MAIL MERGE

Mail merge:

A mail merge involves merging a main document with a data source. A main document contains the text and other items that remain the same in each label. A data source contains the information that changes in each label, such as the name and address of each recipient.

Creating multiple e-mails, and changing the recipients information for each e-mail, can be a tedious task. However, Word 2010 comes with a Mail Merge feature allowing the user to create multiple e-mails for different recipients at once.
6: A dialogue box will appear, set “number across and number down” as you want to set them. And the click “Ok”

7: Now you will see some grid lines labels will appear on page. Now from “mailing” tab click on “send recipient” and select “using existing list”.
The button for your macro appears on the Quick Access Toolbar.

To run the macro, click the button.

Create a macro with a keyboard shortcut:

1. Click View > Macros > Record Macro.
2. Type a name for the macro.
• To use this macro in any new documents you make, be sure the Store macro in box says All Documents (Normal.dotm).

![Record Macro](image)

• To run your macro when you press a keyboard shortcut, click Keyboard.

![Keyboard](image)

• Type a combination of keys in the Press new shortcut key box.
• Check to see whether that combination’s already assigned to something else. If it's already assigned, try a different combination.
• To use this keyboard shortcut in any new documents you make, be sure the Save changes in box says Normal.dotm.
• Click Assign.
• Now it’s time to record the steps. Click the commands or press the keys for each step in the task. Word records your clicks and keystrokes.

**NOTE**  Use the keyboard to select text while you’re recording your macro. Macros don’t record selections made with a mouse.

• To stop recording, click View > Macros > Stop Recording.

![View Macros](image)

• To run the macro, press the keyboard shortcut keys.
• Run a macro
Normally, you use one of these two methods to start the Equation Editor:

- Double-click on an existing equation originally created with the Equation Editor.
- If you use a lot of equations in your documents, these methods can quickly become tedious. To make life easier, you can add an Equation Editor tool to any toolbar.
- Write an equation
- To write an equation, you can use Unicode character codes and Math AutoCorrect entries to replace text with symbols.
- When you type an equation, Word automatically converts the equation into a professionally formatted equation.
- On the Insert tab, in the Symbols group, click the arrow next to Equation.

    ![Equation Symbol](image)

- Click the equation that you want, or click Insert New Equation to type an equation.
- Top of Page
- Insert a frequently used or preformatted equation
- On the Insert tab, in the Symbols group, click the arrow next to Equation, and then click the equation that you want.

    ![Equation Symbol](image)

- Add an equation to the list of frequently used equations
- In the document, select the equation that you want to add.
- Under Equation Tools, on the Design tab, in the Tools group, click Equation, and then click Save Selection to Equation Gallery.
- In the Create New Building Block dialog box, type a name for the equation.
- In the Gallery list, click Equations.
- Select any other options that you want.
- Insert a commonly used math structure
- On the Insert tab, in the Symbols group, click the arrow next to Equation, and then click the equation that you want.