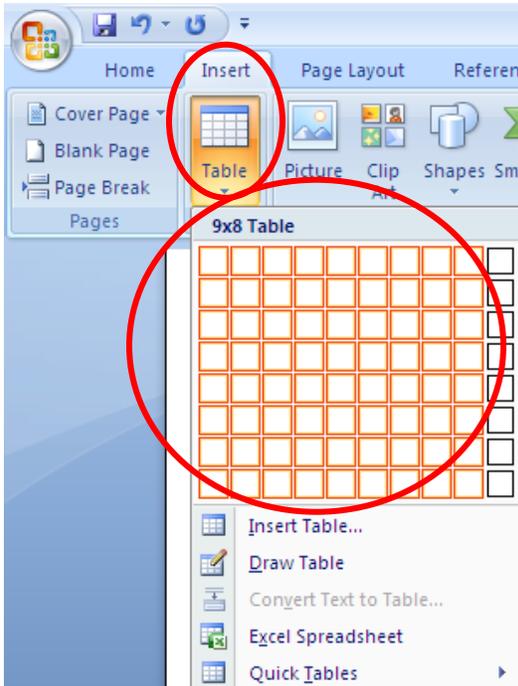


Microsoft Word 1B

1. Create a new Microsoft Word document, and save it as YourNameWord1BForm.
2. Copy the first letter that you wrote about the Batman movie into this new file.
3. Close this file, then open a new Microsoft Word document, and save it as YourNameWord1BData.
4. Select the Insert tab and choose a table size of 9 columns and 8 rows.



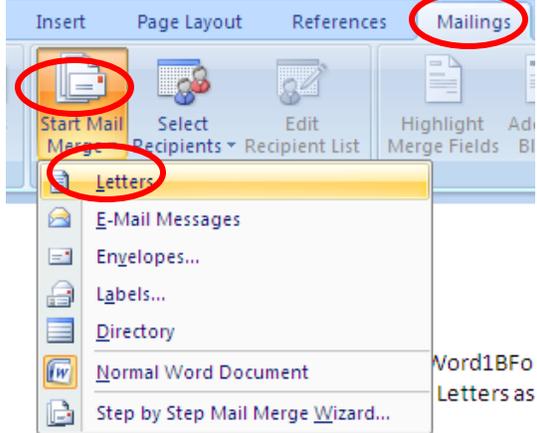
5. Enter the following info. in the table.
Note: field names can not have spaces in them, e.g. FirstName (Not First Name)

FirstName	LastName	Address	Title	Position	Company	City	StateProv	Postal
Zack	Snyder	3300 Warner Blvd.	Mr.	Director	Warner Bros.	Burbank	CA	91505
David	Goyer	3300 Warner Blvd.	Mr.	Screenplay Writer	Warner Bros.	Burbank	CA	91505
Chris	Nolan	3300 Warner Blvd.	Mr.	Story Writer	Warner Bros.	Burbank	CA	91505
Thomas	Tull	3300 Warner Blvd.	Mr.	Exec. Producer	Warner Bros.	Burbank	CA	91505
Lloyd	Phillips	3300 Warner Blvd.	Mr.	Exec. Producer	Warner Bros.	Burbank	CA	91505

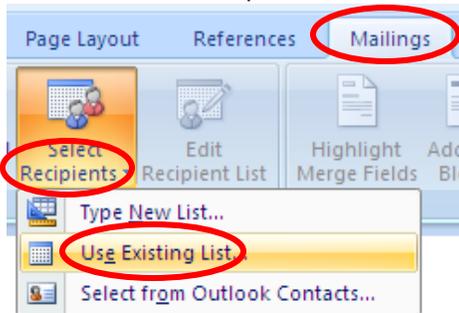
Note: your table will have all 9 columns filled with 5 rows of data as shown below.

6. Enter in two more names, addresses, etc. that you make up, then save and close this document.
Note: now you are going to open the letter that you wrote above and replace the name, address, etc. with field names from the table above.
7. Open YourNameWord1BForm again.
Note: make sure that the table of names (YourNameWord1BData) file is “closed” before doing the following steps.

8. In the YourNameWord1BForm letter, select the Mailings tab and press the Start Mail Merge droplist and select Letters as shown in the examples below.

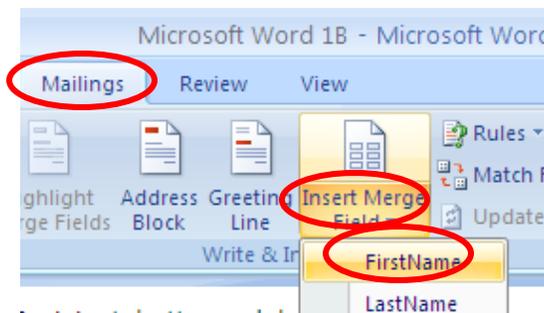


9. Press the Select Recipients button and choose the Use Existing option as shown.



10. Select the file: YourNameWord1BData (this is the table with all the names) from the appropriate folder where you saved it.
11. Highlight the First Name in your letter (it will be a different name than shown below) then click on the Insert Merge Field droplist and select FirstName.

Zack Snyder
Warner Bros. Studios Inc.
3300 Warner Blvd.
Burbank, CA 91505-4694



Note: the name that was originally there is replaced with a field name.

<<FirstName>> Snyder
Warner Bros. Studios Inc.
330 Warner Blvd.
Burbank, CA 91505-4694

12. After inserting the FirstName field name as shown above, press the space bar on your keyboard to leave a blank space, and then highlight the last name as shown.

<<FirstName>> Snyder

Warner Bros. Studios Inc.

330 Warner Blvd.

Burbank, CA 91505-4694

12. Click on the Insert Merge Field droplist and select LastName.
13. Follow these same steps to replace the information in your form letter with fields from the data filed (table).

Note: watch for spaces, the comma after the city and colon after Dear Title LastName

<<FirstName>> <<LastName>>

<<Position>>

<<Company>>

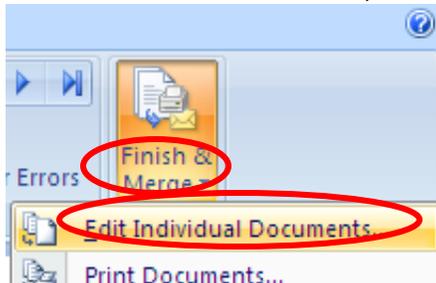
<<Address>>

<<City>>, <<StateProv>>, <<Postal>>

Subject: Format of a Business Letter

Dear <<Title>> <<LastName>>:

14. When you are done inserting the fields, press the Finish & Merge droplist and select Edit Individual Document as shown, then press OK.



15. Scroll through the 7 pages and check it out for accuracy, then save the merged letters file as YourNameWord1BMerge, then close all documents.
16. Apply what you have learned from this lesson and create Thanksgiving postcards for classmates. Using word templates you can search for Thanksgiving to find the postcard. In a separate document you will have to create a table of at least four of your friends. Try to get as far as you can on your own, if you need assistance raise your hand.