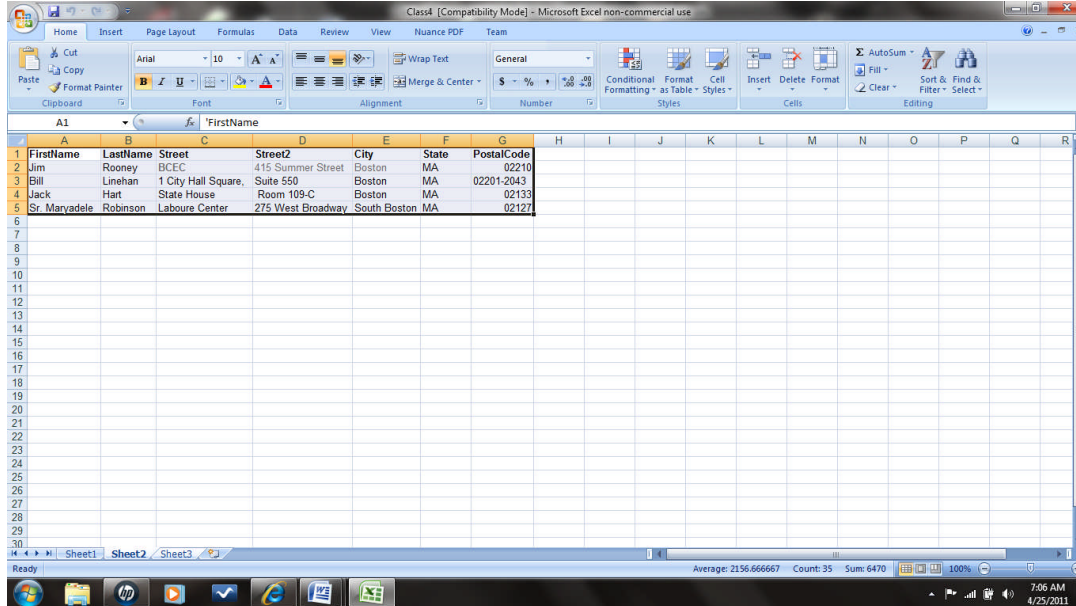


Intermediate Computers and the Internet

Week 5

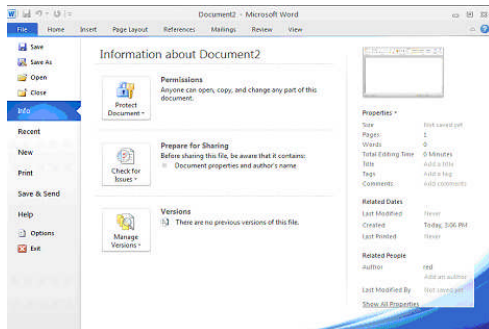
April 25, 2011

CLICK ON WORKSHEET 2 (Address)



MICROSOFT WORD 2007

Open Document created in last class from File Menu



EDIT YOUR DOCUMENT

Cursor and Mouse Position

Insert Text Cursor Point

Control Insert or Overtyping

By toggling Insert Key

Status shown on Status Button

OVR

Mouse showing or not

Hard Return

End of paragraph

Soft Return

Intermediate Computers and the Internet

Week 5

April 25, 2011

Word Wrap

MAIL MERGE

To begin the mail merge process:

Select the **Mailings** command tab on the Ribbon.

Click on **Start Mail Merge** icon in the Start Mail Merge group.

Click the **Step by Step Mail Merge Wizard** option in the dropdown menu.



Step 1: Select document type.

(letters, e-mail messages, envelopes, labels or directory)

Step 2: Set up and display the letter.

To start with the document currently shown in the document window: o Click Use the current document.

Click Next: Select recipients

Step 3: Select recipients

To locate or create a data source and then select recipients, do one of the following:

Connect to an existing list such as a database of office address list o Under Select recipients, click Use an existing list.

o Click Browse.

o In the Select Data Source dialog box, locate and click the data source. (By default Word opens the My Data Sources folder.) o Click Open.

o Depending on the type of data source, other dialog boxes may appear asking for specific information; e.g., if data source is an Excel worksheet that has information on multiple tabs, select the tab containing the information, and then click OK.

All of the entries in the data source appear in the Mail Merge Recipients dialog box, where the list of recipients can be refined.

Click Next: Write your letter.

Intermediate Computers and the Internet

Week 5

April 25, 2011

Step 4: Complete the letter and add merge fields

If not already added to the main document, type or cut and paste the text to appear in every form letter.

Insert merge fields where merge names, addresses, and other data from the data source are to appear by using the following procedure.

- o In the main document click where the field is to be inserted.
 - o Insert any of the following:
Address block with name, address, and other information
Greeting line
- For other fields of information, click More items and follow the prompts

Step 5: To preview the letters and fine-tune the recipient list.

Do one of the following:

To preview the merged items, click the double chevron buttons located in the wizard pane.

or

To locate and preview a specific item, click Find a recipient, and then enter the search criteria in the Find Entry dialog box. For Help on an option, click the question mark, and then click the option.

If necessary, fine-tune the recipient list; do one of the following:

- o To exclude a particular recipient from the merge, click Exclude this recipient.
- o To change the list of recipients, click Edit recipient list, and then make your changes in the Mail Merge Recipients dialog box.

Click Next: Complete the merge.

Step 6: Complete the merge. Do any of the following:

To personalize individual documents, edit the information in the resulting merged document.

- o Click Edit individual letters.
- o In the Merge to New Document dialog box, select the records you want to merge.
- o For Help on an option, click the question mark icon, and then click the option.
- o Click OK. (Microsoft Word creates and opens a new merged document. The main document also remains open; switch back to it to make a change to all documents.)
- o Scroll to the information to edit and make changes.
- o Print or save the document.

To print the letters do one of the following:

o If items were personalized and the merged document is active: On the File menu, click Print. Select the desired options.

o If you want to print directly from the Mail Merge Wizard:

In Step 6 of the Mail Merge Wizard (Complete the merge), click Print.

In the Merge to Printer dialog box, do one of the following, and then click OK.

- o To print all the documents, click All.
 - o To print the document that you see in the document window, click Current record.
 - o To print a range of documents, click From, and then type the record numbers in the From and To boxes. In the Print dialog box, select from options provided.
- For Help on an option, click the question mark icon and then click the option.