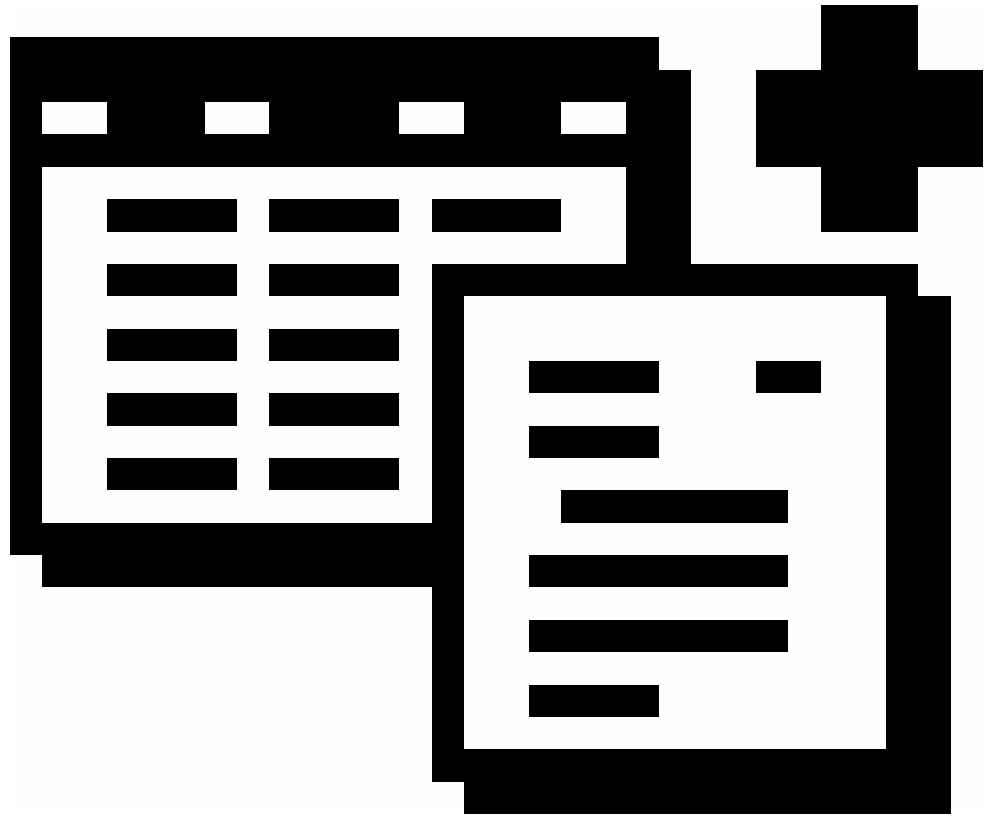




Queen Mary  
University of London

Computing  
Services

# Word



# Intermediate

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Computing Services  
March 8, 2007

These notes are for Word 2002 but apply also to other versions of  
Word. Significant variations are indicated in the text.

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# Tables

## Create a table





### Exercise 1

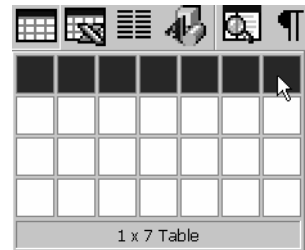
Follow the steps below to

- i) create a table with 7 columns and 1 row
- ii) enter the following data into the table:

First Name	Last Name	Address 1	Address 2	Town	Postcode	Science
Jan	Smith	12 Old House	High Street	London	E7 2WS	80.6
Mel	Brown	The Oaks	Wood Street	London	N18 4JK	145.5
Peter	Post	7 New Road		Bristol	BS5 9MC	67.9

- iii) Save the table in *My Documents* as EX1

- i) Click to place the insertion point where you want the table to go
- ii) **Table**  **Insert**  **Table** (NOTE: this means open the **Table** menu and choose **Insert** then choose **Table**), set the number of columns you want and click **OK** (in Word 97, **Table**  **Insert** **Table**)  
 or click  and drag the shape required (see right)
- iii) Enter text into the table. Text wraps in each cell as you type. Cells expand as lines are added. To insert new paragraphs, press ENTER. When you reach the last cell in the table, you can add another row of cells by pressing TAB



## Moving around a table

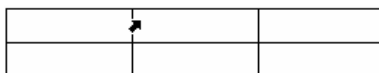
<b>To move to:</b> a specific cell	<b>Press:</b> click in the cell	<b>To move to:</b> the previous cell in the table	<b>Press:</b> SHIFT+TAB
the next cell in the table	TAB	the previous or next row	↑ or ↓

### Exercise 2

Try the various ways of moving around the table

## Selecting within a table

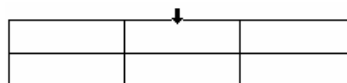
This shows the mouse in the cell selection bar:



### To select:

- the next cell's contents
- the previous cell's contents
- an entire cell
- a row of cells
- a column of cells
- an entire table
- adjoining cells

This shows the mouse in the column selection bar:





### Do this:

- Press TAB
- Press SHIFT+TAB
- click in cell selection bar or SHIFT+END
- click in row selection bar
- click in column selection bar
- drag down or across the selection bars
- drag through them or use SHIFT+arrows

This shows the mouse in the row selection bar:



## Inserting rows or columns

- i) Click in the row or column you want to insert next to
- ii) **Table**  **Insert Rows Above/Below | Columns to the Left/Right** (in Word 97, highlight the row/column to insert before then **Table**  **Insert Rows/Columns**)

To insert more than one, highlight more than one

### **Exercise 3**

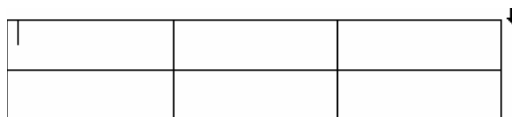
- i) Insert two new columns in front of the Science column
- ii) Put the following heading and data into the first of these new columns

Statistics
179.2
96.5
87.3

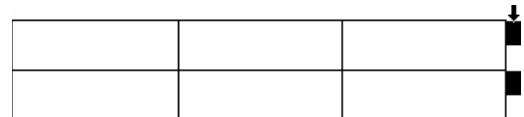
- iii) Add a column at the end of the table
- iv) Give the column the heading Total

## Adding new columns to the right of a table in Word 97

- i) Click just to the right and above the table:



Position mouse







Click

- ii) Then **Table**  **Insert Columns**




## To move a column or row in a table

### **Exercise 4**

Follow the steps below to move the Science column so that it comes before the Statistics column

- i) Select the column(s)/row(s) that you want to move
  - ii) **Edit**  **Cut** or click 
  - iii) Click the insertion point in the column/row before which you want the selection to be moved
  - iv) **Edit**  **Paste Columns/Paste Rows** or click 
- or** highlight the column(s)/row(s) to move and use the mouse to drag the selection onto the column/row which you want the selection to be moved before

## Deleting rows or columns

- i) Highlight rows/columns to delete
- ii) **Table**  **Delete**  **Rows/Columns** (in Word 97, **Table**  **Delete Rows/Columns**)

### **Exercise 5**


Delete the blank second of the two columns that you recently inserted

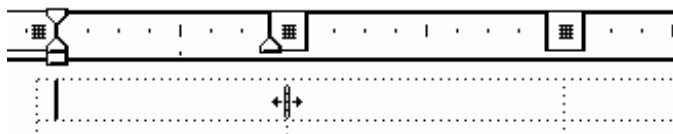
## Changing column and cell widths

### Exercise 6


Follow the steps below to adjust the widths of the columns so that the data for each student fits on one line

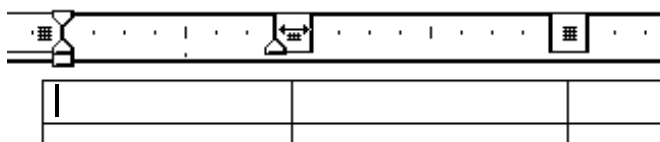
Click the insertion point anywhere inside the table. Then

*either* Point to the gridline on the right of the column for which you want to change width. The mouse pointer changes to :






Drag the gridline to the new location. The width of the column immediately to the right of the target column is scaled so as to maintain the overall width of the table

*or* Drag the  on the ruler above the column border:





In this case, the table width increases or decreases to accommodate the changed column.

To change the width of more than one column, select them then **Table**  **Cell Height and Width**  **Column**.

To change the width of one cell, highlight it and drag a gridline or drag  on the ruler.

**TIP:** *If you hold down Alt while dragging the ruler displays the actual measurements in blue*

You can also set row heights by switching to Print Layout view (called Page Layout view in Word 97) and dragging on the vertical ruler.

You can use **Table**  **Table Properties...** (In Word 97, **Table**  **Cell Height and Width...**) to set exact values.

### Exercise 7

Save the file as EX7 in *My Documents* and then close it

## Mail Merge


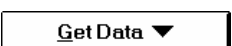
This feature allows you to take the information in a database and create documents such as standard letters to all or some of the people in the database, a catalogue of products, a set of mailing labels. At its simplest, a database is a Word document containing only a table like the one you created in the last section.

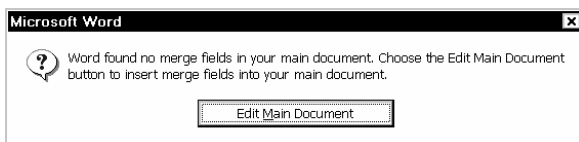
**NOTE.** The default interface to mail merge changed significantly in Word 2002, although the Word 97/2000 commands are still available. To provide maximum compatibility of these notes with all three versions of Word, the **Mail Merge...** command (Tools → Customize → Commands → All Commands → Mail Merge Helper) has been added to the **Tools menu** and the **Insert Merge Field**, **Mail Merge Helper** and **Merge...** buttons have been added to the **Mail Merge toolbar**. If you want to see how to use the Word 2002 interface, go to page 18

### Doing a mail merge when the data file already exists

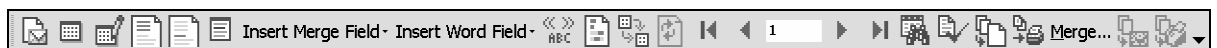
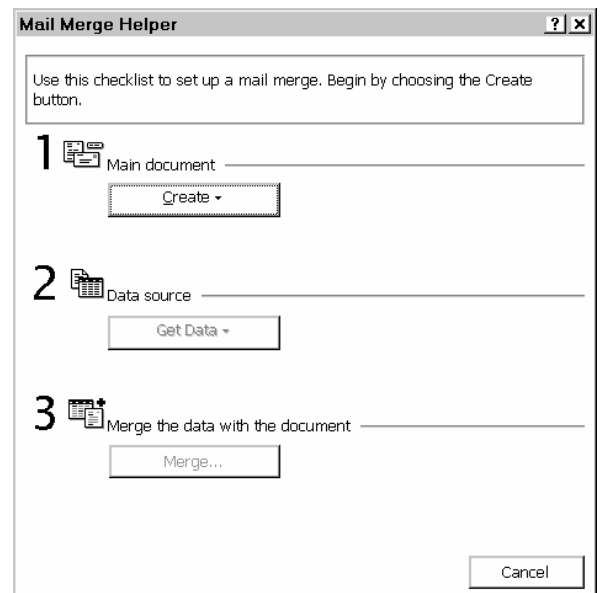
#### Exercise 8

- i) Start a new Word document
- ii) Follow the steps below to set up a main document with EX7.DOC as the data file

- i) **Tools** → **Mail Merge** to display the **Mail Merge Helper** dialog box (see right)
- ii) Click  and choose **Form Letters**
- iii) Click  and choose **Open Data Source**
- iv) Select the data file and click **Open**. The following message is displayed:



- v) Click **Edit Main Document** to switch to the Main Document. The Mail Merge tool bar is displayed:



As described in the note at the top of this page, the **Insert Merge Field** button and the **Merge...** button have been added to the standard Word XP Mail Merge toolbar for this course.

The Word 97 and 2000 toolbar looks like this:



Go to the next page to set up the main document

### Exercise 9

- i) Type the main document as follows. Where an item is in double angle brackets, such as «Last\_Name», you must insert the appropriate Merge Field as described in A below.

«First\_Name» «Last\_Name»  
«Address\_1»  
«Address\_2»  
«Town» «Postcode»

Dear «First\_Name» «Last\_Name»

Your marks in the latest exams were:


Statistics: «Statistics»  
Science: «Science»


Yours sincerely

M Y Name (Use your own name here)

- ii) Select the whole document and set the font to Courier New and the font size to 10 pt  
iii) Merge to a new document (see B below)  
iv) Save the merged form letters as FORMLETS in *My Documents*  
v) Page through the merged document and check that there is a one page letter to each student  
vi) Close the main document and save it as EXAMLET

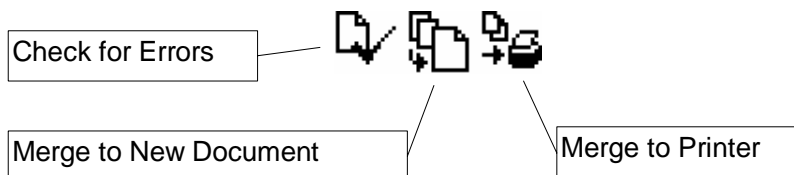
- A) When you want to insert a field from the data file, click **Insert Merge Field** and choose the field.

In Word 2002, you can alternatively click the Insert Merge Fields button, , choose the field, click **Insert** then click **Close**. Fields are inserted exactly as they are in the data base. You must add any further spacing and formatting.

To see the actual data in the fields instead of the field names, click .

Use the navigation tools, , to move from record to record.

- B) When you have finished, click one of the following buttons:



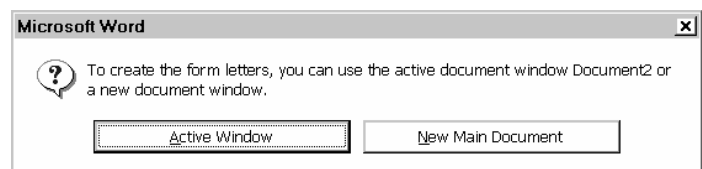
In Word 2002, there are also Merge to Email and Fax buttons.

## Doing a mail merge using a pre-existing non-mail merge main document

Proceed as above except for this step:

Click **Create** and choose **Form Letters**. The dialog box to the right is displayed

Click **Active Window** to use the current document



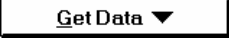


### Exercise 10


Follow the relevant instructions on this page to:

- i) Open the main document EXAMLET which you saved earlier
- ii) Add to the data file a new record for Raj Patel, 231 High Road, Reading, RG12 6TY whose marks are 65 for Statistics and 87 for Science
- iii) Do a selective mail merge to a new document for all students from London and check the results
- iv) Close EXAMLET documents



## Doing a mail merge when the main document already exists

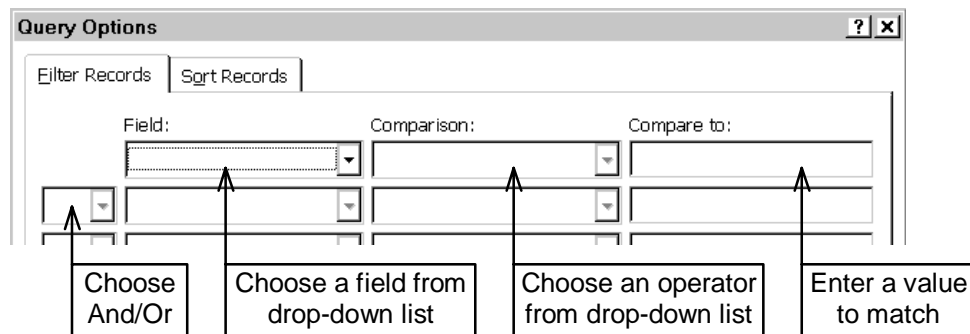
- i) **File**  **Open** and select a main document, i.e. one which has already been set up as a mail merge main document
- ii) Click **OK** and ensure that the **Mail Merge** toolbar is displayed
- iii) If you need to use a different data file, click  to get the **Mail Merge Helper** then click , choose **Open Data Source**, select the data file and click **OK**
- iv) Proceed as in *Doing a standard mail merge from scratch*

## Editing the data file while in the main document

- i) Click  to display the data form
- ii) Click the **Edit** button to display the **Data Form**
- iii) Make changes required
- iv) When you have finished making changes, close the **Data Form** and click **OK** to return to the main document

## Doing a selective mail merge

- i) Proceed as in the appropriate one of the various mail merge processes documented above until you have completed the penultimate step
- ii) At the last step, click **Merge...** ( ... in Word 97). This opens the **Merge** dialog box which gives you access to all the other merge options, including the ability to select a range of records
- iii) Click  to display the **Query Options** tabbed dialog box. Choose the **Filter Records** tab:



- iv) Set criteria to select records and click **OK** (you can also sort the data records, and hence the merged documents, using the **Sort Records** tab)
- v) Click the **Merge** button to do the merge

## Setting tab stops

Tab stops allow you to create tabulated text and numbers without using tables.

### NOTE





Setting a tab stop does not insert a tab into a document.  
You do that when you press the tab key, →, on the keyboard

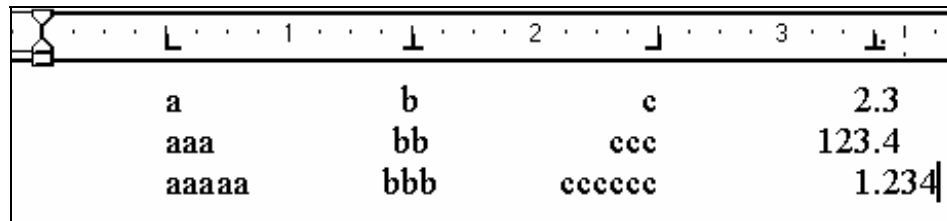
### Exercise 11

- i) Open FORINTER.DOC from the H:\WORDINTER folder.
- ii) Move to the end of the last text paragraph in the document, press Return (↵) and follow the steps below to set a left tab stop every 1.5" (4cm) and type in the following text.  
→ shows where you should press the tab key.  
When you want to print out your document, you need a printer. Some economically priced printers are:

→Hewlett Packard→	LaserJet 5L→	£345.45↵
→Brother→	HL-730→	£314.90↵
→Epson→	Stylus 200→	£98.33↵

The quickest way to set a tab stop either in *selected* paragraph(s) or at the insertion point is to

- i) Click the tab selector button on the left of the ruler until it is the one you want:  
 for a left tab,  a centre tab,  a right tab and  a decimal tab
- ii) Click on the ruler to place the tab

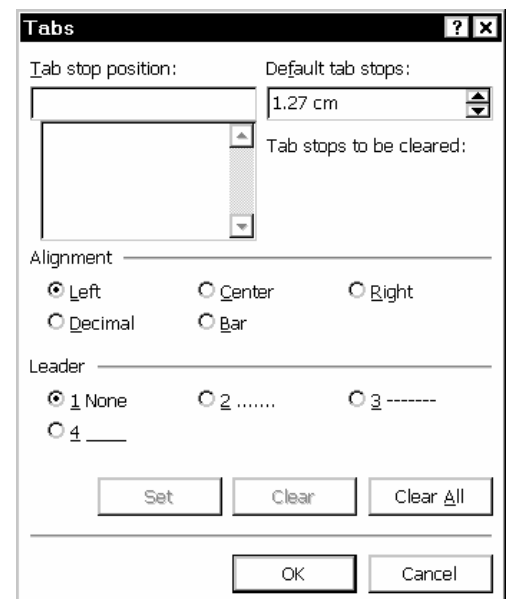


This shows the results of using the different kinds of tab

## Using the Tabs dialog box to set tabs

Using the **Tabs** dialog box to set tabs is slower but has the advantage that you can set the tabs precisely to two decimal places and also set leader characters:

- i) **Format** → **Tabs** to display the **Tabs** dialog box (see right)
- ii) Enter a value in **Tab Stop Position**, choose **Alignment** and **Leader** if required. Click **Set**
- iii) Repeat (ii) for each tab
- iv) Press ↵ (Return)



### ***Exercise 12***

There are 2 things wrong with the tabulated text that you entered in the exercise on page 7:

- There is more space between columns 2 and 3 than there is between columns 1 and 2
- The prices are aligned on the £ sign when they should be aligned on the decimal point

Follow the steps below to make these changes to fix these problems:

- Adjust the tab settings so that the distance between *Hewlett Packard* and *LaserJet 5L* looks the same as the distance between *LaserJet 5L* and *£345.45*
- Use the **Tabs** dialog box to replace the tabs before the prices with decimal tabs
- Re-adjust the spacing between the columns of text


### **Modify tab stops in existing text**

---

- i) Select the text
- ii) Either drag tab markers on the ruler *or* delete and reset values in the dialog box


### **Change the default tab stops**

---

- i) **Format**  **Tabs** and set a new default interval in the **Default Tab Stops** box
- ii) Press ↵

### **Reset tab stops to default settings**

---

- i) **Format**  **Tabs** and click **Clear All**
- ii) Press ↵

## Headers and footers


### Exercise 13

Follow the directions below to:

- i) Insert page numbers in the footer on every page
- ii) Create a header with your name in it and a footer with today's date in it
- iii) Insert a page break to start a new page at the beginning of the last main paragraph

Headers/footers print in the top/bottom margin of each page in a document or section. You type them once and they are automatically inserted. To see them, use **Print Preview**, **Page Layout**, or the **Header/Footer** command, or print the document.

You can specify a different header/footer for odd and even pages, change or suppress a header/footer on the first page of the document. To create a header or footer,

- i) **View**  **Header and Footer** switches to **Page Layout** view, displays the toolbar:



and places the insertion point in the header.

- ii) Enter text by typing, page number by clicking  tool, etc. Click **Close** button when done

You can change or delete headers and footers by viewing them and making changes as required.

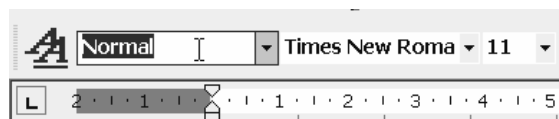
## Styles

### Exercise 14

- i) Highlight your first main text paragraph and format it to suit your taste
- ii) Create a style called My Style as directed below
- iii) Apply the style to the other text paragraphs
- iv) Modify the style in a distinctive way and observe what happens
- v) Save your document as EX14 and close it

### Creating a style the quick way

- i) Select a paragraph that has the formatting you want to turn into a style
- ii) Click the style box on the Formatting toolbar once. The name of current style is highlighted:




- iii) Type new style name and press Return

### Apply a style

- i) Select paragraph(s)
- ii) In style box on ruler, select style

### Creating, modifying and deleting styles

**Format**  **Styles and Formatting...** to display the **Styles and Formatting** task pane. Then click the **New Style** button to create a style. Right click and existing style to modify or delete a style.

In Word 97 and 2000, **Format**  **Style** and follow the dialog.


## Going further with tables

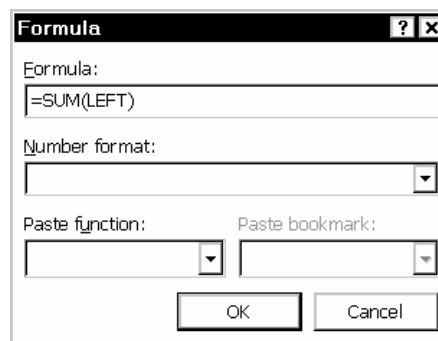
### Putting a formula into a table

Word allows you to do basic calculations on numbers in a table. The following is the simplest possible example.


#### *Exercise 15*

- i) Open EX8.DOC (from the H:\WORDINTER folder)
- ii) Follow the steps below to put the total marks for each student into the Total column

- i) Click in the cell where you want the formula
- ii) **Table**  **Formula** to display the dialog box
- iii) Either accept the suggested formula by clicking **OK** or choose another function from the **Paste function** box



### Setting and inserting tabs in a table

Tab settings apply to the columns you have selected at the time you make the settings. If you use **Format**  **Tabs**, note that tab settings are relative to the column, not the ruler zero.

The decimal tab is a special case. If you make a decimal tab setting, numbers and words will be aligned to it even if you do not enter a tab character in the table.

#### *Exercise 16*

Align the numerical data using a decimal tab

You enter tab characters by holding down Ctrl while you press the tab key.


### Formatting text in table cells

To format the text in a table, select text or cells and use standard font and paragraph formatting.

### Merging cells

#### *Exercise 17*

Follow the steps below to merge the two address cells in each row in the table

- i) Select the cells to merge
- ii) **Table**  **Merge Cells**

Note that a paragraph mark is inserted between the contents of the original cells

12 Old House	High Street
-----------------	-------------

## Sorting data

### Exercise 18

Follow the steps below to sort the table in ascending order of town name and descending order of Science mark

- i) Click in the table and **Table**☞**Sort...**
- ii) In **Sort by**, choose first field to sort on. In **Then by**, choose the second field to sort on.

## Splitting cells

### Exercise 19

Follow the steps below to split the address column back into two

- i) Select cells to split
- ii) **Table**☞**Split Cells**
- iii) Clear the **Merge cells before split** box
- iv) Set the number of rows and columns to split into and click **OK**

Address 1	Address 2
12 Old House	High Street
The Oaks	Wood Street
7 New Road	

## Converting between a table and text

A table can be converted to text and text can be converted to a table.

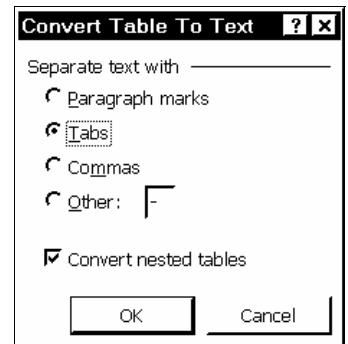
### Exercise 20

Follow the steps below to convert the table to text separated with tabs and then back to a table

#### To convert a table to tab-separated text:

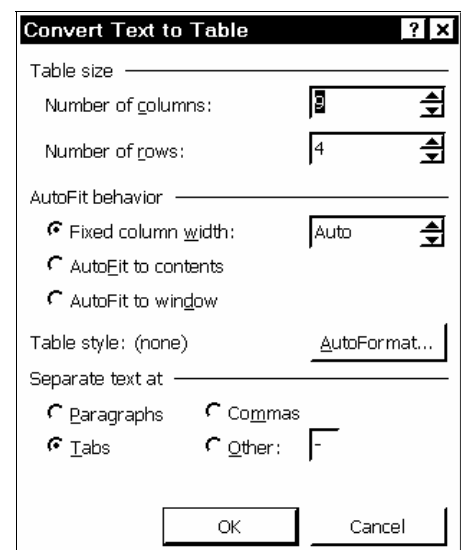
- i) Click in the table and **Table**☞**Convert**☞**Table to Text...** (in Word 97, select the whole table then **Table**☞**Convert Table to Text...**) to display the dialog box (see right)
- ii) Click **OK**
- iii) The table is converted to tab separated text

Tabs is usually the best choice as separator. You can experiment with the effect of the different separators by undoing after each attempt.



#### To convert tab-separated text to a table:



- i) Select exactly the text to be converted, then **Table**☞**Convert**☞**Text to Table...** to display:
- ii) Make sure that the **Table size** and **Separate text** at settings are correct and then click **OK**



## Setting and clearing borders on a table

### Exercise 21

Follow the steps below to

- i) Clear borders on all cells
  - ii) Set a double line border around the outside and set the inner borders to a dotted line
- i) Select the cells on which you want to set or clear borders
  - ii) Click  to display the **Tables and Borders** toolbar
  - iii) Select line width and line style required
  - iv) To set borders, click the arrow of  and select the corresponding icon
  - v) Alternatively, use **Borders and Shading** on the **Format** menu

## How the table should look

Your table should now look something like this:

First Name	Last Name	Address 1	Address 2	Town	Postcode	Science	Statistics	Total
Peter	Post	7 New Road		Bristol	BS5 9MC	67.9	87.3	155.2
Jan	Smith	12 Old House	High Street	London	E7 2WS	80.6	179.2	259.8
Mel	Brown	The Oaks	Wood Street	London	N18 4JK	145.5	96.6	242.1
Raj	Patel	231 High Road		Reading	RG2 6TY	87	65	152

### Exercise 22

Save the file as EX22 in *My Documents*

## Show or hide gridlines

If you clear the borders from a table, you will see the gridlines. These are for guidance only and are not printed. You can check which cells are actually bordered either by invoking Print Preview or by hiding the gridlines.

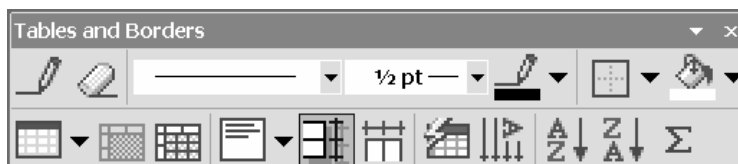
### Table Hide/Show Gridlines


### Exercise 23

- i) Clear all the borders on the table and then hide and show the gridlines
- ii) Close the table

## Drawing a table

Click **View  Toolbars...  Tables and Borders** to display the Tables and Borders toolbar:



and use  to draw the table you want. The other tools on this toolbar facilitate working with tables.

## Using tables to create a form

### Exercise 24

- i) Create the following form using a table with bordering for the timesheet section itself
- ii) Modify the vertical layout so that the form occupies a whole page

## TRAINEE TIME SHEET

NAME ..... DEPARTMENT .....

HOME ADDRESS .....

DEPARTMENT MANAGER .....

WEEK COMMENCING .....

	Morning			Afternoon			Hours	Signature	Countersigned by department manager	
	Time In	Time Out	Code	Time In	Time Out	Code				
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Code							Total Hours	Training Allowance or wage received £		
C = Training session S = Supervised work U = Unsupervised work							Employee Signature:			

PLEASE SHOW ACTIVITY TYPE USING APPROPRIATE CODE


Signed ..... Manager .....

## Automatic table formatting

Word can apply a range of preset formats to a table.


### Exercise 25

Open EX22 and follow the steps below to format the table to your taste

- i) Click in the table
- ii) **Table**  **Table Autoformat...**
- iii) Choose a style and make any other settings you want
- iv) Click **OK**

## Other table features

- As well as the procedures above, you can
- Insert text before a table at the start of a document by pressing **Enter**
  - Split a table
  - Nest tables within tables (in Word 2000 and later)
  - Repeat table headings for tables which span pages

- Number cells
- Create a chart from a table with **Graph**
- Change many other settings via **Table**  **Table Properties**. Note especially the **Options** buttons on the **Table** and **Cell** tabs

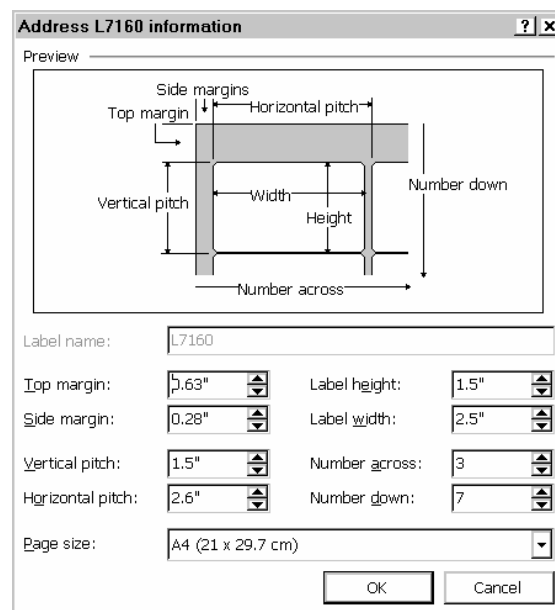
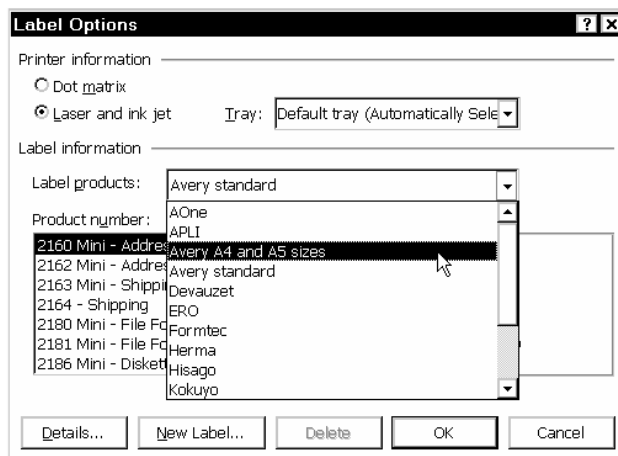
For more information, search for Tables topics in Help

## Some more aspects of Mail Merge

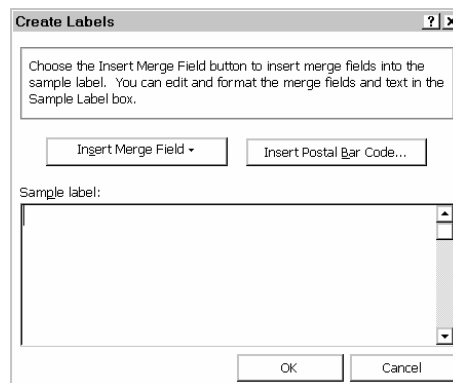
### Using Mail Merge to create labels

**Exercise 26** Create a set of mailing labels for the students in EX8.DOC



- i) **Tools** **Mail Merge**. Get the **Mail Merge Helper** dialog box
- ii) Click and choose **Mailing Labels**
- iii) If asked, click to use the current document
- iv) Click and choose **Open Data Source**, select the data file and click **OK**
- v) Click **Set Up Main Document**. The **Label Options** dialog box appears (see right)
- vi) Select a product from the **Label Products** drop down list and then choose a **Product Number**
- vii) If you have chosen a standard label product, and you are happy with it, go to the next step. Otherwise, if you need to change its definition or create your own, click the **Details** button or the **New Label** button to display one of two similar dialog boxes which allow you set your own dimensions (see right)
- viii) Click **OK**\* then click **Close**. A page of blank labels is displayed. Create the first label by entering fields using the **Insert Merge Field** button. Remember to apply any formatting required. When the label is complete, click the **Propagate Labels** button,
- ix) Click **Merge...** to generate the labels



\*In Word 2000 and 97 at this step, the **Create Labels** dialog box, shown to the right, is displayed. Add the merge fields and click **OK**. The **Mail Merge Helper** is displayed again



## Changing labels setup

- i) Display the main document (ie the one with the merge fields in it)
- ii) Click  to display the **Mail Merge Helper**
- iii) Click  and choose **Mailing labels**
- iv) Click **Change document type**
- v) Click **Setup** and proceed as before



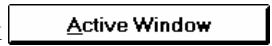




## Doing a mail merge from scratch

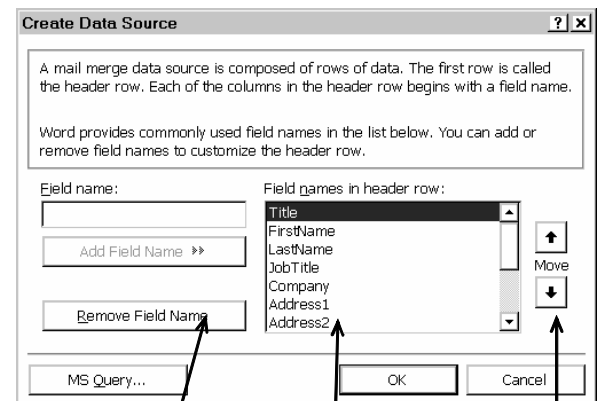
### Exercise 27

- i) Follow the steps below to create a catalogue of products showing the **Name, Colour and Price** of each product. A **Catalog** mail merge is similar to **Form Letters** but the results of the merge are not separated by page breaks
- ii) Name the file CATDAT
- iii) Enter the following data into the data file:

<u>Product</u>	<u>Colours</u>	<u>Price</u>
Table	Black, Brown	£201
Chair	Blue, Black, Brown	£110
Lamp	Black	£60

- iv) Design your own catalogue layout if you wish. Alternatively, there is a suggested layout on p16

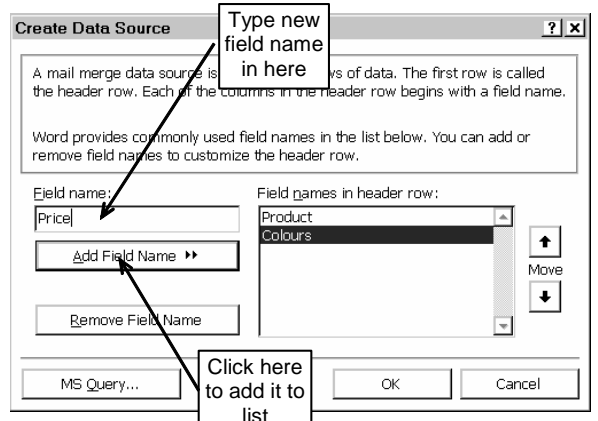
- i) **Tools**  **Mail Merge** to display the **Mail Merge Helper** dialog box
- ii) Click  and choose **Catalog**
- iii) Click  to use the current document or  for a new one
- iv) Back in Mail Merge Helper, click  and choose **Create Data Source**. The dialog box shown on the right is displayed
- v) Remove the field names you don't want in your data file by selecting them successively in the **Field Name in Header Row** box and clicking 
- vi) Add the new field names that you require by typing them into the **Field Name** box and clicking :
- vii) Click **OK** to display the **Save Data Source** dialog box



Click here to remove selected name from list

These field names are already set up for you

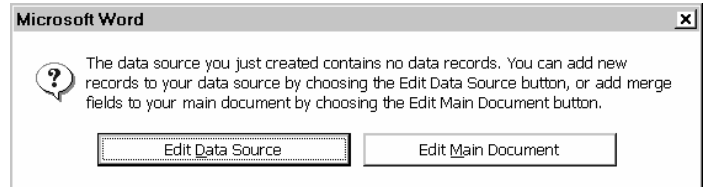
Click these to change order of fields



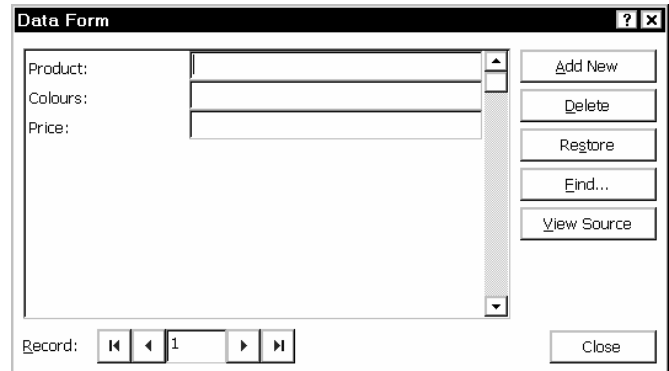
Type new field name in here

Click here to add it to list

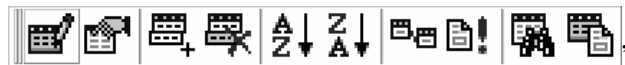
- viii) Enter the file name, choose a drive and folder/directory and then click **OK** to get the dialog box on the right







- ix) Click **Edit Data Source** to enter data. The **Data Form** is displayed. See page 15 for the data to enter
- x) You can, if you prefer, click the **View Source** button to view the data in table format



In table view, the **Database** toolbar,



is displayed and you can switch back to form view by clicking the **Data Form** button,

- xi) Enter the first record data in the form and click **Add New** button to put it into the table and ready the form for the next record
- xii) Repeat the previous step until all the data is entered and then click **Close** (in Word 97 and 2002 click **OK**)
- xiii) Click **Mail Merge Main Document** button, , to switch to the Main Document. The **Mail Merge** tool bar is displayed. If it is not displayed then **View**  **Mail Merge**
- xiv) Type your main document as usual. When you want to insert a field from the data file, click **Insert Merge Field**. Fields are inserted exactly as they are entered in the data base. You must add any further spacing
- xv) To see the actual data in the fields instead of the field names, click . Then use the navigation tools, , to move from record to record
- xvi) When you have finished, click the **Merge to New Document** button.

For Exercise 27, if your main document was like this (i.e. a table):

«Product»	Available in «Colours» «Price» plus VAT
-----------	--


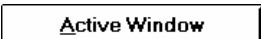
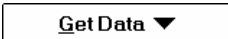
then the resulting catalogue would look something like this:

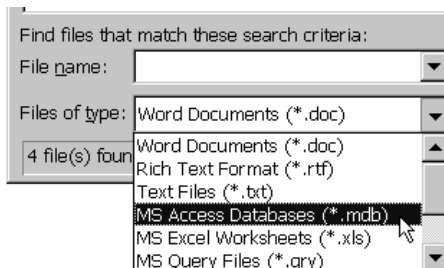
Table	Available in <b>Black, Brown</b> <b>£201</b> plus VAT
Chair	Available in <b>Blue, Black, Brown</b> <b>£110</b> plus VAT
Lamp	Available in <b>Black</b> <b>£60</b> plus VAT

## Mail merge using data from an Access database

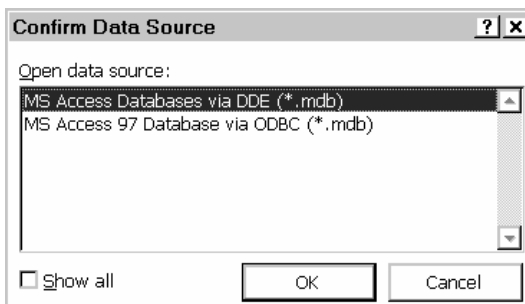
### Exercise 28

- i) Start a new Word document
- ii) Follow the steps below to create form letters of your own design to the Contact person at each of the Customers of Northwind Traders in Germany. The Access database you must use is Northwind.mdb which is in the Microsoft Office Samples folder

- i) **Tools** → **Mail Merge...** to display the **Mail Merge Helper** dialog box
- ii) Click  and choose **Form Letters**
- iii) Click  to use the current document
- iv) Back in the **Mail Merge Helper**, click  and choose Open Data Source
- v) In the **Files of Type** box, select MS Access Databases:



- vi) Select the data file and click **Open**. The **Confirm Data Source** dialog box is displayed (see right)



- vii) Select MS Access Databases via DDE and click **OK** to display the dialog box on the right.
- viii) Select the table or query you want to use the data from and click **OK**



- ix) Click **Edit Main Document** to switch to the Main Document. The **Mail Merge** tool bar is displayed and you can start creating your document. From now on it is a standard mail merge as described in *Doing a mail merge from scratch* starting on page 15. You can select records exactly as in *Doing a selective mail merge* on page 6

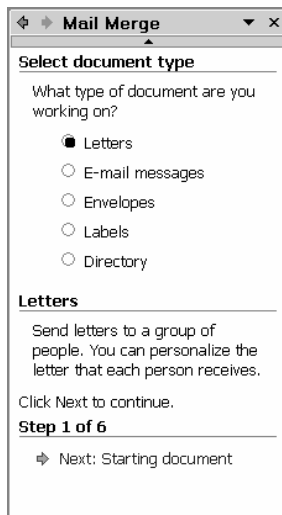
## Mail merge using data from a Excel spreadsheet

As above but choose MS Excel Spreadsheets at step (v). The spreadsheet must contain a table.

# Using the Word 2002 mail merge interface

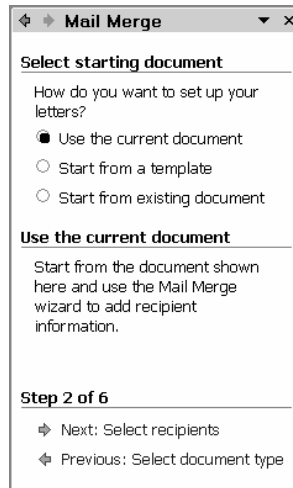
## Mail merge using the wizard

- i) **Tools** → **Letters and Mailings** → **Mail Merge Wizard...** to display Step 1:



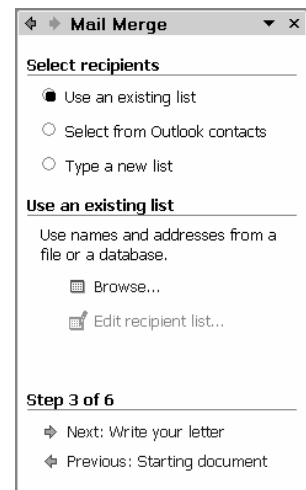
- ii) Click the button for the **document type** required

- iii) Click **Next: Starting document** to display Step 2:



- iv) Click the button for the **starting document** to use

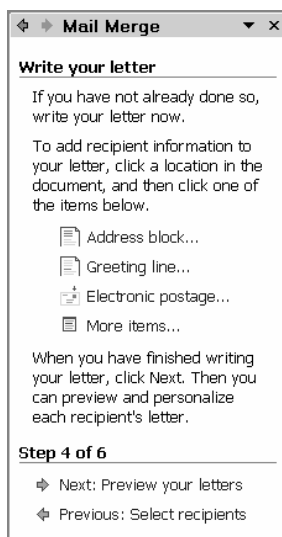
- v) Click **Next: Select recipients** to show Step 3:



- vi) Click **Browse...** and select the file that contains the list. It will be displayed in the **Mail Merge Recipients** dialog box in which you can select and edit records (see next page for a picture)

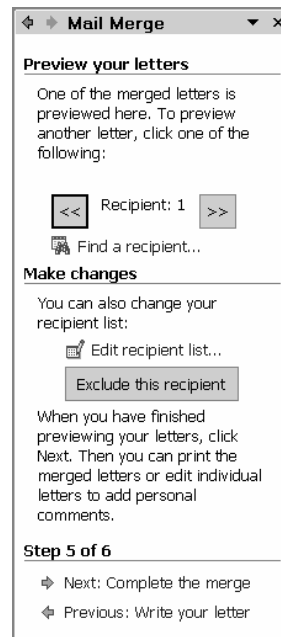
- vii) Click **OK** to close the **Mail Merge Recipients** box

- viii) Click **Next: Write your letter** to display Step 4:

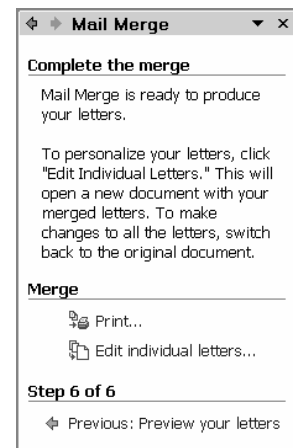


- To insert individual merge fields, click **More items...** to show the **Insert Merge Field** box (see next page for a picture)

- ix) Click **Next: Preview your letters** to display Step 5:



- x) Click **Next: Complete the merge** to display Step 6:



- xi) Click **Edit individual letters** so that you can check the merge results before printing

## Mail merge using the toolbar


Starting with a new blank document:

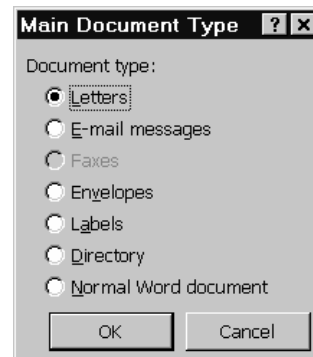
- i) **View**  **Toolbars**  **Mail Merge** to display the toolbar




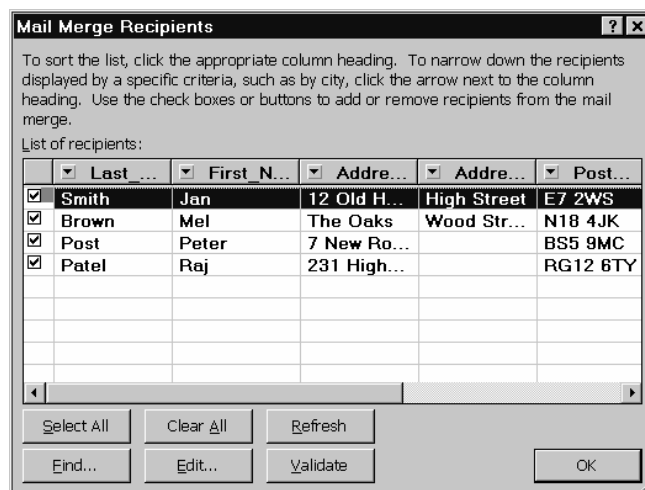
- ii) Click **Main document setup**, , to display the **Main Document Type** dialog box (see right)

- iii) Set the type and click **OK**

- iv) Click **Open Data Source**, , and select the file containing the data



- v) Click **Mail Merge Recipients**, , to display the dialog box (see right), make any desired changes, selections etc, then click **OK**




- vi) Click **Insert Merge Fields**, , to display the dialog box (see right)

- vii) Select the first field you want, click **Insert** then click **Close**

- viii) Enter any ordinary text required before the next field

- ix) Repeat the previous two steps for the rest of the fields that you want to include in the document then add any additional ordinary text

- x) Click **Merge to New Document**, , so that you can check the output before printing

