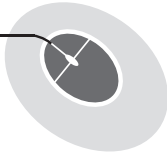


Mail Merge with MS Word 2013



LEARNING OUTCOMES

After this lesson, students will be able to:

- » Recall how to:
 - Open, close, save and exit from Word 2013.
 - Type, edit and format a document.
- » Define Mail Merge and describe its uses.
- » List the three main steps for Mail Merge.
- » Define and create the main document.
- » Define and create the mailing list.
- » Define and create the merged document.

WARM UP

Write any three occasions on which someone would send the same letters to different people.

Ans. Do it yourself.

CHAPTER NOTES

- » Mail Merge is a useful tool which allows you to create multiple letters, labels, envelopes, name tags, and much more using information stored in the form of a list, a database, or a spreadsheet.
- » While performing a mail merge, you need a Word document and a recipient list, which may be an Excel workbook or a database table.
- » The Mail Merge process has three documents involved in creating and

printing letters and e-mails, or labels and envelopes:

- Main document: This document contains text and graphics that are identical for each version of the merged document.
 - Mailing list: This document contains the data which is used to fill in information in your main document.
 - Merged document: This document is a combination of the main document and the mailing list.
- » The mail merge process generally requires the following steps:
1. Creating a main document and/or the template
 2. Creating a data source
 3. Defining the merge fields in the main document
 4. Merging the data with the main document
 5. Saving/Exporting the main document and the merged document, if required.

DEMONSTRATION

- » Create the main document
- » Create the mailing list
- » Create the merged document

LAB ACTIVITIES

- » Using Mail Merge, draft a birthday invite.

(main document)

Dear _____,

On my 11th birthday, I cordially invite you and your family for a dinner party at HOTEL GOLLA PLAZA in the NORTH EAST MALL, GURGAON, DELHI on 14th MAY at 7 pm sharp.

Looking forward to a day of fun and frolic!

From,

Gurpreet

(Data Source)	
Name	Phone
Arjun	3945545
Jai	5654345
Kavita	3566643
Varsha	3565656
Ramesh	3543545
Lata	3565464

ASSESSMENT

Teacher can assess the students by asking them about:

1. Mail Merge and its uses.
2. The three documents used in the Mail Merge process.

SUGGESTED CLASS ACTIVITIES

A. Answer the following question.

List any three ways in which a teacher can use Mail Merge.

B. Tick (✓) the correct option.

1. Information such as name, address, contact number of the person is known as _____.

(a) Data source	(b) Main document
(c) Letter	(d) Finished document
2. _____ needs to be created for mailing or sending letters to various people.

(a) Recipient list	(b) Main document
(c) Letter	(d) None of these
3. The text which we have to send to all the addresses is present in _____.

(a) Main document

(b) Computer

(c) Data source

(d) None of these

4. _____ contains the data which is used to fill in information in your main document.

(a) Main document

(b) Merged document

(c) Mailing list

(d) None of these