-37 Synonyms displayed in the Research task pane

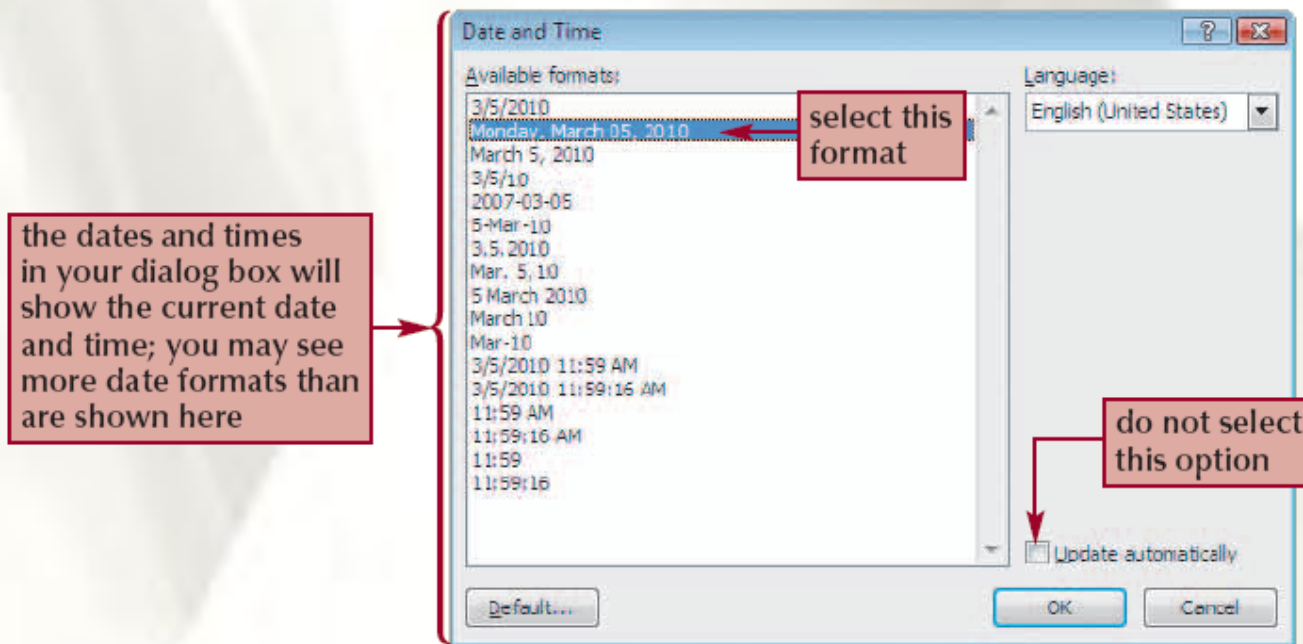


Inserting the Current Date

- Click the **Insert** tab, and then, in the Text group, click the **Date & Time** button

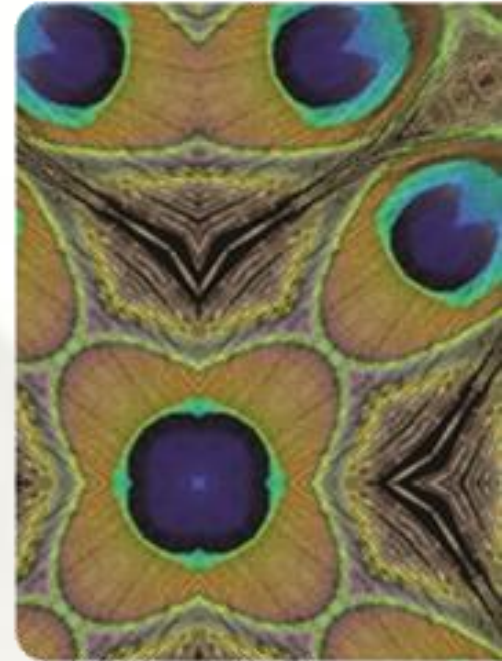
Date and Time dialog box

Figure 5-38



Word Tutorial 6

Using Mail Merge



Objectives

- Learn about the mail merge process
- Use the Mail Merge task pane Select a main document
- Create a data source
- Insert mail merge fields into a main document
- Edit a main document
- Preview a merged document
- Complete a mail merge



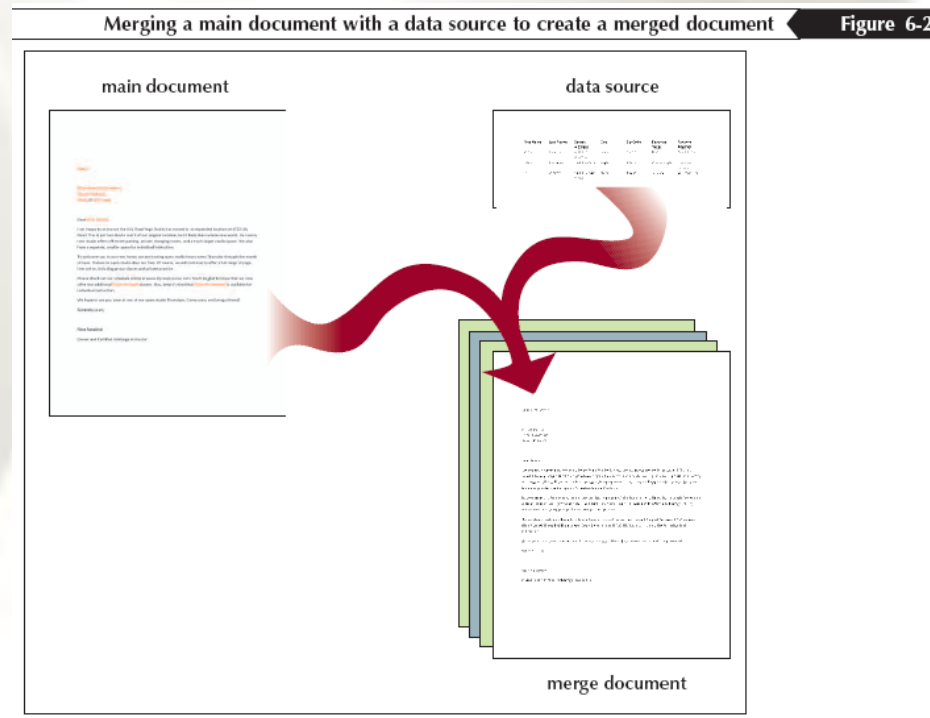
Objectives

- Edit an existing data source
- Sort records
- Create mailing labels and a phone directory
- Convert tables to text and text to tables
- Create a multilevel list



Understanding the Mail Merge Process

- To insert individualized information into a form letter, you combine, or **merge**, a form letter with a separate file containing specific information



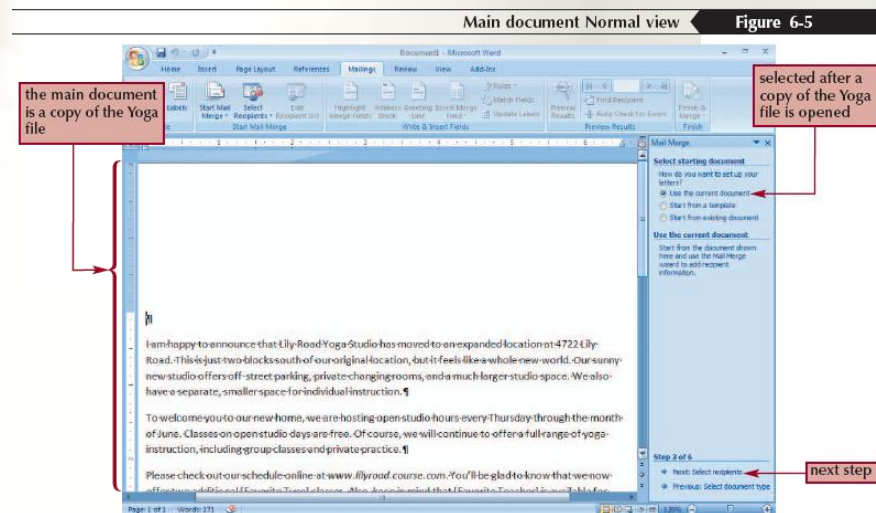
Using the Mail Merge Task Pane

- The **Mail Merge task pane** walks you through the following six steps for merging documents:
 - Select the type of document you want to use as the main document. Possible types of main documents include letters, envelopes, e-mails, labels, and directories
 - Select the document you want to use as the main document. You can create a new document or edit an existing one
 - Select the list of recipients (that is, the data source) you want to use for the merge or create a new list of recipients
 - Complete the main document by adding merge fields
 - Preview the merged document
 - Complete the mail merge
- Click the **Mailings tab**, then in the Start Mail Merge group, click the **Start Mail Merge** button, and then click **Step by Step Mail Merge Wizard**



Selecting a Main Document

- Verify that the **Letters** option button is selected in the Mail Merge task pane
- At the bottom of the task pane, click **Next: Starting document**
- Navigate and select the file



Creating a Data Source for a Mail Merge

- In Step 3 of the Mail Merge task pane, select the Type a new list option button, and then click Create; or, in the Start Mail Merge group on the Mailings tab, click the Select Recipients button, and then click Type New List
- In the New Address List dialog box, click the Customize Columns button
- To delete unnecessary fields, in the Customize Address List dialog box, click a field you want to delete, click the Delete button, and then click the Yes button. Continue to delete any other unnecessary fields
- To add a new field, click the Add button, type the name of the field in the Add Field dialog box, then click OK



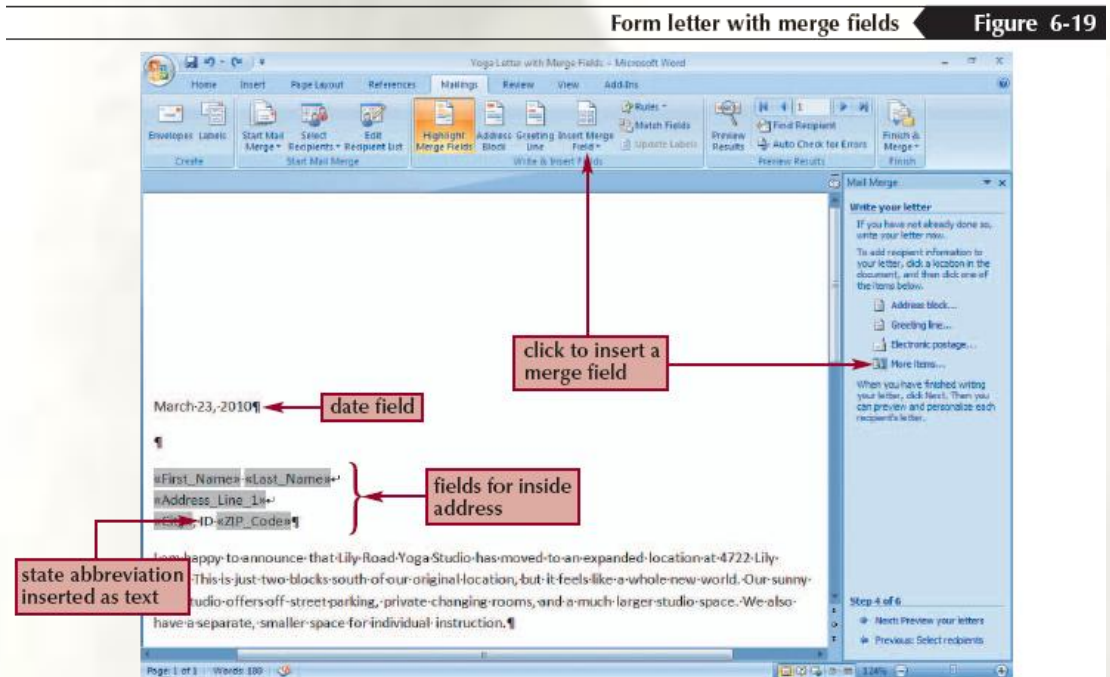
Creating a Data Source for a Mail Merge

- To rearrange the order of the field names, click a field name, then click the Move Up or Move Down button
- Click the OK button to close the Customize Address List dialog box
- In the New Address List dialog box, enter information for the first record, click the New Entry button, and type another record. Continue until you are finished entering information into the data source, and then click the OK button to open the Save Address List dialog box
- Type a name for the data source in the File name text box, and then click the Save button. The file is saved with the .mdb file extension



Inserting Merge Fields

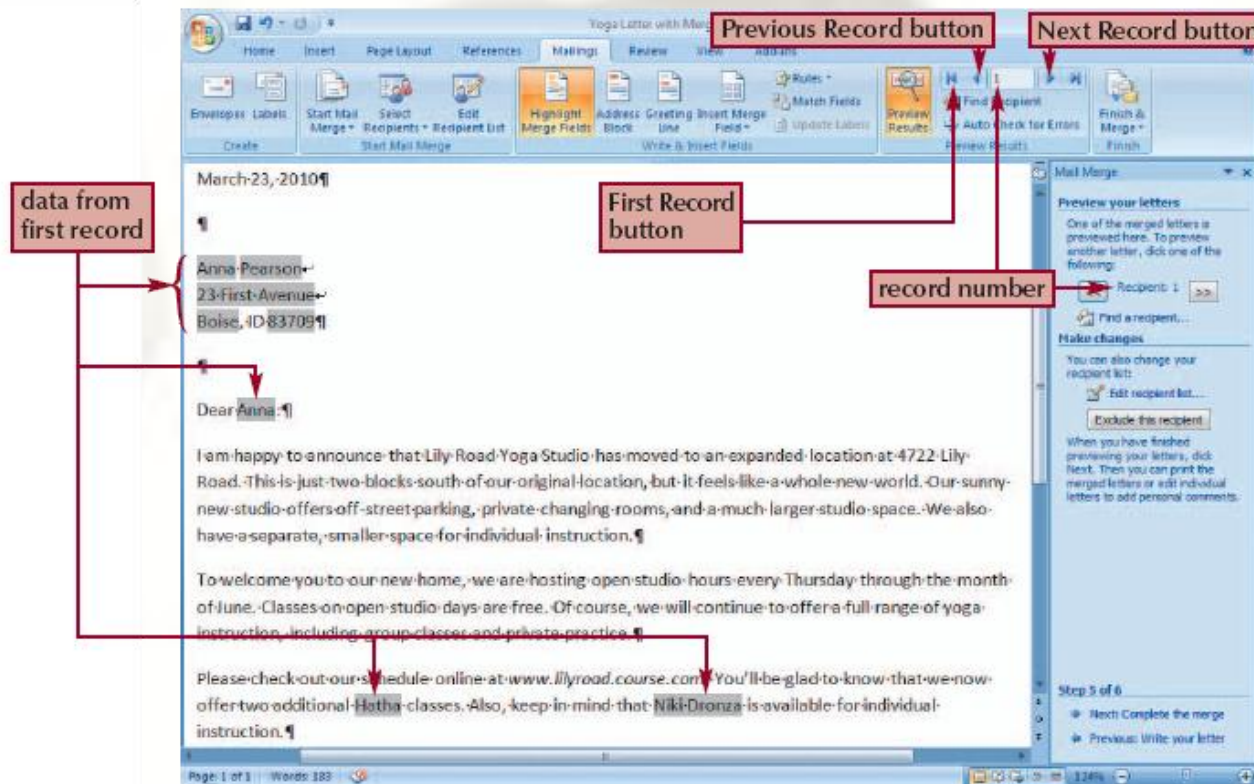
- Click the **Mailings** tab
- In the Mail Merge task pane, click **More Items**
- Select the field you wish to insert, and then click the **Insert** button



Previewing the Merged Document

- In the Mail Merge task pane, click the **Next: Preview your letters**

Figure 6-21 First letter with merged data

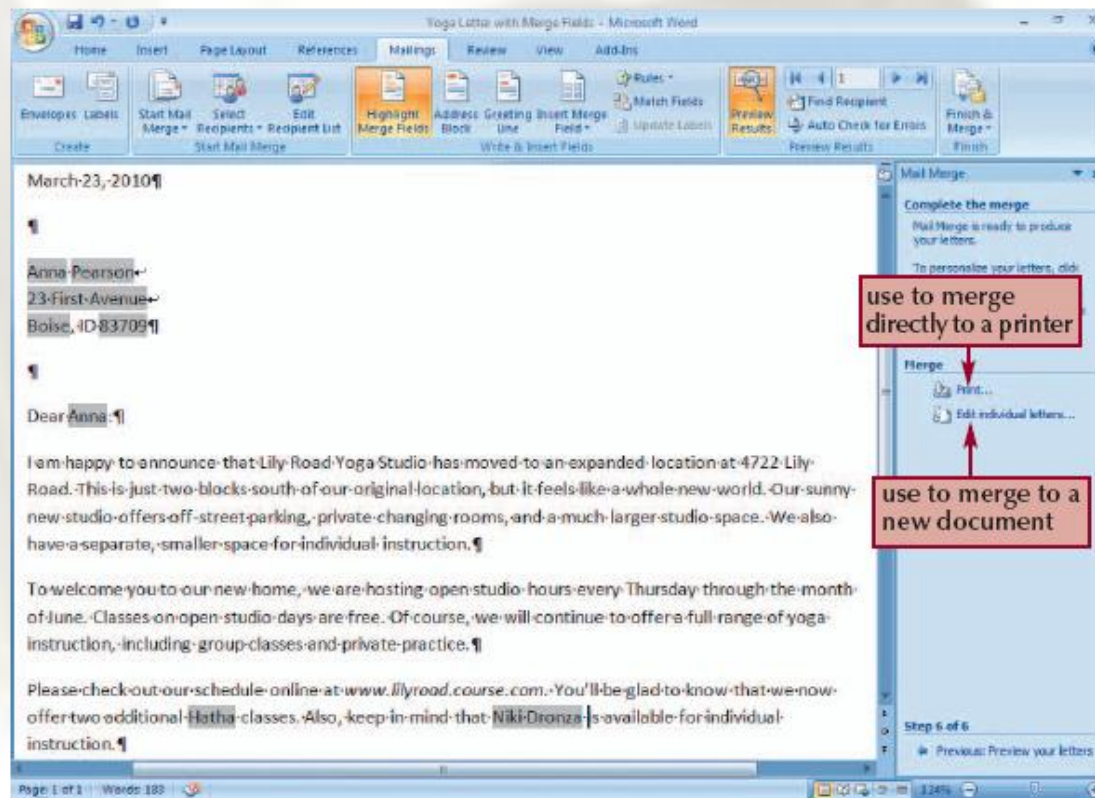


Merging the Main Document and Data Source

- In the Mail Merge task pane, click **Next: Complete the merge**

Last step in Mail Merge task pane

Figure 6-22



Editing a Data Source in Word

- Open the main document for the data source you want to edit
- In the Start Mail Merge group on the Mailings tab, click the Edit Recipient List button
- In the Data Source list box in the Mail Merge Recipients dialog box, select the data source you want to edit, then click the Edit button
- To add a record, click the New Entry button, then type a new record
- To delete a record, click any field in the record, then click the Delete Entry button
- To add or remove fields from the data source, click the Customize Columns button, make any changes, and then click the OK button. Remember that if you remove a field, you will delete any data entered into that field



Sorting Records

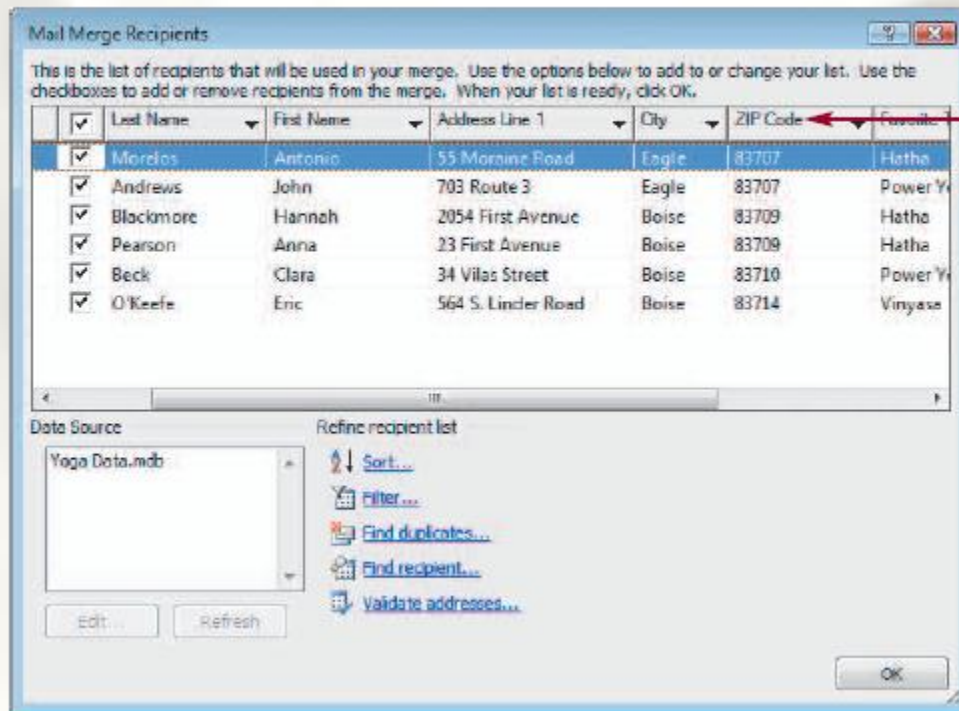
- In the Start Mail Merge group on the Mailings tab, click the Edit Recipient List button to display the Mail Merge Recipients dialog box
- To sort data in ascending order, click the heading for the column you want to sort. For example, if you want to arrange the records alphabetically according to the contents of the First Name column, click the First Name column heading
- To sort data in descending order, click the column heading a second time



Sorting Records

Records sorted in ascending order by ZIP code

Figure 6-26



ZIP Code
column heading

Selecting Records to Merge

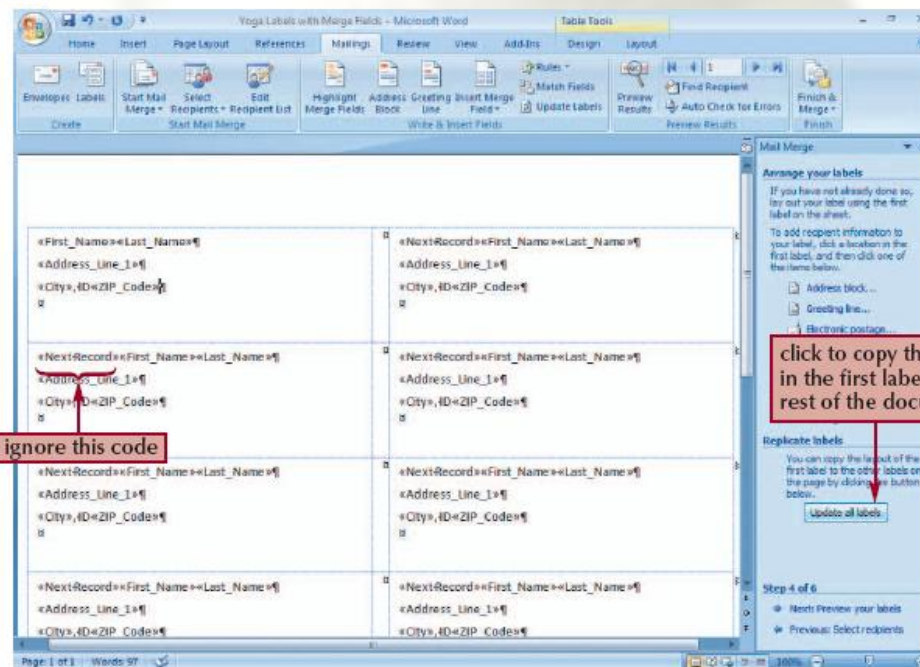
- Click the **Edit Recipient List** button in the Start Mail Merge group
- Click the check boxes next to the records you wish to merge
- Click the **OK** button
- In the Finish group, click the **Finish & Merge** button



Creating Mailing Labels

- Creating mailing labels is similar to creating form letters, and the Mail Merge task pane walks you through all six steps

Figure 6-31 Field codes inserted into document



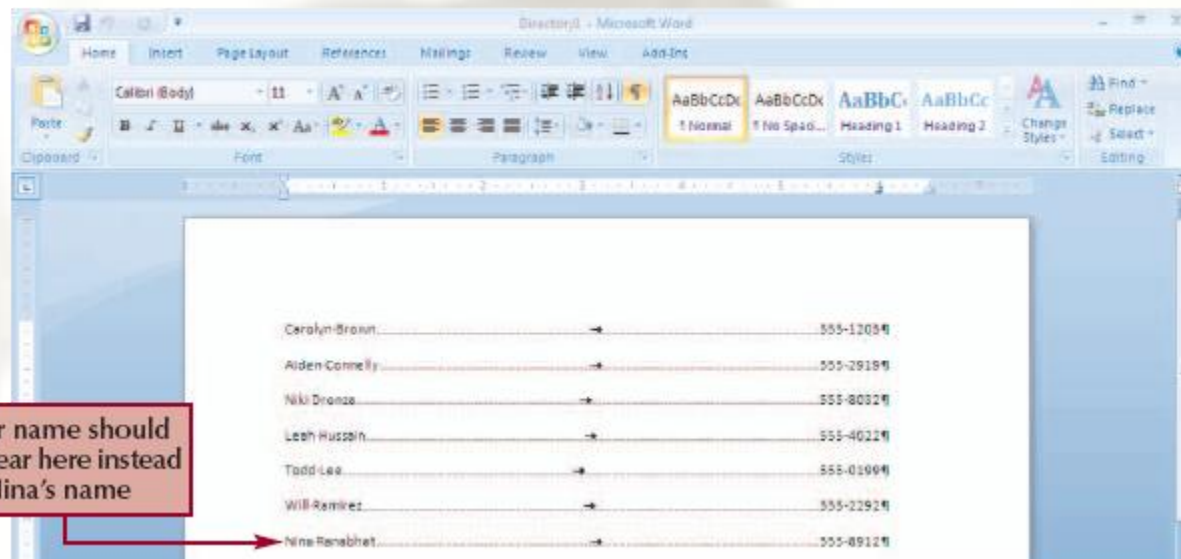
Creating a Telephone Directory

- In the Mail Merge task pane under “Select document type,” click the **Directory** option button, click **Next: Starting document**, verify that the **Use the current document** option button is selected, click **Next: Select recipients**, verify that the **Use an existing list** option button is selected, and then click **Browse**
- Navigate to and open your file, and then click **Next: Arrange your directory**



Creating a Telephone Directory

Figure 6-35 Completed telephone directory

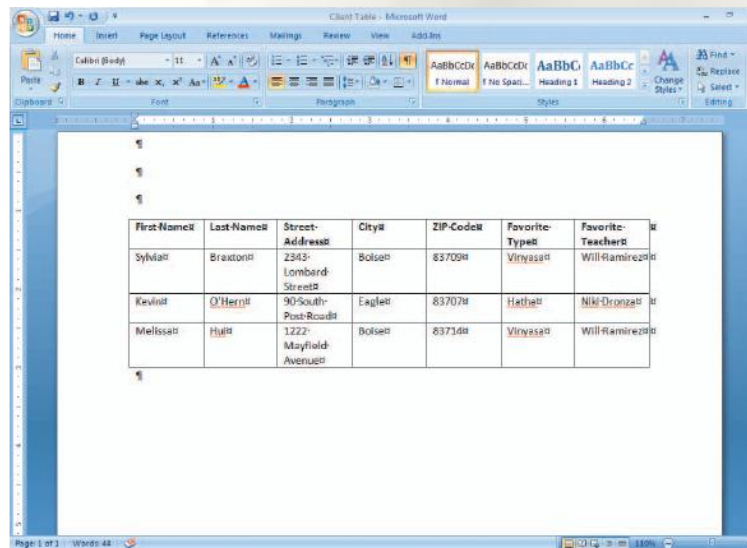


your name should
appear here instead
of Nina's name

Converting Text to Tables and Tables to Text

- Click the **Insert** tab, click the **Table** button, and then, at the bottom of the Table menu, click **Convert Text to Table**
- Click the **OK** button

Figure 6-37 Text changed to table

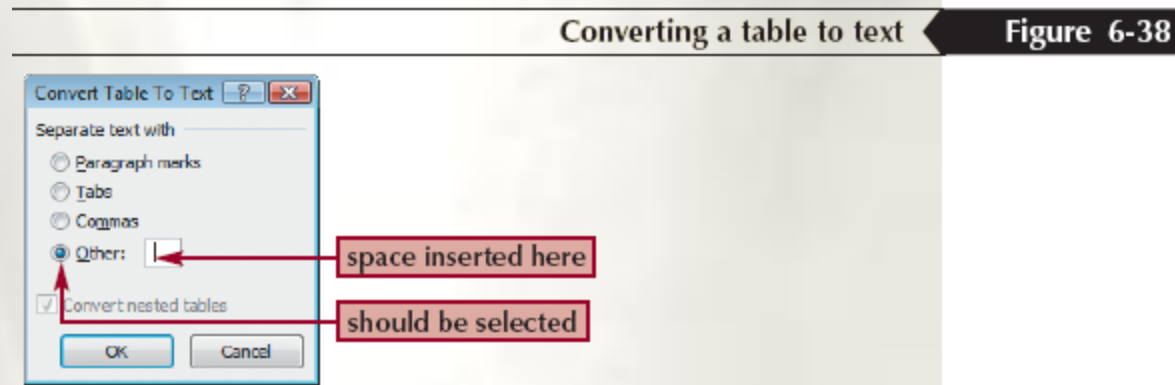


The screenshot shows the Microsoft Word interface with a table inserted into the document. The table has 7 columns and 3 rows. The columns are labeled: First-Name, Last-Name, Street-Address, City, ZIP-Code, Favorite-Type, and Favorite-Teacher. The rows contain the following data:

First-Name	Last-Name	Street-Address	City	ZIP-Code	Favorite-Type	Favorite-Teacher
Sylvia	Braxton	2345 Lombard Street	Bolton	83709	Vinyasa	Will Ramirez
Kevin	O'Hern	90 South Post-Road	Eggle	83707	Hatha	Nik Dronzo
Melissa	Hull	1222 Mayfield-Avenue	Bolton	83714	Vinyasa	Will Ramirez

Converting Text to Tables and Tables to Text

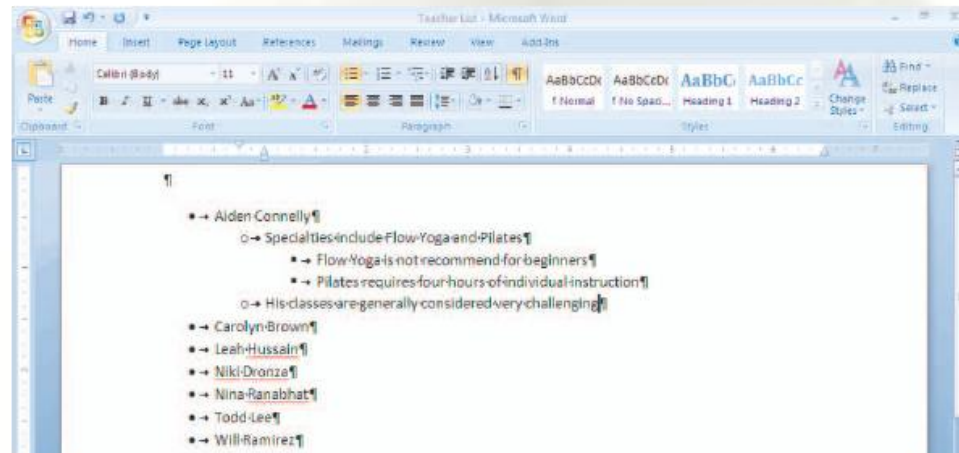
- Select the entire table, verify that the Table Tools Layout tab is displayed, and then in the Data group, click **Convert to Text**



Working with Lists

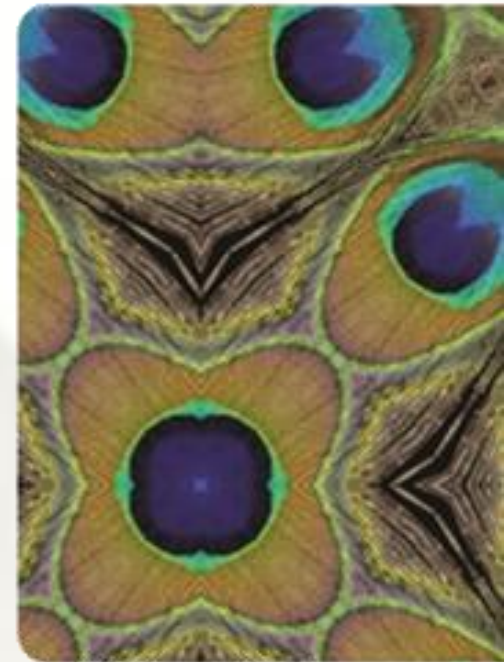
- Select the bulleted list, and then, in the Paragraph group, click the **Sort** button
- Verify that **Paragraphs** appears in the Sort by text box and that the **Ascending** option button is selected, then click the **OK** button

Figure 6-39 Bulleted list with multiple levels



Word Tutorial 7

Collaborating with Others and Creating Web Pages



Objectives

- Track changes in a document
- Insert and delete comments
- Accept and reject changes
- Compare and combine documents
- Embed and modify an Excel worksheet
- Link an Excel chart
- Modify and update a linked chart



Objectives

- Modify a document for online distribution
- Insert and edit hyperlinks
- Use Web Layout view
- Save a Word document as a Web page
- Format a Web document
- View a Web document in a Web browser



Tracking Changes in a Document

- Verify that the document is displayed in Print Layout view, click the Review tab, then in the Tracking group, click the Track Changes button
- Verify that Final Showing Markup is displayed in the Display for Review list box in the Tracking group
- Edit the document as you ordinarily would. Adjust the document zoom as necessary, so you can easily see tracked changes in the document and in the margin



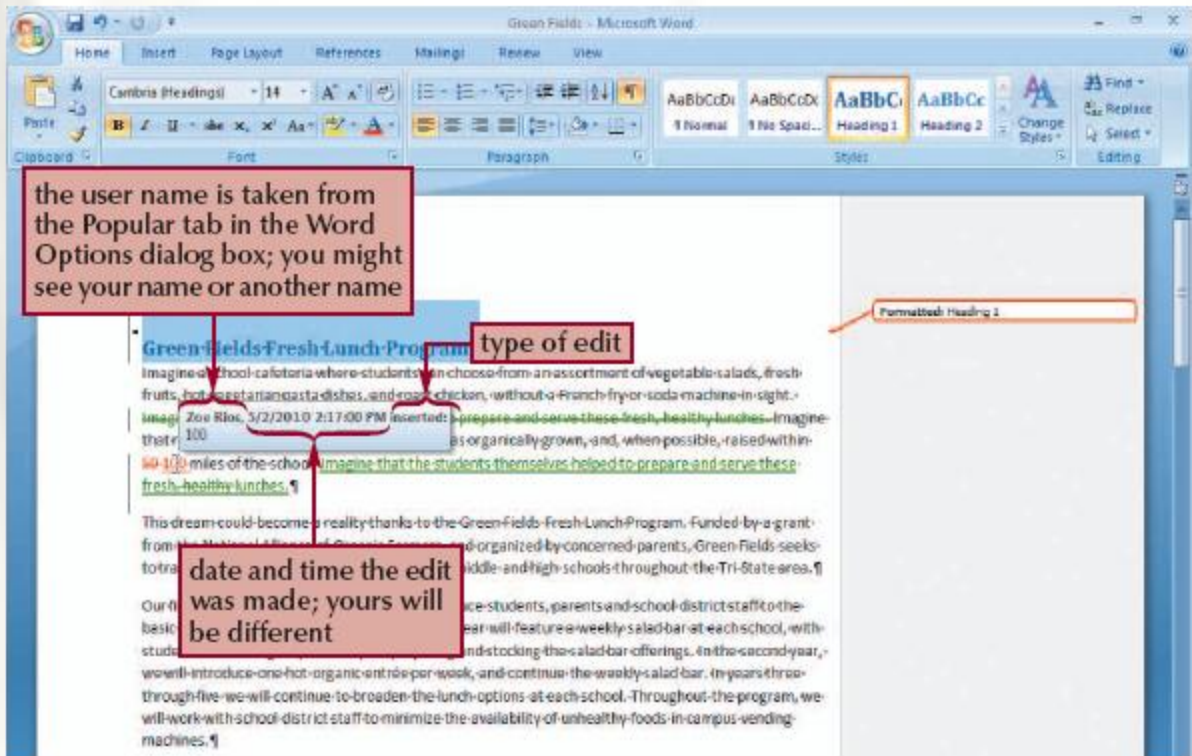
Inserting Comments

- Select the text to which you want to attach a comment
- Click the Review tab, and then in the Comments group, click the New Comment button
- Type the text of your comment in the balloon that appears in the margin
- Adjust the document zoom as necessary so you can read the document text as well as the comment balloons in the margin



Inserting Comments

ScreenTip with user name and date **Figure 7-5**



Comparing and Combining Documents

- Use the **Compare** feature when you have two different versions of a document that do not contain revision marks and you want to see the differences between the two
- Use the **Combine** feature when you have two or more versions of a document that contain revision marks, which you want to combine into a single document



Comparing and Combining Documents

- With any document open in Word, click the Compare button in the Compare group on the Review tab
- Click either Compare (to open the Compare Documents dialog box) or Combine (to open the Combine Documents dialog box). Except for their names, the two dialog boxes are identical
- Next to the Original document list box, click the Browse for Original button, navigate to the location of the document, select the document, then click the Open button



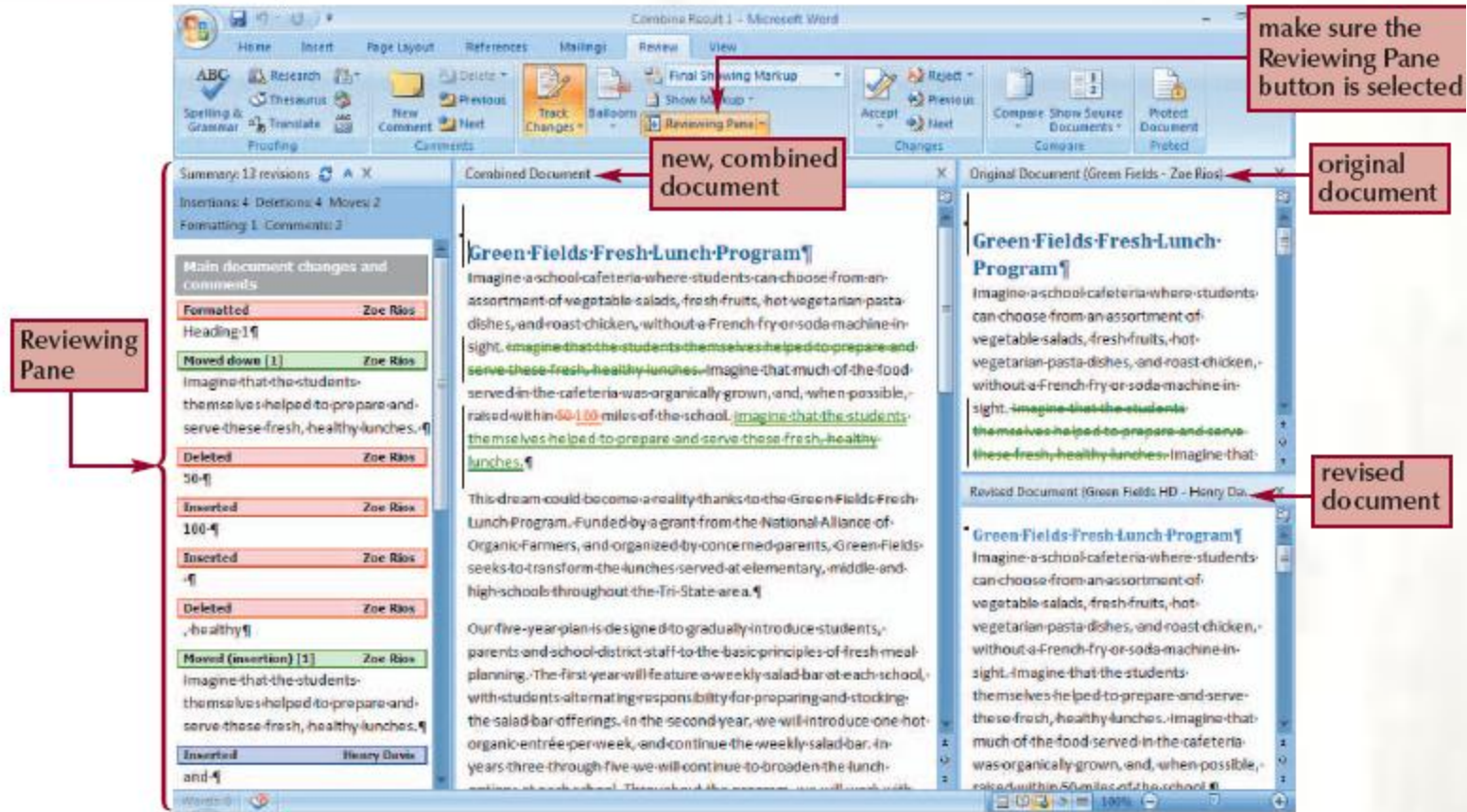
Comparing and Combining Documents

- Next to the Revised document list box, click the Browse for Revised button, navigate to the location of the document, select the document, then click the Open button
- Click the More button, if necessary, to display options that allow you to select which items you want marked with revision marks. If the Less button is visible, these options are already displayed
- Select or deselect any options as necessary. Verify that the New document option button is selected in the Show changes in list
- Click the OK button, then review the revision marks in the new document. Most likely you will want to save the combined or compared document



Comparing and Combining Documents

Figure 7-11 Combining two documents



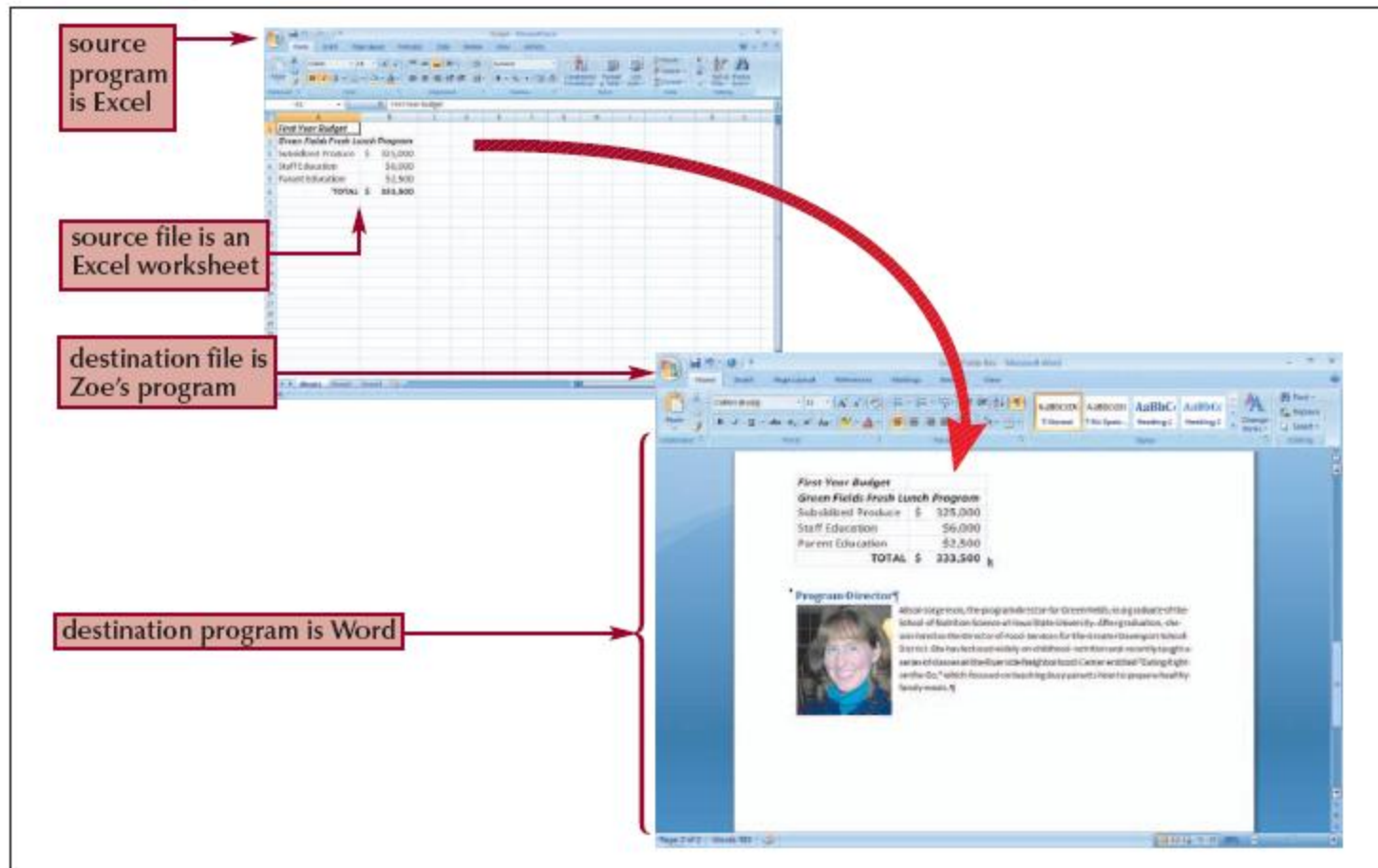
Accepting and Rejecting Changes and Deleting Comments

- Move the insertion point to the beginning of the document
- To move the insertion point from one edit or comment to another, click the Next button in the Changes group on the Review tab. To move the insertion point from one comment to another, click the Next button in the Comments group on the Review tab
- To accept a change that currently contains the insertion point, in the Changes group on the Review tab click the Accept button. To accept all the changes in the document, click the Accept button arrow, then click Accept All Changes in Document
- To reject the change that currently contains the insertion point, click the Reject button in the Changes group on the Review tab. To reject all the changes in the document, click the Reject button arrow, and then click Reject All Changes in Document
- To delete a comment, click in the comment balloon, and then click the Delete button in the Comment group. To delete all the comments in a document, click the Delete button arrow, and then click Delete All Comments in Document



Embedding and Linking Objects from Other Programs

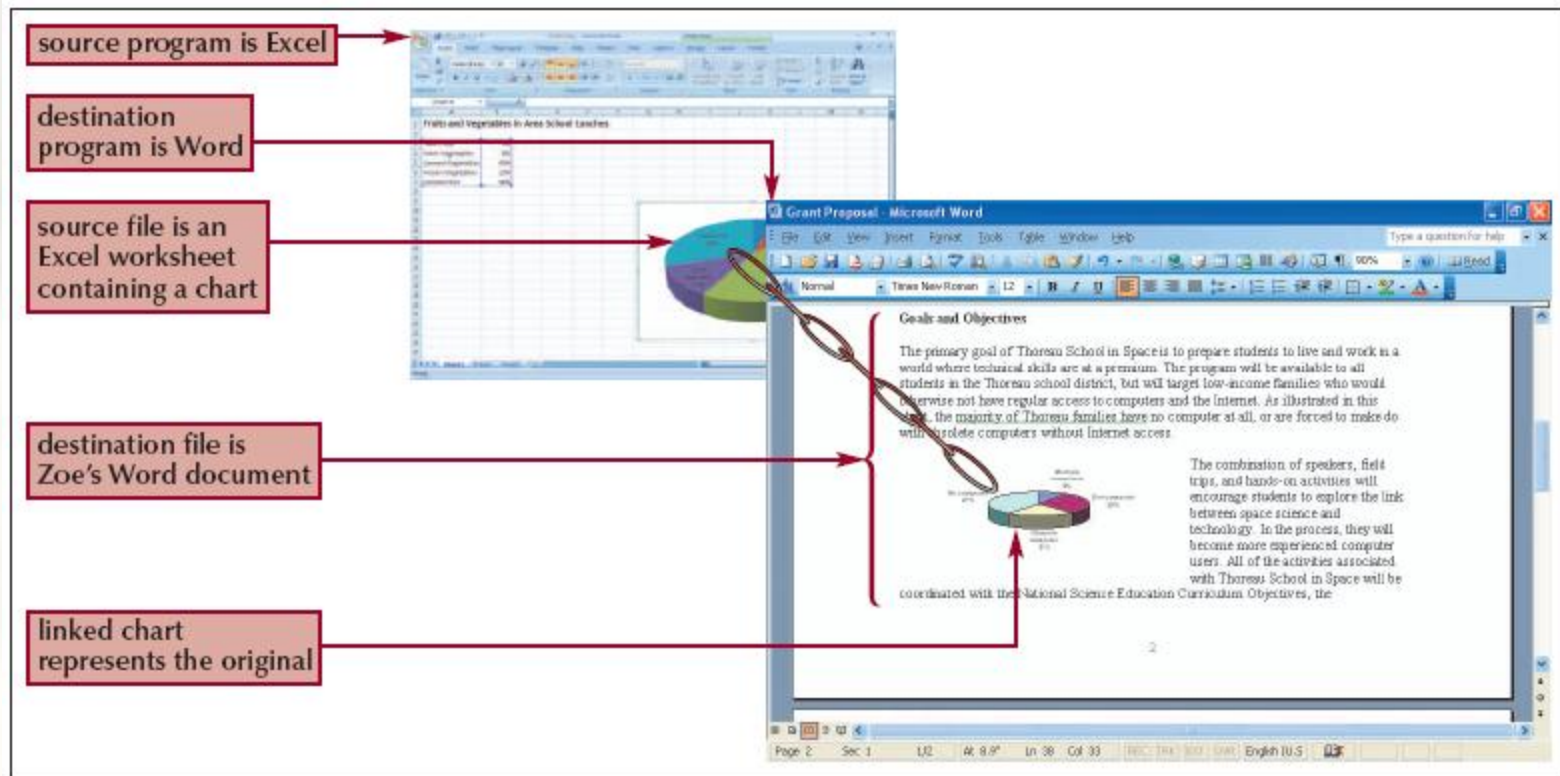
Figure 7-14 Embedding an Excel worksheet in a Word document



Embedding and Linking Objects from Other Programs

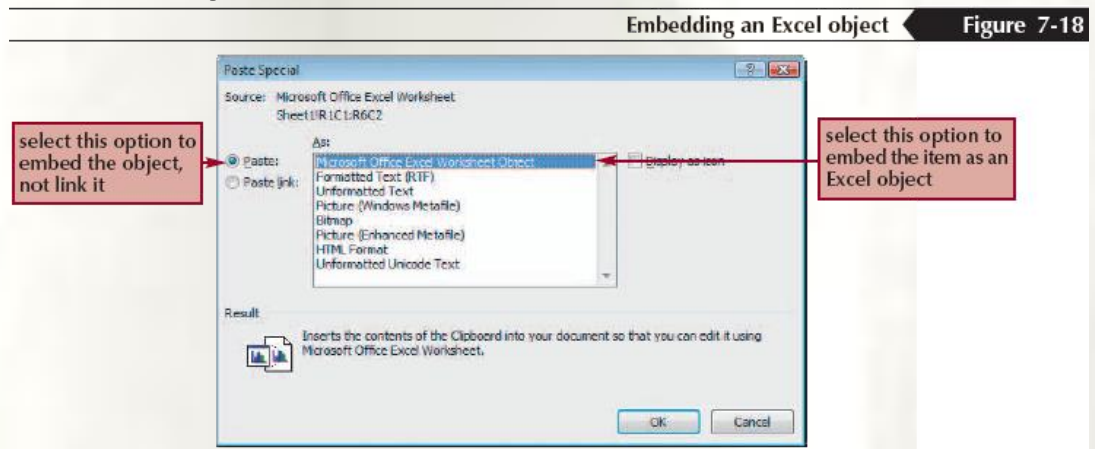
Linking an Excel chart to a Word document

Figure 7-15



Embedding and Linking Objects from Other Programs

- To embed a file, copy the data from the source file
- Paste the data into the destination file by using the **Paste Special** command
- Select the appropriate option from the Paste Special dialog box

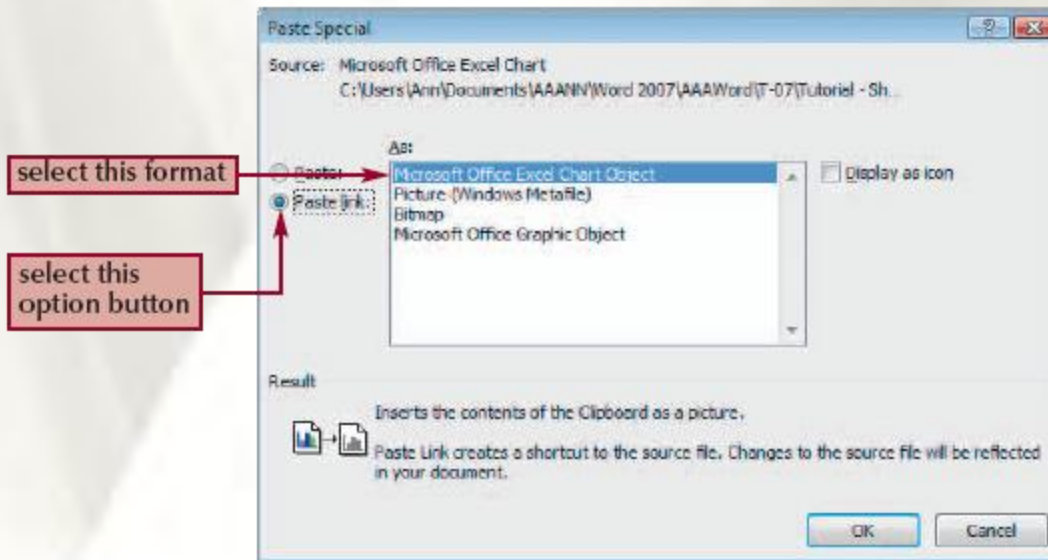


Embedding and Linking Objects from Other Programs

- To link an object, follow the same steps as embedding an object, but you will choose different options in the Paste Special dialog box

Inserting a linked object

Figure 7-23



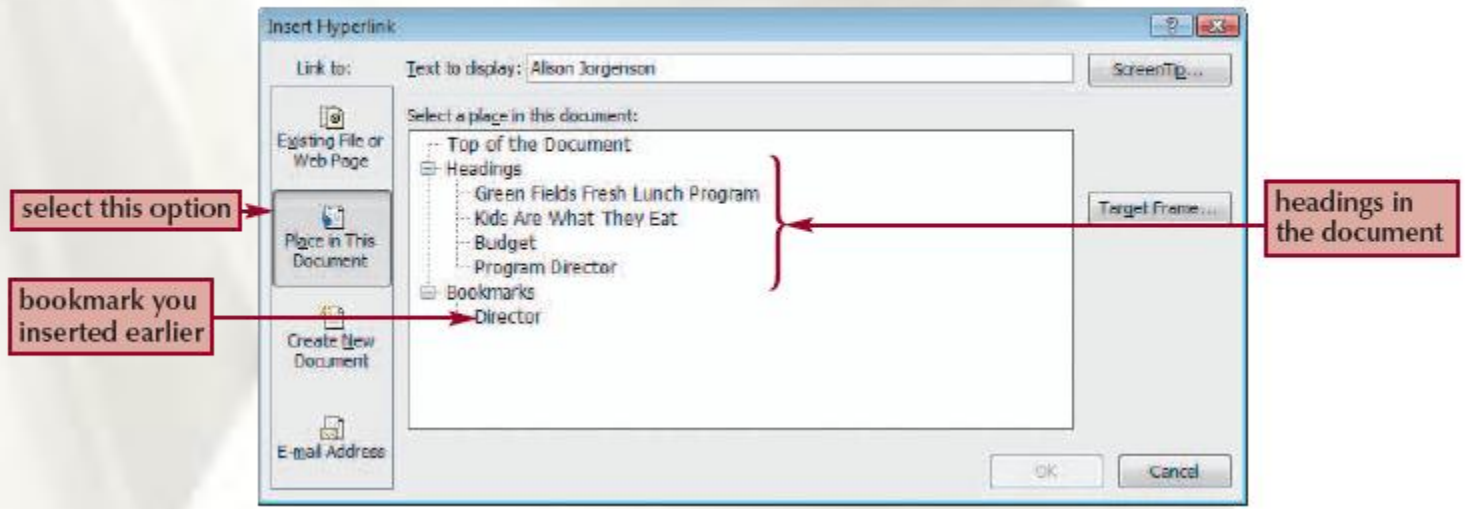
Linking to a Location in the Same Document

- Insert a bookmark at the target location or format text at the target location with a heading style. To insert a bookmark, select the text you want to mark as a bookmark, click the Insert tab, in the Links group click Bookmark, type a name for the bookmark, and then click the Add button
- Select the text or graphic you want to use as the hyperlink
- On the Insert tab in the Links group, click Hyperlink
- Under Link to, click the Place in This Document option
- Click the bookmark you want to link to, and then click the OK button



Linking to a Location in the Same Document

Inserting a hyperlink **Figure 7-28**



Creating a Hyperlink to Another Document

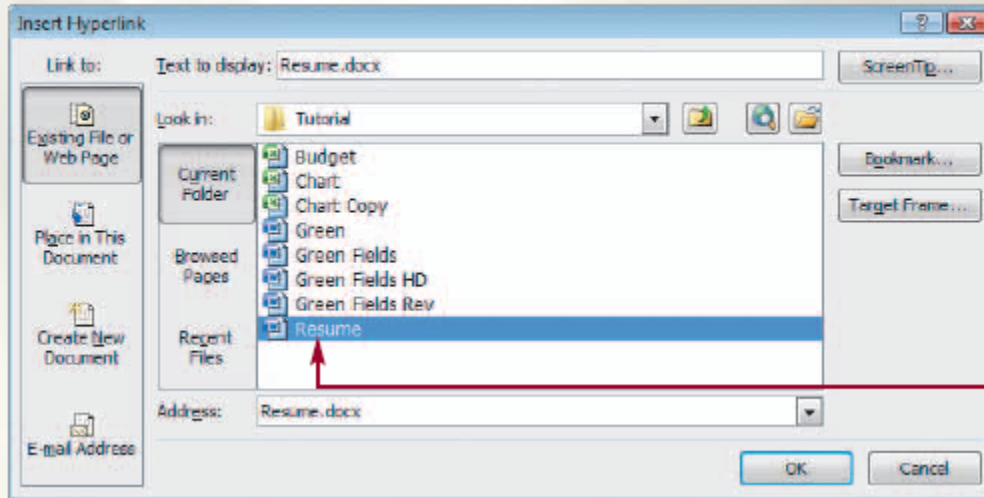
- Select the text you want to format as a hyperlink
- In the Links group on the Insert tab, click the Hyperlink button
- Under Link to, click Existing File or Web Page
- To target a specific file on your computer or network, use the Look in list arrow to open the folder containing the file, and then click the file in the file list
- To target a Web page, type the URL in the Address text box



Creating a Hyperlink to Another Document

Inserting a hyperlink to a different document

Figure 7-30

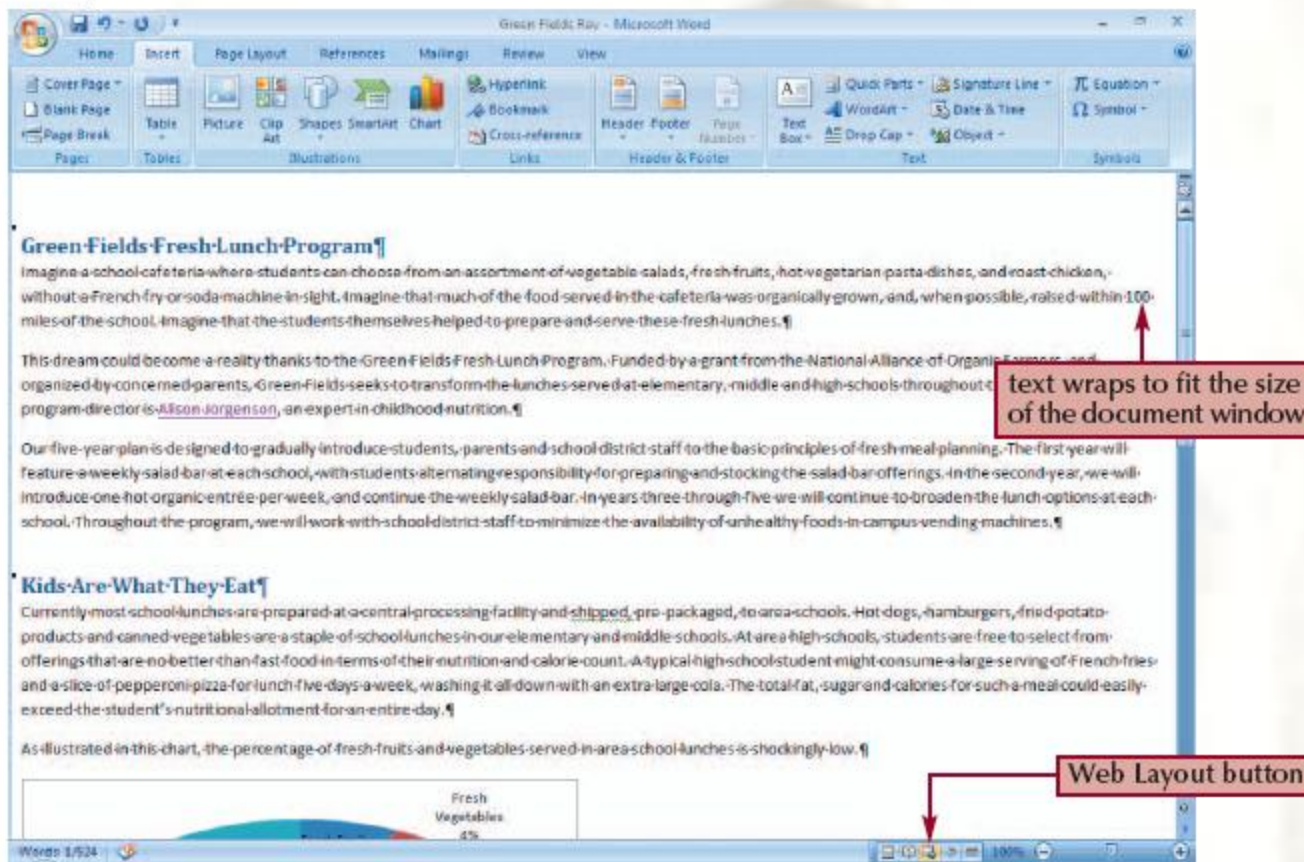


the hyperlink will open this document

Viewing a Document in Web Layout View

- Click the **Web Layout** button

Figure 7-32 Document displayed in Web Layout view

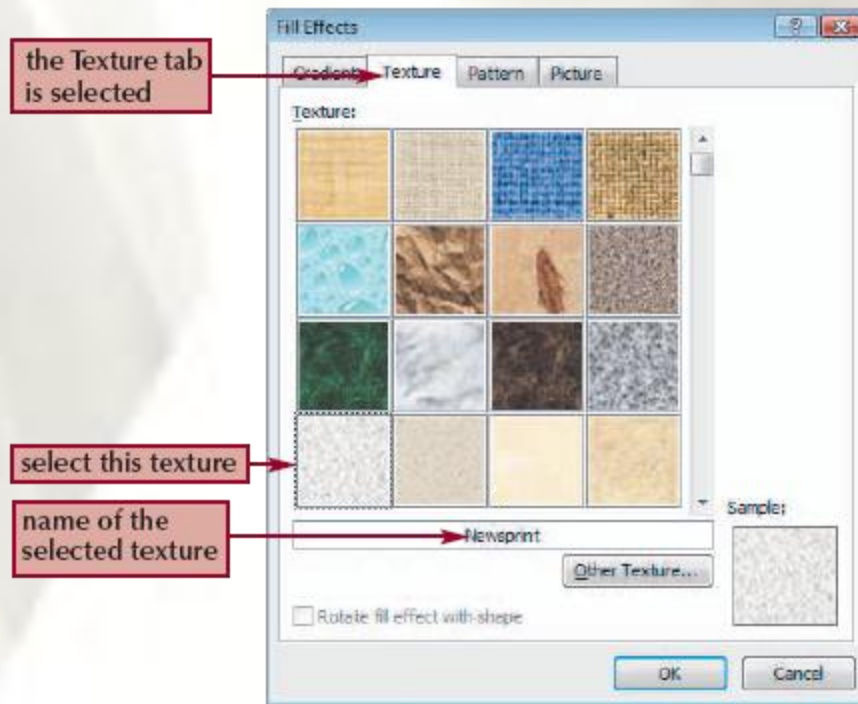


Applying a Background Effect

- Click the **Page Layout** tab, and then in the Page Background group, click the **Page Color** button

Selecting a texture background

Figure 7-33



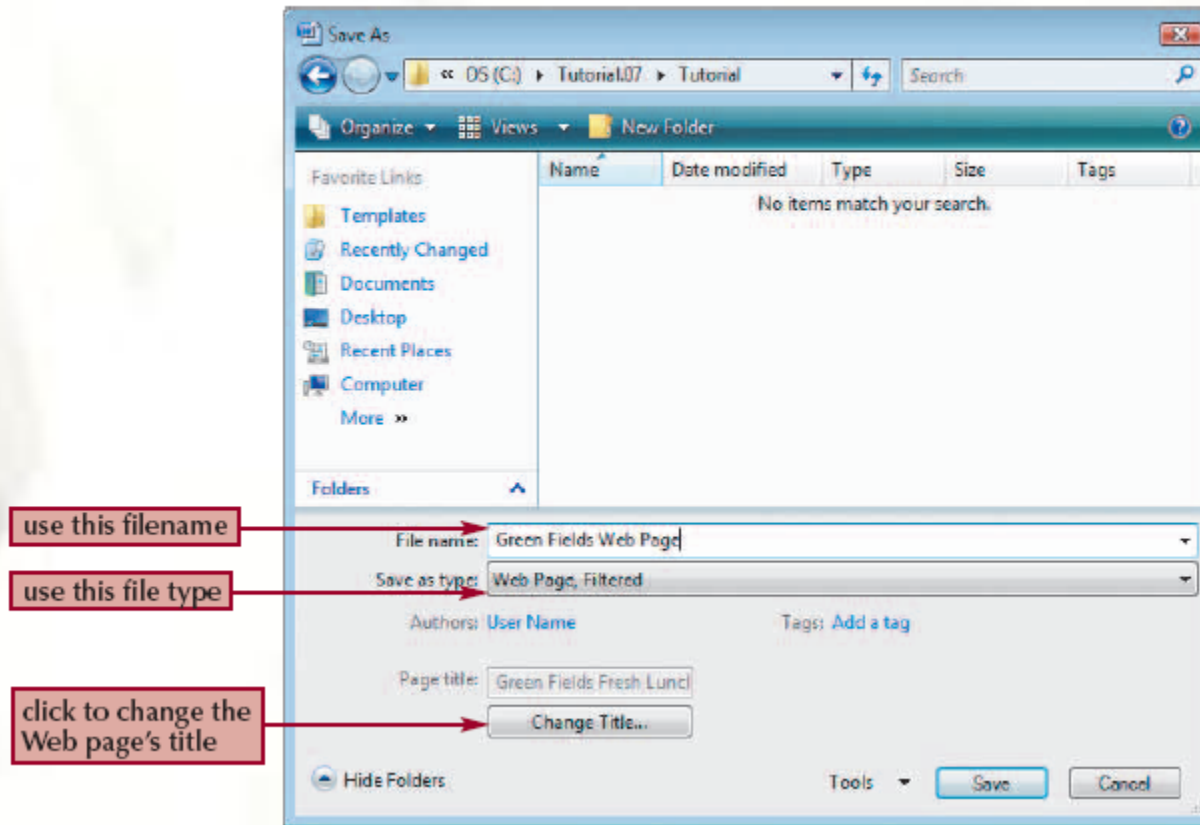
Saving a Word Document as a Web Page

- Click the Office Button, and then click Save As
- To save the Web page as a single file, click the Save as type list arrow, and then click Single File Web Page. To ensure that your Web page file is as small as possible, click the Save as type list arrow, then click Web Page, Filtered
- If desired, give the file a new filename. For files saved using the Single File Web Page type, Word automatically adds the .mht file extension. For files saved using the Web Page file type, Word automatically adds the .htm file extension. These extensions probably won't be visible in the Save As dialog box
- Click the Change Title button, type a title for the Web page in the Set Page Title dialog box, and then click the OK button. The title you specify will appear in the browser title bar
- Click the Save button in the Save As dialog box
- If you saved the document using the Web Page, Filtered option, click Yes in the warning dialog box



Saving a Word Document as a Web Page

Figure 7-34 Saving a document as a Web page



Breaking a Link Between Objects

- Click the Office Button, point to Prepare, then click Edit Links to Files
- Click the link that you want to break, then click Break Link
- To break all the links in a document, press the Ctrl+Shift+F9 keys



Viewing the Web Page in a Browser

Figure 7-38 Web page displayed in browser window

Internet Explorer title bar

Green Fields Fresh Lunch Program

Imagine a school cafeteria where students can choose from an assortment of vegetable salads, fresh fruits, hot vegetarian pasta dishes, and roast chicken, without a French fry or soda machine in sight. Imagine that much of the food served in the cafeteria was organically grown, and, when possible, raised within 100 miles of the school. Imagine that the students themselves helped to prepare and serve these fresh lunches.

This dream could become a reality thanks to the Green Fields Fresh Lunch Program. Funded by a grant from the National Alliance of Organic Farmers, and organized by concerned parents, Green Fields seeks to transform the lunches served at elementary, middle and high schools throughout the Tri-State area. The program director is [Alison Jorganson](#), an expert in childhood nutrition.

Our five-year plan is designed to gradually introduce students, parents and school district staff to the basic principles of fresh meal planning. The first year will feature a weekly salad bar at each school, with students alternating responsibility for preparing and stocking the salad bar offerings. In the second year, we will introduce one hot organic entrée per week, and continue the weekly salad bar. In years three through five we will continue to broaden the lunch options at each school. Throughout the program, we will work with school district staff to minimize the availability of unhealthy foods in campus vending machines.

Kids Are What They Eat

Currently most school lunches are prepared at a central processing facility and shipped, pre-packaged, to area schools. Hot dogs, hamburgers, fried potato products and canned vegetables are a staple of school lunches in our elementary and middle schools. At area high schools, students are free to select from offerings that are no better than fast food in terms of their nutrition and calorie count. A typical high school student might consume a large serving of French fries and a slice of pepperoni pizza for lunch five days a week, washing it all down with an extra large cola. The total fat, sugar and calories for such a meal could easily exceed the student's nutritional allotment for an entire day.

In this chart, the percentage of fresh fruits and vegetables served in area school lunches is shockingly low.

Category	Percentage
Canned fruit	30%
Fresh fruit	6%
Fresh Vegetables	4%

lettering in chart labels is darker and thicker than in Word