Microsoft Word 2003: Module 3

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Table of Contents

Creating a Mail Merge Letter ........................................... 3
Inserting the HCC Logo .................................................. 4
Re-sizing the HCC Logo ................................................... 5
Using an Excel Database to Perform a Mail Merge ............... 6
Using an Access Database to Perform a Mail Merge ............ 12
View Two Parts of the Same Document ............................ 13
Opening Two Documents Side-by-Side .............................. 14
Section Breaks .............................................................. 15
Objectives

Upon training completion, participants will know and be able to:

1. create a mail merge letter;
2. insert the HCC logo;
3. re-size the HCC logo;
4. use an Excel Database to create a mail merge;
5. use an Access Database to create a mail merge;
6. view two parts of the same document;
7. compare two documents side-by-side;
8. use section breaks.
Creating an Excel Mail Merge Letter

Mail merge allows you to create letters, envelopes, or labels from a specified Excel data source.

Open a previously saved Word document (the letter) in Microsoft Word.

1. From the Microsoft Word menu Bar, click File > Open > Desktop.
2. Click the Word III folder.
3. Click Open.
5. Click Open.
Inserting the HCC Logo

Click inside the letter document where you would like the logo to appear.
1. From the Microsoft Word Menu Bar, click Insert>Picture>From File.
2. Select the location of the logo, (ex. Desktop).
3. Click the folder where the logo is located, (ex. Word III).
4. Click Open.
5. Click the HCC Logo.
6. Click Insert.
Resizing the Logo to the Whole Page

1. Click the logo. A black box outlines the logo.

2. On the corner of the outlined logo, click the bottom right corner of the logo, and stretch the logo to the size of the page.

3. The logo now appears at the top of the letter.
Using an Excel Database to Perform a Mail Merge

1. From the Microsoft Word Menu Bar, click Tools>Letters and Mailings>Mail Merge.
3. Click the link at the bottom of the task pane, Next: Starting Document.
4. Under Select starting document, click **Use the current document**.

5. Click the link at the bottom of the task pane, **Next: Select recipients**.

6. Under Select recipients, click **Use an existing list**.

7. Click **Browse** (the Select Datasource dialog box will appear).
From the Select Datasource dialog box:

8. From the *Look in box*, select the location of the Excel Database file, (Ex. *Desktop*).


10. Click *Open*.

11. Click the desired file. (Ex. *Excel Mailmerge*).

12. Click *Open*.

13. The Select Table dialog box appears.

14. Click *OK*. 
The **Mail Merge Recipients** dialog box appears.

15. To use only some of the names, uncheck the boxes of the names that are not to be used.

16. Once finished selecting recipients, click **OK**.

17. The selected database appears in the task pane.

18. Click the link at the bottom of the task pane, **Next: Write your letter**.
Now, you will place the Mail Merge fields into the document. Make sure the mouse pointer is clicked inside the document where the first field should be.

19. To insert the fields from the Excel database, click More items...

20. The Insert Merge Field dialog appears.

21. Click First Name.

22. Click Insert.

Continue to click each merge field in the order that they will appear in the document, and click Insert until all desired fields are selected.

23. Click Close.
The merge fields appear in the document.

24. To place the merge fields in the proper location, click Enter after last name, click Enter after address, place a Comma and space between city and state, and put a space after state. The merge fields will now be in the proper location.

25. Click the link at the bottom of the task pane, Next: Preview your letters.

26. The first merged document appears in the Window, and the Mail Merge box appears on the right.

27. Click the link at the bottom of the task pane, Next: Complete the Merge.
28. To complete the merge, select **Edit individual letters**. This will merge all of the documents and place them in the Window.

29. The **Merge to New Document box** opens. Select **All**.

30. Click **OK**.

The documents are now ready to print.

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**Activity**

**Mail Merge from Access Database**

The process to complete a mail merge from an Access database is identical to the process to complete a merge from Excel. Follow the tutorial pages that you just used to merge from Excel, and complete a mail merge from an Access database.
**View Two Parts of a Document**

Viewing two parts of the same document simultaneously is beneficial for cutting/copying/pasting text in a long document.

1. Point to the **Click Box** at the top of the vertical scroll bar.
2. When the pointer changes to a **re-size pointer**, click and drag to the desired location within the document.

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**KSA: Knowledge, Skills, and Attitudes of Effective Online Instructors**

Creating an online course or transforming a traditional class to an online format is more complex than just uploading lecture notes or existing course materials. The process involves, above all else, careful planning and preparation. The design, development, and maintenance of online courses is often time-intensive. A good thing to ensure learning activities are matched appropriately to desired learning outcomes.

Initially, good online instructors carefully consider the desired learning outcomes. Thorough examination of the following is conducted: (a) course format; (b) organization of the online course; (c) instructional design and delivery; (d) learning objectives and activities; (e) resources; (f) learner support; (g) evaluation of student learning; (h) assessment strategies; (i) technology selection and integration of resources; and (j) course revision: improvement based on evaluation and student feedback.

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**Viewing Two Parts of a Document**

Open the sample document titled Viewing Document. Practice viewing two parts of the document by clicking and dragging the Click Box throughout the document. Then, copy a paragraph from the beginning of the document, and paste it at the end of the document.
Opening Two Documents Side-by-Side

Having two documents opened side-by-side is beneficial for comparing documents and/or cutting/copying/pasting text between documents.

1. Open the documents that you want to compare.
2. On the Microsoft Word Menu Bar, click Window>Compare Side-by-Side with.
   Both documents will now appear on your screen.
3. To close the side-by-side view, click Close on the Side-by-Side toolbar.

Side-by-Side Documents

Open the two documents titled Side-by-Side 1 and Side-by-Side 2 (minimize document 2). Then follow the steps above to view both documents simultaneously. Cut and paste text from one document to the other.
Section Breaks

You can use section breaks to vary the layout of a document within a page or between pages. For example, format a section as a single column, and then format the following section as two columns, or use roman numerals to number introductory pages, and then use numeric numbers to number the remaining pages.

1. From the Microsoft Word Menu Bar, click Insert>Break.

2. Select the type of Section Break you need, (Example: Next page for page numbering, Continuous for within the same page).

Section Breaks

Open the document titled Section Breaks. Follow the steps above to add page numbers. Use Roman numerals for the first three pages, and use numeric numbers for the remaining pages. Then on page four of the document, put paragraphs two and three into two column format.