

EXERCISE

1. Define Mail Merge.
2. Explain the steps of Mail Merge.
3. Explain the types of view.
4. What is new window in MS Word?

Answer-1

Mail Merge is a handy feature that incorporates data from both Microsoft Word and Microsoft Excel and allows you to create multiple documents at once, such as letters, saving you the time and effort of retyping the same letter over and over.

Answer-2

Mail Merge – Form Letters

1. Open Word and create a new blank document
2. Type the letter with all needed text and formatting, leaving room for the data from the data source (example: name, address, etc.)
3. Click the Mailings tab
4. Click Start Mail Merge
5. Click Step-by-Step Mail Merge Wizard

The Mail Merge task pane appears on the right of your screen. Note there are 6 steps.

Step 1 – Select Document Type

1. Click Letters for the document type
2. Click Next: Starting document

Step 2 – Select Starting Document

1. Click Use the current document under Select starting document
2. Click Next: Select recipients 2

Step 3 – Select Recipients The recipients can come from either an existing Excel file, an Access table or you can create a new list in Word.

If Using an Existing List:

1. Click Use an existing list under Select recipients
2. Click Browse
3. Select the file

4. Click Open
5. Select the worksheet tab name that contains the data
6. Click OK (Mail Merge Recipients opens showing the file data)
7. Click OK
8. Click Next: Write your letter If Creating a New List:
 1. Click Type a new list under Select recipients
 2. Click Create
 3. Click Customize Columns to modify the list of fields 3
 4. Delete any unnecessary field names and/or add new ones
 5. Click OK
 6. Begin typing records, hitting TAB to advance to the next field and to continue adding new records
 7. Click OK
 8. Click Save

The recipients list will be saved as a separate file as a Microsoft Access file type. It is saved in the My Data Sources folder. It is recommended to save the file in this folder.

9. Click Next: Write your letter 4

Step 4 – Write Your Letter

- 1) If including an address, click the location in your document where the address data will be inserted
- 2) Click Address block...
- 3) Select the address elements you want included
- 4) Click OK The field name will look like this: <> The address block will insert the following fields including any necessary punctuation: First Name, Last Name, Company, Address 1, Address 2, City, State, Postal Code. If your fields do not match the ones listed above or you are not using address fields, click More items...
- 5) Click on the field from the list

- 6) Click Insert
- 7) Click Close The field name will look like this - «First_Name»
- 8) Repeat this step until all fields have been inserted. Remember to put spaces and punctuation where needed.
- 9) Click Next: Preview your letters 5

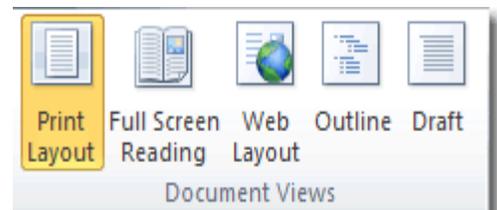
Step 5 – Preview Your Letters Here is where you can preview the first page with the fields filled in. Click Next: Complete the merge

Step 6 – Complete the Merge

- 1) Click Print to send directly to the printer
- 2) Click Edit individual letters to create a new file Remember to save your document as you go. The next time you open your document and click on Step-by-Step Mail Merge, the data source file will be attached.

Answer-3

Microsoft Word gives you five **different views** of a document, and each has its own advantages over the others. They are Print Layout, Full Screen Reading, Web Layout, Outline and Draft and you can guess what purpose some of them serve just by their names. There are two ways of changing the **view** you have of a document.



Answer-4

Open a Second Window to View One Document in Two Windows
To view your document in two windows simultaneously: From the VIEW tab in the Window group, click New Window . To view the two windows side by side, click View Side by Side . Changes you make in either window will also appear in the other window.