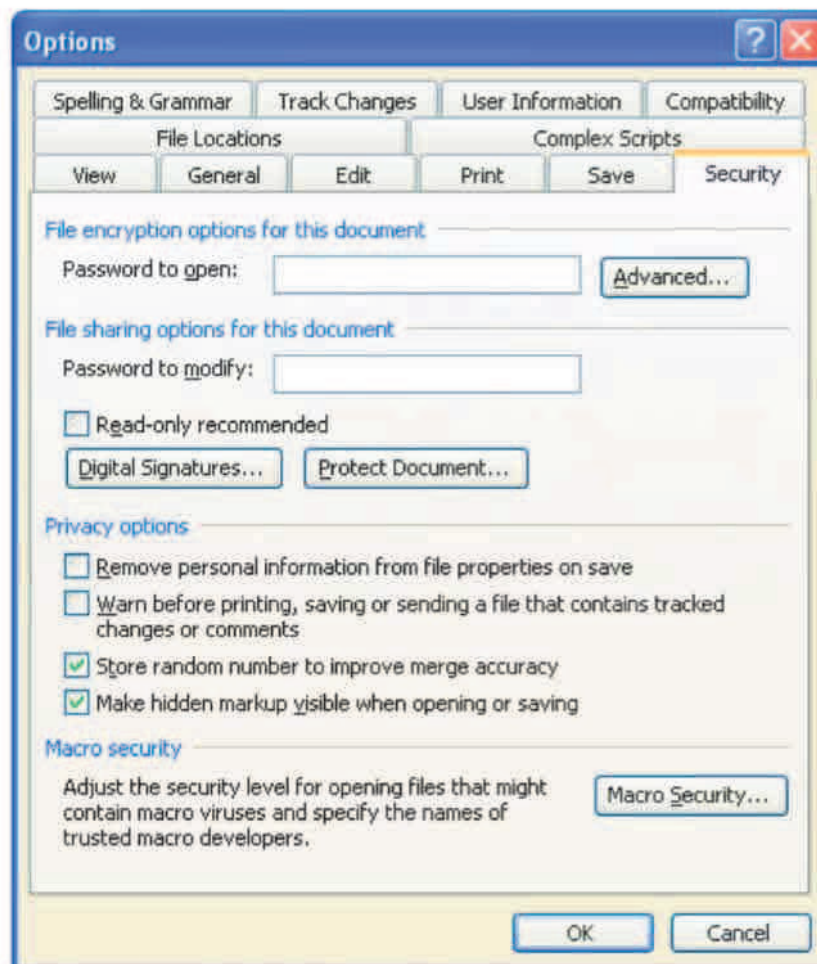


Password Protecting the document

- ❖ Open any word document.
- ❖ Click **Tools** menu and then click **Options** Click **Security** tab. You will get screen as shown below.

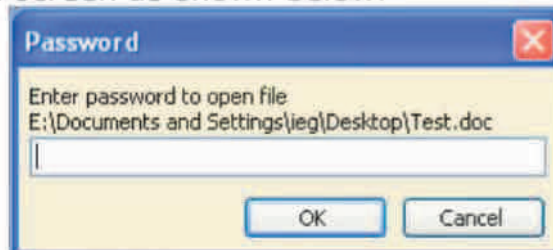


- ❖ In the **Password to open** text box, type your password (Ex: type **mahesh**). Your password will appear as group of *******. Click **OK** button. You will get the following screen.



- ❖ Reenter the same password and then click **OK** button.

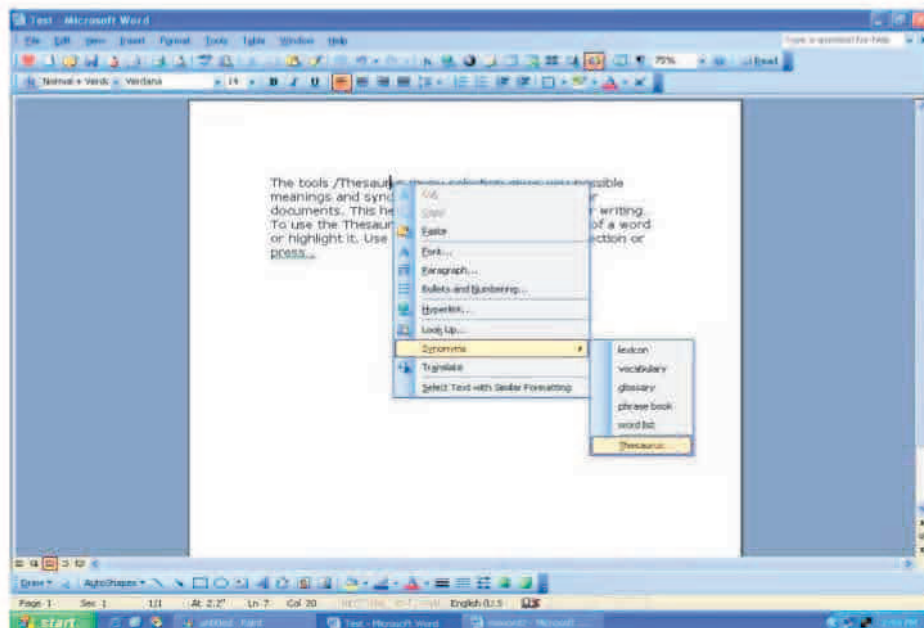
- ❖ Close the document by clicking **File** and then clicking **Close** option.
- ❖ Open the same document by clicking **File** and then clicking **Open** option.
- ❖ You will get a screen as shown below.



- ❖ If you type the same password as earlier (**maresh**) then only you can open the file.
- ❖ Enter the password and then click **OK** button.
- ❖ If you want to delete the password click **Tools** menu and then click **Options**.
- ❖ Delete the password in the **Password to open** text box.
- ❖ Click OK button. Your document will be unprotected.

Thesaurus

The tools /Thesaurus menu selection gives you possible meanings and synonyms for selected words in your documents. This helps you be more precise in your writing. To use the Thesaurus, position the cursor in front of a word or highlight it. And Right Click and Then you will find a dropdown menu and select synonyms option select Thesaurus menu as shown below .



Lists of possible meanings and synonyms are displayed. Pick a desired word so that it is in the Replace with Synonym box and click the Replace button to use it. Use the Look Up button to find alternate meanings of a selected word in the Meanings box. Click Cancel to exit the Thesaurus dialog box without accepting any of the suggested changes.

Creating a Mail Merge document

Following are steps involved in creating a Mail Merge document.

- ❖ Create a new data source and enter information
- ❖ Create the main document
- ❖ Insert fields into the main document.
- ❖ Merge data source and main document.

Creating a new data source

This file is created basically to store the information like addresses which is to be used to merge with the main document.

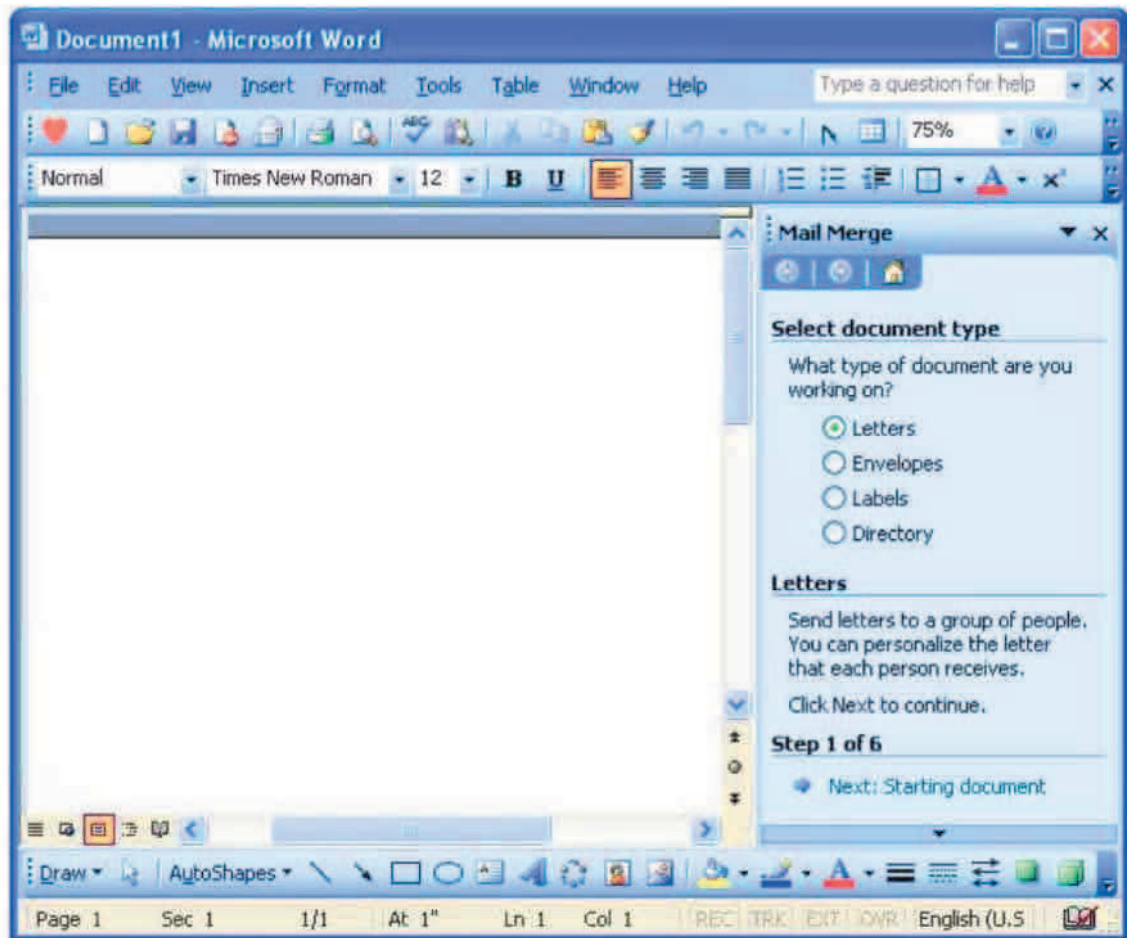
- ❖ Open a New word document
- ❖ Create a Table with following information :

First Name	Last Name	Add1	Add2	Add3
Bhaskar	Rambha	Banjara Hills	Road No.3	Hyderabad
Ashok	Reddy	Kukatpally	Main Road	Hyderabad
Ravi	Kumar	Gandhi Nagar	RTC X Roads	Hyderabad

Save the file as **address.doc** and close.

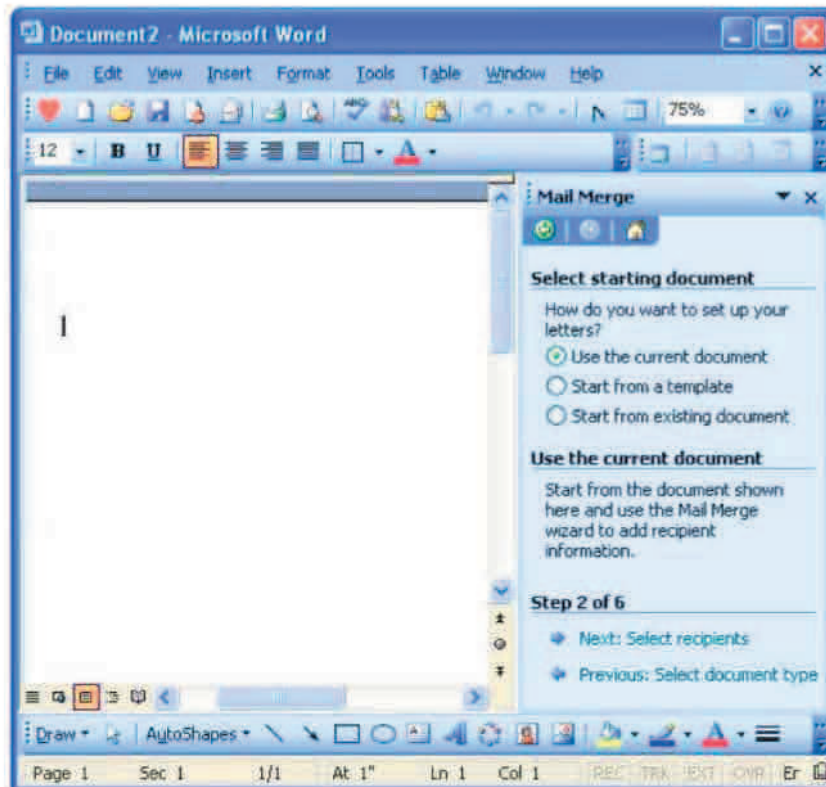
Creating the Main Document

- ❖ From the **Tools** menu → **Letters and Mailing**→**Mail Merge**.
- ❖ In the Main Document area of *Mail Merge Helper* window click the **Create** button. Clicking on the down arrow opens the pull down menu.



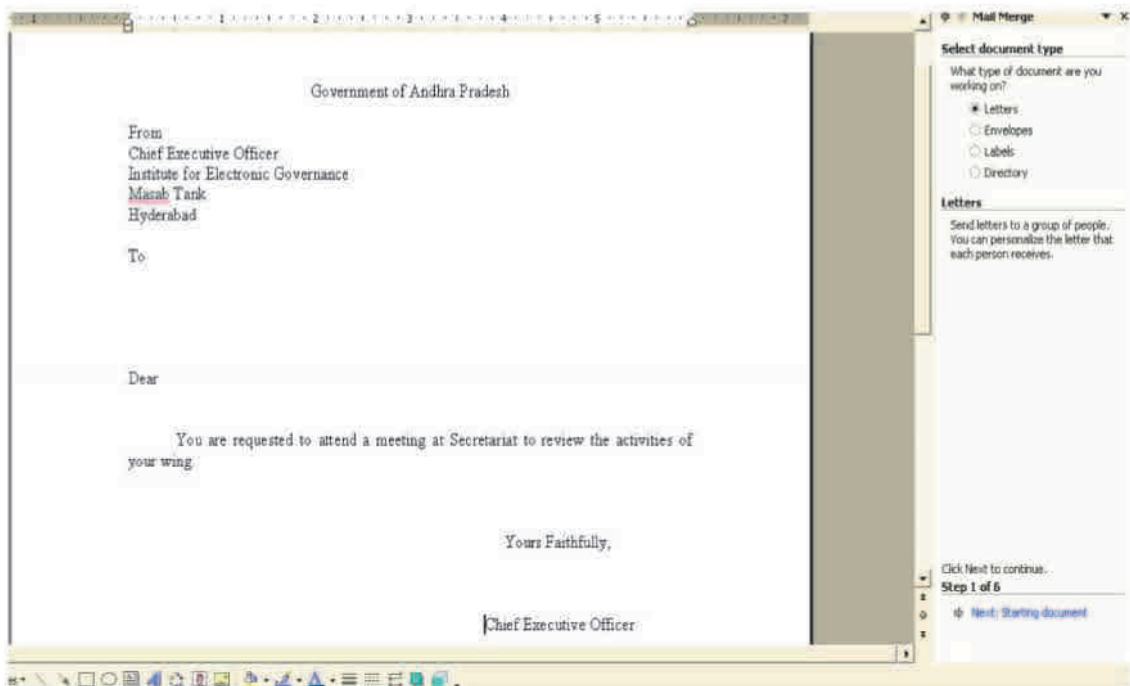
- ❖ Select **Letters**. and under Step 1 of 6, Click on Next : Starting document as shown in the above window (step 1).

- ❖ You will get 3 options to select from the following window
 - Use the Current Document
 - Start from a template.
 - Start from Existing Document

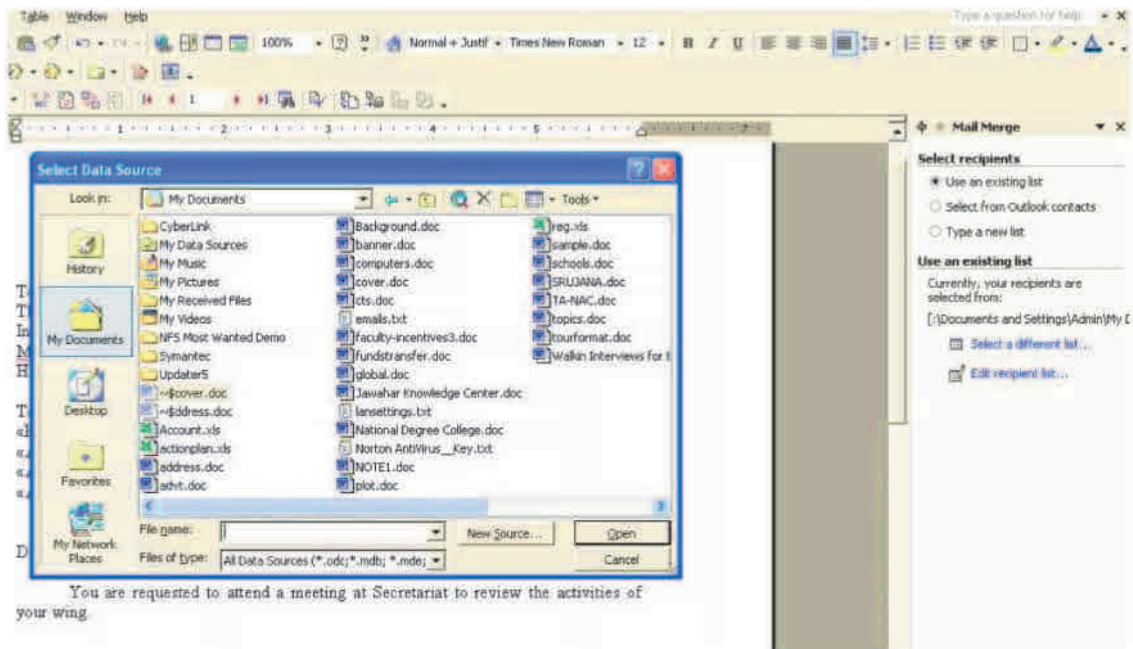


❖ Select the first option : Use the current document

Type the letter leaving sufficient space to place addresses later

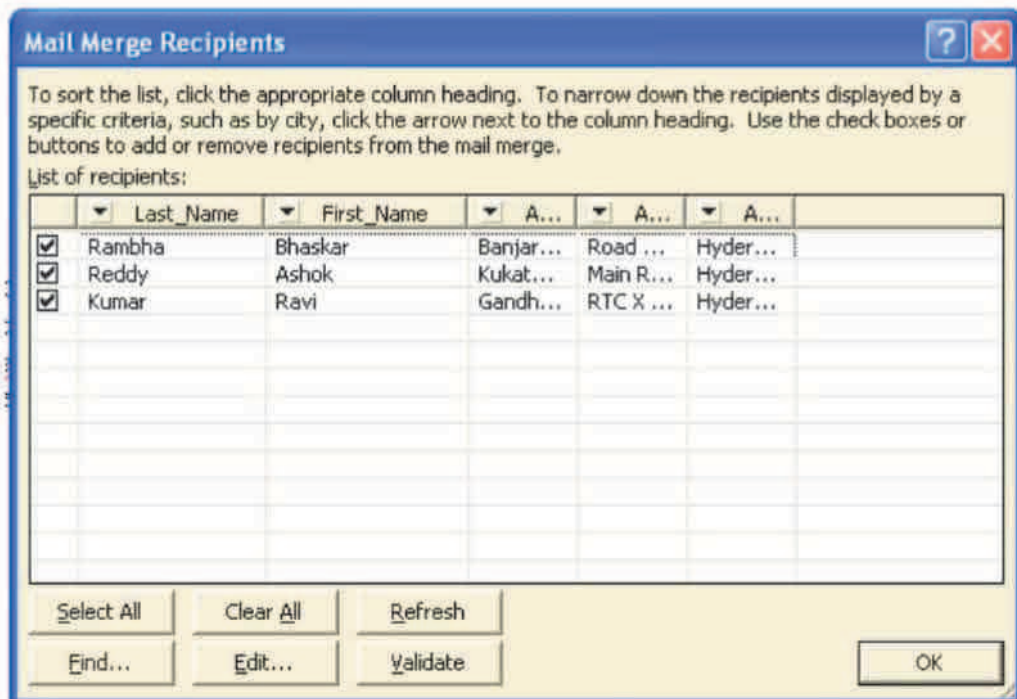


- ❖ Now click on Write Your letter link (step 3)
Then you will get following window.



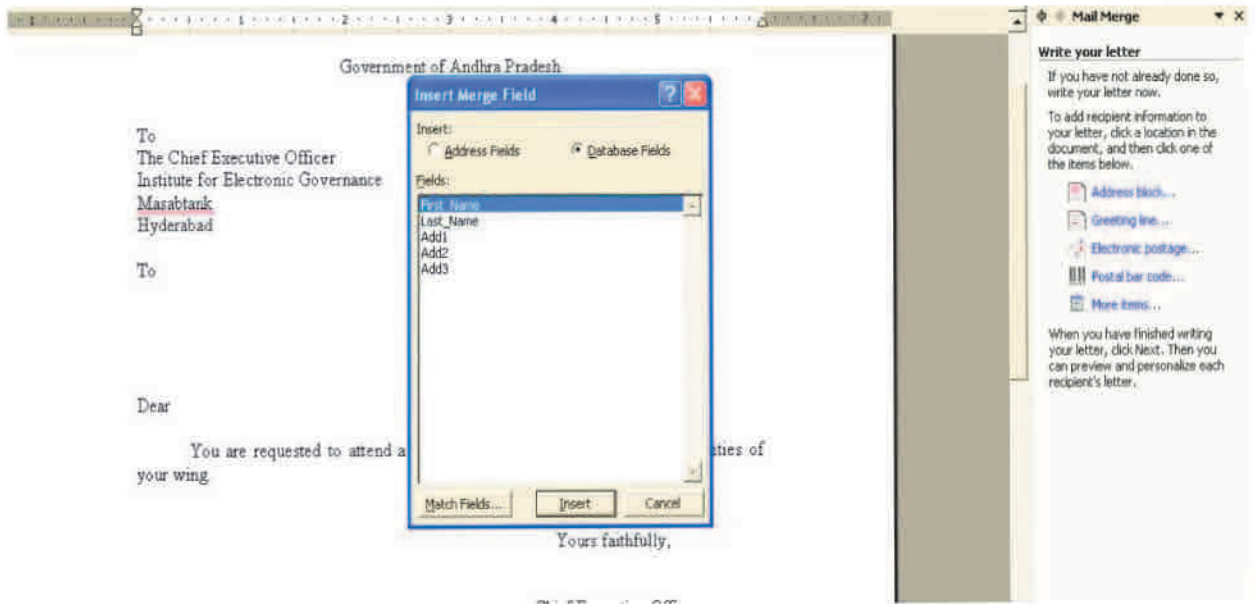
- ❖ Now Select an Existing Data Source i.e. the file address.doc and Click on Open Button.

Then you will get following window.



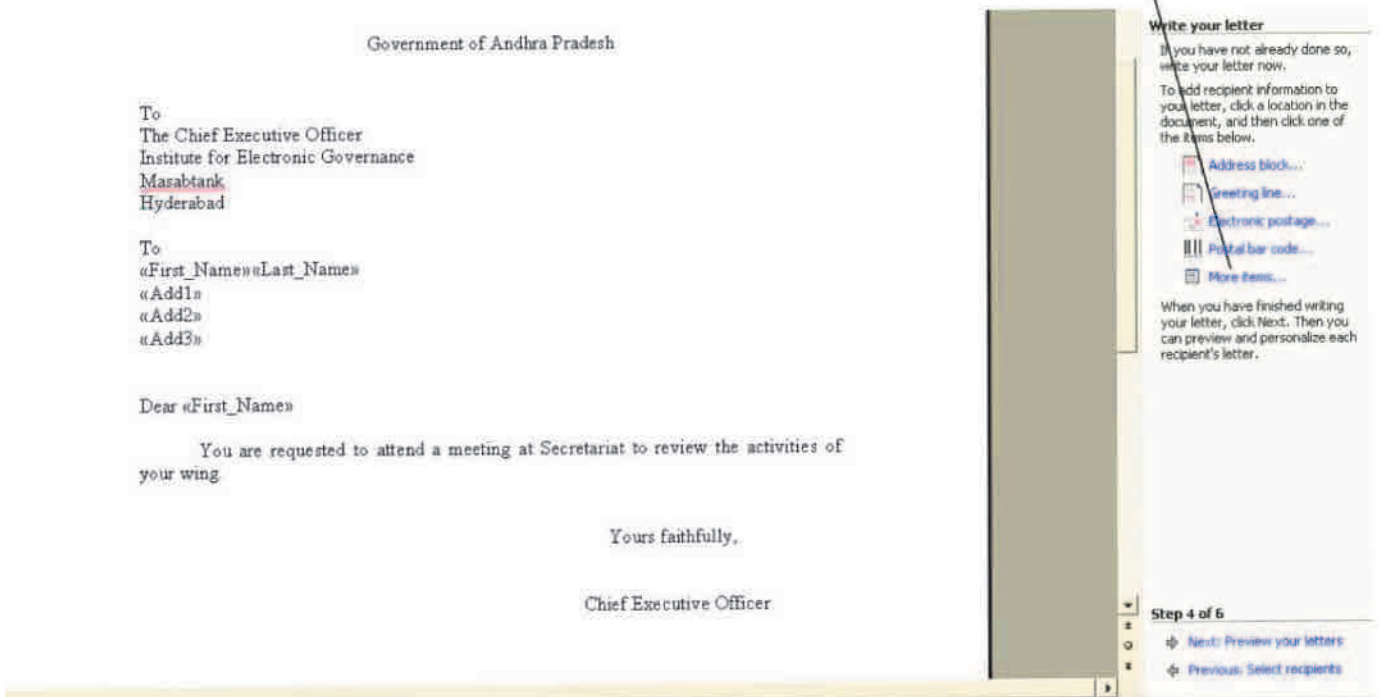
Click **Ok**.

Then you will see the following screen



- To add recipient information to your letter Click on **More items** and insert the fields wherever required.

After inserting fields your document may look like this :



❖ **Now see Step 4 of 6 and click on Next : Preview your letters**

Government of Andhra Pradesh

To
The Chief Executive Officer
Institute for Electronic Governance
Masabtank
Hyderabad

To
Bhaskar Rambha
Banjara Hills
Road No.3
Hyderabad

Dear Bhaskar,

You are requested to attend a meeting at Secretariat to review the activities of your wing.

Yours faithfully,
Chief Executive Officer

Preview your letters
One of the merged letters is previewed here. To preview another letter, click one of the following:
«« Recipient: 1 »»
[Find a recipient...](#)

Make changes
You can also change your recipient list:
[Edit recipient list...](#)
[Exclude this recipient](#)

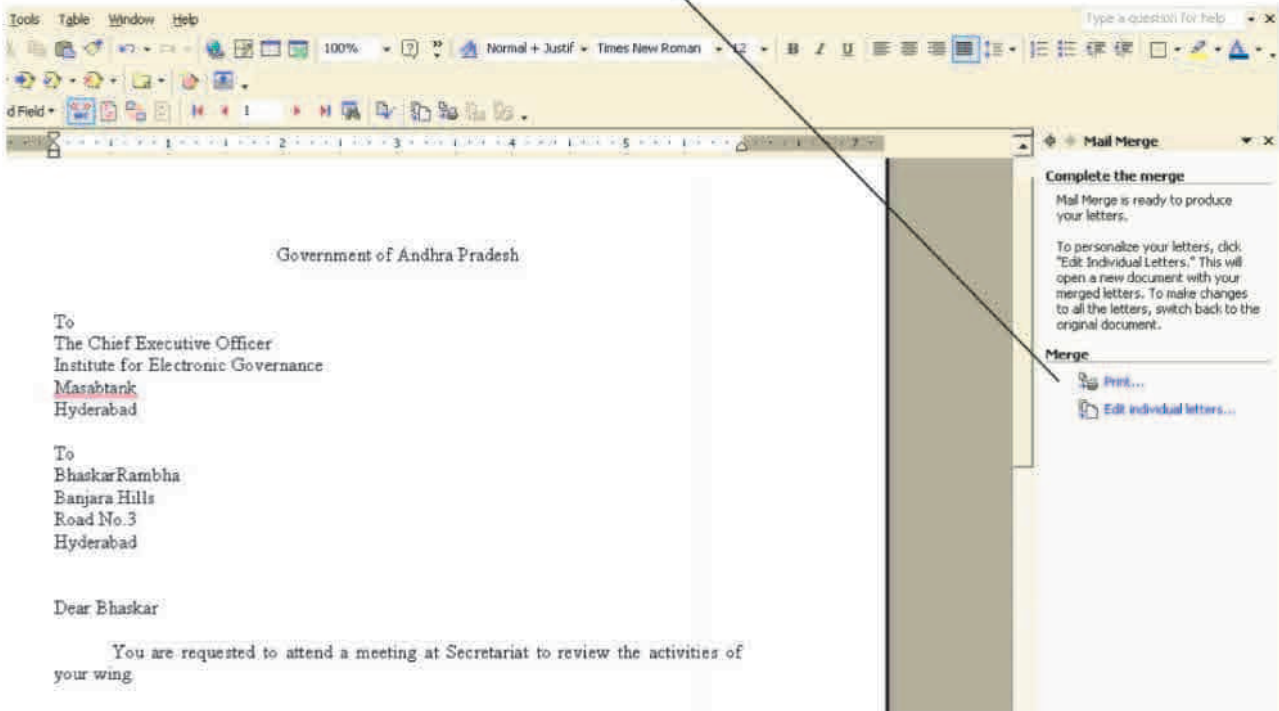
When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

Step 5 of 6
Next: Complete the merge
Previous: Write your letter

❖ **You can preview all the letters by clicking on Recipient 1..2.. so on**

❖ **After Preview come to Step 5 of 6 and click on Next : Complete merge**

- ❖ After completing the merge you may print letters or edit them using the following options :



There are several options while printing letters. You may print all letters or selectively. It is advisable to check the formatting and other details of merged documents before sending them to printer.
