COURSE-EPC-3 (1.4 EPC3)

CRITICAL UNDERSTANDING OF ICT

Engagement with Field

PRACTICUM-01

TOPIC-04

PROJECT TO CREATING MAIL MERGE USING MICROSOFT WORD(2007)

Presented By:-NAME OF THE STUDENT TEACHER
Registration No:-
Roll No:-

NAME OF THE INSTITUTE:-PURNADISHA JOYCHANDI TEACHER TRAINING COLLEGE

Session:-2023-2025

Objectives

- To learn the concept and process of Mail Merge.
- To create personalized letters/documents using MS Word 2007.
- To understand the integration of MS Word with data sources (Excel/Access).
- To apply ICT tools for efficient document preparation in educational settings.

Materials and Tools Used

- **Computer system** with MS Office 2007 installed
- **MS Word 2007** (for creating the main document)
- **MS Excel 2007** (for preparing the data source)
- **PowerPoint Presentation** (for explaining the steps to students)
- **Smart Board** (to interactively demonstrate the Mail Merge process)
- **LCD Projector** (to project the demonstration for the whole class)
- **Camcorder** (to record the presentation for creating ICT-based video material for future use)

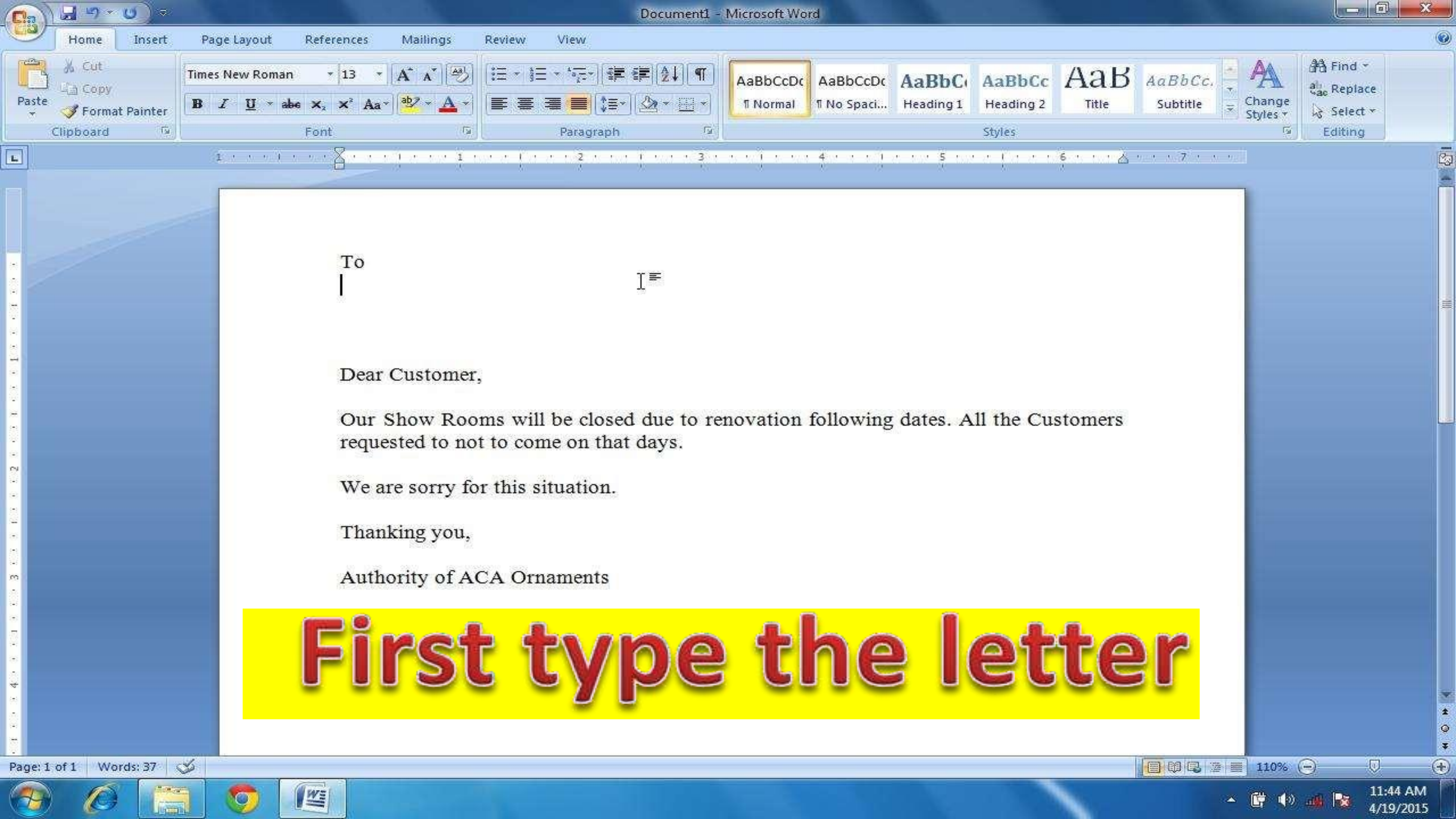
ABOUT MAIL MERGE

Mail Merge is most often used to print or email form letters to multiple recipients. Using Mail Merge, you can easily customize form letters for individual recipients. Mail merge is also used to create envelopes or labels in bulk.

This feature works the same in all modern versions of Microsoft Word: 2010, 2013, and 2016.

PROCEDURE FOR CREAT A MAIL MERGE STEP BY STEP

USING MAIL MERGE WIZARD


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Times New Roman
13
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbC Heading 1
AaBbCc Heading 2
AaB Title
AaBbCc. Subtitle
Change Styles
Styles
Find
Replace
Select
Editing
Page: 1 of 1
Words: 37
110%
11:44 AM
4/19/2015

To

Dear Customer,

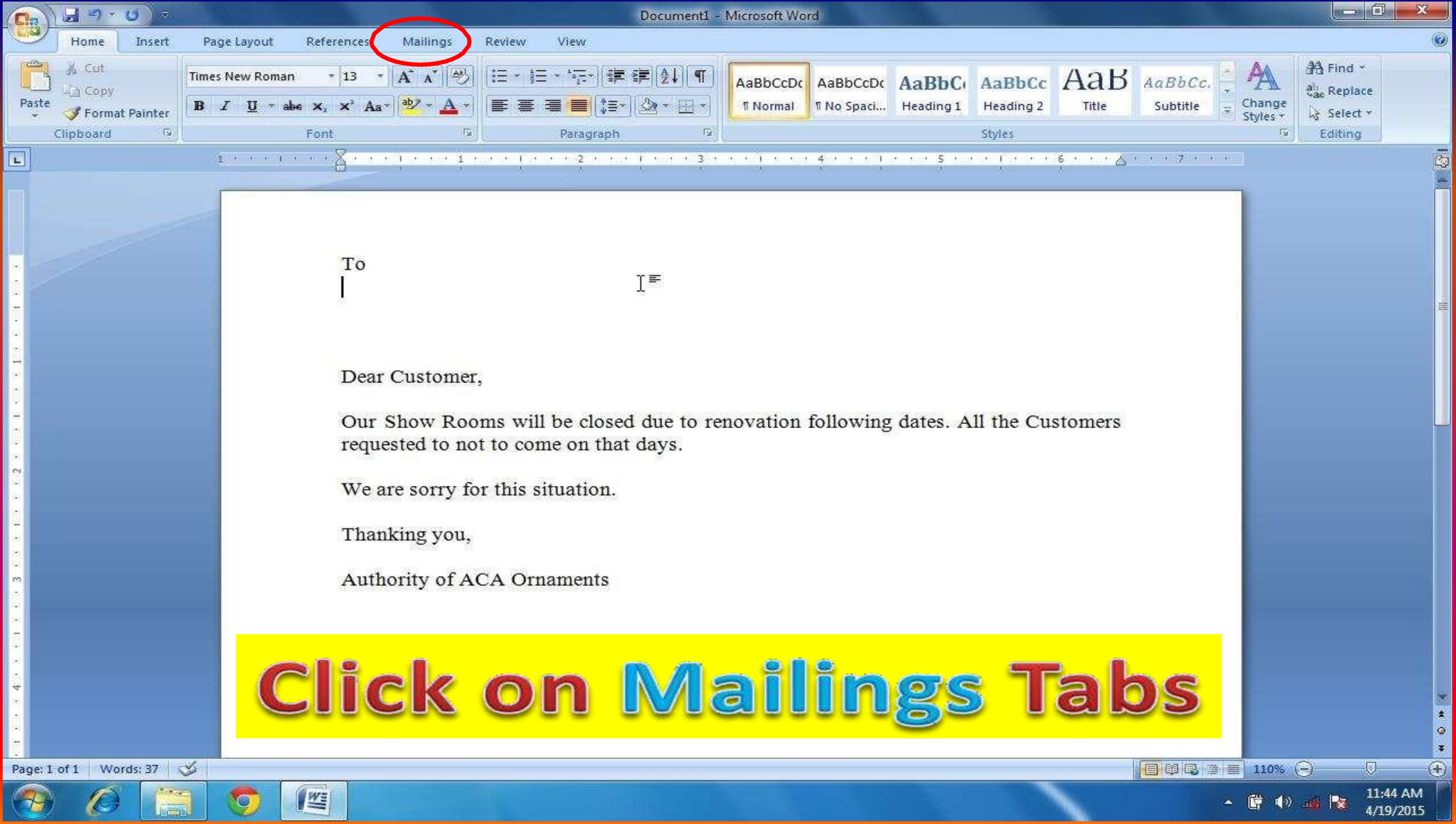
Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

First type the letter


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Times New Roman
13
Font
Paragraph
AaBbCcDc ¶ Normal
AaBbCcDc ¶ No Spaci...
AaBbC Heading 1
AaBbCc Heading 2
AaB Title
AaBbCc. Subtitle
Change Styles
Styles
Find
Replace
Select
Editing
Page: 1 of 1
Words: 37
110%
11:44 AM
4/19/2015

To

Dear Customer,

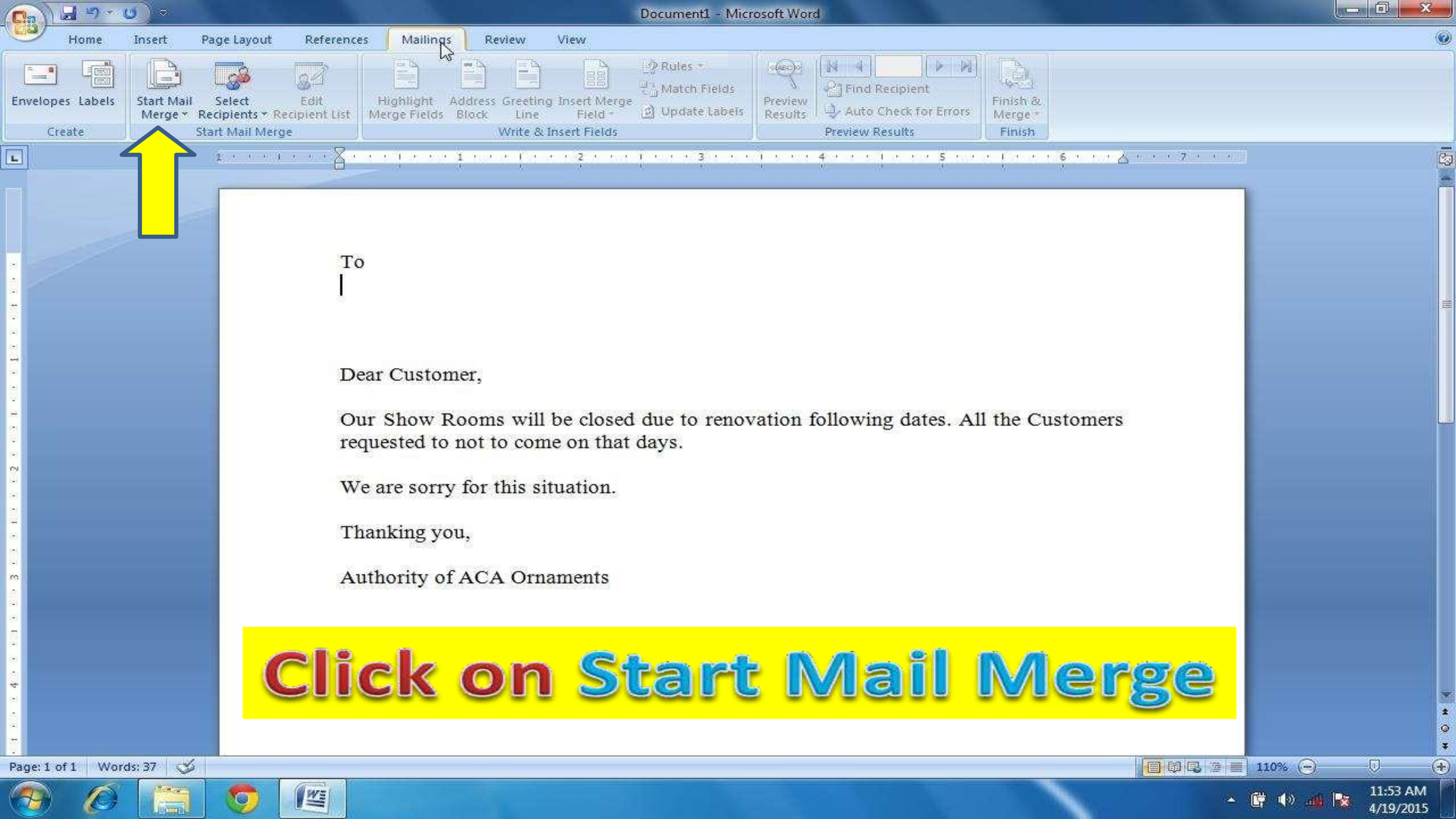
Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Click on Mailings Tabs


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Page: 1 of 1
Words: 37
110%
11:53 AM
4/19/2015

To

Dear Customer,

Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

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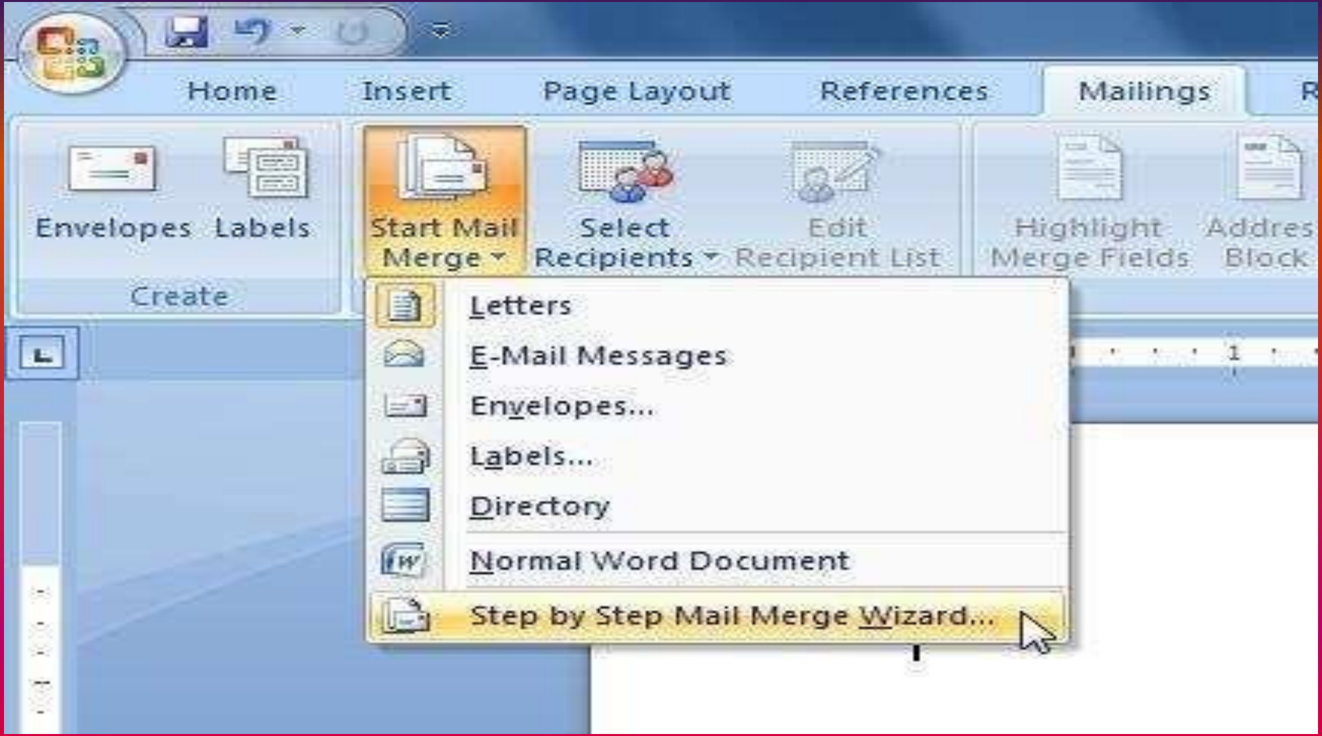
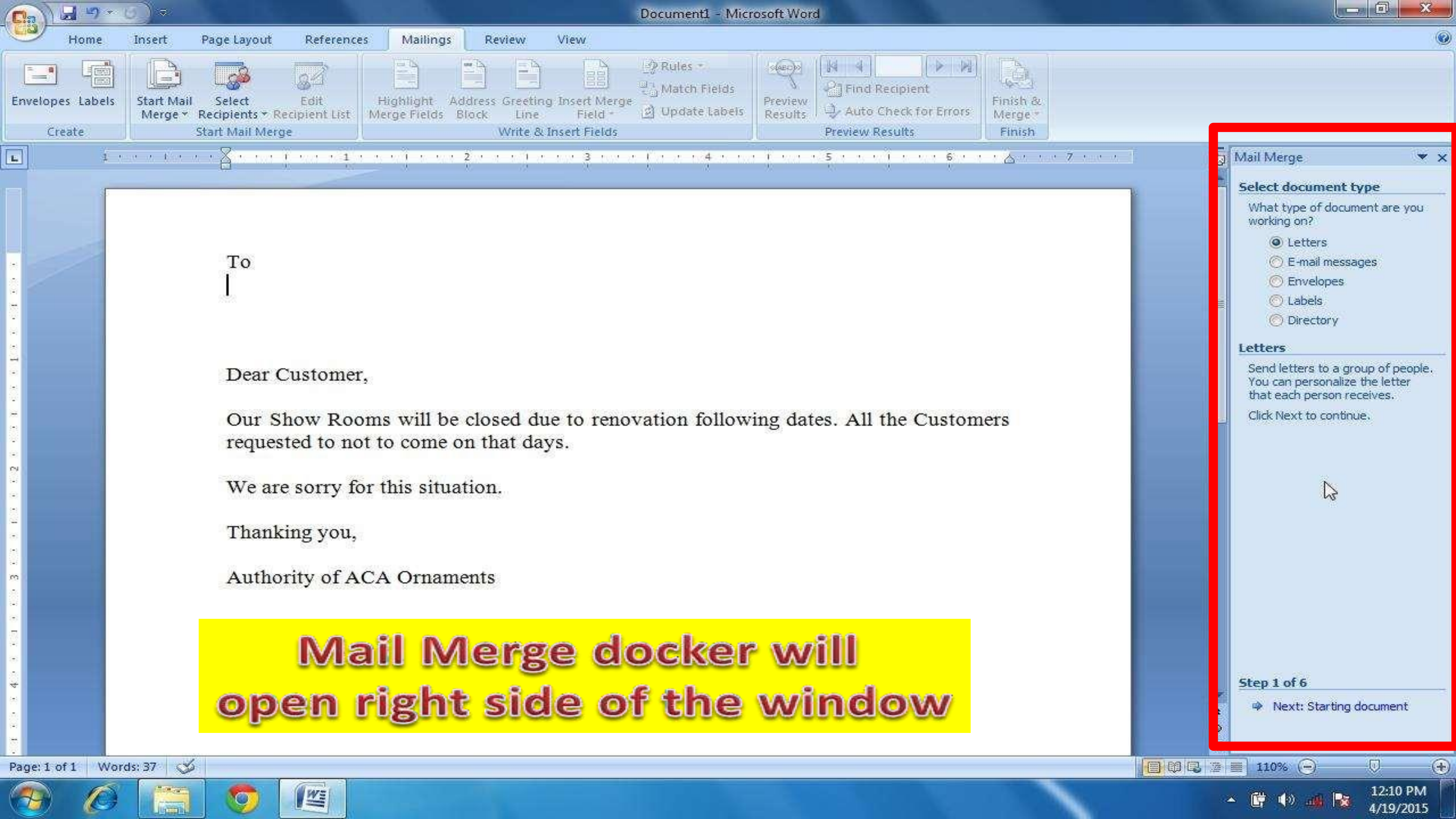
Thanking you,

Authority of ACA Ornaments

Click on Start Mail Merge


Home
Insert
Page Layout
References
Mailings
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Highlight Merge Fields
Addres Block
Letters
E-Mail Messages
Envelopes...
Labels...
Directory
Normal Word Document
Step by Step Mail Merge Wizard...

Click on Step by Step Mail Merge Wizard


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Page: 1 of 1
Words: 37
110%
12:10 PM
4/19/2015

To

Dear Customer,

Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Mail Merge

Select document type

What type of document are you working on?

- ● Letters
- ○ E-mail messages
- ○ Envelopes
- ○ Labels
- ○ Directory

Letters

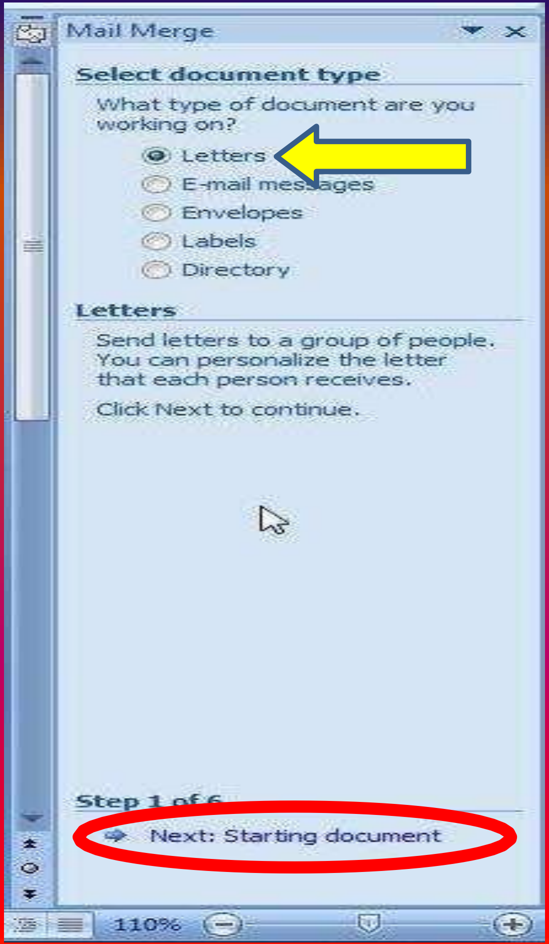
Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

Next: Starting document

Mail Merge docker will open right side of the window



Mail Merge

Select document type

What type of document are you working on?

- ● Letters
- ○ E-mail messages
- ○ Envelopes
- ○ Labels
- ○ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

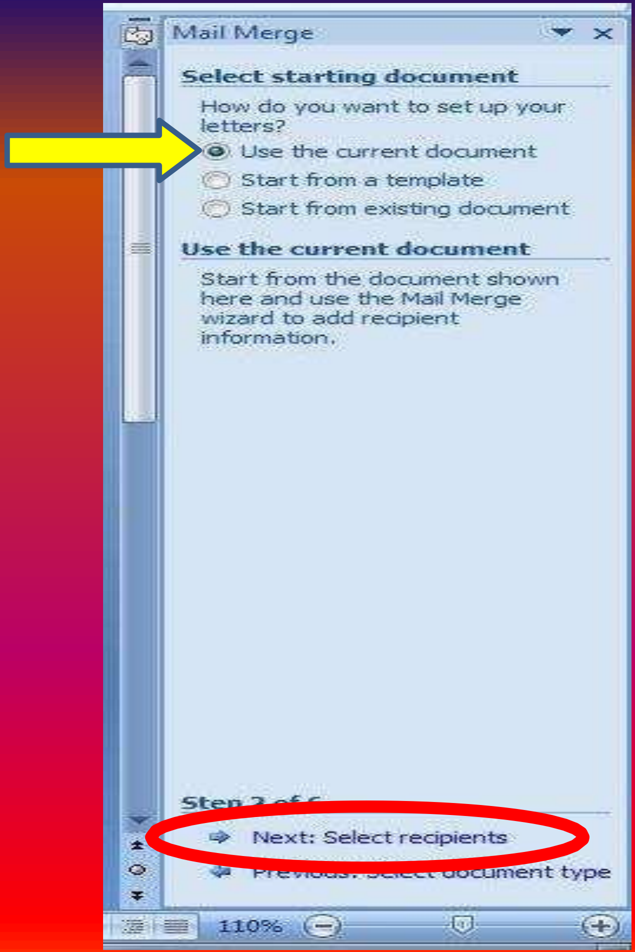
Step 1 of 6

Next: Starting document

First Click on Letters

then

Click on
Next: Starting Document



Mail Merge

Select starting document

How do you want to set up your letters?

● Use the current document

○ Start from a template

○ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

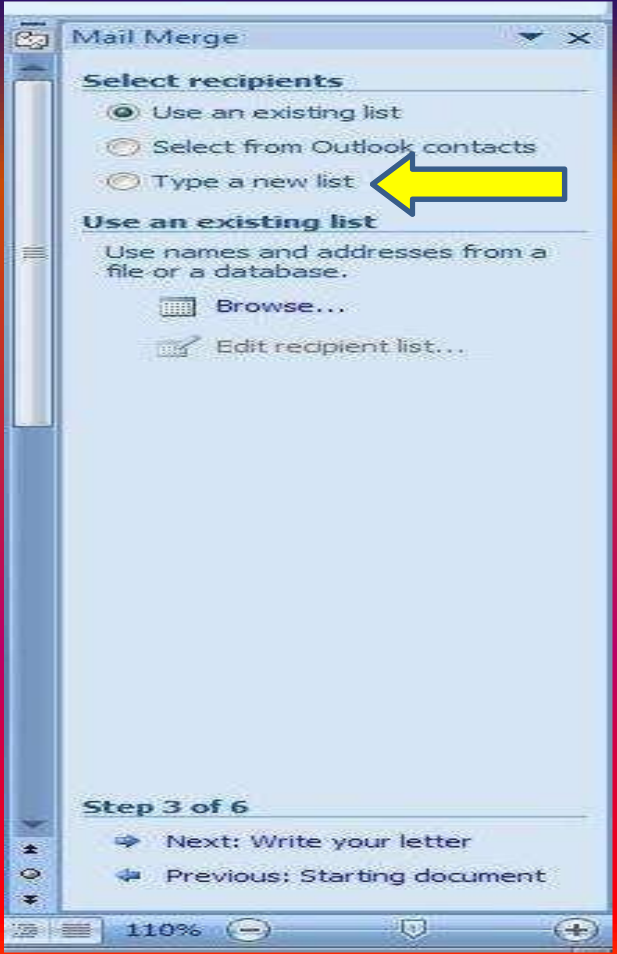
Step 2 of 6

Next: Select recipients
Previous: Select document type
110%

In 2nd Step Click on Current document

then

Click on Next: Select recipients



Mail Merge

Select recipients

- ● Use an existing list
- ○ Select from Outlook contacts
- ○ Type a new list

Use an existing list

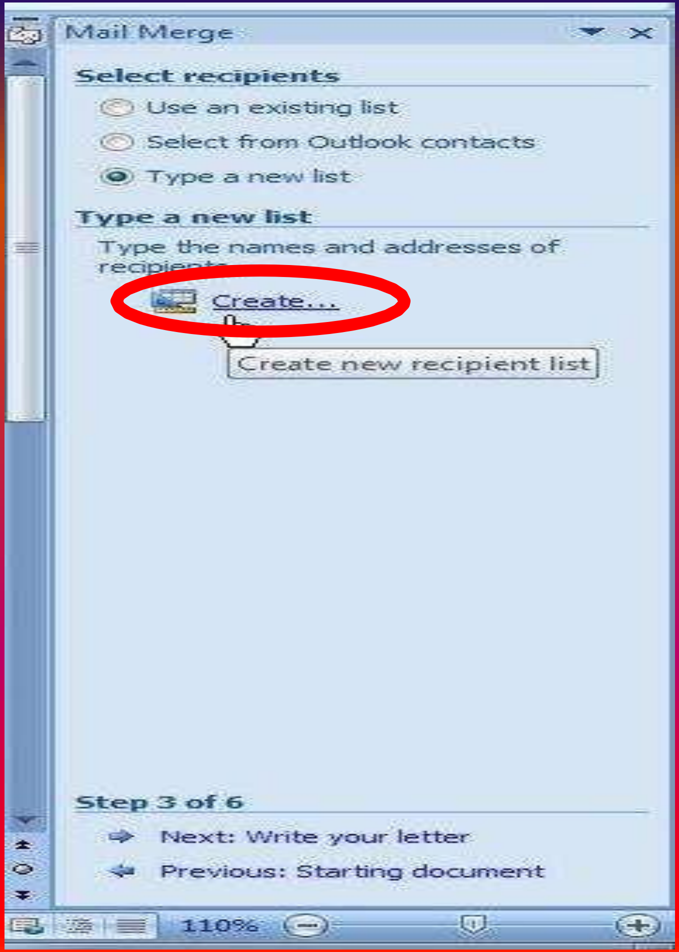
Use names and addresses from a file or a database.

Browse...
Edit recipient list...

Step 3 of 6

Next: Write your letter
Previous: Starting document
110%

In 3rd Step 1st Click on Type a new list


Mail Merge

Select recipients

○ Use an existing list

○ Select from Outlook contacts

● Type a new list

Type a new list

Type the names and addresses of recipients

Create...

Create new recipient list

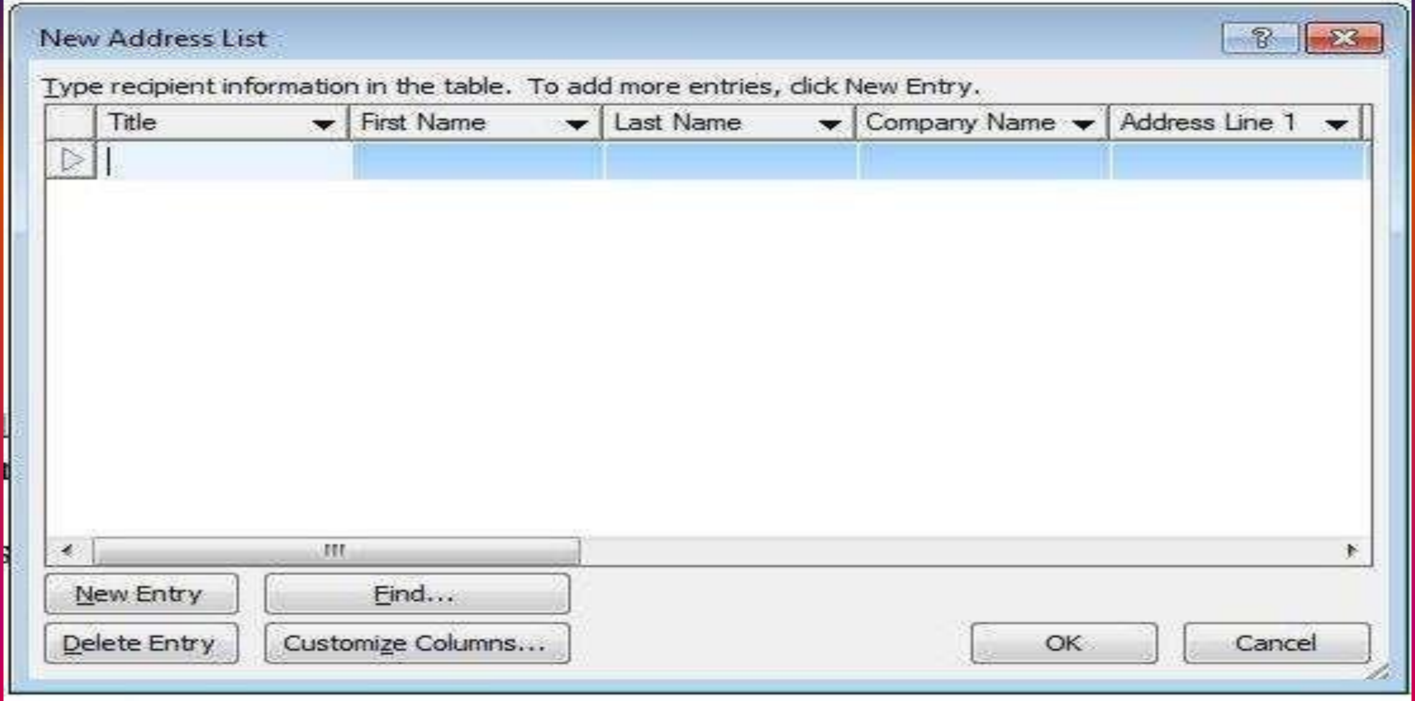
Step 3 of 6

Next: Write your letter

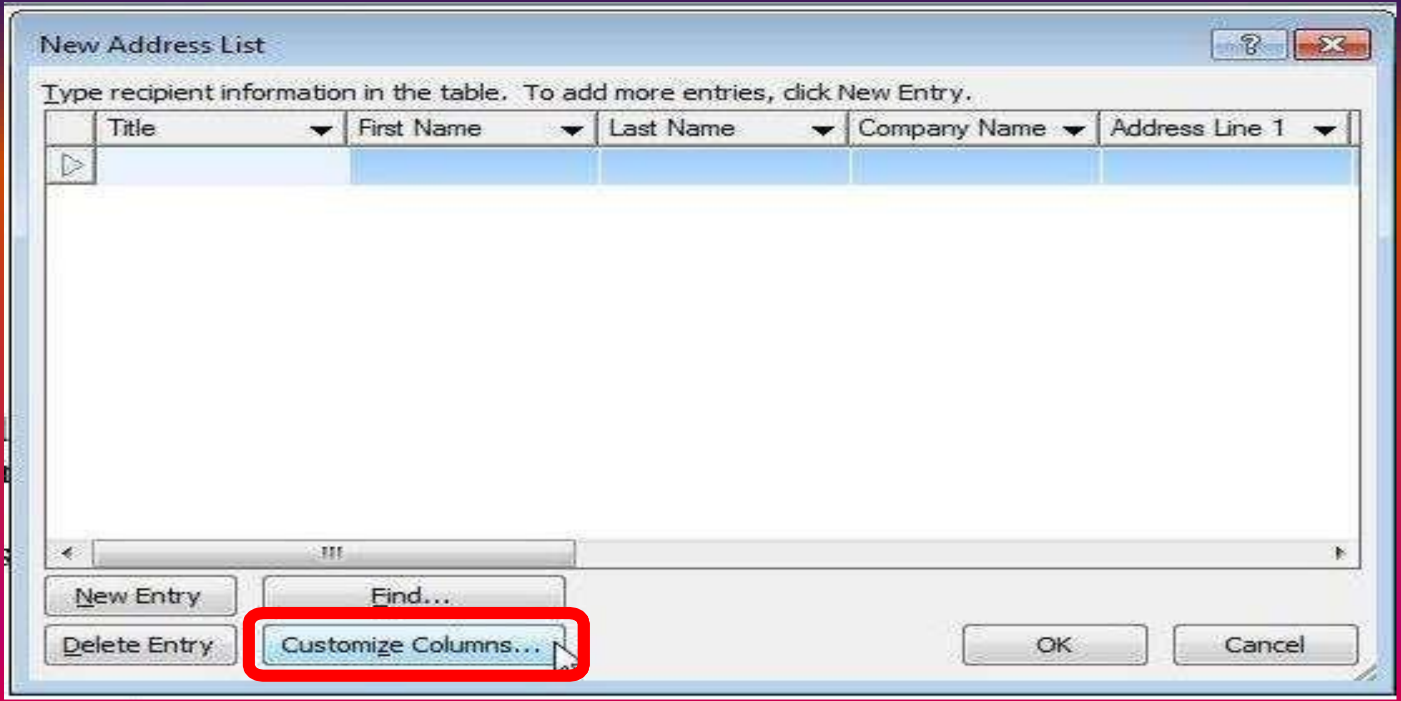
Previous: Starting document

then

Click on Create...

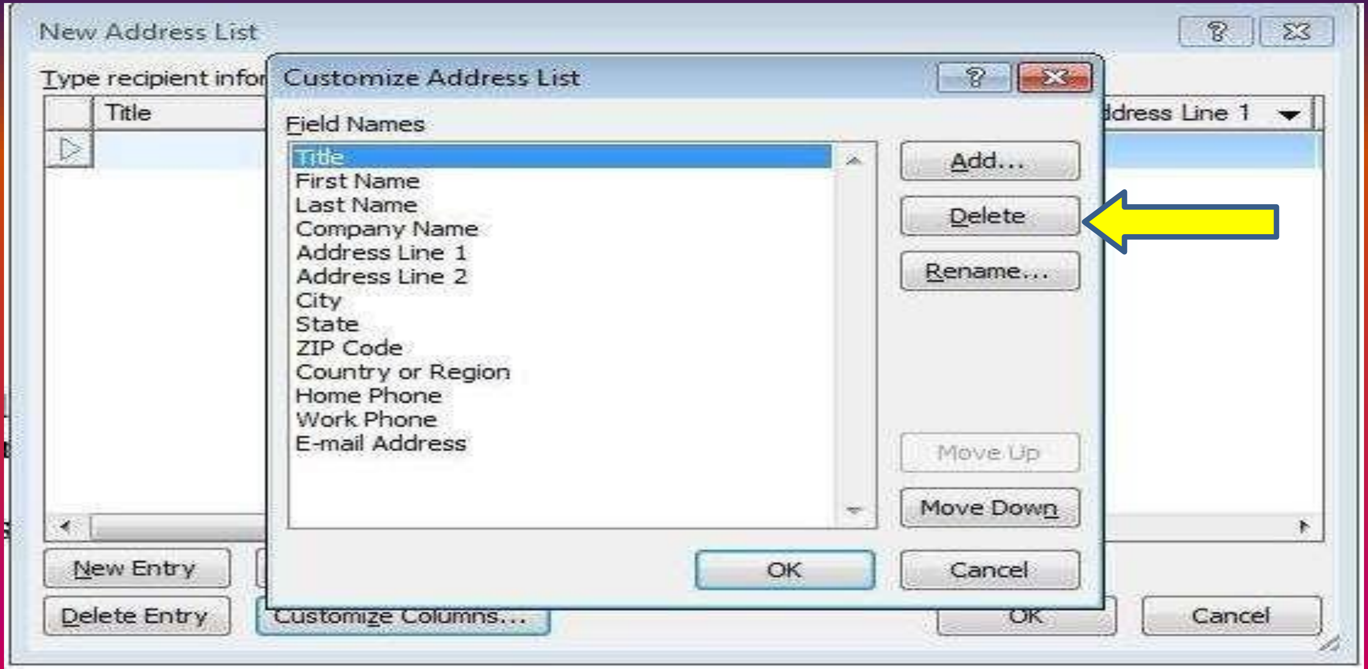

New Address List
Type recipient information in the table. To add more entries, click New Entry.
Title
First Name
Last Name
Company Name
Address Line 1
New Entry
Find...
Delete Entry
Customize Columns...
OK
Cancel

New Address List Dialog appears

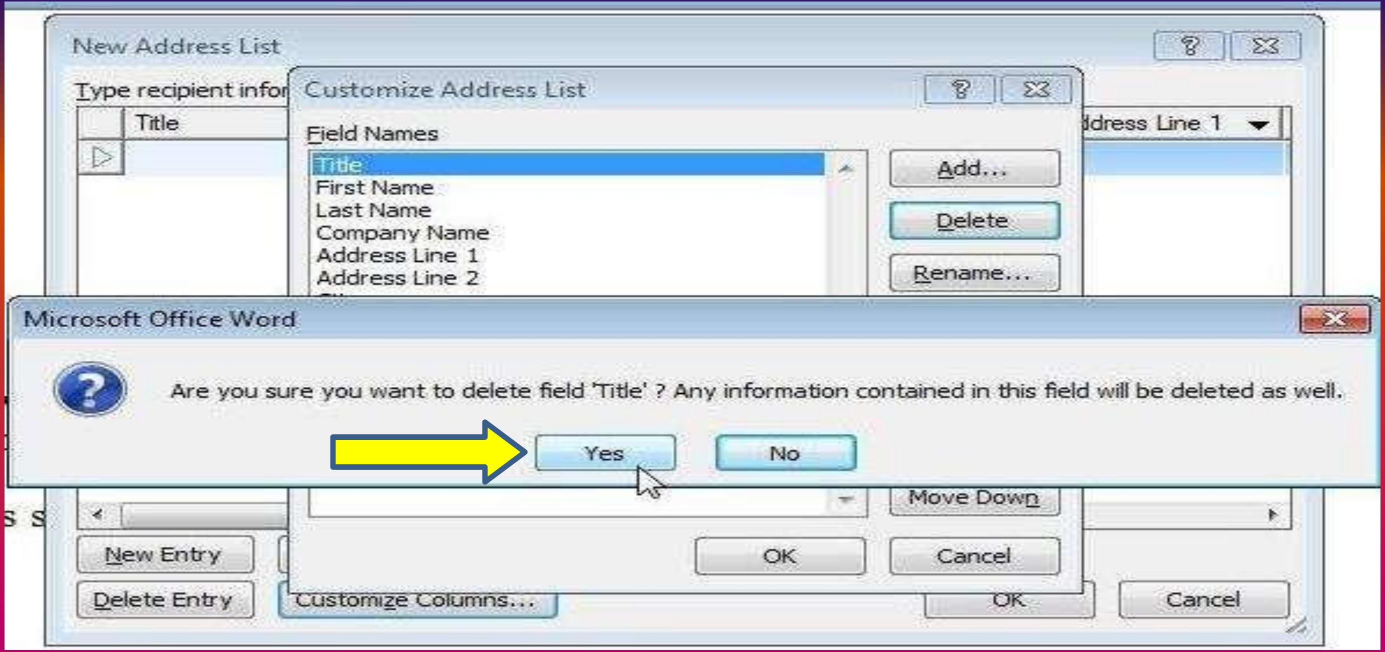

New Address List
Title
First Name
Last Name
Company Name
Address Line 1
New Entry
Find...
Delete Entry
Customize Columns...
OK
Cancel

Type recipient information in the table. To add more entries, click New Entry.

Click on Customize Columns...

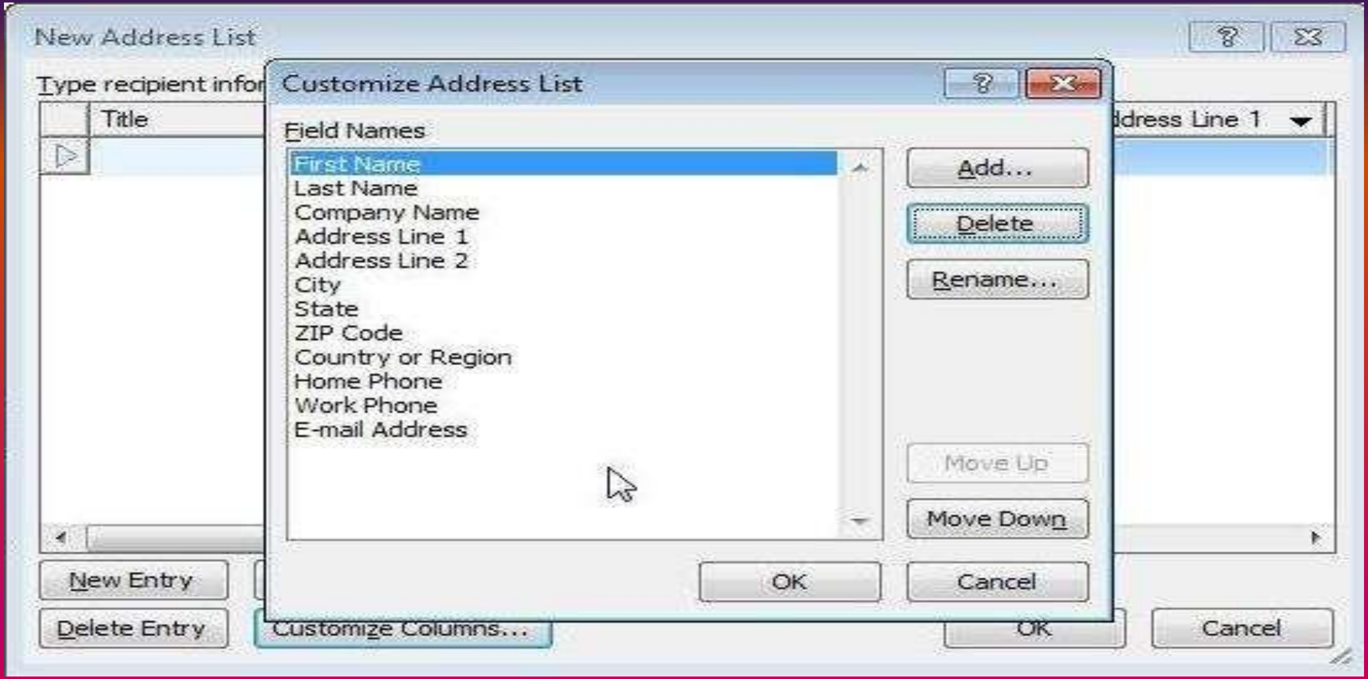

New Address List
Type recipient infor
Title
dress Line 1
Customize Address List
Field Names
Title
First Name
Last Name
Company Name
Address Line 1
Address Line 2
City
State
ZIP Code
Country or Region
Home Phone
Work Phone
E-mail Address
Add...
Delete
Rename...
Move Up
Move Down
OK
Cancel
New Entry
Delete Entry
Customize Columns...
OK
Cancel

Another dialog box appears. Click Delete button

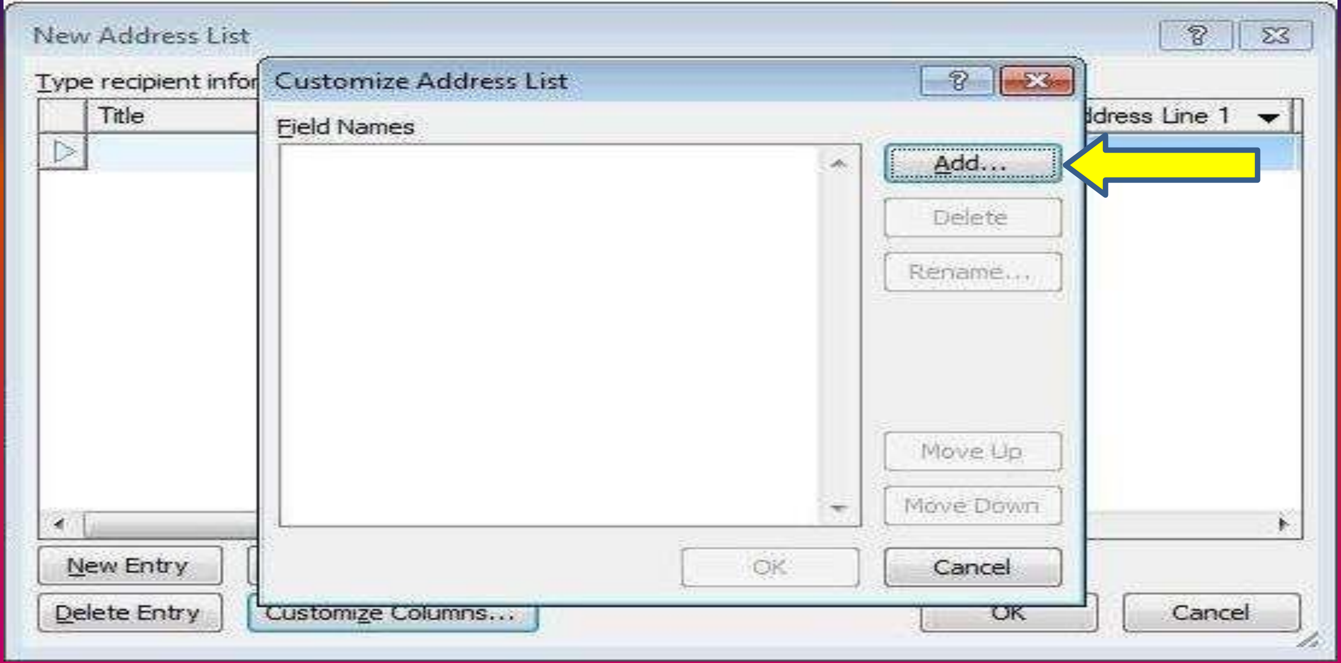

New Address List
Type recipient infor
Title
dress Line 1
Customize Address List
Field Names
Title
First Name
Last Name
Company Name
Address Line 1
Address Line 2
Add...
Delete
Rename...
Move Down
OK
Cancel
New Entry
Delete Entry
Customize Columns...
OK
Cancel
Microsoft Office Word
Yes
No

Are you sure you want to delete field 'Title' ? Any information contained in this field will be deleted as well.

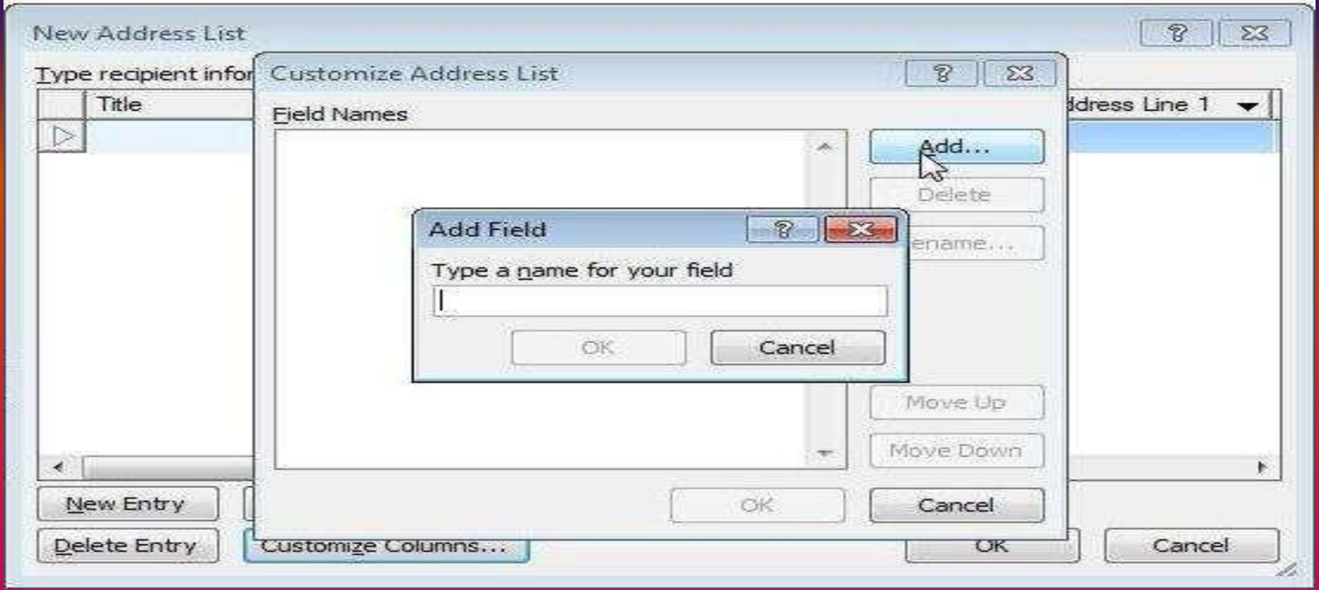
Click on Yes


New Address List
Type recipient infor
Title
dress Line 1
New Entry
Delete Entry
Customize Columns...
OK
Cancel
Customize Address List
Field Names
First Name
Last Name
Company Name
Address Line 1
Address Line 2
City
State
ZIP Code
Country or Region
Home Phone
Work Phone
E-mail Address
Add...
Delete
Rename...
Move Up
Move Down
OK
Cancel

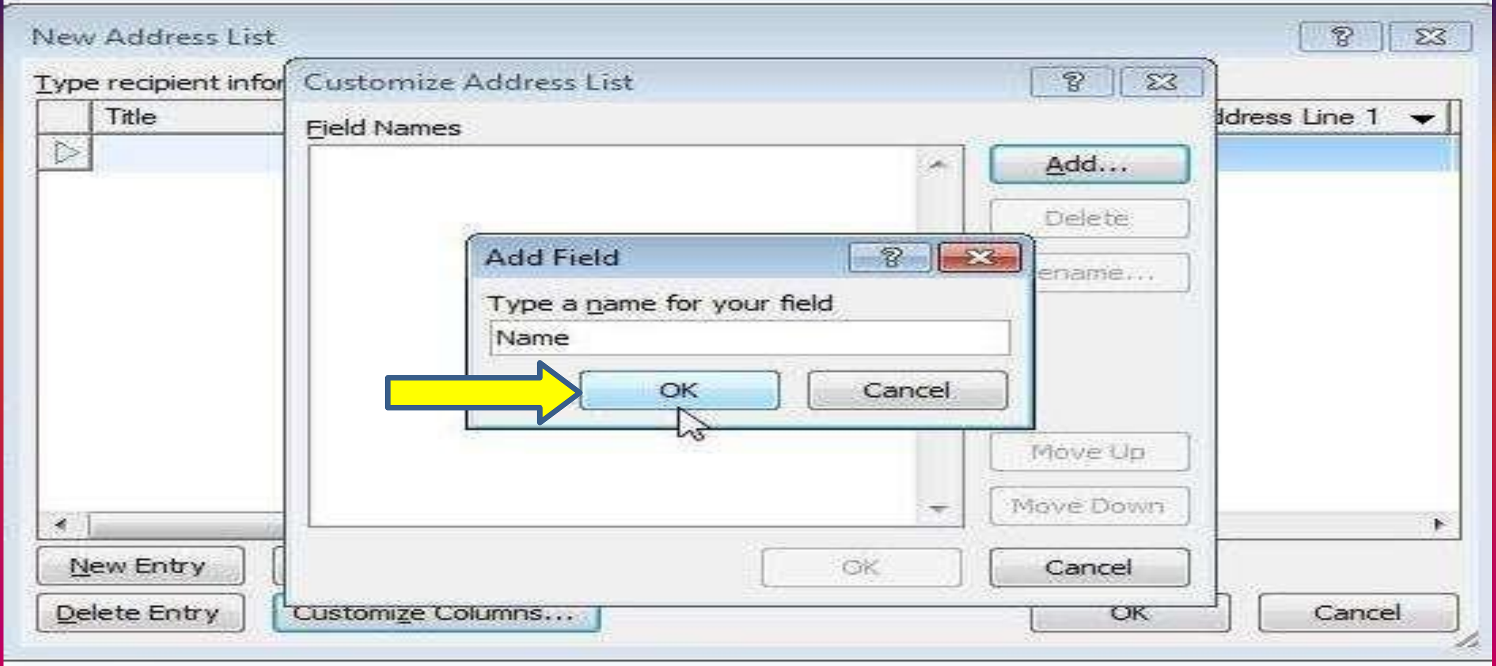
Delete all Field Names in this way...


New Address List
Type recipient infor
Title
ddress Line 1
Customize Address List
Field Names
Add...
Delete
Rename...
Move Up
Move Down
OK
Cancel
New Entry
Delete Entry
Customize Columns...
OK
Cancel

Now click on Add button

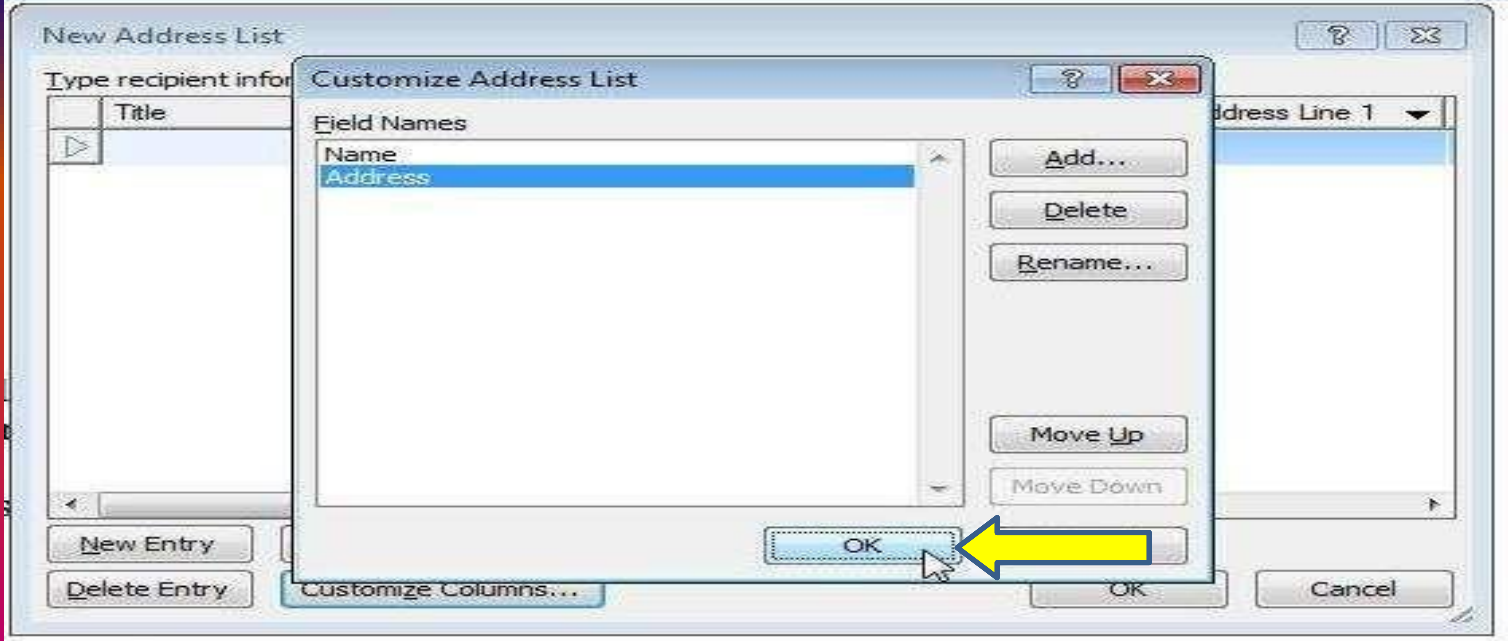

New Address List
Type recipient infor
Title
ddress Line 1
New Entry
Delete Entry
Customize Columns...
OK
Cancel
Customize Address List
Field Names
Add...
Delete
ename...
Move Up
Move Down
OK
Cancel
Add Field
Type a name for your field
OK
Cancel

Type a new Field name

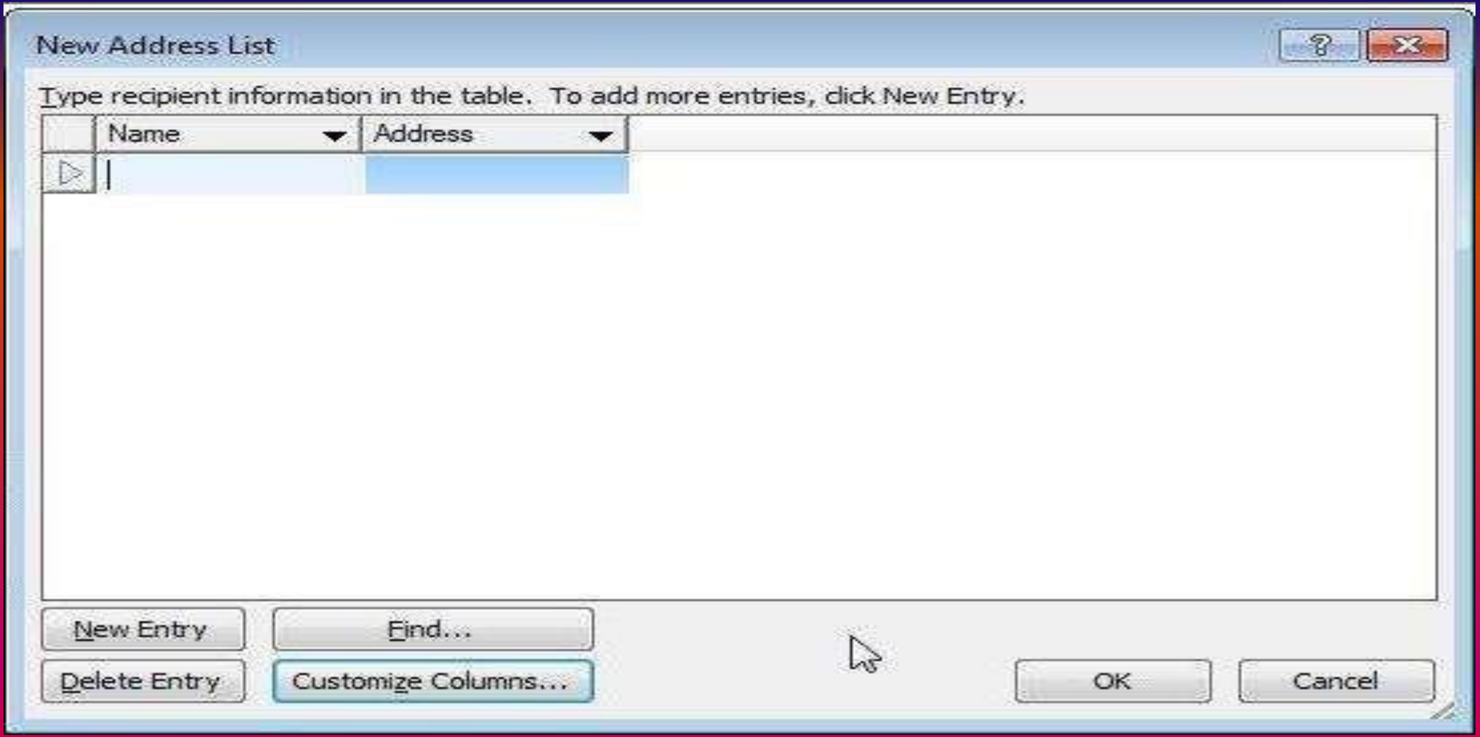

New Address List
Type recipient infor
Title
ddress Line 1
New Entry
Delete Entry
Customize Columns...
OK
Cancel
Customize Address List
Field Names
Add...
Delete
ename...
Move Up
Move Down
OK
Cancel
Add Field
OK
Cancel

Type a name for your field: Name

Then click on OK

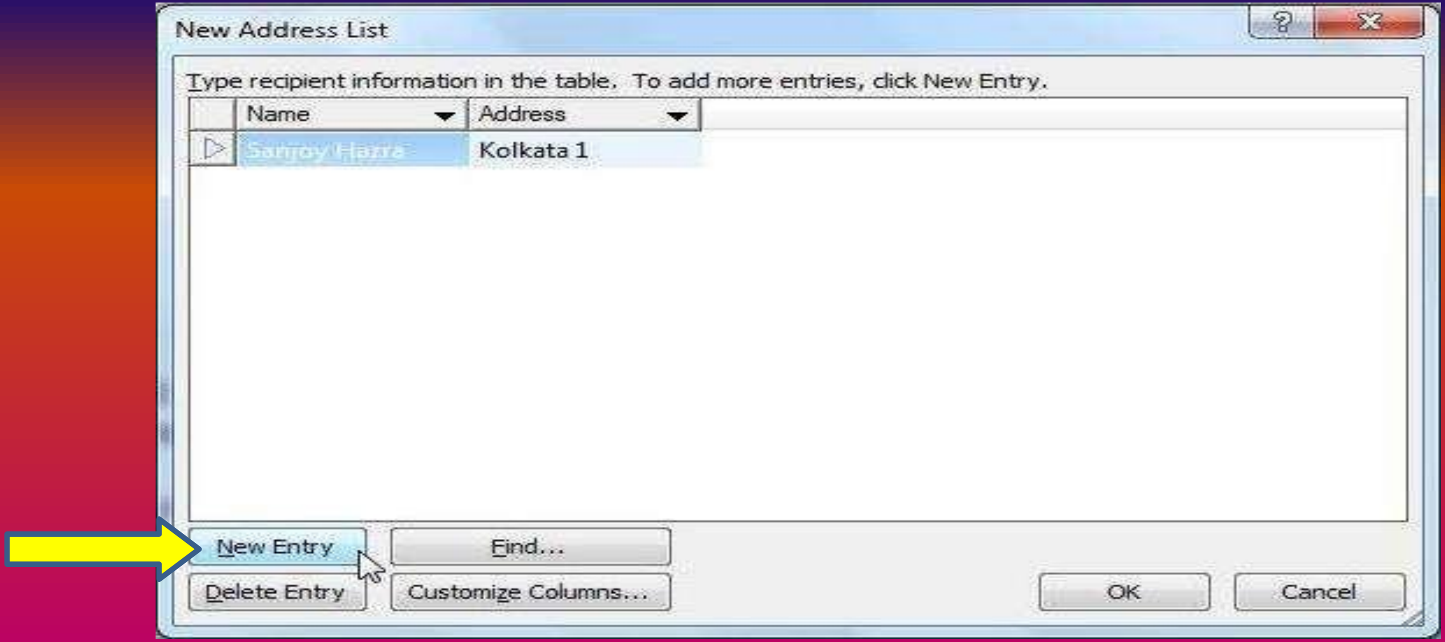

New Address List
Type recipient infor
Title
ddress Line 1
Customize Address List
Field Names
Name
Address
Add...
Delete
Rename...
Move Up
Move Down
OK
New Entry
Delete Entry
Customize Columns...
OK
Cancel

Add all the fields names.
Then click on OK


New Address List
Name
Address
New Entry
Find...
Delete Entry
Customize Columns...
OK
Cancel

Type recipient information in the table. To add more entries, click New Entry.

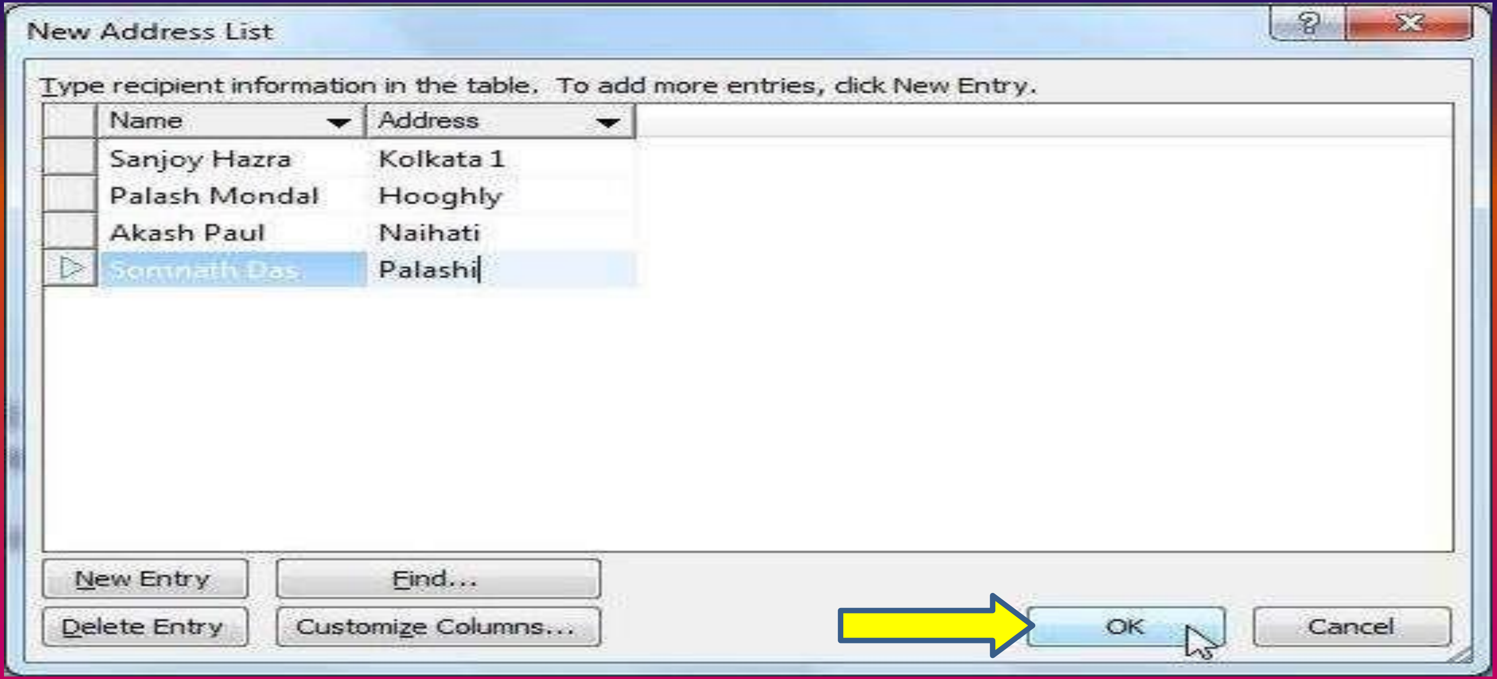
Enter all the values


New Address List
?
New Entry
Find...
Delete Entry
Customize Columns...
OK
Cancel

Type recipient information in the table. To add more entries, click New Entry.

Name	Address
Sanjoy Hazra	Kolkata 1

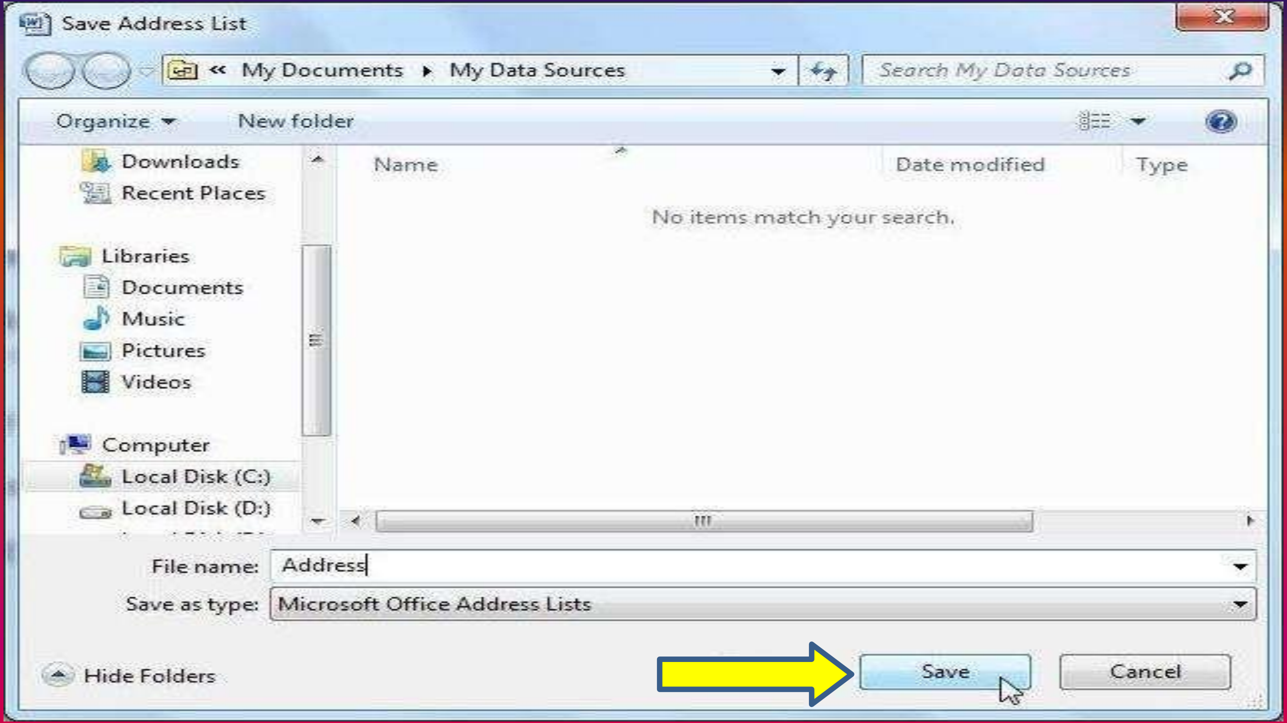
To enter next record click on New Entry


New Address List
New Entry
Find...
Delete Entry
Customize Columns...
OK
Cancel

Type recipient information in the table. To add more entries, click New Entry.

Name	Address
Sanjoy Hazra	Kolkata 1
Palash Mondal	Hooghly
Akash Paul	Naihati
Somnath Das	Palashi

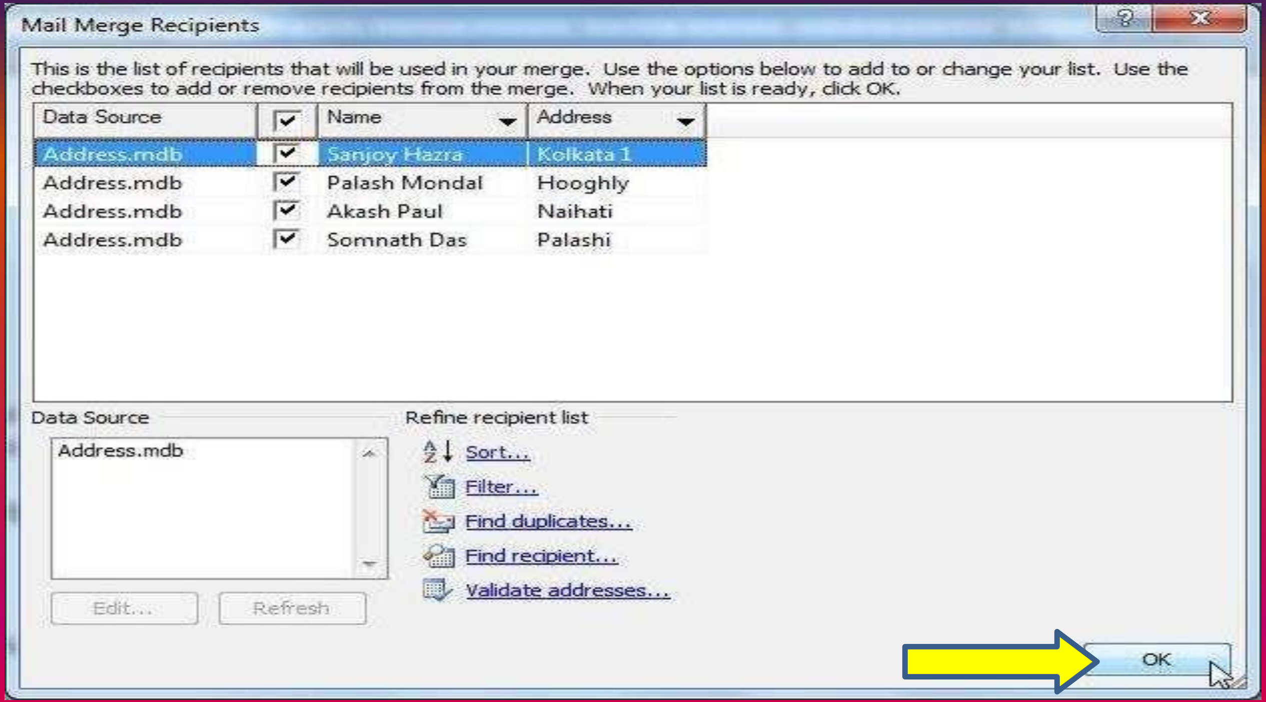
Click on OK after enter all the records.


Save Address List
« My Documents ▸ My Data Sources
Search My Data Sources
Organize
New folder
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Local Disk (D:)
Name
Date modified
Type
No items match your search.
Hide Folders
Save
Cancel

File name: Address

Save as type: Microsoft Office Address Lists

Save As dialog box appears. Type A new name and click **Save**.

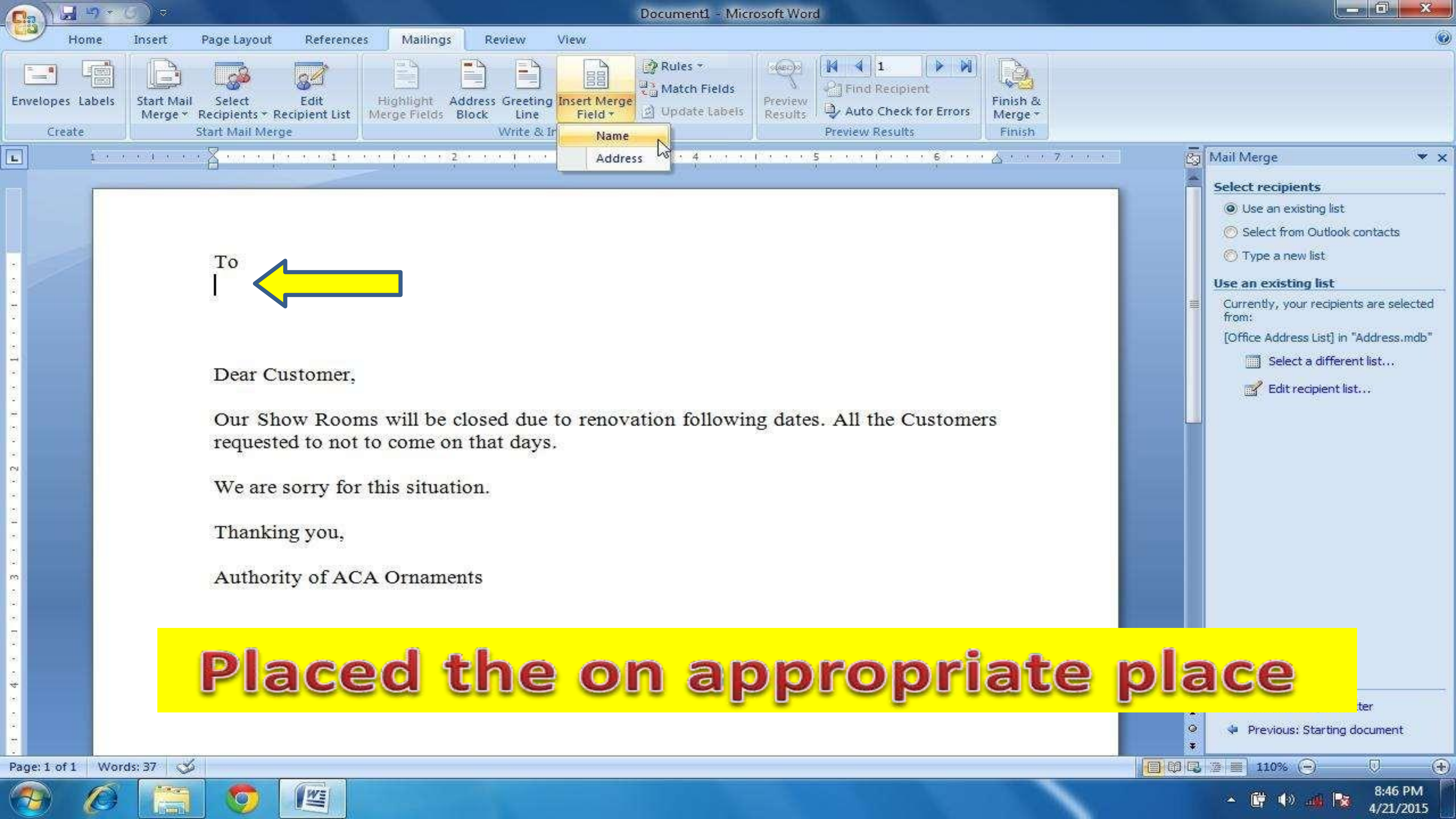

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	☑	Name	Address
Address.mdb	☑	Sanjoy Hazra	Kolkata 1
Address.mdb	☑	Palash Mondal	Hooghly
Address.mdb	☑	Akash Paul	Naihati
Address.mdb	☑	Somnath Das	Palashi

Data Source
Address.mdb
Edit...
Refresh
Refine recipient list
Sort...
Filter...
Find duplicates...
Find recipient...
Validate addresses...
OK

Now Click on OK


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Write & In
Rules
Match Fields
Update Labels
Name
Address
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Mail Merge
Previous: Starting document
Page: 1 of 1
Words: 37
110%
8:46 PM
4/21/2015

To

Dear Customer,

Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Select recipients

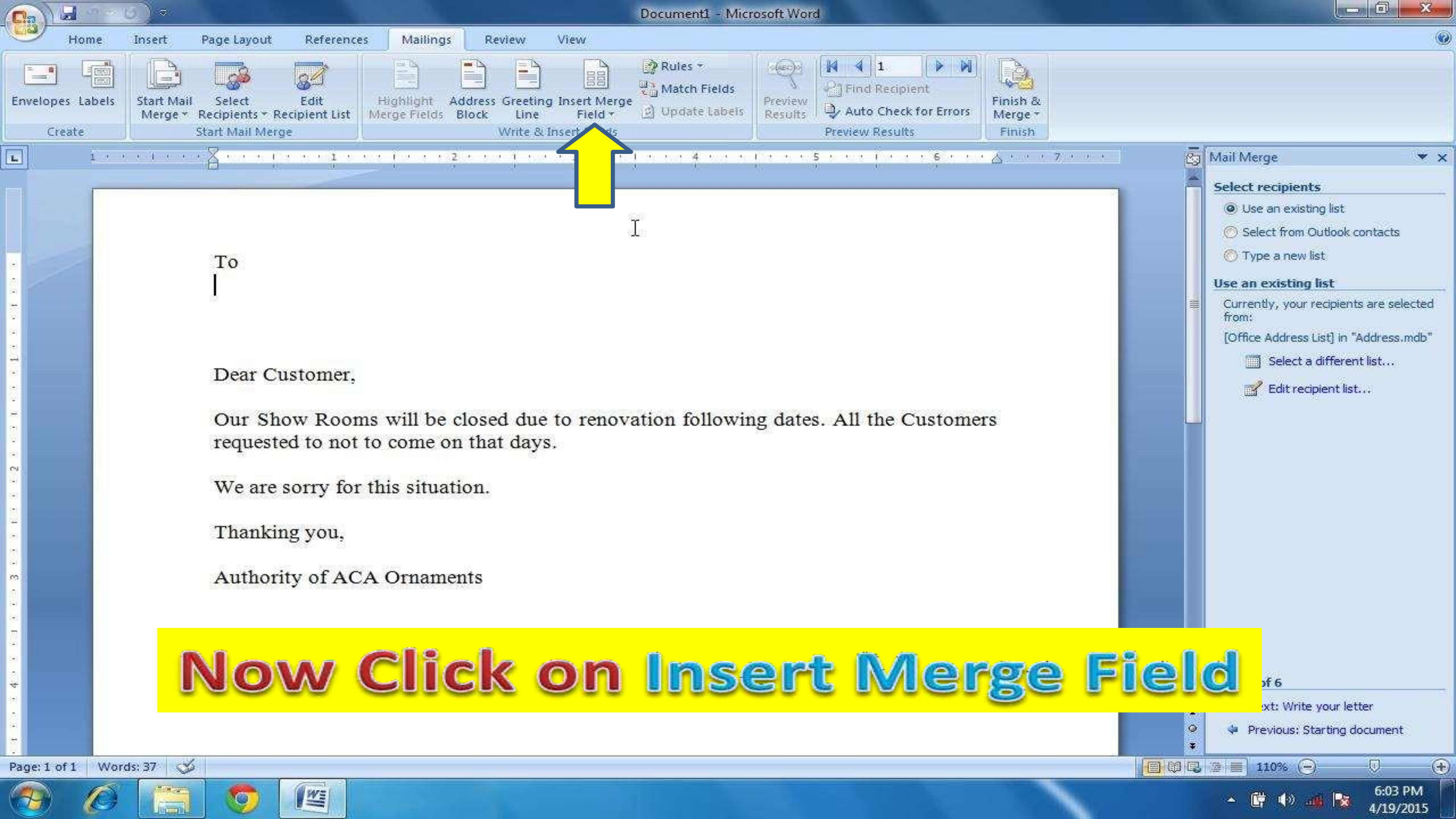
● Use an existing list
○ Select from Outlook contacts
○ Type a new list

Use an existing list

Currently, your recipients are selected from:
[Office Address List] in "Address.mdb"

Select a different list...
Edit recipient list...

Placed the on appropriate place


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Mail Merge
Select recipients
● Use an existing list
○ Select from Outlook contacts
○ Type a new list
Use an existing list
Select a different list...
Edit recipient list...
of 6
xt: Write your letter
Previous: Starting document
Page: 1 of 1
Words: 37
110%
6:03 PM
4/19/2015

To

Dear Customer,

Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

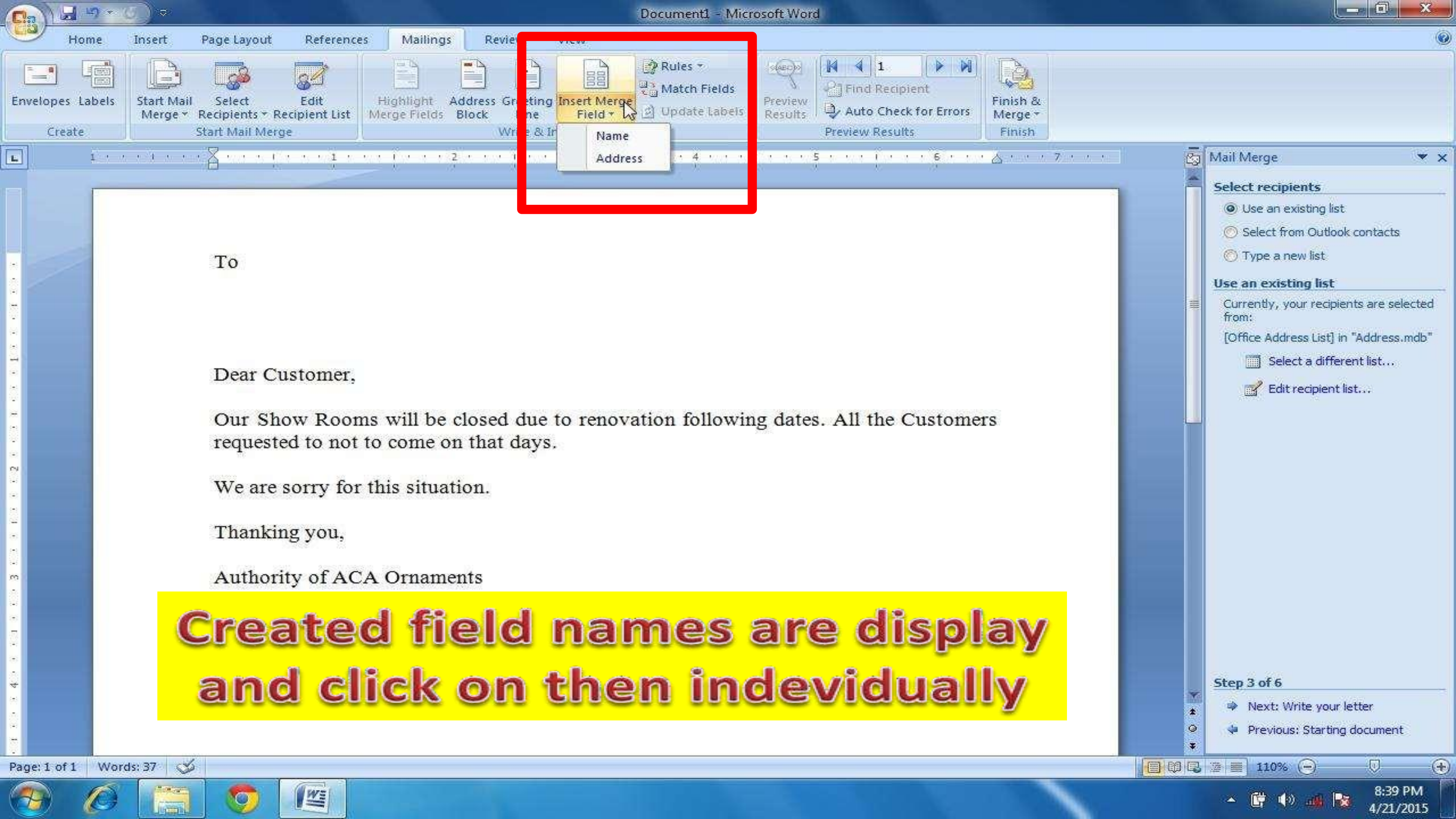
We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Currently, your recipients are selected from:
[Office Address List] in "Address.mdb"

Now Click on Insert Merge Field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Name
Address
Rules
Match Fields
Update Labels
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Mail Merge
Select recipients
Use an existing list
Select from Outlook contacts
Type a new list
Use an existing list
Select a different list...
Edit recipient list...
Step 3 of 6
Next: Write your letter
Previous: Starting document
Page: 1 of 1
Words: 37
110%
8:39 PM
4/21/2015

Currently, your recipients are selected from:

[Office Address List] in "Address.mdb"

To

Dear Customer,

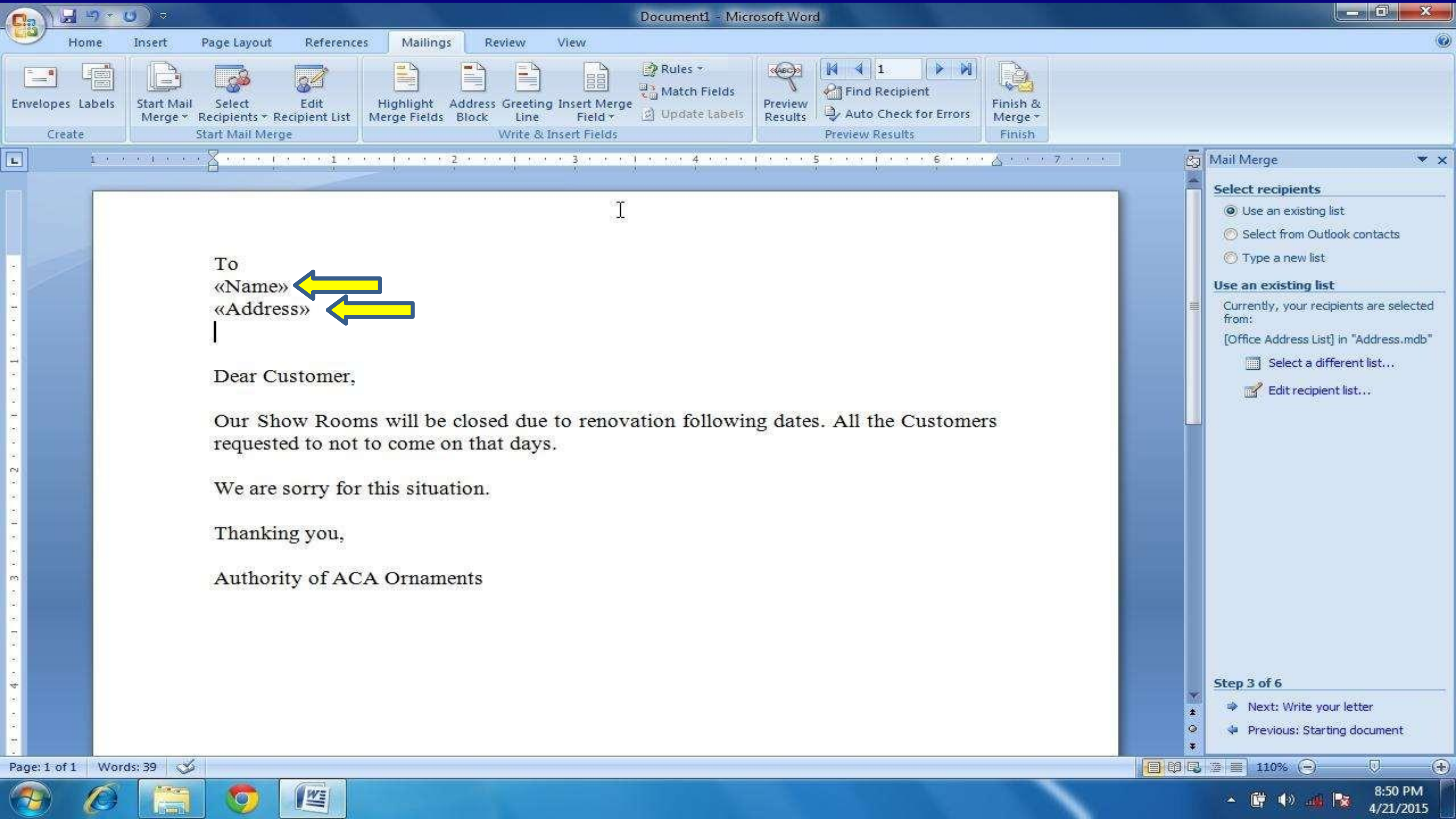
Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Created field names are display and click on then indevidually


Document1 - Microsoft Word
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Envelopes
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Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
1
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Mail Merge
Page: 1 of 1
Words: 39
110%
8:50 PM
4/21/2015

To
«Name»
«Address»

Dear Customer,

Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Select recipients

● Use an existing list
○ Select from Outlook contacts
○ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "Address.mdb"

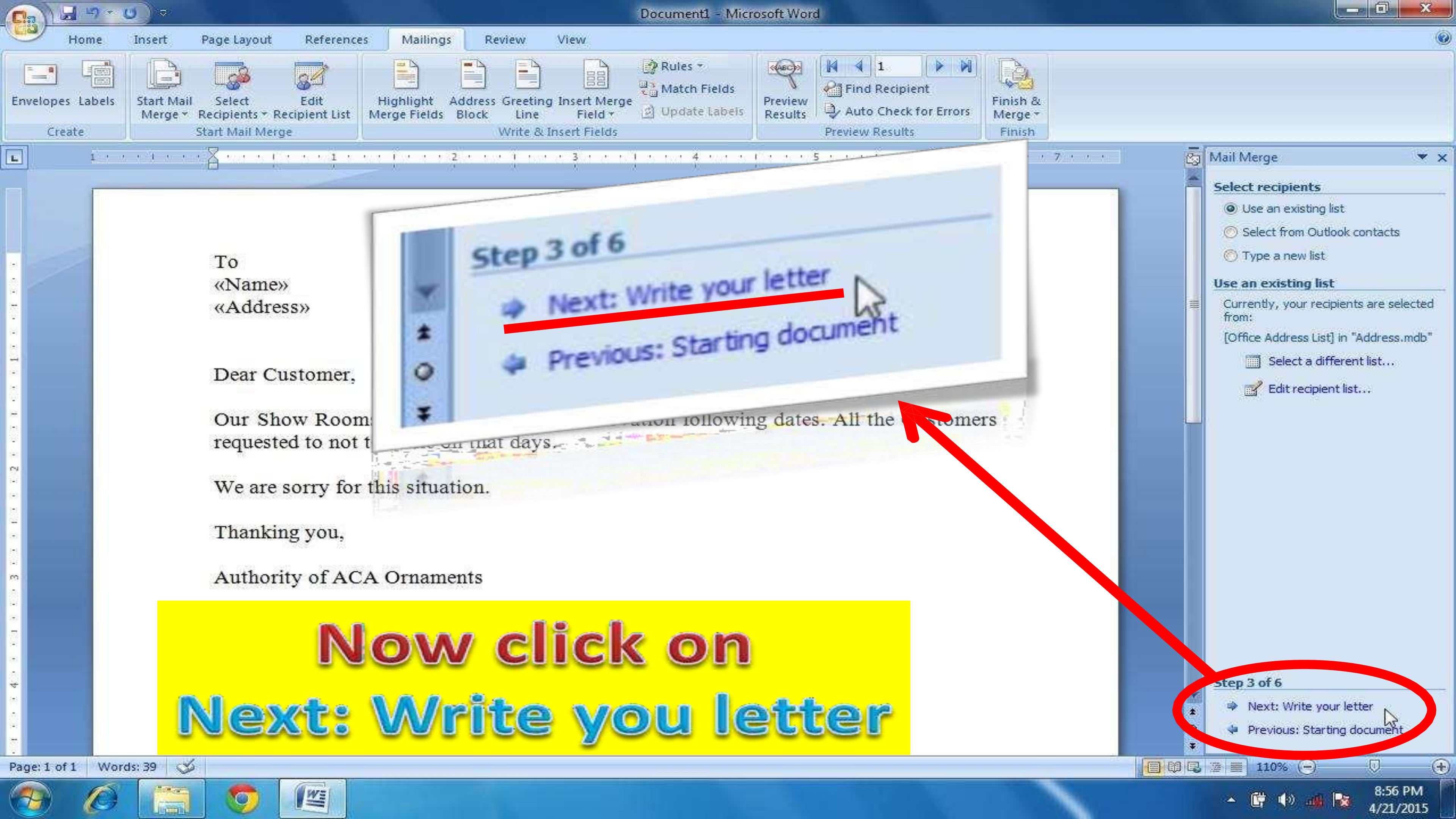
Select a different list...

Edit recipient list...

Step 3 of 6

Next: Write your letter

Previous: Starting document


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Envelopes
Labels
Create
Start Mail Merge
Select Recipients
Edit Recipient List
Start Mail Merge
Highlight Merge Fields
Address Block
Greeting Line
Insert Merge Field
Rules
Match Fields
Update Labels
Write & Insert Fields
Preview Results
Find Recipient
Auto Check for Errors
Preview Results
Finish & Merge
Finish
Mail Merge
Page: 1 of 1
Words: 39
110%
8:56 PM
4/21/2015

To
«Name»
«Address»

Dear Customer,

Our Show Room … following dates. All the customers
requested to not t… on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Select recipients

● Use an existing list

○ Select from Outlook contacts

○ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "Address.mdb"

Select a different list...

Edit recipient list...

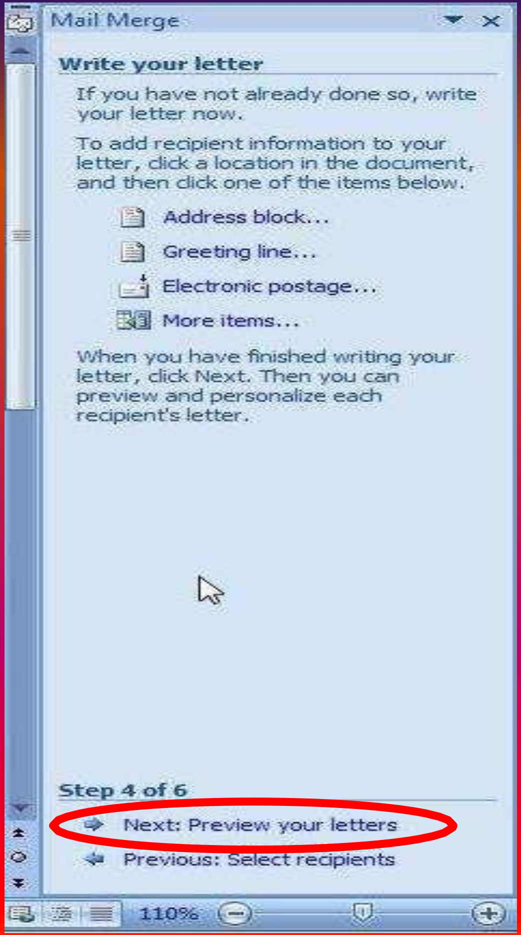
Step 3 of 6

Next: Write your letter

Previous: Starting document

Now click on

Next: Write you letter


Mail Merge

Write your letter

If you have not already done so, write your letter now.

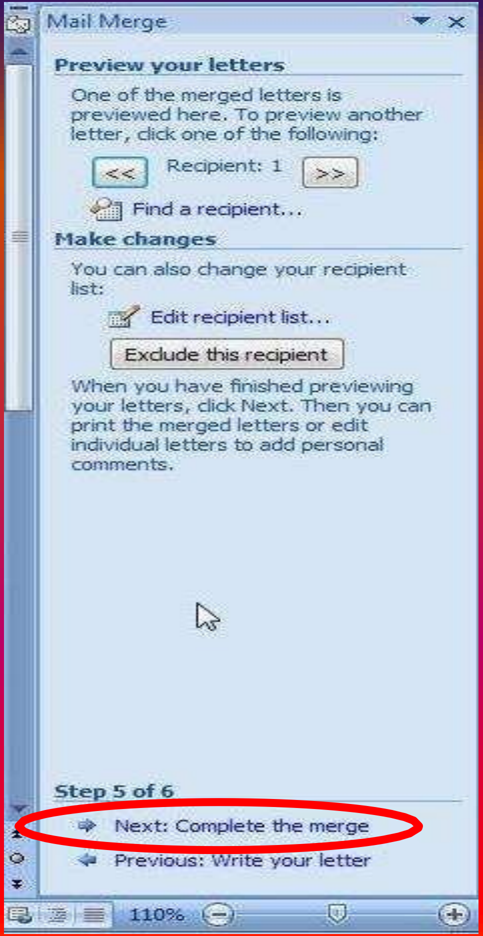
To add recipient information to your letter, click a location in the document, and then click one of the items below.

Address block...
Greeting line...
Electronic postage...
More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6
Next: Preview your letters
Previous: Select recipients
110%

In 4th Step Click on
Next: Preview your letters


Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

<<
Recipient: 1
>>
Find a recipient...

Make changes

You can also change your recipient list:

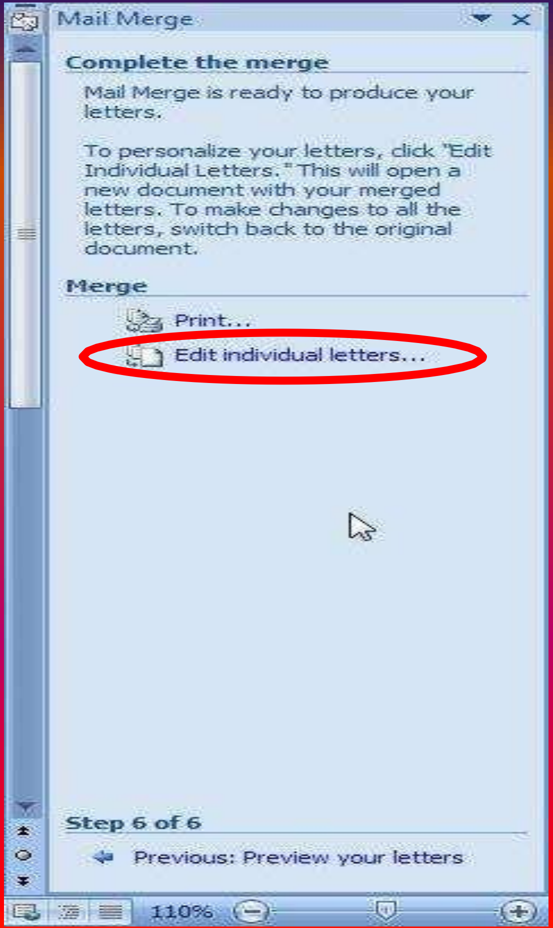
Edit recipient list...
Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6

Next: Complete the merge
Previous: Write your letter
110%

In 5th Step Click on
Next: Complete the merge


Mail Merge

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

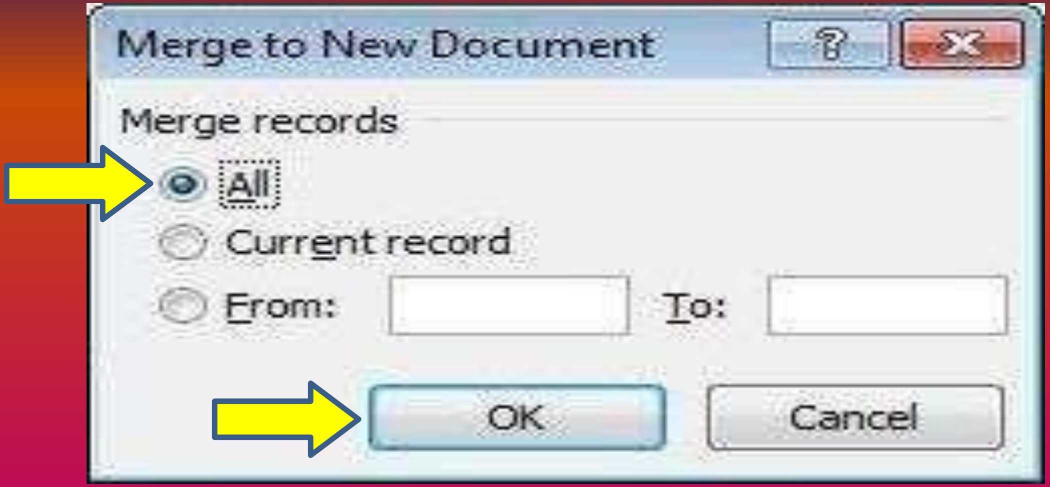
Print...
Edit individual letters...

Step 6 of 6

Previous: Preview your letters
110%

In 6th Step Click on

Edit individual letters...


Merge to New Document

Merge records

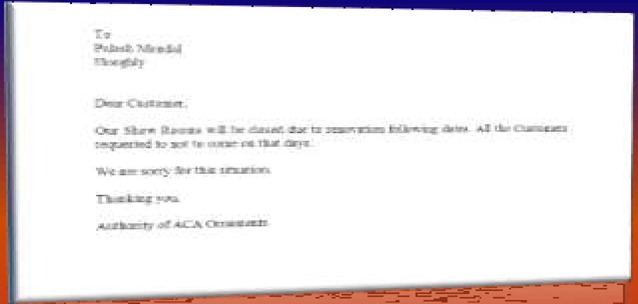
● All

○ Current record

○ From: To:

Now first click on All

Then click on OK



To
Palash Mondal
Hooghly

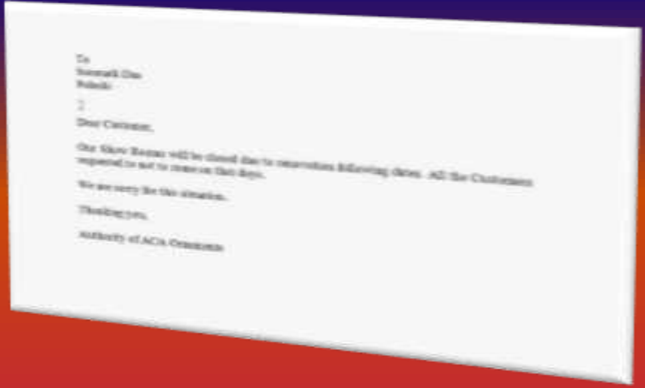
Dear Customer,

Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments



To
Somnath Das
Bolpur

Dear Customer,

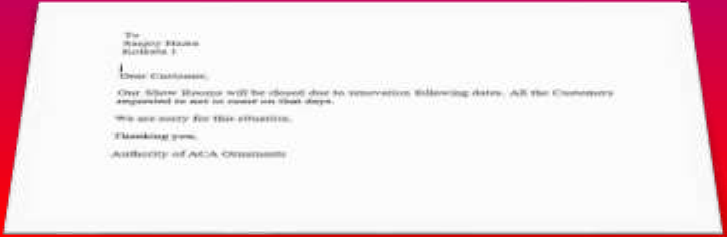
Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Mail Merge process Complete



To
Sanjoy Basu
Kolkata 1

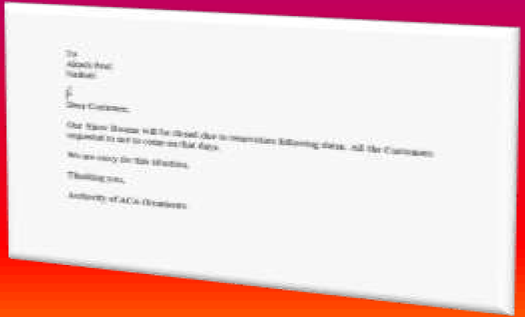
Dear Customer,

Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments



To
[illegible]
[illegible]

Dear Customer,

Our Show Rooms will be closed due to renovation following dates. All the Customers requested to not to come on that days.

We are sorry for this situation.

Thanking you,

Authority of ACA Ornaments

Observations

- ➢Mail Merge successfully generated multiple personalized letters.
- ➢Each student’s details were inserted correctly from Excel into the Word document.
- ➢The process saved time compared to manually editing each letter.

Conclusion

This practicum enhanced my understanding of Mail Merge in MS Word 2007. It demonstrated how ICT tools can make administrative and academic tasks (like generating certificates, notices, and letters) faster and more accurate.

ACKNOWLEDGMENT

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Mr. Priya Ranjan Das , Faculty , Purnadisha J.T.T. College

Mr. Pallab Bid, Faculty , Purnadisha J.T.T. College

RESOURCES

1. http://www.slideshare.com
2. http://www.wikihow.com
3. http://www.clker.com

"Thank you."