**MAIL MERGE (MAILINGS)**

MAILING 🡺 START MAIL MERGE 🡺 LETTER 🡺 SELECT RECEIPTS 🡺 TYPE NEW LIST 🡺 CUSTOMIZE ENTRY 🡺 REMOVE UNNECESSARY HEADING / FIELD & CREATE NEW HEADINGS 🡺 OK 🡺 TYPE DATA 🡺 OK 🡺 SAVE 🡺 INSERT MERGE FIELD 🡺 PREVIEW RESULT 🡺 USE AAROW KEY

1. **FIND RECEIPENT**
2. **FINISH & MERGE**
3. **GREETING LINE 🡺 SHOW LIKE ( DEAR Raj, , TO Raj)**
4. **INSERT ADDRESS BLOCK (ON/OFF)**

**TRACK CHANGES**

MATTER TYPE 🡺 REVIEW 🡺 TRACK CHANGES 🡺 SAVE 🡺 MATTER CHANGES 🡺 SAVE AS 🡺 CLOSE ALL FILES 🡺 OPEN 2nd FILE 🡺 NEXT / PREVIOUS 🡺 ACCEPT/REJECT

|  |  |
| --- | --- |
| RAJ  SAME DELETE | ~~BAJ~~  DELETE SAME |

**CAPTION**

Ist PAGE BLANK

2nd PAGE 🡺 INSERT CAPTION 🡺 NEW LABEL 🡺 (HISTORY) 🡺 OK 🡺Ok

HISTORY 1 = TIPU SULTAN

NEXT PAGE 🡺 CAPTION 🡺 OK

HISTORY 2 = AKBAR

NEXT PAGE 🡺 CAPTION 🡺 OK

HISTORY 3 = BIRBAL

GOTO 1st PAGE 🡺 REFERENCE 🡺 INSERT TABLE OF FIGURE 🡺 OK

**REFERENCE- TABLE OF CONTENT**

FIRST PAGE 🡺 BLANK

2ND PAGE 🡺 BIOLOGY 🡺 SELECT 🡺 APPLY HEADING 1

DATA TYPE

NEXT PAGE 🡺 ENGLISH 🡺 SELECT 🡺 APPLY HEADING 2

DATA TYPE

NEXT PAGE 🡺 MATH 🡺 SELECT 🡺 APPLY HEADING 3

DATA TYPE

UPDATE TABLE 🡺 IN CASE ANY HEADING CHANGE LIKE PAGE NUMBER. IT AUTOMATICALLY CHANGE OF TABLE OF CONTENT IN FIRST PAGE

**REFERENCE 🡺 MARK ENTRY**

PAGE 🡺 BIO (CLICK SIDE) 🡺 MARK ENTRY 🡺

MAIN ENTRY

B

SUB ENTRY

BIO

NEXT PAGE 🡺 BEDI (CLICK SIDE) 🡺 MARK ENTRY 🡺

B

BEDI

MAIN ENTRY

SUB ENTRY

NEXT PAGE 🡺 MOHAN (CLICK SIDE) 🡺 MARK ENTRY 🡺

M

MOHAN

MAIN ENTRY

SUB ENTRY

NEXT PAGE 🡺 SOHAN (CLICK SIDE) 🡺 MARK ENTRY 🡺

S

SOHAN

MAIN ENTRY

SUB ENTRY

THEN OPEN LAST PAGE 🡺 INSERT INDEX ( IT Show Character wise chapter)

B M S

BEDI MOHAN SOHAN

BIO

**MARK CITATION**

FIRST PAGE BLANK

PAGE 2🡺 RAM 🡺 SELECT 🡺 REFERENCE 🡺 MARK CITATION🡺CATEGORY 🡺 MARK

DATA TYPE (SAME ALL HEADING)

NEXT PAGE 🡺 SHYAM

DATA TYPE

NEXT PAGE 🡺 DEV

DATA TYPE

GOTO FIRST PAGE 🡺 REFERENCE 🡺 CLICK ON INSERT TABLE OF AUTHORITIES 🡺(SELECT FORMAT) AND CLICK ON OK BUTTON

**INSERT CITATION**

PAGE FIRST 🡺 PREM CHAND (WRITER) 🡺 SELECT 🡺 CLICK ON INSERT CITATION

IT SHOW DETAIL BOX 🡺 FILL DETAILS

NEXT PAGE 🡺 TYPE Other Writer name 🡺 same select and than click on INSERT CITATION & Then fill detail

============ REPEAT IT FOR ALL WRITERS=============