

Module 3 - Word Processing

Mail Merge Tasks

Copy the two files: 'wedding.doc' and 'wedding.mdb' and paste them into your working area.

Open the file 'wedding.doc' from your area

Show the drawing toolbar. Go to 'view', click on 'toolbars' and then select 'drawing'. You should see the drawing toolbar appear at the bottom of your screen.

Spell check the document.

Change the font used for 'Emily and George' at the end of the letter to a font which resembles handwriting.

At the end of the word 'George', insert the copyright symbol. Go to 'insert' choose 'symbol' and look for the one that looks like this: © . Press 'insert' and then press 'close'

From the drawing toolbar, select 'autoshapes'. Choose a 'callout' shape and draw one near the bottom of your letter.

Type the words 'Thank you' into the callout shape.

Select the callout shape and fill it with a colour of your choice.

Select the font that you just typed and change it to a different style and choose a different font colour.

Use the help function to find out how to hide a toolbar. Go to the 'help' menu. Click on 'Microsoft Office Word Help'. Type into the search box 'hide toolbar' and click the green arrow. Select 'show or hide a toolbar', then click 'hide a toolbar'. The help tells you to right click the toolbar and clear the checkbox. Unfortunately because we are not logged on as ECDL, you can't do this right now. However, remember it for your primer test.

Close the help menu down.

Right align Emily and George's name and address

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

Change 'Warwickshire' Emily and George's address from lower case to upper case – remember to use the format menu and 'change case'.

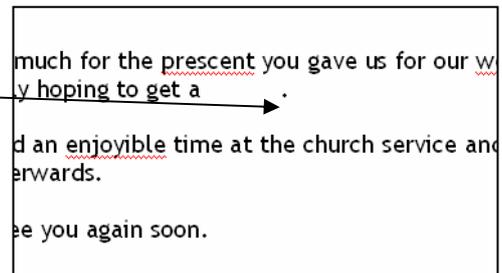
Insert a drop cap for the T in 'Thank you' by highlighting the 'T' and going to the 'format' menu and choosing 'drop cap'. Pick the middle option.

Use 'Find and Replace' to change 'an enjoyable' to 'a great' HINT: use the 'edit' menu and go to 'replace'

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

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

Click your cursor after the section 'hoping to get a



Press shift and enter at the same time. Your cursor should move to the next line down. This is called a 'soft carriage return' rather than a 'hard carriage return' which you get when you are making a new paragraph.

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

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

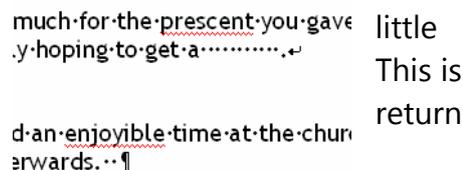


You should see lots of symbols which look like this.

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



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.



If you get asked in the exam to remove a hard or a soft carriage return then you would click to find the paragraph marks and then delete them.



Click again to switch off the marks.

In the exam you may be asked to show the formatting or delete a paragraph break but find that this button is disabled. If this happens, you can do the same thing by using the 'tools menu', going to 'options', go to the 'view' tab and then tick 'paragraph marks'.



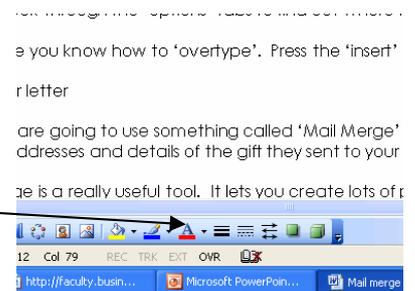
Have a look through the things that you can tick on or off in the 'options' section as you could be asked to find any of these during your exam.

You may be asked to change the 'user information'. Have a look through the 'options' tabs to find out where to do this.

You may be asked to change the 'file location' where the document is saved to. Have a look through the 'options' tabs to find out where to do this.

Make sure you know how to 'overwrite'. Press the 'insert' key on your keyboard. You should see that 'OVR' lights up.

If you type while this is on, then it will delete the letters in front of what you are typing.



Have a go. Type a few letters at the bottom of the page – it doesn't matter what. Put your cursor back to the beginning of the letters you just typed and press the 'insert' key and continue to type a few more letters. You should find that the ones in front of the bit you are typing disappear.

Take off the 'overwrite' function by pressing the 'insert' key again.

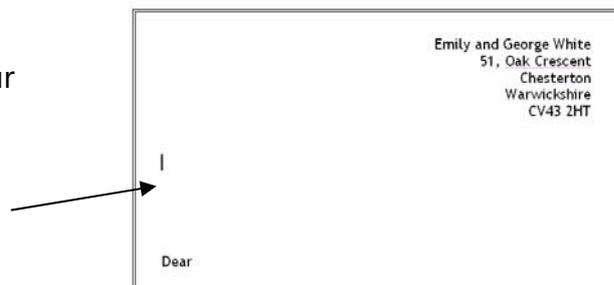
Save your letter

Now you are going to use something called 'Mail Merge' to add your friends' names, addresses and details of the gift they sent to your letters.

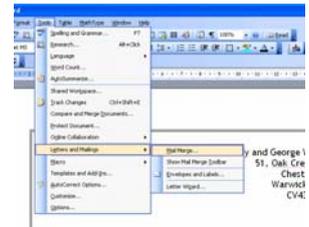
Mail merge is a really useful tool. It lets you create lots of personalised letters very quickly.

The first thing you are going to do is add your friends' name and address to the letter.

Click your cursor in the spot shown here



Click on the 'tools' menu, then 'letters and mailings' then 'mail merge'



You will see this appear on the right hand side

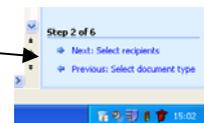


The radio button should default to 'letters' and since you are writing a letter, you should leave it there.

Click 'next' underneath 'step 1 of 6'

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



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.

You need to find the names and addresses in the database. Click on 'browse'



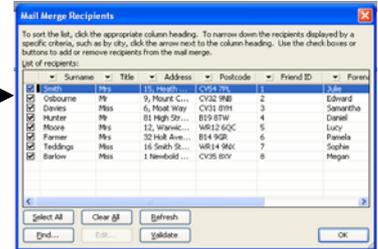
Click on the briefcase on the left hand side to access your area.



Find the folder that you saved the database and letter into. The database is called 'wedding' and it has the maroon and white Microsoft Access icon next to it



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



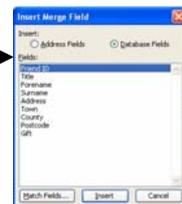
It is now time to go to step 4 and insert the details into your letter. Click 'Next: write your letter'



Click 'More items'



This should appear



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>



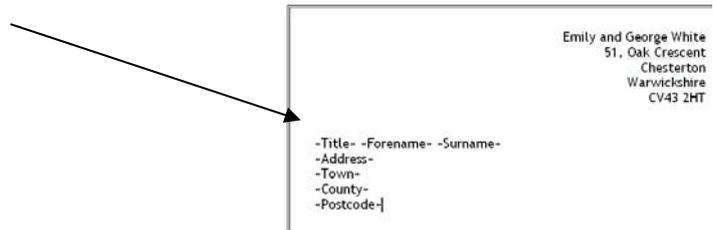
Press 'enter' and make sure your cursor is on the line beneath the title, forename and surname

Go back to more items and insert the address. Click 'close'. Press 'enter' and put your cursor on the next line.

Use 'more item's and select 'town'. Click 'close'. Press 'enter' and put your cursor on the next line.

Use 'more item's and select 'county'. Click 'close'.
Press 'enter' and put your cursor on the next line.
Use 'more item's and select 'postcode'. Click 'close'.
Press 'enter' and put your cursor on the next line.

Your letter should now look like this



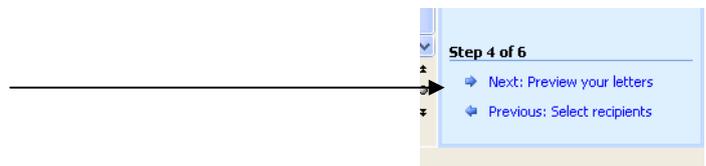
Make sure there are only two blank lines between the postcode and the word 'dear'.

Click your cursor next to 'Dear' and use 'more item's and select 'forename'. Click 'close'.

Click your cursor after the 'a' in the sentence 'We were really hoping to get a '.
Use 'more item's and select 'gift'. Click 'close'.

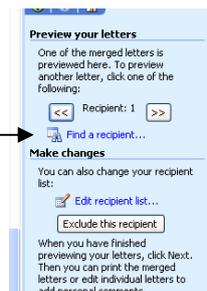
Check the spacing and layout of your letter and adjust it so that it looks fine.

Click on 'Next: preview your letters'



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

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



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.

Congratulations, you have just completed your first mail merge.

Now it is time for you to have a go at one on your own.

Copy the Word document and Access database called 'fancy dress' from the project folders. Paste them into your area.

Open the letter called 'fancy dress'.

Add a clipart image suitable for the subject.

Add a border around the letter.

Change the font to 'Arial' and make it size 12

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

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

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

please bring the following with you:

Balloons
String
Glitter
Streamers
Party poppers
Cake
Candles
Matches
CD Player
Selection of CDs

Highlight from 'balloons' to selection of CDs' and put these words into two columns.
HINT: 'format' menu, choose 'columns' then choose the picture showing two columns.

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 your friend's forename.

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

Check your mail merged letters to make sure that they are laid out properly.

Save the letter.

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