

7.03 Demonstrate advanced database concepts, functions and integration techniques with other applications.



Purpose of Mail Merge

_____ is a feature that allows a user to mass produce letters, envelopes, mailing labels, memos, and other documents so that the new documents seem _____.

The Merge Process

Combines data from two different applications (programs).

- MAIN DOCUMENT: also known as the *form document*, a document from the _____ program.
 - It contains two sets of information:
 - The information that will not change—the _____ part of the document.
 - The “variable” information, in the form of _____.
- DATA SOURCE: contains the “variable” data (the information that changes) from a _____, *excel*, or *text delimited* file or program.
 - The bits of information from the database records are known as _____.

The Merged Document

- After applying the merge command in the software:
 - The _____ document (word processor) and the _____ document (database) are combined to form a _____ “personalized” document.
 - The merged (third) document can be merged to the _____ for viewing/editing or directly to the _____.

The Steps

- Open the word processing program.
- Select TOOLS
- Select LETTERS & MAILINGS
- Select MAIL MERGE WIZARD

Mail Merge Wizard Steps—Step 1

Choose the type of document the user will be creating:

- Letter
- Email
- Envelopes
- Labels
- Directory

Key the _____ document.

The Data Source—Step 2

SELECT THE RECIPIENTS

- Use a _____ database
- _____ a new database
 - Errors in spelling and spacing here can make queries and searches inaccurate.

Mail Merge Wizard Steps—Step 3

Insert _____ as necessary throughout the main document

Mail Merge Wizard Steps—Step 4

_____ the merged documents and complete the merge.

The Form and The Merged Document

Mail Merge Integration Review

- _____ the word processor
- _____ a mail merge activity
 - Letter
 - Directory
 - Mailing labels
- Create the _____ (or retrieve an existing database file)
- _____ the two applications
- _____ the merged documents

Letter Review

- Key the _____ at the 2.5 inch top margin.
- Key the _____ address a quadruple space below the date.
- Key the _____ a double space below the inside address.
- (Optional). Key the subject line a double space below the salutation
- Key the _____ . Single space within each paragraph and _____ space between them.
- Double space before the _____ close.
- Quadruple space before the writer's name and title.
- Double space before the typist's _____ and any other notations.