

LEARNING IN THIS CHAPTER

- Mail Merge feature in Microsoft Word
- Creating a Mail Merge document
- Creating recipient list and Inserting merge fields
- Viewing the merged data and Printing your letters

In business or any official matters, it is often required to send letters with similar information to different people. The letters require the name and address of each recipient to be printed on the top. So, changing the address each time would be a very long process and a wastage of time and effort.

Mail Merge feature is used to combine a data source with the main document. It saves our time and energy to send letters at multiple addresses.

DATA SOURCE

Data source consists of mailing list. For example, name, address, city, PIN, telephone number, etc. The data is organised in tabular form along with the field names. The data source is associated with the main document, so its field names can be used in the main document, and it becomes easy to merge addresses along with the main document.

NAME	ADDRESS	CITY	PIN	TEL. NO.
Kabir	#605, Sector 2	Panchkula	134109	2576675
Ridhima	#105, Sector 20	Panchkula	134109	2586498
Anika	#24, Sector 35	Chandigarh	160035	4618090
Manas	#645, Phase 11	Mohali	120145	2264080

MAIN DOCUMENT

It contains the text that we wish to send to all the recipients.

MERGE FIELD

It is a data item, such as NAME, ADDRESS, CITY, PIN, etc., which instructs Microsoft Word where to insert the data source (names, addresses) information in the main document.

Mail merge involves three basic steps:

- ◆ Creating a main document
- ◆ Specifying a data source
- ◆ Merging the data source with the main document

CREATING A MAIL MERGE DOCUMENT

To create a main document, follow these steps:

- ◆ Create a new document and type a letter, or open an existing letter in Microsoft Word that you want to send to different people at their addresses.
- ◆ Click on the **Mailings** tab. In the **Start Mail Merge** group, click on the **Start Mail Merge** drop-down menu, and select the **Step by Step Mail Merge Wizard** option.

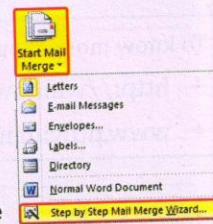


Figure 3.1: Starting Mail Merge

- ✦ The **Mail Merge** task pane appears on the right side of the application window.
- ✦ Now select the **Letters** radio button under 'Select document type' section.
- ✦ Click the **Next: Starting document** (wizard step) under 'Step 1 of 6' section.
- ✦ Choose the type of set up for your letters.
- ✦ Click the **Use the current document** radio button under **Select starting document** section.
- ✦ Click the **Next: Select recipients** under 'Step 2 of 6' section.

CREATING RECIPIENT LIST

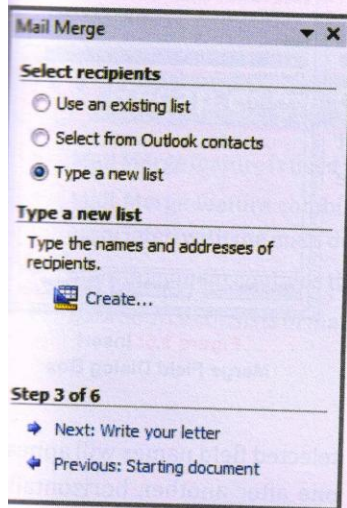


Figure 3.3: Select Recipients

Enter data in the respective fields, and click on the **New Entry** button.

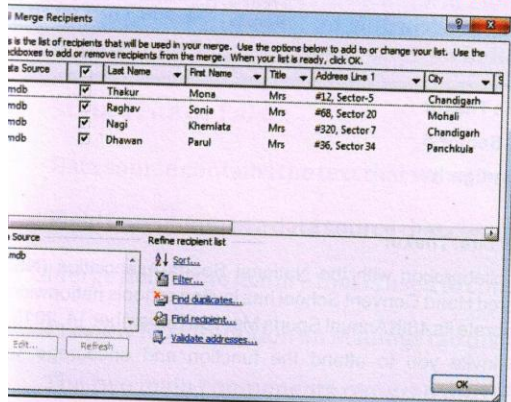


Figure 3.5: Mail Merge Recipients Dialog Box

- ✦ To create a new mailing list, in the Mail Merge task pane, select the **Type a new list** radio button under **Select recipients** section. Click on the **Create** option.
- ✦ The **New Address List** dialog box appears on the screen as shown in the Figure 3.4. Click on the **Customize Columns** button to add or remove fields.

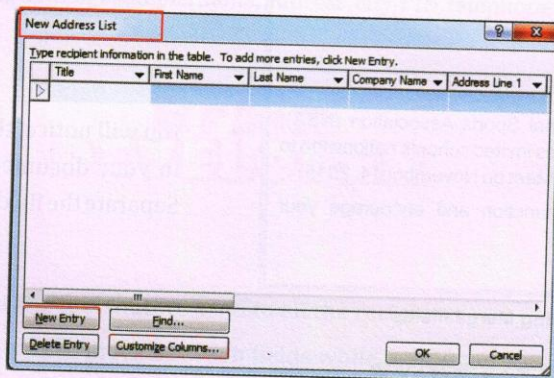


Figure 3.4: New Address List Dialog Box

- ✦ Enter three records of your friends and relatives. Click **OK**.
- ✦ You will get the **Save Address List** dialog box.
- ✦ Specify a name in the **File name:** text box and click on the **Save** button.
- ✦ The **Mail Merge Recipients** dialog box will appear as

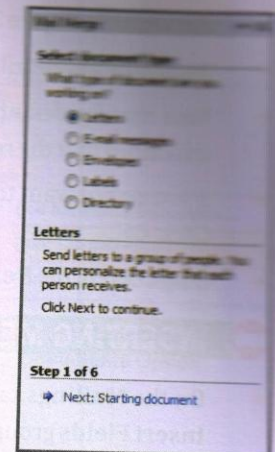


Figure 3.2: Selecting Document Type

Let's Know More

Field is a column in a data source that contains one type of information. E.g., Name, Address, City, etc.

Let's Know More

Record is a row on a datasheet. Number of fields make one record.

Know the Fact

Press **Tab** key to move between fields, while typing the information.

Let's Know More

The data source can be created in Microsoft Word database file, or it can be created in another application like Microsoft Excel or Microsoft Access.

shown in the Figure 3.5. This dialog box displays the details of all the records added by you.

- ◆ To change any detail, you can click the **Edit** button. When you are through, click on **OK**.
- ◆ Note that by default tick marks are placed on the check boxes next to the **Data Source** field. It gives an indication that the records are selected.
- ◆ If you do not want to send the letter to a particular address, just click on that specific check box to deselect it. Click **OK**.
- ◆ Now click on the **Next: Write your letter** (wizard step) under 'Step 3 of 6' section.

➔ INSERTING MERGE FIELDS

- ◆ On the **Mailings** tab, click on the **Insert Merge Field** button in the **Write & Insert Fields** group.
- ◆ The **Insert Merge Field** dialog box appears with a list of field names you have created.
- ◆ Click on the field name that you intend to add, and then click on the **Insert** button. Similarly, insert other fields into the document. Click on the **Close** button.

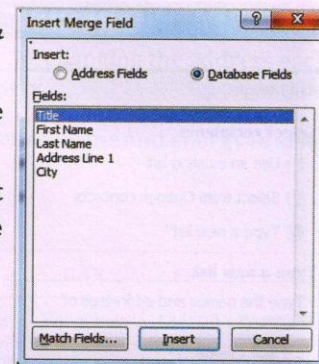


Figure 3.6: Insert Merge Field Dialog Box

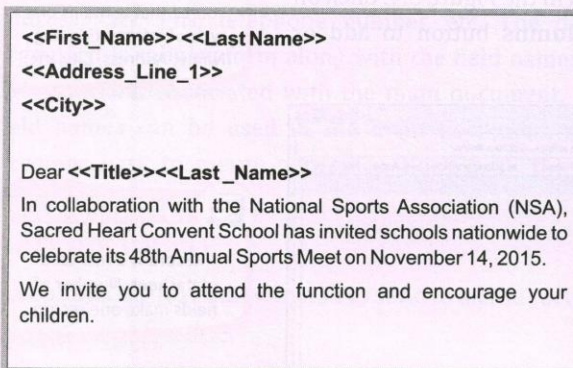




Figure 3.7: Inserting Merge Fields

- ◆ You will notice, the selected field names will appear in your document one after another, horizontally. Separate the field names by pressing the **Enter** key.

➔ VIEWING THE MERGED DATA

You can check whether Microsoft Word has picked up the data source according to the merged fields or not, by viewing it on the screen.

- ◆ Click on the **Preview Results** button  in the **Preview Results** group on the **Mailings** tab, or click the **Next: Preview your letters** (wizard step) under 'Step 4 of 6' section.
- ◆ The first record will be displayed. Click on the **Next Record** button  in the **Preview Results** group to view the next record of the data source.

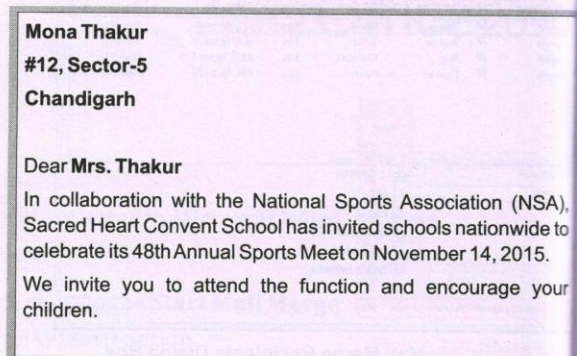
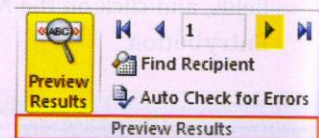




Figure 3.8: Preview Result

PRINTING YOUR LETTERS

You can take the printouts of your letter with the merged data of your data source. In order to print the letters, follow the given steps:

- ✦ Click on the **Finish & Merge** button  in the **Finish** group on the **Mailings** tab. Select the **Print Documents** option from the drop-down menu. Or
- ✦ Click on the **Next: Complete the merge** (wizard step) under 'Step 5 of 6' section and then click on the **Print** option  under **Merge** section.
- ✦ The **Merge to Printer** dialog box will appear. Define the desired print settings and click **OK**.
- ✦ The selected records will be printed separately along with the letter.

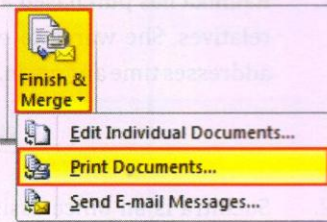


Figure 3.9: Selecting Print Documents Option



Recap of the Chapter

- ✦ Mail Merge feature is used to send letters with similar information to a number of people at different addresses.
- ✦ Mail Merge feature combines two documents, one is Main Document and the other is Data Source, which is associated with the main document.
- ✦ Main document contains the text you wish to send to all the recipients.
- ✦ Data Source consists of mailing list. For example, name, address, city, PIN, telephone number, etc.

Brain DEVELOPER

A. Fill in the blanks:

1. contains the text that we send to all the recipients.
2. key helps us to move between fields while typing the data.
3. The data is organized in tabular form along with the names.
4. A mark gives an indication that a record is selected.

HINTS

- Main document
- Field
- Tick
- Tab

B. State True or False:

1. Data source contains the text that we wish to send to all the recipients.
2. Field is a column in a data source that contains one type of information.
3. Merge field is the feature that is used to combine a recipient list with a main document.
4. Preview Results option on Mailings tab displays the first record from the data source.
5. The two main components required during a Mail Merge process are the Main document and Merge field.

2. Name the documents that are combined while using Mail Merge feature.

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3. Define the term Data Source.

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4. What is a Main Document?

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5. How will you create a Recipient list for the main document?

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ACTIVITY SECTION



LAB SESSION

Perfection Through Practice

Your school is organising an Inter-School Computer Quiz. You are a member of the School Quiz Club. Hence, your teacher has asked you to create an invitation letter to seek participation of various schools in the contest.

Dated:

To

The Principal
<<Address>>
<<City>>

Dear <<Title>>

Our school, in association with **KIPS**, is organising an **INTER SCHOOL COMPUTER QUIZ**, as part of our ongoing **SILVER JUBILEE CELEBRATIONS**.

We extend our invitation to your school to participate in the **INTER SCHOOL COMPUTER QUIZ**. The Quiz will be conducted in two categories: **Group A** for the students of classes V-VII and **Group B** for the students of classes VIII-X.

Kindly confirm the participation of your school latest by **16th Nov** and send us the annexed **registration form duly filled**.

We are annexing the curriculum, rules and regulations and details about the conduction of the Quiz.

Looking forward to your positive response.

Thanking You

With Warm Regards
Yours Sincerely