

Microsoft Word

Lesson 7: Merging Documents

Overview-Lesson Learning Objectives:

This lesson presents the concepts to mail merge function to create from letters in Word 2002. Students will be introduced to create mailing labels and envelopes for the customized letters. Also working with the compare and merge documents feature, students can view the changes made to the document. The students will learn the following skills:

- Creating a Main Document
- Creating Address List
- Adding Merge Fields to a Main Document
- Editing Individual Merged Documents
- Preparing and Printing Labels
- Preparing and Printing Envelopes
- Viewing and Editing Comments
- Comparing and Merging Documents

Teaching Tips and Strategies:

Creating a Main Document: (WD 7.2)

In mail merge, the document that contains the text and graphics that is common for each version of the merged document is known as the main document. Data source is the file that contains the information to be merged into the main document.

Creating an Address List: (WD 7.4)

Microsoft Word 2002 allows you to create address list from the Outlook Contact List or can simply create on using the Select Recipients button from the Mail Merge Task Pane.

Adding Merge Fields to a Main Document: (WD 7.8)

Merge field is a placeholder for the actual data that will be inserted into the main document. The field will be inserted in the main document as the field name enclosed on chevrons.

Editing Individual Merged Documents: (WD 7.10)

Once the document is merged, a new document is generated that could be treated as any other document and you can perform any additional editing features as required.

Printing Merged Documents: (WD 7.12)

It is always a good habit to print preview the merged document before printing. You can edit the merged document for appropriate page breaks, if needed before printing and also to make sure that the merged fields are merged properly.

Preparing and Printing Labels: (WD 7.14)

Word 2002 allows you to generate mailing labels from the address data source list that is used to create merge documents. You can create the labels easily using the Letters and mailings command and following the Mail Merge Wizard command.

Preparing and Printing Envelopes: (WD 7.18)

Creating envelopes is similar to creating labels. Creating printed envelopes saves time in applying the mailing labels to the envelopes.

Viewing and Editing Comments: (WD 7.22)

Comments feature of Word 2002 is an excellent tool that can be utilized in a team environment. Comments allow members of the team to make comments on the document and the author can either insert the comments or reject the comments in the final document.

Word displays the comment in a balloon in the margin of the document or in the Reviewing Pane.

Comparing and Merging Documents: (WD 7.24)

Compare and Merge command allows you to compare any two Word documents. Word shows the difference between the two documents as tacked changes. A tacked change is a mark that shows where a deletion, insertion, or other editing change has been made in a document.

Lecture Notes**Creating a Main Document**

- Main Document
- Data Source
- Mail Merge Toolbar (Table 7-1)
- Mail Merge Wizard (Figure 7-1)
- Mail Merge Task pane (Figure 7-2)

Creating an Address List

- New Address List Dialog Box (Figure 7-3)
 - Customize Address List Dialog Box (Figure 7-4, 7-5)
- Mail Merge Recipients Dialog Box (Figure 7-6)
- Insert Address Block Dialog Box (Figure 7-7)
- Greeting Line Dialog Box (Figure 7-8)
- Previewing Letter (Figure 7-9)
- Select Contact List folder (Figure 7-10)

Adding Merge Fields to a Main Document

- Merge Field
- Inserted Merge Fields (Figure 7-11)
- Inserted Merge Field Dialog Box (Figure 7-12)
- Word Document with Merged Fields (Figure 7-13)

Editing Individual Merged Documents

- Merge to New Document Dialog Box (Figure 7-14)
- Text Edited in Merged Document (Figure 7-15)
- Text Inserted in Merged Document (Figure 7-16)

Printing Merged Documents

- Opening Print Preview Window (Figure 7-17)
- Print Preview with Letter (Figure 7-18)

Preparing and Printing Labels

- Letters and Mailing/mail Merge Wizard
- Label Options Dialog Box (Figure 7-19)
 - Label Document Layout (Figure 7-20)
- Deleting Extra Labels from Merged Document (Figure 7-21)
- Mail Merge Recipients Dialog Box (Figure 7-22)
- Displaying the Labels (Figure 7-23)

Preparing and Printing Envelopes

- Letters and Mailing/mail Merge Wizard
- Envelope Options Dialog Box (Figure 7-24)

- Mail Merge Recipients Dialog Box (Figure 7-25)
- Merged Fields Entered in the Document (Figure 7-26)
- Displaying the First Record (Figure 7-27)
- Viewing and Editing Comments
 - Comments
 - Reviewing Toolbar and Pane (Figure 7-28)
 - Text entered in Reviewing Pane (Figure 7-29)
 - Comments Inserted in a Document (Figure 7-30)
 - Comments Displayed in a Balloon (Figure 7-31)
- Comparing and Merging Documents
 - Compare and Merge Documents Option (Figure 7-32)
 - Compare and Merge Documents Dialog Box (Figure 7-33)
 - Compared and Merged Document (Figure 7-34)

Text Solutions

A. Identify Key Features

1. Main Document Setup button (WD 7.2)
2. Open Data Source button (WD 7.2)
3. Mail Merge Recipients button (WD 7.2)
4. Insert Greeting Line button (WD 7.2)
5. Merge to Printer button (WD 7.2)
6. Previous Comment button (WD 7.22)
7. Next Comment button (WD 7.22)
8. Accept Change button (WD 7.22)
9. Reject Change/Delete Comment button (WD 7.22)

B. Select the Best Answer

10. b (WD 7.2)
11. a (WD 7.8)
12. c (WD 7.10)
13. e (WD 7.2)
14. d (WD 7.10)
15. h (WD 7.12)
16. f (WD 7.15)
17. g (WD 7.10)

C. Complete the Statement

18. b (WD 7.2)
19. a (WD 7.8)
20. b (WD 7.6)
21. d (WD 7.4)
22. d (WD 7.24)
23. c (WD 7.22)
24. c (WD 7.2)
25. b (WD 7.25)