

EXERCISE 6-13

Prepare a Mail Merge

Perform a **mail merge** to create a large mailing, such as personalized form letters. Information, such as names and addresses, may **vary**, or be different, from letter to letter. If the information varies, it is stored in the **data source**. The data source for a mail merge can be a Word table, an Excel spreadsheet, or an Access database. You can either use existing data or create your own data source while preparing the merge.

1 In your **Notice** file, choose **Mailings>Start Mail Merge**

2 Click **Step by Step Mail Merge Wizard**

3 In the **Mail Merge** task pane, under **Select document type**, make sure **Letters** is selected. Click **Next: Starting document** (see Figure 6.27).

4 Under **Select starting document**, make sure **Use the current document** is selected. Click **Next: Select recipients**.

5 Under **Select recipients**, select **Use an existing list**. Click **Browse**.

6 In the **Select Data Source** dialog box, navigate to and open the data file **List.docx**.

7 **CHECK** Your screen should look like Figure 6.28. Click **OK**. Save your file.

Continue to the next exercise.

FIGURE 6.27 Mail Merge task pane

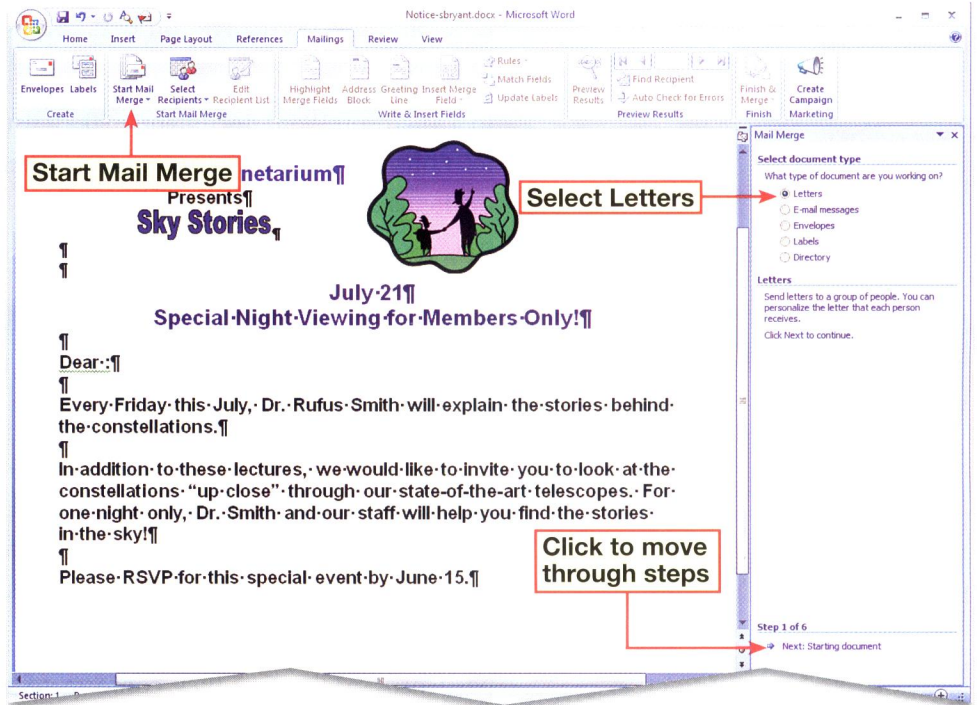
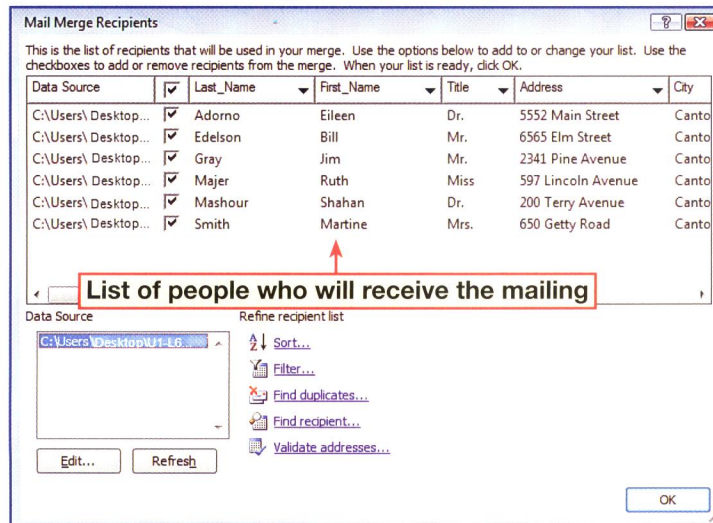


FIGURE 6.28 Mail Merge Recipients dialog box





EXERCISE 6-14 Perform a Mail Merge

Insert a code called a **merge field** in the **main document** to show where the unique information should go. For example, you might insert the merge field First Name to show where the first name should go in a letter.

FIGURE 6.29 Field in main document

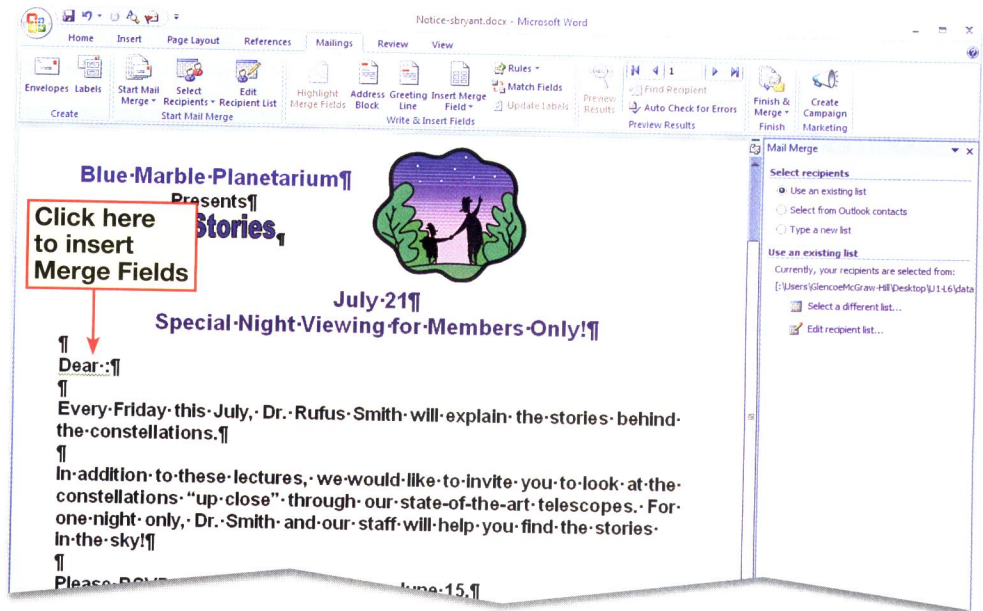
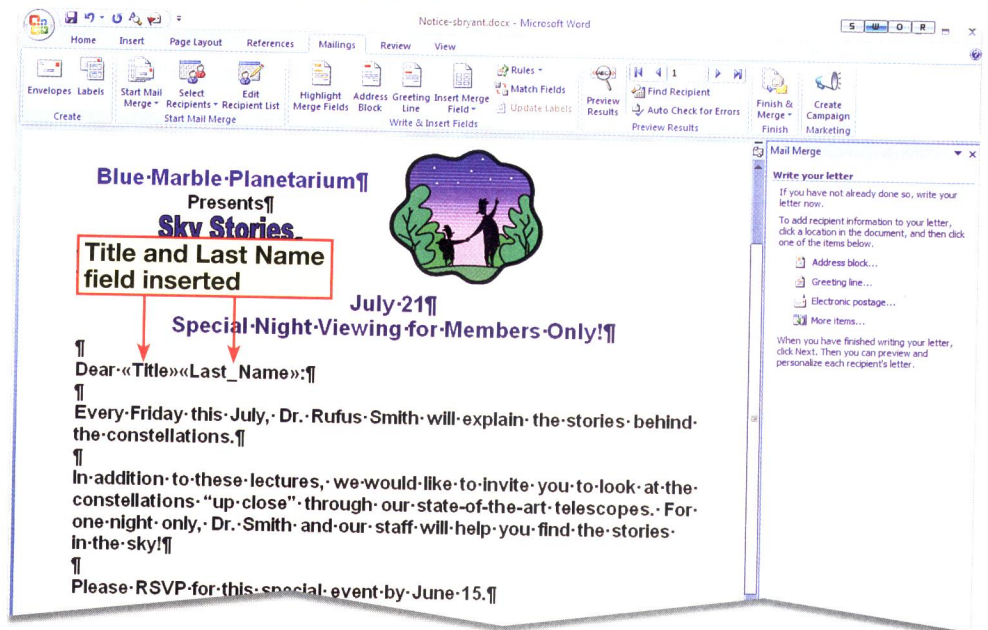


FIGURE 6.30 Notice with Title field inserted



- 1 In your **Notice** file, be sure the **Mail Merge** task pane is open.
- 2 In the **Mail Merge** task pane, click **Next: Write your letter**.
- 3 In the **Notice**, click after **Dear**, right before the colon (see Figure 6.29).
- 4 In the **Mail Merge** task pane, under **Write your letter**, click **More items**.
- 5 In the **Insert Merge Field** dialog box, under **Fields**, select **Title**. Click **Insert**. Click **Close**.
- 6 In the **Mail Merge** task pane, under **Write your letter**, click **More items**.
- 7 In the **Insert Merge Field** dialog box, under **Fields**, click **Last Name**. Click **Insert**. Click **Close**.
- 8 **iCHECK** Your screen should look like Figure 6.30.

➔ *Continued on the next page.*

Step-By-Step

- 9 In the **Mail Merge** task pane, click **Next: Preview your letters**. Then click **Next: Complete the merge**.
- 10 **CHECK** Your screen should look like Figure 6.31.
- 11 In the task pane, under **Merge**, click **Edit individual letters**. In the **Merge to New Document** dialog box, choose **All**. Click **OK**.
- 12 **CHECK** Your screen should look like Figure 6.32. Scroll through the letters to see all of the different names in place.
- 13 Keep the **Letters1** file open but do not save it.

Continue *immediately* to the next exercise.

Academic Skills

Remember to proofread and edit your document before you complete the mail merge. If you wait until after you have completed the mail merge, you will have to make any edits to each letter.

EXERCISE 6-14 (Continued) Perform a Mail Merge

FIGURE 6.31 Notice with Last_Name field inserted

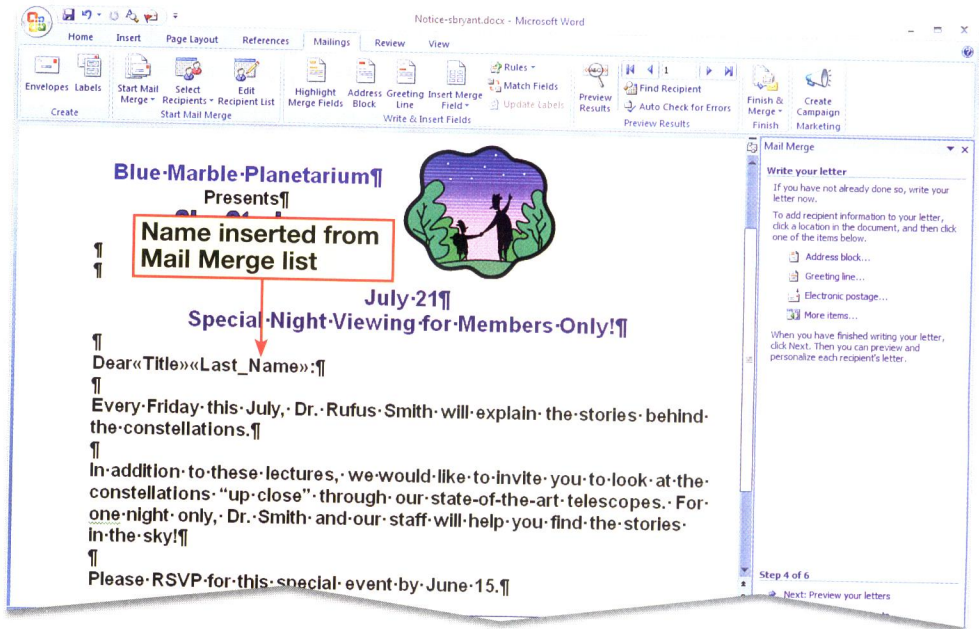
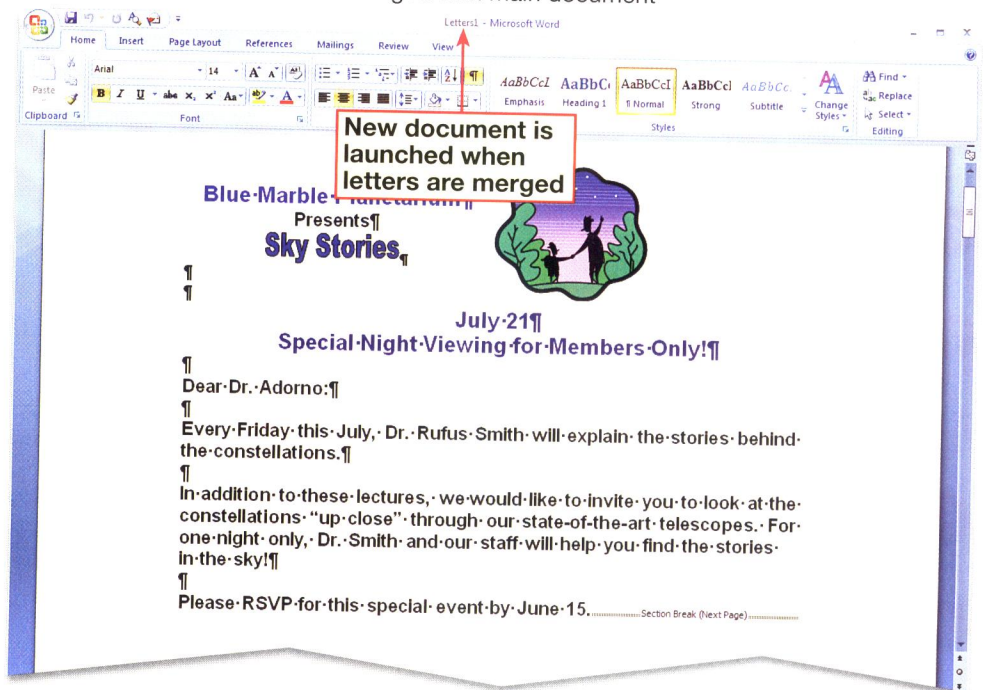


FIGURE 6.32 List of names merged with main document



Step-By-Step

- 1 In your **Letters1** file, choose **Office>Print**.
- 2 In the **Print** dialog box, under **Page range**, click **Pages**. In the **Pages** box, key: **1-6**.
- 3 Under **Copies**, make sure the **Number of copies** is **1**.
- 4 **CHECK** Your dialog box should look like Figure 6.33.
- 5 Click **Options**. Click **Display**. Under **Printing options**, select **Print drawings created in Word** and **Print background colors and images**.
- 6 Click **Advanced**. Under **Print**, make sure that **Use draft quality** and **Print in background** are selected (see Figure 6.34). Click **OK**.
- 7 With your teacher's permission, click **OK** to print the notices.
- 8 Close the **Letters1** file without saving your changes.
- 9 Close the **Mail Merge** task pane. Save your **Notice** file.

➔ Continue to the next exercise.

EXERCISE 6-15

Choose Printing Options

Printing options are changes that affect the printout of a document. Options include the print quality, order of the pages, and other items. When printing a large document such as a mail merge, you may want to use the Draft output option to save time and ink. You may also decide to print just a range of pages instead of the entire document.

FIGURE 6.33 Print dialog box

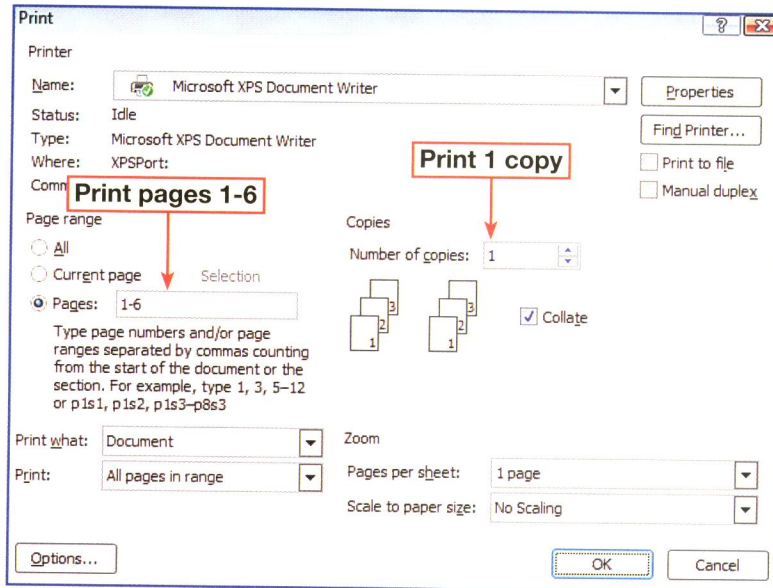
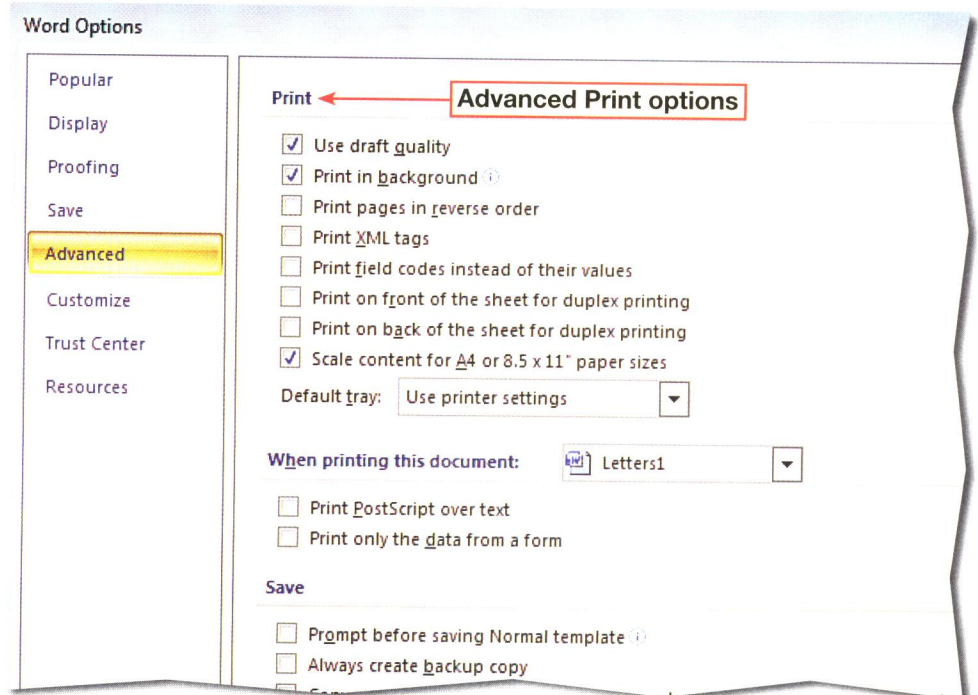



FIGURE 6.34 Print options



Step-By-Step

- 1 In your **Notice** file, choose **Mailings>Create>Labels**.
 - 2 On the **Labels** tab, under **Address**, key the return address shown in Figure 6.35.
 - 3 Click **Options**. In the **Label Options** dialog box, under **Label vendors**, choose **Avery US Letter**.
 - 4 Under **Product number**, scroll to and choose **5960**.
 - 5 Click **OK**. Click **New Document**.
 - 6 With your teacher's permission, click **Office>Print>Print**. The **Printer** dialog box will prompt you to put a sheet of labels in the manual feeder.
 - 7 Save the new file as: **Labels-[your first initial and last name]**.
 - 8 **!CHECK** Your screen should look like Figure 6.36.
 - 9 Close the **Labels** file.
-  Continue to the next exercise.

EXERCISE 6-16

Create and Print Labels



When performing a mail merge, you will often have to create labels. You can create individual labels for every recipient on your mailing list. You can also create a sheet of the same mailing label to make, for example, return address labels.

FIGURE 6.35 Label address

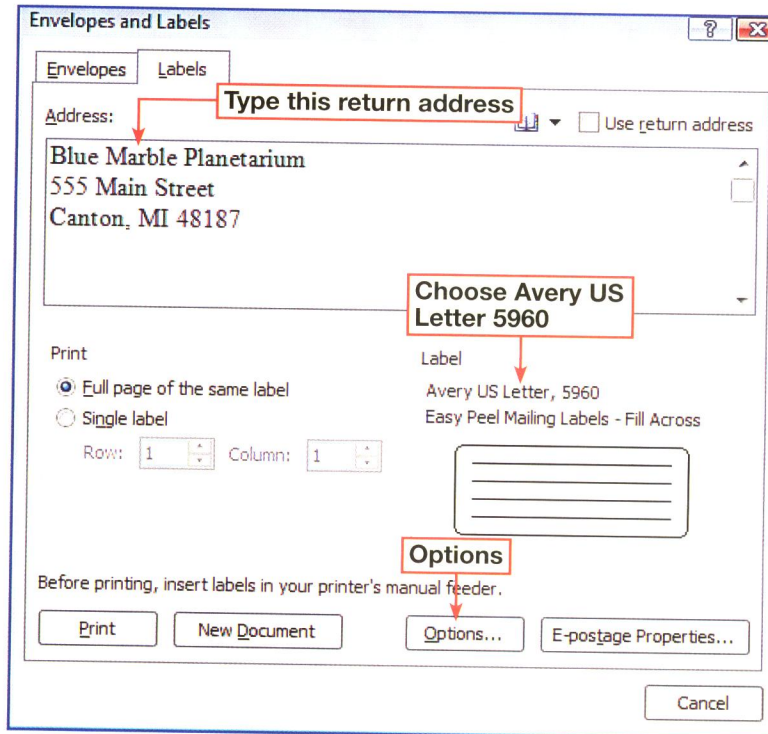
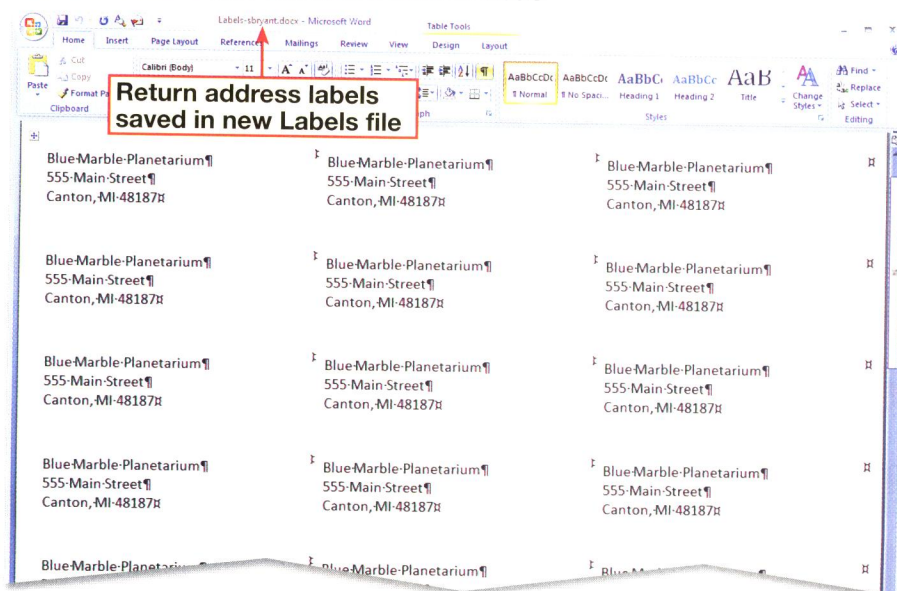


FIGURE 6.36 Print Preview of a sheet of labels



Step-By-Step

- 1 In your **Notice** file, choose **Office>Save As**.
- 2 Under **Save in**, locate your lesson folder.
- 3 In the **Save as type** drop-down list, choose **Word 97-2003 (*.doc)** (see Figure 6.37). Click **Save**.
- 4 **CHECK** Your screen should look like Figure 6.38.
- 5 Choose **Office>Save As**.
- 6 In the **Save as type** drop-down list, choose **Rich Text Format (*.rtf)**. Click **Save**. Click **Continue**.
- 7 Save and close your .docx, .doc, and .rtf files.

➔ Continue to the next exercise.

Microsoft Office 2007

When you save a file as a Word 97-2003 document (.doc), the words **Compatibility Mode** appear on the title bar. Such files are compatible with earlier versions of the software, but are not capable of supporting some new Office 2007 features.

EXERCISE 6-17

Convert Documents to Different Formats



When you save a Word document, it has the file extension .docx. Sometimes, you might need to save a document in a different format so it can be used by an earlier version of Word. Other times, you might want to save a file as an RTE, or Rich Text Format, file. You might do this if you do not know what word processing program the person receiving the file uses.

FIGURE 6.37 Save As dialog box

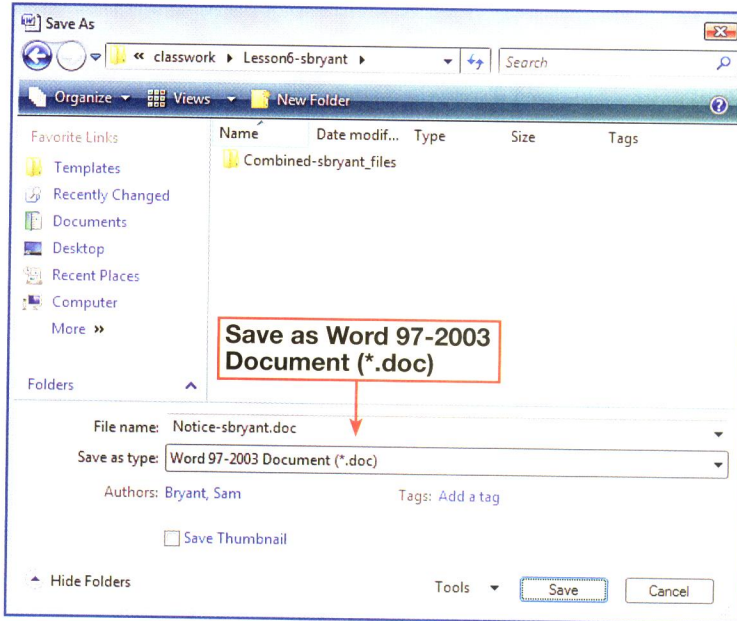
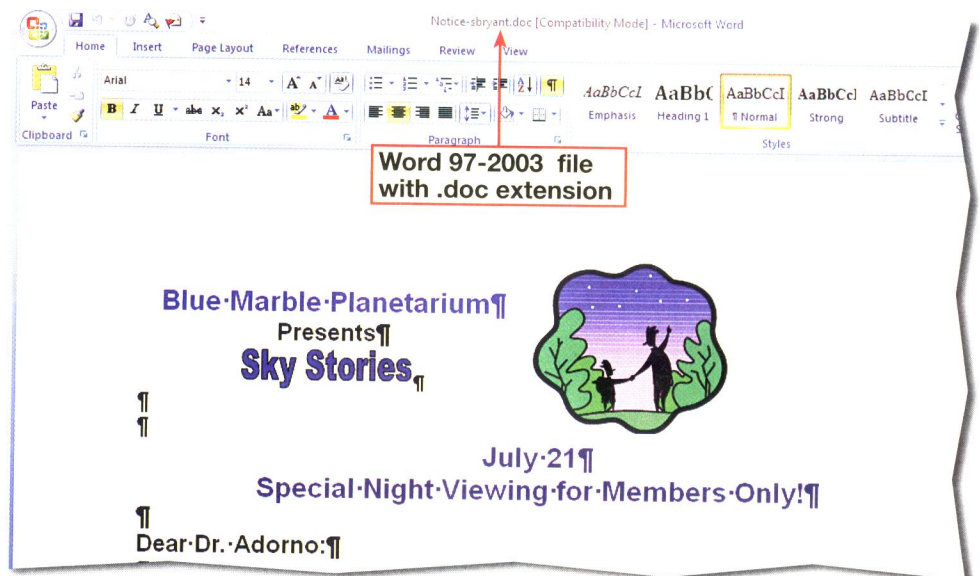


FIGURE 6.38 Document saved in Word 97-2003 format



EXERCISE 6-18 Create Personal Letterhead

One easy way to personalize your correspondence is to create your own letterhead. Letterhead typically contains the sender's name, address, and phone number. The letterhead can also contain an e-mail address and the address of a Web site. Letterhead should take up the top two inches of the page. Use a different font, and increase the size. The font size of the name should be larger than the rest of the text in the address.

1 Choose **Office>New>Blank Document**. Click **Create**. Save the document as: **Letterhead-[your first initial and last name]**.

2 Choose **Page Layout>Page Setup>Dialog Box Launcher**. On the **Margin** tab, change the top margin to **.5"**. Click **OK**.

3 Choose **Insert>Picture**. In the **Insert Picture** dialog box, locate the data file **circle.wmf**. Click **Insert**.

4 Select the shape. Choose **Home>Paragraph>Center**.

5 **iCHECK** Your screen should look like Figure 6.39.

6 On the **Picture Tools** contextual tab, select **Format>Size>Dialog Box Launcher**.

7 Change the **Height** and **Width** to **.6"**. Press **ENTER**.

8 Click to the right of the shape. Press **ENTER**. Key the name and address as shown in Figure 6.40. Format the text as shown in Figure 6.40.

9 **iCHECK** Your screen should look like Figure 6.40.

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FIGURE 6.39 The Circle shape

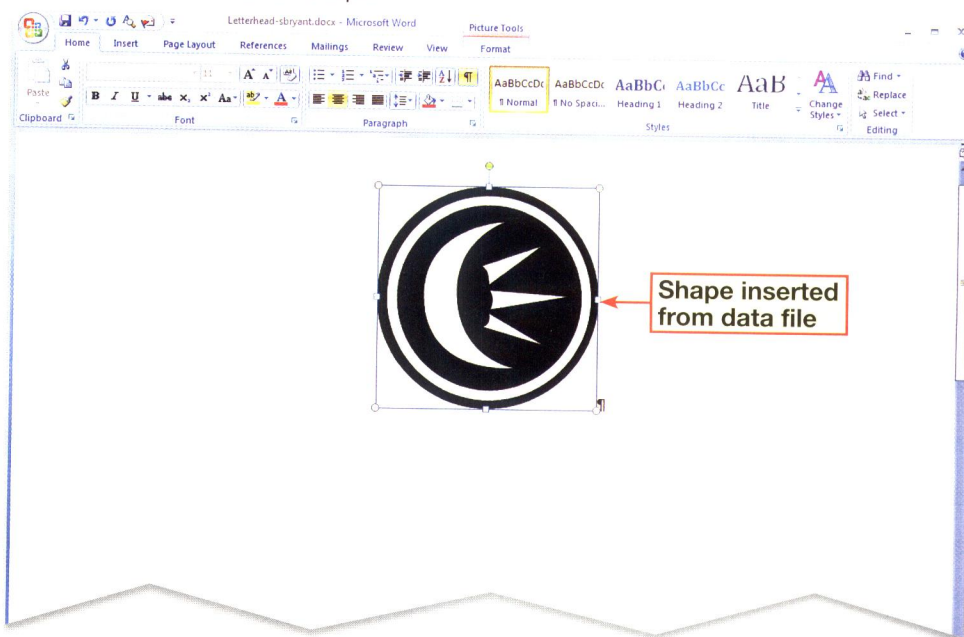
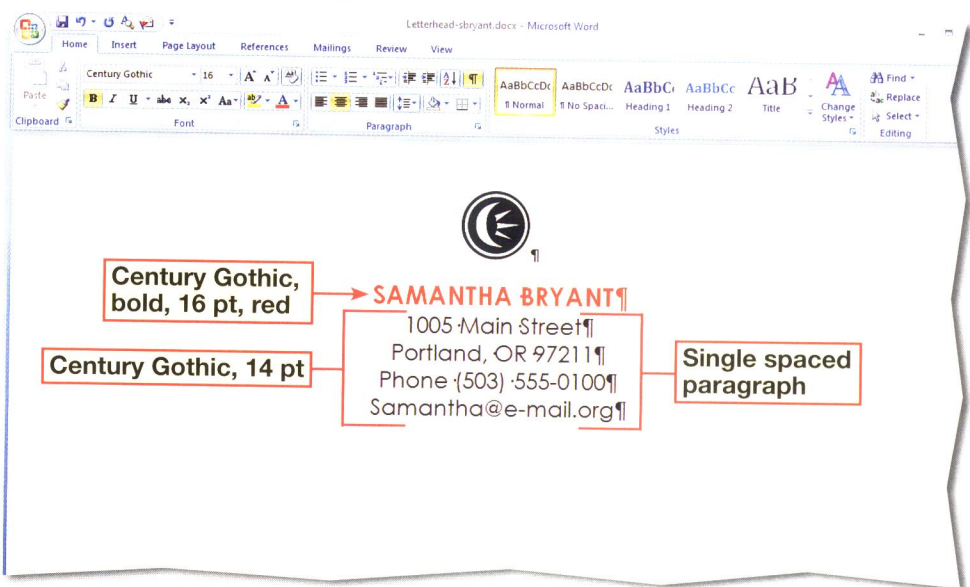


FIGURE 6.40 Return address



EXERCISE 6-18 (Continued) Create Personal Letterhead



- 10 Select the shape. Right-click the image. Choose **Edit Picture**.
- 11 Choose **Drawing Tools > Format > Shape Styles**. Click the **Shape Styles** dialog box launcher.
- 12 In the **Format Drawing Canvas** dialog box, select the **Colors and Lines** tab. Under **Fill**, click **Fill Effects**.
- 13 On the **Gradient** tab, under **Colors**, select **Preset**. In the **Preset colors** drop-down menu, choose **Early Sunset**.
- 14 Under **Shading styles**, select **From center**. Under **Variants**, click the second **Variant**.
- 15 **!CHECK** Your dialog box should look like Figure 6.41. Click **OK**. Click **OK** again.
- 16 **!CHECK** Your letterhead should look like Figure 6.42. Save your file. Exit Word.

FIGURE 6.41 Fill Effects dialog box

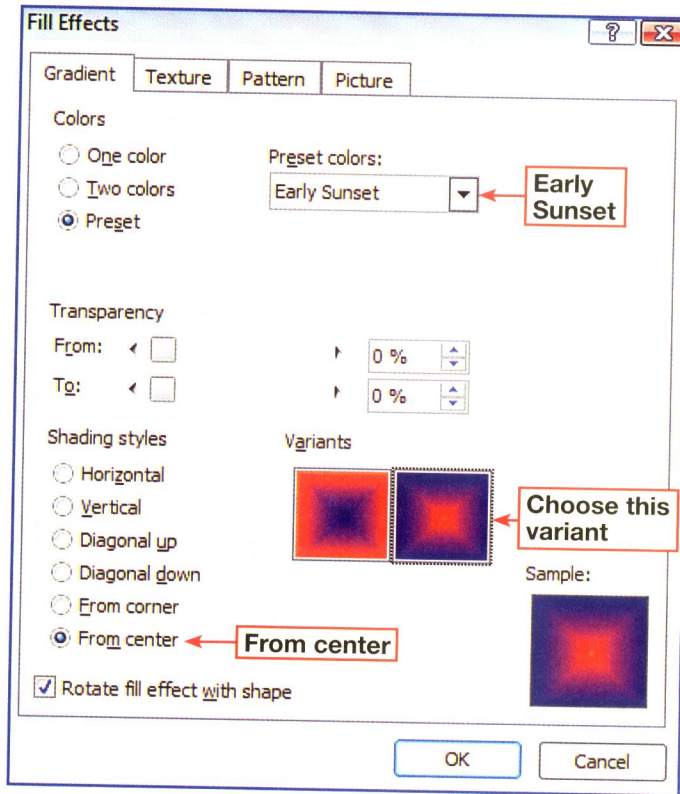


FIGURE 6.42 Finished letterhead

