



SUBJECT: Empowerment Technology

TOPIC: Mail Merge and Label Generation

DESIGNED BY: Michaela P. Conversion

GRADE: 12

SEMESTER: SECOND

WEEK: 5

General Instructions in Accomplishing the Module

1. Activities and Performance Tasks contained in this module are for Enhancement of Learning purposes only. Students can answer them for mastery learning but it is not required to be answered.
2. Answer Assessment only (LAST PAGE OF THE MODULE). This is ONLY required to be answered by the students since the scores are to be recorded for the computation of grades. Please detach the page if you are done answering it. You can also attach additional sheet of paper if needed. Then, submit it to the class adviser. Thanks!

QUEST:

- **Uses common productivity tools effectively by maximizing advanced application techniques. CS_ICT11/12-ICPT-Ic-d-4**

MISSION:

MOTIVATION

Write it on a one whole sheet of paper!

Before we start our lesson, think and reflect on the scenario!

SCENARIO

You were tasked to create and send out formal invitations for promo campaign that a company is running. You were also initially given a list of ten names of loyal customers to send to.

1. From the scenario above, describe briefly how you would most likely complete the task of sending ten invitations with individual name of recipients using Microsoft Word 2013.
2. Give examples of documents that you can personalize and send or distribute.

EQUIP:

Mail Merge and label generation

MAIL MERGE

- ✓ A feature that allows you to create documents and combine or merge them with another document or data file.

FORM DOCUMENT

- ✓ The document that contains the main body of the message we want to convey or send.

LIST OR DATA FILE

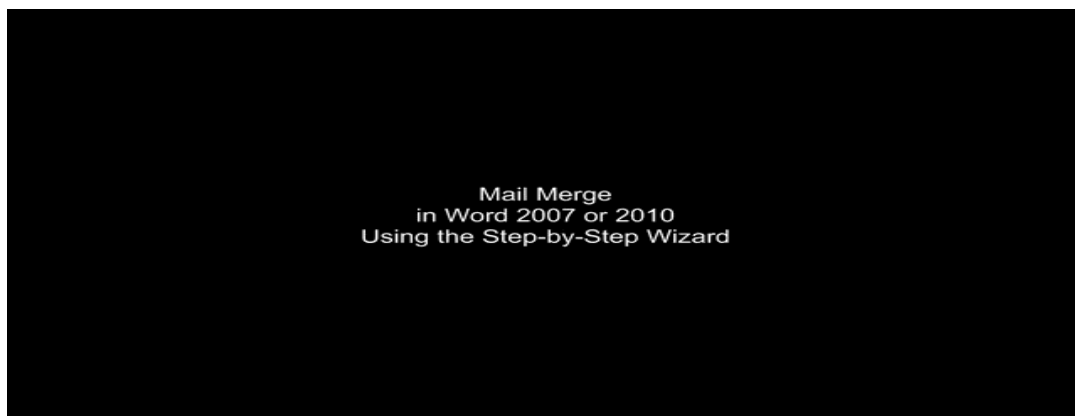
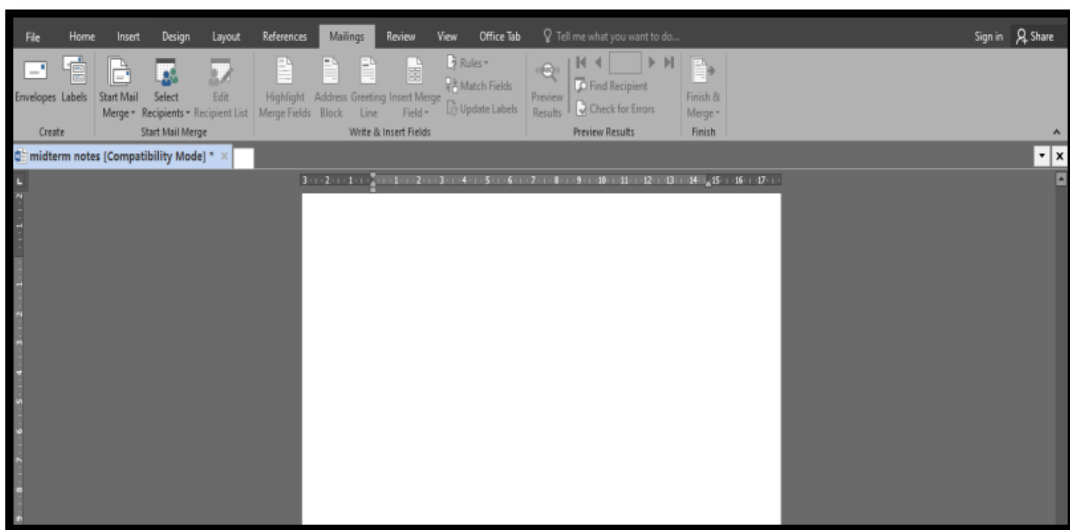
- ✓ Includes the individual information or data or the recipients information.

Merge Field/ Place Holder

Marks the position on your form document where individual or information will be inserted.

STEPS IN MAIL MERGE

We will be using this tab in the Microsoft Word!



Watch the video at this https://youtu.be/Zc_lhHnde7o

Steps in Mail Merge (Simplified)

1. Open Microsoft Word then go to mailings tab.

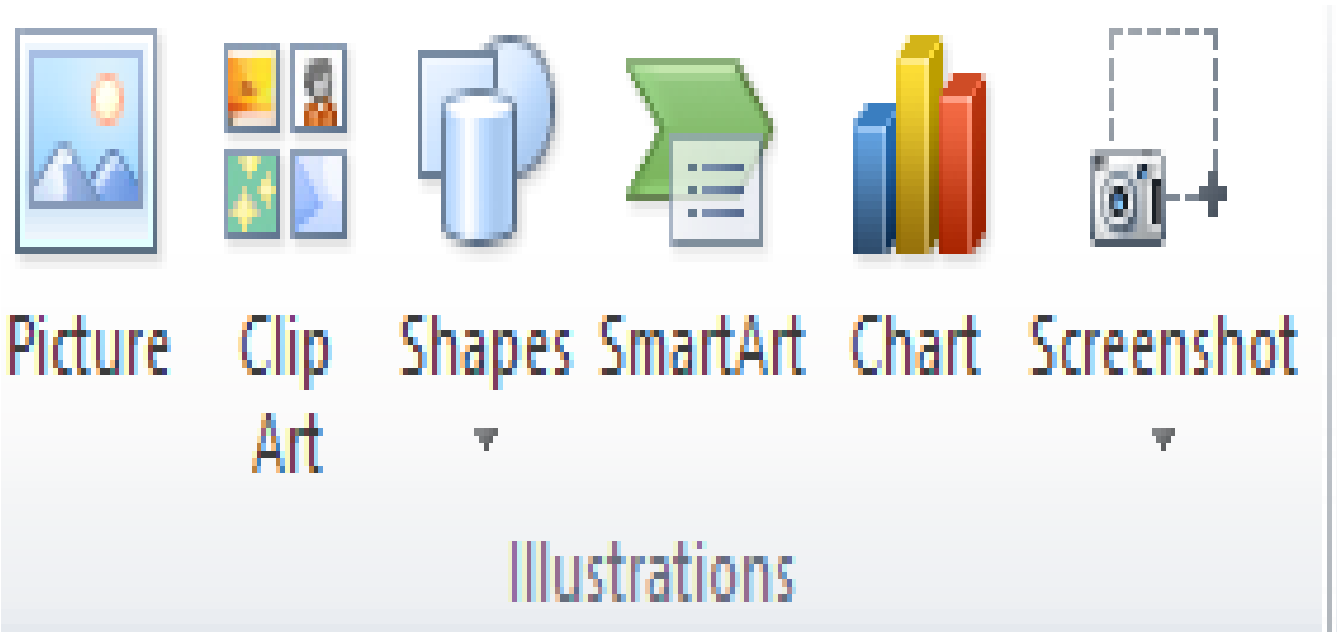
- 2. Click Start Mail Merge and select letters.
- 3. Choose Select Recipients and click Type New List.
- 4. Click the customize button on the dialog box for the new address list.
- 5. Type an individual data from your corresponding fields.
- 6. Once you are done typing your data, save the recipient list. You should be back on your main document soon after.
- 7. Add or delete a field needed in your document and then confirm.
- 8. Insert a placeholder in your document and click Insert Merge Field.
- 9. Choose Preview Results to check your work before you send it.
- 10. Choose Finish and Merge to edit, print or send your merged documents through email.

MISSION

On a piece of paper, create a simple flow chart that summarizes the steps in creating a merged document.

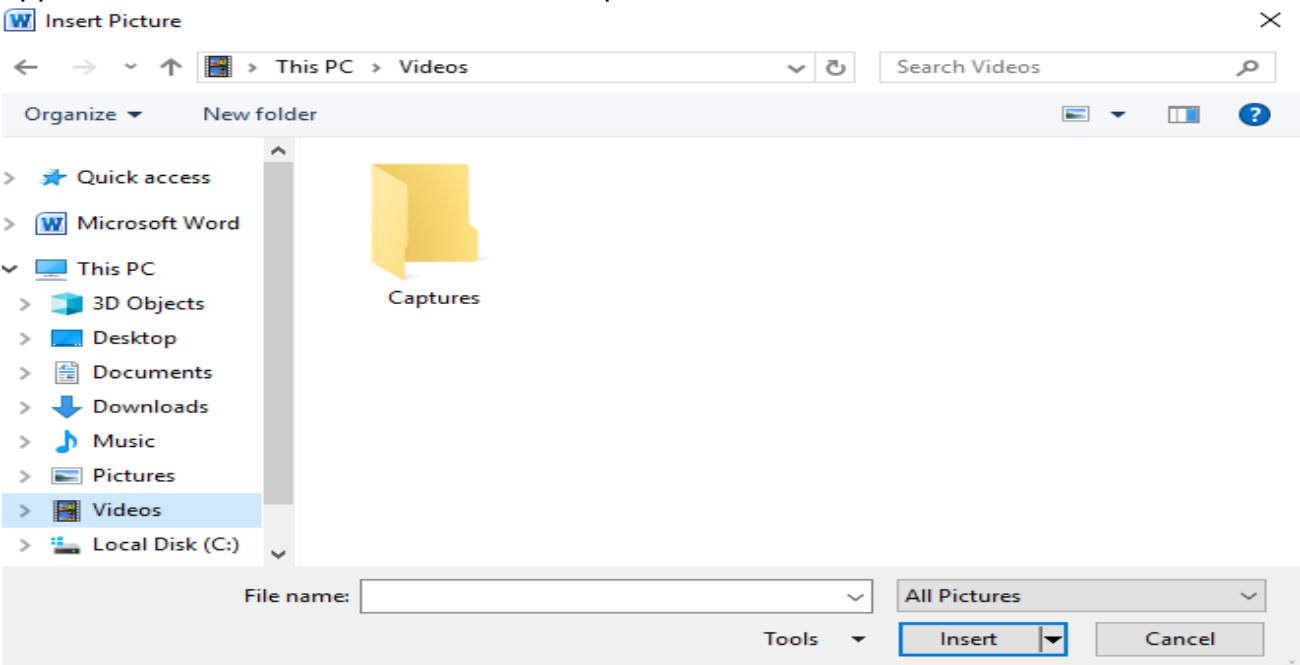
Advance Technique in Word

- Integrating Illustrations in Word Processor
Inserting illustrations- an illustrations in Microsoft Office is visualization or drawing that is in the form of Pictures, Clip art, Shapes, Smart Art and screen clippings.



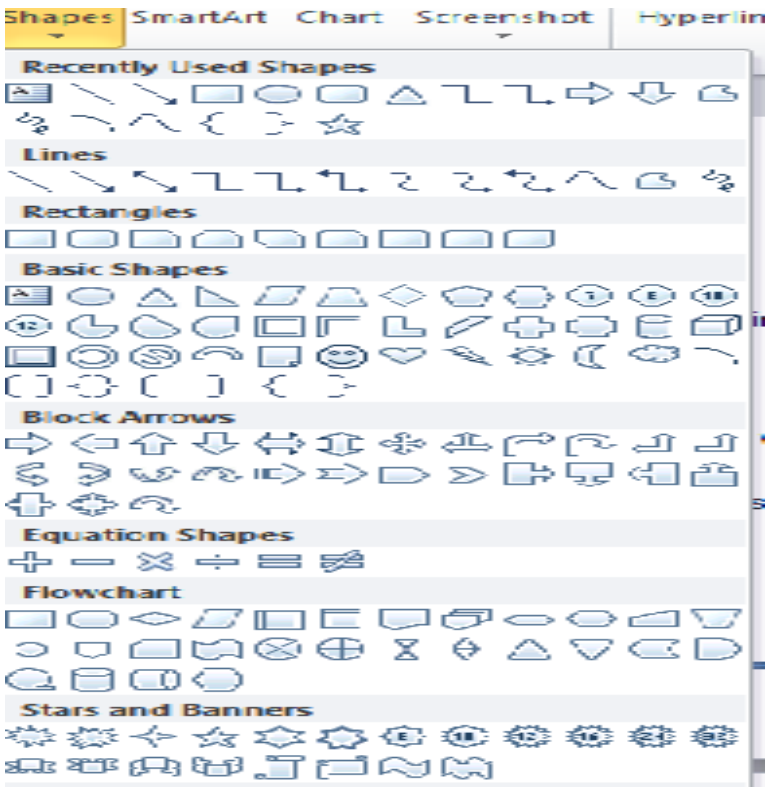
- To insert a picture from a little do the following:**
- 1. Click where you want to insert the picture in your document.

- 2. In the illustrations group of the Insert tab, click Picture. Insert Picture dialog box will appear
- 3. Locate the picture that you want to insert.
- 4. Double-Click the picture that you want to insert. Format tab of the pictures tools will appear on the ribbon at the same time the picture is inserted.



To insert shape, do the following:

- 1. In the illustrations group of the insert tab, click shapes
- 2. Click the shape that you want.
- 3. Click anywhere in the document and then drag to insert the shape.

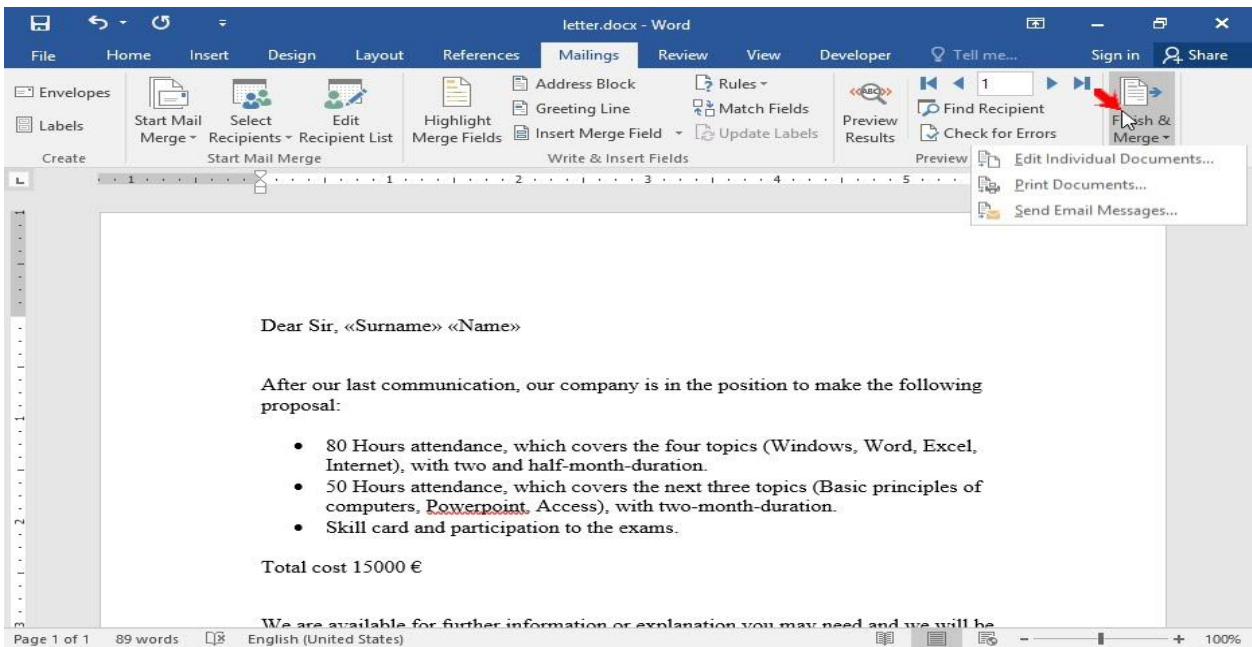


- Mail Merge and Label Generation

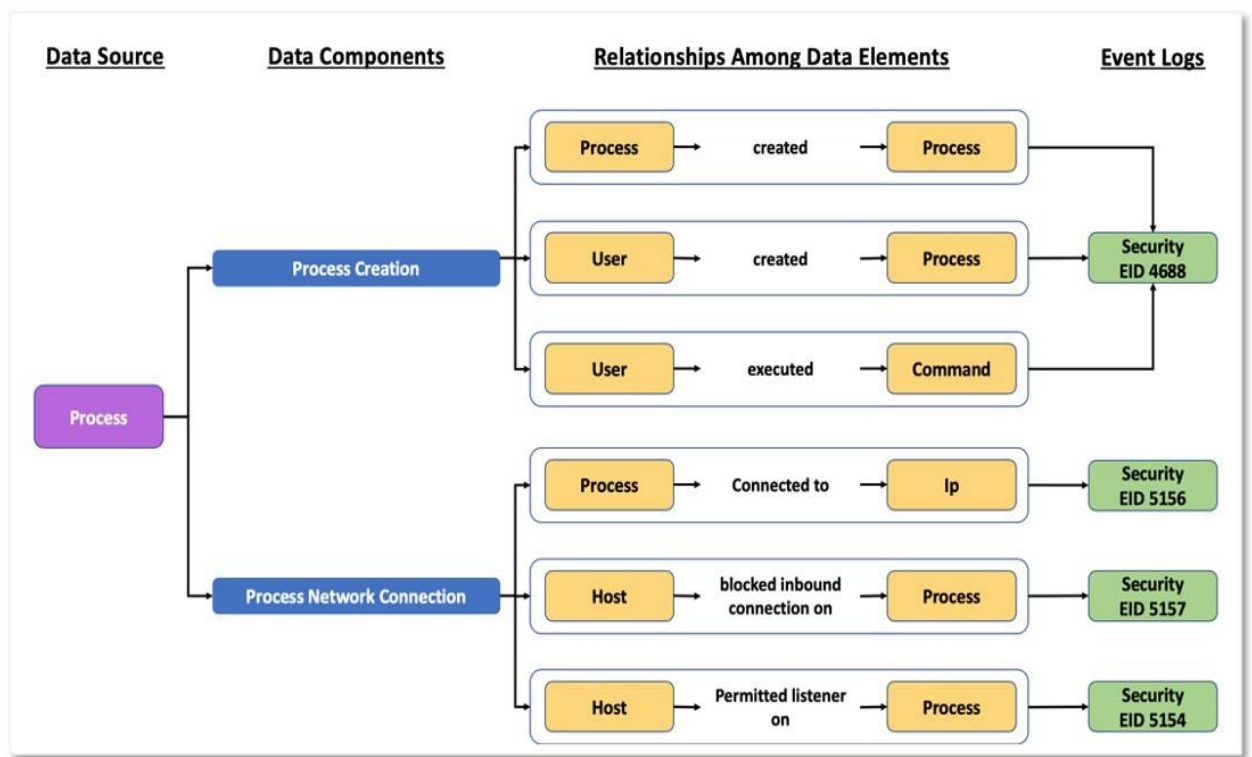
Mail Merge- is a word processing feature that allows you to easily create multiple letters, labels, envelopes nametags, or catalogue documents to a group of people as stored in a list in a database or spread sheet.

Three components:

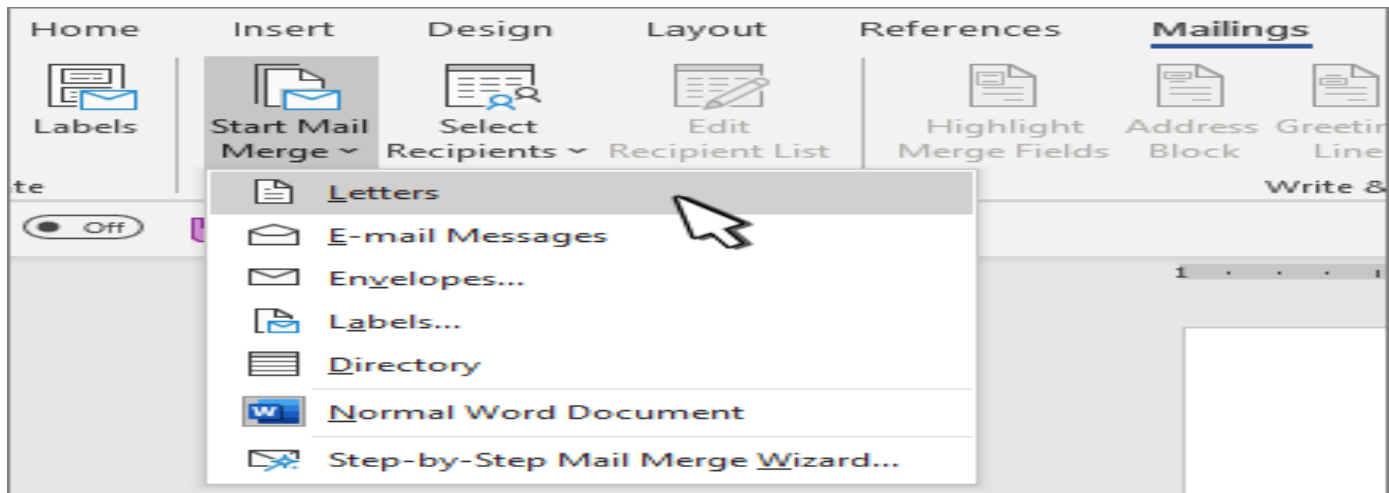
1. Main document- the letter which contain the main information for each of the merged documents.



2. Data source- it is also called data file which comprises the information to be merged into a document such as the list of names and addresses to be use in a mail merge.



3. Merge Document – this is also a word processing document that is the generated output after executing the merge process.



In Mail Merge you need to:

- Create the main document
- Create data source
- Merge data with document

MISSION:

State your Insight in creating the mail merge and why is it important. Write it on a one whole sheet of paper!

STACK:

Read and analyze the questions carefully.

1. In relation to new inventions such as PC and Internet, the question is, how do these inventions helps you to neither create letters nor attach files?
2. What is the significant between mail merge creation and mass media in terms of creating news journals?

References:

- ([Slideshare.net/Angelito Quiambao](https://www.slideshare.net/AngelitoQuiambao), visit this link for more Information)
- (Empowerment Technologies/Innovative Training Works,Inc)

CHEKPOINT

Name:

Week: 5

Grade &Section:

Subject: EMPOWERENT TECHNOLOGIES

- I. Directions: Circle the letter that corresponds to the correct answer.
- Which of the following is not a component of the mail merge?
 - address
 - file name
 - form document
 - data file
 - What feature of Microsoft Word allows you to efficiently create documents that have the same general content but may have different recipients or purpose?
 - mail merge
 - print merge
 - send merge
 - view merge
 - Where can you find the Start Mail Merge button?
 - file tab
 - mailings tab
 - references tab
 - home tab
 - What type of document can you create using mail merge?
 - Envelopes
 - Insert merge field
 - Address block
 - Greeting line
 - What button allows you to see the result of your mail merge even before you print or send it out?
 - Preview results
 - Insert merge field
 - Address block
 - Greeting line

II. Essay. (5 points)

- How important is the mail merge feature of Microsoft Word in different organization?
