

4.00 Use word processing software with alternative input devices.

4.02 Explain advanced word processing concepts and functions.



Memorandums (Memo)

- Correspondence within a _____ (in-house).
- Single space within the paragraphs and _____ between paragraphs.
- Types of Memorandums:
 - Simplified
 - Formal
 - Widely used by businesses.
- The **simplified memorandum**:
 - Is quickly and efficiently formatted.
 - Is often keyed on a _____ piece of stationery.
- Formal Memorandums**:
 - Use special headings _____ on the stationery.
 - Headings (Double spaced and typed in all caps):
 - TO:
 - FROM:
 - DATE:
 - SUBJECT:

Letters

- Correspondence sent from one business or individual to another.
- Types of Letters:
 - Personal-Business Letter
 - Includes _____ letterhead (stationery)
 - Business Letter
 - Includes _____ (stationery)
- Top _____ is usually 2-2 ½ inches.
- Side margins are typically _____ inch.

Parts of a Letter

- Return Address
-
- Attention Line
- Letter Address (Inside Address)
-
- Subject Line
- Body
- _____ Close
- Signature Block - writer's typed name – _____ below closing
 .Can also include writer's title on same line or below.
- _____ Initials
- Attachment/Enclosure Notation

Types of Business Letters

- Formats for Business Letters:
 - _____ Block –Date, closing, and signature block are typed **at** center point (six tabs over).
 - _____ Style –Date, closing, and signature block are typed at the left margin (no indentions or tabs).
- Punctuation Styles:
 - Open Punctuation – No punctuation after _____ or closing.
 - Mixed Punctuation – A colon after the salutation and a comma after the _____ close.

Envelopes and Mailings

Mail Merging

- Businesses and organizations often want to send the same letter to _____ people (mass mailings).
 - Ex: credit card applications.
- Mail merging combines a word _____ document with a data source (database).
 - Such as a list of names and addresses to produce personalized documents.
- _____ of individual letters, certificates, labels, and envelopes can be created with just two documents.

Documents used in a mail merge include:

- **Main document:** Contains special mail merge _____ that act as placeholders for the recipient's name and address.
 - This is saved as a word processing document.
 - **Data Source:** Lists the specific _____ information.
 - This is saved as a database and not as a word processing document.
-
- **Main Document** options:
 - Create a *new document*
 - Start from a *template*
 - Use an *existing document*
 - **Data Source** options:
 - Word
 - Excel
 - Outlook
 - Text file

Main Document and Data Source

Main Document = _____

Data Source = _____

Basic Steps in Creating a Mail Merge in Word:

Step 1 – Select document type:

- Start a new document or open an existing document.
- Go to Tools, Letters and Mailings, Mail Merge Wizard
 - Task Pane will appear.
- Choose a main document type.
 - Letters, e-mail messages, envelopes, labels, or directory
- Click Next to begin the mail merging process.

Step 2 – Select a starting document:

- Set up using:
 - Current document
 - Already opened in MS Word
- Template
- Existing document
 - Saved on file
- Click Next to Select Recipients and proceed.
 - This is the information in the database.
- Click Previous to Select document type and edit.

Step 3 – Select recipients:

- The list can come from:
 - An existing list
 - Outlook contacts
 - A new list
- Select Next to write the letter and add data source.
 - Database file
- Select previous to edit.

Step 4 – Write the letter:

A letter can be written at this time if not written or opened previously.

Step 5 – Preview the letters:

The main document and data source merge together.

This step allows the merged letters to be viewed, edited, or excluded.

Step 6 – Complete the merge:

- Letters are ready to be produced and printed.
- All or selected individual letters can be printed in this step.