

Computer System

Lecture twelve

Microsoft Word

Prepared By

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2016-2017

Outline

1. Objectives.

2. *The Mailings Tab of MS-Word 2007 .*

3. *The goals of the groups in mailing tab.*

4. *The Options of groups in Mailings Tab .*

5. *The Mail merge in the Mailings Tab.*

Objectives

- 1. Explain The Mailings Tab of MS-Word 2007 .*
- 2. Illustrate The goals of the groups in mailing tab.*
- 3. Explain The Options of groups in Mailings Tab.*
- 4. Explain Mail merge in the Mailings Tab.*

The Mailings Tab of MS-Word 2007



- ❑ **The Mailings tap** in MS Word 2007 focuses on creating mail documents such as envelopes, messages, and labels. The commands focus on mail merge, a process that takes the form of a message and list of contacts and creates a personal message for each recipient. It is a very useful process.
- ❑ **This tab** contains on main five groups :-
 - Create group.
 - Start Mail Merge group.
 - Write & Insert Field group.
 - Preview Results group.
 - Finish group.
- ❑ These main groups include many options (see mailing tab in details).



The goals of the groups in mailing tab



□ The main goals of the groups in mailing tab are:-

- **Create group:-** The first group in the Mailings tab is the only one that is not assigned to the mail merge.
- **Start Mail Merge group:-** This group creates a mail merge.
- **Write & Insert Field group:-** This group is the second step in the mail merge.
- **Preview Results group:-** The fourth group of the Mailings tab allows you to preview the results before you create the merge.
- **Finish group:-** The Last button opens a menu giving you options to finish the merge.



The Options of groups in Mailings Tab



□ These groups contain main options :-

Create	Start Mail Merge	Write & Insert Field	Preview Results	Finish
Envelopes	Start Mail Merge	Highlight Merge Fields	Find Recipient	Finish & Merge
Labels	Select Recipients	Address Block	Auto Check for Error	
	Edit Recipients list	Insert Merge Field	Preview Results	
		Greeting Line		

Mail merge in the Mailings Tab



1) Step 1:- Create and arrange merge data

- Create a spreadsheet(table) by using any way to create tables (Word, Excel or Access) that contains data for recipients.
- Save merge data in a known place within your computer.

Important: sure to check the box indicating that the First row of data contains column headers

For this exercise ,we will use a existing test spreadsheet as below:-

ت	الاسم	النظري ، %٢٠	العملي ، %٢٠	السعي ، %٤٠	النتيجة	البريد الالكتروني
1	الاء رفيع حمد خليل	13	14	27	ناجح	alaa-2017@yahoo.com
2	الاء فاضل رشيد خدام	13	16	29	ناجح	A.F. Rasheed_2017@yahoo.com
3	ابراهيم محمد فهمي خضير	12	18	30	ناجح	Ibraheem.M.F-2017@yahoo.com
4	احمد علي رزاق عبد الحسين	13	4	17	راسب	Ahmed.a.a-2017@yahoo.com
5	احمد مالك فالح عبد	11	18	29	ناجح	ahmedmalik-2016@yahoo.com
6	احمد مشعان حماد	14	14	28	ناجح	Mashann-2017@yahoo.com
7	اسراء حازم محمد فاضل	7	5	12	راسب	asraa.h.m_2016@yahoo.com
8	آيات عماد ابراهيم محمد	15	18	33	ناجح	Ayaat.a.i-2017@yahoo.com
9	بسمة مصطفى علي حسن	13	15	28	ناجح	basima.M.A_2015@yahoo.com
10	نقوى برهان غايب حسين	19	20	39	ناجح	TUKWA.B.KH-2017@yahoo.com

Mail merge in the Mailings Tab



2) Step 2:- Create and arrange the merge document

A merge document is a document that will be merged with merge data (in the first step). This document is created as follows :-

- open new MS-word document and named it, then saved it.
- Write a welcome statement (optional)



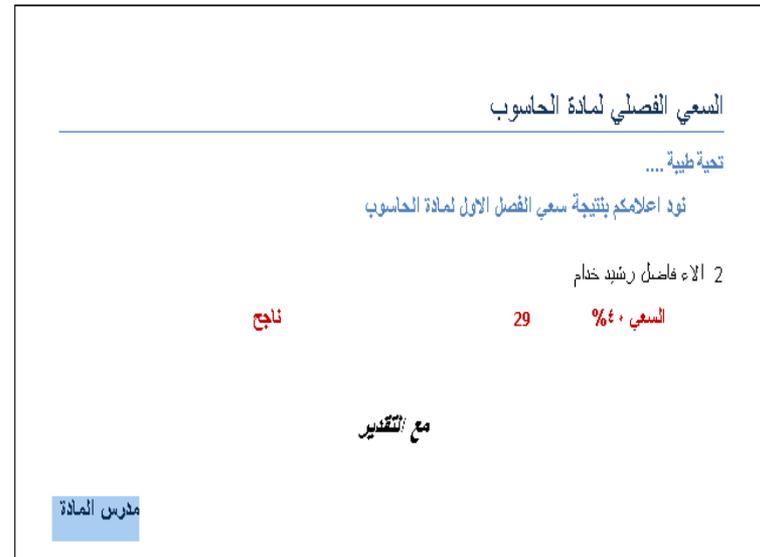
Mail merge in the Mailings Tab



- Then select these addresses (one by one optionally) of the dialog box above in the places that you choice it in the opened merge document and click on **insert button** in each choice and close the dialog box also.

- After that, we can see the results from the **Preview Results group** by click on the **Preview Results option**

Note:- We have obtained several merge documents equal to the number of recipients

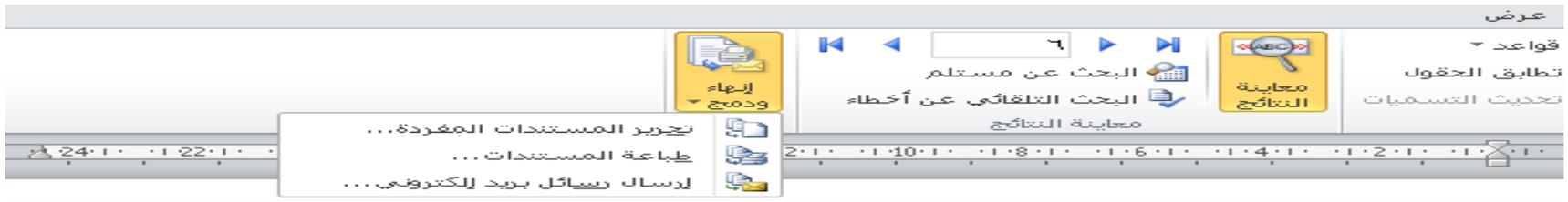
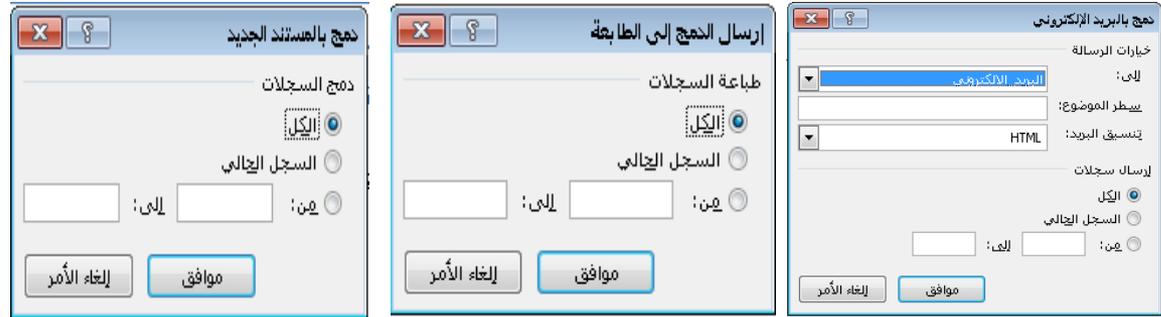


Mail merge in the Mailings Tab



➤ At last , go to the Finish group and click on the button of Finish & Merge option to obtain three sub options which contain the dialog box to learn us what we do.

- Edit single documents
- Print documents
- Send an e-mail messages



السعي الفصلي لمادة الحاسوب

تحية طيبة

نود اعلامكم بنتيجة سعي الفصل الاول لمادة الحاسوب

6 احمد مشعان حماد

ناجح

28

السعي + 4%

مع التقدير

مدرس المادة

Questions

