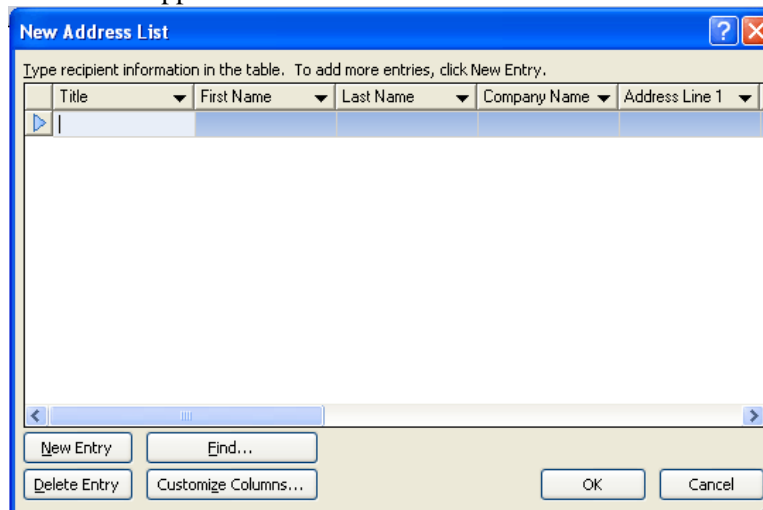
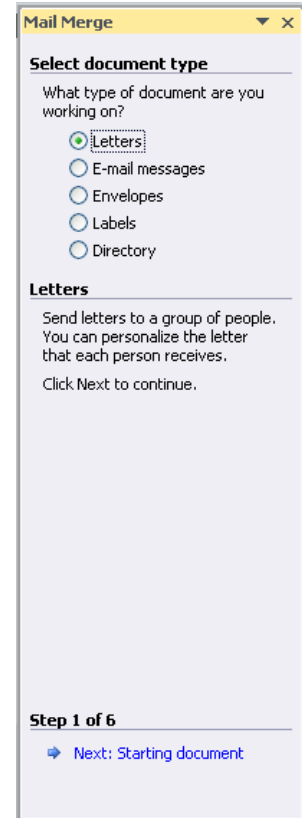
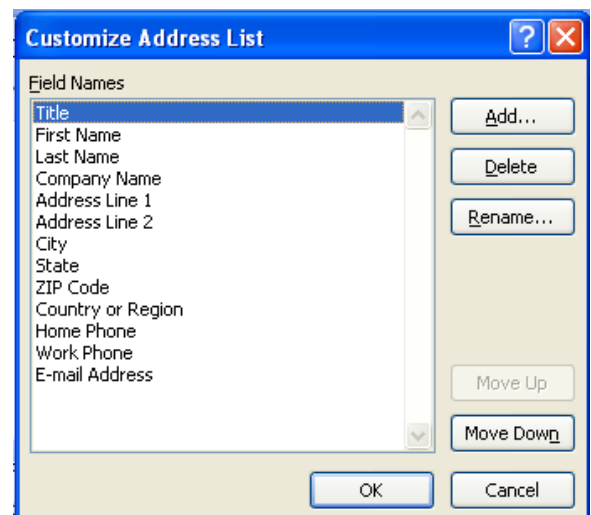


B. Merge Data into a Document Using Data Created in Word

1. Open a New Document in Word.
2. Click Alt to view letter codes to select a tab, click M for the Mailings ribbon, and click S to Start a Mail Merge, and click W to select the mail/merge Wizard.
3. A Mail Merge window will appear to the right of your document as shown on the right.
4. The radio button for Letters should be selected (if not, select it).
5. Click on the "Next: Starting document" link at the bottom of the Mail Merge window.
6. The radio button for "Use the current document" should be selected (if not, select it).
7. Click on the "Next: Select recipients" link at the bottom of the Mail Merge window.
8. Click the radio button to "Type a new list."
9. Click Create under the "Type a new list" title, and the following window will appear.



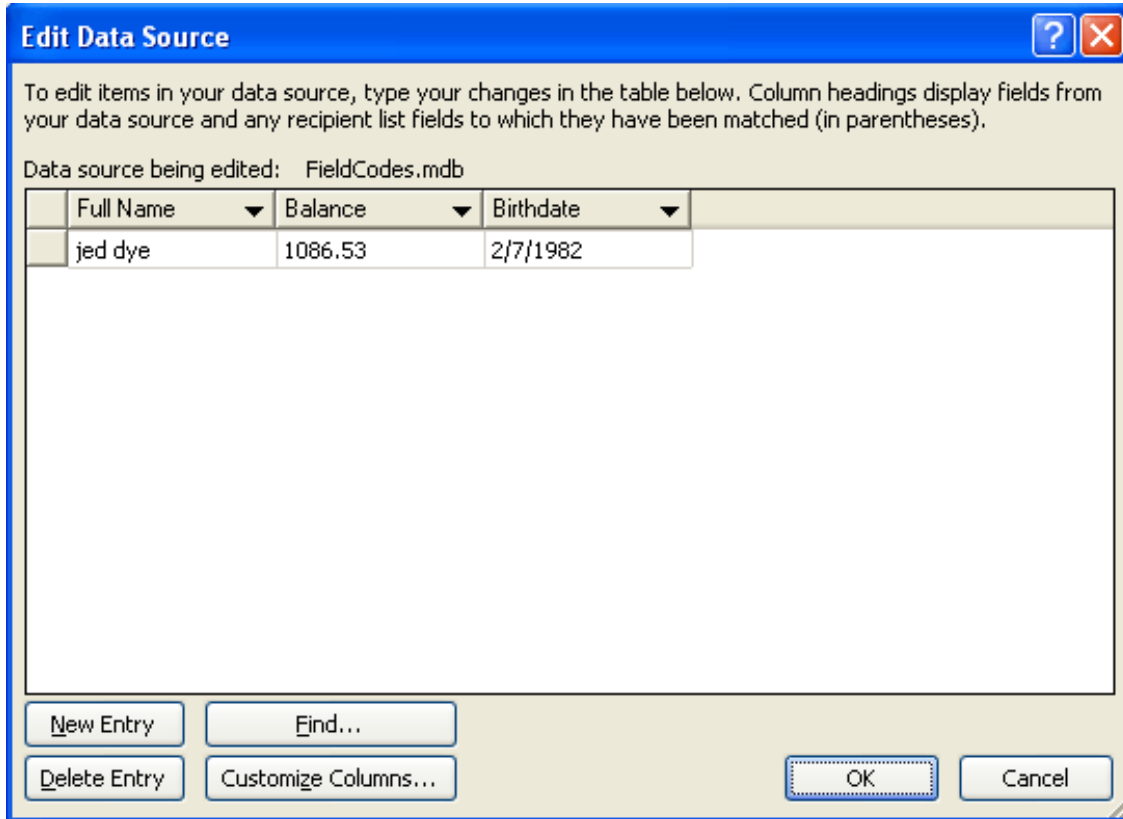
10. Click Customize Columns, and the following window will appear.
11. Make the following changes.
 - a. Delete the following: Title, Company Name, Address Line 2, Country, Home Phone, and E-mail Address.
 - b. Rename ZIP Code to be Zip5.
 - c. Click on Add to add the following fields: Zip4 after Zip5 and Balance after Work Phone.



VII. Field Code Manipulation.

A. Open a New Word Document to be Saved as Field Codes.

1. Click Alt, M, S, W to select the Mailings ribbon, and Start a Mail/Merge operation using the Wizard.
2. Select Letter as the document type and use the current document.
3. Create a list with Full Name, Balance, and Birthdate fields.
4. Enter the following data using lowercase letters: jed dye, 1086.53, 2/7/1982
5. The list will have the following appearance.



6. Click Alt, M, I to view the field list.
- ### B. Work with Capitalization codes.
1. Click the **Full Name** field 4 times and add returns between them.
 2. * is the indicator that suggests operation on text.
 3. Capitalization formats include the following.
 - a. * Caps (first letter of each word is capitalized)
 - b. * FirstCap (first letter of the first word is capitalized)
 - c. * Lower (all lower case)
 - d. * Upper (all caps)
 4. Add each of the following formats as a Field Code to the 4 **Full Name** fields.
 - a. Hit Alt F9 while Merge Codes are showing to view in MERGEFIELD format.


```
{ MERGEFIELD "Full_Name" \* Caps}
{ MERGEFIELD "Full_Name" \* FirstCap}
{ MERGEFIELD "Full_Name" \* Lower}
{ MERGEFIELD "Full_Name" \* Upper}
```

APPENDIX A - GLOSSARY

absolute reference - is the indication of a column or row in a spreadsheet preceded by a dollar (\$) sign so that the reference does not change as the reference to the cell is replicated. Both row and column can be absolute or either one alone.

alignment - refers to vertical and horizontal position of data or object position between left and right margins or within a column, cell, or other text area. Alignment can be to the right, left, or centered within a cell, text area, line, or column.

ampersand - the "and" sign (&) used in concatenation (joining) of string data.

area chart - type of multiline graph in a spreadsheet which fills the area between lines to clearly illustrate differences.

argument - parameter entered in a function and used in making calculations (*i.e.* in the function =SUM(A1:B1), the range described by A1:B1 is the argument for the function.)

arithmetic operator - symbols used to indicate addition (+), subtraction (-), multiplication (*), division (/), and exponentiation (^) in formulas.

ascending order - sequence of arrangement with the smallest number or letter closest to the front of the alphabet coming first. (*i.e.* 1 to 99... or A to Z)

ASCII - acronym for American Standard Code for Information Interchange. This is a standard format in which files may be written to storage devices and used by most other applications. The data output in this manner loses all its formatting information.

attribute - characteristic ascribed to something, a property.

bar chart - data graphically illustrated with a series of vertical bars.

baseline - imaginary line on which a line of text is located. Descenders of the letters, *g, j, p, q,* and *y* pass through the baseline.

blank row - a blank line, empty line, or empty row in a spreadsheet or document. It is also called an empty record in a database.

blank line - an empty line, blank row or empty row in a spreadsheet or document. It is also called an empty record in a database.

block - selected set of items, such as words, cells, columns, etc.

border - lines drawn around the perimeter of a cell, field, range of cells, block of data, page, paragraph, drawing, or box that emphasizes the selection. Each cell has four "borders", which may be visible or not, in a database and spreadsheet, left, right, top, and bottom, and these may be manipulated separately or in combination for format and size.

break point - a specified change in a report when a Summary Total Line is inserted. This is triggered by a change in a particular field. A Group in a report is terminated at a break point.

bullet - large dot, square or other symbol used to delineate or enumerate an important element, often within a list.

calculated field - field having a mathematical expression as its source of data.

category label - label describing what the x-axis of a spreadsheet chart represents. This is printed along the x-axis under the related bar or data point.

cell - area formed by intersection of a column and row in a spreadsheet or individual item of data addressed by one column and one row; the basic unit of a spreadsheet that is viewed as a single rectangle.