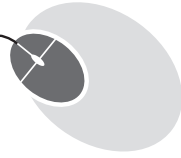


# Mail Merge with MS Word 2013



## 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 11<sup>th</sup> birthday, I cordially invite you and your family for a dinner party at HOTEL GOLA PLAZA in the NORTH EAST MALL, GURGAON, on 14<sup>th</sup> 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.