Practical no.8 Use of Mail Merge

Actual procedure followed: Given procedure is followed by mail merge option.

Resources Used:- Microsoft word document

Precautions Followed:-Handling of computer system.
Maintain the list of recipient efficiently.

Result: - Mail merge feature is applied to same letter where same letter has to be sent to multiple persons with different names and address.

Interpretation of result: We are able to apply Mail merge feature is applied to same letter where same letter has to be sent to multiple persons with different names and address in a word document.

Conclusion:-In this way we learn to apply Mail merge feature is applied to same letter where same letter has to be sent to multiple persons with different names and address in a word document.

Practical Related Questions:

1. Is it possible to edit data in the data file once the fields from it are inserted in to documents?
Ans:- **Yes**, it is possible to edit data in the data file once the fields from it are inserted into documents.

2. Differentiate merging to new document and print document approaches in mail merge.

Ans:- **Mail merge**: Mail merge is used to create personalized letters and pre-addressed envelopes. They are used when the number of recipients are large. The complexity of sending mails to many people at the same time is reduced.
Steps:

- Prepare the document in word
- Start mail merge and insert merge field
- Preview, finish, send and save the mail merge.
  Steps to merge a document:

- Press insert
- Select text
- Click object
- Select text from file

Navigate to the file where the new document to be merged is present then click merge.

Steps to print a document:

- Select print option
- Press ctrl + p

3.Can you use a Merge field in the Subject Box of an email message?

Ans:- **Yes, you can use a merge** field in the Subject box of an email message.