Word .

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♦ **Addressing Envolopes.**

♦ **Lables.**

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.   **Mailings**   **Create**   **Envelopes**

Envelopes and Labels.

.   **Envelopes**   .

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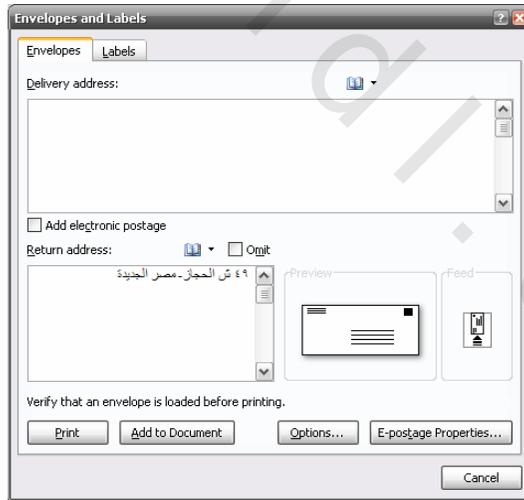
–   **Envelopes**

.   **Delivery address**   .

Envelopes and Labels Word

Return Address ( )
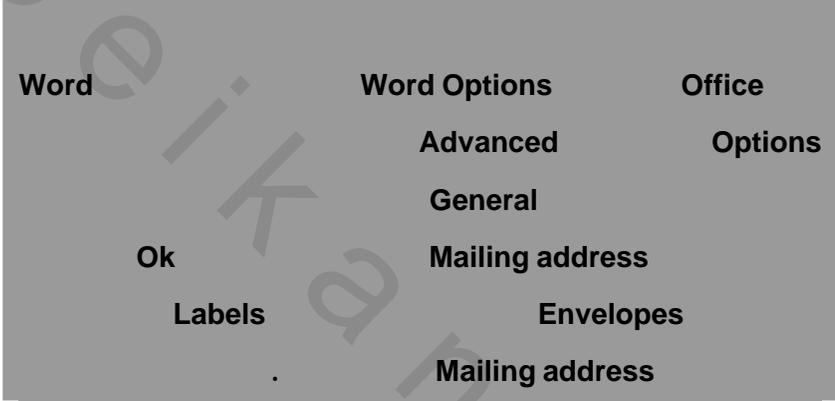
Advanced Word Options

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Word Options Office
Advanced Options
General
Ok Mailing address
Labels Envelopes
. Mailing address

Omit .

✓ **Envelopes and Labels**

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. preview

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. print Word

. **Add to Document**

Word

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Word

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. **Envelopes and Labels** **Options**

Envelope options.

. **Envelope options**

(-)

Envelope Options dialog box
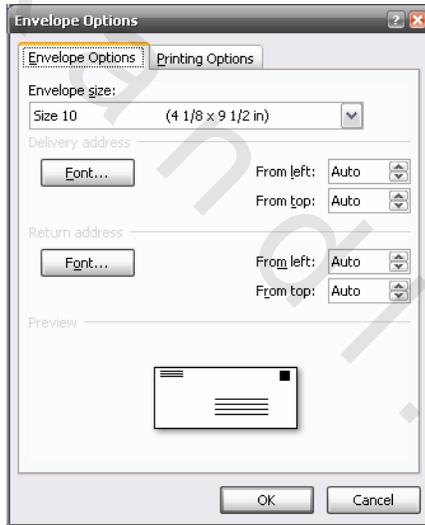
– **Envelope options**

. **Envelope** ▼

Size

Custom Size

Envolope Size " " (-)

Text is right-to-left Arabic mixed with English terms. Most Arabic text is missing/blank in the image.

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Envelope **Envelope Size** **ok** .

options.

Font .

Font

Ok **Font** **Envelope options.**

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from Left

Word /

from Top

Word

from Left

from Top.

. **Envelope options** **Printing options**

(–).
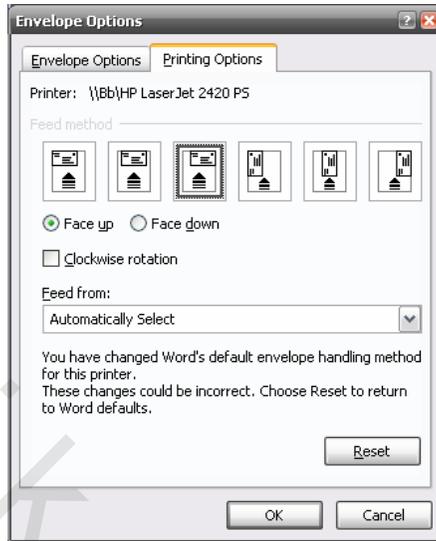
Printing options   –

Word

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Labels

Labels

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labels   **Create**   **Mailing**   .

. **Envelopes and Labels**

Labels   .

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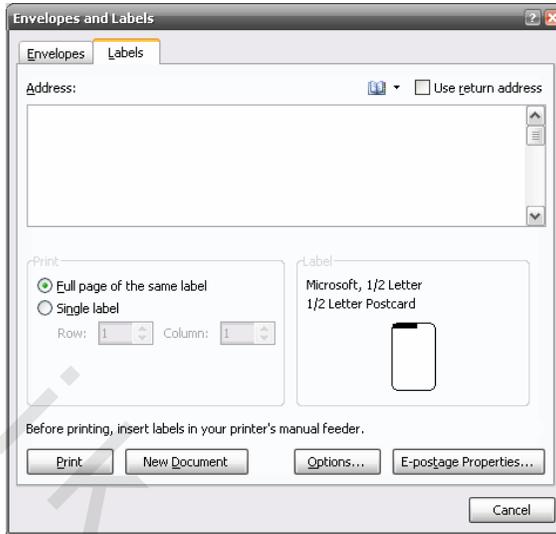
Envelopes and Labels   Labels   –

.   Address (   )   .

"   "   Print   .

Word   Full Page of the Same Label

"   "

"   .   Single label

Single label "

New Document.

Word (–)

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Envelopes and Labels **Label** .

Options **Label Options** (

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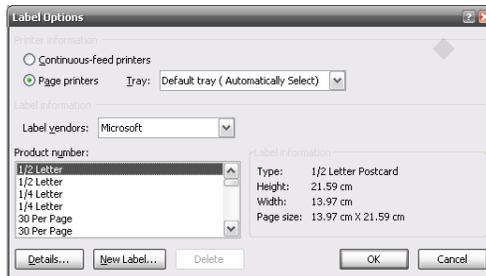
: Printer Information

.

Tray

Word **:Label Information**

Product number **Label Vendors**

Details **.**

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. **Ok**

. **Ok** **.**
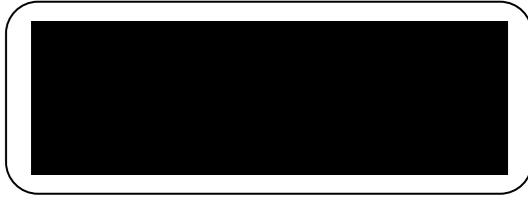
Word

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- **.Letters**
- **. Envelopes**
- *Labels*
- *.E-mail messages*
- *Directory*

Data Document

Outlook

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Word **Excel**.

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			–		**–**	**–**	**–**
		Windows XP					
		Access 2003					
		Word 2003					

. **insert** " " **table** " ".

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. **Tab**

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	Word
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. **Tab**

. **Home** **Pargraph** ¶ .

. **Tab** **Enter** .

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اسم_العائلة	الاسم_الأول	رقم_الراتب	الإدارة	اسم_الدورة	مكانها	النتيجة
فهمي	رياض	٤١٠٧٥	١٥	Windows XP	كمبيوساينس	ممتاز
محمود	نجاة	٢٦٧٥١	١٣	Access 2007	كمبيوساينس	جيد جدا
فهمي	هدى	٢٦٥٤٧	١٠	Word 2007	كمبيوساينس	ممتاز

¶

– **Tab**

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Word 2007

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Mail merge

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MS Outlook

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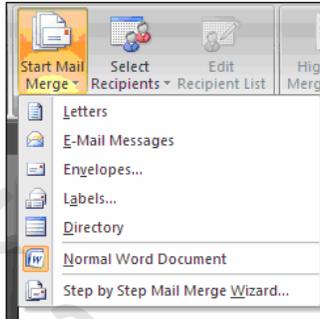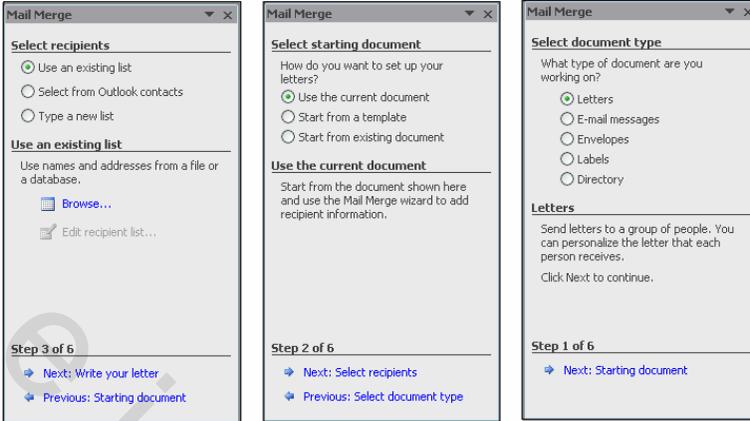
:

" Start Mail Merge " " Mailing .

Step by Step mail (-) "
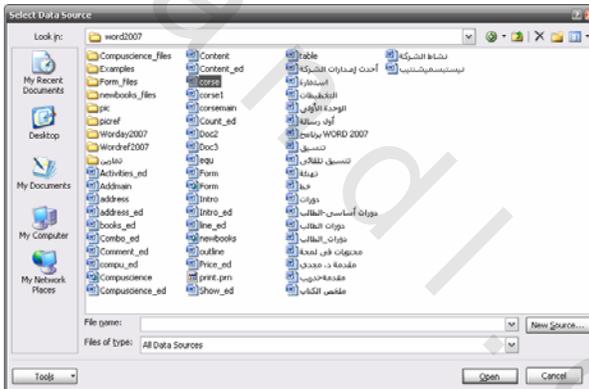
Mail ." " Merge Wizard

." " Merge

Mailing –

Next:starting " " letters Mail Merge .

. - " : " Document

" " Select Starting document .

" " Use the Current document

: " Next : Select Recipients (-•)

. "

Use an " " Select Recipients .
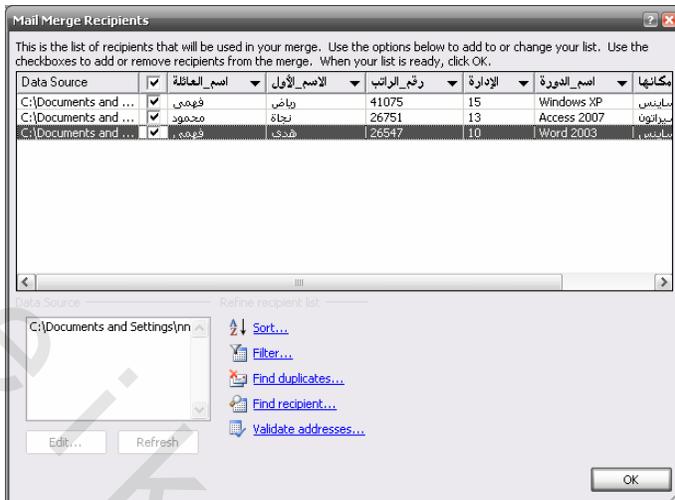
.(-) " " existing list

Select Data Source " " Browse .

" " (-).

Open .Corse .

" " Mail Merge Recipients " "

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.   **Ok**

ok.

.   **Mail Merge** "   "   **Next : Write your letter**

"   : (–)".

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.   **Mailing** "   "   **insert Merge**

field "   "

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insert Merge field "

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insert Merge field

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السيد مدير الإدارة «الإدارة»

نتشرف بإحاطة سيادتكم بأن الموظف «الاسم_الأول» «اسم_العائلة» «رقم_الراتب» قد أكمل

دورة «اسم_الدورة» المنعقدة في «مكانها» وقد حصل على تقدير عام «النتيجة».

إذا كان لديكم أي تعليق أو استفسار نرجوا الاتصال على الأرقام التالية:

٢٢٤٠٥٣٣٠ — ٢٦٣٩١٢٩٥

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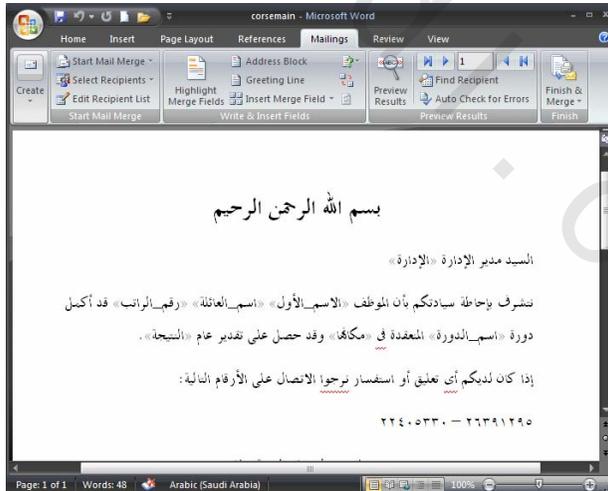
: **" Next:Preview Your Letters** **Mail Merge** .

. **(-)"**

(-)" : **" Next: Complete the merge** .

Print

Edit

(-)" **" individual letters**

" Merge To New Document

. **"**

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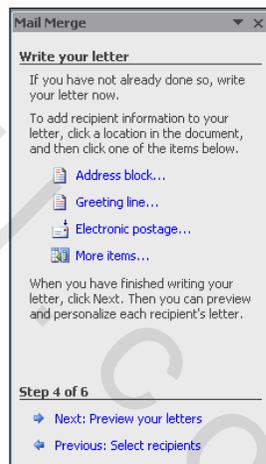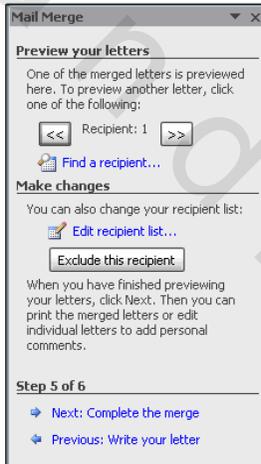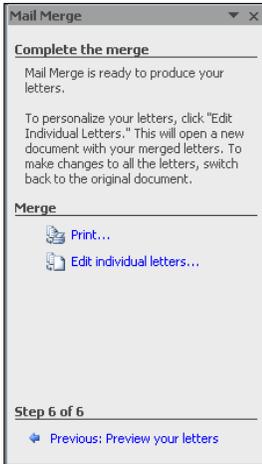
.**Mailng**

Preview Results " "

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. **Mailing** " " **Start Mail Merge** "

" **Edit Recipient List** " "

" **Mail Merge Recipients** (–

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. **Data Source** " "

. **Edit**

. **Edit** **Data Form** (–).

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Close .

Data Form **Mail Merge Recipients**.

. ok .

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. **Mailing** " **Finish** **Finish & merge** "
" – .

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. **Edit Individual Documents**

. **Merege to New Document** –

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All .

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ok .

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" Print documents **"** **" Finish & merge** .

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ok .

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Send **Finish & merge** **Mailing** .

Merge to E- (–) **E-mail Messages**

. – **mail**

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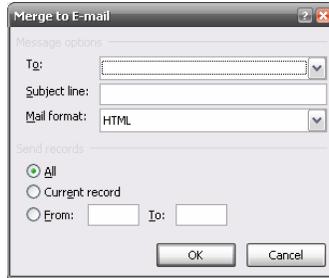
merge to Email –

. **to** .

.**Subject Line** .

(**Mail Format** .

.(**HTML**

. **Send Records** .

Ok .

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Word **"   "**

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Address .

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.   **Mailing**   **Start Mail Merge)**

- (**Step by Step mail Merge**

Wizard.   **Mail Merge** .

.   **Mail Merge**   **Envelopes**   **Next:starting**

Document   .

.   **Select Starting document**

Next : Select Recipients .   **Envelope options.**

.   **Envelope options**   **Ok.**

.   **Select Recipients**

Use an existing list   .   **Browse**

Select Data Source   .

.   **Open**   **Mail Merge Recipients**   **ok.**

.   **Select Recipients**   **Arrange your envelope**

.

.   **Preview your envelopes**

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