

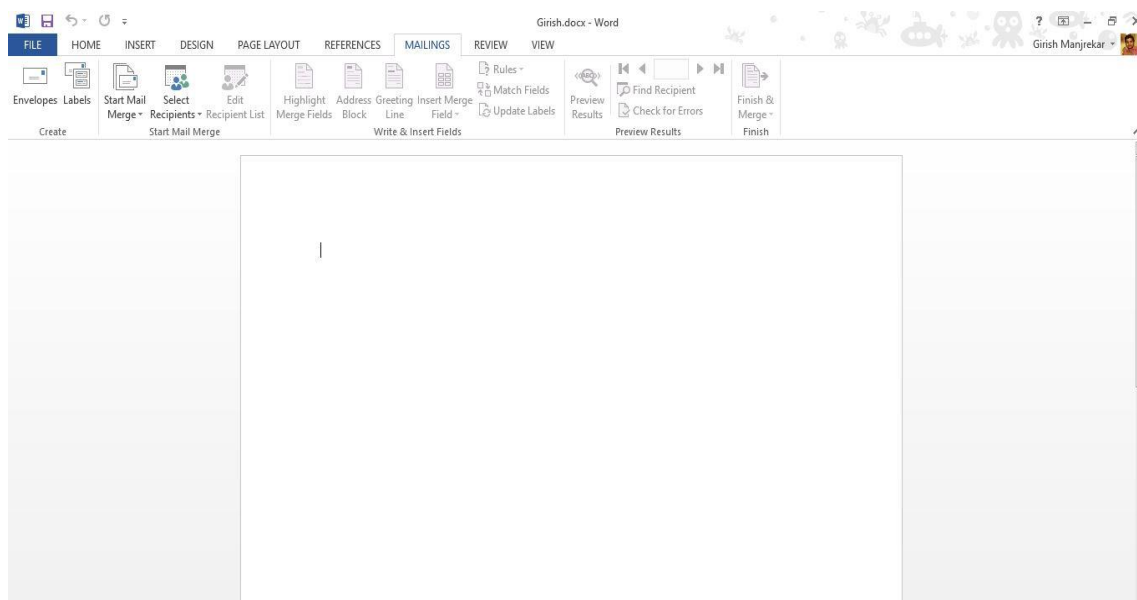
DID YOU KNOW?

HOW to Use the Mail Merge in Ms-Word

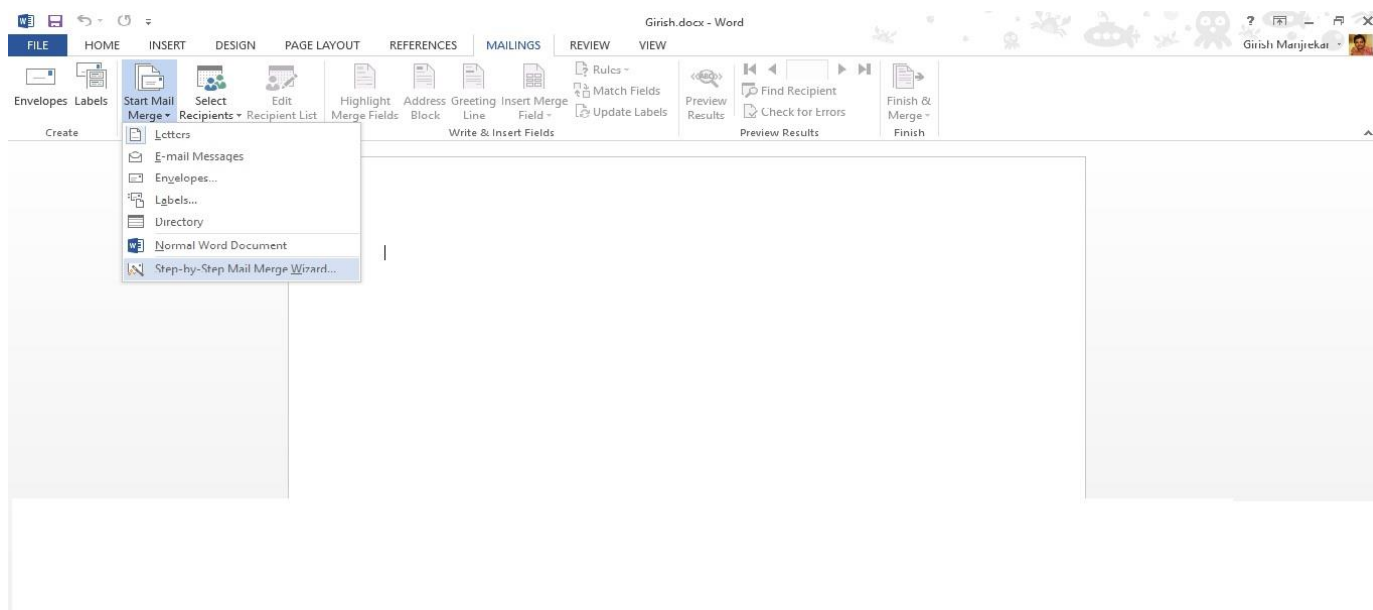
Mail Merge is a powerful tool for writing and sending a personalized letter or e-mail to many different people at the same time. You can also use it to create envelopes or labels with each recipient' information. Mail Merge imports data from another source such as Excel and then uses that data to replace placeholders throughout your message with the relevant information for each individual you are messaging. You can use it to quickly create personalized messages for hundreds of people at once.

Following are the Steps to be followed while performing a Mail merge

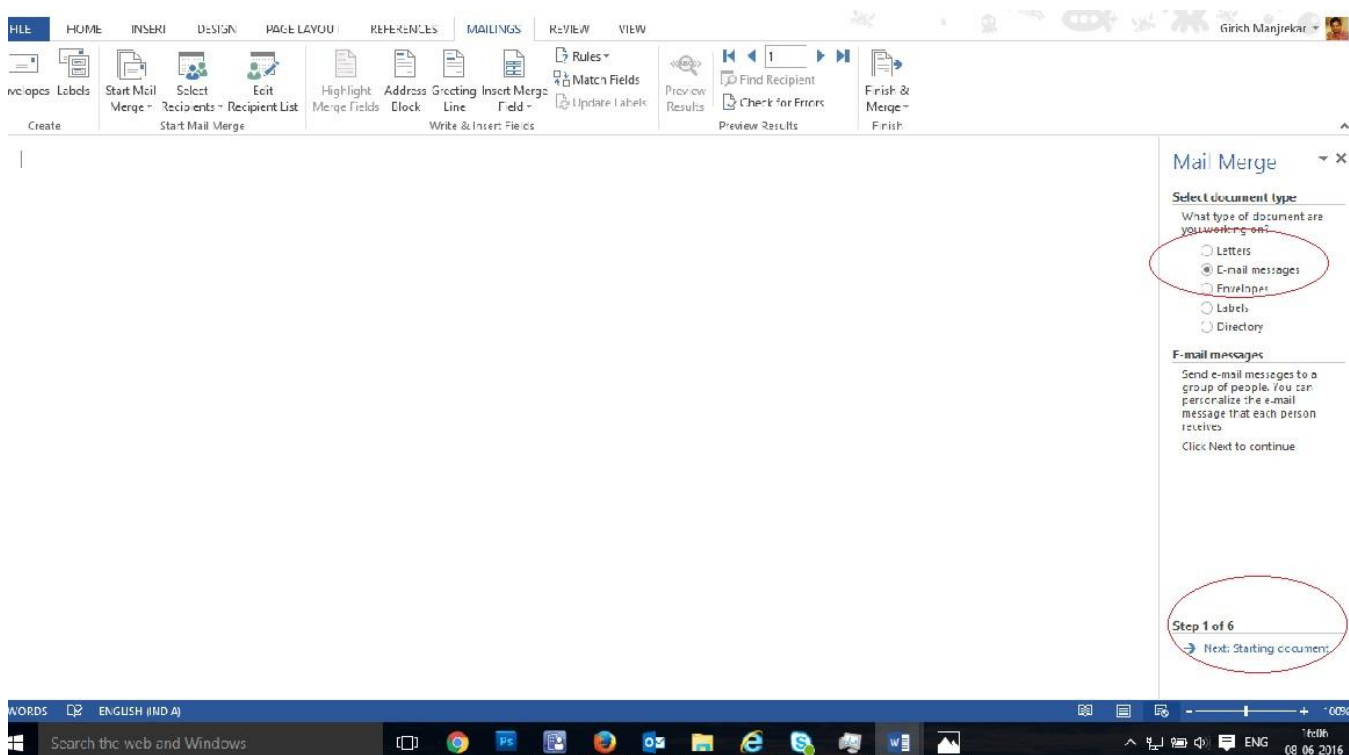
- 1) Open a Word Document and Click on Mailings as shown Below



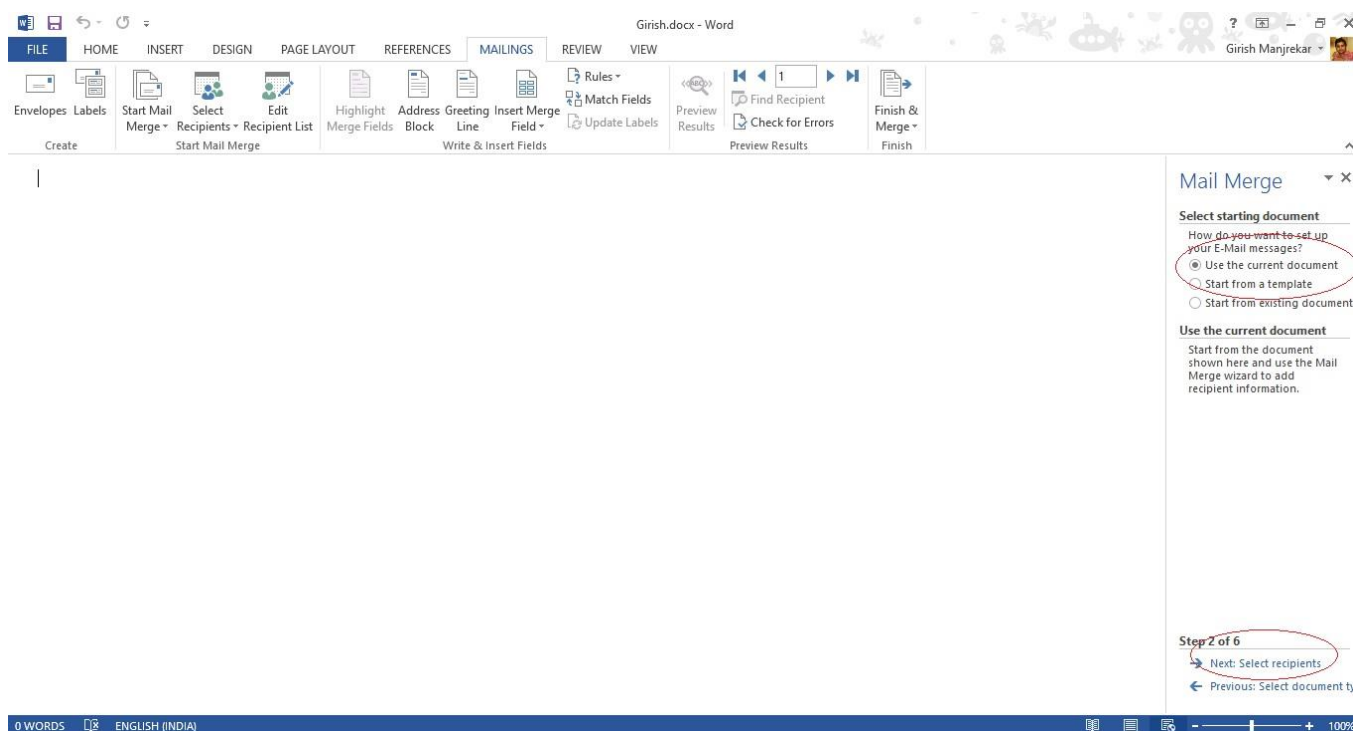
2) Click on “Step by step Mail Merge” Wizard



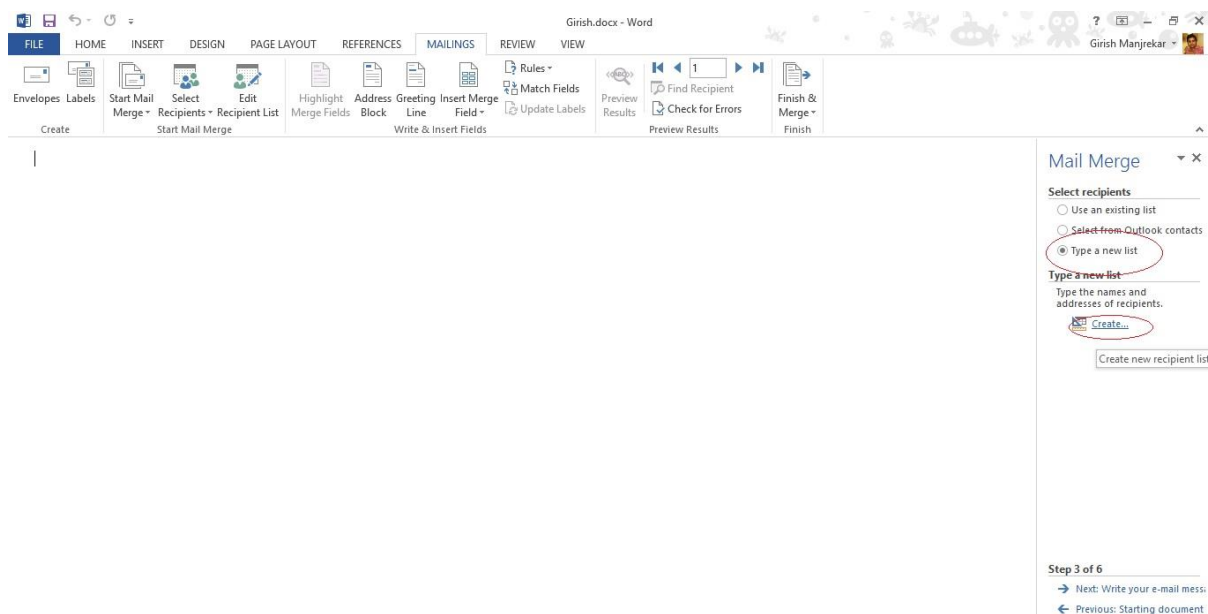
3) Select Document type as per the requirement. (Eg In my case it will be email messages as I will be emailing these letters.) Then select on Next as shown below.



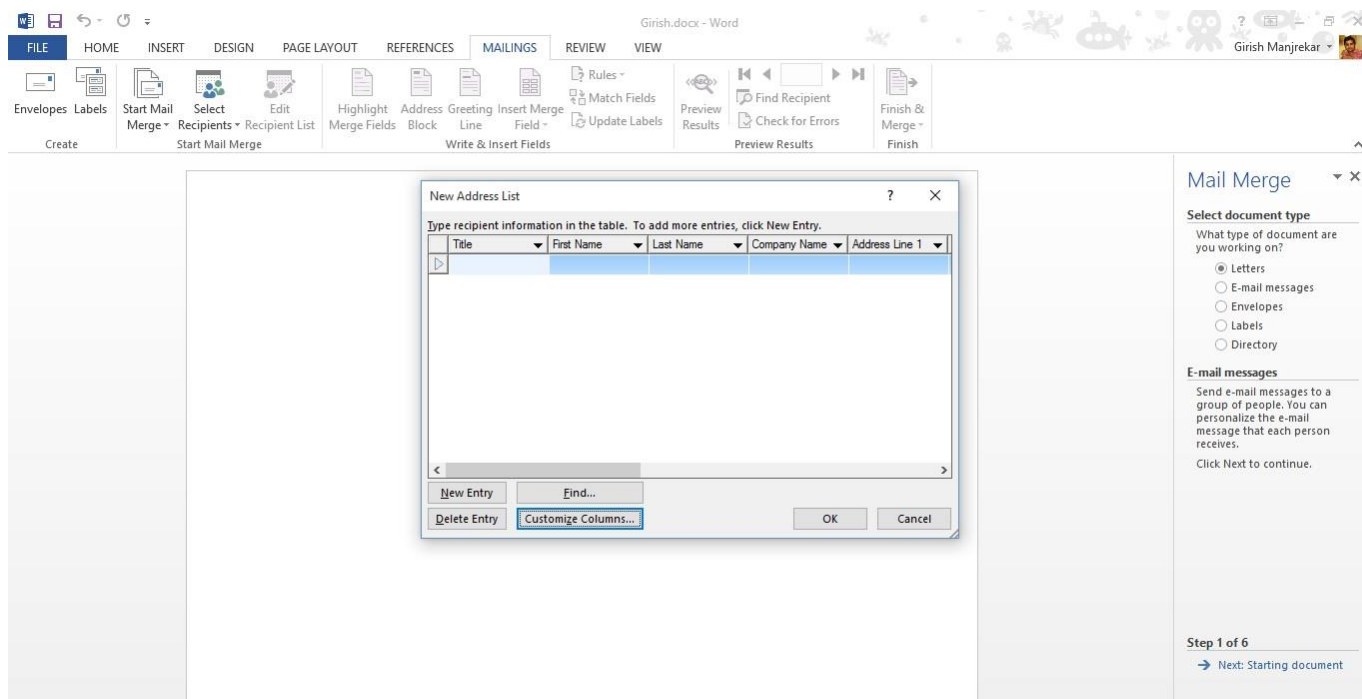
4) Select use the “Current Document” option and click on Next as shown Below



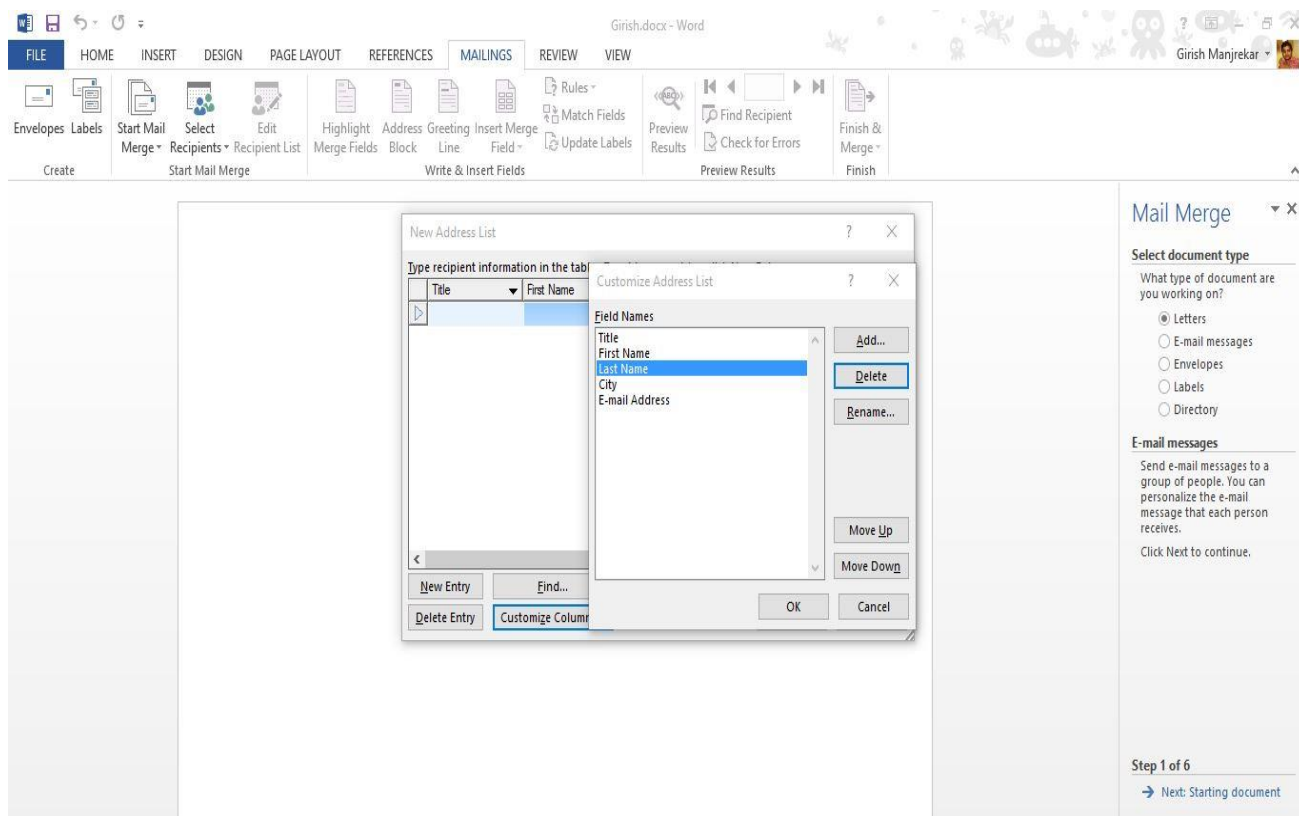
5) Select “Type a new List”. Then click on “Create”.



6) Here we need to add/delete fields that we require by clicking on “Customize column” option as shown below. Eg First Name, Last name, Mobile number etc.

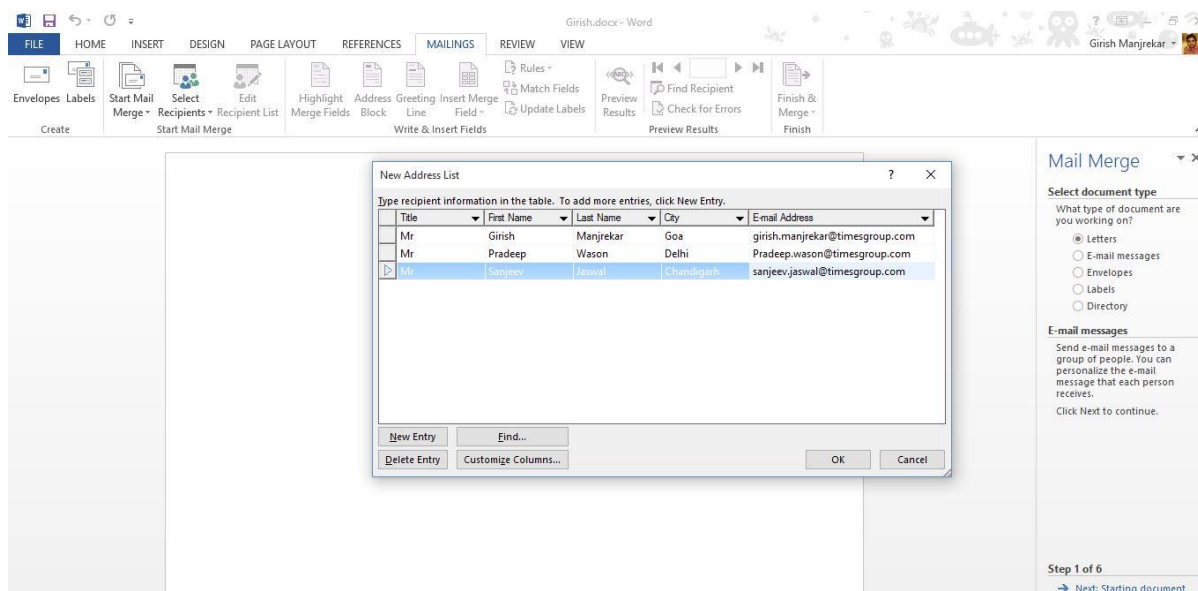


The screenshot shows the Microsoft Word interface with the 'MAILINGS' ribbon selected. The 'New Address List' dialog box is open, displaying a table with columns: Title, First Name, Last Name, Company Name, and Address Line 1. The 'Customize Columns...' button is highlighted in the bottom right corner of the dialog box. The 'Mail Merge' task pane is visible on the right side of the screen, showing 'Step 1 of 6' and the option to 'Next: Starting document'.

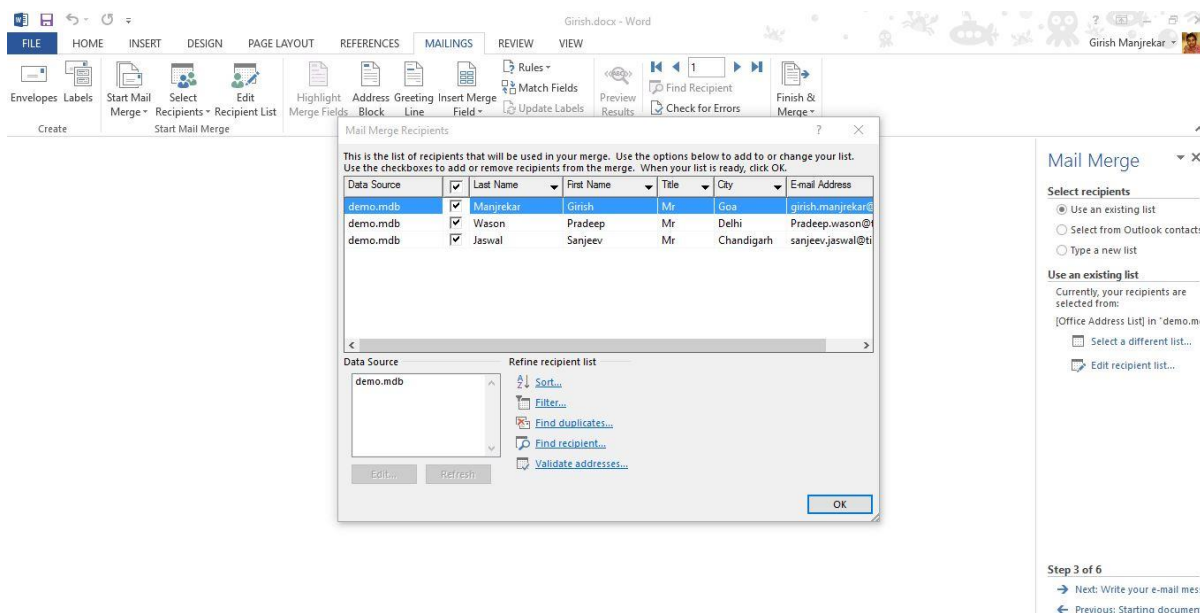


The screenshot shows the Microsoft Word interface with the 'MAILINGS' ribbon selected. The 'New Address List' dialog box is open, and the 'Customize Address List' sub-dialog box is also open. The 'Customize Address List' dialog box shows a list of field names: Title, First Name, Last Name, City, and E-mail Address. The 'Last Name' field is selected, and the 'Add...' button is highlighted. The 'Mail Merge' task pane is visible on the right side of the screen, showing 'Step 1 of 6' and the option to 'Next: Starting document'.

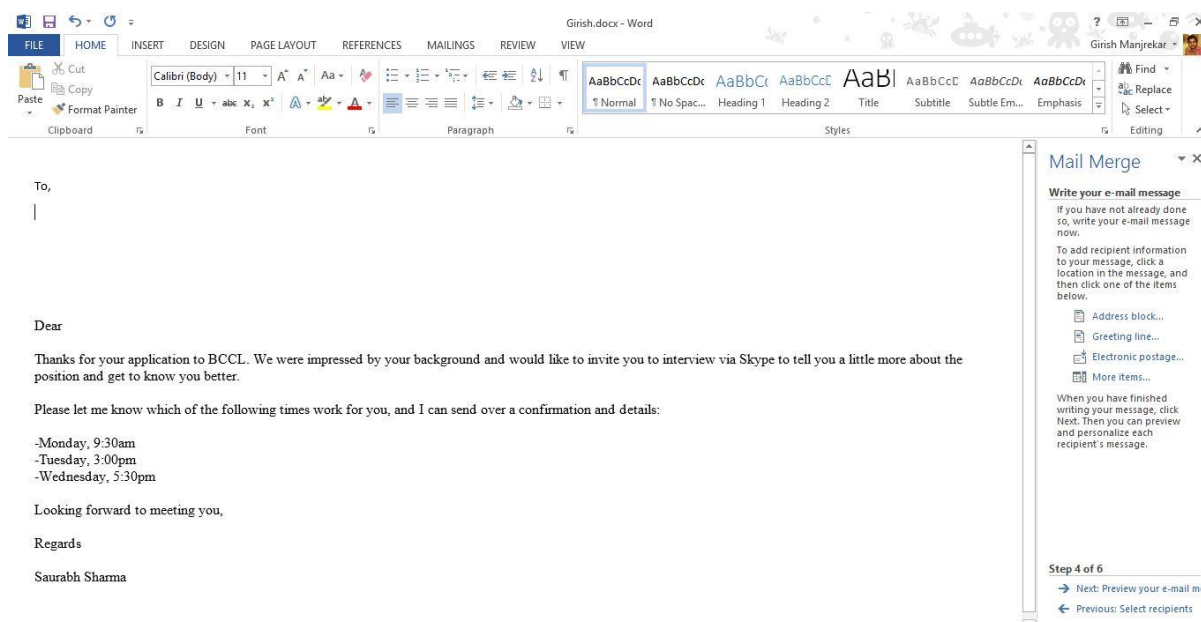
- 7) Once the desired fields are added, fill the details and create a list and click on OK and Save the list that you have created and click on next



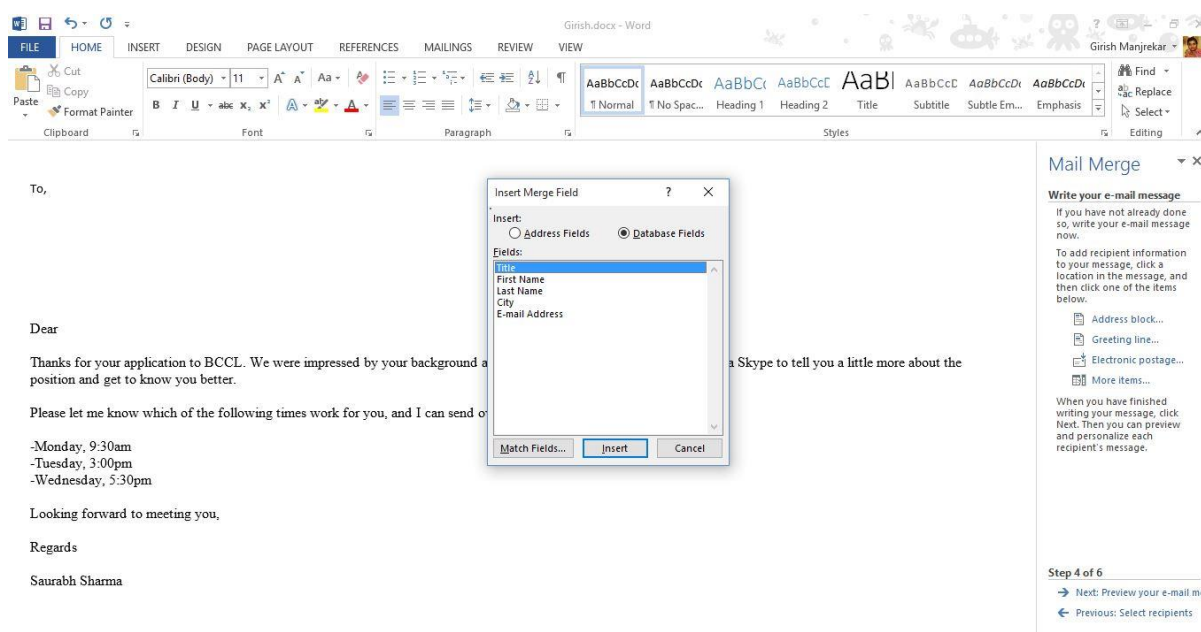
- 8) Select all the entries from the list that you will need to insert and click on next

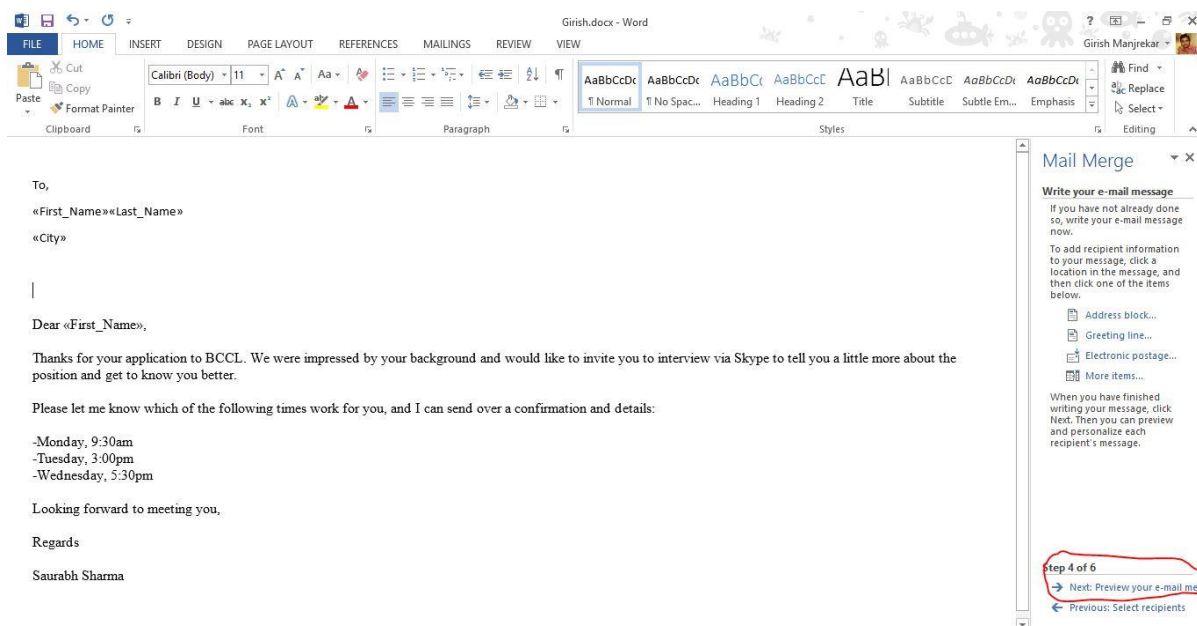


9) Now type the content in your letter and place the cursor where you need to place the fields that you had inserted in the list. And click on more options



10) Insert the fields as shown below and then click on next





The screenshot shows the Microsoft Word interface with the 'Mail Merge' task pane open on the right. The document is titled 'Girish.docx - Word'. The 'Mail Merge' pane is at 'Step 4 of 6' and shows the 'Next: Preview your e-mail message' button highlighted with a red circle. The document content is a letter template with placeholders for recipient information.

To,

«First_Name»«Last_Name»

«City»

Dear «First_Name»,

Thanks for your application to BCCL. We were impressed by your background and would like to invite you to interview via Skype to tell you a little more about the position and get to know you better.

Please let me know which of the following times work for you, and I can send over a confirmation and details:

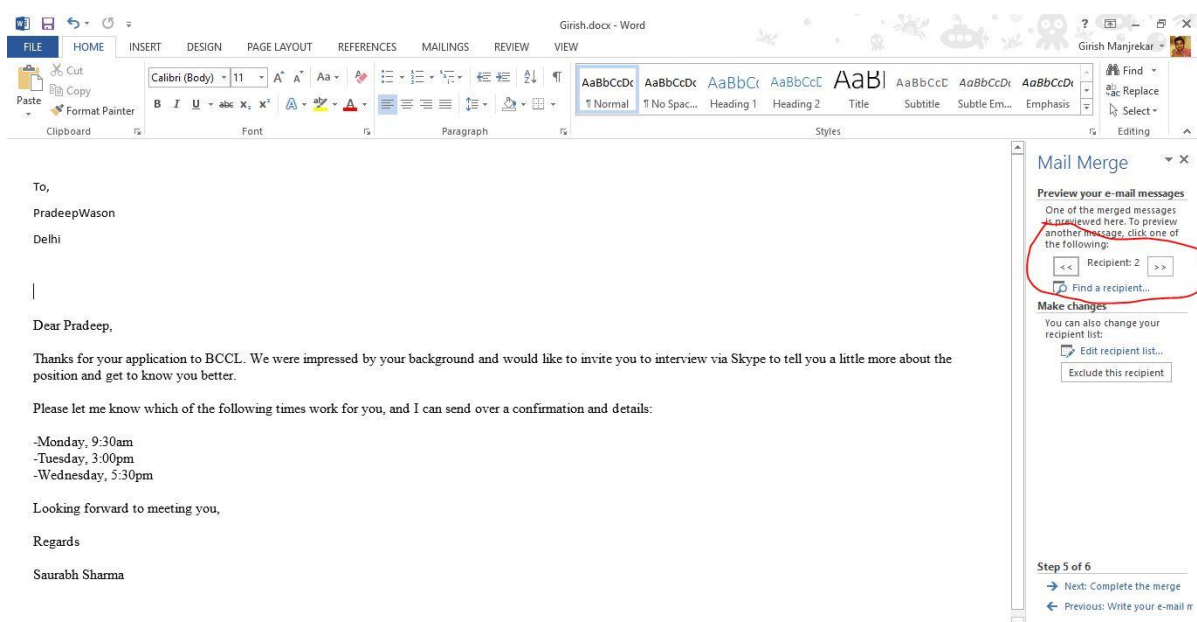
- Monday, 9:30am
- Tuesday, 3:00pm
- Wednesday, 5:30pm

Looking forward to meeting you,

Regards

Saurabh Sharma

11) Preview the document to be merged and then click on next



The screenshot shows the Microsoft Word interface with the 'Mail Merge' task pane open on the right. The document is titled 'Girish.docx - Word'. The 'Mail Merge' pane is at 'Step 5 of 6' and shows the 'Next: Complete the merge' button highlighted with a red circle. The document content is the same letter template as in the previous screenshot, but now it shows the merged data for 'Pradeep Wason' from 'Delhi'.

To,

Pradeep Wason

Delhi

Dear Pradeep,

Thanks for your application to BCCL. We were impressed by your background and would like to invite you to interview via Skype to tell you a little more about the position and get to know you better.

Please let me know which of the following times work for you, and I can send over a confirmation and details:

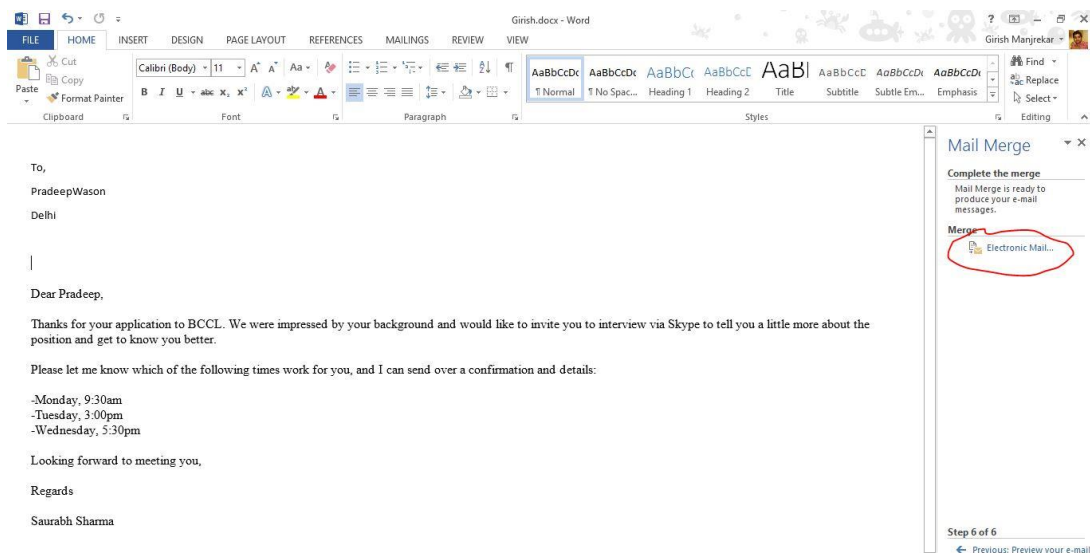
- Monday, 9:30am
- Tuesday, 3:00pm
- Wednesday, 5:30pm

Looking forward to meeting you,

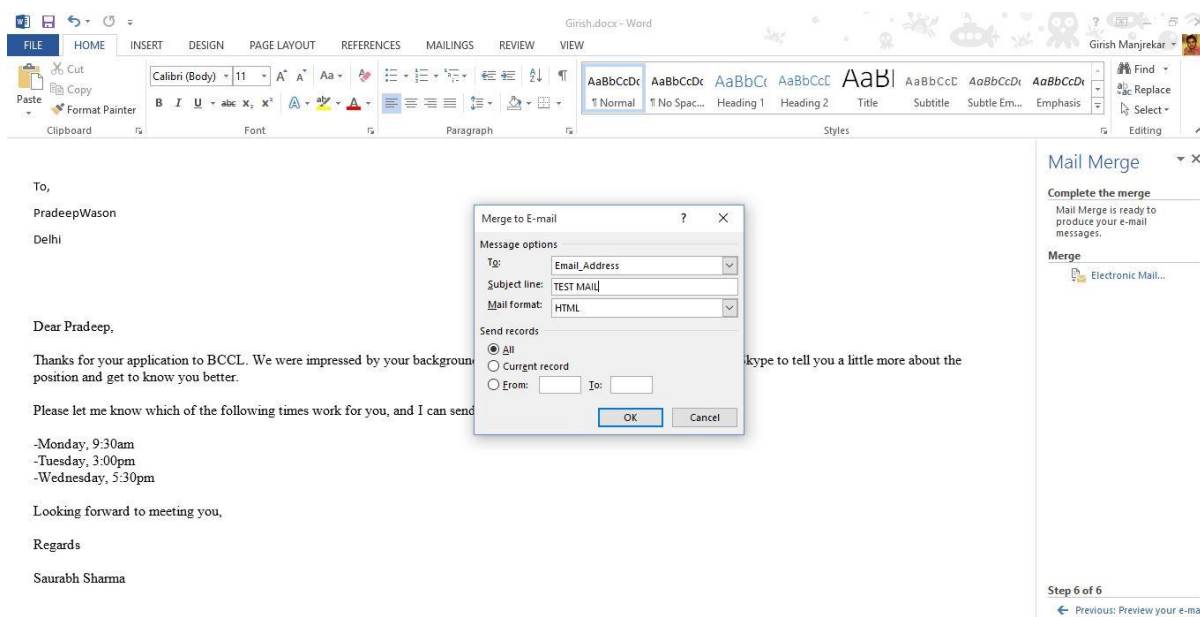
Regards

Saurabh Sharma

12) Click on Electronic Mail as shown below



13) Insert Subject line for your email.



Thank You