

NASSCOM[®] FOUNDATION





Manage Document Collaboration& Mailings



Mailings

Notes:

A comment in a Word document is useful to make note of something that requires attention or provide additional information to others reading the document.

- 1. A comment is a note that user can add to a Word document.
- 2. We use comments in our document to make suggestions or provide feedback to other people or to track issues for follow-up.
- 3. We add comments, suggestions, or mark areas which require change.
- 4. As a single user also, we can use comments to add notes or reminders to ourselves.

- 1. The **Track Changes** function in Word allows you to keep a record of all the changes that you make to a document.
- 2. You can select Accept or Reject the changes.
- 3. Track Changes is a useful tool for managing changes made by several reviewers to the same document.
- 4. You can see the changes made by more than one reviewer marked in different colours.

The locking and unlocking feature can help to retain the review comments made by more than one reviewer. When you're collaborating on a Word document, if you want to make sure **Track Changes** is kept on, you can



The steps to create envelopes in Word.

- 1. Open up a Word document and select the Mailings tab.
- 2. On the Mailings tab, click Envelopes in the Create group.
- 3. The Envelopes and Labels window will be displayed.
- 4. Enter all the information.
- 5. Envelope Options window will open.
- 6. Select the appropriate feed method from the available options.
- 7. Click on Envelope Options and set the Envelop size, font styles.
- 8. Go back at the **Envelopes and Labels** window.
- 9. Click Add to Document.
- 10. Click Envelopes and Labels.
- 11. Select Print.



The mail **merge feature** in Word allows you to:

- 1. Create multiple letters with a common template at one go, and send to a large number of people.
- 2. Merge individual information (such as names, addresses, titles, and even custom information) with a form letter, email, label, etc.
- 3. Open up Word and select the Mailings tab.
- 4. Click Start Mail Merge under Start Mail Merge group.
- 5. Click on Step-by-Step Mail Merge Wizard option.
- 6. Select your document type as Letters. Click Next: Starting document.
- 7. You can choose an existing list and edit it.
- 8. Mail Merge Recipients dialog box will open.
- 9. Click Next: Write your letter and then write your letter.
- 10. Write the letter and add custom fields. Click **Address block** to add the recipient's addresses at the top of the document.
- 11. In the Insert Address Block dialog box, check or uncheck boxes.
- 12. Select options on the left until the address is displayed the way you want it to.
- 13. Match Fields dialog box will open.
- 14. Greeting Line dialog box will open: select the desired greeting.
- 15. The address block and greeting line are surrounded by chevrons («»).
- 16. Write a short letter and click Next: Preview your letters.
- 17. Preview your letter and click **Next: Complete the merge.**
- 18. Click Edit individual letters to further personalise some or all of the letters
- 19. Now finally click All to merge all records to a new document

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Recap:

- In this topic, you have learnt:
- A comment in a Word document is useful when needing to make note of something that requires attention or provide additional information to others reading the document.
- We use comments in our document to make suggestions or provide feedback to other people or to track issues for follow-up.
- You can Insert a New Comment, Review a Comment, Reply to a Comment, Resolve a Comment or Delete a Comment.
- The **Track Changes** function in Word allows you to keep a record of all the changes that you make to a document. You can select **Accept** or **Reject** the changes. You can see the changes made by more than one reviewer.
- You can also lock the track changes so that they do not get deleted.

The mail merge feature in Word allows you to:

- Create multiple letters with a common template at one go, and send to a large number of people.
- Merge individual information (such as names, addresses, titles, and even custom information) with a form letter, email, label, etc.
- A mailing list is a source of data. At Susan's work place, the list will have the names and email addresses of all the customers.
- A label is usually a description of a person or a thing.