INFORMATICS Comprehensive

NOTES

Introduction

The Microsoft Word brings new revolution in documentation. Windows platform of Word was released in 1989. Since 1989, many versions of Word has been launched by Microsoft, such as Word 95, Word 97, Word 2000, Word 2002, Word 2003, Word 2007, Word 2010, Word 2013 and word 2016.

Microsoft Word is a popular word processing software that allows the user to create more accurate, concise and correct documents. It's also useful to create brochures, memos, merging letters and newsletters. Microsoft Word enables you to create documents using text formatting, graphic, chart and page formatting tools. Using Microsoft Word, you can add text, tables and graphics more easily.

Word enables various features that allow creating different kinds of documents.

| Element | Description |
|------------------|--|
| Title bar: | Displays the name of the active document and it is present at the top of the window. |
| Ruler: | Word contains two types of ruler including horizontal and vertical. Ruler provide measurement of |
| | ongoing page as well as quick access to margins, tabs and indents. It is present below the toolbar |
| | and on the left side of the application window. |
| Scroll bars: | Allows viewing different areas of the active document. It is positioned along the right side and |
| | bottom of the text area. |
| Status bar: | Displays various types of information about the active document, such as the current page number. |
| | It is positioned across the bottom of the application window. |
| Minimize button | It is the first of three buttons located in the upper-right corner of a window. It reduces the window |
| | to an icon on the taskbar. |
| Maximize/Restore | Allows changing the size of window. |
| Document close | Allows closing the document window. |
| Quick Access | The Quick Access toolbar provides one click access to commonly used commands and options. By |
| | default, it is located on the left side of the Title bar and displays the Save, Undo and Redo |
| | commands. You can change the location of the Quick Access Toolbar as well as customize it to |
| | included command that you use frequently. |
| | |
| | |
| | FILE HOME INSERT |
| Ribbon | The Ribbon is displayed just below the title bar. It consists of a set of tasks specific tabs, each of |
| | which has many groups of commands. |
| Dialog box | The dialog box launcher is present at the bottom right corner of a group, clicking the dialog box |
| launcher | launcher gives you access to additional commands via a dialog box. |
| Document | A document window is also called document or text area. This is the area where we can type text, |
| window | insert pictures, graphics, etc. or display the content of the document. |
| Cursor | A blinking vertical line that indicates where text or object will be inserted. |

Important Elements in Word 2013

Moving and Copying Text

When you copy a text, it generate a duplicate copy of original text while the original text is present at the original position but when you move a text then the text disappears from the original position and appears at the new position. MS-Word allows you to move or copy the text in the same document or in another document.

For moving the text:

- Select the text which you want to move.
- ***** Select Home tab \rightarrow Clipboard group \rightarrow Cut option or press Ctrl + X key.
- Position the insertion point where you want to insert the text and then select **Home tab** \rightarrow **Clipboard group**

\rightarrow Paste option or press Ctrl + V key.

To copy a text:

- Select the text which you want to copy.
- ***** Select Home tab \rightarrow Clipboard group \rightarrow Copy option or press Ctrl + C key.
- Position the insertion point where you want to insert the text and then select **Home tab** \rightarrow **Clipboard group**

$\rightarrow\,$ Paste option or press Ctrl +V key.

Deleting Text

Word enables you to remove a particular text or blocks of text from the document. To delete the text select the text that is to be deleted and press Delete or Backspace key.

Formatting a Paragraph

MS-Word enables paragraph formatting that includes text alignment, setting margins and line spacing. While applying formatting, it affects the entire paragraph even if a single word is selected or the insertion point is placed in the paragraph.

| Paragraph | | | ? <mark>x</mark> |
|--|--|--|--|
| Indents and Spa | cing Line and Pa | ige Breaks | |
| General | | | |
| Alignment: | Justified 💌 | | |
| Outline level: | Body Text 💌 | Collapsed by default | |
| Indentation — | | | |
| Left: | 0- | Special: | B <u>y</u> : |
| <u>R</u> ight: | 0- | (none) 💌 | - |
| Mirror inde | ents | | |
| Spacing | | | |
| <u>B</u> efore: | 0 pt ≑ | Li <u>n</u> e spacing: | <u>A</u> t: |
| A <u>f</u> ter: | 0 pt 🚖 | Single 💌 | - |
| Don't add | spa <u>c</u> e between para | agraphs of the same style | |
| Factors Fam, Facgaph Fir Facgaph Fir Facgaph Fir Sample Text Sa Text Sample Text Sa Following Fam Facgaph Field | paph Parcious Pasaguaph Pr cious Pasaguaph Parcious Pa aph ample Tact Sample Tact Sample at Sample Tact Sample Tact Sample graph Polloxing Pasaguaph Fo county Pasaguaph Polloxing Pa anguaph Polloxing Pas | micra Pangmph Pineiras Pangmph mgmph Pineiras Pangmph Pineiras Pi Test Bamph Test Bamph Test Bamph Test maph Test Bamph Test Bamph Test Ban Test Bamph Test Bamph Test Ban Res Bamph Test Bamph Pillensing Pinegmph Pillensing Testamph Pillensing Pangmph Pillensing Pinegmph Pillensing Testamph Test Pangmaph Pillensing Pinegmph Pillensing | Parvious mgmph i Sample sple Text ollowing ungmph |
| | Set As <u>D</u> efaul | tОК | Cancel |

To format a paragraph:

- Select the paragraph/paragraphs to which the formatting has to be applied.
- Select Page Layout → Paragraph group → Paragraph dialog box launcher to display the Paragraph dialog box.
- * In the **General** section, set the alignment of the paragraph from the **Alignment** drop-down list.
- In the **Indentation** section, set the left, right and special indents from **Left, Right and Special** drop-down list.

MS-Word also enables the following alternative methods to align the paragraph:

- ♦ Click ▲ Align Left on Home tab in Paragraph Group for left aligning the text.
- Click Align Center on Home tab in Paragraph Group for center aligning the text.
- ♦ Click Align Right on Home tab in Paragraph Group for right aligning the text.
- Click Align Justify on Home tab in Paragraph Group for justifying alignment of the text.
- Set the spacing before and after the paragraph from the before and after drop- down list. The spacing between
 each line can be set by selecting a value from the Line Spacing drop-down list.
- Click **OK** to apply the formatting.

Apply Font and Font Size

How to apply font and font size:

- ❖ Select the text in the document whose font size is to be changed and click Home tab → Font group → Font dialog box launcher to open the Font dialog box, as shown in the given figure.
- To set the font, select the required font from the Font list.

To set the font style, select the required font style from the Font style list.

- To set the font size, select the required) font size from the Size list.
- To set the font color, select the required font color from the Font color drop-down list.
- The preview of the text can be seen in the preview section.
- Click **OK** to close the Font dialog box and apply the selected formatting to the selected text.

| Find Font | ? <mark>X</mark> |
|---|---|
| Font Advanced | |
| Eont: +Headings 01 Digit 04b_08 04b03 11 Font color: Ur No Color ▼ Effects Strikethrough Double strikethrough Sugerscript Preview | Font style: Size: Regular Italic Bold Italic Not Bold Meerline style: Underline color: No Color V Small caps All caps Hidden |
| | AaBbCcYyZz |
| | |
| Set As Default | OK Cancel |

Apply Font Color in Document

Words enables color palette that helps to use color in your document.

How to apply font color:

- Select the text you want to change.
- Click **Home tab** \rightarrow **Font** group to open Font dialog box, as shown in the given figure:
- Select the required font color from the Font color drop down list.
- The font color of the selected text will be changed.

| Find Font | 8 23 |
|--|---|
| Find Font Font Advanced Font: Times New Roman Times Gold ItalicA Stripe Wave Times CG ATT Times ItalicA College Times New Roman Times New Roman MT Extra Bold Font color: Underlin | Font style: Size: Regular Italic Bold Italic Not Bold Underline color: |
| Automatic (none) | Automatic Automatic Automatic All caps All caps Hidden |
| Standard Colors | ew Roman |

How to highlight the text with color:

- Select the text that you want to highlight.
- Click text highlight button on the Home tab and click the Text Highlight Color drop down arrow the Highlight Color menu will appear.
- Choose the color you want then the selected text will be highlighted.

Apply Underline, Bold and Italic

To apply the underline for the selected text:

- Select the text that is to be appear as underline in the document.
- Select the required underline style from the Underline style drop-down list.

To set the underline color:

Select the required underline color from the Underline color drop-down list.

To apply a particular effect on the text:

Select the check box for the particular effect such as shadow from the Effects section.

MS-Word also enables the following alternative methods that can be used to apply bold, underline and italic:

- Click B Bold to make the selected text bold.
- \checkmark Click \fbox Underline to underline the selected text
- Click \square Italic to make the selected text italic.

Printing a Document

To print a document you need to perform the following steps:

- Click File tab and select print option to open Print dialog box.
- In the **Copies** option, type the number of copies that is to be printed.
- Click OK.
 - Under **Printer** option, make sure the printer you want is selected.
 - If you want to change the setting of your printer click the setting you want to change and then select a new setting.
- ✤ When you are finished, click **Print.**

Note: Ctrl + P can also be used to print the entire file.

Word Counting

MS-Word allows you to count number of pages, words, characters (without spacer characters (with space), paragraphs, and lines in a document.

| Word Count | ି <mark>- x -</mark> |
|--------------------------------------|----------------------|
| Statistics: | |
| Pages | 21 |
| Words | 3,297 |
| Characters (no spaces) | 15,161 |
| Characters (with spaces) | 18,426 |
| Paragraphs | 257 |
| Lines | 480 |
| ✓ Include textboxes, <u>f</u> ootnot | tes and endnotes |
| | Close |

How to apply word count:

✤ Select Review tab —> Word Count to display the Word Count Dialog box.

The Word Count Dialog box displays all information including number of pages, words, character (without space), character (with space), paragraphs and lines in a document.

Find and Replace Text

MS Word provides the facility to search or match specific text in the document. You can also replace the searched text with other text. This facility is very useful because it minimizes the time and effort required for searching the text in the document.

| Find and Replace | | 8 × |
|---|---|--------|
| Fin <u>d</u> Re <u>p</u> lace <u>G</u> o To | | |
| Find what: | | • |
| | | |
| | | |
| | | |
| More >> | Reading Highlight Find In Find Next Find Next | Cancel |
| | | |

How to open the Find & Replace dialog box:

- Select the Home tab → Editing Group → Replace option to open the Find and Replace dialog box, as shown in the above given figure.
- Enter the word or text, which you want to search for in the Find what list box and click the Replace tab.
- Enter the word that you want to replace in **Replace with** list box.

- Click **Find Next** for finding specified word. This will highlight the word in the whole document.
- Click Replace All for replacement of word in the whole document or click Replace to replace the current highlighted word.

Inserting an Image Using Clipart

To make your document look attractive, you can insert images that corresponds with the text. To find and insert Image using Clipart (Variety of Online sources) option, follow the steps listed below:

- 1. On the **Insert tab**, in the **Illustrations group**, click the **Online Pictures** button.
- 2. Under **Insert Picture Dialog box**, type the text in Bing Image Search Box.
- 3. Press the **Enter key.**
- 4. Click the image you want, or refine your search by repeating Steps 2 and 3.
- 5. Click on the **Insert** button.

| 08 8 2 | œ، . | | | - | Cortors | aynanig a | have Concepts of Oper | alery Systems | suu - sents | | | | 3 | 80 i.i. | ⊜ × |
|--------------------------------|-------------------------|------------------------|---|--------------------------------------|----------------------------|------------------------|---|-------------------------|---|-------------------------|---|---|---------------------------------------|---------|-------------------|
| Cover Page * | Table Pictures | Ordine She Pictores | Addit LAYOUT R SmartArt pes sit Chart ps. Scrannshot - | EFERENCES Store My Apps Add | Wikipedia | Contine Video | VEX Bookman P Sookman Cross-reference Links | Comment | Header* Foater* Page Number* Header & Fonter | (Alli) Toxt Box * | Guick Parts - Al Wordart - All Drop Cape Real | Signature Line - To Gate & Time TObject - | 72 Equation S2 Symbol • Sympols | • | |
| | | | E | Insert | Picture | ×s. | | | | | × | - | | | 90 |
| | | | | Bio Sec | g Image Sea ch the web | wch | | | | ŝ | | | -5. d -d | | |
| * | | | a 72 hai | | | | | | | | | 2.552.3 | | | 199 |
| | | qui | | | | | | | | | | 005 | | | 1 ale |
| | | | | Sign er wit | n ysar Sherrar | Жасал | t to seent photos and | v éous kom O | rneDonne, Facks; and co | une seine. | | | | | |
| | | | | 4.9 Hyperlini 4.10 Using S | and Book n mart Art and | on nark 1 shapes | | | | | | | | | |
| | | | | 4.11 Inserting 4.12 Inserting | Header and Date and T | Footer | locument | | | | | | | | |
| Page 34 OF 82 - 4 15 O (F.) | es ageowere Res 23 × | 3 ** 8 | y 39. (| ø | | | | | | | | NU 1 | * 17. de | 4 39 FM | + 95% F |

Inserting an Image from another file or folder

Follow the steps given below to insert an image from another file or folder:

- 1. Place the insertion point where you want the image to appear.
- 2. Select the **Insert tab** on the **Ribbon**, then click the **Pictures** command under **Illustrations** Group.
- 3. The **Insert Picture** dialog box will appear. **Browse** the picture in your computer.
- 4. Select an Image and then click on **Insert** button.
- 5. The image will appear in the document.

| 🛯 🖯 5 · | (5 = | | | | | | Docume | nt2 - Word | | | | | ? | x - 5 x |
|---|-----------------|------------------------|----------------|--|---|---------------------------------------|--|---|---|------------------------|---------------------------|--|---|-------------------------------------|
| FILE HOM | INSERT | DESIGN | PAGE LAYOU | T REFERENCES | MAILING | S REVIEW | VIEW | MathType | Acrobat | | | | | Sign in 🔍 |
| Cover Page * Cover Page * Blank Page Page Break Pages | Table Tables | S Online S Pictures | hapes SmartArt | Chart Screenshot | Apps for Office * Apps | Online Video Media | lyperlink ookmark ross-reference Links | Comments | Header Footer + Header A l | Page Number * Box * | Quick WordAr Parts * * | A Signa Drop Cap+ Text S Signa Object Dobject S Signa | ture Line $\rightarrow \pi$ E & Time Ω S ct \rightarrow | iquation - iymbol - iymbols - |
| | | | 0 | | | | | | | ~ | D | | | |
| | | ſ | | Insert Picture Organize Organize Downloads Recent Place Libraries Documents Music Pictures Videos Homegroup Computer Local Disk (New Volum | Public Pictur New folder es E E C;) e (D:) File name | es > Sample I Chrysanther Koala | Pictures Unum Discrete Discret | 4y esert thouse Tools | Search Sample A Hydrangeas Hydrangeas Penguins | Cancel | | | | |
| PAGE1 OE1 01 | MORDS D2 | | _ | | | | | | | | | M | e | L 110% |
| THOLI OF I | | | | | | | | | | | | | -0 | 1 110% |

Hyperlink and Bookmark

Hyperlink

A Hyperlink is colored and underlined text or a colored and underlined graphic that can be used to open any one of the following items:

- ✤ A file.
- ✤ A location in a file.
- ✤ A web page on the web.

By adding hyperlinks to text can provide access to websites and email addresses directly from your document.

For example, open the document, let document 'x' is the document that will contain the hyperlink and the document to which you are linking is document y.

Steps to create Hyperlink:

- 1. Select the text you want to set as Hyperlink.
- 2. On the **Insert** tab, in the **Links** group, click the **Hyperlink** button.
- 3. The **Insert Hyperlink** dialog box will appear.
- 4. The selected text will appear in the **Text to display:** field at the top. You can change this text if you want.
- 5. In the Address: field, type the address of website or location of file you want to link to, then click OK.
- 6. The text will be set as a Hyperlink.

Bookmark

Bookmark works with hyperlinks to let you jump to a specific place in your document. To link to a location in the same document, you must bookmark the hyperlink location and then add the link.

To create a Bookmark

- 1. Select the text or item to which you want to assign a bookmark.
- 2. On the Insert tab, in the Links group, click on Bookmark.
- 3. Under **Bookmark name**, type a name.
- 4. Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name. However, you can use the underscore character to separate words —> for example, **First Bookmark**.
- 5. Click on **Add.**

| 🕎 🖯 S - O - | Document2 - Word | ? 🖅 – 🗗 🗙 |
|---|--|---|
| FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MA | LINGS REVIEW VIEW MathType Acrobat | Sign in 🔍 |
| Blank Page Table Pictures Online Shapes Apps Pages Tables Nutures Nutures Nutures Nutures Apps | mmm B Hyperlink Pool Bookmark Online Bookmark Online Comment Header Footer Page Number+ Box+ Ininks Comments Header & Footer Page Text Quick Object + Text | · π Equation · Ω Symbol · Symbols · |
| Bookmark Bookmark works with hyperlinks to let you jump to location and then add the link. | a specific place in your document. To link to a location in the same document, you must bookmark the hyperlini | \$ |
| To create a Bookmark 1. Select the text or item to which you want 2. On the Insert tab, in the Links group, cl 3. Under Bookmark name, type a name. 4. Bookmark names must begin with a letter character to separate words —> for examp 5. Click on Add. | Bookmark ame: First_Bookmark Bookmark Go To Cancel | 3 |

Using Tabs

The tab selector is above the vertical ruler on the left. Hover over the tab selector to see the name of the type of tab that is active.



The tab options are:

- **First Line Indent:** Inserts the indent marker on the ruler, and indents the first line of text in a paragraph.
- * Hanging Indent: Inserts the hanging indent marker, and indents all lines other than the first line.
- **Ceft Tab:** Moves text to the right as you type.
- **Center Tab:** Centers text according to the tab.
- Right Tab: Moves text to the left as you type.
- **Decimal Tab:** Aligns decimal numbers using the decimal point.
- **Solution Bar Tab:** Draws a vertical line in the document.

Introducing Mail Merge

The Mail merge-feature allows you to write to many different people with the same information which can be modified for each individual. It also helps you to create personalized letters and other documents by combining data from two different files. These two files are data source file, which stores the variable data to be added and a main document file, which contains the same information for all the documents. Combining the contents of a data source with a main document is known as merging.

To use Mail Merge option, follow the steps given below:

1. Open an existing Word document, or create a new one.

2. Click on the **Mailings tab** \rightarrow click the **Start Mail Merge** command \rightarrow Select **Step by Step Mail Merge Wizard** from the drop-down menu.

| FILE HOME | INSERT DESI | GN PAGEL | AYOUT F | REFERENCE | S MAILINGS |
|------------------|--------------------|------------------------------------|--------------|-----------|-----------------------|
| | | Cuite | Linkink | | |
| Envelopes Labels | Merge • Recipients | Recipient List | Merge Fields | Block | Line Field |
| Create | Letters | | | | Write & Insert Fields |
| L | E-mail Messages | 5 | | | 2 |
| | Envelopes | | | | |
| | E Labels | | | | |
| - | <u>D</u> irectory | | | | |
| | Normal Word De | ocument | 1 | | |
| | Step-by-Step Ma | ail Merge <u>W</u> izard. | ··· 🖓 | | |

The Mail Merge pane appears and will guide you through the six main steps to complete a merge. The following example demonstrates how to create a form letter and merge the letter with a recipient list.

Step 1:

Choose the type of document you want to create. In our example, we'll select Letters. Then click on **Next: Starting document** to move to step 2

| M | ail N | Aerge | 2 | * | × |
|---------------------|--|------------------------------------|----------------------------------|--------|---|
| Sel | ect do | ument | type | | |
| V. ye | /hat typ ou work | e of doc ing on? | ument ar | e | |
| | 🕘 Le | tters | | | |
| | ○ E- | mail mes | sages | | |
| | 🔿 Er | velopes | | | |
| | 🔿 Là | bels | | | |
| | | rectory | | | |
| Let | ters | | | | |
| Si P th re | end lett eople.) ne letter ceives. | ers to a g ou can p that eac | proup of ersonali h persor | ze | |
| C | lick Nex | t to cont | inue. | | |
| | | | | | |
| | | | | | |
| Ste | p 1 of | 6 | | | |
| 1 | → Next | : Starting | docume | D D | |

Step 2.

Select Use the current document, then click **Next: Select recipients** to move to Step 3.

| Ma | ail Merge | - × |
|--------------------------|--|-------------|
| Sele | ct starting docum | ent |
| Ho | w do you want to s ur letters? | et up |
| ۲ | Use the current do | cument |
| \odot | Start from a templa | ite |
| \bigcirc | Start from existing | document |
| Use Sta | the current docur | nent ent |
| she | own here and use t | ne Maii |
| sho Me rec | rge wizard to add ipient information. | ne Maii |
| sh(Me rec | rge wizard to add ipient information. | ne Mali |
| she Me rec Step | rge wizard to add ipient information. | ne Maii |
| she Me rec Step | 2 of 6 Next: Select recipi | entfm |

Step 3:

Now you'll need an address list so that Word can automatically place each address into the document. The list can be in an existing file, such as an Excel workbook, or you can type a new address list from within the Mail Merge Wizard.

1. From the Mail Merge task pane, select **Use an existing list**, then click Browse to select the file.

| Ma | ii Merge |
|-------------|--|
| Selec | t recipients |
| | Use an existing list |
| \bigcirc | Select from Outlook contacts |
| 0 | Type a new list |
| Use a | in existing list |
| Use fror | names and addresses n a file or a database. |
| | Browse and |
| | East recipient list |
| | |
| Step | 3 of 6 |
| ->> | Next: Write your letter |
| 1- | Dravious: Starting documen |

2. Locate your file and click on **Open** button.

| Outrine No | . Cald | | | | | | 4 |
|----------------|---------|-------------------|---|-----|-----------|------------------|------------|
| Urganize • rie | ~ | Nama | P | | A | 8 | - 5 |
| 1 ibraries | | 1400110 | | | Title | Last Name | First Name |
| Bacuments | | Address List | 2 | Ms. | Albertson | Kathy | |
| al Music | | Detter 🖉 | | 3 | Mr. | Brennan | Michael |
| Dicturer | | | | 4 | Mr. | Davis | William |
| Videoc | | | | 5 | Ms. | Forest | Eliza |
| 010203 | | | | 6 | Mr. | Jones | Dan |
| Computer | | | | 7 | Ms. | Post | Melissa |
| OS (C:) | * | < | | > | < * | | <[] |
| | | New Source | • | | 112-91 | | |
| | File na | ime: Address List | | | ~ | All Data Sources | • |

3. If the address list is in an Excel workbook, select the worksheet that contains the list and click **OK**.

| lame | Description | Modified | Created | Туре |
|---------|-------------|---------------------|---------------------|-------|
| Sheetis | | 5/9/2013 2:11:11 PM | 5/9/2013 2:11:11 PM | TABLE |
| hà | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| (| | | 100 C | > |

4. In the Mail Merge Recipients dialog box, you can check or uncheck each box to control which recipients are included in the merge. By default, all recipients will be selected. When you're done, click **OK**.

| · · · · · · · · · · · · · · · · · · · | Conferences and Davie REFERENCES MANAGINGS | Concepcier Concepcier NYXX _ YXX | | | | | 2 32 - 3 X Septi |
|--|--|--|---|--|----------------------------|-----------|---------------------|
| Anvestagens Laborat Matel Anvestagens Laborat Matel Manuel Mate | Address Granding Grand Thomas Address Granding Grand Thomas Block Line Field - with the meet times | () han - Maan han Disaar taati - D | Restances | • • | D• | | |
| | i Mai Marye Bacquants Nos is the full of recipients that wi Cas the distribution to and or and | 1 | s Vie lie options betwe | ; to sidd to or control of the control of the contr | : ? × | | × |
| an. | Outer Source [11] F1 9.4. Complete Dat. 17 80.81 9.4. Complete Dat. 17 1 9.4. Complete Dat. 17 1 9.4. Complete Dat. 17 1 | • [12 • ATM/SICN.20 SIX 200 | D NALK Amondany Usy at Atl: Oncoderation | • 14 20022 14 | - FS | nol which | |
| • | RAComplete Det. C 8 | 590 390 274 | Brownika Werna Gastam Saint Gastafi Sana | r K | Samuel Samuel Samuel | | |
| | BAComplete Det (* 7 2 Data Source | 1713 Refere recipient hat | Himanihi Mohan | P | Sandor . | | |
| ∞ ■ . | 94 (anguris Derits) 24 (19 , | li sa. Braz. Stratagoria. | | | | ** | |
| | | Ő Matalana | 8. | | | | |

5. From the Mail Merge task pane, click Next: Write your letter to move to Step 4.



Note: If you don't have an existing address list, you can click the Type a new list button and click **Create**. You can then **create** your address list.

Step 4:

Now you're ready to write your letter. When it's printed, each copy of the letter will be the same, only the recipient data (such as the name and address) will be different. You'll need to add placeholders for the recipient data so that Mail Merge knows exactly where to add the data.



To insert recipient data:

1. Place the insertion point in the document where you want the information to appear.

2. Choose one of the four placeholder options: Address block, Greeting line, Electronic postage, or More

items.

3. Depending on your selection, a dialog box may appear with various options. Select the desired options and click

OK. Suppose we selected Address, block it will appear as:

| Insert Add | ress Block ? 📀 |
|--|--|
| Specify address elements Insert gecipient's name in this format: Joshua A | Preview Here is a preview from your recipient list: |
| Joshia Kanoa XI. Joshua Q. Randall Jr. Mr. Josh Q. Randall Jr. Mr. Josh Q. Randall Jr. | Ms. Kathy Albertson 1024 Lakeview Cir Peachtree City, GA |
| Insert company some Insert postal <u>a</u> ddress: Never include the country/region in the address Always include the country/region in the address Only include the country/region if different than: | Correct Problems |
| United States | If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list. <u>Match Fields</u> |
| NEW YOUR INTERNET | OK Cancel |

4. A placeholder will appear in your document (for example, «Address Block»).

| TEB 32 A : | Document1 - Werd | 1 II - H X |
|---------------------------------------|---|--|
| FILE HOME INS | et design pagelayout references mailings revew view | Sign ir |
| Envelopes Labels Start Main Greate | Salect Ede Highlight Address Greeting Insert Merge Recipients - Recipient List MergeFields Block Line Field - Start Mail Merge Vrite & Insert Field - Vrite & Insert Field - | ^ |
| | * «AddressBlock» Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate being Happy every day. May your birthday and every day be filled with the warnth of sunshine, the happiness of siniles, the sounds of laughter, the feeling of love and the sharing of good cheer. | Mail Merge ** Write your letter Hyour been on a line of done so, write your letter now. To acd receivent information to your inter, cirk a location in the document, and these cirk one of the ident theore. Address block Address block Historic postage More frems When you have firmited writing your inter, cirk heat. There you can proceed and personalize each receivent 1 inter. |
| A AGE LOF 1 46 WORDS | Ĩ | Step 4 of 6 → Mest: Preview your letters ← Previous. Select recipients ■ ■ ■ ■ ■ → 100% |

5. Repeat these steps each time you need to enter information from your data record. In our example, we'll add a Greeting line. A placeholder will appear in your document (for example, **«Greeting Line»).**

| We the "Document's Word | ? (3) — ff × |
|--|---|
| FILE HOME INSERT DESIGN PAGE LAVOUT REFERENCES MAILINGS REVIEW VIEW | Sign in |
| Image: Create Start Mail Select Edit Highlight Address Greeting Insert Merge Rules Create Start Mail Merge Select Edit Highlight Address Greeting Insert Merge Preview Results Create Start Mail Merge Write & Insert Fields Write & Insert Fields Preview Results | |
| «AddressBlock» «GreetingLine» Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate being Happy every day. May your birthday and every day be filled with the warmth of sunshine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good cheer. | Mail Merge * X Mits your letter Wits your letter of the day date is, white your ister add state the days work in the day. Maddress block. Address block. Maddress block. |

6. When you're done, click **Next: Preview your letters** to move to Step 5.

| HE HOM PASET DESGE PAGE LAVOUT REFERENCES MAILRES REVIEW VIEW Envelopes Labels Sont Mail Gevet Eds Merger Decipients Projects List Merge Fields Block Line Fields Create Stati Mail Merger Greate Greating Lines Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate being Happy every day. May your birthday and every day be filled with the warnith of sunshine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good sheer. | Sig |
|--|--|
| Envelopes Lives Sunt Mail Zeter Eds Merger Decipients - Pecipients - Pecipient Lat Invelopes Stark Mail Merger Create Stark Merge | |
| Mail Mer Write your let "GreetingLine" Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate being Happy every day. May your birthday and every day be filled with the warnth of sunshine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good <u>chogr</u> . | 1.3× |
| «AddressBlock» If you have in a second s | ge 🍷 |
| «AddressBlock» ff ypt there is for entry of the starting of the starting of good gheer. «GreetingLine» "GreetingLine" Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate "Greeting Context" Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate "More the starting of good gheer." | er |
| "Te add redoin to your thirthday "GreetingLine» "Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate "Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate being Happy every day. May your birthday and every day be filled with the warmth of sumshine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good <u>cheer.</u> | t arready done letter now |
| Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate Celebrate Mare Mare Search | nt information click a location of, and then c items below. |
| Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate Birthday Messages and Birthday wishes. Celebrate being Happy every day. May your birthday and every day be filled with the warnith of sunshine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good <u>cheer</u> . | s block |
| Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate IId More being Happy every day. May your birthday and every day be filled with the warnith of sunstine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good cheer. | ng line |
| Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate Messages and Birthday wishes. Celebrate your birthday and every day be filled with the warmth of the sumshine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good cheer. | wac postage |
| | Rems re finished otter, click Riext, provins and sch recipient s |
| | |
| | |
| | |
| | |
| | |
| Step 4 of 6 | iest sour letter |
| 🔶 vers. ne | Select recipient |
| | |

Step 5:

Preview the letters to make sure that the information from .the recipient list appears correctly in the letter. You can use the left and right scroll arrows to view each document.

| Document - Word | ? (E) ~ (B) X |
|--|---|
| FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW | Sign in |
| Envelopes Labels Start Mail Select Edit Highlight Address Greeting incart Merge Creater Start Mail Merge Start Mail Merge With & Line Field Block Block Block Block Field Block | |
| Master Jaiswal Aaditya E-26, Saraswati Garden, New Delhi - India Dear Master Jaiswal, Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate being Happy every day. May your birthday and every day be filled with the warmth of sunshine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good <u>cheer</u> . | ★ ★ ★ ★ |
| | Step S of 6 Mext: Complete the marge Previous: Write your letter 1 + 100% |

Click **Next: Complete the merge** to move to step 6.



Step 6:

- 1. Click **Print** to print the letters.
- 2. Click on Edit Individual letter to personalize. This will open a new document with your merged letters.

| 2 H 5·0 · | Document) - Wood | ? B - 5 X |
|--|--|--|
| THE HOME INSERT | DEDIGN PAGE LAYOUT PERENCES MAILENES PENEW VIEW | Sign in |
| Envelopes Labels Start Mai Merge - R Create Si | Select Edd Fighlight Address Streaming Insem Marge Diame Marge | |
| 6 | | Mail Merge 🔹 🗙 |
| | Master Jaiswal Aaditya | Complete the merge Mail Merge is ready to produce your letters |
| * | E-26, Saraswati Garden, New Delhi - | To personalize your letters, click "Earl Incondual Letters." This will coefficient at new document with your merged |
| | India | ietters, to make changes to all the letters, switch back to the original decument. |
| | Dear Master Jaiswal, | Merçe Ge Fint De Edit indevidual letters |
| * | Birthday Messages and Birthday Wishes. Celebrate your birthday today. Celebrate being Happy every day. May your birthday and every day be filled with the warnth of sunshine, the happiness of smiles, the sounds of laughter, the feeling of love and the sharing of good <u>cheer</u> . | |
| | | on on spinor and a spinor |
| | | Step 6 of 6 ≪ Previous, Presiew your letters |
| PAGE 1 OF 1 S8 WORDS | 8 | 阐 圖 戰 - + 100% |