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STP COMPUTER EDUCATION

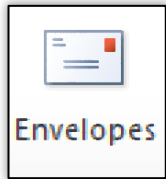
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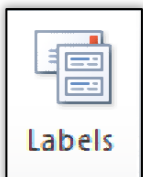
SUBJECT:- MS-OFFICE

Chapter 12

Microsoft Word (Mailings)



Envelopes → Create and print envelopes.



Labels → Create and print Labels.

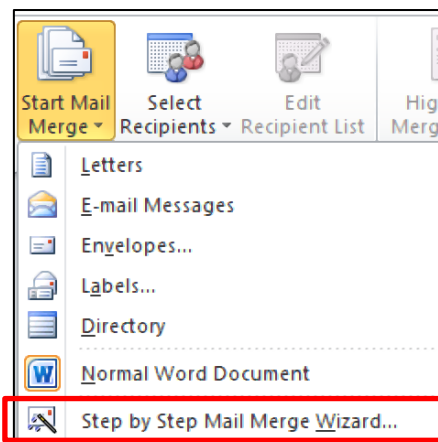
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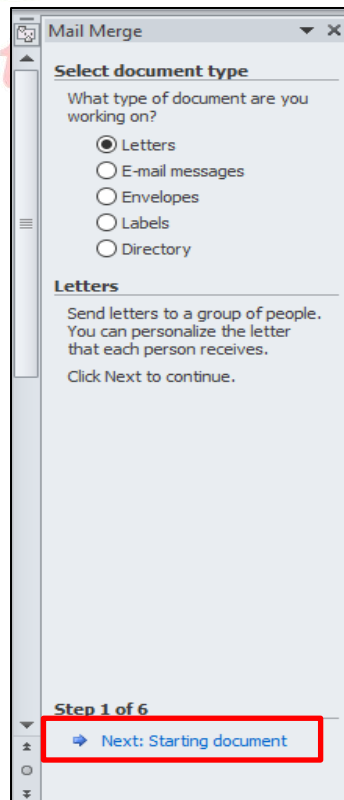
Start Mail Merge → Start a mail merge to create a form letter which you intend to print one-mail multiple times, sending each copy to a different recipient. You can insert fields, such as Name or Address, which Word will replace automatically with information from a database or contact list for each copy of the form letter.

How to Use Start Mail Merge

- 1) Write down your letter. Leave the "NAME" , "ADDRESS" and "MOBILE NO." in the letter blank.
- 2) Click on **Start Mail Merge** and select **Step by Step mail merge wizard**



- 3) Click on **Starting Document**.

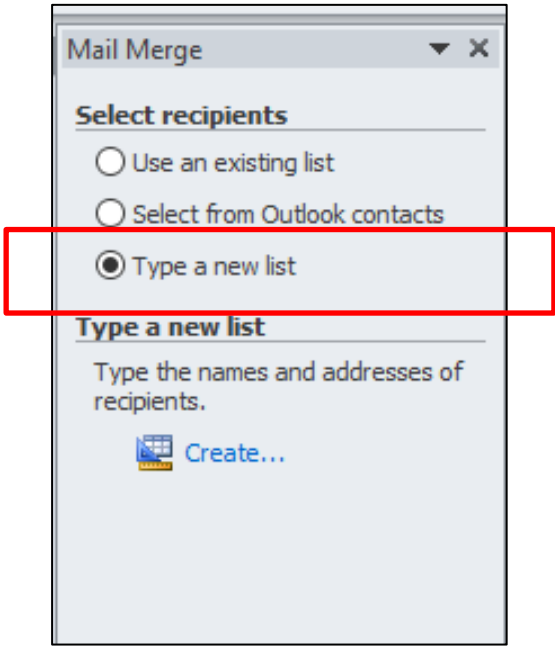


4) Click on **Select Recipients**

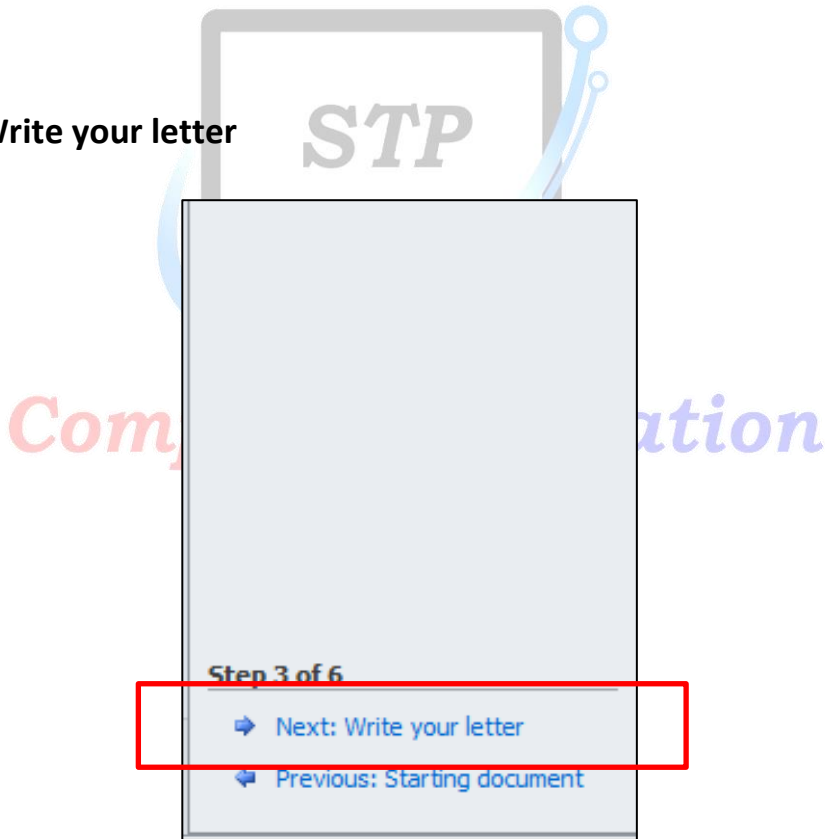
The screenshot shows a 'Mail Merge' dialog box with the following content:

- 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](#) (highlighted with a red box)
 - [Previous: Select document type](#)

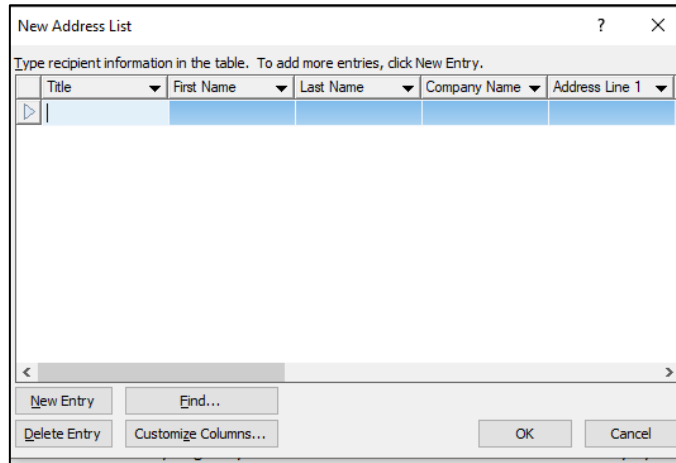
5) Click on **Type a new list**



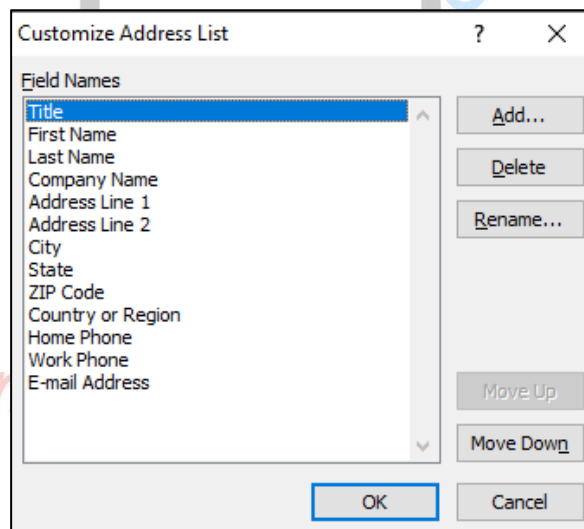
6) Click on **Write your letter**



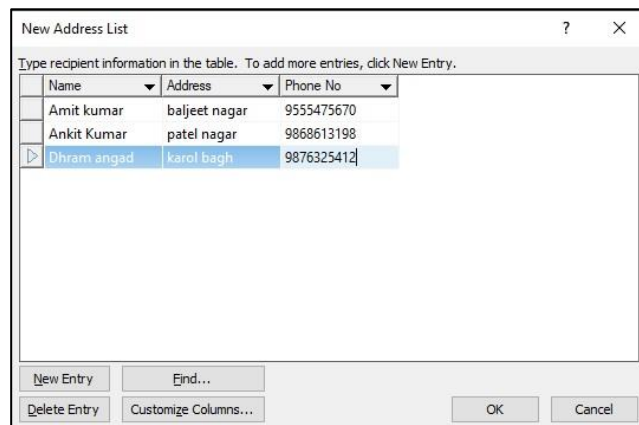
7) Then New address list dialog box appear on your screen. Click on Customize columns.



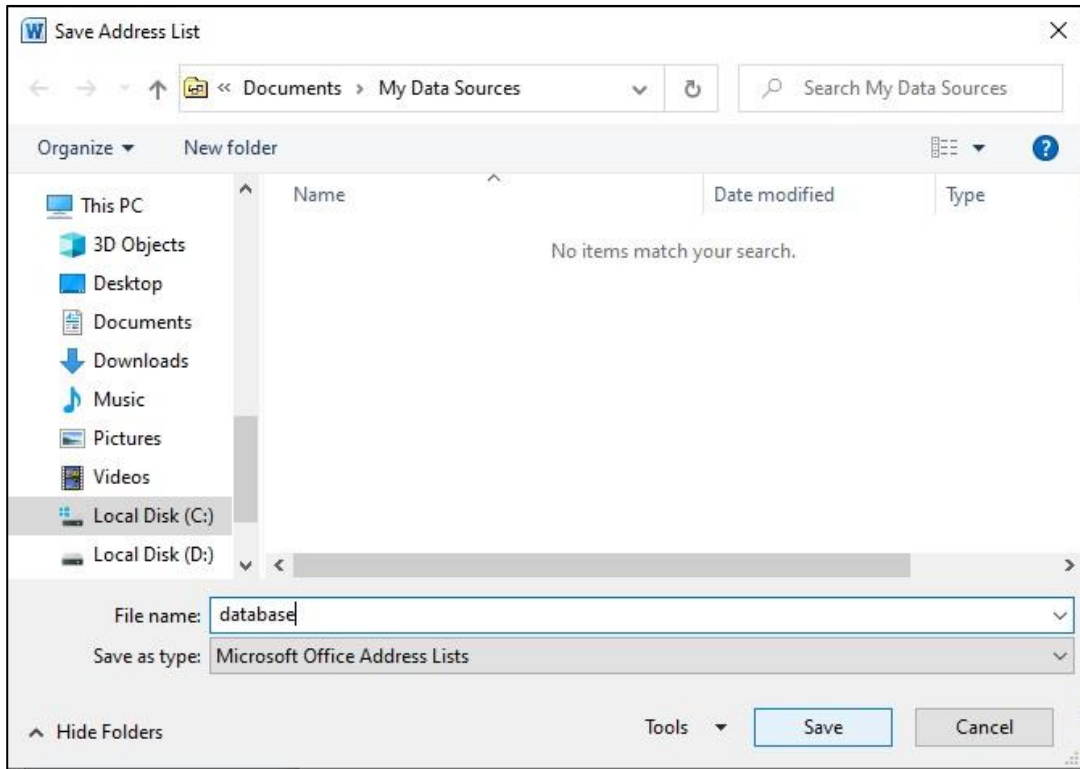
8) Delete all **field names** & click on **Add button** to add some columns. Like:- name , address , phone no. then click ok



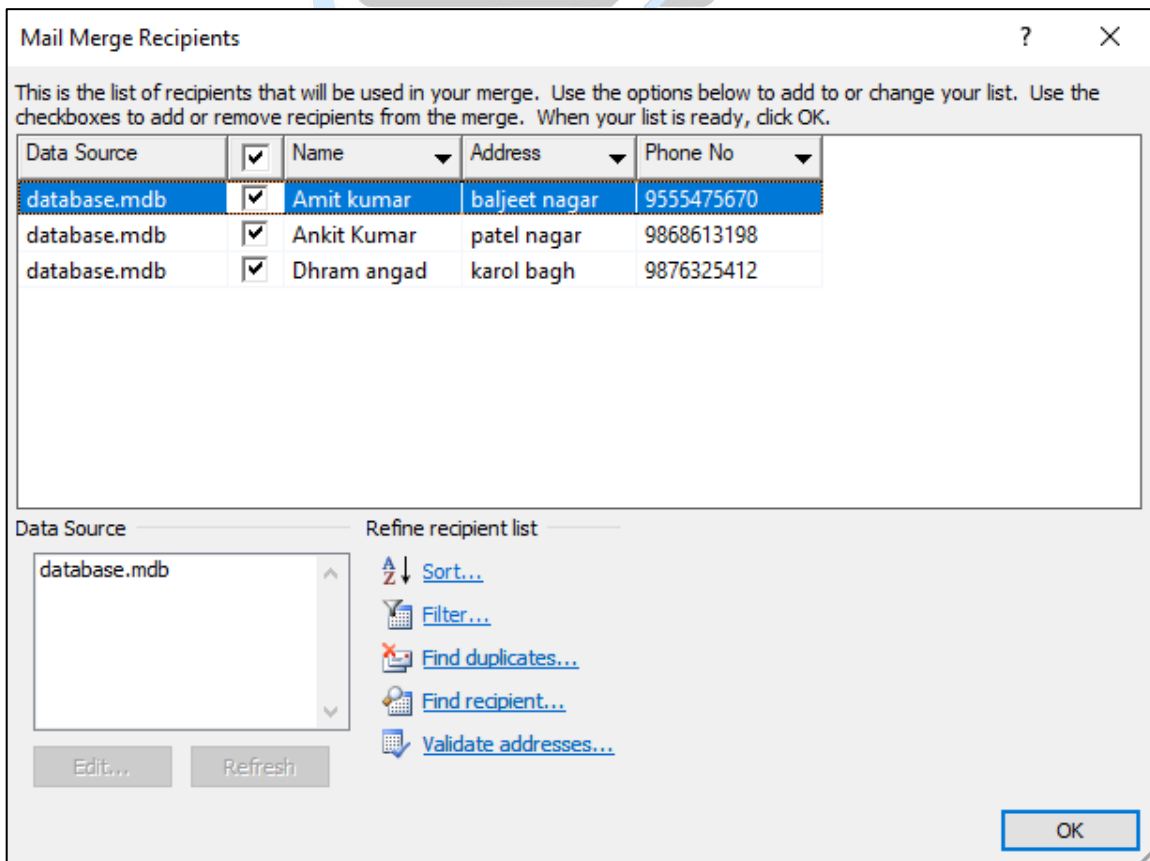
9) Fill all the details in **New address list** & click ok.



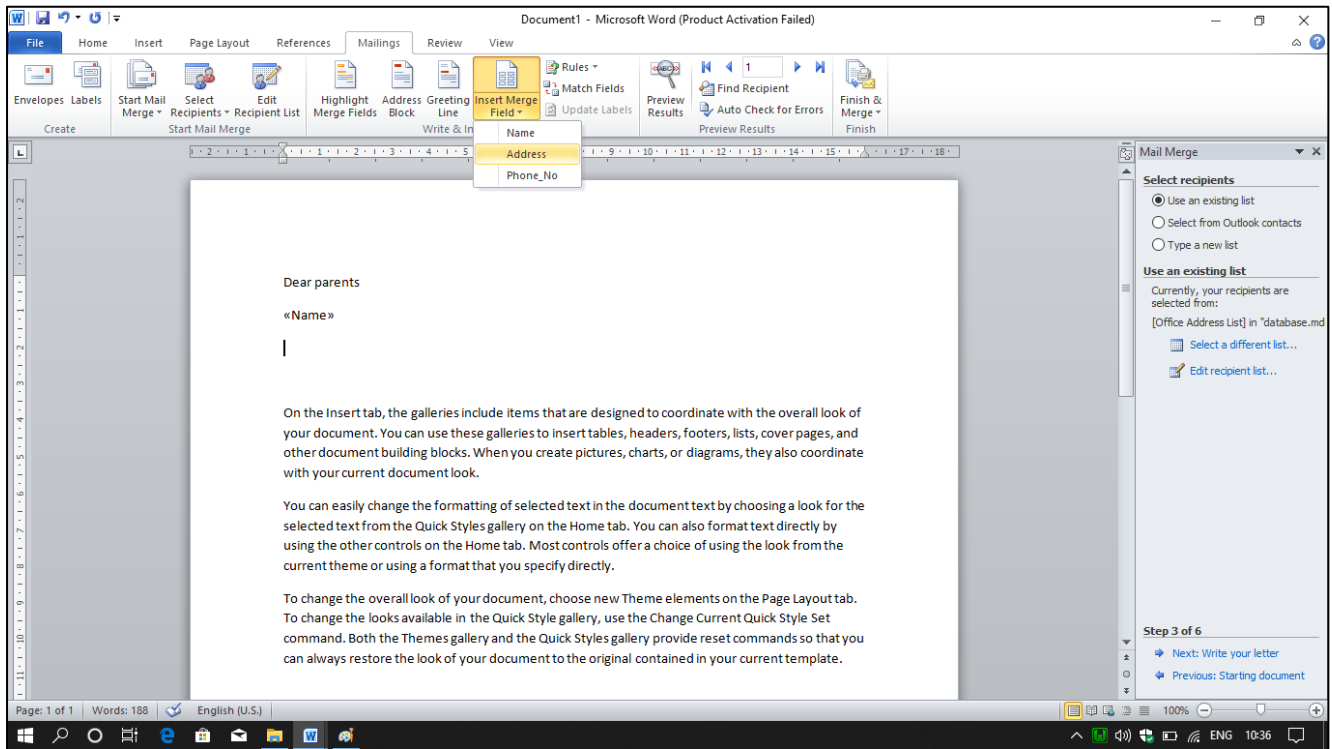
10) Save your **New address list**.



11) Check your Address list And Click on **Ok**.



12) Place the cursor in the name space & click on **Insert Merge Field** and insert name , address , phone no. field.



13) Then Click on **Auto Check for errors**. Your all letters is created with different names and address.

Computer Education