

Mail Merge & Additional Tools

8.1 Mail Merge

A word processing task is to create a document with different mailing addresses for sending to different people. The mailing feature in Word processor helps the user to organize the address data and merge it into a document and prints it out in the desired format.

The main feature of Word processor is **Mail Merging**. Merging a list of names and addresses to a single document that can be sent to different people in their names and addresses.

Multiple copies of a document can be sent to a list of different recipients (form

letters) through the following facilities.

- Mailing
- labels
- Envelopes

All these facilities, are related to a registered “data source”. The Variables refer different field of **data source**.

Creating data source for mail merge:

A data source is a database containing the name and address or records of other information from which a mailing list may be derived. Printing the mailing labels and envelopes does not require data source facilities.

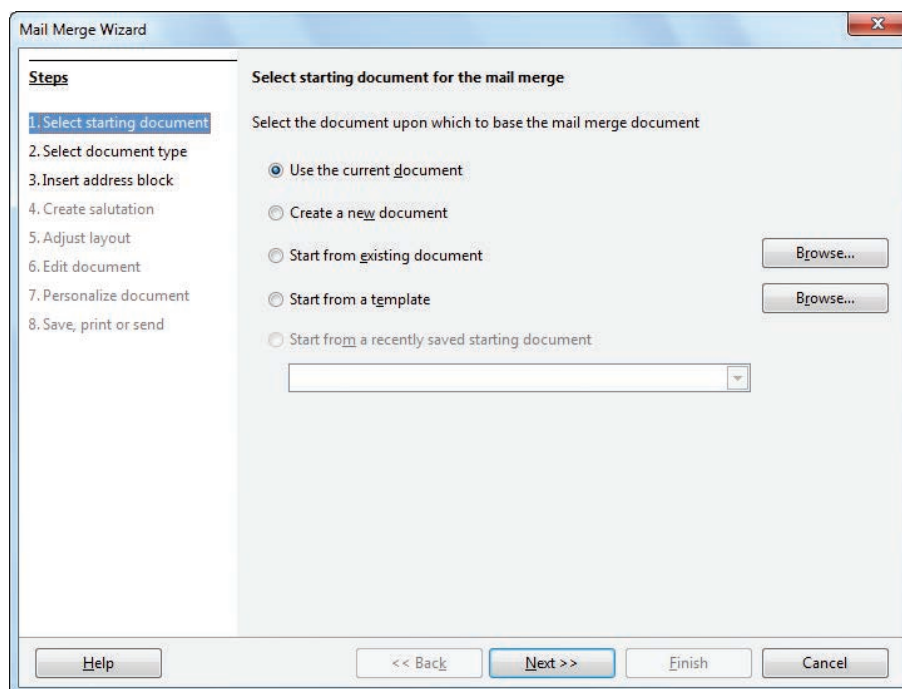


Figure 8.1: Mail Merge Wizard – Select Starting document

Open Office Mail merge can access a wide variety of data sources, including spreadsheets, text files and databases such as MySQL, Adabas, and ODBC

The following example uses a spreadsheet with the following column (field) headers: Title, First name, Last name, Address, State/Country, Country, Post Code, Gender, and Points. The mail merge wizard is shown in Figure 8.1. The following steps perform mail merge operation.

Tools -> Mail Merge Wizard

Step 1: Select starting document

This step has five options:

- Use the current document.

- Create a new document.
- Start from an existing document.
- Start from a template.
- Start from a recently saved document.

Choose “Create a new document” option and click **Next Button**

Step 2: Select document type

This step has two options:

- Letter
- E-mail message

Choose “Letter” as option - to send letters to a group of recipients as shown in Figure 8.2.

Click **Next button**

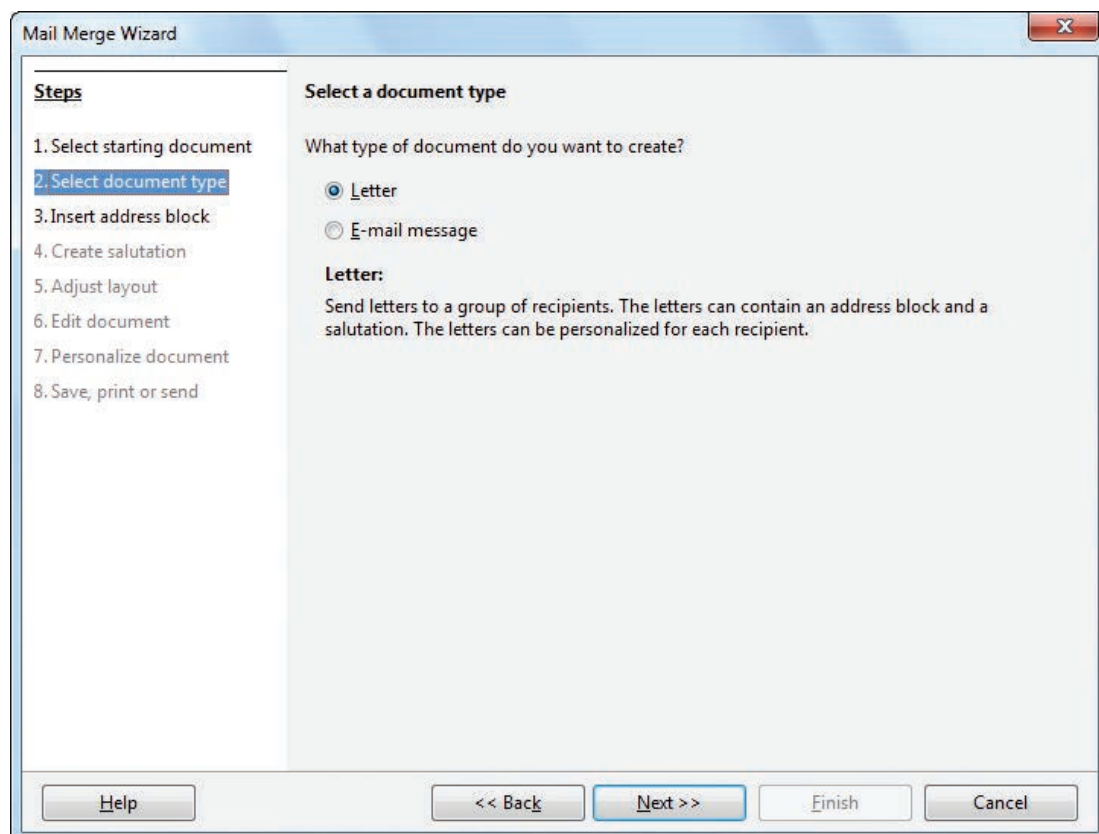


Figure 8.2 Choose document type

Step 3: Insert Address block

This step helps to select the address list to be merged with the document as shown in Figure 8.3.

This step has four sections

Click “Select Address list” button to choose the address list from an existing file or create a new address file.

Click “Add” button to include the existing data source as shown in Figure 8.4.

(or) Click “Create “ to create a new data source.

This window shows default fields for the address as shown in Figure 8.5.

Click “Customize” to add or delete or rename fields

Note

Minimum three fields must be selected when the user creates an address list.

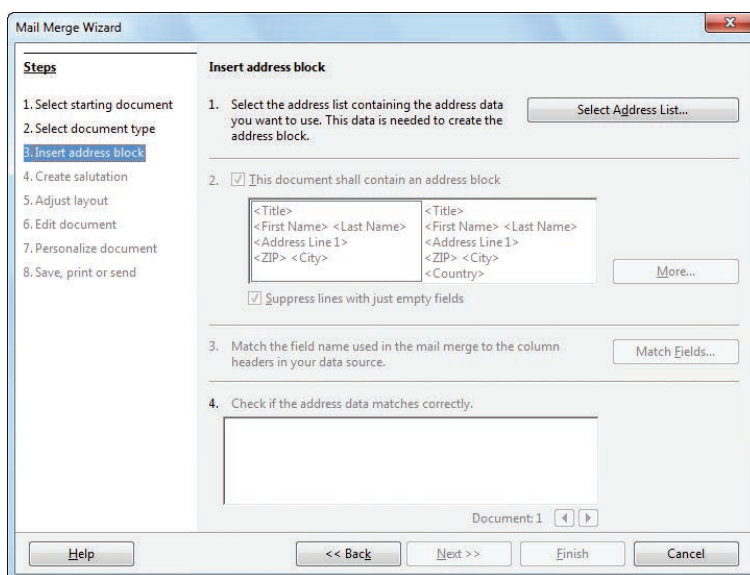


Figure 8.3. Insert Address block

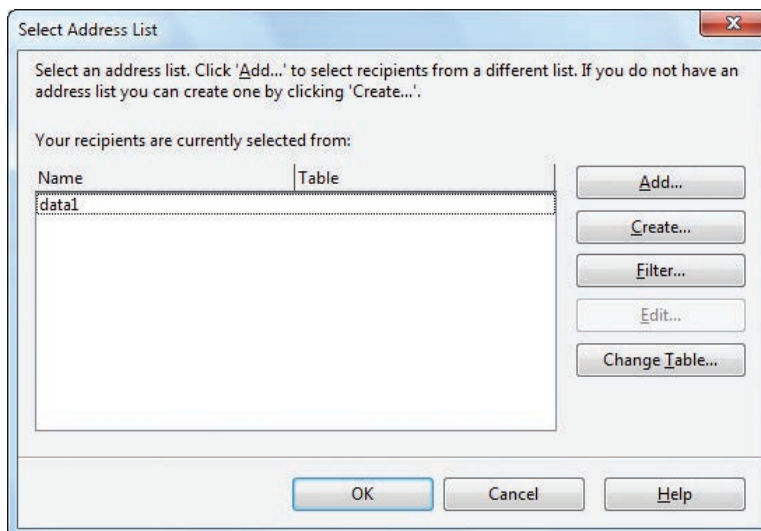
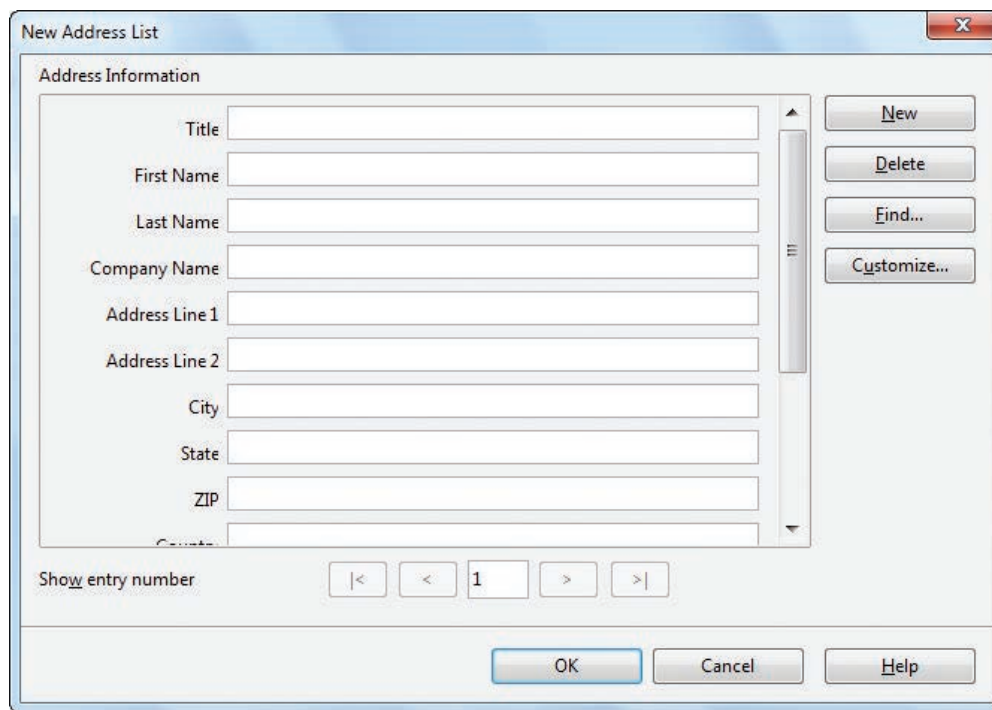
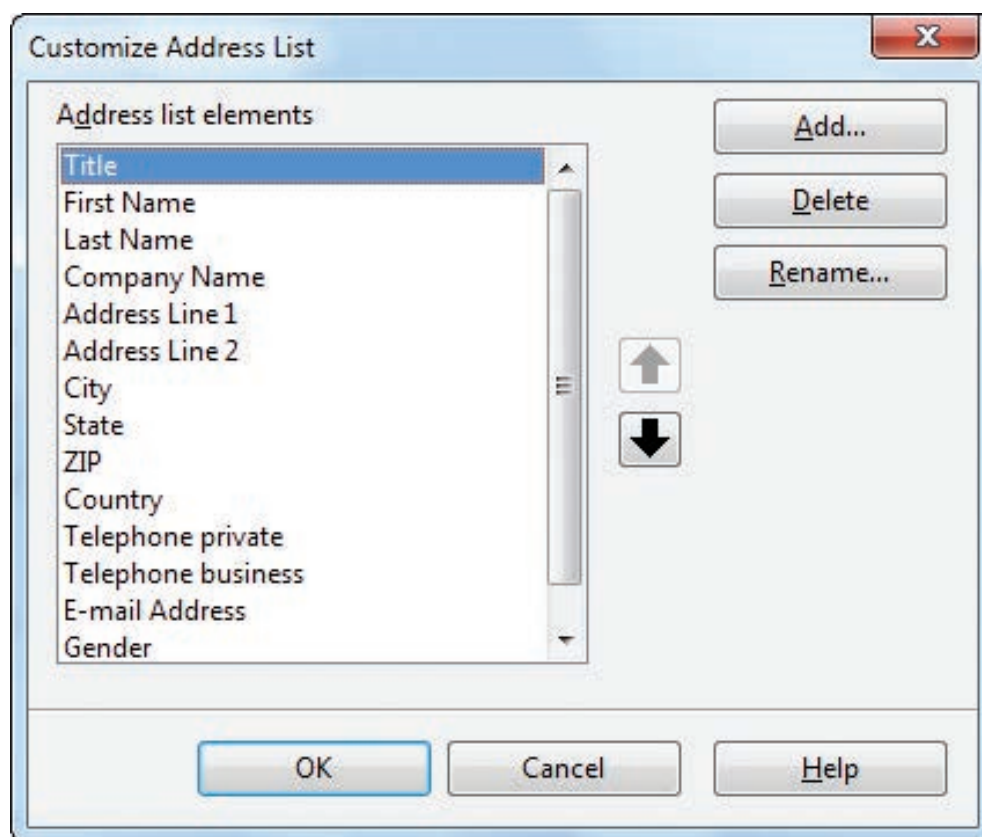


Figure 8.4. Select Add



The "New Address List" dialog box features a title bar with a close button. The main area is titled "Address Information" and contains a list of input fields: Title, First Name, Last Name, Company Name, Address Line 1, Address Line 2, City, State, ZIP, and Country. To the right of these fields are four buttons: "New", "Delete", "Find...", and "Customize...". At the bottom left, there is a "Show entry number" section with navigation buttons: "<|", "<", "1", ">", and ">|". At the bottom right are "OK", "Cancel", and "Help" buttons.

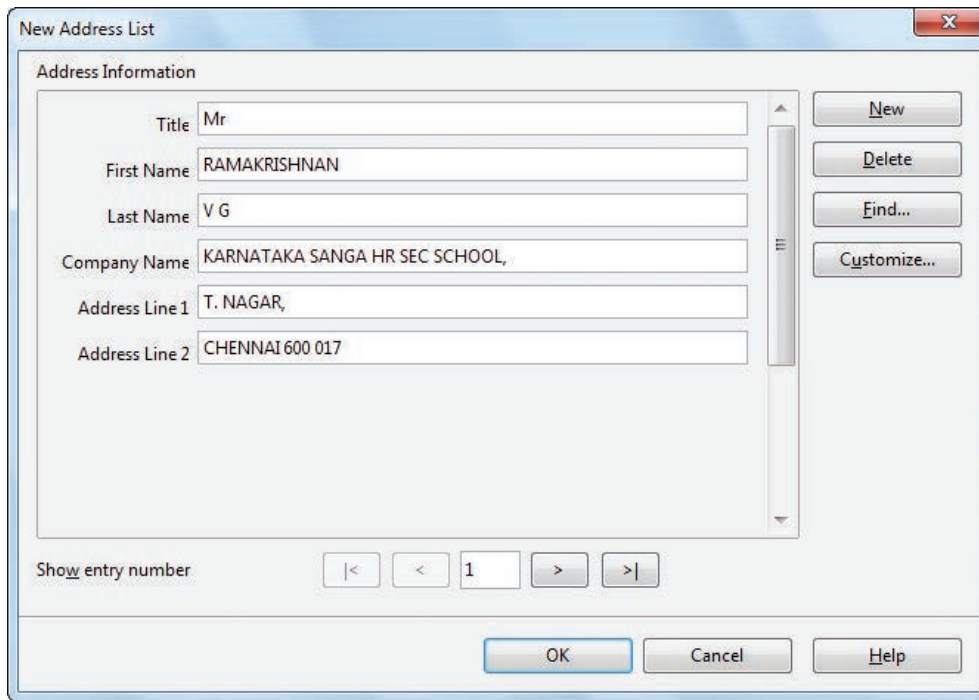
Figure 8.5 New Address List



The "Customize Address List" dialog box has a title bar with a close button. It contains a list box titled "Address list elements" with the following items: Title, First Name, Last Name, Company Name, Address Line 1, Address Line 2, City, State, ZIP, Country, Telephone private, Telephone business, E-mail Address, and Gender. To the right of the list box are three buttons: "Add...", "Delete", and "Rename...". Below these buttons are two arrow buttons, one pointing up and one pointing down. At the bottom are "OK", "Cancel", and "Help" buttons.

Figure 8.6 Customize Address List

In Figure 8.6, after selecting the required fields for the address list Click **OK** button. This will get back to the previous window, where the user can add records.



The 'New Address List' dialog box contains the following fields and controls:

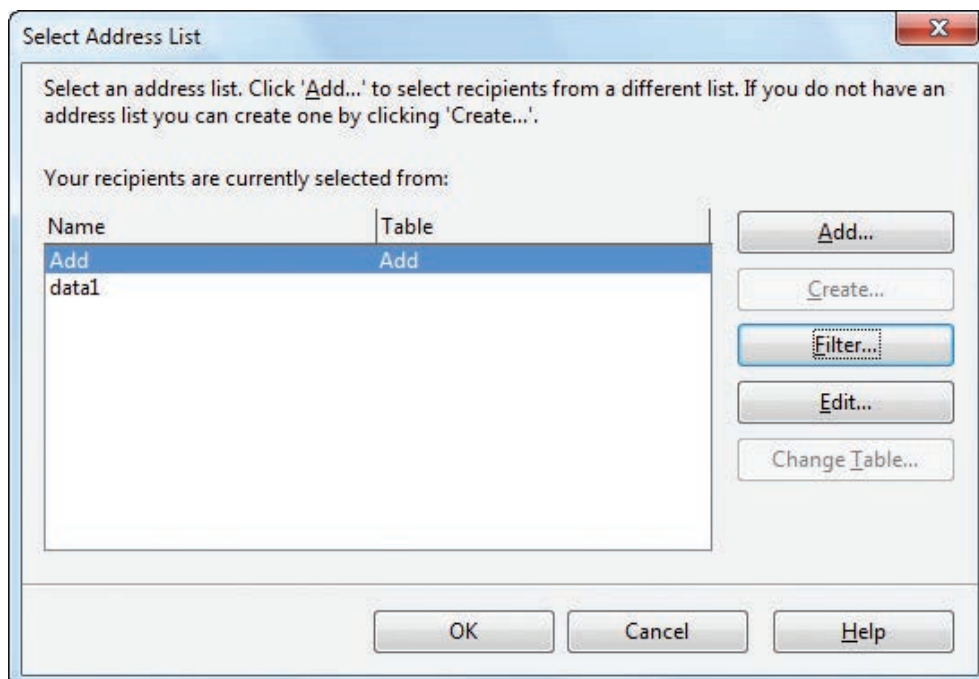
- Title:** Mr
- First Name:** RAMAKRISHNAN
- Last Name:** V G
- Company Name:** KARNATAKA SANGA HR SEC SCHOOL,
- Address Line 1:** T. NAGAR,
- Address Line 2:** CHENNAI 600 017
- Buttons on the right:** New, Delete, Find..., Customize...
- Navigation controls:** Show entry number, <|, <, 1, >, >|
- Bottom buttons:** OK, Cancel, Help

Figure 8.7 Filled New Address List

Click **New** to add more records

If the user wants to delete any particular record, select the record using navigation buttons and then Click **Delete**. Click **OK** The “Save As” dialog box appears to save the records.

This returns back to “Select Address List” dialog box. Click Ok



The 'Select Address List' dialog box contains the following elements:

- Instructions:** Select an address list. Click 'Add...' to select recipients from a different list. If you do not have an address list you can create one by clicking 'Create...'.
- Text:** Your recipients are currently selected from:
- Table:**

Name	Table
Add	Add
data1	
- Buttons on the right:** Add..., Create..., Filter..., Edit..., Change Table...
- Bottom buttons:** OK, Cancel, Help

Figure 8.8 New Address List

Mail merge wizard main window appears, Click **Next**

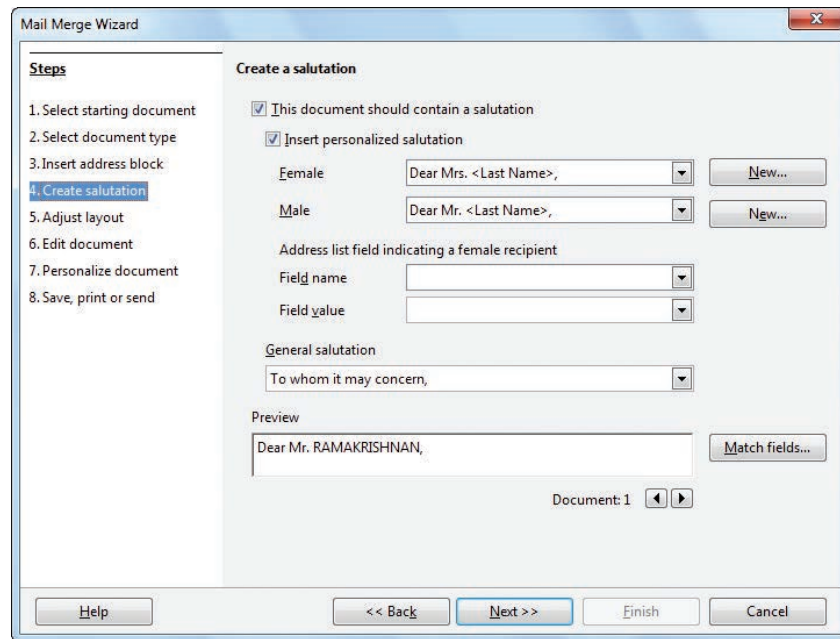


Figure 8.9 Create a Salutation in Mail Merge Wizard

Step 4: Create Salutation dialog box appears as shown in Figure 8.9.

This is an optional window to add general salutations to the letter.

Click **Next**

Step 5: The **Adjust Layout** window appears as shown in Figure 8.10.

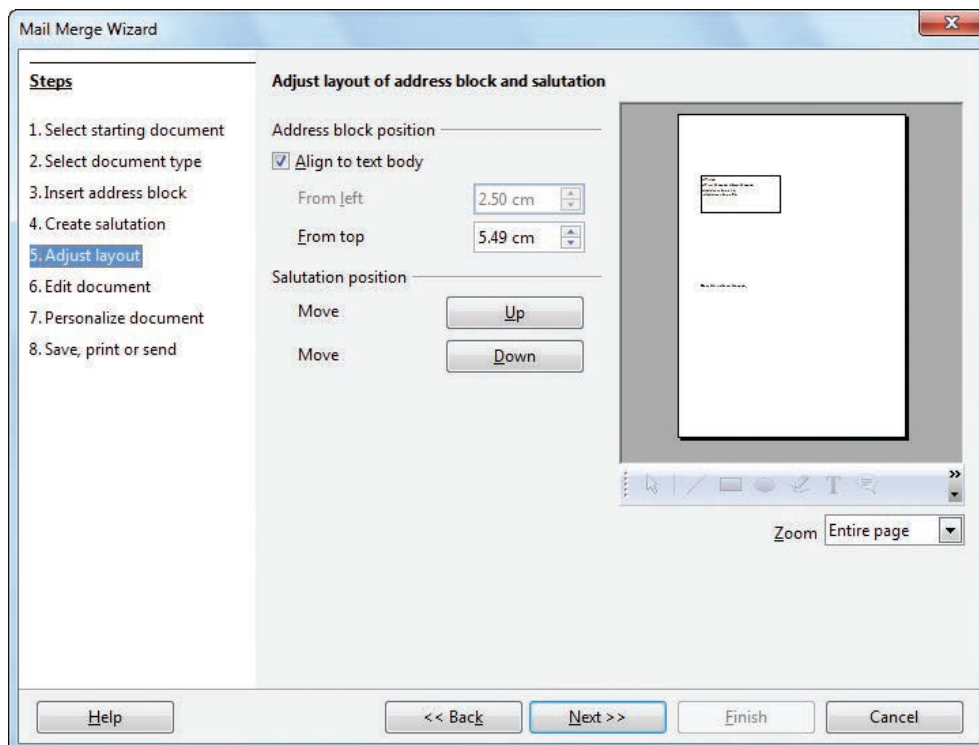


Figure 8.10 Adjust layout of address block and salutation

This helps us to modify the position of the address label and general salutation.

Click **Next**

Step 6: Edit document helps us to add or modify the content of the letter.

When the user click “**Edit document**” mail merge wizard window shrinks and the control is transferred to the document enabling the user to modify the content.

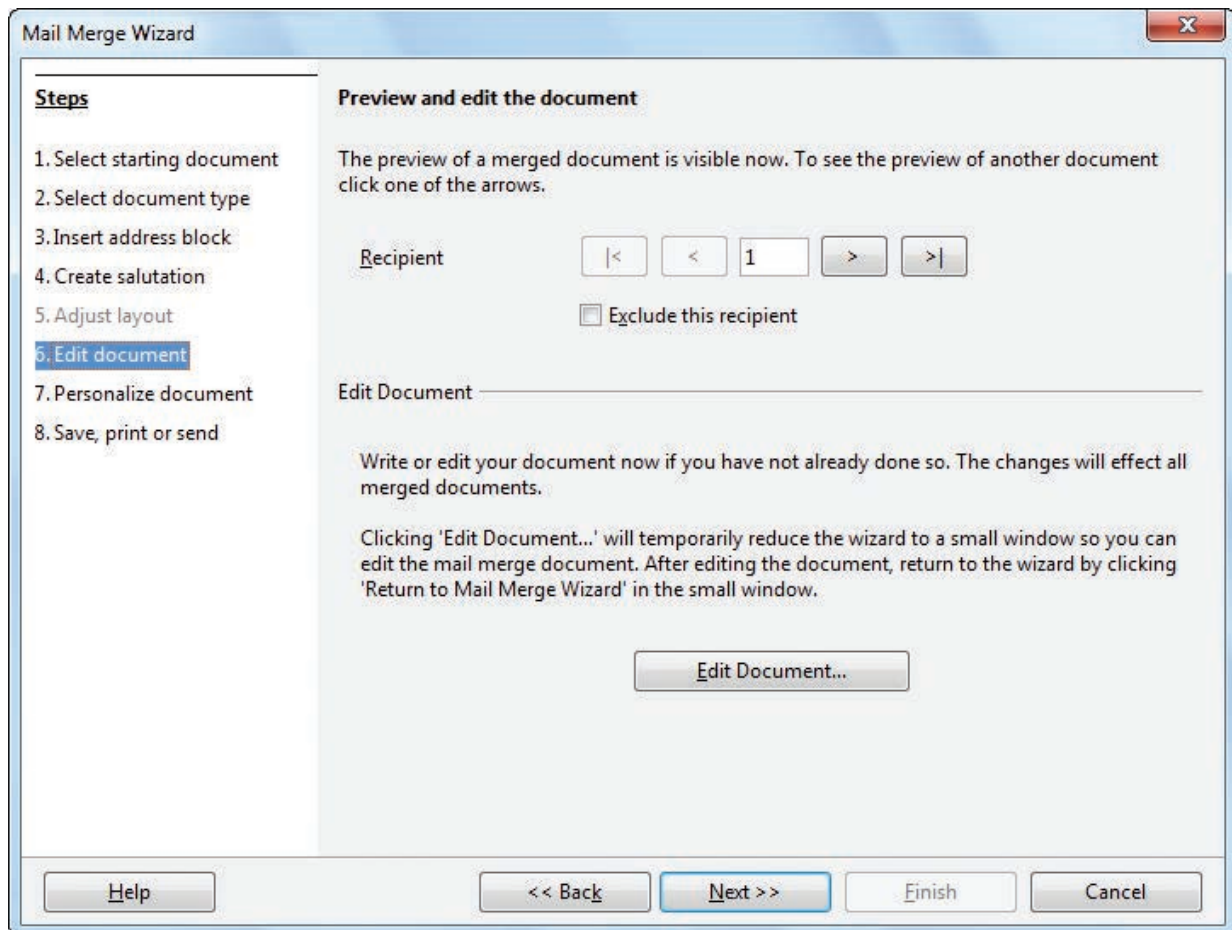


Figure 8.11 Preview and Edit document

After editing the document. Click on “**Return to Mail Merge Wizard**” from the pop-up that appears on the top left corner of the document to return back to mail merge wizard window.

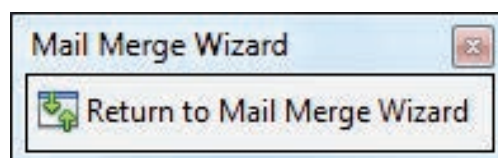


Figure 8.12 Minimized mail merge wizard

Click **Next**

Step 7: Personalize Document window appears, this window helps to add specific comments to selected records, Click **Next**

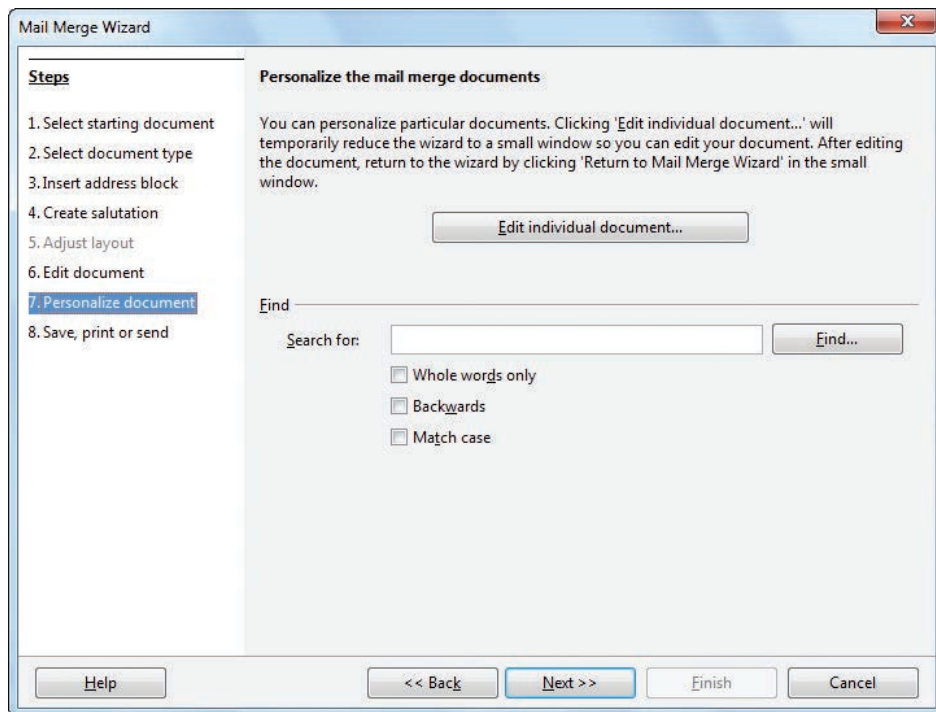


Figure 8.13 personalize the mail merge documents

Step 8: Save, Print or Send the save as dialog box is used to save the created document by giving a suitable name.

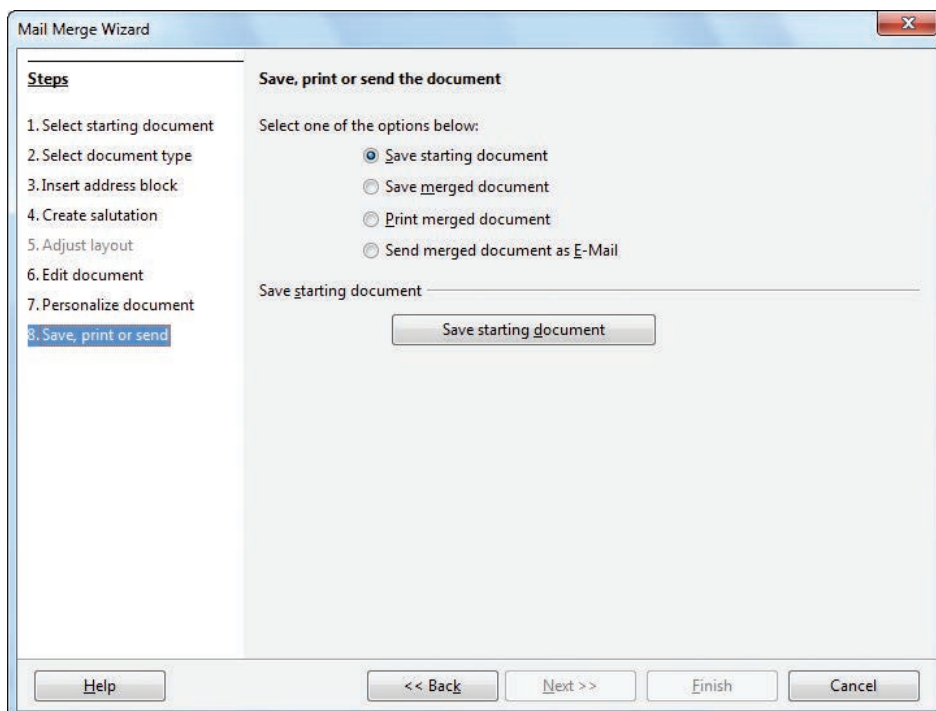


Figure 8.14 Save print or send the document

One can also save, merge, print and send merged document as E-mail using this step.

Click **finish** to view the mail merge on the screen.

8.2 Additional Tools

8.2.1 Spell Check

The documents prepared using word processing software should be without any spelling mistake. For this purpose OpenOffice Writer includes a dictionary and spell check program. OpenOffice Writer can identify the spelling mistakes as the document is typed or after the entire document is typed.

8.2.2 AutoSpellCheck

AutoSpellCheck option checks each word as it is typed and displays a wavy red line under any misspelled word. Once the word is corrected, the red wavy line disappears. This can be done by clicking the AutoSpellCheck icon. 

Right-click on a word with a wavy underline, to open a powerful context menu. Correct words can be selected from the suggested words on the menu. The selection will replace the misspelled word with correct word.

To perform a separate spelling check on the document (or a text selection) click the Spelling and Grammar icon . This checks the document or selection and opens the Spelling dialog box (Figure 8.15) if any misspelled words are found. This can also be achieved by pressing F7 key.

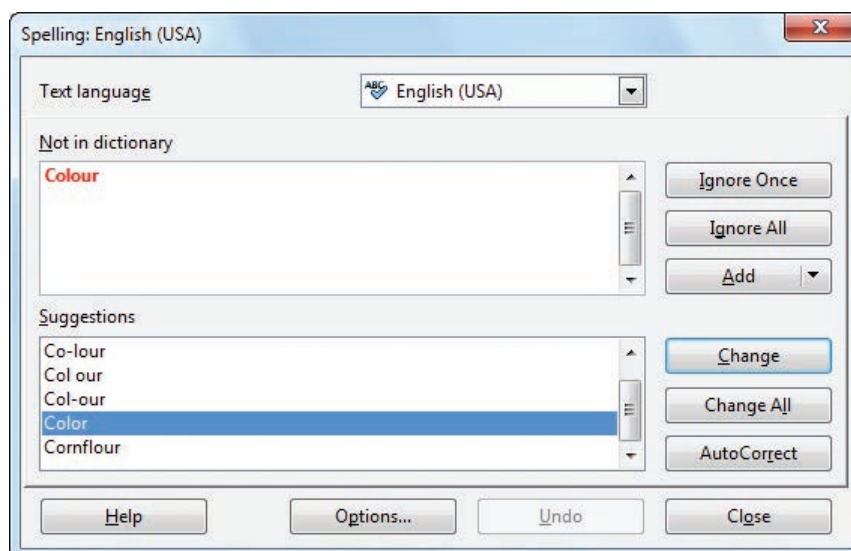


Fig: 8.15 The Spelling dialog box

Here are some more features of the spelling command:

- The **Not in dictionary** text area displays the misspelt word.
- The **Suggestions** box displays the alternate spelling.
- The **Ignore Once** button skips the word once.
- The **Ignore All** button skips all occurrences of the word.
- The **Change** button will change only that particular occurrence.
- The **Change All** button will change all the occurrences of the word.
- The Text language can be changed (for example, Spanish, French, or German) from the Spelling dialog box.
- The new words can be added to a dictionary. Click **Add** in the Spelling dialog box and pick the dictionary to add to it.

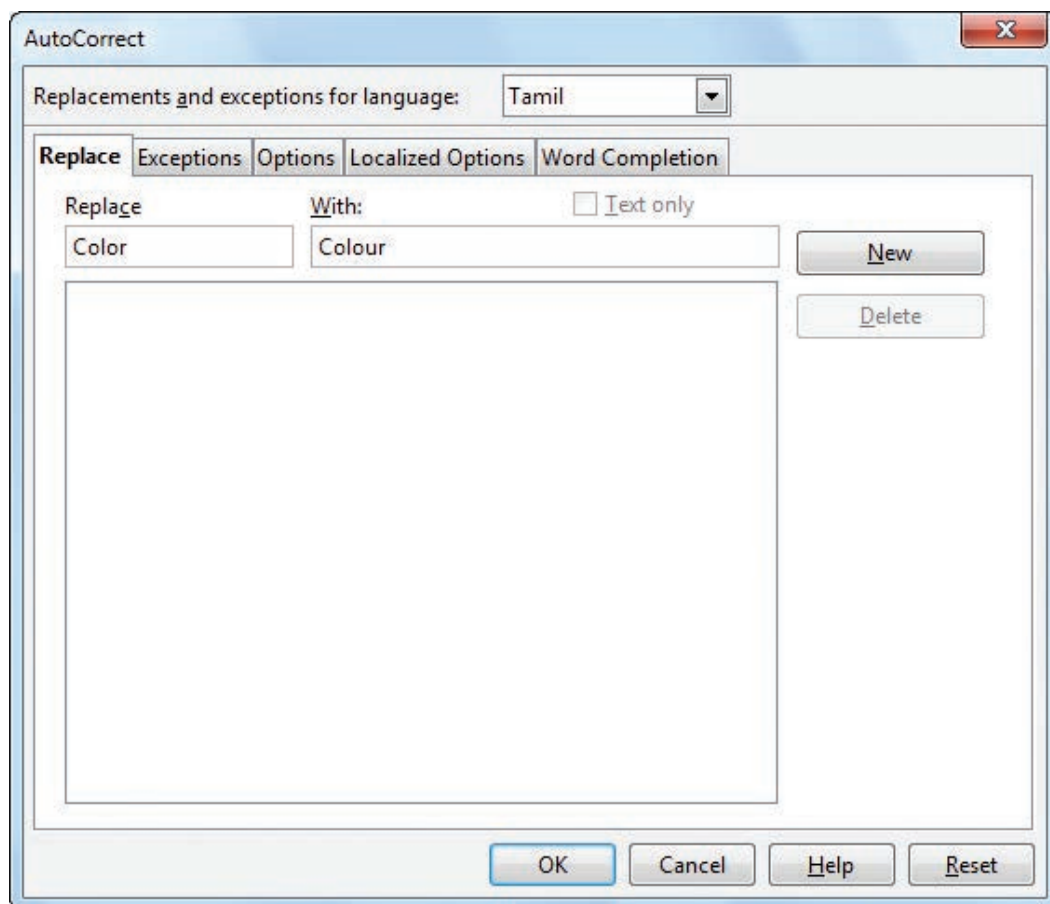


Figure 8.16 AutoCorrect wizard

8.2.3 Automatic correction

AutoCorrect feature has the facility to correct the common misspellings and typing errors, automatically. For example, “hte” will be changed to “the” which can be done through, menu option **Tools** → **AutoCorrect** to open the AutoCorrect dialog box as shown in Figure 8.10 which provides the chance to change the misspelled word with the correct word. To make an auto correct entry

1. Select **Tools** → **AutoCorrect**
2. AutoCorrect dialog box appears
3. Click Replace Tab
4. In replace box, type the misspelt word
5. In with box , type the correct word
6. Click New.



AutoCorrect is automatically turned on. To turn it off, uncheck **Format** → **Autocorrect** → **While Typing**. AutoCorrect can be used as a quick way to insert special characters. For example, (c) will be autocorrected to ©. You can add your own special characters.

Activity 1:

Do the necessary steps to correct the word “comupter” into “computer” automatically.

1. Goto **Tools** → **AutoCorrect Option**

AutoCorrect dialog box appears as shown in Figure 8.17

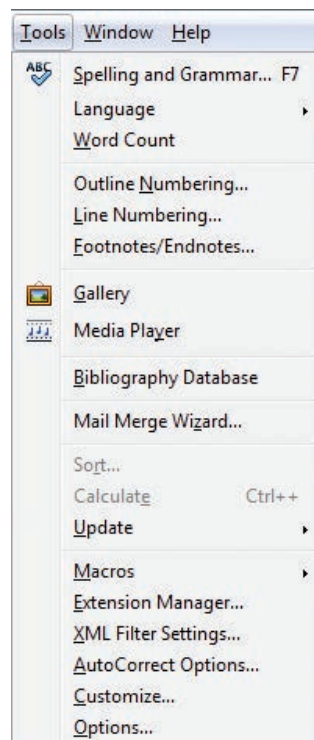


Figure 8.17Auto correct menu

2. Click the Replace tab and type “comupter” in **Replace text box** and “computer” in **with textbox**.
- Then Click New and then **OK**.

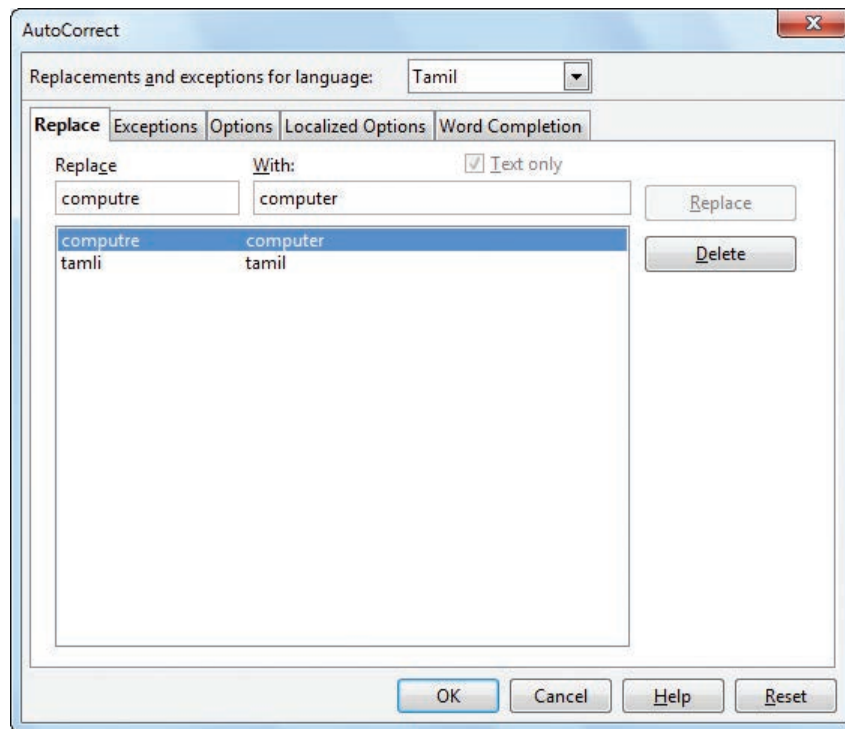


Figure 8.18 Autocorrect dialog box

3. The word “comupter” is replaced with “computer” and displayed in the list.

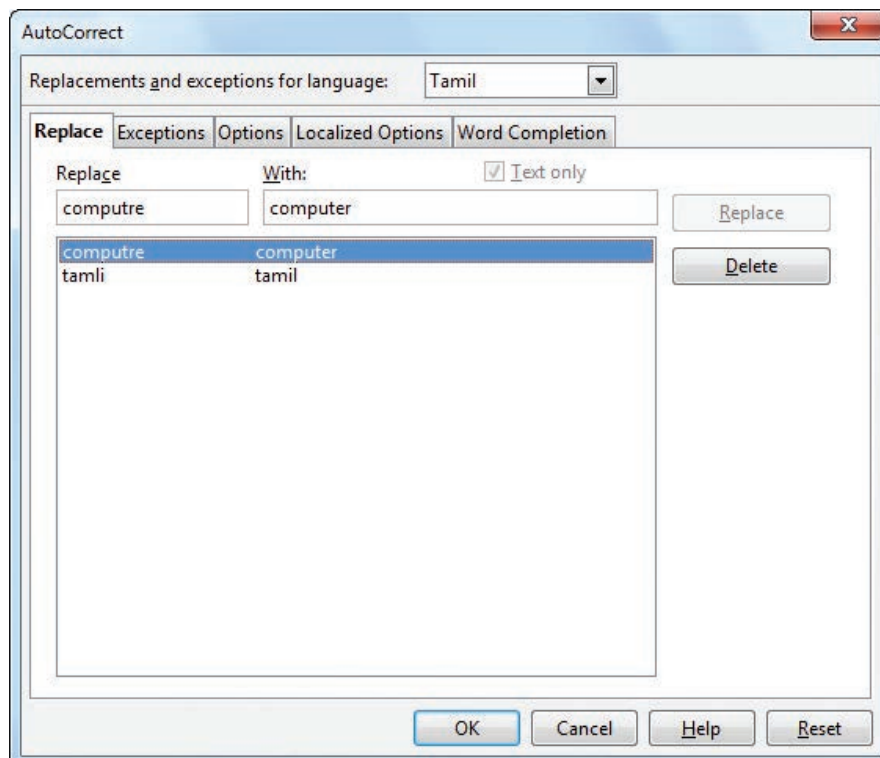


Figure 8.19 Auto correct list

After entering this, when you type “comupter” in the document, it will be automatically changed to the correct spelling “computer”.

Counting the words in a selection:

Select the required text and choose **Tools → Word Count**.

This displays the number of words and characters in the selected text. Word count dialog box appear as shown in Figure 8.20

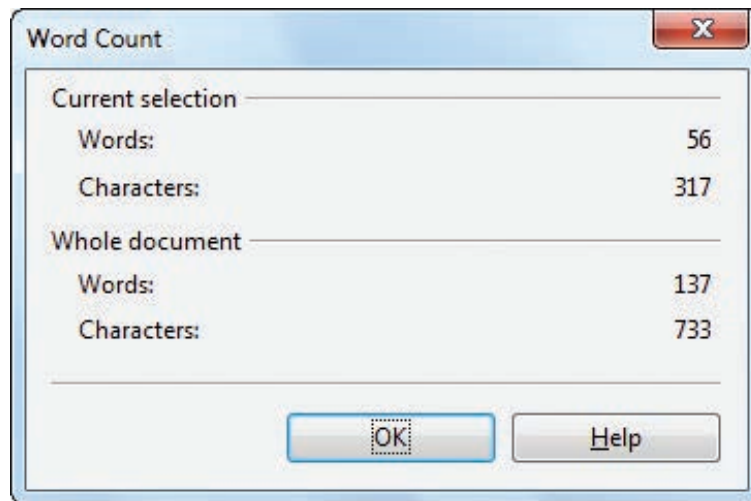


Figure 8.20 Word Count Dialog Box

The number of words and characters in the entire document can also be found from **File→Properties → Statistics Tab**. (Figure 8.21)

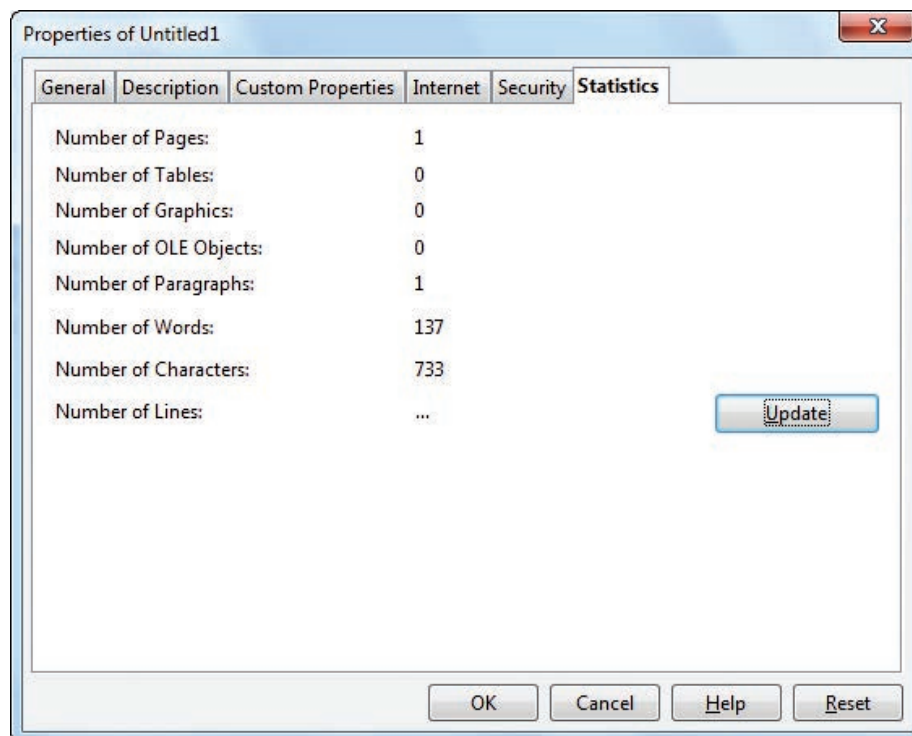


Figure 8.21 Word count in a document



Student Activity1

Use mail merge feature to create an invitation to invite parents to visit science exhibition at your school.

Student Activity 2

Create Birthday Invitation and use Mail merge to send it your friends

Staff Activity 3

Use mail merge feature to create an invitation to invite parents to attend parents meeting at school.

Evaluation



Part I Choose The Best Answer

- To send a document to a number of people whose details are stored in the table. Which feature would you use to send the document to all the people?
 - Turn on the Online Collaboration feature
 - Turn on the Track Changes feature
 - Use the Mail Merge feature
 - Enabling Hyperlink
- A -----is a database containing the name and address or records of other information from which a mailing list may be desired
 - data source
 - Word Processor
 - Text File
 - Page Layout
- A ----- is a computer application that is used to create, edit, and organize a document.
 - Word processor
 - Spreadstttheet
 - Presentation
 - Database
- Which one is not a Mail Merge feature?
 - Send Mail content to many recipients
 - Creating and storing data
 - Labels
 - Calculator
- Which of the following option is not responsible for external address book creation wizard?
 - Mozilla/Netscape
 - LDAP Address Data
 - Outlook address book
 - windows system address book

6. Which menu option of the menu bar is used to Mail Merge a document?
- a. View b. Format c. Table d. Tools
7. Which among the following list of files cannot be used as an Address List in Mail Merge?
- a. OpenOffice Calc b. Microsoft Excel
c. OpenOffice Base d. OpenOffice Impress
8. Spelling errors can be viewed in a document through_____.
- a) Green wavy line b) Blue wavy line
c) Black strike d) Red wavy line
9. The alternate words in Open Office Writer are called ____
- a)Antonyms b) Thesaurus c) Comments d) Meanings

Part II Very Short Answers

- 1) What is Mail Merge?
- 2) What is Address book?
- 3) What is Data source?
- 4) How will you add your name to the dictionary?
- 5) How will you replace a misspelled word with a correct word?

Part III Short Answers

- 1) List the advantages of the Mail Merge feature
- 2) List out the data sources in Mail Merge
- 3) Open a document and find the number of words available in the document
- 4) Write down the steps to find the number of words in a paragraph

Part IV Explain

- 1) Explain Mail Merge feature
- 2) Explain Address book feature
- 3) How to create and storing data in mail merge



Active file	–	நடப்புக் கோப்பு
Algorithm	–	நெறிமுறை
Alignment	–	இசைவு
Anti-virus	–	நச்சுநிரற்கொல்லி/நச்சுநிரல் எதிர்ப்பான்
Application software	–	பயன்பாட்டு மென்பொருள்
Artificial intelligence	–	செயற்கை நுண்ணறிவு
Binary numbe	–	இரும எண்
Bit	–	நுண்மி
Browser	–	உலாவி
Browsing	–	உலாவுதல்
Buffering	–	இடையகப்படுத்துதல்
Central Processing Unit (CPU)	–	மையச் செயலகம்
Chat	–	உரையாடல்
Checkbox	–	தேர்வுப்பெட்டி
Communication	–	தொடர்பு
Compact disc (CD)	–	குறுவட்டு/இறுவட்டு
Computer network	–	கணினி வலையமைப்பு
Condition	–	நிபந்தனை
Control key	–	கட்டுப்பாட்டு விசை
Control structure	–	கட்டுப்பாட்டு அமைவு
Control unit	–	கட்டுப்பாட்டு பிரிவு
Copy	–	நகல்
Data	–	தரவு
Decimal number	–	பதின்ம எண்
Desktop	–	முகப்புத் திரை
Devices	–	சாதனங்கள்
Disk drive	–	வட்டு இயக்கி
Distributed Computing	–	பரவலாக்கப்பட்ட கணிப்பொறி திறன்
Document	–	ஆவணம்
Download	–	பதிவிறக்கம்
E-mail	–	மின்னஞ்சல்
Error	–	பிழை
Field	–	புலம்
File	–	கோப்பு
File management	–	கோப்பு மேலாண்மை
Flow chart	–	நெறிமுறை விளக்கப்படம்
Folder	–	கோப்புறை
Font	–	எழுத்துரு
Function	–	செயற்கூறு
GUI	–	வரைகலை பயனர் இடைமுகம்
Hard disc	–	வன்வட்டு
Hardware	–	வன்பொருள்
Icon	–	பணிக்குறி
Information	–	தகவல்
Insertion point	–	செருகும் புள்ளி
Internet	–	இணையம்
Internet protocol address	–	இணைய நெறிமுறை முகவரி
Internet service provider (ISP)	–	இணையச் சேவை வழங்குனர்

Interpreter	–	வரிமொழிமாற்றி/இடைமாற்று
Intranet	–	உள்வலை
iOS(I phone OS)	–	ஆப்பிள் ஐ-போன் இயக்க அமைப்பு
Keyboard	–	விசைப்பலகை/தட்டச்சுப்பலகை
Keyword	–	சிறப்புச் சொல்
Laptop computer	–	மடிக்கணினி
Log in	–	புகுபதி/உற்புகு
Log out	–	விடுபதி/வெளியேறு
Machine language	–	இயந்திர மொழி
Memory	–	நினைவகம்
Menu	–	பட்டியல்
Micro processor	–	நுண் செயலி
Multimedia	–	பல்லுடகம்
Multitasking	–	பல்பணி
Navigation	–	வழிசெலுத்தல்
Network	–	பிணையம்/வலையமைப்பு
Notation	–	குறிமானம்
Object	–	பொருள்
Operating system	–	இயக்க அமைப்பு
Page layout	–	பக்க வடிவமைப்பு
Password	–	கடவுச்சொல்
Peripherals	–	உபகரணங்கள்
Print	–	அச்சிடு
Printer	–	அச்சப்பொறி
Program	–	நிரல்
Protocols	–	நெறிமுறைகள்
Reset	–	மீட்டமை
Robotics	–	எந்திரனியல்
Scheduling	–	திட்டமிடுதல்
Security	–	பாதுகாப்பு
Sessions	–	அமர்வுகள்
Shortcut	–	குறுவழி/குறுக்குவழி
Shutdown	–	அணை/மூடு
Software	–	மென்பொருள்
Spooling	–	சுருளாக்கம்
String literals	–	சர மதிப்புருக்கள்
Structured programming	–	கட்டுரு நிரலாக்கம்
Syntax error	–	தொடரமைப்புத் தவறு
Tab	–	தத்தல்
Toolbar	–	கருவிப்பட்டை
Trash	–	மறுசுழற்சிப் பெட்டி
URL	–	(இணைய) முகவரி
Version	–	பதிப்பு
Virus	–	நச்சுநிரல்
Website	–	இணையத்தளம்
Wizard	–	வழிகாட்டி
Word processor	–	சொற் செயலி
Workstation	–	பணிநிலையம்
World Wide Web (WWW)	–	வைய விரிவு வலை