**Lab Session 06**

**OBJECT**

**Creating Bookmarks, Hyperlink, Mail Merge**

**Creating Bookmarks**

A bookmark is a named marker for a block of text, an entire table or a graphic, a cell or range of cells in a table, or simply a position in a document. First enter a bookmark where it is wanted, then the user can move to it or cite it as a reference in a field or formula. To create a book mark, click in the document at the location where the bookmark is to be inserted, or select the text or graphic to be named; Choose Insert, Bookmark to display the Bookmark dialog box; enter the new bookmark name in the Bookmark Name text box. The user can also select an existing bookmark name from the list, and Word moves the bookmark from its existing location to the place selected; Click the Add button to add the bookmark to the bookmark list and close the dialog box

To delete a book mark, choose Insert, Bookmark; Select the name of the bookmark to be deleted from the Bookmark Name list box; Click the Delete button. The selected bookmark name is removed from the list box and the document; Click the Close button to close the dialog box and return to the document.

**Hyperlinks**

The user can create a link that jumps to a document, also called a page, on his computer and on a network or intranet. Two types of hyperlinks can be created: one that jumps to a bookmark in the same document and another that jumps to a URL.

First type is for named locations. Named locations can be in the same document the user is working with (an internal link), or in a different document (an external link). The named location targets a Bookmark inserted at the position to be jumped to within a document. To do this, use the Insert Hyperlink button on the Standard toolbar to open the Insert Hyperlink dialog box; choose either Place in this document or Existing File or Webpage button. Locate the Word document containing the Bookmark this link is to jump to. The user can also jump to a named range in Excel, a database object, or a specific PowerPoint slide; choose OK to confirm the choice or Cancel to negate it.

Second type is for URLs and other links. For this **c**lick the Insert Hyperlink button on the Standard toolbar to open the Insert Hyperlink dialog box; click on the Browse the Web or Browse for File button to locate and select the document. The path and document name are automatically entered in the Address text box; choose OK to confirm the choice or Cancel to negate it.

**Mail Merge**

If the user is sending many documents, mail merge can save lots of time. The user can design a form that prints multiple labels on a page similar to the way he designs a form letter.

* Creating Main Document - A main document is a letter, envelope, or other document that has text that the user wants to appear on every merge, and codes that will be replaced with entries from a data source of names and addresses.

To create the main document, open a new blank document window. Then choose Mailings, Mail Merge. In the drop down list select the Step by step Mail Merge Wizard to display the Mail Merge Helper. Select the document type under Step 1; then select the starting document.

The wizard now asks to select recipients **(**data source-a location for names and addresses). Now there are two ways to get the data source. Either select from existing data sources or create a new list.

* Opening a Existing List - The existing data source could be a Word document, an Excel document, an Access database or query, a dBASE file, or even a FoxPro file, as well as many others. For this, select the Use an existing list option and then browse. Word can read many different data source formats. Choose the drop-down arrow on the Files of Type list to select the file type for the data source; Navigate in the Look In list to find the drive and folder where the data source file is stored. Select the file and choose Open, or if available, click the MS Query button if a non-Word database is to be selected.
* Creating a New List - If the user does not have a data source that contains list of names and addresses for the merge document, one can be created using the Type new list option and then click on Create. The New Address List dialog box is displayed; Scroll through the list of fields in the Field Names in Header Row list box to see commonly used field names provided by Word; Edit the list of field names using the Customize Fields button. The top-to-bottom order of the fields is the order the fields will be in for data entry in the data source. When finished, choose OK; Word displays the Save As dialog box. In the File Name box, enter a name for the data source document and choose Save.
* Inserting Fields - Step four is to write the letter. The wizard helps to insert fields. Merge fields are the variable information that changes for each document. Position the insertion point where a merge field is to be appeared and then select the field from the list presented; Type any text or punctuation that is needed in the document and continue inserting merge fields where necessary.

**EXERCISES**

* Create a word document (Properly Formatted), using mail merge wizard, which produces individual information reports for a list of students in the form of a table, including their first name, last name, father’s name, home address, phone number, email addresses, and home page address as hyperlinks (if any). Enter few sample records. Table should be properly formatted. Remember to include your name and roll number in the header field. Get a printout to be attached here, of the page that contains only field name and not any records. Also attach 1 sample report containing actual data.

**Attach the colored printout here.**