

Ex.No : 4

WORD APPLICATIONS - II

Date : 30.06.16

Aim

To create a standard covering letter and use mail merge to generate the customized letters for applying to a job in various organizations. Also, create a database and generate labels for the applying organizations.

Procedure

Step1: Click Start All Programs Microsoft Office Microsoft Office Word 2007.

Step2: Now the Microsoft window will be opened.

Step3: Click on the **Mailings tab**, in the **start Mail Merge group**,

a. Click Start Mail Merge button, click Letters option.

b. Click select Recipients button, click Type new List option

_ Now the address list window will be opened.

Click the **Customize Columns button**; unwanted fields are removed from the list using **delete** button.

Now the selected fields are available, then entry the data to the entry list.

Save data source in a **“My data source “**Location (Don't save other location), then mail merge recipients window will be appeared. Click **ok**.

Step4: Click **Mailings tab**, in the **Write & Insert Fields group**, to set Address block and Greeting Line and Insert Merge Field options.

Step5. Click **Mailings tab**, in the **Preview Results group**, click **Preview Results button**.

Step6. Click **Mailings tab**, in the **Finish group**, click **Finish & Merge button**, Choose **Edit Individual Document** option, click all option button and **OK** button.

Result

Thus the above word operations are completed successfully.