

# Chapter 11

## Letters and Mailings

Mail Merge  
Letter Wizard

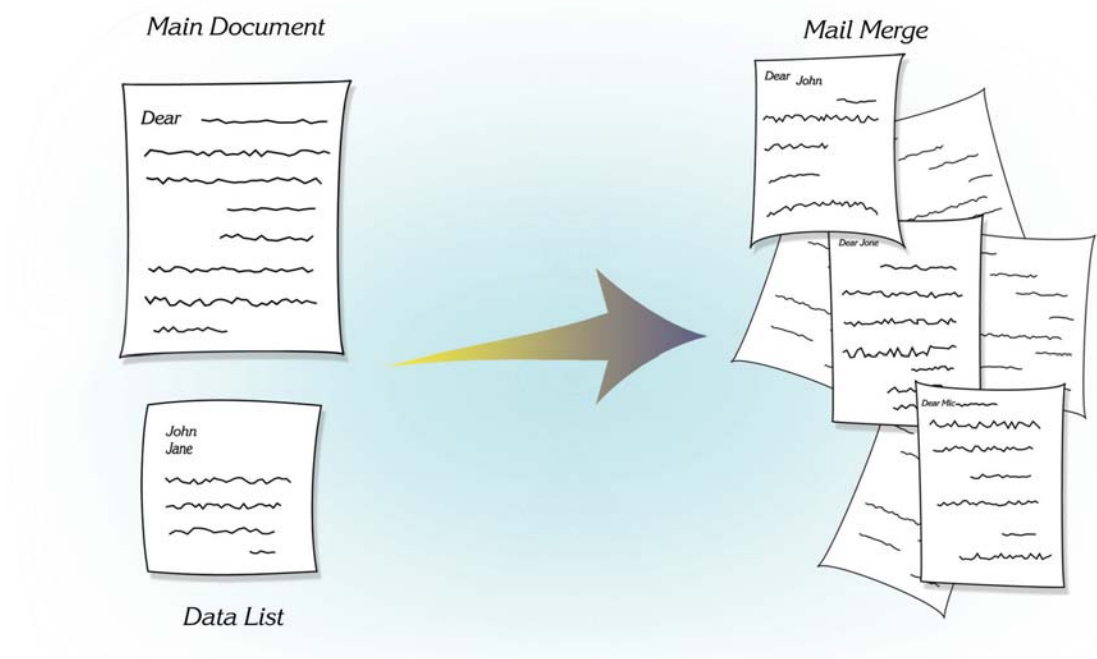


## Mail Merge

**Mail Merge** is used to send the same or similar documents to many different people at once. With Mail Merge you can create mass e-mail and letter distributions, envelopes, labels, and faxes. A Mail Merge requires two files: A Main Document and a Data List.

The **Main Document** contains the information that is the same for each merged document.

The **Data List** contains the information, address lists, or records, to be inserted into the Main Document during Mail Merge. Once you create a Data List you can use it many times.



### The Mail Merge Toolbar

You can find all the Mail Merge tools available on the Mail Merge toolbar. In the following exercises you will use the Mail Merge pane to for each step in the Mail Merge process.

- ❖ To display the Mail Merge toolbar, on the **Menu** bar, choose **View, Toolbars, Mail Merge**.

## Practice

### Selecting the Document Type

In this exercise you will select a document type that you will use to merge with your data list.

- 1 Create a blank document
- 2 Open [Mail Merge](#) on the Task Pane.
- Or Select [Tools](#), [Letters and Mailing](#), [Mail Merge](#).
- 3 Select the "Letters" document type.

This menu also allows you to select "E-mail messages", "Envelopes", "Labels", and "Directory".

- 4 Click on the "Next: Starting document" at the bottom of the **Mail Merge** pane.



The Mail Merge pane

### Starting the Main Document

The Main Document contains the text or information that is the same on each letter you send.

You can create the Main Document from your current document, from a template, or use an existing document.

- 1 Select "Use the current document".
- 2 Click "Next: Select Recipient".

### Select Recipients

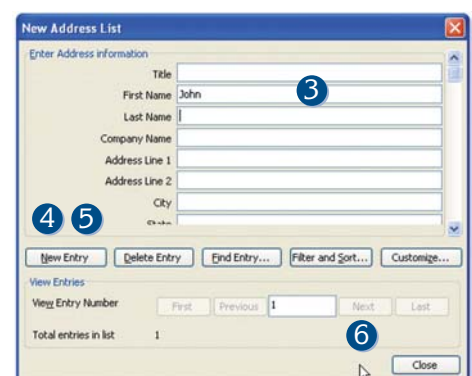
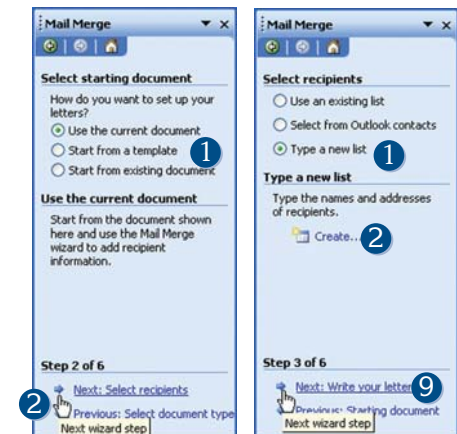
In the third step you need to select the recipients of your letter. You can get recipients from an existing data list, from outlook contacts, or type a new list.

- 1 Select "Type a new list"
- 2 The "Create" link appears. Click the Create link.

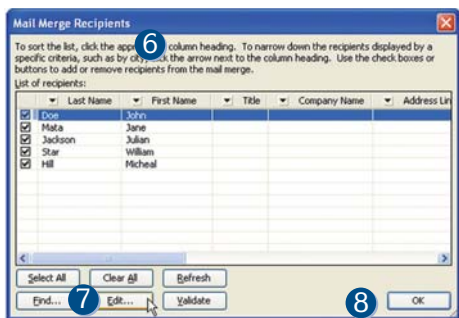
The *New Address List* dialog box opens.

- 3 Enter the recipient's First Name, Last Name, and Address.
- The recipient is entered in the Data List.

- 4 Click the [New Entry](#) button to add another recipient.
- 5 Repeat step 3 for each recipient.



The New Address List dialog box



The Mail Merge Recipient dialog box

You can later use this data list, add new recipients, edit or delete recipients.

6 Click Close and save the data list for future use  
The Merge Recipient dialog box opens.

7 If necessary make changes in the recipient's information.

8 Click OK.

9 Click "Write your letter" on the Mail Merge pane.

### Write Your Letter

This section is used to type body of your letter and to add fields that include recipient's information to the letter.

1 Place the insertion point where you want to start your letter.

2 Type the text "Dear" and press the space bar.

3 From the Mail Merge pane. Click more items.

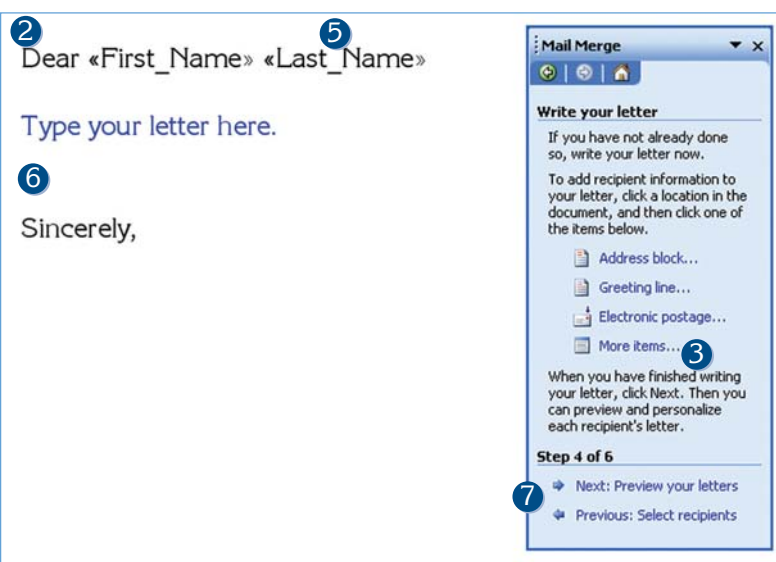
The Insert Merge Field dialog box opens.

4 Select the First Name field then click Insert and click Close.

The << First\_Name >> field appears next to the text you typed.



The Insert Merge Field dialog box

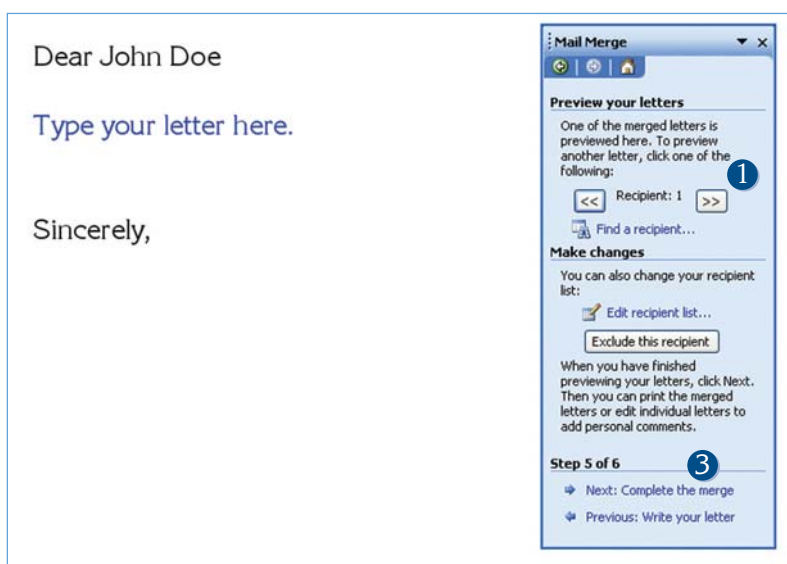


- ⑤ To insert the [Last Name](#) of the recipients, repeat steps 3, 4, and 5 with the [Last Name field](#).
- ⑥ Press the [Enter](#) key a couple of times. Start typing the body of the letter.
- ⑦ When you are finished with typing, click "Next: Preview your letters" on the [Mail Merge](#) pane.

## Preview Your Letters

In this step, you can preview your merged letters. Before advancing to the next step print a sample merged letter to check for errors.

- ① Click the [Navigation](#) buttons to switch between merged letters.
  - ② Use [File](#), [Print](#) to print a sample merged letter.
- If you see errors on the letter go back to previous steps, and fix the errors.
- ③ Click "Next: Complete the merge" on the Mail Merge pane.



*Preview your Letter*



*Complete the Merge*

## Complete the Merge

In the last step, you can print, send, or save your letters.

- ① If you want to print all merged letters, click [Print](#) on the [Mail Merge](#) pane.
- ② To make changes to the merged letters, click "Edit individual letters..."

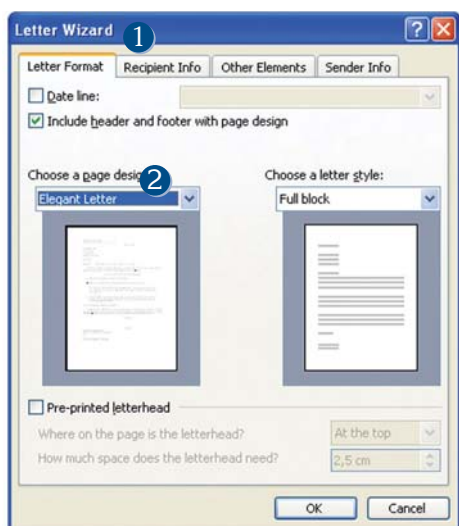
## Letter Wizard

You can use Letter Wizard if you need help while preparing the body of your letter. By using Letter Wizard you can select a letter style, page design, and other details.

- ① On the [Menu](#) bar, select [Tools](#), [Letters and Mailings](#), [Letter Wizard](#).

*The Letter Wizard dialog box opens.*

- ② Select a page design and click OK.



*The Letter Wizard dialog box*

### Creating Merged Letters

- Step-1** Open a Blank document.
- Step-2** Open Mail Merge on the Task pane.
- Step-3** Select the Letters document type. Click Next: Starting Document
- Step-4** Select Use the current document. Click Next: Select Recipient.
- Step-5** If you don't have an existing data list, select Type a new list otherwise select Use an existing list. Click Write you letter
- Step-6** Write a letter to celebrate your friends New Year. Leave the First Name, Last Name, and Address areas empty. Click more items on the Mail Merge pane and insert these fields. Click Next: Preview Your Letter.
- Step-7** Move between the merged letters, using the previous and next navigation buttons on the Mail Merge pane. Click Next: Complete the Merge.
- Step-8** Print your letters.

## True or False

1. Once you create a document you can use it many times.  
☐ True    ☐ False
2. You can use an existing data list or type a new list to select recipients.  
☐ True    ☐ False
3. The Main document contains all the text that doesn't change for each merged letter.  
☐ True    ☐ False

## Project

- Open the BusinessFlyer document you created in a previous chapter. Send this document as a promotional letter. Create a list for 20 customers. Include their addresses, home phones, and e-mail addresses in the letter.
- Create a birthday party invitation. Send this letter to your classmates by e-mail.

## Multiple choice questions

1. Which feature of Word allows you to use information from two different files for the quick creation of personal correspondence and other documents like interview letters, invitations etc.
  - a. AutoComplete
  - b. Mail Merge
  - c. Web Mail
  - d. Mail manager
2. A \_\_\_\_ is a single document that contains all data records.
  - a. Source document
  - b. Data List
  - c. Directory
  - d. Data document
3. A \_\_\_\_\_ contains the information that is the same for each merged document.
  - a. Merge document
  - b. Data source
  - c. Main document
  - d. Form letter
4. Each data field has a unique name, called a \_\_\_\_\_.
  - a. Data source
  - b. Primary name
  - c. Field name
  - d. Title
5. To merge form letters to a printer, click the \_\_\_\_ button on the Mail Merge toolbar.
  - a. Print
  - b. Print Merge
  - c. Print Forms
  - d. Merge to Printer
6. Which of the following is not a document type created by using Mail Merge?
  - a. Faxes
  - b. Folders
  - c. Envelopes
  - d. Letters
7. Once you have merged your contact information with your form letter, you can format the merged fields \_\_\_\_\_.
  - a. Just like you would any other text.
  - b. With the Letter Wizard.
  - c. With the Mail Merge Wizard.
  - d. By using the Address Book in Outlook.
8. Which of the following can you not do when creating mailing labels?
  - a. Select a Data List for your fields.
  - b. Format your fields in the Main document.
  - c. Preview your letters.
  - d. Simultaneously use addresses from two different data lists.
9. The first time you prepare the Main document by
  - a. merging the letters.
  - b. printing the letters.
  - c. selecting a layout.
  - d. creating a new data lists.



# ANSWER KEY

## Chapter 1

### Fill in the blanks

1. Word processor
2. Ctrl + S
3. Insertion point (Cursor)

### True or False

1. F
2. F
3. T

### Match the items

- Ctrl + N ➡ Creates a new blank document
- Ctrl + S ➡ Saves the current document
- Ctrl + O ➡ Opens previously saved document
- Ctrl + F4 ➡ Closes the document
- Alt + F4 ➡ Closes the program
- Alt + Tab ➡ Switch between open programs

### Multiple choice questions

1. d
2. d
3. a
4. a
5. d
6. b
7. e
8. c
9. b
10. d

## Chapter 2

### Fill in the blanks

1. a paragraph
2. Ctrl + A
3. Ctrl key
4. Ctrl + X

### True or False

1. T
2. F
3. T

### Multiple choice questions

- |      |      |      |      |       |
|------|------|------|------|-------|
| 1. c | 2. b | 3. b | 4. b | 5. d  |
| 6. d | 7. b | 8. b | 9. b | 10. b |

## Chapter 3

### Fill in the blanks

1. Justify
2. Format Painter
3. Show \ Hide

### True of False

1. T
2. T

### Multiple choice questions

- |        |          |          |        |       |
|--------|----------|----------|--------|-------|
| 1. d   | 2. a,b,d | 3. a,b,c | 4. a,d | 5. a  |
| 6. a,b | 7. c     | 8. c     | 9. d   | 10. d |

## Chapter 4

### Fill in the blanks

1. Format
2. Bullet
3. Ruler

### True of False

1. T
2. T
3. T

### Multiple choice questions

- |      |        |          |      |         |
|------|--------|----------|------|---------|
| 1. b | 2. a,b | 3. d     | 4. a | 5. c    |
| 6. b | 7. d   | 8. a,c,d | 9. c | 10. a,c |

## Chapter 5

### Fill in the blanks

1. Orientation
2. Margins
3. Print Preview

### Multiple choice questions

1. a
2. d
3. b, d
4. a
5. a, c
6. b
7. a
8. b
9. c
10. b

## Chapter 6

### Fill in the blanks

1. Change case
2. Page numbers
3. Webdings

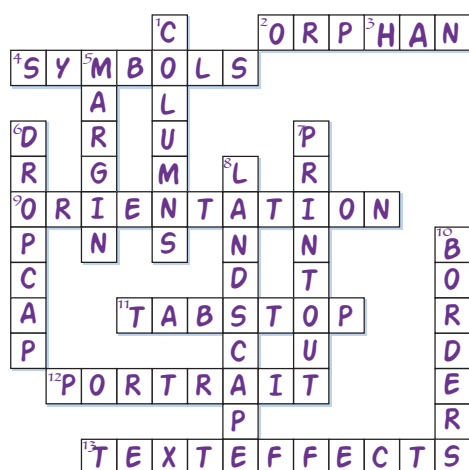
### True or False

1. F
2. F
3. T

### Multiple choice questions

1. d
2. a, b, d
3. b
4. d
5. a
6. b
7. c
8. a, d
9. c
10. a

## ENTERTAINMENT



## Chapter 7

### Fill in the blanks

1. Rows, columns
2. In the cell
3. Cell
4. Table AutoFormat

### True or False

1. F
2. T
3. T

### Multiple choice questions

1. a
2. d
3. b
4. d
5. c
6. c
7. c
8. b
9. b
10. a, b, d

## Chapter 8

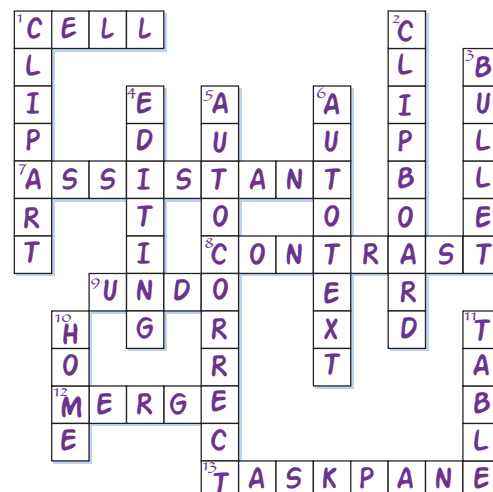
### True or False

1. T
2. T
3. F
4. T
5. T

### Multiple choice questions

1. a, b, c
2. a
3. d
4. b
5. c
6. a
7. b, c
8. c
9. crop

## ENTERTAINMENT



## Chapter 9

### Fill in the blanks

1. Drawing
2. Canvas
3. Text box

### True or False

1. T
2. F
3. F

### Multiple choice questions

1. a
2. c
3. c
4. a, c, d
5. b, c
6. c
7. d
8. b, c
9. c
10. a, c

## Chapter 10

### Fill in the blanks

1. Subdocument
2. header, footer
3. hyperlink

### Multiple choice questions

1. d
2. b
3. a, d
4. c
5. b
6. c
7. a
8. a
9. a
10. b

## Chapter 11

### True or False

1. T
2. T
3. T

### Multiple choice questions

1. b
2. b
3. c
4. c
5. a
6. b
7. a
8. d
9. c

# INDEX

## A

**AutoCorrect:** 25, 26, 29, 30

**AutoShapes:** 95, 103, 105

**AutoText:** 109, 110, 115

## B

**Bold:** 32, 43, 44

**Bookmark:** 113, 115

**Borders and Shading:** 39, 40

**Bulleted and Numbered List:** 46, 47

## C

**Calculating Tables:** 74

**Center:** 43, 36

**Changing Case:** 63

**Clip Art:** 80, 81

**Clipboard:** 23, 30, 91

**Close:** 9, 13, 14, 16, 17, 18, 27, 57, 62, 120

**Columns:** 41, 44, 52, 66, 68, 69, 72, 73, 76, 77, 78, 85, 90, 107

**Converting a Table to a List:** 75

**Copy and Move:** 21, 22, 23

**Creating a Table:** 68

**Creating Charts:** 85

**Creating Diagrams and Organization Charts:** 88

## D

**Date and Time:** 63

**Drawing:** 94, 95, 96, 97, 98, 99, 101, 103, 104

**Drawing Canvas:** 94, 95, 102, 103

**Drop Cap Letters:** 62

## E

**Effects:** 33, 34, 43, 44

**Equation:** 60, 61, 62, 64, 65

**Exiting Word Program:** 14

## F

**Fill Color:** 94, 96

**Find and Replace:** 24, 25, 30

**Font Formatting:** 32, 44

**Footnotes and Endnotes:** 112

**Format Painter:** 35

**Formatting Chart Objects:** 86

**Formatting Marks:** 32, 44, 43

## G

**Go to:** 20

**Grouping and Ungrouping Objects:** 98

## H

**Headers and Footers:** 106, 107, 115

**Help:** 9, 14, 15, 17, 28, 122

## I

**Indenting:** 36, 37

**Inserting / Deleting Cells, Columns, and Rows:** 72

**Inserting Pictures:** 81

**Italic:** 32, 33, 43, 44

**Insert:** 8, 10, 16, 18, 23, 41, 61, 60, 62, 63, 68, 72, 73, 76, 77, 70, 81, 84, 88, 120, 121

**Insertion point (cursor):** 8, 10, 125

## **J**

**Justify:** 36

## **K**

**Keep lines together:** 39

**Keep with next:** 39

## **L**

**Layout:** 55, 58

**Left:** 36, 37, 43, 42

**Letter Wizard:** 122, 124

## **M**

**Mail Merge:** 118, 119, 120, 121, 123, 124

**Making Comments:** 108

**Margins:** 54, 55, 58

**Merging and Splitting Cells:** 73

**Microsoft Clip Organizer:** 81

## **N**

**New Blank Document:** 10, 17

## **O**

**Object Ordering:** 99

**Office Assistant:** 14, 15

**Open:** 6, 12, 13, 14, 15, 16, 18, 28, 43, 50, 56, 57, 65, 90, 123

**Orientation:** 54, 58

**Outlined Lists:** 48

**Overtyping:** 10

**Over:** 10

## **P**

**Page border:** 40, 107

**Page break before:** 39

**Page Breaks:** 108

**Page Numbers:** 63, 65

**Page Setup:** 54, 55, 58

**Paper:** 54, 55, 56, 57, 58

**Paper Size:** 54, 55, 58

**Paper Source:** 55, 57, 58

**Paragraph Alignment:** 36

**Paragraph Formatting:** 36

**Paragraph spacing:** 38

**Positioning Pictures:** 84

**Print Preview:** 56, 57, 58

**Printing:** 54, 55, 56, 57, 58

## **R**

**Resizing and Cropping Pictures:** 82

**Resizing and Moving Tables:** 72

**Right:** 36, 37, 43, 44

**Rotating Pictures:** 84

## **S**

**Save:** 6, 11, 13, 17, 28, 50, 56, 57, 76, 90, 120

**Save As:** 12, 16, 18, 28

**Select Objects:** 98

**Selecting Tables:** 70

**Selecting Text:** 21

**Shadow:** 94, 97

**Show \ Hide:** 32

**Sorting Tables:** 74, 75

**Spelling and Grammar:** 26, 27, 29

**Styles:** 32, 42, 47, 48, 49, 52, 62, 71, 78, 88, 111

**Suppress line numbers:** 39

**Switch Between Open Documents:** 14

**Symbols:** 60, 61, 62, 65

## T

**Tab Styles:** 48

**Table AutoFormat:** 71, 76

**Tabs:** 8, 36, 37, 48, 49, 51, 52, 75

**Templates:** 28

**Text Boxes:** 97, 101, 102

**The Drawing Toolbar:** 94, 95, 96, 97, 98,  
99, 101, 103, 104

**Office Assistant:** 14, 15

**The Thesaurus:** 27, 30

## U

**Undo and Repeat:** 24

**Using Breaks:** 107

**Using Hyperlinks:** 113

## W

**What is this?:** 15

**Widow/Orphan:** 39

**Word wrapping:** 10

**WordArt:** 94, 96, 99, 100, 101, 103, 104

**Working with Master Documents:** 110

**Wrapping Text around Pictures:** 84