

The icon is a 3D-style representation of a document with a blue border and a white center. It features a large blue 'W' and a bar chart with three bars of increasing height. The icon is tilted slightly to the right.

MICROSOFT WORD 2007

by Dr. Churee Techawut and Worawut Srisukkhram

Adapted to English by Prakarn Unachak

Mail Merge

- What is mail merge
- How to perform mail merge
 - Contents & Settings
 - Creating contact list from workbook table
- Making envelope from mail merge

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 a document with a data source. For example, combine a mail with list of recipients.

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.

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.



	A	Recipient Data	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.



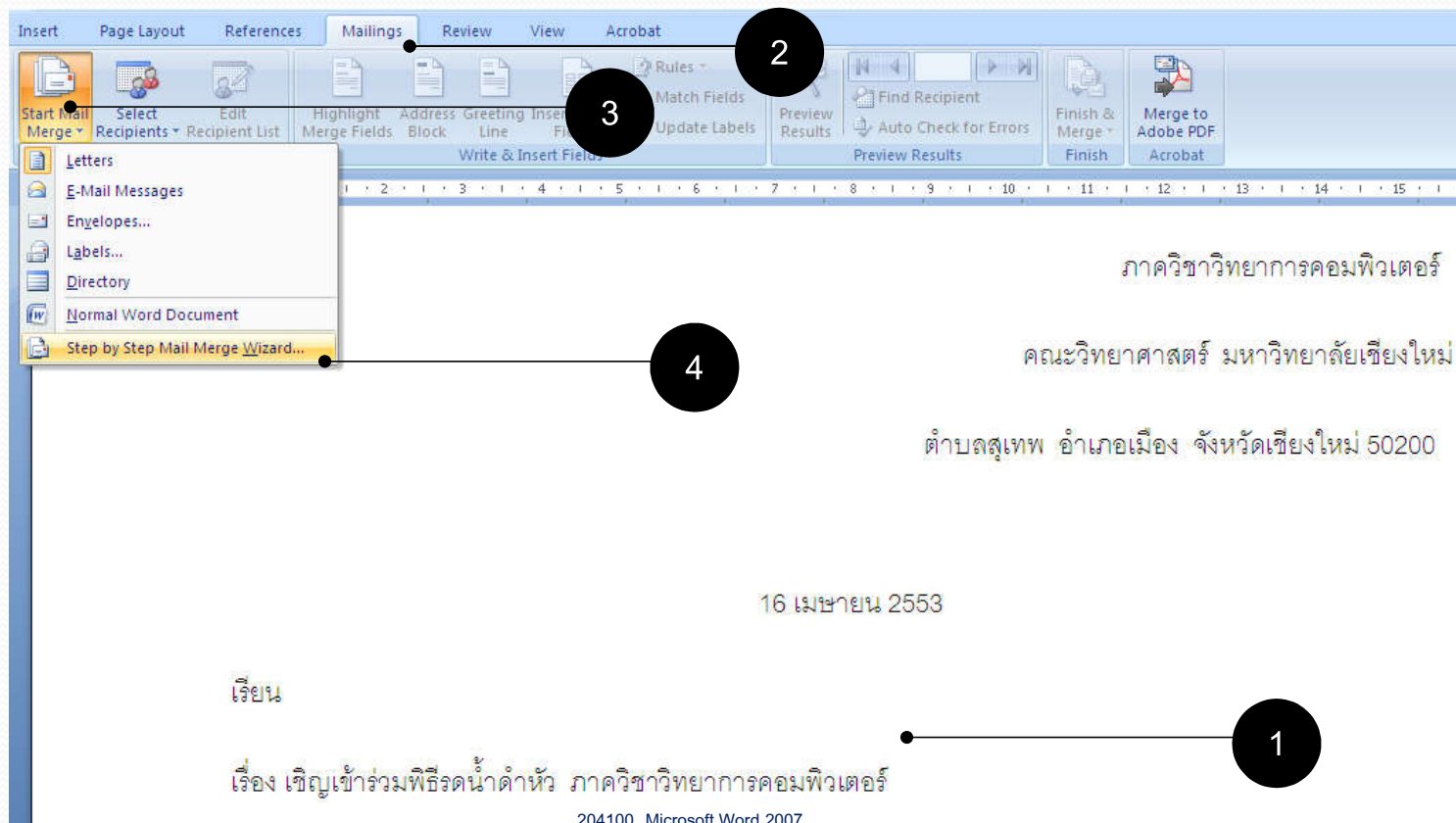
How to Perform Mail Merge

1. Create the main document and settings
2. Create recipient's data in workbook table (excel)

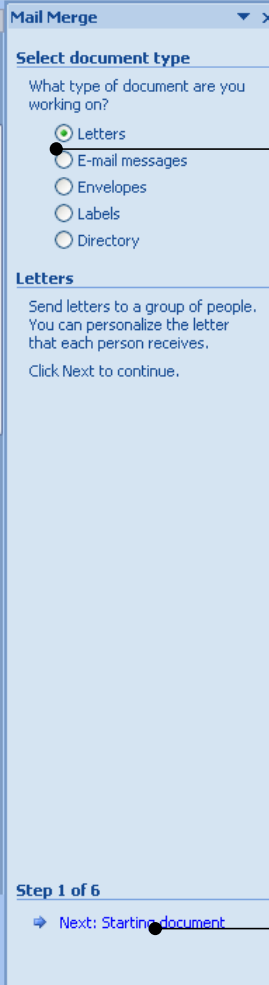
Create Main Document and Settings with Wizard

1. Type out (or load) the letter.
2. Click *Mailings* tab.
3. Under *Start Mail Merge* group, click *Start Mail Merge*.
4. Select *Step by Step Mail Merge Wizard...*
5. Select document type.
6. Click *Next: Starting document* to move to step 2.
7. Under *Select starting document*, select *Use the current document* to use the current document as mail merge's main document.
8. Click *Next: Select recipients* to move to step 3.

Create Main Document and Settings with Wizard (2)



Create Main Document and Settings with Wizard (3)



The image shows the 'Mail Merge' dialog box in Microsoft Word 2007. It is titled 'Mail Merge' and has a dropdown arrow and a close button (X) in the top right corner. The dialog is divided into two main sections. The first section is titled 'Select document type' and contains the question 'What type of document are you working on?'. Below this question are five radio button options: 'Letters' (which is selected), 'E-mail messages', 'Envelopes', 'Labels', and 'Directory'. A black circle with the number '5' is positioned to the right of the 'Letters' option, with a line pointing to its radio button. The second section is titled 'Letters' and contains the text: 'Send letters to a group of people. You can personalize the letter that each person receives. Click Next to continue.' At the bottom of the dialog, it says 'Step 1 of 6' and 'Next: Starting document'. A black circle with the number '6' is positioned to the right of the 'Next: Starting document' text, with a line pointing to it.

Mail Merge

Select document type

What type of document are you working on?

☒ Letters

☐ E-mail messages

☐ Envelopes

☐ Labels

☐ Directory

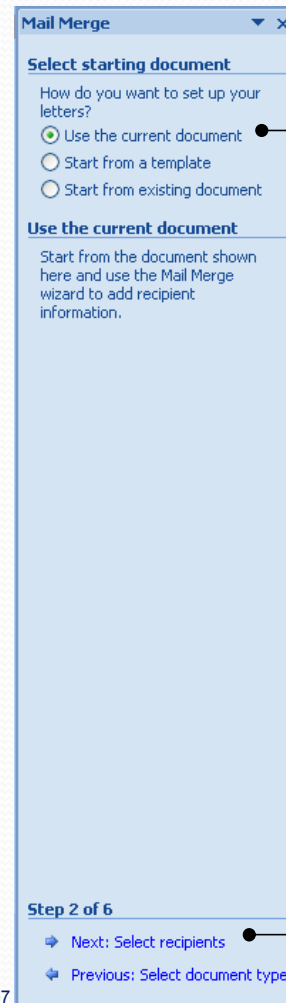
Letters

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

Create Main Document and Settings with Wizard (4)



The image shows the 'Mail Merge' dialog box in Microsoft Word 2007, specifically Step 2 of 6. The dialog box is titled 'Mail Merge' and has a close button (X) in the top right corner. It is divided into two main sections. The first section, 'Select starting document', asks 'How do you want to set up your letters?' and contains three radio button options: 'Use the current document' (which is selected), 'Start from a template', and 'Start from existing document'. The second section, 'Use the current document', provides instructions: 'Start from the document shown here and use the Mail Merge wizard to add recipient information.' At the bottom of the dialog box, it says 'Step 2 of 6' and includes two navigation links: 'Next: Select recipients' and 'Previous: Select document type'. Two black circles with white numbers, 7 and 8, are placed to the right of the dialog box. A line connects circle 7 to the 'Use the current document' radio button, and another line connects circle 8 to the 'Next: Select recipients' link.

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



Creating and Using New Recipient List

1. Under *Select recipients*, select *Type a new list* to create a new list of recipients
2. Click *Create...* to create new recipient list
3. Type in recipient's information such as name, address, title, etc.
4. Click *New Entry* to add in another recipient
5. After you have entered all recipient's information, click *OK*
6. Type in the list file name in *File Name*:
7. Click *Save*
8. Check the recipients you want to use for mail merge.
9. Click *OK*
10. Click *Next: Write your letter* to move to step 4.

Creating and Using New Recipient List (2)

The image shows the 'Mail Merge' task pane on the left and the 'New Address List' dialog box on the right. Numbered callouts indicate the following steps:

- 1: Select 'Type a new list' in the 'Select recipients' section of the Mail Merge task pane.
- 2: Click the 'Create...' button in the 'Type a new list' section of the Mail Merge task pane.
- 3: The 'New Address List' dialog box is displayed.
- 4: Click the 'New Entry' button at the bottom left of the dialog box.
- 5: Click the 'OK' button at the bottom right of the dialog box.

Mail Merge Task Pane:

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...

Step 3 of 6

- Next: Write your letter
- Previous: Starting document

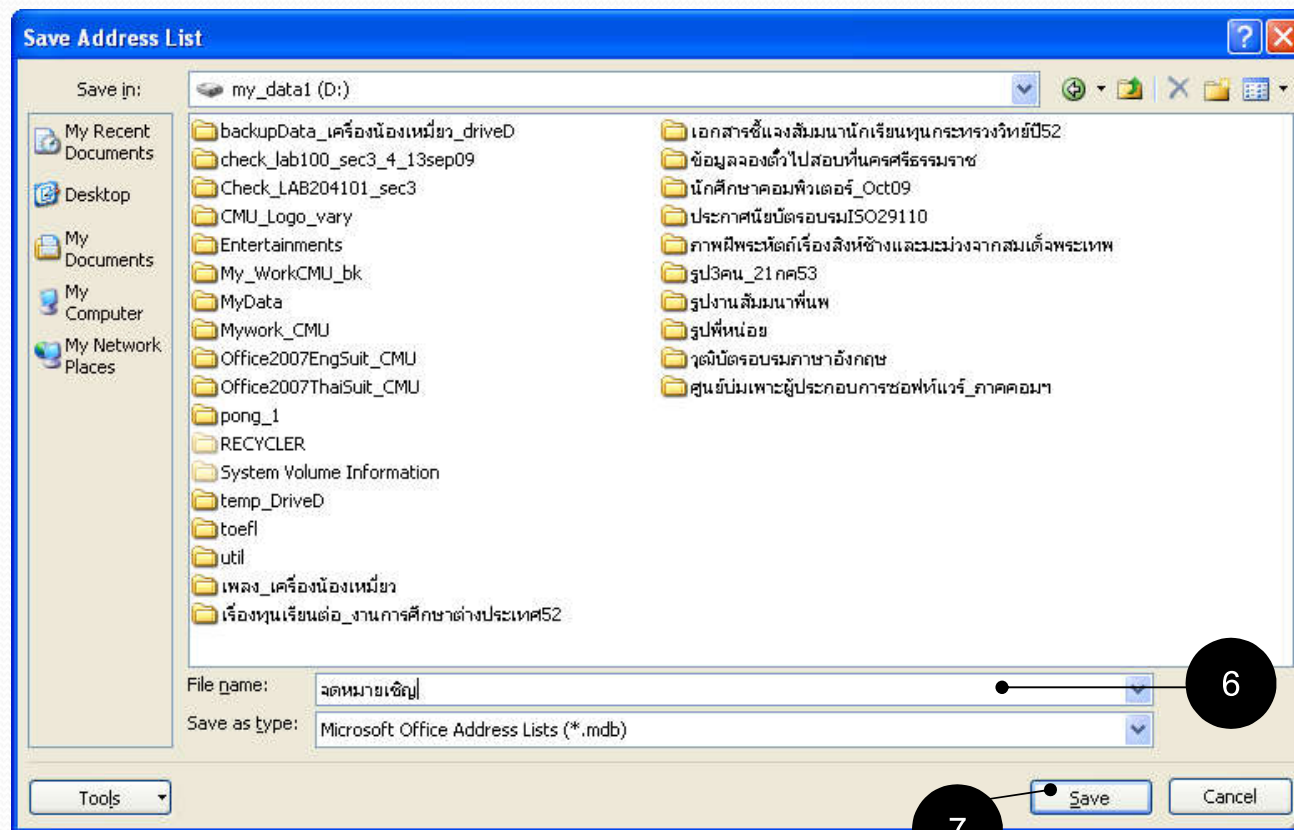
New Address List Dialog Box:

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

	Title	First Name	Last Name	Company Name	Address Line 1
	รศ.	พรณิภา	ไพฑูริย์นิมิตร		
	ผศ.	วาสนา	น้อยโพธิ์		
	อาจารย์	เมทินี	เขียวกันยะ		
	อาจารย์	วราวุฒ	ศรีสุขคำ		

New Entry Find... Delete Entry Customize Columns... OK Cancel

Creating and Using New Recipient List (3)



Creating and Using New Recipient List

(4)

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 Source		Last Name	First Name	Title	Company Name	Address
จดหมายเชิญ.mdb	<input checked="" type="checkbox"/>	ไพบลอยน์มิตร	พรธรรมา	รศ.		
จดหมายเชิญ.mdb	<input checked="" type="checkbox"/>	น้อยโพธิ์	วาสนา	ผศ.		
จดหมายเชิญ.mdb	<input checked="" type="checkbox"/>	เชียวกัญชะ	เมทินี	อาจารย์		
จดหมายเชิญ.mdb	<input checked="" type="checkbox"/>	ศรีสุขคำ	วราวุฒิ	อาจารย์		

Data Source: จดหมายเชิญ.mdb

Refine recipient list

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

Edit... Refresh

OK

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 "จดหมายเชิญ.mdb"

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

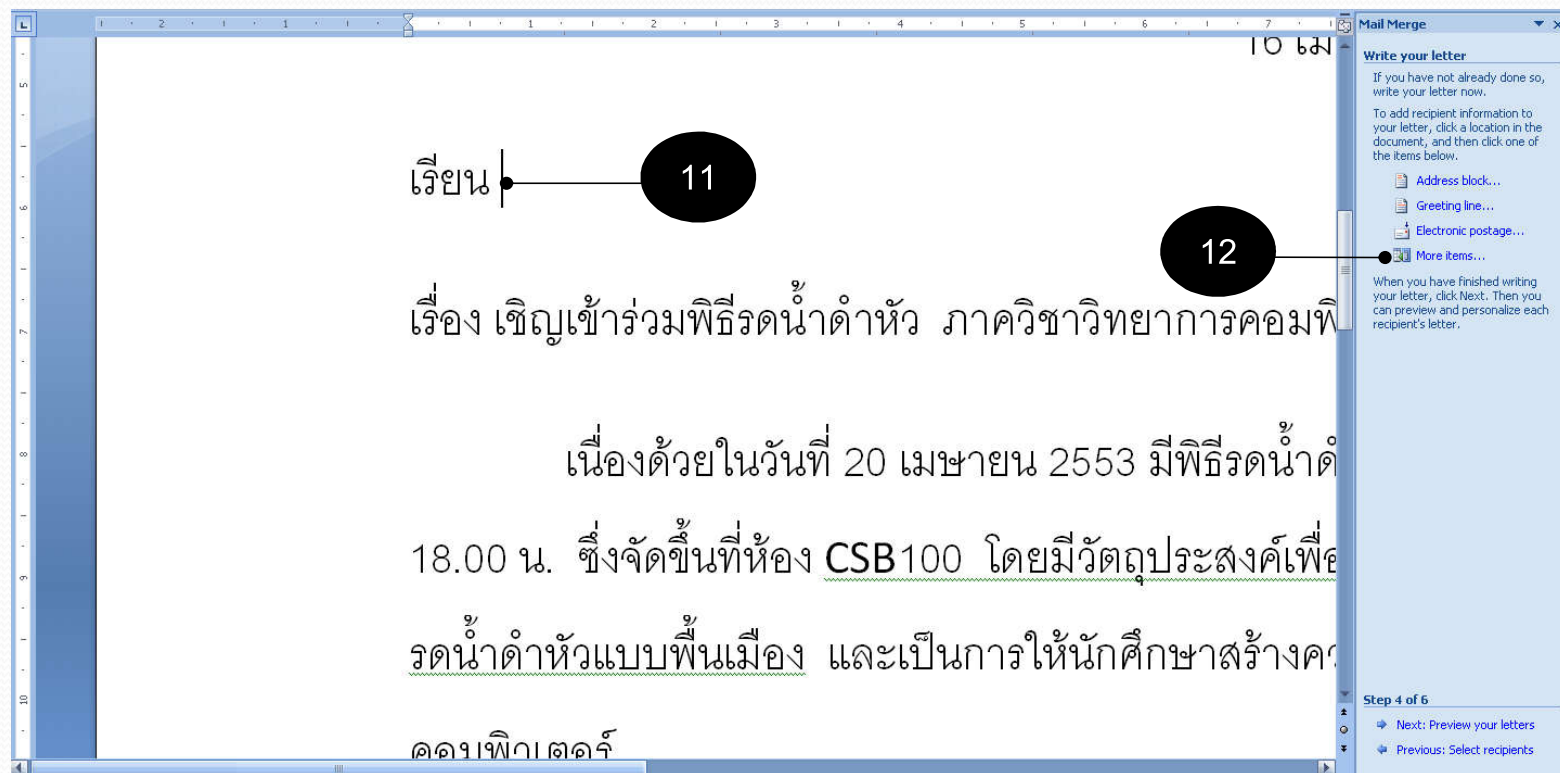
Step 3 of 6

- Next: Write your letter
- Previous: Starting document

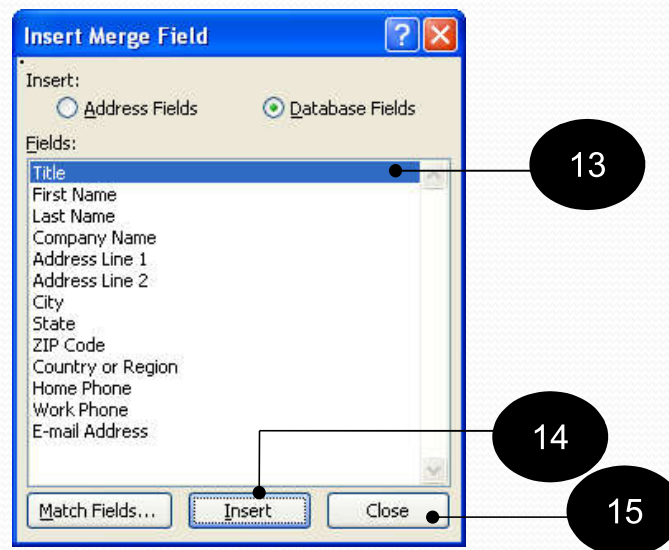
Creating and Using New Recipient List (5)

11. Move cursor to where you want to insert a recipient's data
12. Click *More items...*
13. Select the field you want to insert.
14. Click *Insert*
15. Click *Close*. Note that you can insert multiple fields before you click *Close*.
16. You will see tags of the fields appear on the document, for example, <<First_Name>>. Click *Next: Preview your letters* to move to step 5.
17. You will now see previews of your merged letters. Click << or >> to review each copy. When you have finish reviewing, click *Next: Complete the merge*. You will go to step 6: *Complete the merge*. You can print, e-mail or edit each copies.

Creating and Using New Recipient List (6)



Creating and Using New Recipient List (7)



Creating and Using New Recipient List (8)

Tags of inserted fields will appear.

The screenshot shows the Microsoft Word 2007 Mail Merge interface. The main document area contains Thai text for a letter. The text is as follows:

เรียน «Title»«First_Name»«Last_Name»

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำดำหัว

18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างศรัทธา

คณาจารย์

204100 Microsoft Word 2007

The right-hand pane is titled "Mail Merge" and contains the following text:

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

A black circle with the number 16 is positioned next to the "Next: Preview your letters" button.

Creating and Using New Recipient List (9)

You can preview each copy here.

The screenshot shows the Microsoft Word 2007 Mail Merge interface. The main document area contains a letter template in Thai. The right-hand side features the 'Mail Merge' task pane with sections for previewing letters, making changes to the recipient list, and navigating through the merge steps.

เรียน รศ.พรณิภา ไพบูลย์นิมิตร

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

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18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค

ดองภาต

204100 Microsoft Word 2007

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

Creating and Using New Recipient List

(10)

Complete the merge will appear.

The screenshot shows a Microsoft Word 2007 window with a letter template. The text in the letter is in Thai. The Mail Merge task pane is open on the right side of the window, showing the 'Complete the merge' step. The task pane includes instructions on how to personalize letters and options to print or edit individual letters. The status bar at the bottom indicates '204100 Microsoft Word 2007'.

เรียน รศ.พรณิภา ไพบูลย์นิมิตร

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

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18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค

ดองเพิภา สดอร์

204100 Microsoft Word 2007

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...

Step 6 of 6

Previous: Preview your letters

Finishing the Mail Merge

18. Select *Edit individual letter* to merge All copies of letters into one file, in order to edit individual letters.
19. *Merge to New Document* dialog box will appear. Select *All* to merge all copies, or select *From:*, *To:* to merge only merge on specified copies. After you have decided which copies to keep, click *OK*.
20. You can then save the file and print the letters like other documents.

Finishing the Mail Merge (2)

18

เรียน รศ.พรณิภา ไพบูลย์นิมิตร

เรื่อง เชิญเข้าร่วมพิธีรดน้ำดำหัว ภาควิชาวิทยาการคอมพิวเตอร์

เนื่องด้วยในวันที่ 20 เมษายน 2553 มีพิธีรดน้ำดำหัว

18.00 น. ซึ่งจัดขึ้นที่ห้อง CSB100 โดยมีวัตถุประสงค์เพื่อ

รดน้ำดำหัวแบบพื้นเมือง และเป็นการให้นักศึกษาสร้างค

ดองเพิกาสอร์

204100 Microsoft Word 2007

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

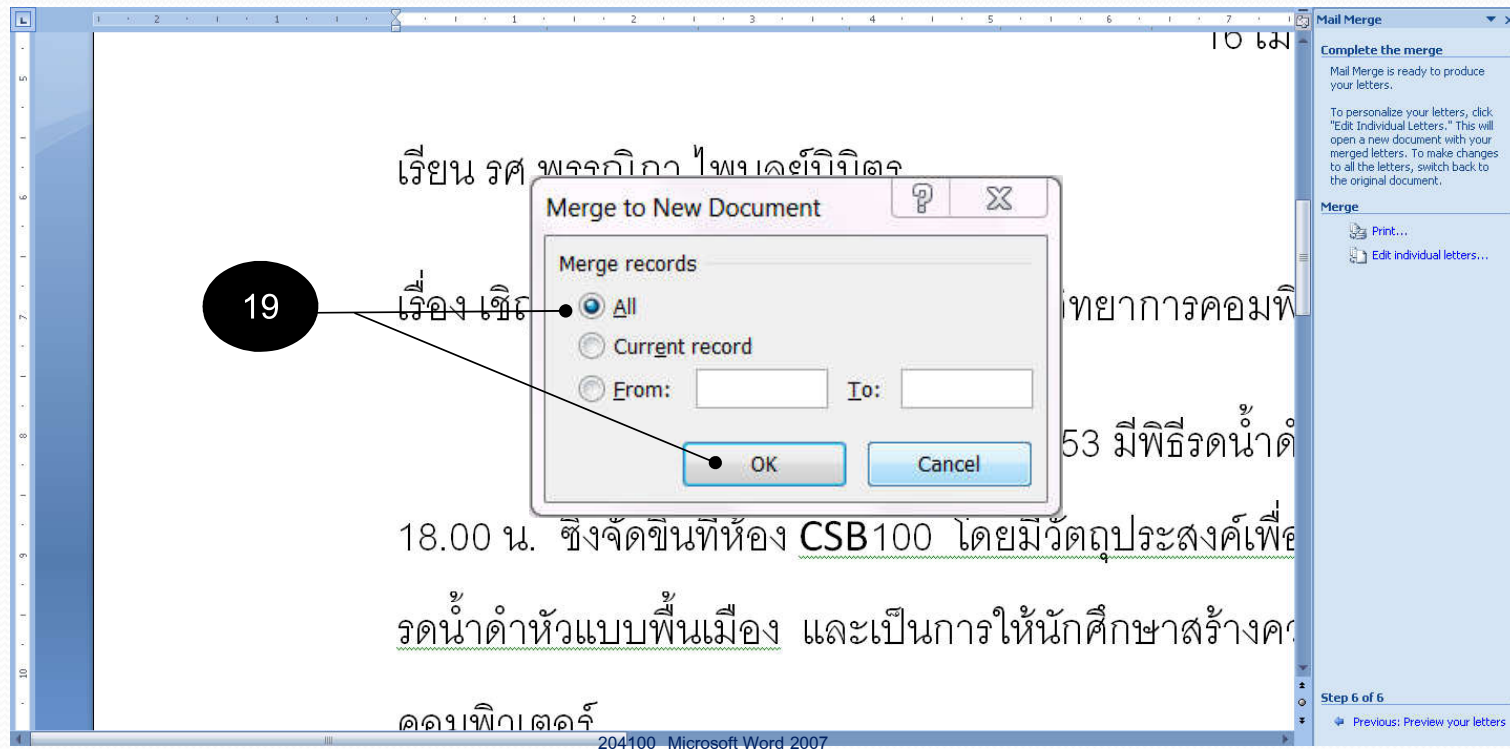
Print...

Edit individual letters...

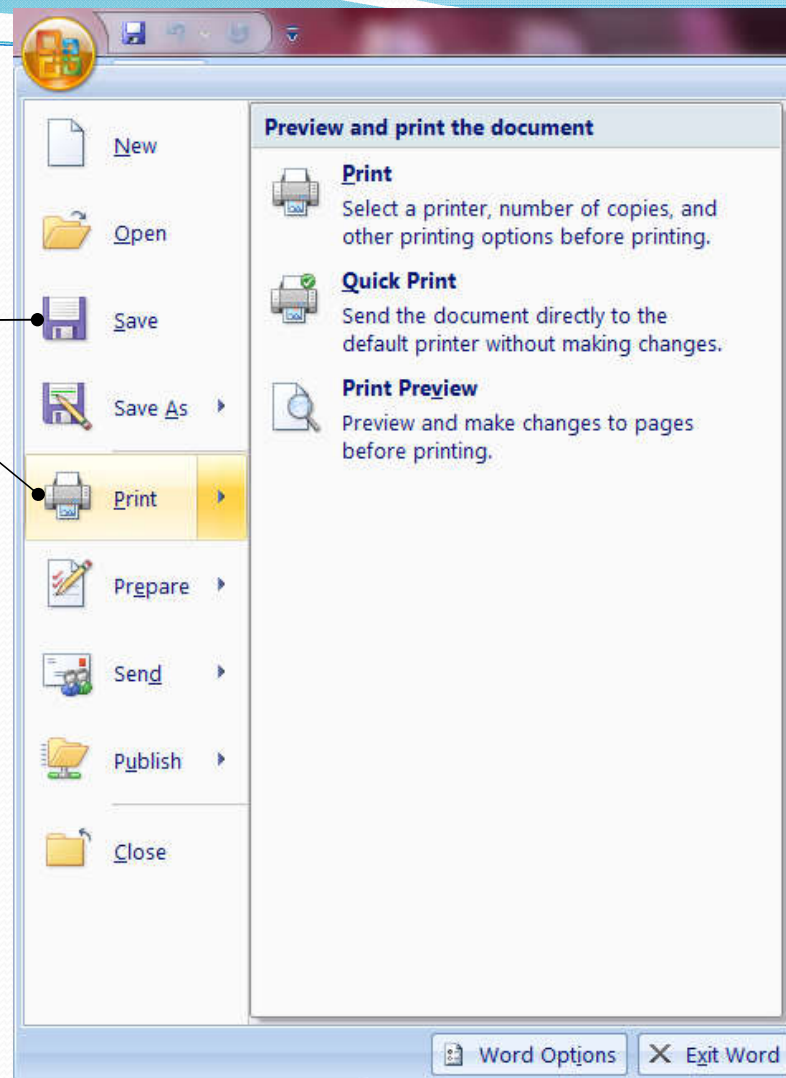
Step 6 of 6

Previous: Preview your letters

Finishing the Mail Merge (3)



20

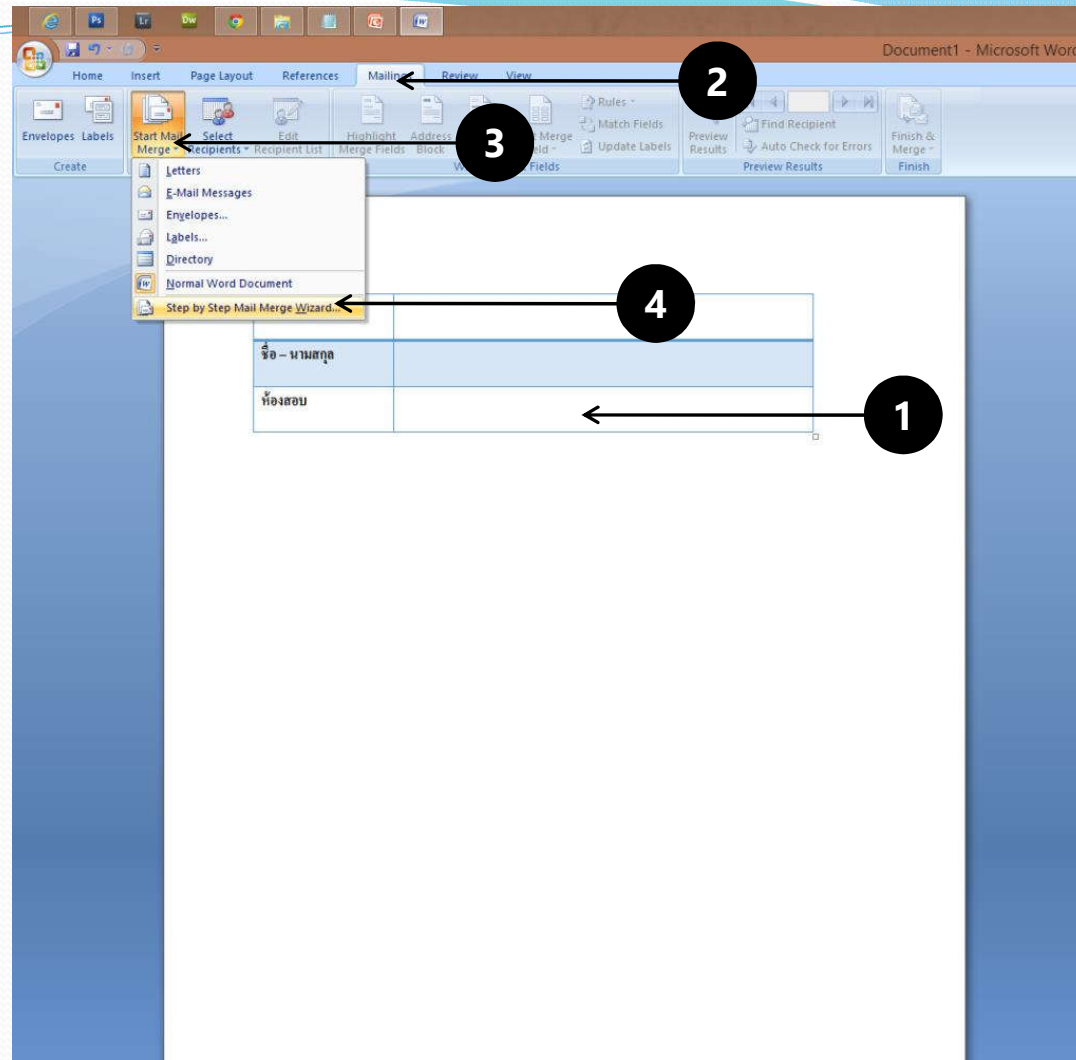


Mail Merge from Existing Recipients List

1. Type out (or load) the letter.
2. Click *Mailings* tab.
3. Under *Start Mail Merge* group, click *Start Mail Merge*.
4. Select *Step by Step Mail Merge Wizard...*
5. Select document type.
6. Click *Next: Starting document* to move to step 2.
7. Under *Select starting document*, select *Use the current document* to use the current document as mail merge's main document.
8. Click *Next: Select recipients* to move to step 3.

Mail Merge from Existing Recipients List (2)

9. Click *Use and existing list*, then select Browse
10. Select the data file, such as ex_data_mailmerge.xlsx
11. Click *Open*
12. Click *OK* to confirm the list you will use.
13. Select the recipients, then click *OK*
14. Insert the fields you want into the document and click *Close*
15. Click *Finish & Merge* → Select *Edit Individual Document...*
New file containing finished documents will appear.



Mail Merge

Select document type

What type of document are you working on?

☒ Letters
☐ 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

Next wizard step

5

6

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

Next wizard step

7

8

Mail Merge

Select recipients

☒ Use an existing list
☐ Select from Outlook contacts
☐ Type a new list

Use an existing list

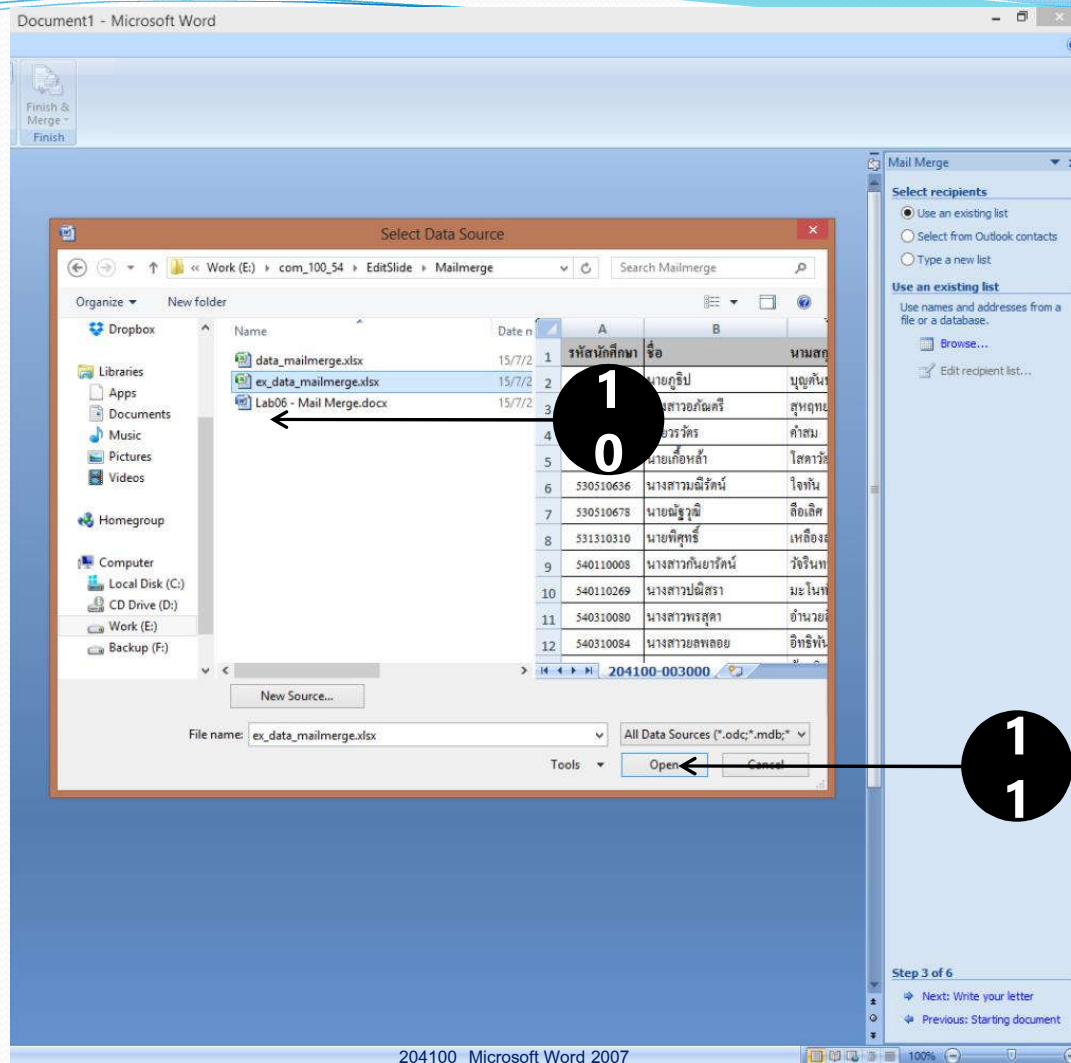
Use names and addresses from a file or a database.

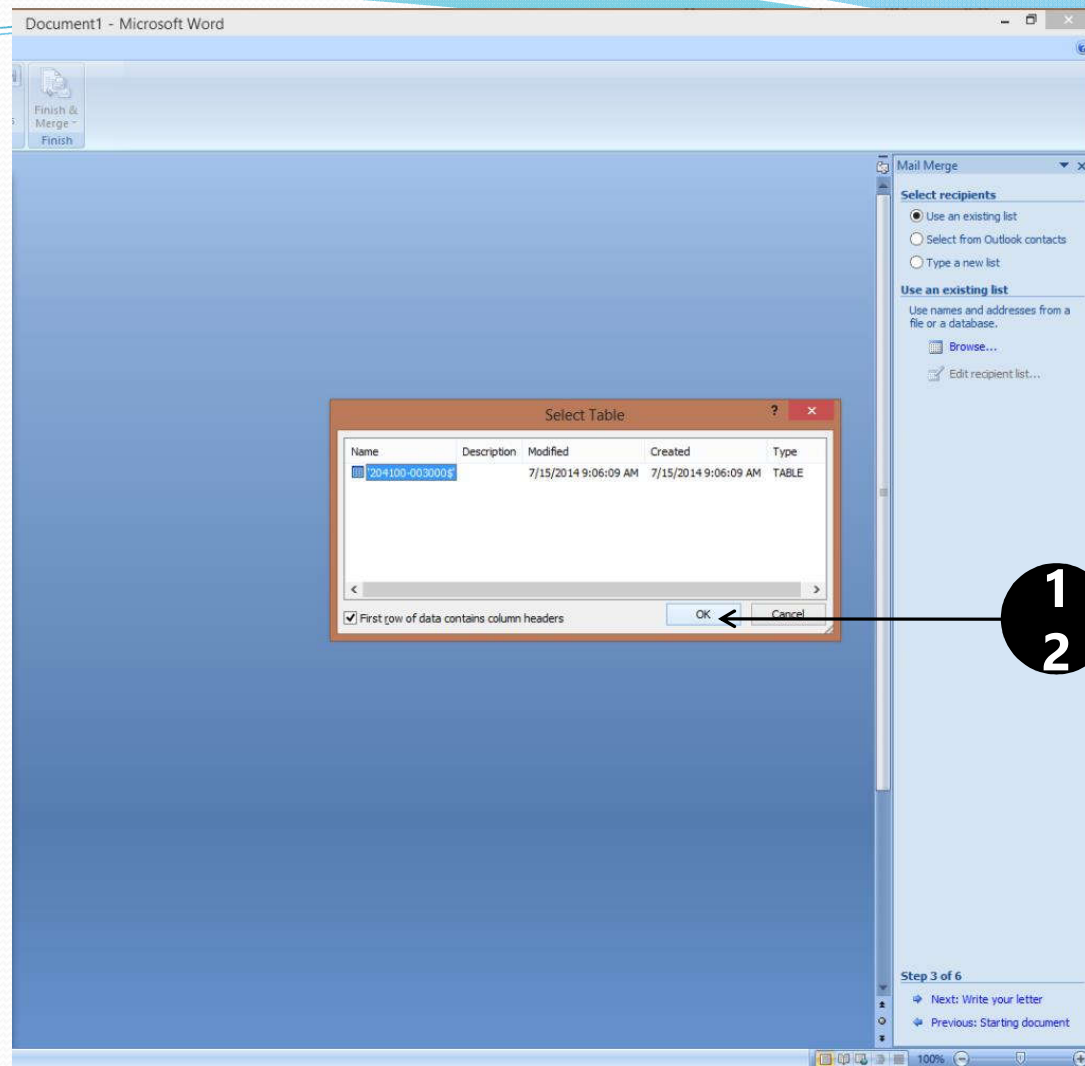
Browse...
Edit Select recipient list file

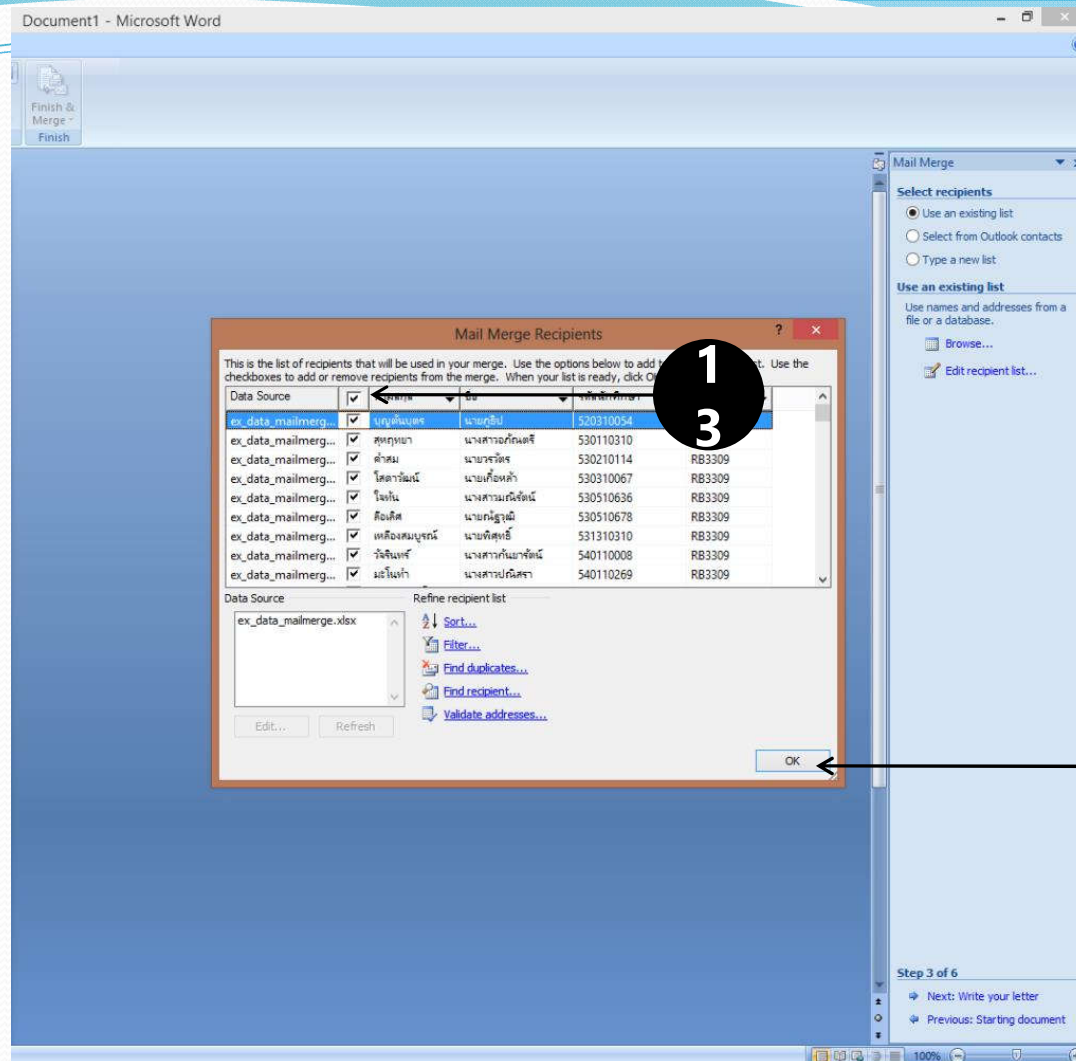
Step 3 of 6

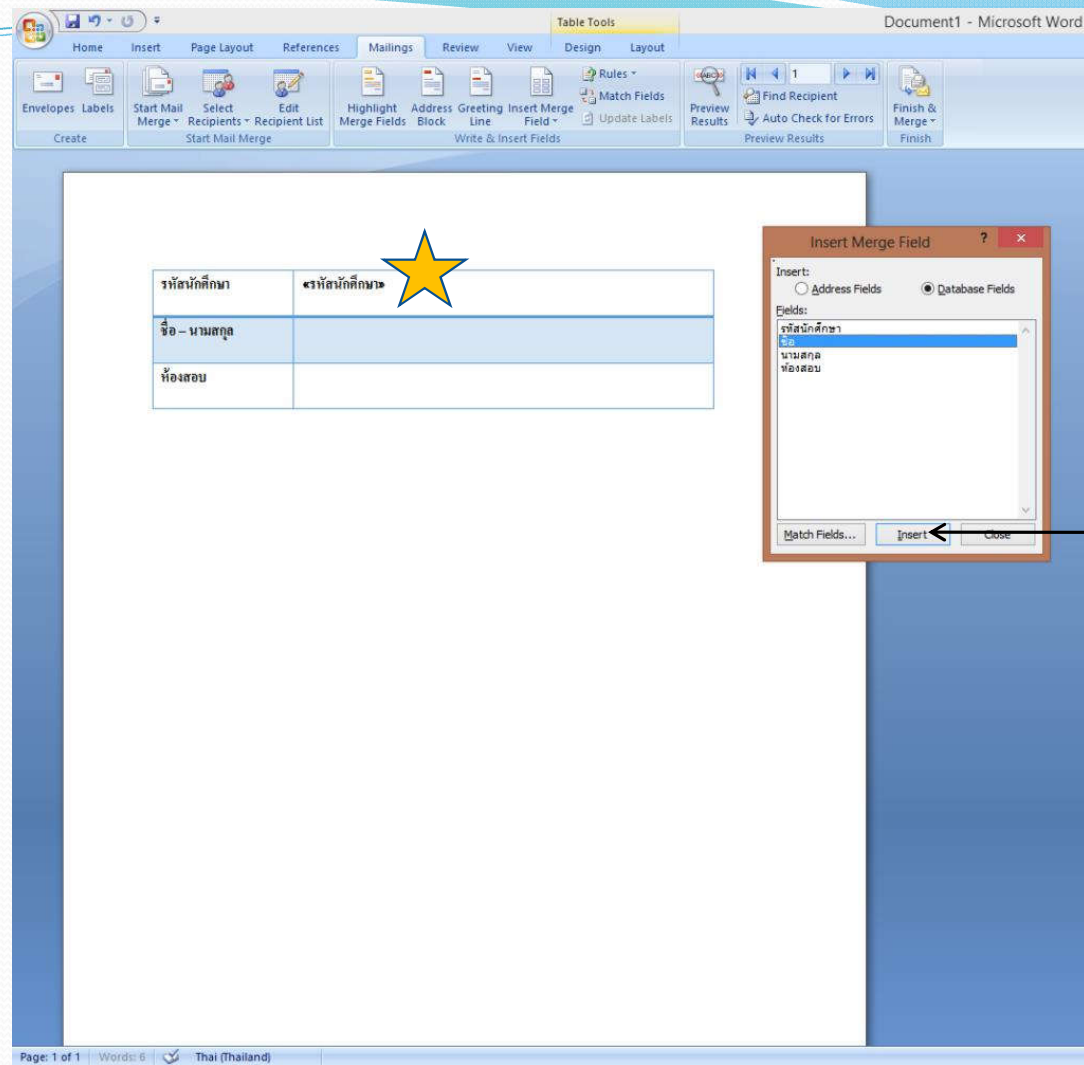
Next: Write your letter
Previous: Starting document

9









Document1 - Microsoft Word

Insert Page Layout References Mailings Review View

Start Mail Merge Select Recipients Edit Recipient List Highlight Merge Fields Address Block Greeting Line Insert Merge Field Match Fields Preview Results Find Recipient Auto Check for Errors Preview Results Finish & Merge

1
5

รหัสนักศึกษา	S40110008
ชื่อ - นามสกุล	นางสาวกัญญาวิรัตน์จิรินทร์
ห้องสอบ	RB3309

★

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

<< Recipient: 8 >>

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

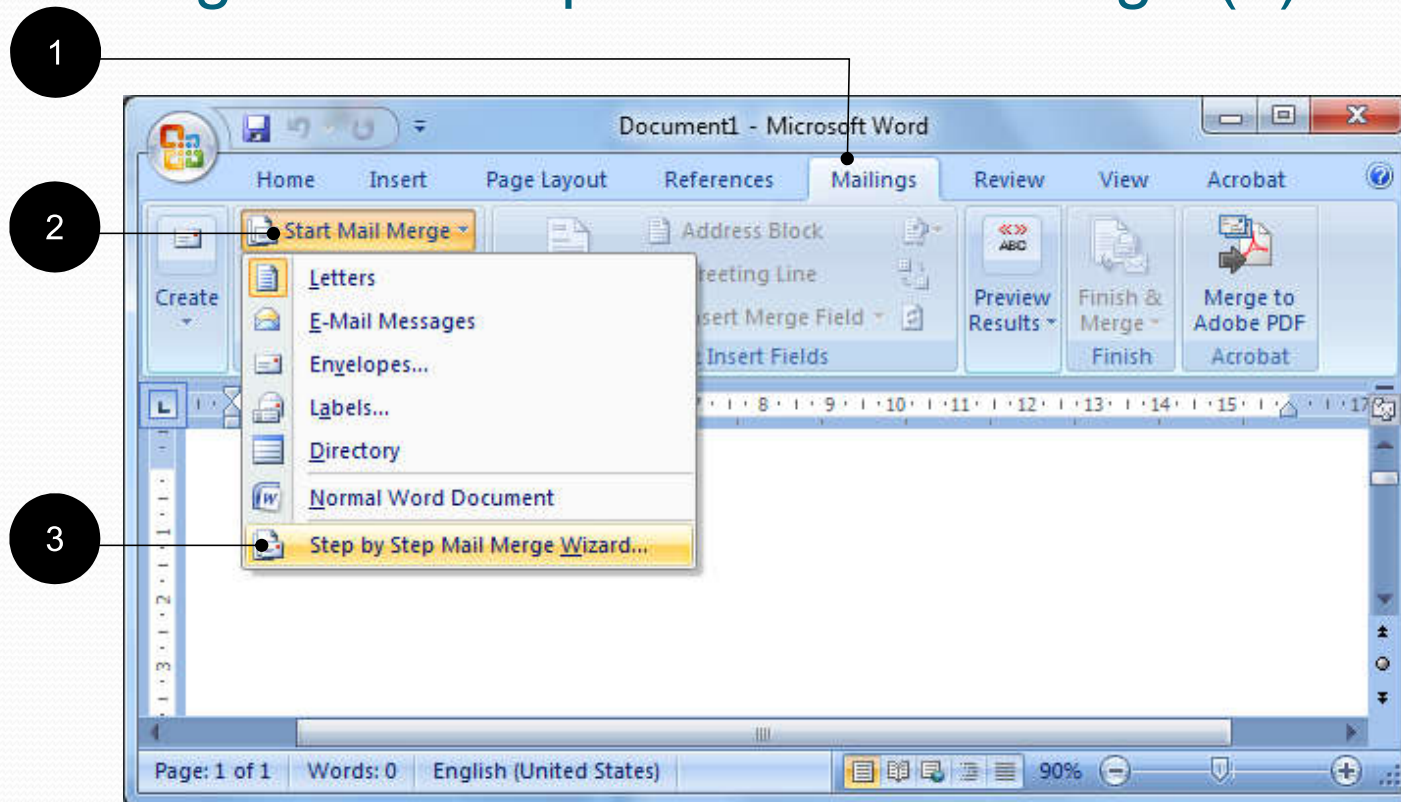
Previous: Write your letter

Words: 13 Thai (Thailand) 204100 Microsoft Word 2007 100%

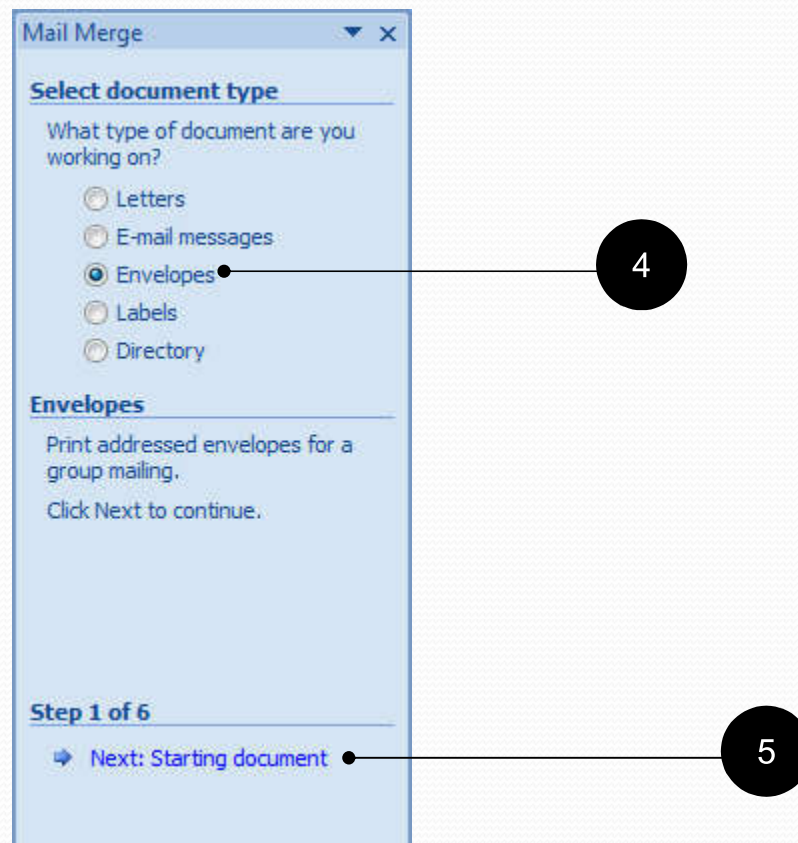
Creating an envelope From Mail Merge

1. Click Mailings tab.
2. Under Start Mail Merge group, click Start Mail Merge.
3. Select Step by Step Mail Merge Wizard...
4. Under *Select document type*, select *Envelopes*.
5. Click *Next: Starting document*
6. Click *Next: Select recipients*. *Envelope Options* dialog box will appear, select the envelope and printing options you want.

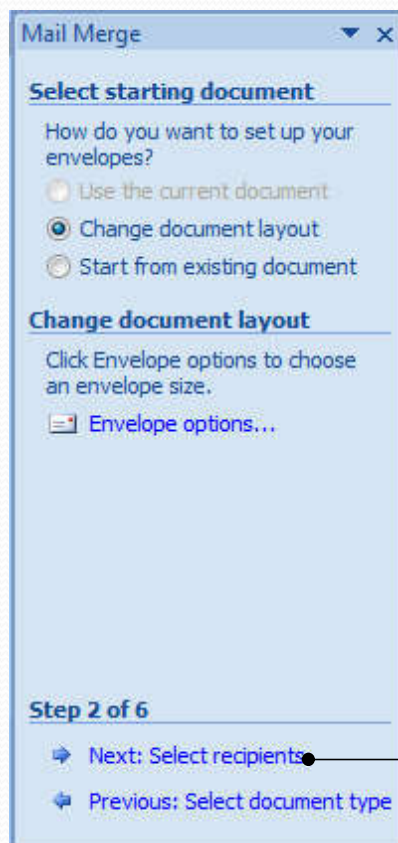
Creating an envelope From Mail Merge (2)



Creating an envelope From Mail Merge (3)



Creating an envelope From Mail Merge (4)



The Mail Merge task pane is shown with the following content:

Mail Merge [dropdown] [close]


Select starting document

How do you want to set up your envelopes?

- ☐ Use the current document
- ☒ Change document layout
- ☐ Start from existing document

Change document layout

Click Envelope options to choose an envelope size.

 [Envelope options...](#)

Step 2 of 6

➔ [Next: Select recipients](#)

➔ [Previous: Select document type](#)

6

Creating an envelope From Mail Merge (5)

Using existing recipients list.

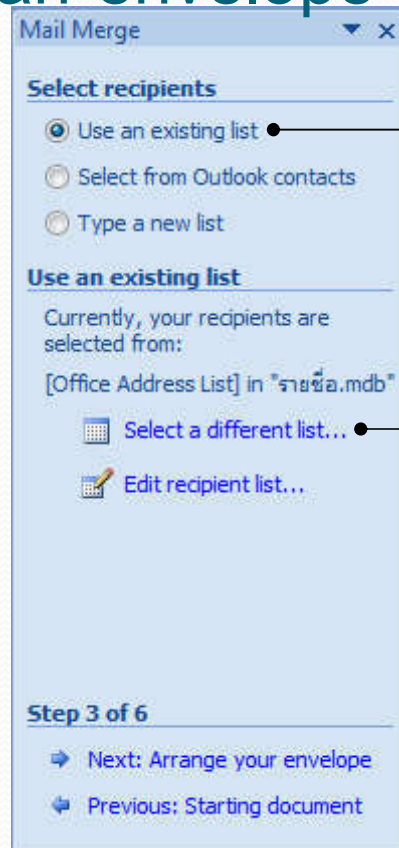
7. Click *Use an existing list*
8. Click *Select a different list...*
9. Select the folder where the recipients list is.
10. Select the file containing the recipients list.
11. Click *Open*
12. Check the recipients you want to create envelopes for.
13. Click *OK*

Creating an Envelope From Mail Merge (6)

14. Click *Next: Arrange your envelope*
15. Click *Address block...* to add recipients' address blocks
 - Name, Address, City, Postal Code, Country
16. Select address block's format.
17. Add in other details, such as sender's address, then click *OK*
18. Click *Next: Preview yours envelopes*
19. Click *Next: Complete the merge*
20. *Complete the merge* bar will appear.
21. You can then select *Edit individual envelopes* and all envelopes you choose will be arranged into one file, for printing and editing later.

Make sure to save after
this!

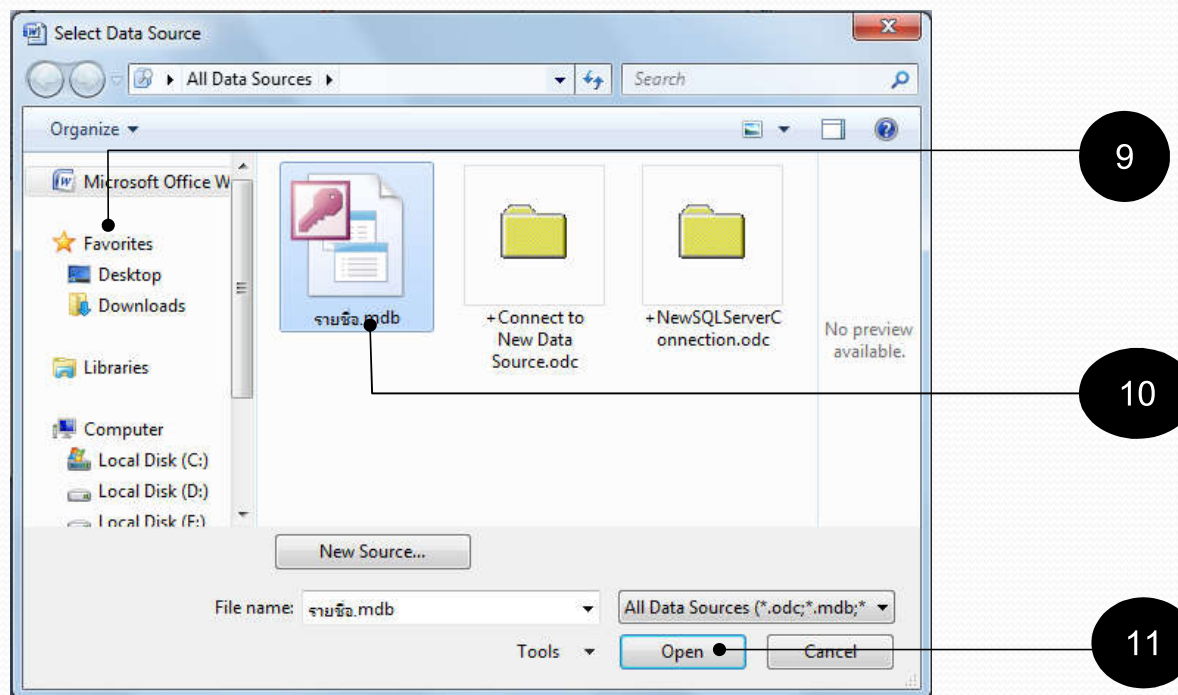
Creating an envelope From Mail Merge (7)



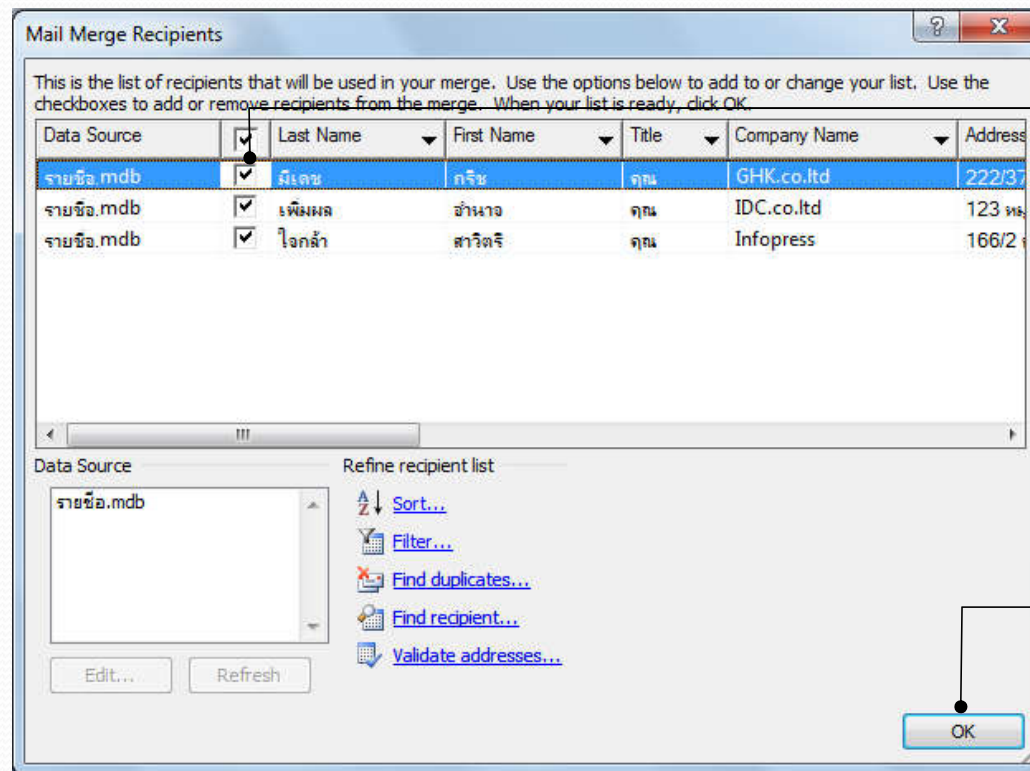
7

8

Creating an envelope From Mail Merge (8)



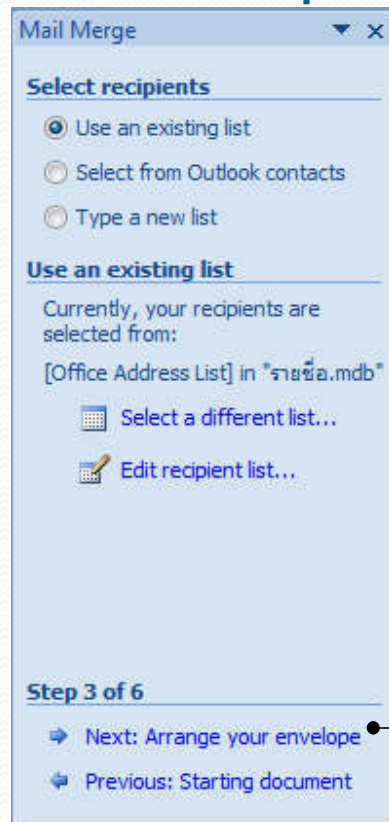
Creating an envelope From Mail Merge (9)



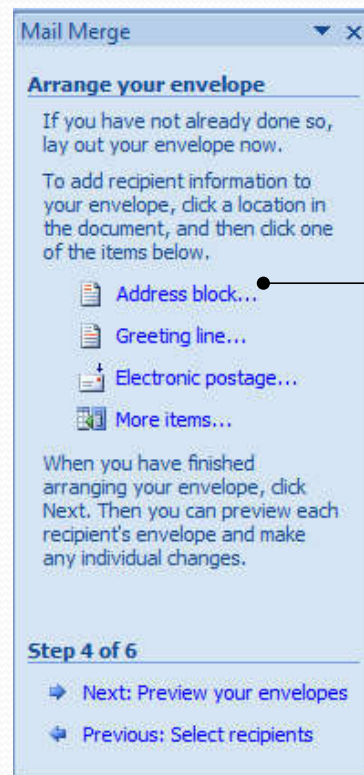
12

13

Creating an envelope From Mail Merge (10)

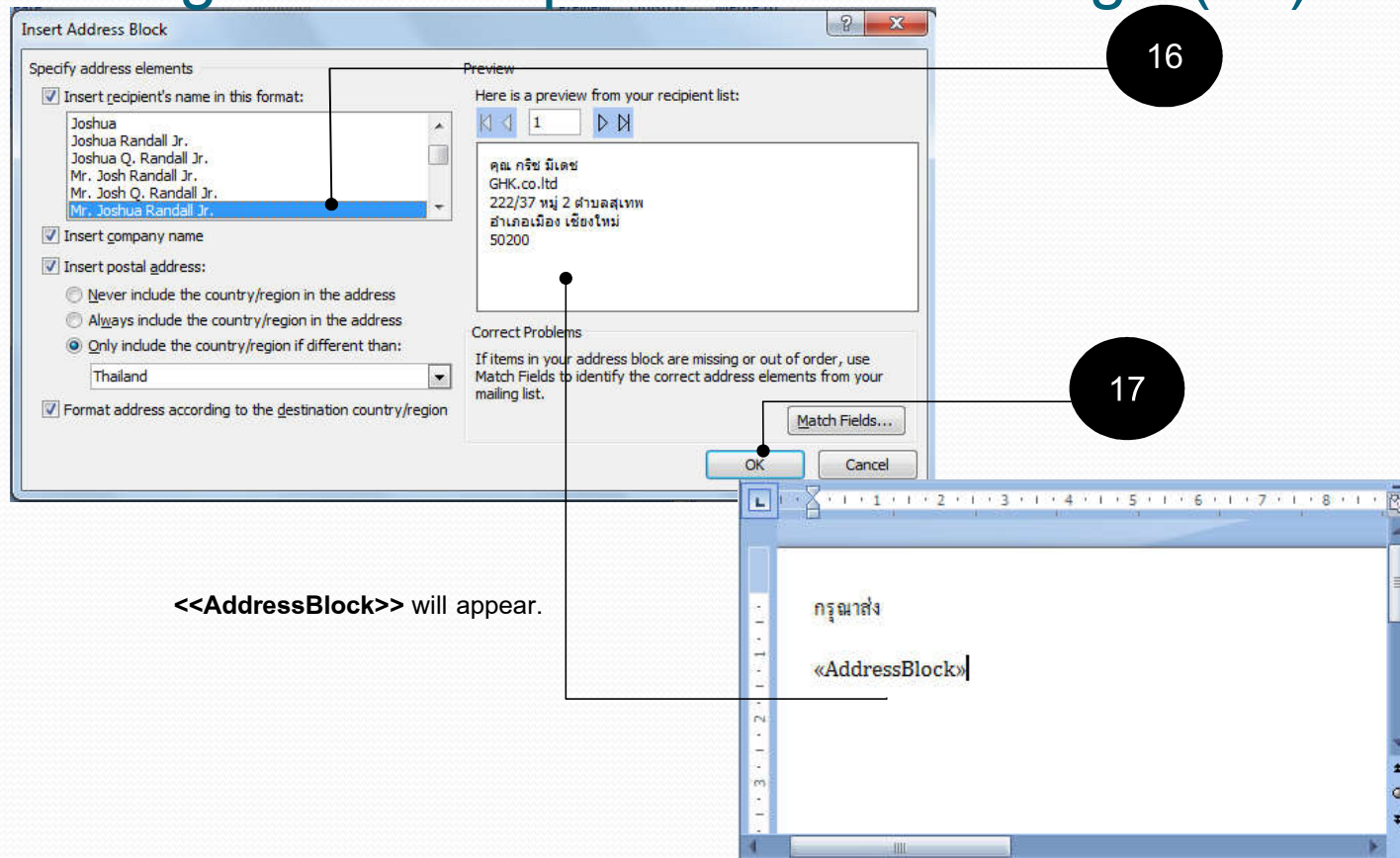


Creating an envelope From Mail Merge (11)



15

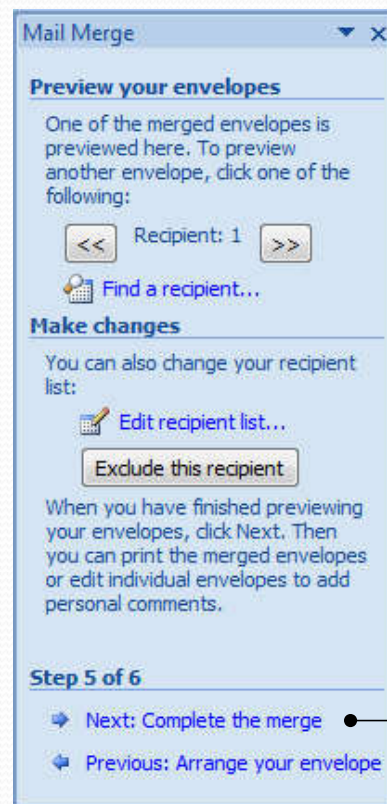
Creating an envelope From Mail Merge (12)



Creating an envelope From Mail Merge (13)



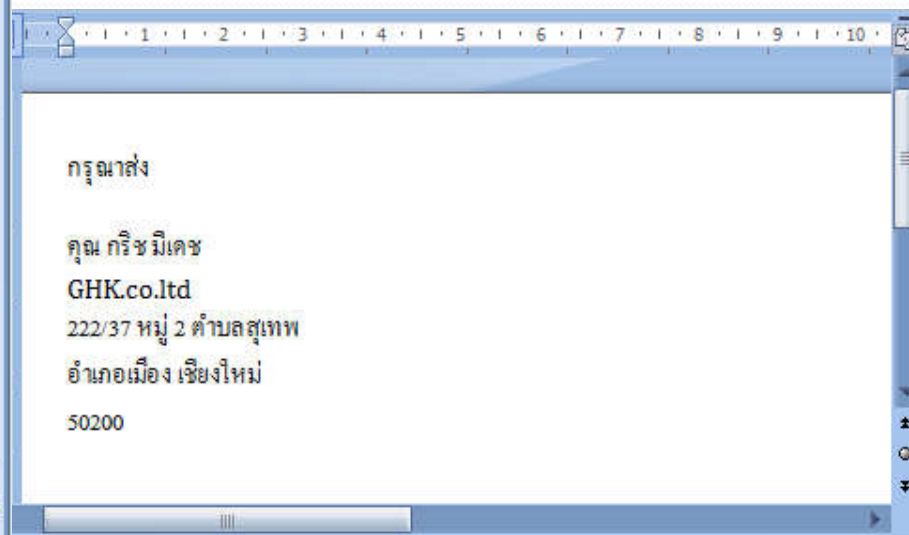
Creating an envelope From Mail Merge (14)





20

Complete the merge bar will appear, which mean the envelope is ready.



21