

Computer System

Lecture twelve

Microsoft Word

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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 tab** 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).

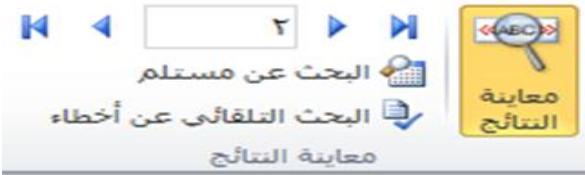


The goals of the groups in mailing tab



□ 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:-

الاسم	النوع	النظري %	العملي %	السي ، %	النتيجة	البريد الإلكتروني	رقم
لاء رغب حمد خليل	ناجع	13	14	27	ناجع	alaa-2017@yahoo.com	1
الاء فاضل رسيد خدام	ناجع	13	16	29	ناجع	A.F. Rasheed_2017@yahoo.com	2
ابراهيم محمد فهمي خضرير	ناجع	12	18	30	ناجع	Ibraheem.M.F- 2017@yahoo.com	3
احمد علي رزانق عبد الحسين	راسب	4	13	17	راسب	Ahmed.a.a-2017@yahoo.com	4
احمد مالك فالح عبد	ناجع	11	18	29	ناجع	ahmedmalik-2016@yahoo.com	5
احمد مشعن حماد	ناجع	14	14	28	ناجع	Mashann-2017@yahoo.com	6
اسراء حازم محمد فاضل	راسب	7	5	12	راسب	asraa.h.m_2016@yahoo.com	7
آيات عماد ابوالغيط محمد	ناجع	15	18	33	ناجع	Ayaat.a.i-2017@yahoo.com	8
بسنة مصطفى علي حسن	ناجع	13	15	28	ناجع	basima.M.A_2015@yahoo.com	9
نفوي برهان غريب حسين	ناجع	19	20	39	ناجع	TUKWA.B.KH- 2017@yahoo.com	10

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)

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Mail merge in the Mailings Tab



3)- Step 3: - Connect merge document with saved merge data

To link the merge document with merge data we follow the following steps :-

- Go to **Mailings Tab** → Start Mail Merge group → Click on the button of Select Recipients (We don't see any change)
- Then go to Write & Insert Field group → Click on Insert Merge Field option (we will show on the dialog box that contains the address of the first raw in merge data as shown below)

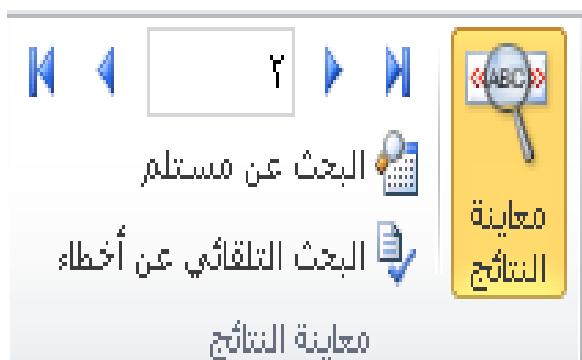
The screenshot shows the Microsoft Word ribbon with the 'Mailings' tab selected. In the 'Start Mail Merge' group, the 'Select Recipients' button is highlighted. In the 'Write & Insert Field' group, the 'Merge Fields' button is also highlighted. A 'Merge Fields' dialog box is open, showing the 'Insert Merge Field' dropdown menu with various fields listed in Arabic. The fields include: اسم (Name), النظري_+٢٠ (Theoretical_+20), العملي_+٢٠ (Practical_+20), السعي_+٤ (Goal_+4), النتائج (Results), البريد_الالكتروني (Email), تحية طيبة... (Goodbye), نود اعلامكم بذلك (We would like to inform you), نود ادع (We would like to invite), and السعي الفصلي (Professional Goal).

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



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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



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٦ احمد مشجان حماد

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Questions

