

Mail Merge

Typing a letter to parents
about the school
production



Lesson Objectives

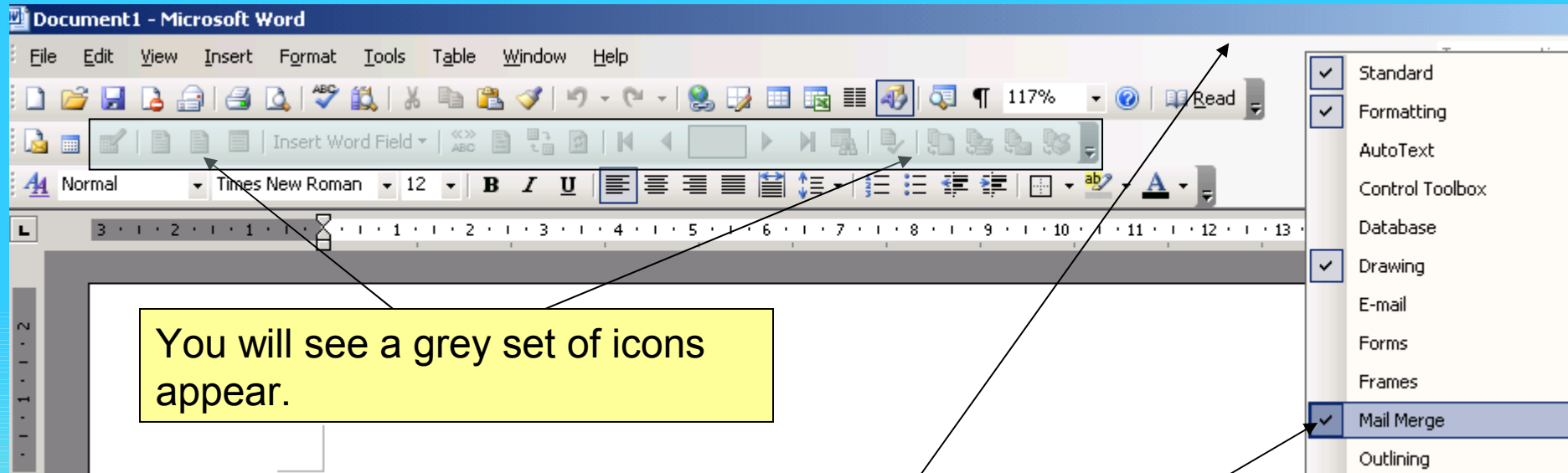
- Pupils will learn what a mail merge is and how it works
- Pupils will consider required information that needs to be merged.
- Pupils will be able to produce a letter for parents using normal standards and convention

Learning Outcomes.

At the end of the lesson pupils will have

- Created a form letter to inform parents about the school production
- Merged fields onto the form letter

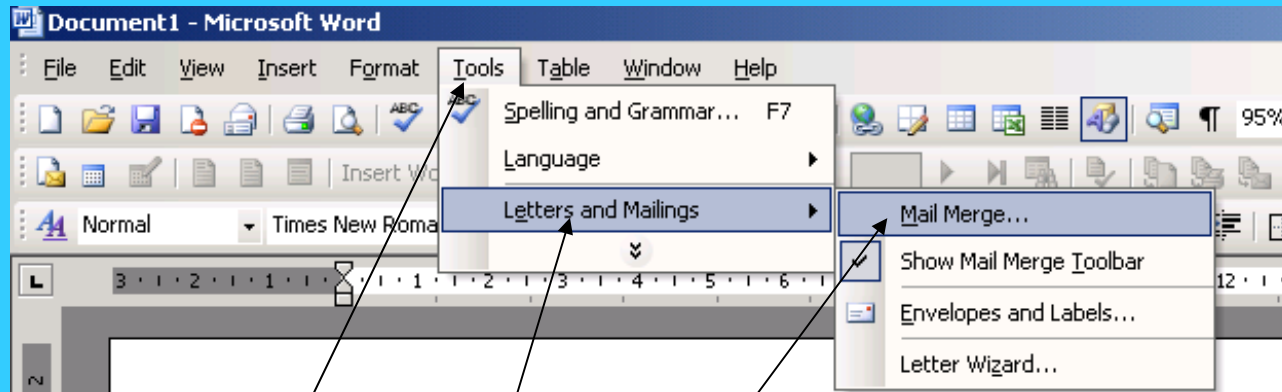
Open a new Word document



You will see a grey set of icons appear.

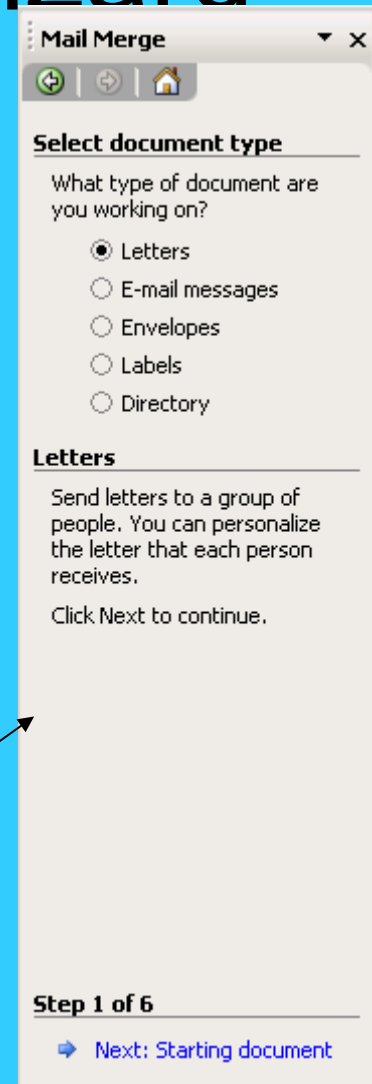
Right hand mouse button on the grey at the top of the page. Select mail merge.

Open the mail merge wizard



Select Tools / Letters and Mailings / Mail Merge

This window will appear on the screen.

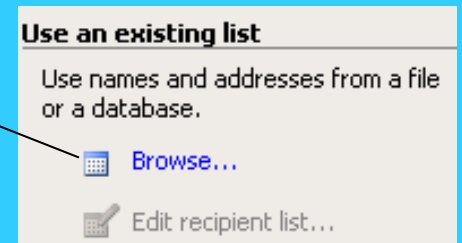
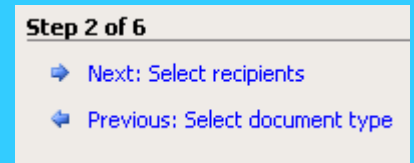
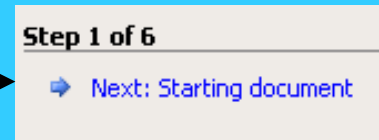


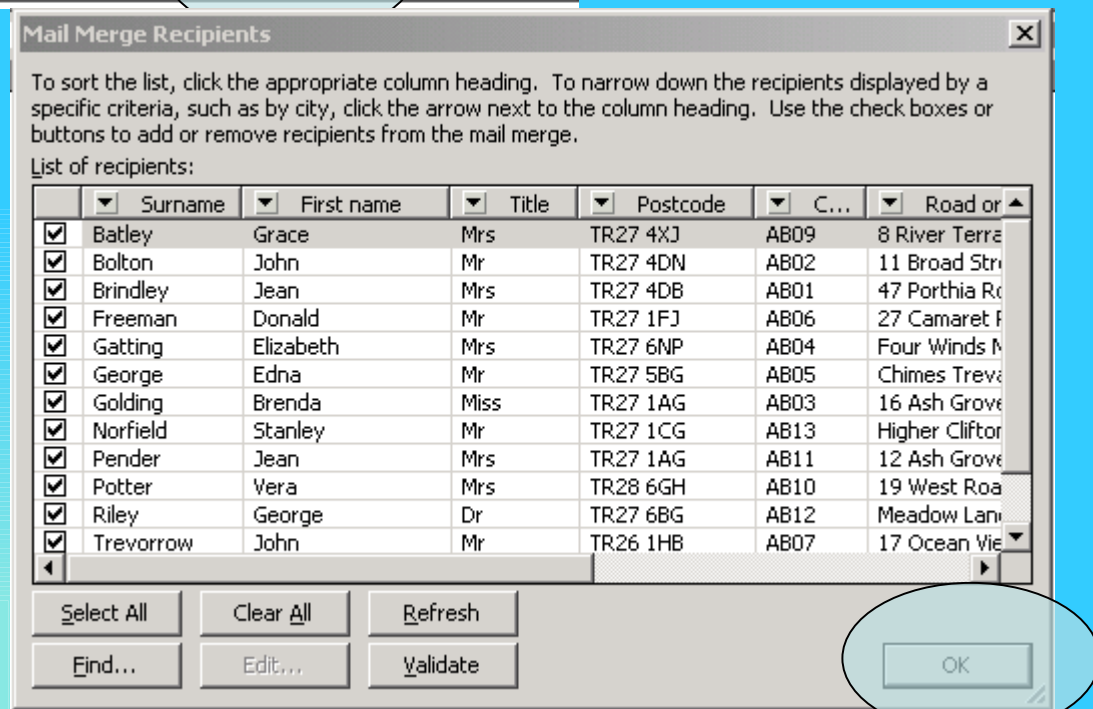
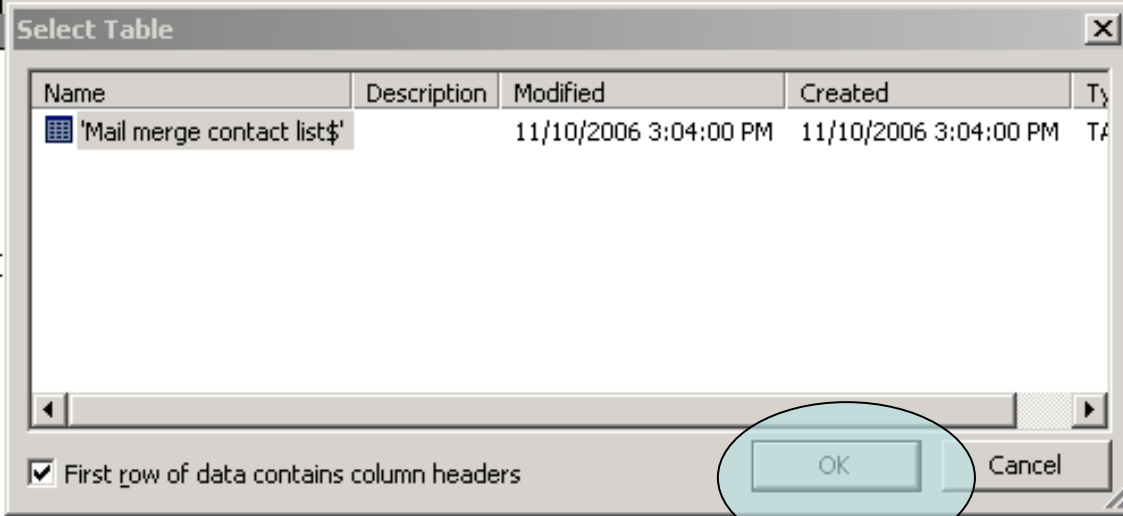
Typing the Letter

- You need to type a letter to parents informing them of the school production.
- They need to know:
 - The name of the production,
 - When it is to take place,
 - The venue,
 - The cost,
 - How to book seats,
- Use paragraphs. Leave a line space between paragraphs.

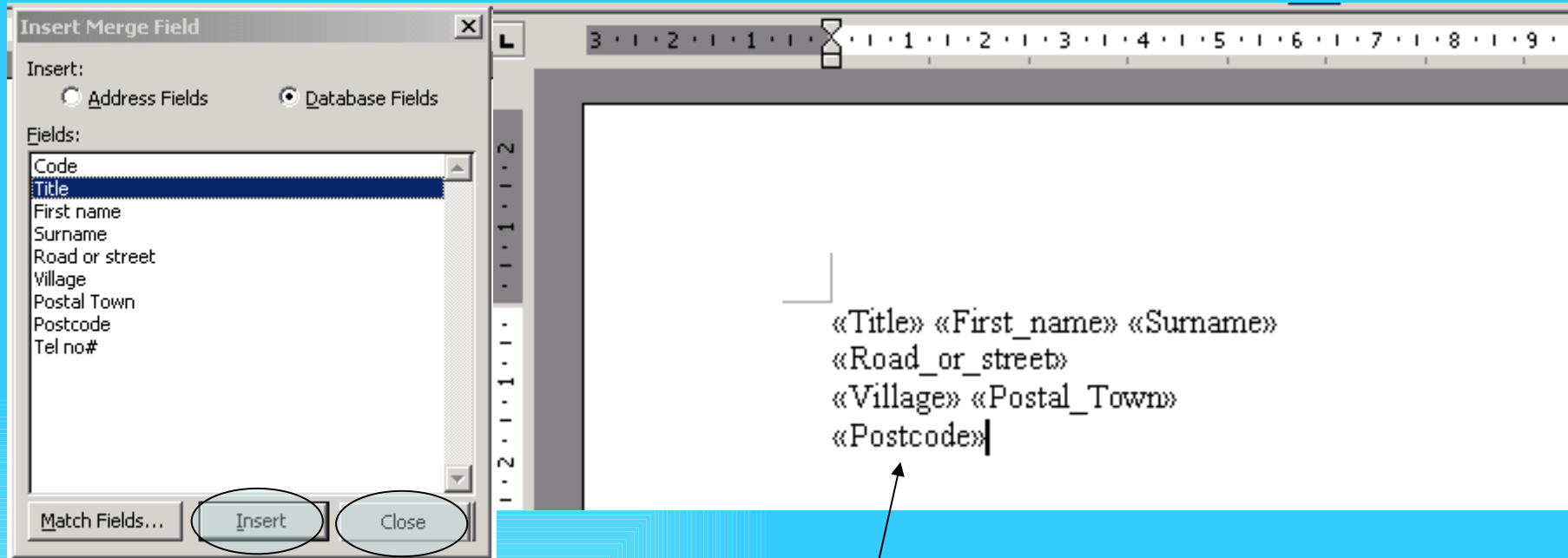
Finding the data source

- Move from step 1 to step 2
- Go to
 - *Desk top*
 - *Pupil Shared work*
 - *ICT KS3*
 - *9.3*
 - *Lesson 8*
 - *Mail merge contact list*



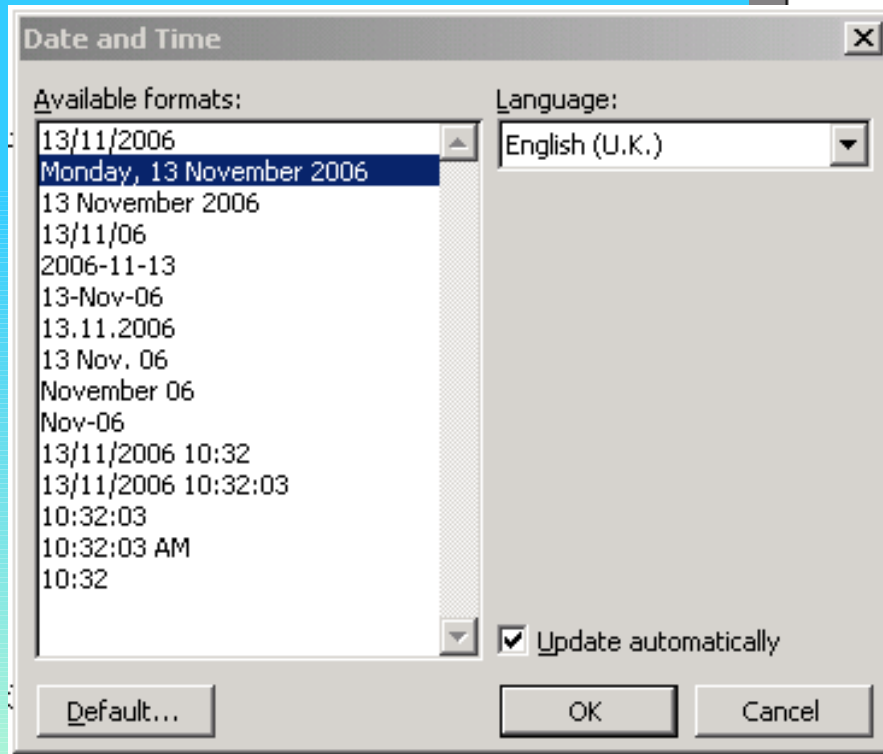
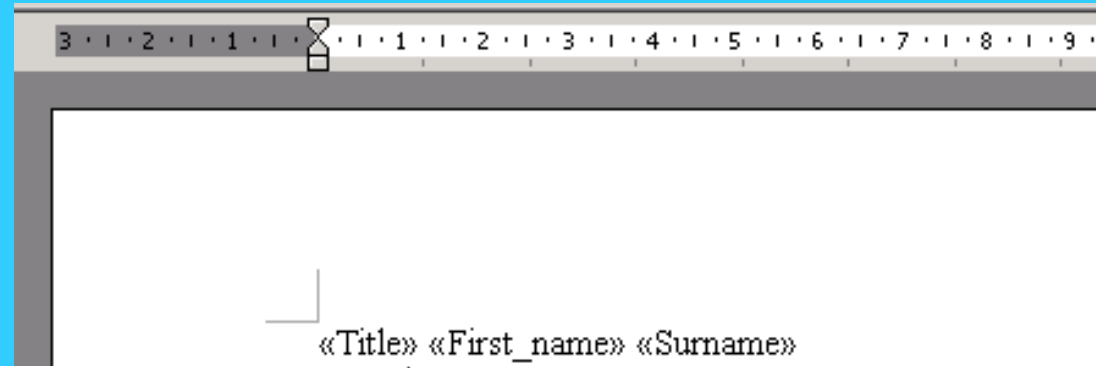
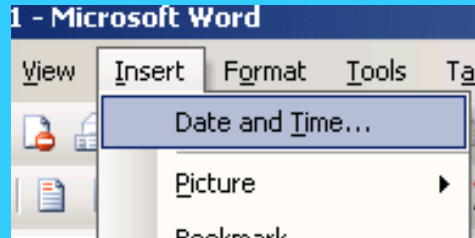


Adding the Fields of Information



Add address fields.

Add the Date



«Title» «First_name» «Surname»
«Road_or_street»
«Village» «Postal_Town»
«Postcode»

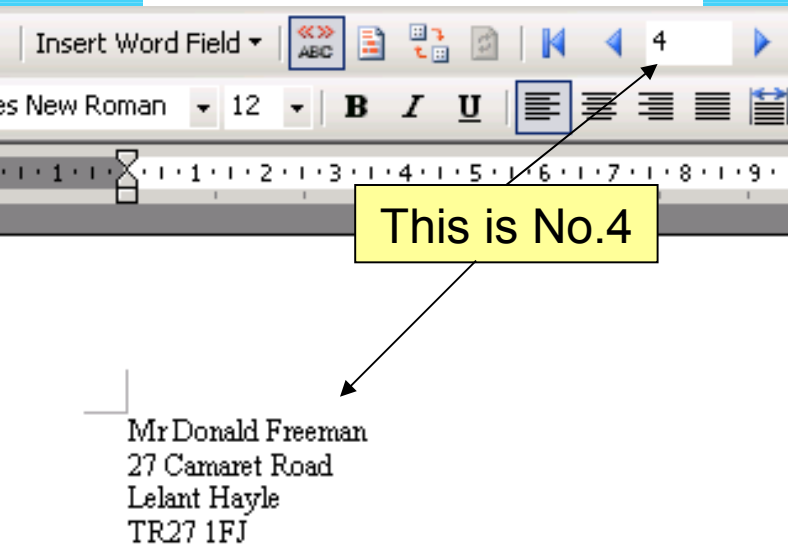
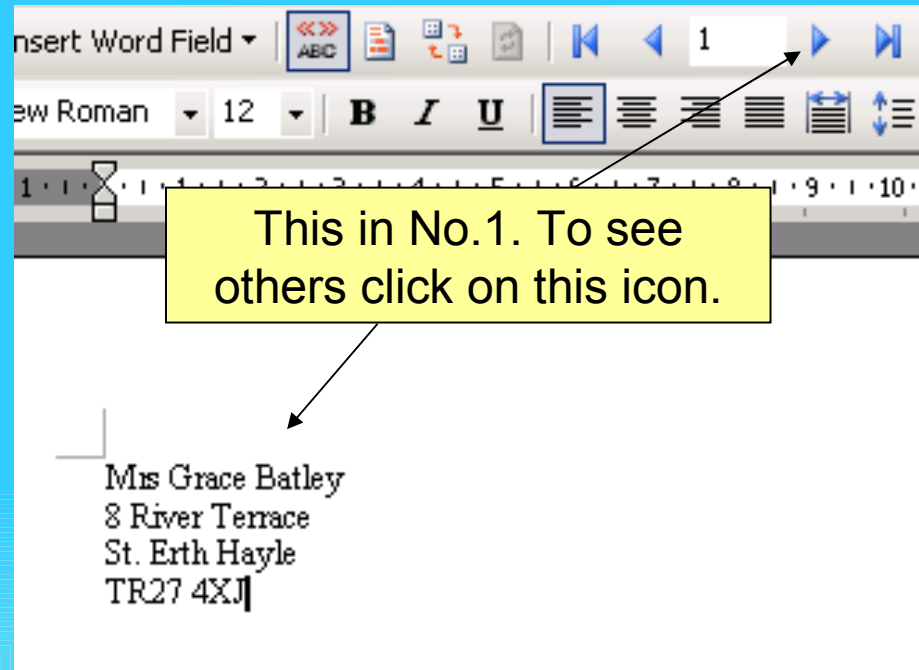
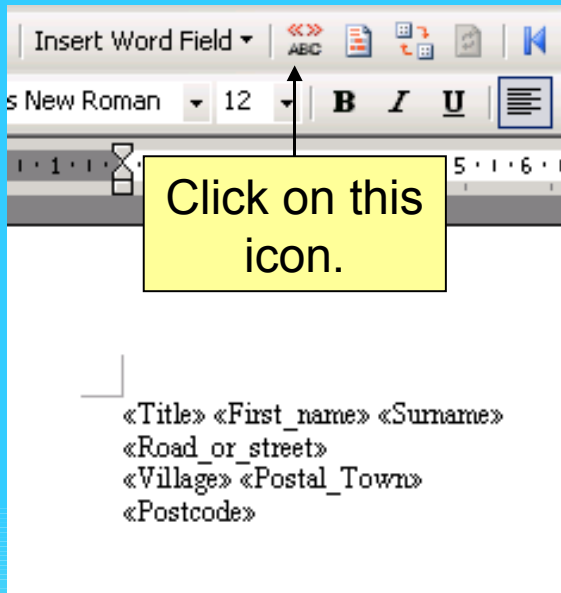
Monday, 13 November 2006

Dear «Title» «Surname»

I am writing to invite you to the school production.

Add the salutation as merged fields.

To see the different recipients*



* People who will receive the letter.