

Word Processing - Mail Merge Tasks

The Wedding

1. Save the files 'wedding.doc' and 'wedding.mdb' to your area.
2. Open 'wedding.doc'.
3. Spell check the document.
4. Change the font used for 'Emily and George' at the end of the letter to a font which resembles handwriting.
5. From the 'Insert Tab', select 'Shapes'. Choose a 'callout' shape and draw one near the bottom of your letter. Type the words 'Thank you' into the callout shape, format text in an appropriate size and font of your choice
6. Select the callout shape and fill it with a colour of your choice.

7. Right align Emily and George's name and address



Emily and George White
51, Oak Crescent
Chesterton
Warwickshire
CV43 2HT

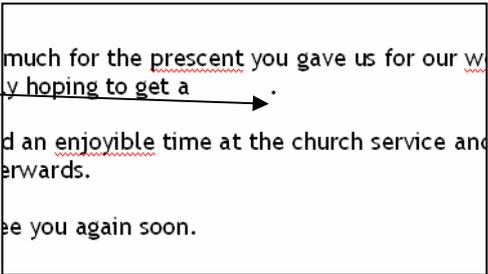
8. Change 'Warwickshire' Emily and George's address from lower case to upper case – remember to use the 'change case' icon in 'font' on the 'Home' tab.
9. Insert a drop cap for the T in 'Thank you' by highlighting the 'T' and going to the 'Insert' tab and choosing 'drop cap' icon from 'text'. Pick the middle option.

10. Practise using 'Find and Replace' to change 'an enjoyable' to 'a great'

11. Move the wedding image from the bottom left to the bottom right

12. Change the image size to 3cm height and 2cm width by right clicking on the it and choosing 'format picture'

13. Click your curser after the section 'hoping to get a



much for the present you gave us for our w
y hoping to get a

14. Press shift and enter at the same time. Your curser should move to the next line down. This is called a 'soft carriage return' rather than a

d an enjoyable time at the church service and
erwards.

ee you again soon.

'hard carriage return' which you get when you are making a new paragraph.

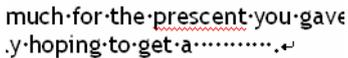
15. On this new line type 'It was absolutely perfect, just what we were looking for'.

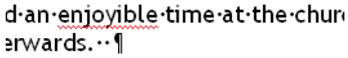
16. Click this button to show the paragraph breaks, carriage returns and other formatting. 

17. You should see lots of symbols which look like this. 

18. Each one of these means that you have pressed the 'enter' key and made a 'hard carriage return'

19. You should also see this symbol – a little arrow which points to the next line. This is the symbol for the soft carriage return that you just created.

 much for the present you gave
y hoping to get a.....

 d an enjoyable time at the church
wards...

20. If you get return marks   asked in an exam to remove a hard or a soft carriage return then you would click  to find the paragraph marks and then delete them. Click this icon again to switch off the marks.

21. Save your letter

22. Now you are going to use something called 'Mail Merge' to add your Emily and George's friends names, addresses and details of the gift they sent to your letters. Mail merge is a really useful tool. It lets you create lots of personalised letters very quickly. On the 'Mailing' tab select 'Start Mail Merge' and then 'Step by step wizard'. The radio button should default to 'letters' and since you are writing a letter, you should leave it there. Click next.



23. Step 2 asks you if you want to use 'the current document'. As you are going to be using the letter you have open, then leave the radio button set to that option. Click on 'next' under step 2 of 6



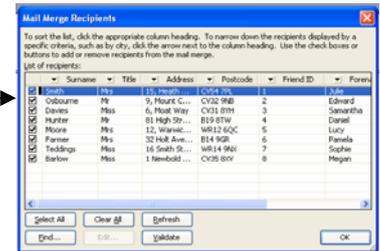
24. You are going to 'select the recipients', this just means who you are sending your letter to. The radio button at the top defaults to 'use an existing list'. Luckily you have an existing list in the database that you copied at the start, so leave the default alone.

25. You need to find the names and addresses in the database. Click on 'browse.' Click on the briefcase on the left hand side to access



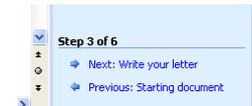
your area. Find the folder that you saved the database and letter into. The database is called 'wedding'.

26. You should see this screen appear with the list of details stored in the database. Click 'ok'



27. It is now time to go to step 4 and insert the details into your letter.

Click 'Next: write your letter' The first thing you are going to do is add mail merge fields with your friends' name and addresses to the letter. Position your cursor at the top of the letter between Emily and George's address and the greeting 'Dear' There are two ways of doing this.



28. Click 'More items'



29. This should appear

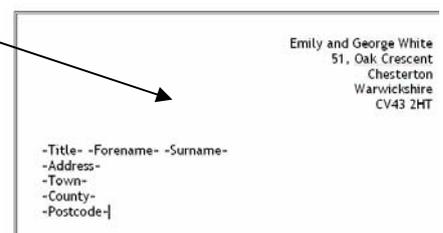


30. Click on 'title' then 'insert' then click on 'forename' then 'insert' then click on 'surname' and then on 'insert'. Then click 'close'. You need to put a space between <title> and <forename> and also a space between <forename> and <surname>

-Title- -Forename- -Surname-

31. Press 'enter' and make sure your cursor is on the line beneath the title, forename and surname .Go back to more items and insert the address. Click 'close'. Press 'enter' and put your cursor on the next line. Then repeat to add town, county and postcode in a similar way.

32. ALTERNATIVELY position your cursor where you wish to add a field and select 'Insert Merge field' from the ribbon and then the relevant field from the drop down list. Your letter should now look like this



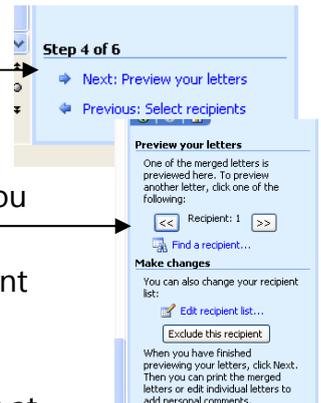
33. Make sure there are only two blank lines between the postcode and the word 'dear'.

34. Click your cursor next to 'Dear' and insert the merge field of 'forename'. Click 'close'.

35. Click your cursor after the 'a' in the sentence 'We were really hoping to get a ' and select 'gift' merge field. Click 'close'.

36. Check the spacing and layout of your letter and adjust it so that it looks fine.

37. Click on 'Next: preview your letters'



38. Use the << and >> arrows to click through the different letters you have created.

39. Check that every different letter has a different recipient, a different address and a different gift.

40. Go to step 6 of 6 'complete the merge'. Normally you would print at this stage. However, we don't want you to each print out 8 letters, so just close the mail merge tool by clicking the x at the top right of the mail merge section.

41. Congratulations, you have just completed your first mail merge. Now it is time for you to have a go at one on your own.

42. Copy the Word document and Access database called 'fancy dress' and save them into your area. Open the letter called 'fancy dress'. Change the font to 'Arial' and make it size 12

43. Add a clipart image suitable for the subject.

44. Add a border around the letter.

45. Highlight the signature from Emily and George. Make it bold.

46. Change the font colour of the signature from black to another colour.

47. In a new paragraph underneath 'from our house' type:

Please bring the following with you:

- Balloons
- Glitter
- Streamers
- Party poppers
- Cake
- Candles
- Matches
- Selection of CDs

48. Highlight from 'balloons' to selection of CDs' and put these words into two columns.
HINT: 'page layout tab', page setup, columns.

49. Use a mail merge to insert the following into the correct section of the letter:

Title, Forename, Surname, Address, Town, Postcode. Next to 'Dear' use the mail merge tool to insert a friend's forename.

50. Next to 'We have organised the following costume for you:' use the mail merge tool to insert the fancy dress that you have chosen.

51. Check your mail merged letters to make sure that they are laid out properly. Save the letter.