

Good Morning Students,
Students, this lesson is for class-VI, for the subject of Computers. Topic is 'Mail Merge' which is covered in ch-4

So, I hope all the students are ready for today's lesson. Children, today we will learn about one of the most powerful features of MS Word. This feature is known as Mail Merge. This important feature of MS Word is used to combine a data source, (which contains addresses of all the recipients or receivers) with the main document.

The Mail Merge feature is used to send letters having similar information to a number of people at different addresses. There are two main parts that are combined together, one is known as Main Document and other is known as Data Source. Let us know about these two parts of Mail Merge.

1. Data Source :- A data source is a file that contains the information to be merged into a document. For eg. the names and addresses of the recipients of a letter. The data is organised in tabular form along with the field names.

2. Main Document :- It contains the text or information that we wish to send to the recipients.

children, our next topic is 'Merge Field'.

Name, Address, City, Phone No. etc are the merge field data items, which instructs MS Word about where to insert the data source information in the main document. There are three basic steps that are involved in Mail Merge.

1. Creating a Main Document.
2. Specifying a data source.
3. Merging the data source with the Main Document.

children, I am giving you three minutes break. During break try to answer following questions.

Q1. In Mail Merge, where do we organise data in tabular form?

Q2 Name the document that contains the text that we send to all the recipients.

Q3. Which tab do you select to execute the Mail Merge option?

Welcome back children, before starting next topic let me give you the answers of the questions

Ans 1. Data Source

Ans 2. Main Document

Ans 3. Mailing Tab

children, our next topic is 'Creating a Mail Merge Document'

To create a main document, follow the given steps :-

1. Create a new document in MS Word and type a letter or open an existing letter in MS Word that you want to send to different people at their addresses.
2. Now click on the tab 'Mailings'.
3. Now in the Start Mail Merge group, click on the Start Mail Merge drop-down arrow and select the 'Step by Step Mail Merge Wizard' option.
4. On the right side of the application window, the Mail Merge task pane will appear.
5. Now, select the radio button 'Letters'.
6. Click on 'Next : Starting document'.
7. A new task pane will appear.
8. Choose any one option given there, for example 'Use the current document'.
9. Click on Next : Select recipients

children, after this another task pane will appear showing the options for defining recipient's list.

Students, I am ending the lesson here. Kindly read the given assignment carefully and also observe all the figures given on page no. 36 and 37 carefully.

Page - 3 (last page)