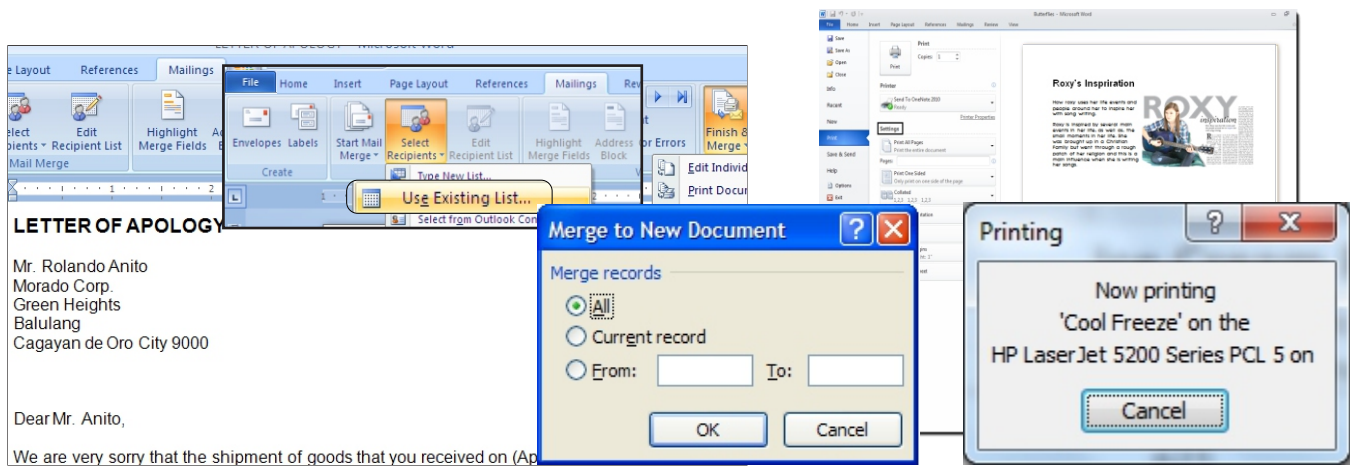


Lesson 6

Word Watch

- Mass Mail
- Mail Merge
- Form Letter
- Mailing List



Mass Mail Merge and Printing

Learning Objectives

After completing this lesson, you should be able to:

- create letters to mass mail;
- make use of MS Word's Mail Merge feature;
- preview document before printing; and
- print a document.

Creating Letters to Mass Mail

You can make use of mail merge when you want to create sets of documents which are essentially the same except for a few unique elements. Using a form letter and a mailing list, you can quickly and easily create a mass mailing that merges the addresses from the mailing list into the form letter.

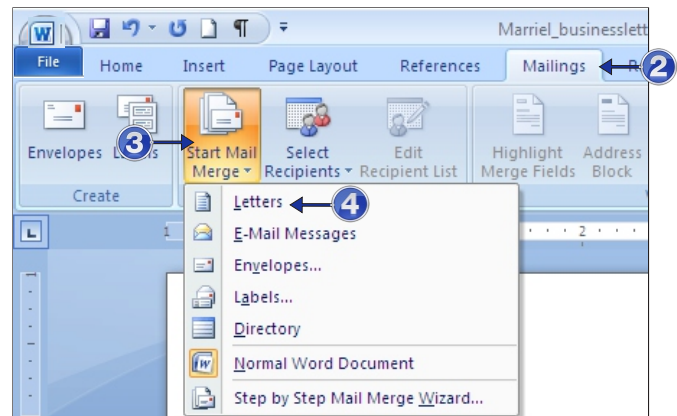
Apply Artistic Effects

- 1 Open the Word document that you want to use as the form letter.

Note: The letter should not contain any information that will change from letter to letter, such as the inside address.

- 2 Click the Mailings tab.
- 3 Click Start Mail Merge.
- 4 Click Letters.

Nothing happens on-screen, but Word sets up for a mail merge.



- 5 Click Select Recipients.
- 6 Click to identify the type of recipient list you plan to use.

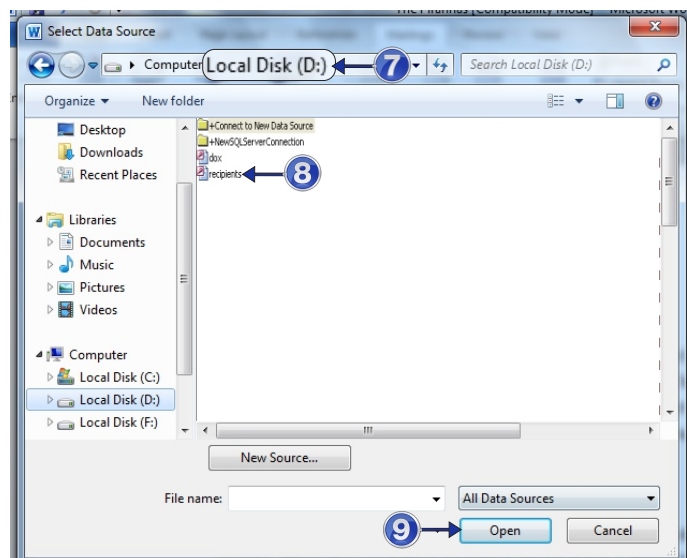
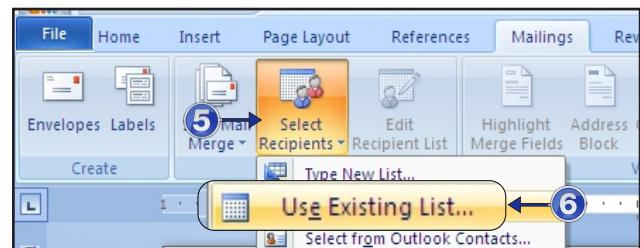
The Select Data Source dialog box will appear.

- 7 Click on Look in: pull-down arrow to navigate to the folder containing the mailing list file.

- You can use the buttons to navigate to the commonly used folders.

- 8 Click the file containing the mailing list.
- 9 Click Open.

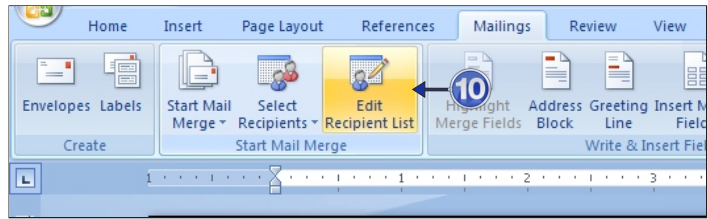
You can select specific recipients from the mailing list to receive the form letter, and you can use merge fields to specify the place in your document where the recipient's address and greeting should appear.



10 Click Edit Recipient List.

The Mail Merge Recipients window appears.

A check box (☒) appears beside each person's name, identifying the recipients of the form letter.



11 Click beside any addressee to whom you do not want to mail a form letter (☒ changes to ☐).

12 Click OK.

13 Click the location where you want the inside address to appear in the form letter.

14 Click Address Block.

The Insert Address Block dialog box appears.

15 Click a format for each recipient's name.

You can preview the format here.

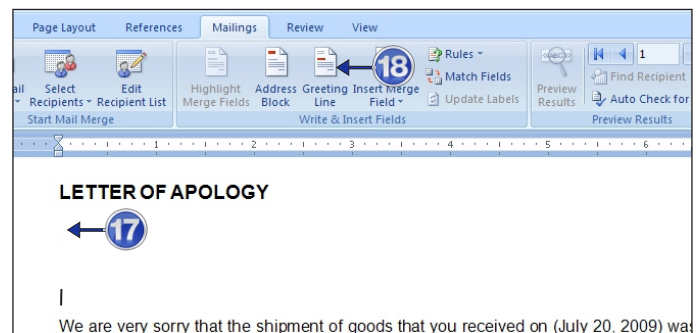
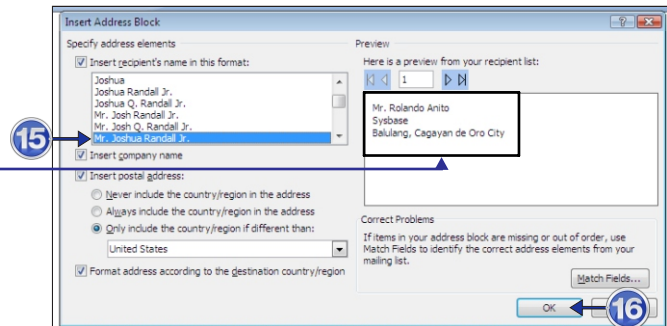
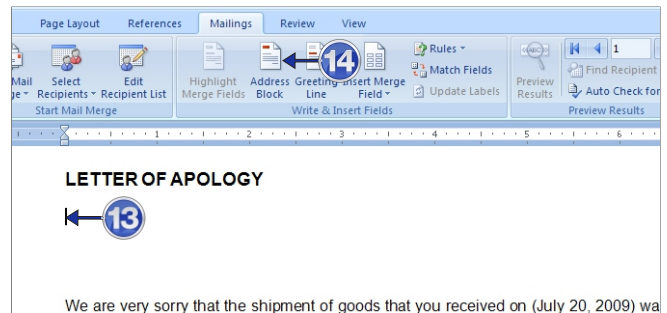
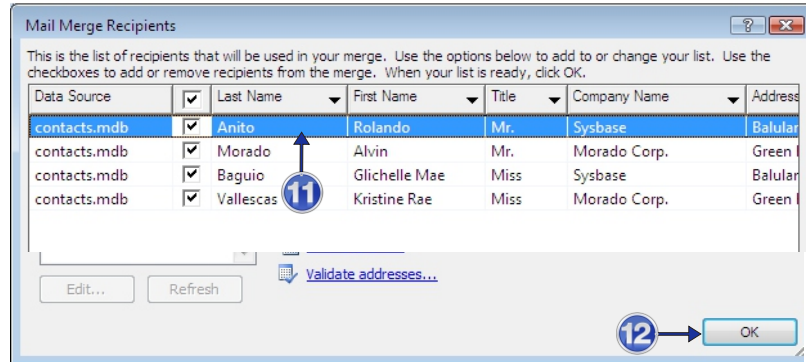
16 Click OK.

A merge field representing the address block in the letter appears.

17 Click in the location where you want the greeting to appear.

18 Click the Greeting Line.

The Insert Greeting Line dialog box appears.



- 19 Click on the Greeting line format: field to specify the greeting format.

A preview of the greeting appears.

- 20 Click OK.

A merge field representing the greeting line appears in the letter.

Note: When you complete the merge, Word replaces the merge field with greeting information.

- 21 Click Preview Results.

After you finish adding merge fields, you can preview the letters, select specific recipients and then create individual letters for each person in the mailing list file.

You can merge the letters directly to your printer by creating an electronic file of letters. and, you can send the letters as e-mail messages.

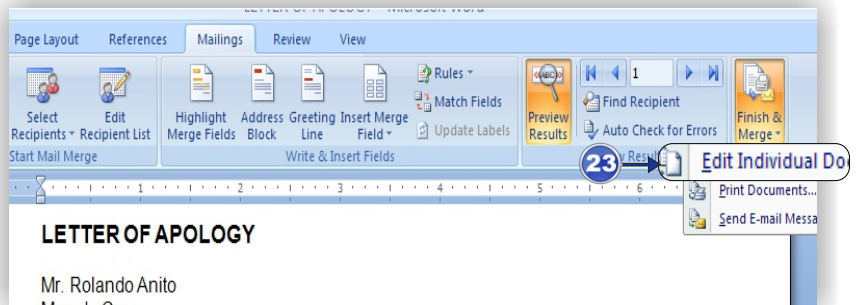
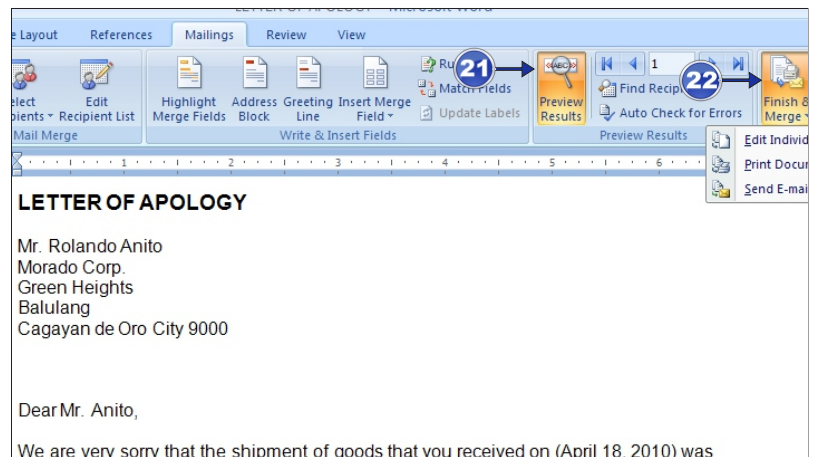
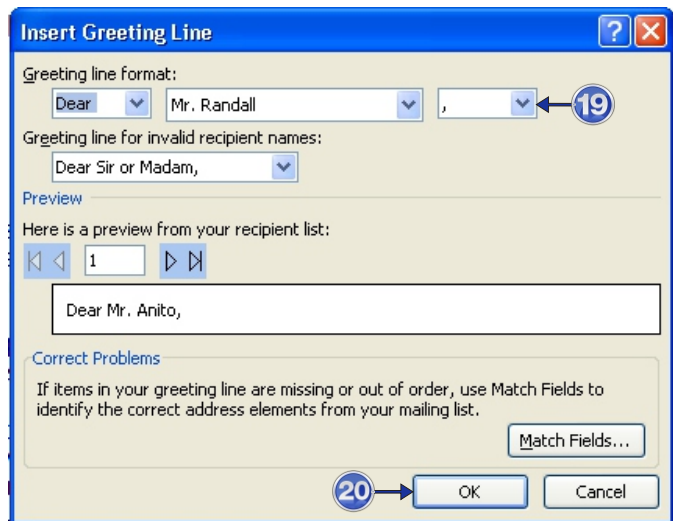
Word displays a preview of the merged letter, using the unchanging content of the letter and information from the address file.

- You can click the Next Record icon (⏮) to preview the next letter and the Previous Record icon (⏭) to move back and preview the previous letter.
- You can click Preview Results to redisplay merge fields.

- 22 Click Finish & Merge.

- 23 Click Edit Individual Documents.

The Merge to New Document dialog box appears.



- 24 Click an option to identify the recipients of the letter (○ changes to ●).

The All option creates a letter for all entries on the mailing list; the Current record option creates only one letter for the recipient whose letter you are previewing; and the From option creates letters for recipients you specify.

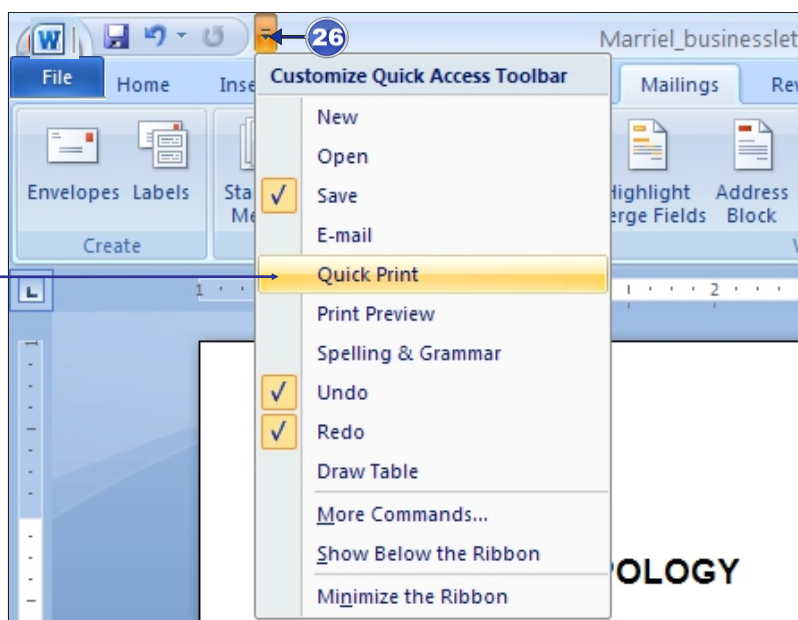
- 25 Click OK.

Word merges the form letter information with the mailing list information, placing the results in a new document named Letters1.

- The new document contains individual letters for each mailing list recipient.

- 26 Click the Customize Quick Access Toolbar icon and click Quick Print from the list that appears.

- You can click save (💾) and assign a new name to save the merged letters.



Printing a File

Printing any file definitely needs a printer and it should be connected to your computer. If a printer is connected to your computer, you can print your Office files. For example, you will distribute printouts of a file as handouts in a meeting. When you print a file, you have two options. You can send a file directly to the printer using the default settings or you can open the Office application's Print screen to change these settings. For example, you might opt to print just a portion of the file, print using a different printer, print multiple copies of a file, collate the printouts, and so on.

Print a File

① Click the File tab.

② Click Print. The Print screen appears.

Note: Another way to open the Print screen is to press **Ctrl** + **P**.

You can specify the number of copies to print using the Copies spin box.

You can choose a printer from the Printer drop-down list.

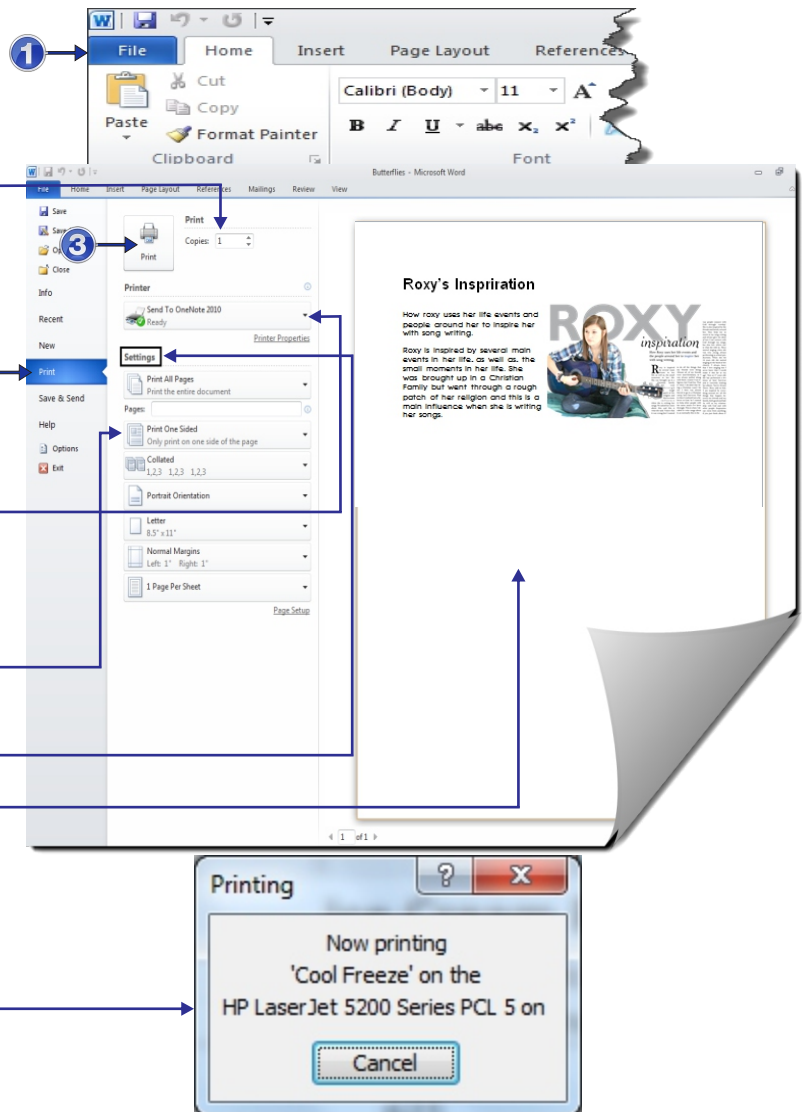
You can choose to print a selection from the file or specific pages using the available Settings list.

You can access additional print options under Settings.

View a preview of the printed file here.

③ Click Print.

The Office program sends the file to the printer for printing.



2

Laboratory



Word
Processing
VISUAL LESSON GUIDE

Manual

LABORATORY MANUAL

Lesson 6 Mail & Envelope Merge and Printing a Document

Word does a great job of printing documents. In Microsoft Office programs, you can preview and print your Office files in one location. To print a document, your computer needs to be connected to a printer.

A main document contains the text and other items that remain the same in each label. A data source contains the information that changes in each label, such as the name and address of each recipient. Merge fields that you insert into the main document instruct Word where to print information from the data source. When you perform the mail merge, Word replaces merge fields in the main document with information from the data source. Each row (or record) in the data source produces an individual label.

Objectives

After completing this Laboratory, you should be able to:

- apply the process of creating letters to mass mail and make use of mail merge;
- demonstrate on how to preview a document before printing; and
- print a document.

Score



Lab 6.1 Friendly Letter Merge

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch Microsoft Word
2. Create a letter with the paragraph below as the body
3. Using Mail Merge feature, merge the information below to create 5 friendly letters to each of the person in the list.

First Name: Daryl
Last Name: Soledad
Address: Consolacion, Cebu City
Zip Code: 6001

First Name: Angelica Jane
Last Name: Mendoza
Address: Cabantian, Davao City
Zip Code: 8000

First Name: Aires
Last Name: Manangkila
Address: Valencia City, Bukidnon
Zip Code: 8709

Preview:

<First Name> <Last Name>
<Address>
<Zip Code>

My Dear Friend,

Good tidings to you! How are you doing? As for me, I am doing very well. It is hard to believe that summer vacation has ended and that we are back in school again. I can definitely say that this summer certainly flew by very quickly. Let me tell you...that was a load of fun!

How is school going for you so far? Do you like your classes? Do you have any favorite ones yet? As far as this school year goes, I have some very high expectations for my classes. A couple of these expectations deal with performance and behavior. I expect each of you to always do your personal best on every assignment. This school year will be very challenging for many of you as you get accustomed to all the difficult reading and writing we will be doing. It is important that you not give up on yourself just because something is hard. I look forward to be hearing about you soon. Please send me a letter so I can keep in touch with you. Write soon and tell me all about your summer vacation, your classes, and your environment. I'll see you around!

Best wishes,
<Your Name>

First Name: Rowena
Last Name: Acenas
Address: Gusa, Cagayan de Oro City
Zip Code: 9000

First Name: Brendel Ian
Last Name: Aranez
Address: Kalibo, Aklan City
Zip Code: 5600

4. Preview the document and print.
5. Save exercise as **Friendly Mail Merge** and place it to your own folder.

Lab 6.2 **Internship Merge****Estimated Completion time: 15 - 20 Minutes****Score**

Directions:

1. Launch **Microsoft Word**.
2. Create a letter with the paragraph below as the body.

<First Name> <Last Name>
 <Position>
 <Company Name>
 <Address>

Sir/Madam:

My unique mix of previous work experience and my status as a Polytechnic State University business student in my junior year with marketing as major, makes me an ideal candidate for a summer internship.

My experience in sales and costumer relationship management, combined with my course in marketing, have convinced me that I would like to explore hospitality marketing as a career option.

More importantly, an internship would be mutually beneficial. Your company has an excellent reputation for customer satisfaction, and I know that the combination of my experience, education, and motivation to excel will make me an asset to your marketing department.

I am sure that it would be worthwhile for us to meet. You may reach me via phone (your cellphone number) or via email (your email address).

Thank you for your time and consideration.

Sincerely,

<Your Name>

3. Using MS Word's mail merge feature, merge the information below to create five (5) application letters to each of the firm in the list.

First Name : Leah Jean
 Last Name : Santos
 Company Name : Makati Development Corp.
 Position : Project Manager
 Address : Rodriguez St. Makati City

First Name : Glichelle
 Last Name : Honteveros
 Company Name : Manila Trade Center
 Position : Human Resource Manager
 Address : Manila City

First Name : Rhian Dave
 Last Name : Cabrera
 Company Name : Sysbase Computers
 Position : I.T. Manager
 Address : Velez St. Quezon City

First Name : Bonnibel
 Last Name : Vincoy
 Company Name : Del Monte Philippines Inc.
 Position : Human Resource Manager
 Address : Bugo, Cagayan de Oro City

First Name : Lucy Ann
 Last Name : Anito
 Company Name : Dept. of Trade and Industry
 Position : Human Resource Manager
 Address : Lapasan, Cag. de Oro City

4. Preview the document and print. Do the necessary changes to your document if needed.
5. Save the exercise as **Mail Merge** and place it to your own folder.

Score



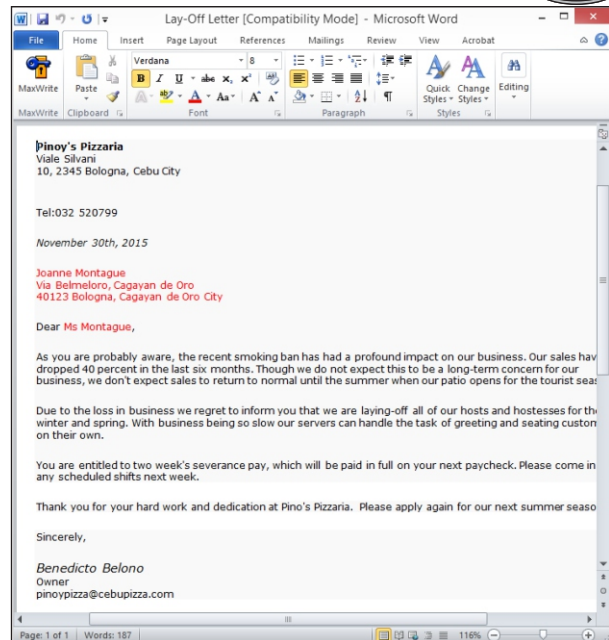
Lab 6.3 Lay-Off Merge

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch **Microsoft Word** and open the document **Lay-Off Letter**, this will be your master letter.
2. Merge using the Word's mail merge feature of at least ten(10) employees to be layed off.
3. Save all documents to one single folder and show it to your teacher for grading.

Preview:



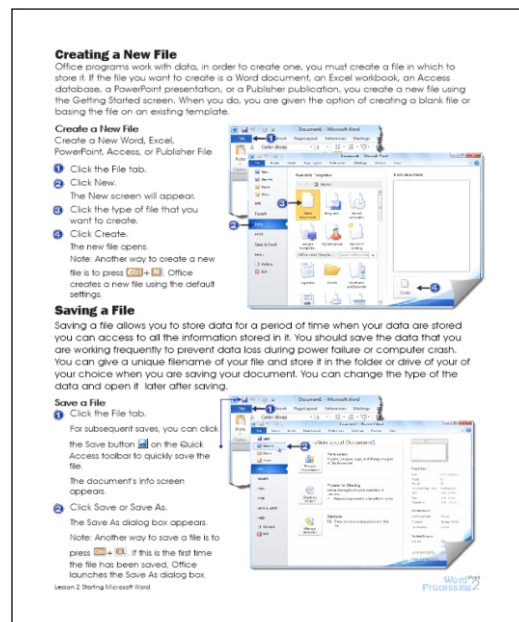
Lab 6.4 Book Lay-out

Estimated Completion time: 15 - 20 Minutes

Directions:

1. Launch **Microsoft Word** and open the document **Book Lay-out**.
2. Your task to complete each page of the MS Word's operations provided, be sure to insert picture of each step using the print screen method. Crop unnecessary pictures. Few steps are provided for you.
3. Save the document as **Book Lay-out Completed**.

Preview:



Score



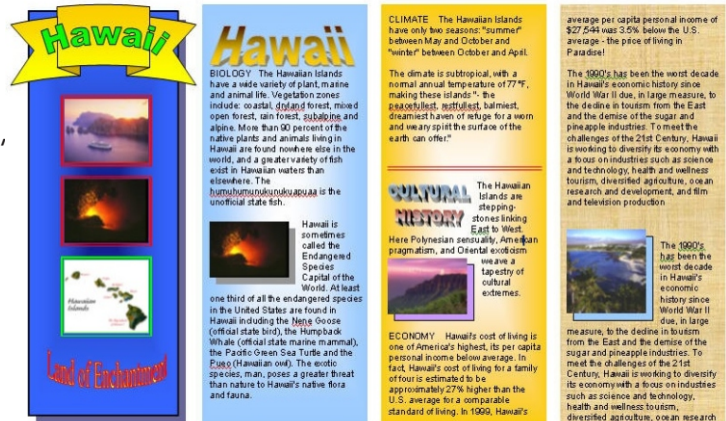
PROJECT MAKING

Proj. 1 **Travelogue** Part 2 **Word Processing**

Proj. 1 Travelogue

Instructions:

- You will create a comprehensive travel catalogue for a travel destination of your choice. You can use an existing travel destination such as Hawaii, the Bahamas, Japan, Korea and etc., or you create one of your own. This Catalogue will include information such as impressive destination description with complete address along with contact details, recreational activities available there for guests, a list of items a traveler would need to bring with them, how get to the destination, and travel packages offered. The goal of this project is to create a visually appealing catalogue that will entice customers to go to this travel destinations. Limit your travelogue to 1 full page.



Proj. 2 “Brochures Exhibit” (its More Fun in the Philippines)

Instructions:

- Using Microsoft Word, create a brochure about the wonders of the Philippines.
- Use a Letter size document in making the project and apply all the knowledge that you learned during the discussion and performance of your activities.
- Follow the given rubrics in creating your project.
- Have it printed and submit it to your instructor.



PROJECT MAKING

Part 2 Word Processing

Rubric in Making the Projects

Category	4	3	2	1
Content Organization	All of the content is in complete sentences. Capitalization, punctuation and spelling are correct.	Most of the content is in complete sentences. Most of the capitalization, punctuation and spelling are correct.	Half of the content is in complete sentences. Some of the capitalization, punctuation and spelling are correct.	Much of the content is not in complete sentences. Much of the capitalization, punctuation and spelling is not correct.
Sources	Careful and accurate records are kept to document the source of 95%-100% of the facts and graphics.	Careful and accurate records are kept to document the source of 94%-85% of the facts and graphics.	Careful and accurate records are kept to document the source of 84%-75% of the facts and graphics.	Sources are not documented accurately or are not kept.
Graphics / Pictures	Picture quality is clear. More than 5 pictures/graphics included and coordinates well with the text.	Picture quality is clear. Five (5) pictures/graphics included and coordinates well with the text.	Picture is blurry. Only 3 pictures/graphics included. Picture does not coordinates well with text.	Picture is blurry. Less than 3 pictures/graphics included. There is no coordination to the text.
Format / Layout	The layout is well organized that allows reader to easily locate information.	The Layout has attractive and well-organized formatting.	Attempts are made to organize the format.	The layout's formatting and organization of material are confusing to the reader.