

WHAT IS A WIZARD

- ❖ Wizards are step-by-step sets of dialog boxes that guide you through the creation of a new document or through the complicated selection process.
- ❖ Wizards display a series of dialog boxes that ask questions about what is being created.
- ❖ As the Wizard goes through the dialog boxes, you provide answers to the questions which help the program perform a specific job.
- ❖ Each dialog box within a Wizard contains **Next** and **Back** buttons which allow you to return to an option if incorrect information has been supplied.
- ❖ Each Wizard contains a **Finish** button in the last dialog box that is clicked to complete the Wizard process and create the document.
- ❖ Just as there are several categories of templates, there are several categories of wizards. These are:
 - **Agenda** - This wizard walks you through the steps of creating a meeting agenda. There are several different options to choose from while creating the agenda.
 - **Batch Conversion** - This wizard is used to convert a group of files from one format to another.
 - **Calendar** - This wizard walks you through the steps of creating a calendar. There are different styles to choose from. It is also possible to create a calendar page for a series of months.
 - **Envelope** - A single envelope or a group of envelopes for a mass mailing may be created using this wizard.
 - **Fax** - A customized fax may be created using this wizard.
 - **Legal Pleadings** - This category provides a wizard that steps you through the process of customizing a pleading document.
 - **Letters** - This wizard is used to create a customized letter.
 - **Mailing Label**- This wizard is used to create a single label or a group of labels for a mass mailing.
 - **Mail Merge** - This category contains several wizards for creating a mail merge address list, along with wizards to create form letters or form faxes. When any of the Mail Merge options are chosen, the Mail Merge Task Pane will open. This task pane walks you through the steps for creating a Mail Merge.
 - **Memo** - This wizard is used to create a custom memo with your own style.
 - **Resumes** -It is possible to create a customized resume using this wizard.