**MAIL MERGE**

Mail Merge is a wonderful feature of Word. It gives you the ability to take names and address, and then merge them into “Customized” letters. You can mail merge basically anything. The best thing about Mail Merge in Word is that there is a wizard that will help you out. The basic steps are:

1. Choose the Document type
2. Choose SELECT STARTING DOCUMENT
3. Choose SELECT RECIPIENTS
4. Write the letter
5. Preview the letter
6. Complete the merge.

**Lets talk about it in more detail:**

There are 3 documents that are needed to do a mail merge:

DATA SOURCE: The data source is the names and addresses. This can be an ACCESS database, an OUTLOOK contact list or a list that you typed.

MAIN DOCUMENT

**KEEP LINES TOGETHER**

You can also have paragraphs stay together. This is a great feature, especially if you are constantly adding text to your document and you do not want to have to worry whether or not the text stays.

The general steps are:

1. Click on FORMAT / PARAGRAPH / LINE AND PARAGRAPH BREAKS
2. Click on KEEP LINES TOGETHER
3. Click on OK

**COMMENTS**Comments can be added by using the REVIWING toolbar and choosing NEW COMMENT from the NEW COMMENT toolbar or by choosing INSERT / COMMENT from the main menu.

The general steps using the REVIEW toolbar are:

1. Open the file that you want to add comments to
2. Click at the beginning of the word that you want the comment attached to
3. Click on NEW COMMENT
4. Type in your text
5. Click away when done

**PASTE SPECIAL**

Paste Special is a great feature in Word. One of the greatest features is the ability to “LINK” a graph from EXCEL into word. You can also copy text that has formatting done to it, and then when you paste, copy only the text. This is great for when you are copying information from the internet and you want just the text not all the formatting from the web.

**FOR EXAMPLE:**

* Open a blank document
* Open up EXCEL
* Click on FILE / OPEN and choose GRAPH WITH DATA
* Click once on the graph (any white section)
* Choose EDIT / COPY
* Switch back into WORD
* Click on EDIT / PASTE SPECIAL
* Click on PASTE / LINK. Click on OK
* Notice that the graph automatically appeared in WORD
* Switch back into EXCEL
* Look at the graph. Notice that for QTR #1, the first 2 bars are the same
* Click in cell B6, and type in 3000.
* Press ENTER. Notice that the graph changes
* Click back into Word and notice that the graph also updated. This is because we pasted them with a link
* Close down EXCEL and do not save
* Close down the file in WORD and do not save

**FORMAT PAINTER**

Format painter is a very useful tool. Its main purpose is to make similar text all formatted the same, without you having to go thru a lot of trouble. Basically it is a way for you to “COPY” formatting from one section to another.

**To copy paragraph formatting**:

Select the paragraph — including the paragraph mark (¶) that has the formatting you want to copy.

**To copy character formatting:**

Select the text that has the formatting you want to copy.

**To use the format painter:**

1. Highlight the text that you want to copy the formatting “FROM”
2. Click the Format Painter tool on the standard toolbar
3. Select the paragraph or text you want to apply the formatting to

**HINT**: To copy the selected formatting to several locations, double-click Format Painter. Click the button again when you're finished.

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