Microsoft Word 2016

by Prapaporn Techa-angkoon

adapted into English by Dr. Prakarn Unachak

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

204100 IT AND MODERN LIFE

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

10. Mail Merge

Mailings Tab

10. Mail Merge

10.1 What Mail Merge Is

10.2 Mail Merge for a Letter or Other Document

10.3 Mail Merge for an Envelop
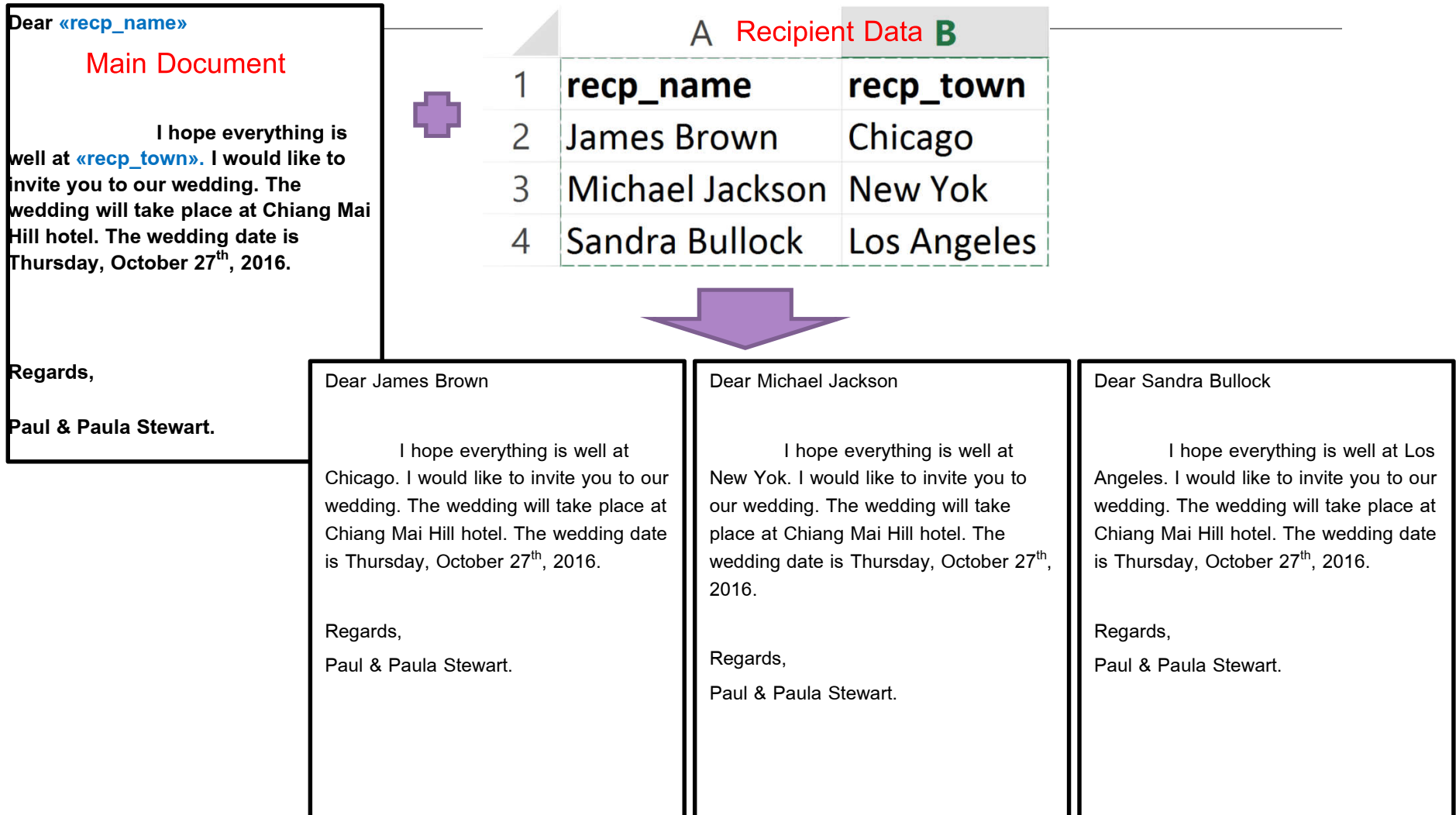
10.1 Mail Merge

- Sometime you will need to write multiple mails that are similar, but with small differences. For examples, writing mails addressing to multiple recipients.

- Mail Merge is a tool that allow you to combine a document with a data source. For example, combine a mail with list of recipients.

10.1 Mail Merge (cont.)

What you need for Mail Merge

- **A Main Document** is the document we will use as the source, such as a form letter, an envelope, or other forms

- **A Data Source** such as list of names and addresses of recipients. It can be stored in workbook table or database table.

10.1 Mail Merge (cont.)

Dear «recp_name»

Main Document

I hope everything is well at **«recp_town».** I would like to invite you to our wedding. The wedding will take place at Chiang Mai Hill hotel. The wedding date is Thursday, October 27th, 2016.

Regards,

Paul & Paula Stewart.

Recipient Data

	A	B
1	recp_name	recp_town
2	James Brown	Chicago
3	Michael Jackson	New Yok
4	Sandra Bullock	Los Angeles

Dear James Brown

I hope everything is well at Chicago. I would like to invite you to our wedding. The wedding will take place at Chiang Mai Hill hotel. The wedding date is Thursday, October 27th, 2016.

Regards,

Paul & Paula Stewart.

Dear Michael Jackson

I hope everything is well at New Yok. I would like to invite you to our wedding. The wedding will take place at Chiang Mai Hill hotel. The wedding date is Thursday, October 27th, 2016.

Regards,

Paul & Paula Stewart.

Dear Sandra Bullock

I hope everything is well at Los Angeles. I would like to invite you to our wedding. The wedding will take place at Chiang Mai Hill hotel. The wedding date is Thursday, October 27th, 2016.

Regards,

Paul & Paula Stewart.

10.2 Performing Mail Merge

To perform mail merge, you need to do the following 2 tasks:

1. Create the main document and configure mail merge settings

2. Create recipient's data in workbook table, or in MS Excel

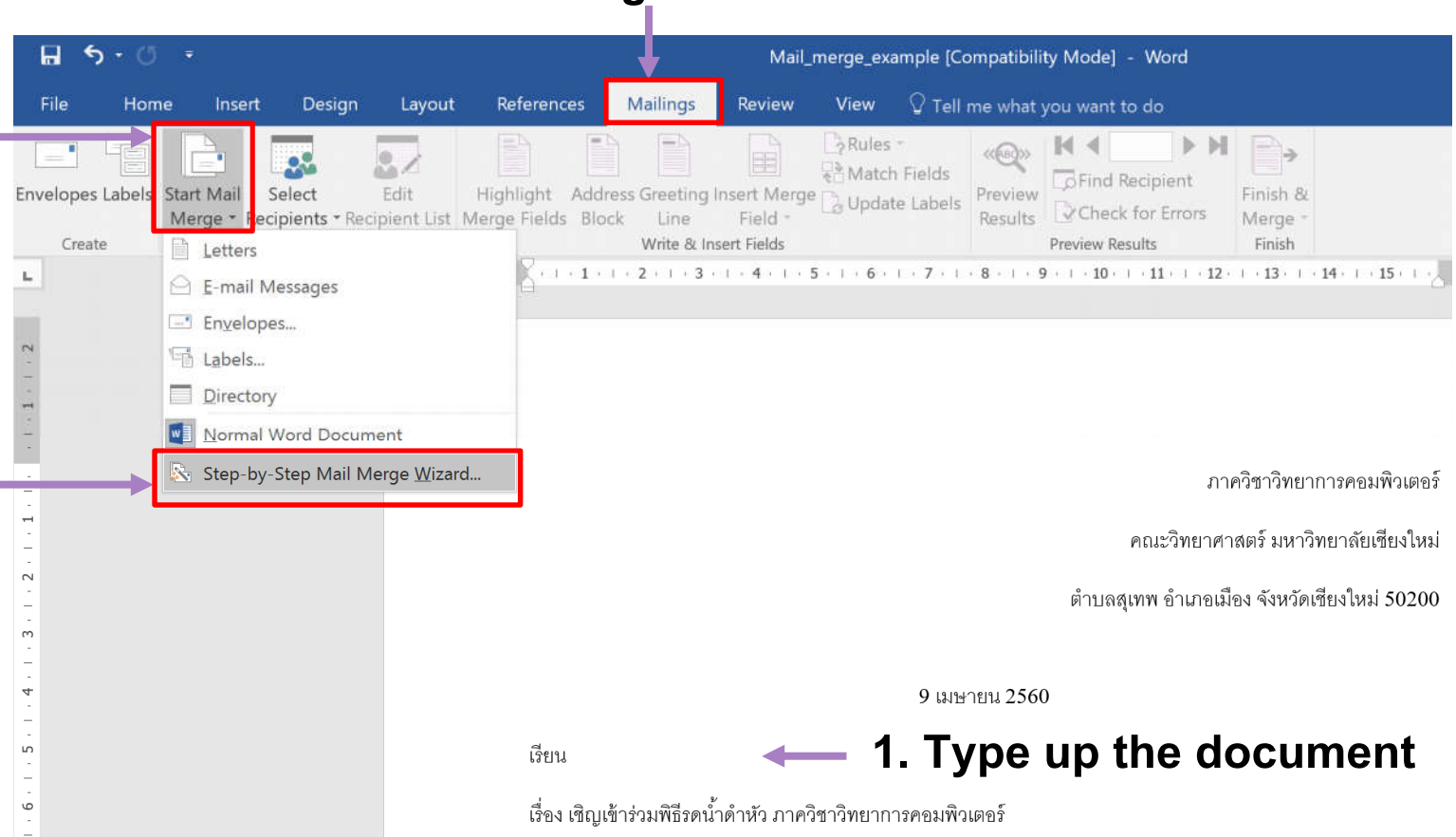These 2 tasks can be done together. However, it's usually better to prepare recipient data first

10.2 Performing Mail Merge (cont.)

10.2.1 Performing Mail Merge with Mail Merge Wizard

2. Click *Mailings* tab

3. Click *Start Mail Merge*

4. Click *Step-by-Step Mail Merge Wizard*

1. Type up the document

10.2 Performing Mail Merge (cont.)

5. Select document type. We'll pick *Letters,* which cover other full-page document as well.

Mail Merge

Select document type

What type of document are you working on?

- ◉ Letters
- ◯ E-mail messages
- ◯ Envelopes
- ◯ Labels
- ◯ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1: Select Document Type

Step 1 of 6

➔ Next: Starting document

6. Click *Next: Starting document*

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

10.2 Performing Mail Merge (cont.)

7. Click *Use the current document* **to use the currently opened document**

Mail Merge

Select starting document

How do you want to set up your letters?

- ◉ Use the current document
- ○ Start from a template
- ○ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6
- → Next: Select recipients
- ← Previous: Select document type

Step 2: Select Starting Document

8. Click *Next: Select recipients*

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table

1. Click *Type a new list* **to start creating a new list**

2. Click *Create…*

Mail Merge

Select recipients
- ○ Use an existing list
- ○ Select from Outlook contacts
- ● Type a new list

Type a new list

Type the names and addresses of recipients.

⊞ Create...

Create new recipient list

Step 3 of 6

➜ Next: Write your letter

← Previous: Starting document

Step 3: Create Recipients List

10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table (cont.)

3. Enter recipient's information into appropriate entry.

New Address List

Type recipient information in the table. To add more entries, click New Entry.

Title	First Name	Last Name	Comp...	Addre...	Addre...	City	State	ZIP
ผศ.ดร.	เสมอแข	สมหอม						
รศ.ดร.	เอกรัฐ	บุญเซียง						
ผศ.	วาสนา	นัยโพธิ์						
ผศ.ดร.	ชุรี	เตชะวุฒิ						
อ.ดร.	เมทินี	เขียวกันยะ						
อ.ดร.	ปราการ	อุณจักร						
อ.ดร.	ศุภกิจ	อาวิพันธุ์						
อ.ดร.	รัศมีทิพย์	วิตา						
อ.	เบญจมาศ	ปัญญามาศ						

5. Once you have entered all recipients' info, click *OK*

4.Click *New Entry for* next recipient

New Entry   Find...

Delete Entry   Customize Columns...   OK   Cancel

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table (cont.): Saving The Data

6. Enter the file name you want to save the data in *File Name:*

7. Click *Save*
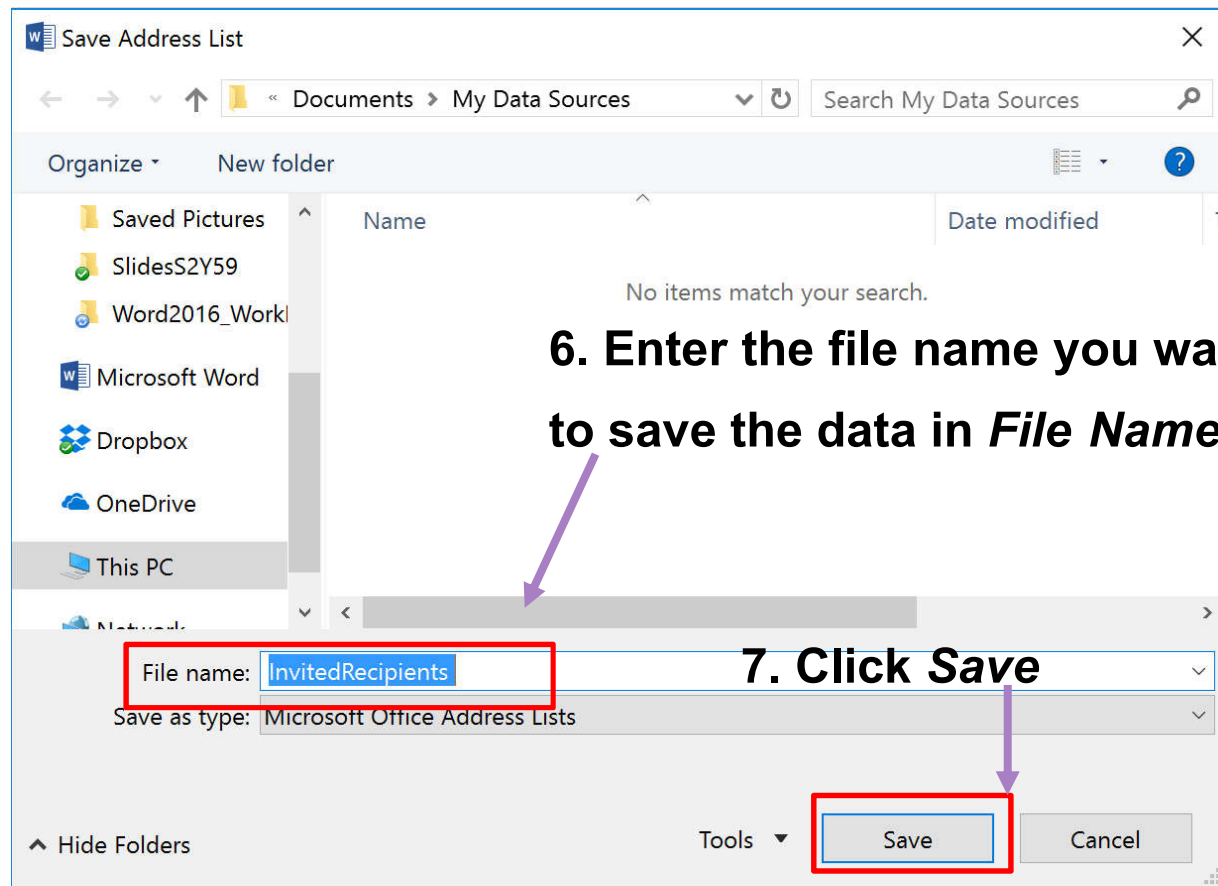
10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table (cont.)

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data S...	☑	Last Na...	First Na...	Title	Company ...	Address L...	Ad
InvitedR...	☑	สมหอม	เสมอแข	ผศ.ดร.			
InvitedR...	☑	บุญเชียง	เอกรัฐ	รศ.ดร.			
InvitedR...	☑	นัยโพธิ์	วาสนา	ผศ.			
InvitedR...	☑	เตชะวุฒิ	ชุรี	ผศ.ดร.			
InvitedR...	☑	เขียวกันยะ	เมทินี	อ.ดร.			
InvitedR...	☑	อุณจักร	ปราการ	อ.ดร.			
InvitedR...	☑	อาวิพันธุ์	ศุภกิจ	อ.ดร.			
InvitedR...	☑	วิตา	รัศมีทิพย์	อ.ดร.			
InvitedR...	☑	ปัญญามาศ	เบญจมาศ	อ.			

Data Source

InvitedRecipients.mdb

Refine recipient list

- Sort...
- Filter...
- Find duplicates...
- Find recipient...
- Validate addresses...

Edit... Refresh

OK

8. Check the recipients you want to include in the mail merge

9. Click *OK*

10. Click *Next: Write your letter*

Mail Merge

Select recipients

- ⦿ Use an existing list
- ◯ Select from Outlook contacts
- ◯ Type a new list

Use an existing list

Currently, your recipients are selected from:

[Office Address List] in "InvitedRecipie...

- Select a different list...
- Edit recipient list...

Step 3 of 6

- → Next: Write your letter
- ← Previous: Starting document

10.2.2 Creating Recipient List from Workbook Table (cont.)

Step 4: Mark How Data Will Be Merged into the Document

12. Click *More items…*

9 เมษายน 2560

เรียน ← **11. Click where you want to put a data entry in the document**

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

เนื่องด้วยในวันที่ 19 เมษายน 2560 มีพิธีรดน้ำดำหัว ภาควิช

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

- 📄 Address block...
- 📄 Greeting line...
- Electronic postage...
- More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

Step 4 of 6

→ Next: Preview your letters
← Previous: Select recipients

10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table (cont.)

13. Select the data item you want to insert
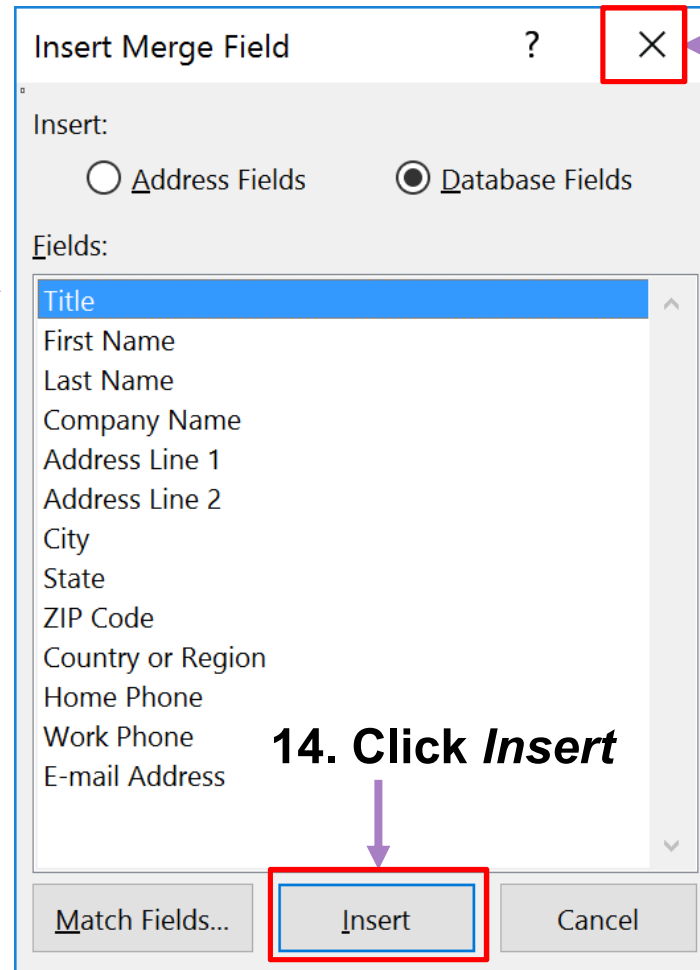
15. Click ✕

to close dialog

14. Click *Insert*

10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table (cont.)

16. Tags for each insert data item will appear

Mail Merge

Write your letter

If you have not already done so, write your letter now.

To add recipient information to your letter, click a location in the document, and then click one of the items below.

📄 Address block...
📄 Greeting line...
📧 Electronic postage...
📑 More items...

When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.

9 เมษายน 25(

เรียน «Title»«First_Name»«Last_Name»

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

17. Click *Next: Preview your letters*

Step 4 of 6
➔ Next: Preview your letters
← Previous: Select recipients

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table (cont.)

Step 5: Preview the Merged Document

18. You can preview each letter here. If they are all correct, click *Next: Complete the merge* to go to step 6

เรียน ผศ.ดร. เสมอแข สมหอม

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

Mail Merge

Preview your letters

One of the merged letters is previewed here. To preview another letter, click one of the following:

< Recipient: 1 >

Find a recipient...

Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6
→ Next: Complete the merge
← Previous: Write your letter

9 เมษายน 25(

10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table (cont.)

19. *Edit individual letters…* **will merge all merged copies into one file, where you can edit each copy without affecting the others**

Step 6: Complete the Merge

Mail Merge ✕

Complete the merge

Mail Merge is ready to produce your letters.

To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.

Merge

🖨 Print…

📋 Edit individual letters…

9 เมษายน 256

เรียน ผศ.ดร. เสมอแข สมหอม

เรื่อง เชิญเข้าร่วมพัฒนาโครงการวิจัยทางวิทยาการคอมพิวเตอร์

Step 6 of 6

← Previous: Preview your letters

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่
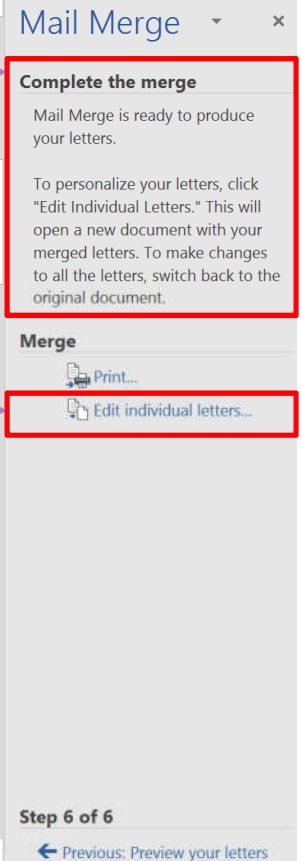
10.2 Performing Mail Merge (cont.)

10.2.2 Creating Recipient List from Workbook Table (cont.)

20. Select which copies to merge. *All* **will merge all available copies**

21. Click *OK*

Merge to New Docum...   ?   ✕

Merge records

◉ All

○ Current record

○ From: [   ] To: [   ]

OK   Cancel
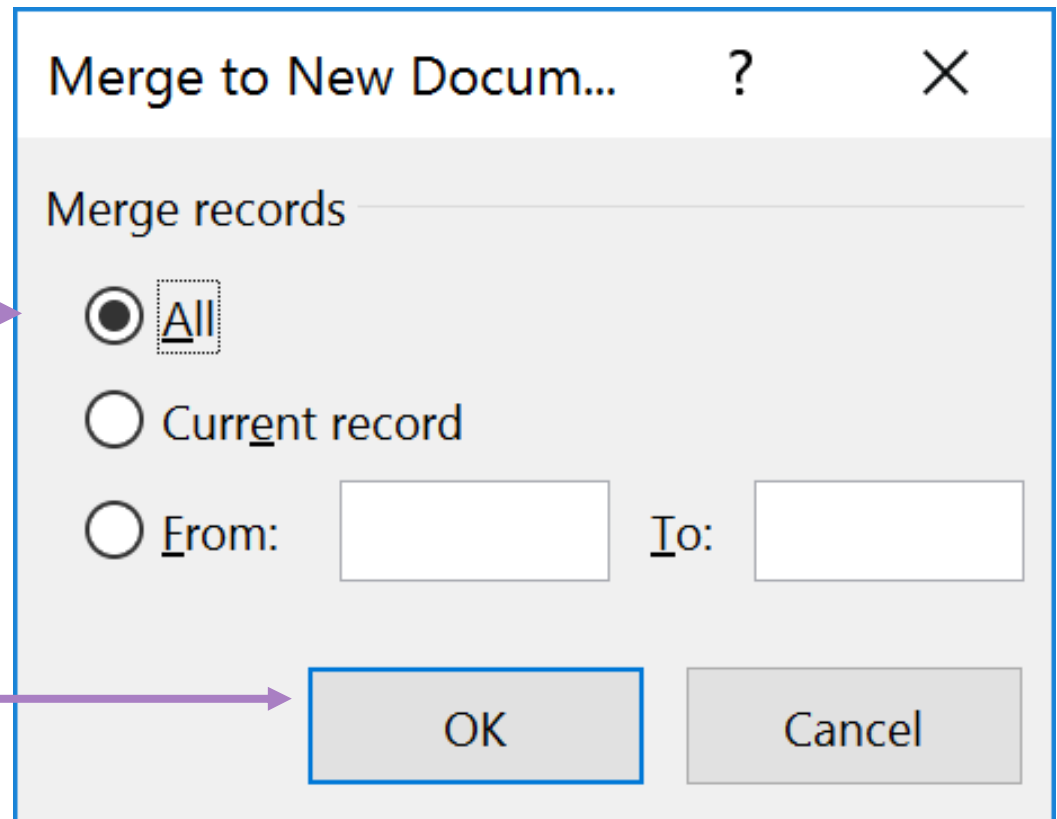
After that, the merged copies can be saved, where it can be used later.

10.2 Performing Mail Merge (cont.)

10.2.3 Merging with Existing Recipients List

3. Click *Start Mail Merge*

2. Click *Maillings* tab
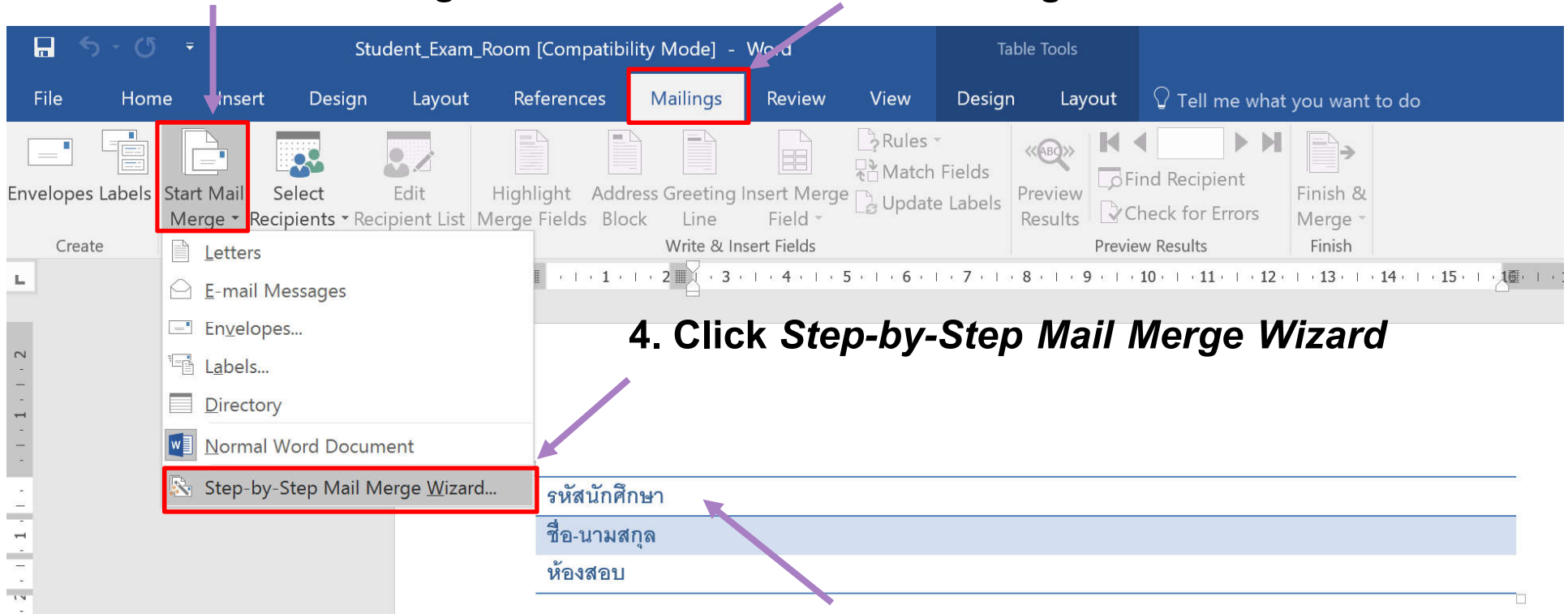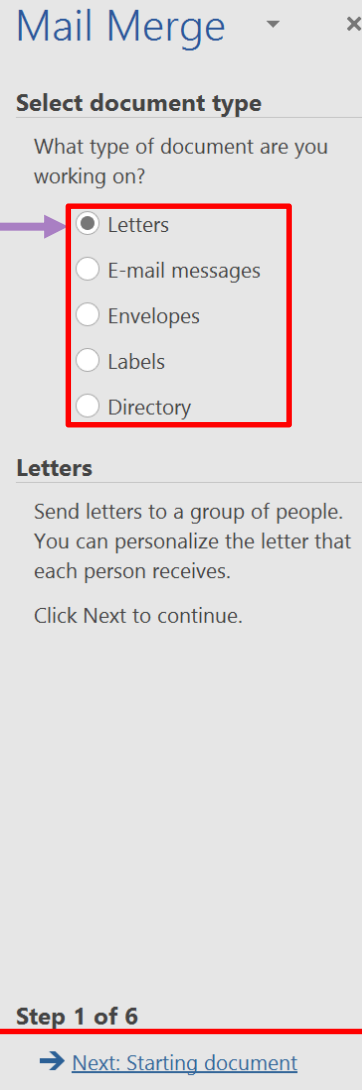
4. Click *Step-by-Step Mail Merge Wizard*

1. Create a document

10.2 Performing Mail Merge (cont.)

5. Select document type. We'll pick *Letters,* which cover other full-page document as well.

Mail Merge ▾ ✕

Select document type

What type of document are you working on?

- ⦿ Letters
- ○ E-mail messages
- ○ Envelopes
- ○ Labels
- ○ Directory

Letters

Send letters to a group of people. You can personalize the letter that each person receives.

Click Next to continue.

Step 1 of 6

➔ Next: Starting document

Step 1: Select Document Type

6. Click *Next: Starting document*

10.2 Performing Mail Merge (cont.)

Mail Merge

Select starting document

How do you want to set up your letters?

- ⦿ Use the current document
- ◯ Start from a template
- ◯ Start from existing document

Use the current document

Start from the document shown here and use the Mail Merge wizard to add recipient information.

7. Click *Use the current document* to use the currently opened document

Step 2: Select Starting Document

Step 2 of 6

➡ Next: Select recipients

⬅ Previous: Select...

Next wizard step

8. Click *Next: Select recipients*

10.2 Performing Mail Merge (cont.)

Mail Merge ▾ ✕

Select recipients
- ⦿ Use an existing list
- ◯ Select from Outlook contacts
- ◯ Type a new list

Use an existing list

Use names and addresses from a file or a database.

9. Click _Browse…_ ────────▶ 🖾 Browse...

🖾 Edit recipient list...

Step 3 of 6
➜ Next: Write your letter
⬅ Previous: Starting document

Step 3: Select Recipients List

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

10.2 Performing Mail Merge (cont.)

10. Select the data file, for example:

Student_List_Example.xlsx

11. Click *Open*

10.2 Performing Mail Merge (cont.)

12. Select the table (only one here), the Click *OK*

10.2 Performing Mail Merge (cont.)

13. Confirm that you get the correct recipients list

14. Click *OK*

10.2 Performing Mail Merge (cont.)

16. Click _Insert Merge Field_ to select data item

Inserting items without the wizard

15. Click where you wish to insert the data item

10.2 Performing Mail Merge (cont.)

18. Click *Finish & Merge* then select *Edit Individual Documents…*
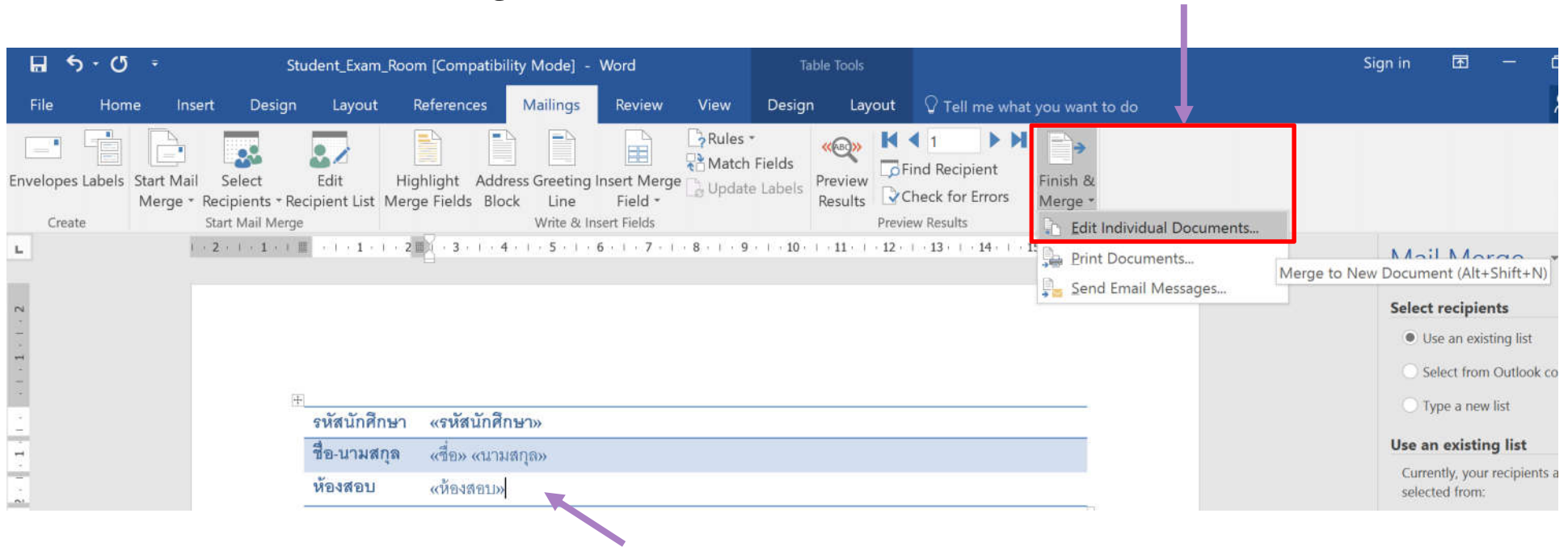
17. Click *Insert Merge Field* until you have inserted every data item you want

10.2 Performing Mail Merge (cont.)

19. Select which copies to merge
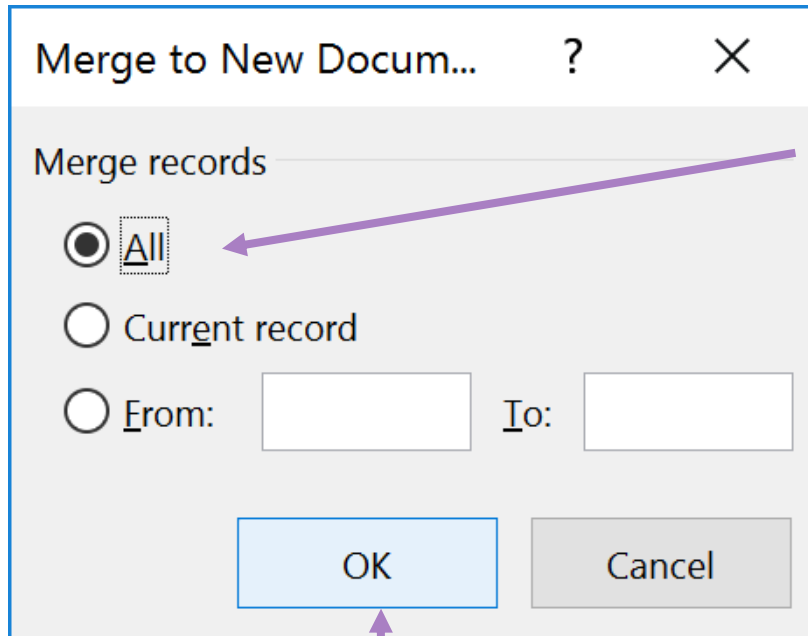
20. Click *OK*
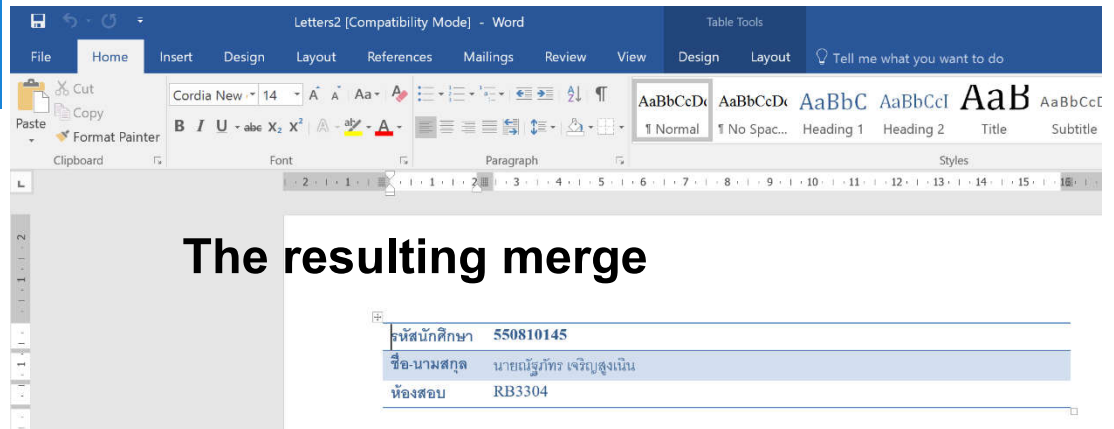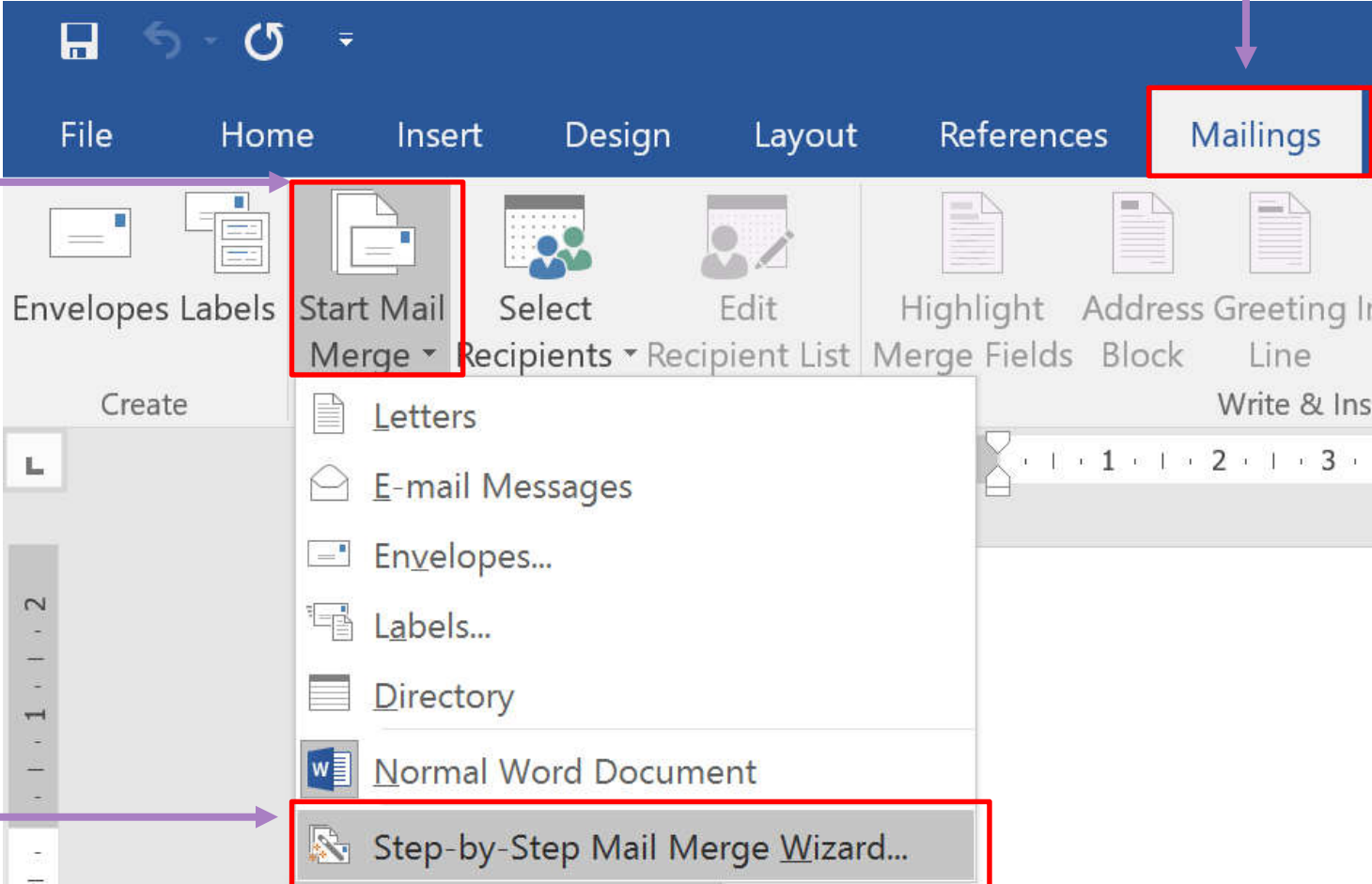
The resulting merge

10.3 Mail Merge for Envelop

1. Click *Mailings* tab

2. Click *Start Mail Merge*

3. Click *Step-by-Step Mail Merge Wizard*
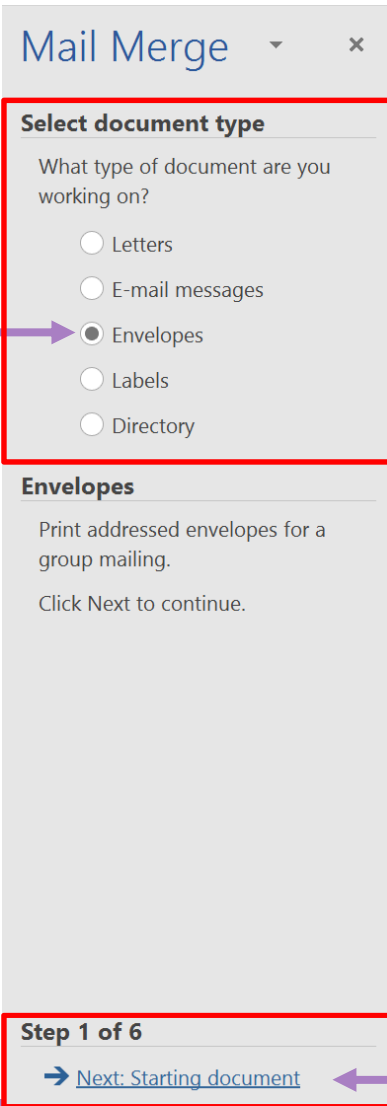
10.3 Mail Merge for Envelop (cont.)

4. Under *Select document type,* choose *Envelopes*

Mail Merge ▾ ✕

Select document type

What type of document are you working on?

- ○ Letters
- ○ E-mail messages
- ● Envelopes
- ○ Labels
- ○ Directory

Envelopes

Print addressed envelopes for a group mailing.

Click Next to continue.

5. Click *Next: Starting document*

Step 1 of 6

➔ Next: Starting document

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

10.3 Mail Merge for Envelop (cont.)

6. คลิก Next: Select recipients

10.3 Mail Merge for Envelop (cont.)

**7. เลือกขนาด
ซองจดหมาย**

8. คลิก OK

10.3 Mail Merge for Envelop (cont.)

9. Select recipients list. For his example, click *Use an existing list*

Mail Merge

Select recipients
- ⦿ Use an existing list
- ○ Select from Outlook contacts
- ○ Type a new list

Use an existing list

Use names and addresses from a file or a database.

🔲 Browse...

Edit recipient list

Select recipient list file

10. Click *Browse…*

Step 3 of 6

➡ Next: Arrange your envelope

⬅ Previous: Starting document

10.3 Mail Merge for Envelop (cont.)
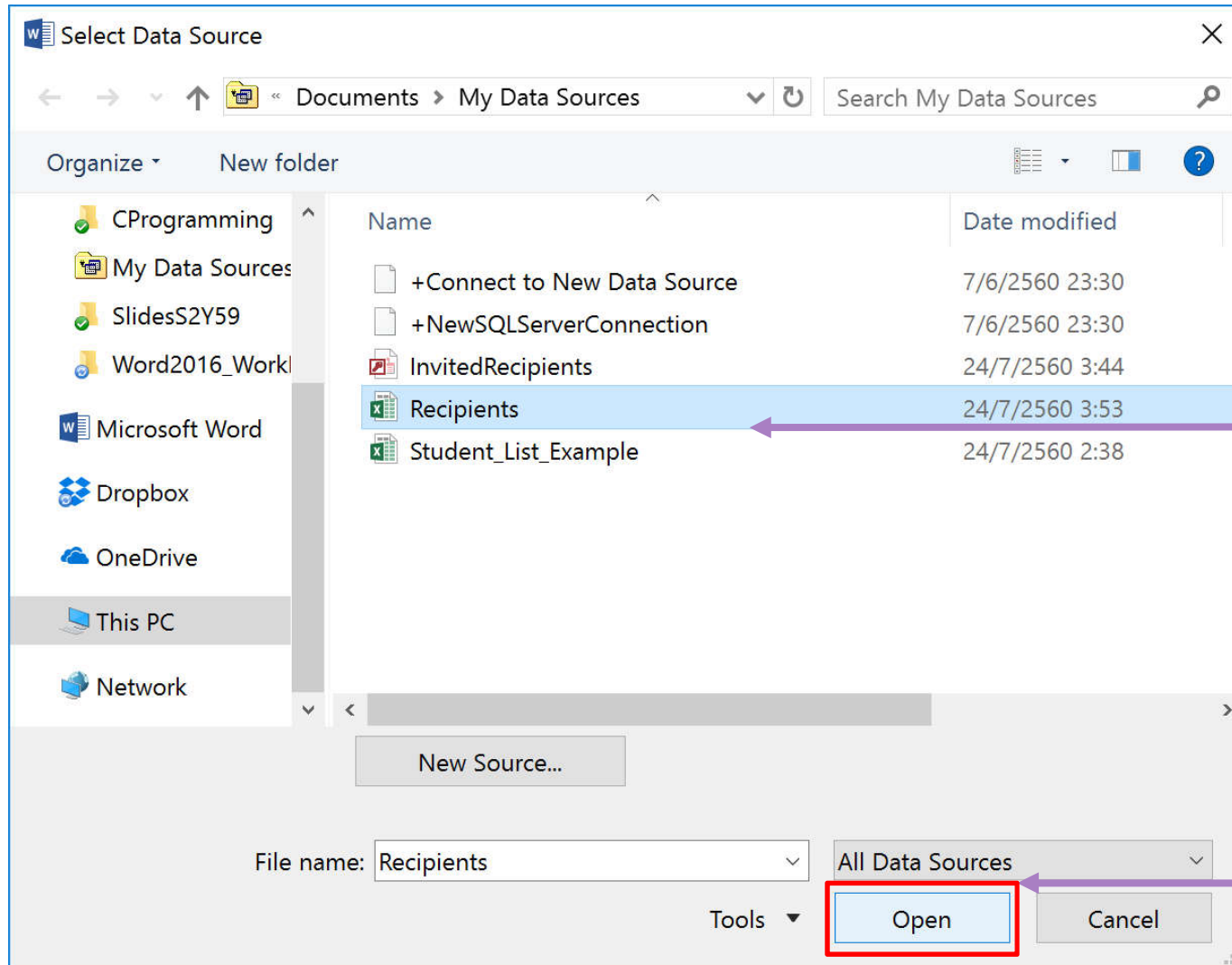
11. Select the data file

12. Click *Open*

10.3 Mail Merge for Envelop (cont.)

13. **Select table, then click *OK***

10.3 Mail Merge for Envelop (cont.)

14. Check the recipients you want to use

14. Click *OK*

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่
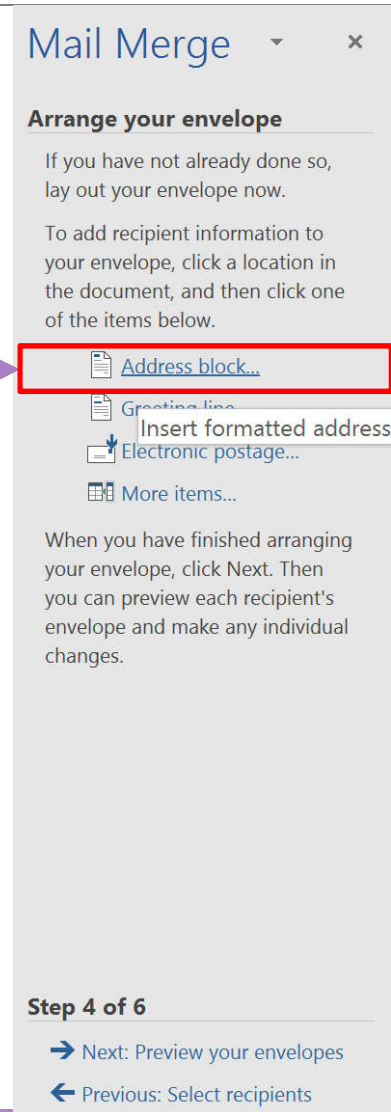
10.3 Mail Merge for Envelop (cont.)

15. Move the cursor to where you want to insert a data item

16. Click *Next: Arrange your envelop*

10.3 Mail Merge for Envelop (cont.)

17. Click Address block… to insert the

   address block

10.3 Mail Merge for Envelop (cont.)

18. Select the format for address block

Insert Address Block

Specify address elements

☑ Insert recipient's name in this format:

Joshua Randall Jr.
Joshua Q. Randall Jr.
Mr. Josh Randall Jr.
Mr. Josh Q. Randall Jr.
Mr. Joshua Randall Jr.
Mr. Joshua Q. Randall Jr.

☑ Insert company name

☑ Insert postal address:

  ○ Never include the country/region in the address

  ○ Always include the country/region in the address

  ◉ Only include the country/region if different than:

    [United States   ▼]

☑ Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

[◁◁] [1] [▷] [▷▷]

รองศาสตราจารย์ ดร. เอกรัฐ บุญเชียง
ภาควิชาวิทยาการคอมพิวเตอร์ คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่ 5020

Correct Problems

If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

[Match Fields...]

[OK]   [Cancel]
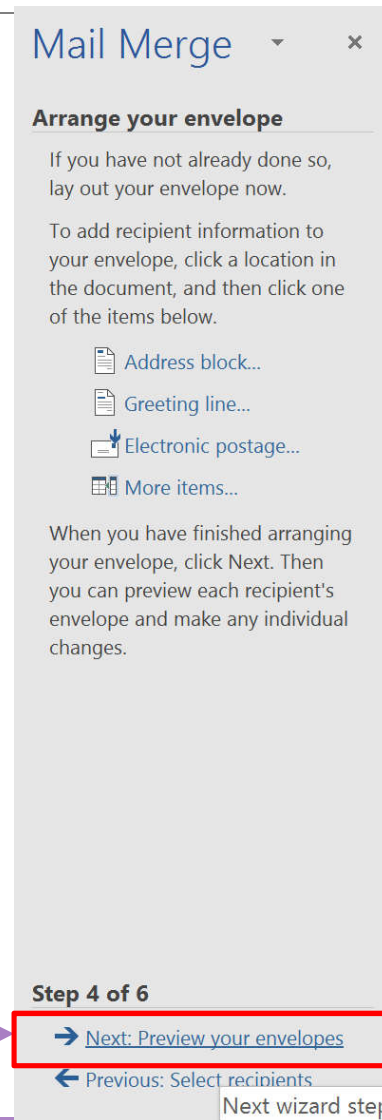
19. Click *OK*

《AddressBlock》 **tag will appear**

This is a combination of multiple data items

กรุณาส่ง

«AddressBlock»

ภาควิชาวิทยาการคอมพิวเตอร์
COMPUTER SCIENCE DEPARTMENT, CMU
คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่

10.3 Mail Merge for Envelop (cont.)

Mail Merge ▾ ✕

Arrange your envelope

If you have not already done so, lay out your envelope now.

To add recipient information to your envelope, click a location in the document, and then click one of the items below.

📄 Address block...

📄 Greeting line...

🖃 Electronic postage...

▦ More items...

When you have finished arranging your envelope, click Next. Then you can preview each recipient's envelope and make any individual changes.

Step 4 of 6

➡ Next: Preview your envelopes

⬅ Previous: Select recipients

Next wizard step

20. Click *Next: Preview yours envelopes*

10.3 Mail Merge for Envelop (cont.)

21. Click *Next: Complete the merge*

10.3 Mail Merge for Envelop (cont.)

10.3 Mail Merge for Envelop (cont.)

23. Select which copies to merge

24. Click *OK*

Merge to New Docum...   ?   ✕

Merge records

◉ All

○ Current record

○ From: [   ]   To: [   ]

OK   Cancel

You then can save the file for later use