

**MARUDHAR KESARI JAIN COLLEGE FOR WOMEN, VANITYAMBADI  
PG DEPARTMENT OF COMPUTER APPLICATIONS**

**Subject Name: Fundamentals of information technology**

**Subject code : 23USCA14**

**Class : I-BCA**

**UNIT-II**

MSWord: Introduction–ElementsofWindow–Files,FoldersandDirectories – Text Manipulating:  
Cut, Copy, Paste, Drag and Drop – Text Formatting: Font – Style, Size, Face and Colors  
(Both foreground and background)– Alignment-BulletsandNumbering-  
Headerandfooterwatermark–insertingobjects(images,otherapplicationdocument)– Table  
creation – Mail merge.

## **MS-WORD**

### **Introduction to MS Word:**

Microsoft word or Ms. Word is a type of word processor software developed by Microsoft. It was first released to operate in 1983. Ms. Word is regarded as one of the most used word processor software. The primary aim of MS word is to assist users in creating professional-quality documents, letters, reports, resumes, etc. This MS word also helps the users to edit or modify their new or existing documents. Ms. Word has a .docx extension for saving the file. MS word is a component of the Microsoft Office suite, and it is available for Windows and Macintosh. The latest version of Ms. Word that is currently used is 2019. It was initially named as Multi-Tool Word, and it was developed for Xenix systems. Some of the subsequent versions that are developed for other platforms are-

1. IBM PCs running DOS (1983)
2. Apple Macintosh running the Classic Mac OS (1985)
3. AT&T UNIX PC (1985)
4. Atari ST (1988)
5. OS/2 (1989)
6. Microsoft Windows (1989)
7. SCO Unix (1990)
8. macOS (2001),
9. Web browsers (2010),
10. iOS (2014)
11. Android (2015).

## **Window Elements:**

### **MS-Word Window Elements**

Microsoft Word window elements refer to the different components or parts of the Microsoft Word interface that users can interact with to perform various tasks related to word processing and data entry.

Various window elements of MS- Word

- Title bar
- Menu Bar
- Toolbars
- Workspace
- Status Bar
- Scroll Bars
- Scroll Box
- Task Pane

Title Bar – Displays the name of the document and the program name.

Menu Bar – Provides access to different commands and functions.

Toolbar – Contains icons for commonly used commands and functions.

Document Area – The main area where users can create and edit their documents.

Scroll Bars – Used to navigate up and down or left and right through the document.

Status Bar – Displays information about the current document and its properties.

These window elements provide users with a user-friendly interface to input, format, and edit their text data easily. They make it easy for users to navigate through the document, apply formatting, change font styles, and more, thus making data entry and word processing tasks more efficient and streamlined.

### **What is File?**

A file is a container in a computer system that stores data, information, settings, or commands, which are used with a computer program. In graphical user interface (GUI), such as Microsoft operating systems, represent the files as icons, which associate to the program that opens the file. For instance, the picture is shown as an icon; it is related to Microsoft Word. If your computer contains this file and you double-click on the icon, it will open in Microsoft Word installed on the computer.

The basic operations that can be performed on a file are given below:

- Closing or terminating a file operation
- Creation of programs
- Reading of data from the file
- Creation of a new file
- Opening the file in order to make the contents available to other
- Modification of data or file attributes
- Writing data to the file

What are folders in Microsoft Word?

Folders are used to store the related document in a single place on your computer drive. Microsoft Word allows you to create a new folder while you are working in a current Word document.

What are the uses of folders?



Why are folders important? Folders help you keep your files organized and separate. If you had no folders on your computer, your documents, programs, and operating system files would all be located in the same place. Folders also allow you to have more than one file with the same file name.04-Dec-2021

How to create a directory?

**To create a directory in MS-DOS or the Windows Command Prompt (cmd), use the md or mkdir MS-DOS command. For example, below, we are creating a new directory called "hope" in the current directory. You can also create multiple new directories in the current one with the md command.**

TEXT MANIPULATING

### **Introduction**

**By the end of this lesson, you should be able to:**

- Cut, copy, and paste
- Drag and drop

**Cut, copy, and paste**

Often in word processing, you will need to transfer information from one document to another. Instead of having to retype or replace this information, Word allows you to move a block of text, such as a word, sentence, paragraph, page, document, or graphic). **Cut, copy, and paste** are time-saving features. The **Cut, Copy and Paste buttons** are located on the Standard toolbar.



### **Cut and paste**

- The Cut feature allows you to remove selected text from the document and temporarily place it on the Office Clipboard.
- The clipboard is a temporary storage file in your computer's memory. Items placed on the clipboard will remain there until you exit Word.
- The Paste feature allows you to get text from the clipboard and place it in the same or even another document.



### **Copy and paste**

- The Copy feature allows you to copy selected text from the document and temporarily place it on the clipboard.
- The clipboard can hold up to 25 items. Once you copy the 26th item, the first copied item is deleted.
- The Paste feature allows you to select any of the collected items on the clipboard and place them in the same or another document.


➤ You can copy information from many different sources, including websites, emails, and other Office applications like Excel and PowerPoint.


### **Working with blocks of text**

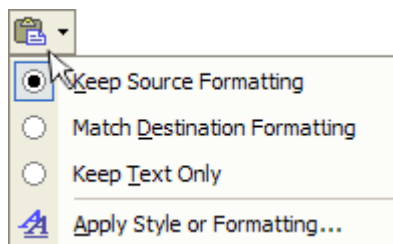
#### **To cut and paste a block of text:**

- **Select** the text you want to move.
- Click the **Cut button** on the **Standard toolbar**. 
- Place the **insertion point** where you want the text inserted.
- Click the **Paste button**. 

#### **To copy and paste a block of text:**

- **Select** the text you want to move.
- Click the **Copy button** on the **Standard toolbar**. 
- Place the **insertion point** where you want the text inserted.

- Click the **Paste button**. 
- Once the item has been pasted, you can determine the formatting by clicking the **Paste Options** button that appears just below your pasted selection. **Check or deselect** any of the following options:
  - **Keep Source Formatting:** This maintains the text formatting of the original document.
  - **Match Destination Formatting:** This formats the pasted text to match the text formatting in the document in which it was pasted.
  - **Keep Text Only:** This removes any graphics you may have copied along with the copied text.
  - **Apply Style or Formatting:** This allows you to choose a specific format from the styles and formatting menu.



#### Viewing clipboard items:

- Click **Edit** on the menu bar.
- **Select** Office Clipboard.
- The **clipboard** will appear on the right side of the Word window in the **task pane**.
- The clipboard will display any of the 24 items you have copied.

#### ➤ Menu commands:

- Edit → Cut
- Edit → Copy
- Edit → Paste

#### ➤ Keyboard shortcuts:

- Ctrl+C = Copy
- Ctrl+X = Cut
- Ctrl+V = Paste

Become comfortable using keyboard shortcuts to increase your speed in word processing.

If you cut, copy, or paste something you didn't mean to, use the **Undo button** or **choose not to save changes** to your document when you close it.

## Drag and drop

The **drag-and-drop** method of **moving** text allows you to move selected text using your mouse.

### This method is convenient for moving text when:

- Moving text from one location to another within a document
- Moving text to another document

### To drag and drop selected text:

#### To drag:

- **Select** the text you want to move.
- Place the mouse pointer anywhere on the selected text without clicking.
- Click and hold the **left** mouse button until the insertion point changes to a white arrow pointing up to the left.
- Left click and **drag** the selected text to the **new location**.

#### To drop:

- During this process, the mouse pointer changes to a box with a small white arrow over it to indicate that you are dragging text.
- When you reach the new location, release the mouse button to drop the text into place.
- Once you release the mouse button, a menu list will appear that offers you the following options:
  - Move Here
  - Copy Here
  - Link Here
  - Create Hyperlink Here
  - Cancel

Be sure to **remove** the selection highlight before pressing any key so you don't delete newly moved text. **IF** you do accidentally delete, press the **Undo button**.

### Challenge!

- Open an existing document, or create a new one.
- Select some text.
- Click the **Copy** button on the **Standard toolbar**.
- Place the insertion point where you want text to be located.
- Click the **Paste** button.

- Select the copied text.
- Press the **Delete** key.

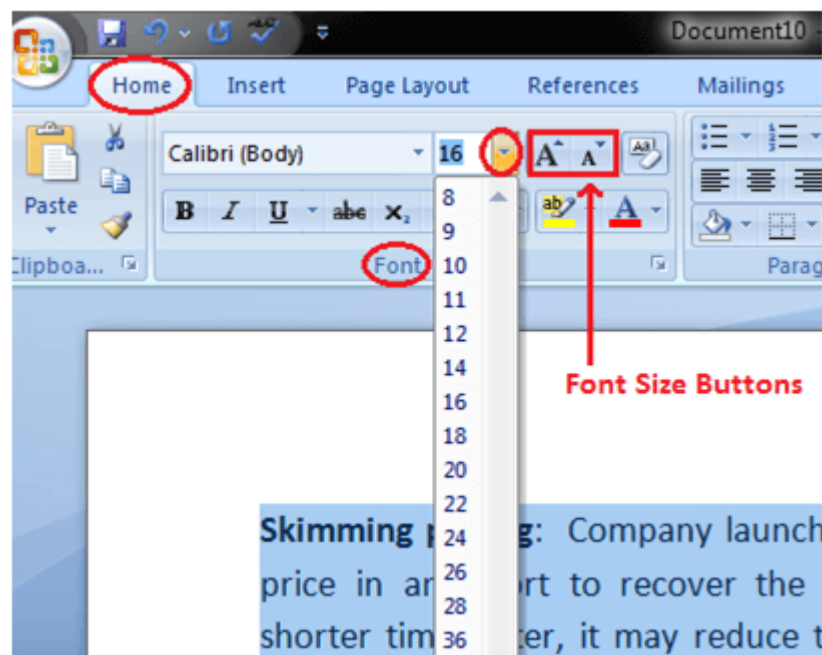
## TEXT FORMATTING

### How to Change Font Size in MS Word

You can easily change the font size of your text in the document. The basic steps to change the Font size are listed below;

- Select the text that you want to modify
- In Home tab locate the Font group
- In Font group click the drop-down arrow next to font size box
- Font size menu appears
- Select the desired font size with a left click
- Select the text and click the increase or decrease font size buttons

See the image:



### How to Change Font Size in MS Word

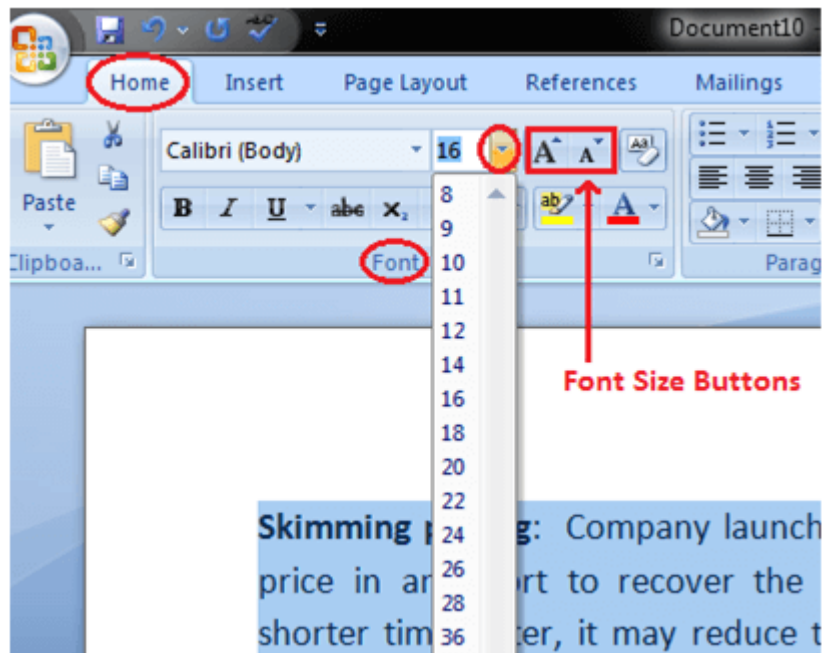
You can easily change the font size of your text in the document. The basic steps to change the Font size are listed below;

- Select the text that you want to modify
- In Home tab locate the Font group



- In Font group click the drop-down arrow next to font size box
- Font size menu appears
- Select the desired font size with a left click
- Select the text and click the increase or decrease font size buttons

See the image:

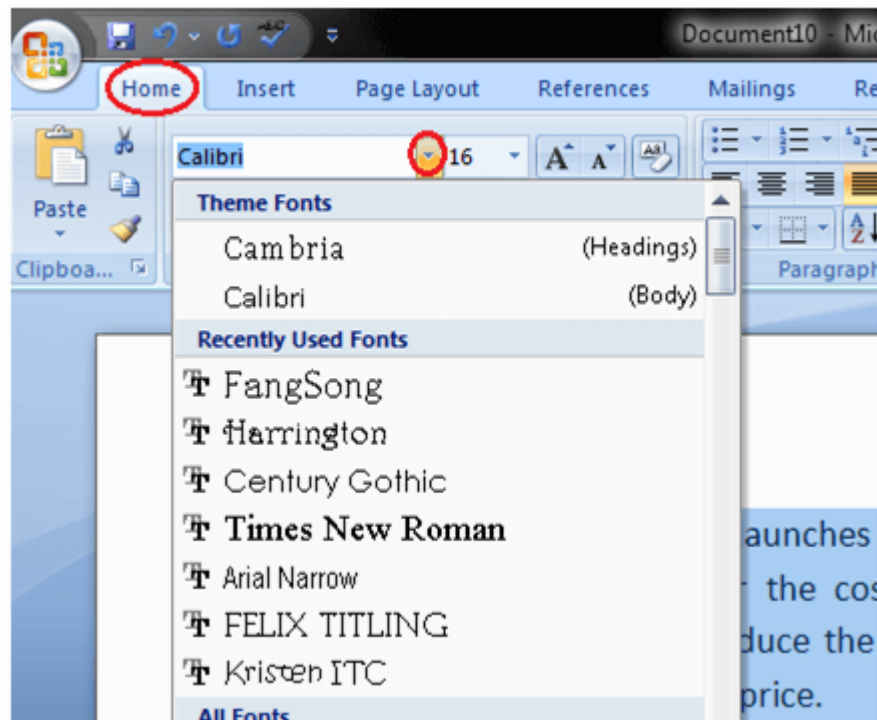


### How to Change Font Style in MS Word

The basic steps to change the font of a text in a document are given below;

- Select the text you want to modify
- Select the Home tab and locate the Font group
- Click the drop-down arrow next to font style box
- Font style menu appears
- With a left click select the desired font style
- If you want to change the font to bold or italic, click the 'B' or 'I' icons on the format bar.

See the image:

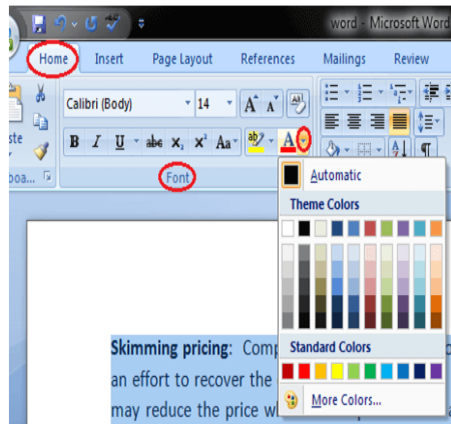


### How to Format Font Color in MS Word

MS Word allows you to change the Font color of your text. If you want to emphasize a particular word or phrase, you can change its font color. The basic steps to change the Font color are given below;

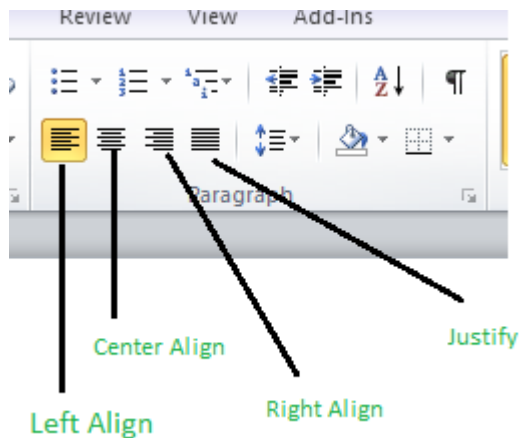
- Select the text you want to modify
- In Home tab locate the Font group
- Click the drop-down arrow next to Font color button
- Font color menu appears
- Select the desired font color with a left click
- Word will change the Font color of the selected text.

See the image:



## Text Alignments

This is one of the features provided by MS-Word to its user. This feature is used by the user to align text or paragraphs so that it gives a good look or a kind of systematic look. There are 4 types of text alignments which are left-aligned, center-aligned, right-aligned, and justified. (All 4 are shown in the below image.)

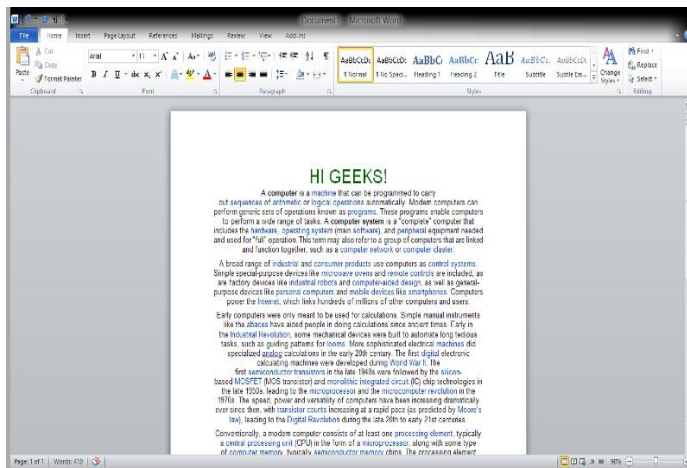


### Left-Aligned Text

A paragraph or a text is left-aligned when that paragraph or text is aligned evenly along the left margin of the page in MS-Word. Now, we will learn step by step with the help of a diagram to make a paragraph text left-aligned.

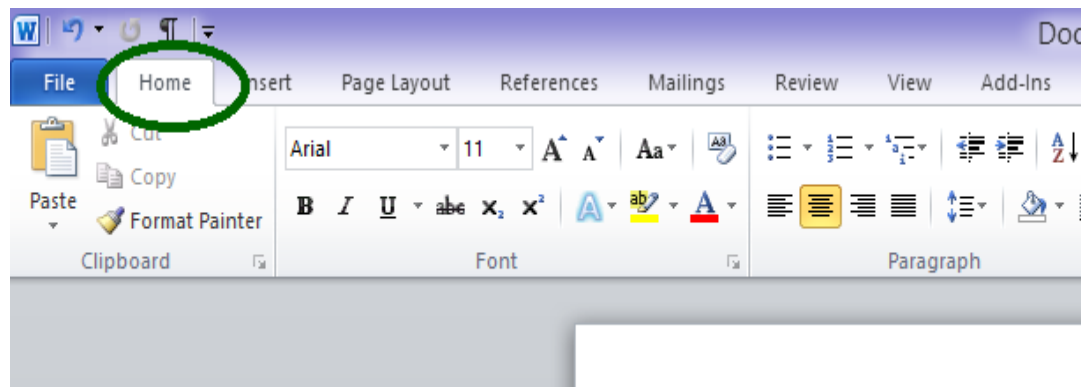
**Step 1:** First open MS-Word on your PC.

**Step 2:** Now, Open the document or create a new one in which you want to perform this operation.

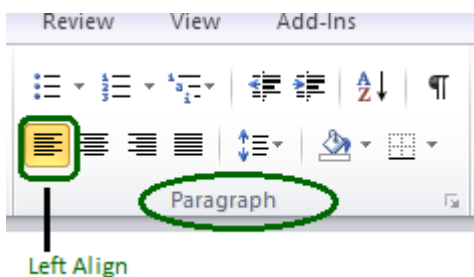


**Step 3:** Now, select the paragraph text which you want to make Left-aligned.

**Step 4:** Now, go to the “**Home**” tab and click on that. (As shown in the below image)



**Step 5:** Now, go to the “**Paragraph**” section in the “**Home**” tab and click on the Left-Align text button.



**Step 6:** The paragraph text is aligned to left successfully.

**Alternate way or using shortcut key:**

The shortcut key for Left-Aligned Text is “**Ctrl + L**”.

Now, we can use a shortcut key for the same. Let us see this also step by step:

**Step 1:** First open MS-Word on your PC.

**Step 2:** Now, Open the document or create a new one in which you want to perform this operation.

**Step 3:** Now, select the paragraph text which you want to make Left-aligned.

**Step 4:** Now, use the Shortcut key which is “**Ctrl +L**”.

**Step 5:** The paragraph text is aligned to left successfully.

### Center Aligned Text

A paragraph's text or a text will be center-aligned if the paragraph or text is in the center of the left and right margins of the page in MS-Word. Now, we will learn step by step with the help of a diagram to make a paragraph text center-aligned.

**Step 1:** First open MS-Word on your PC.

**Step 2:** Now, Open the document or create a new one in which you want to perform this operation.

**Step 3:** Now, select the paragraph text which you want to make Center-aligned.

**Step 4:** Now, go to “Home” tab and click on that. (As shown in the below image)

**Step 5:** Now, go to the “Paragraph” section in the “Home” tab and click on the Center-Align text button.

**Step 6:** The paragraph text is aligned to the center successfully.

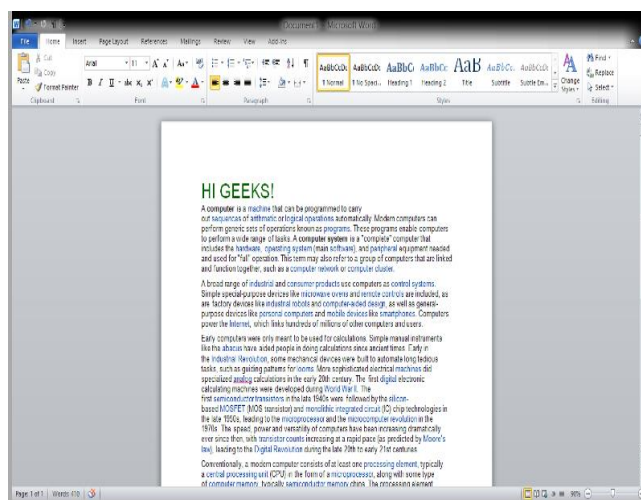
### Alternate way or using shortcut key:

The shortcut key for Center-Aligned Text is “**Ctrl + E**”.

Now, we can use a shortcut key for the same. Let us see this also step by step:

**Step 1:** First open MS-Word on your PC.

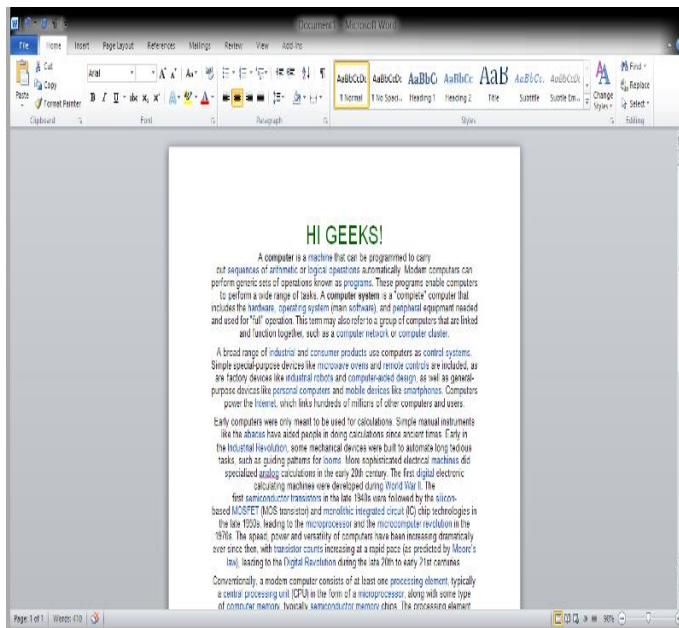
**Step 2:** Now, Open the document or create a new one in which you want to perform this operation.



**Step 3:** Now, select the paragraph text which you want to make Center-aligned.

**Step 4:** Now, use the Shortcut key which is “**Ctrl +E**”.

**Step 5:** The paragraph text is aligned to the Center successfully.

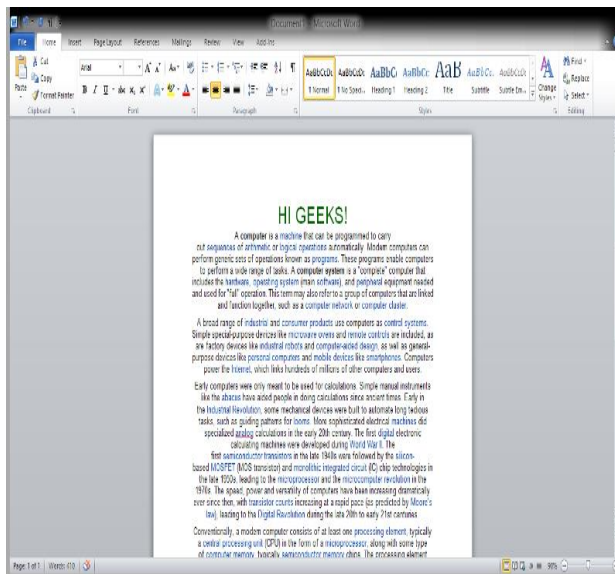


## Right-Aligned Text

A paragraph's text is said to be right-aligned when it is aligned evenly along the right margin of the page in MS-Word. Now, we will learn step by step with the help of a diagram to make a paragraph text right-aligned.

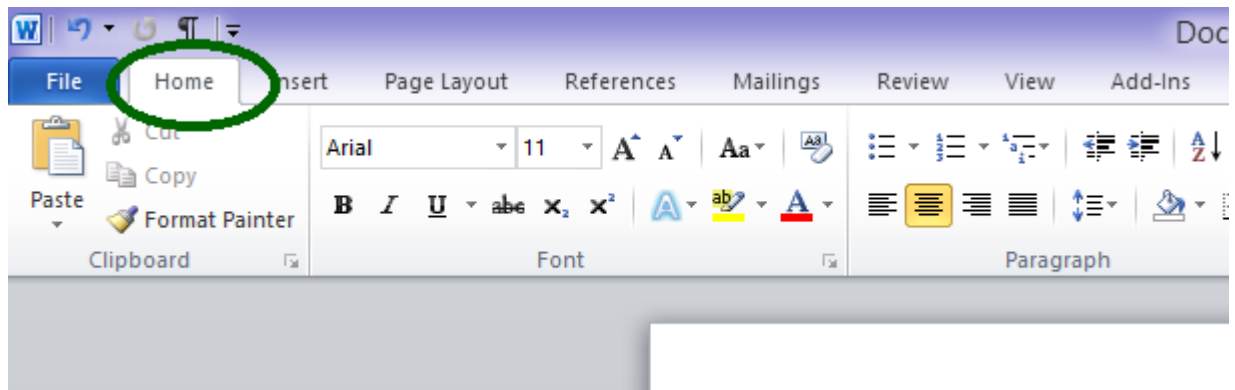
**Step 1:** First open MS-Word on your PC.

**Step 2:** Now, Open the document or create a new one in which you want to perform this operation.

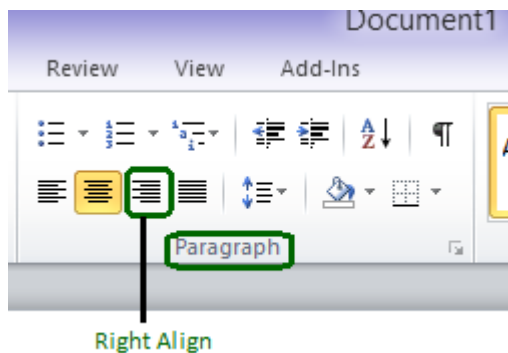


**Step 3:** Now, select the paragraph text which you want to make Center-aligned.

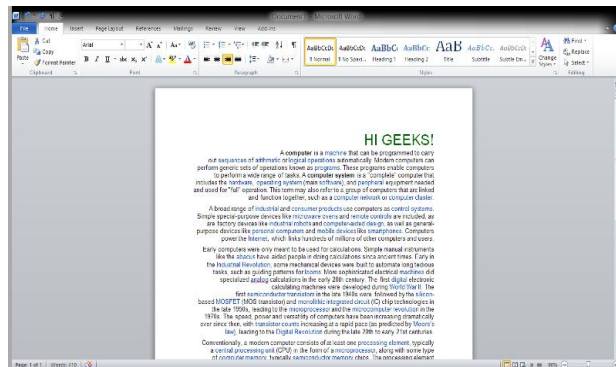
**Step 4:** Now, go to the “**Home**” tab and click on that. (As shown in the below image)



**Step 5:** Now, go to the “Paragraph” section in the “Home” tab and click on the Right-Align text button.



**Step 6:** The paragraph text is aligned to the center successfully.



**Alternate way or using shortcut key:**

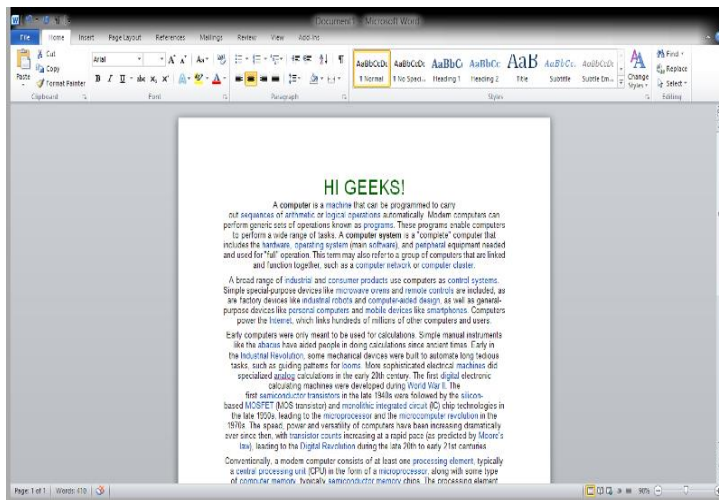
The shortcut key for Right-Aligned Text is “Ctrl + R”.

Now, we can use a shortcut key for the same. Let us see this also step by step:

**Step 1:** First open MS-Word on your PC.

**Step 2:** Now, Open the document or create a new one in which you want to perform this operation.

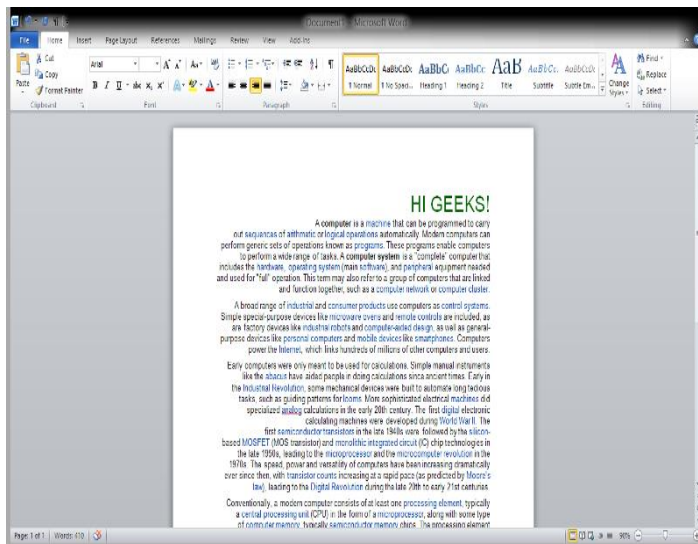




**Step 3:** Now, select the paragraph text which you want to make Right-aligned.

**Step 4:** Now, use the Shortcut key which is “**Ctrl +R**”.

**Step 5:** The paragraph text is aligned to the Right successfully.



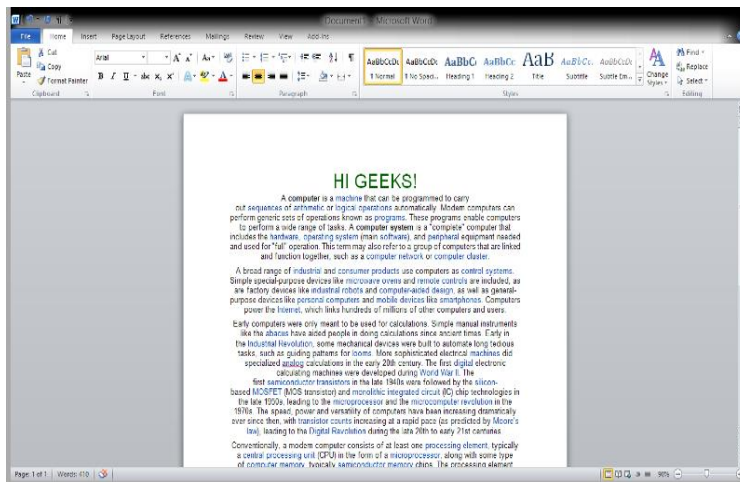
## Justified Text

A paragraph's text is said to be justified when it is aligned evenly along both the left side and the right side margins of the page in MS-Word. Now, we will learn step by step with the help of a diagram to make a paragraph text justified.

**Step 1:** First open MS-Word on your PC.

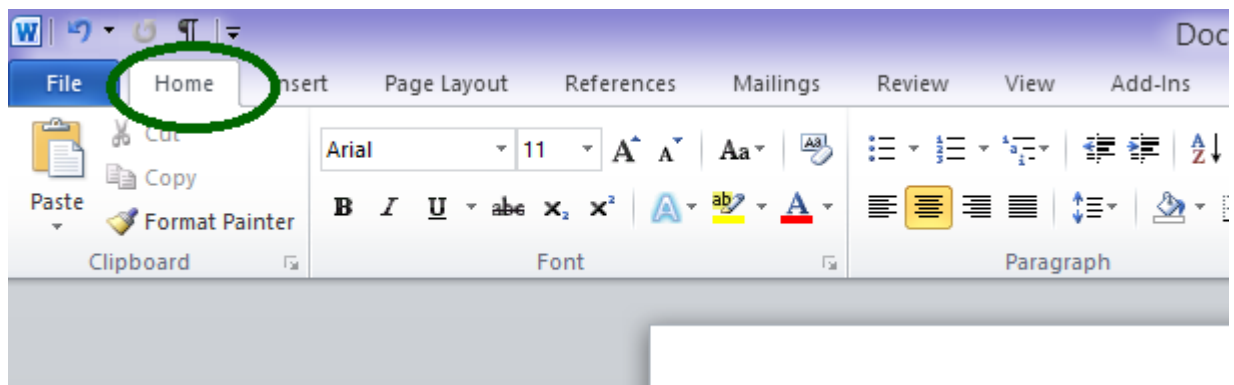
**Step 2:** Now, Open the document or create a new one in which you want to perform this operation.



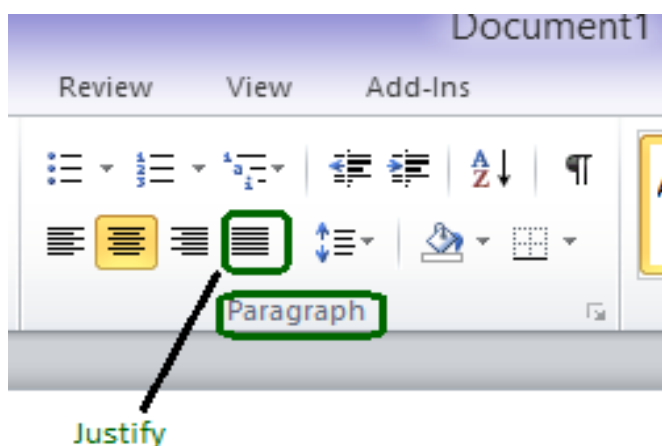


**Step 3:** Now, select the paragraph text which you want to make justified text.

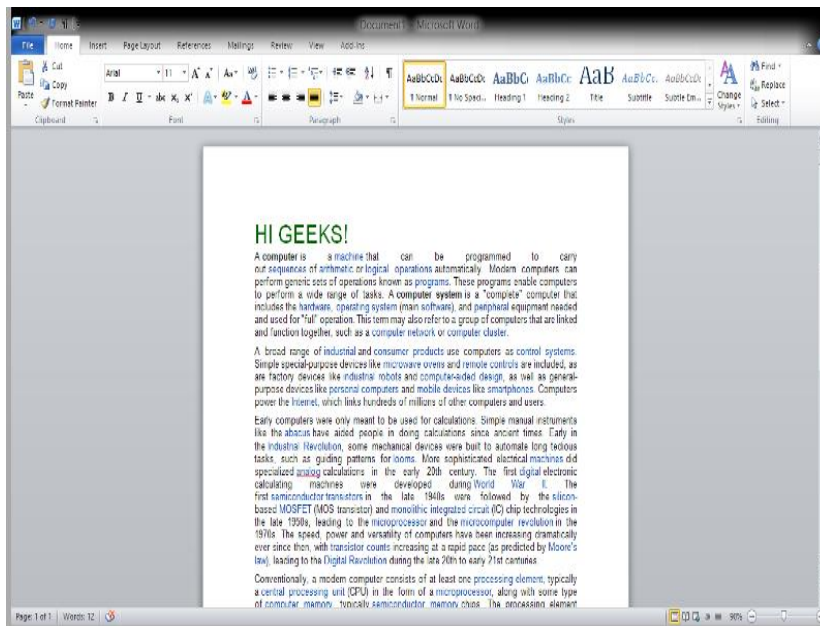
**Step 4:** Now, go to the “**Home**” tab and click on that. (As shown in the below image)



**Step 5:** Now, go to the “**Paragraph**” section in the “**Home**” tab and click on **Justify text** button.



**Step 6:** The paragraph text is aligned to the Justified text successfully.



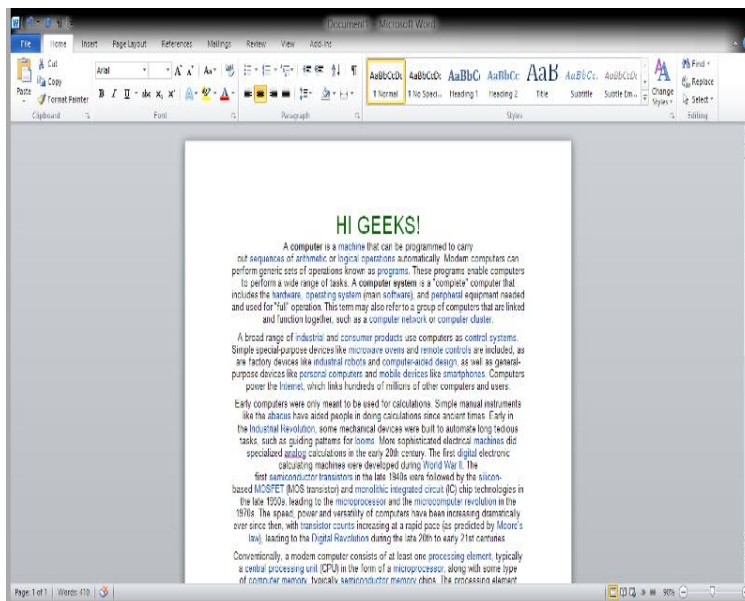
**Alternate way or using shortcut key:**

The shortcut key for Justified Text is “**Ctrl + J**”.

Now, we can use a shortcut key for the same. Let us see this also step by step:

**Step 1:** First open MS-Word on your PC.

**Step 2:** Now, Open the document or create a new one in which you want to perform this operation.



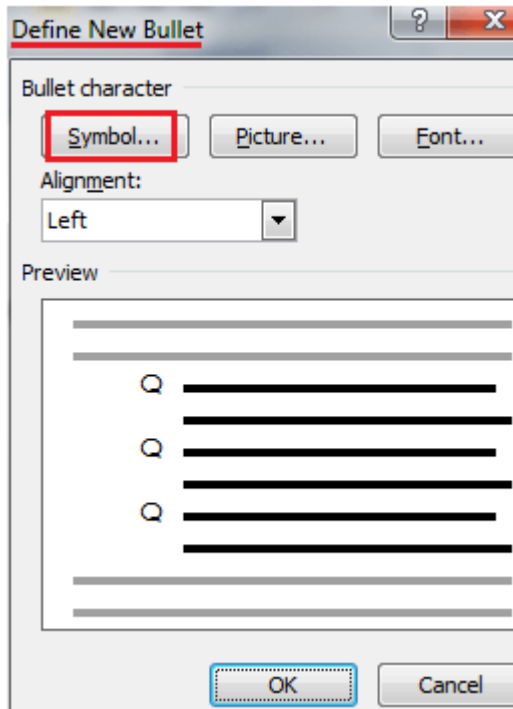
**Step 3:** Now, select the paragraph text which you want to make Justified Text.

**Step 4:** Now, use the Shortcut key which is “**Ctrl +j**”.

**Step 5:** The paragraph text is aligned to the Justified text successfully.

**Create Bulleted and Numbered Lists**

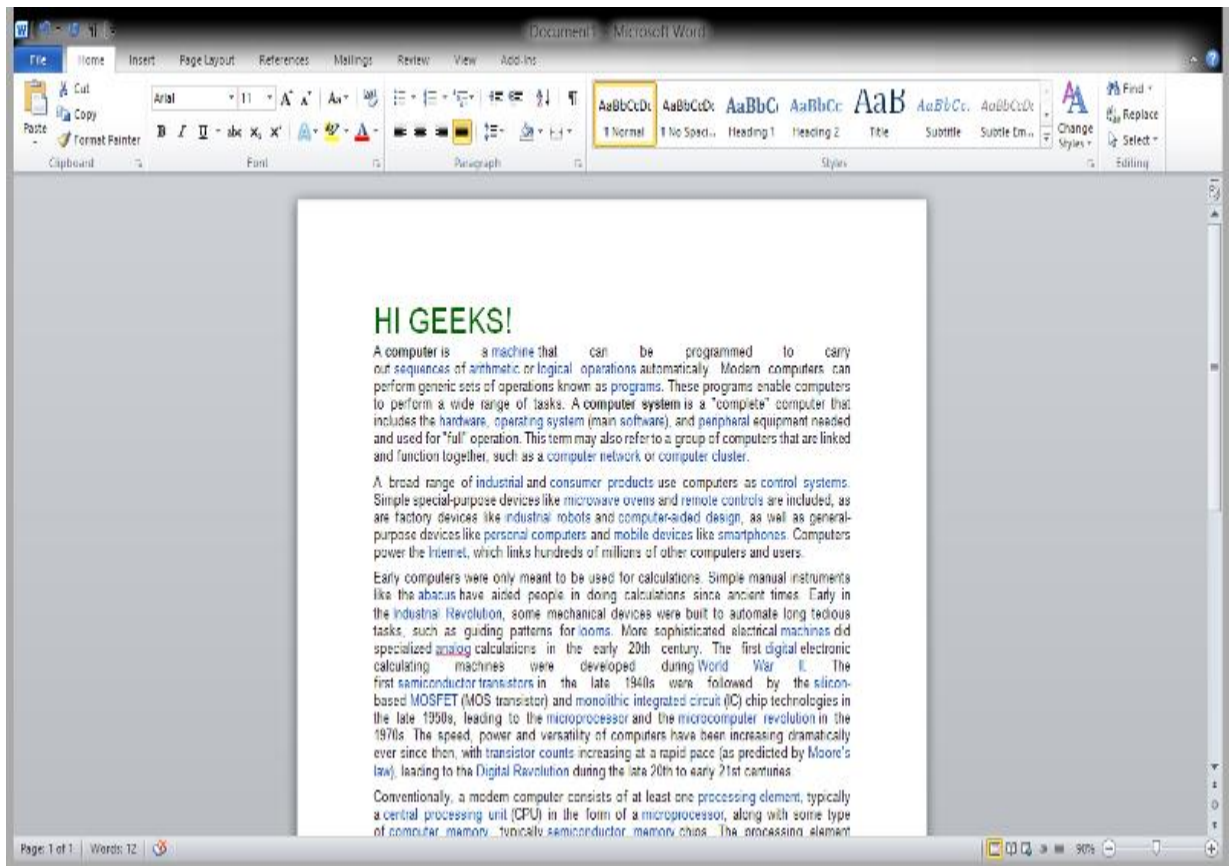




- Click the Symbol command
- It displays 'Symbol' dialog box
- Select the desired symbol
- For more options click the drop down arrow next to Font field

**See the image:**

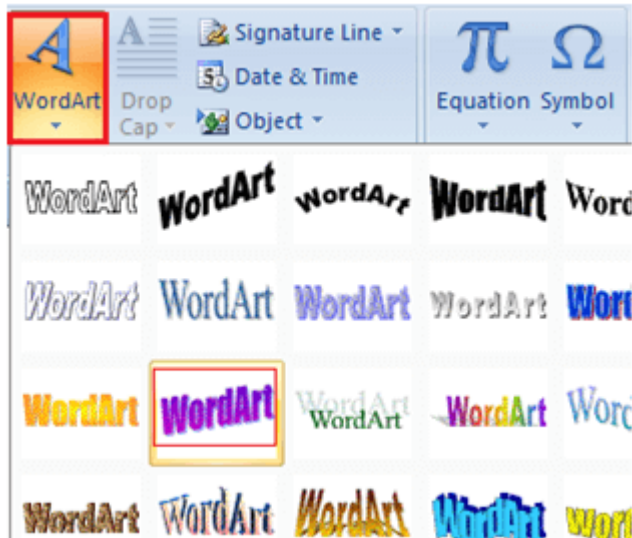




## Insert WordArt

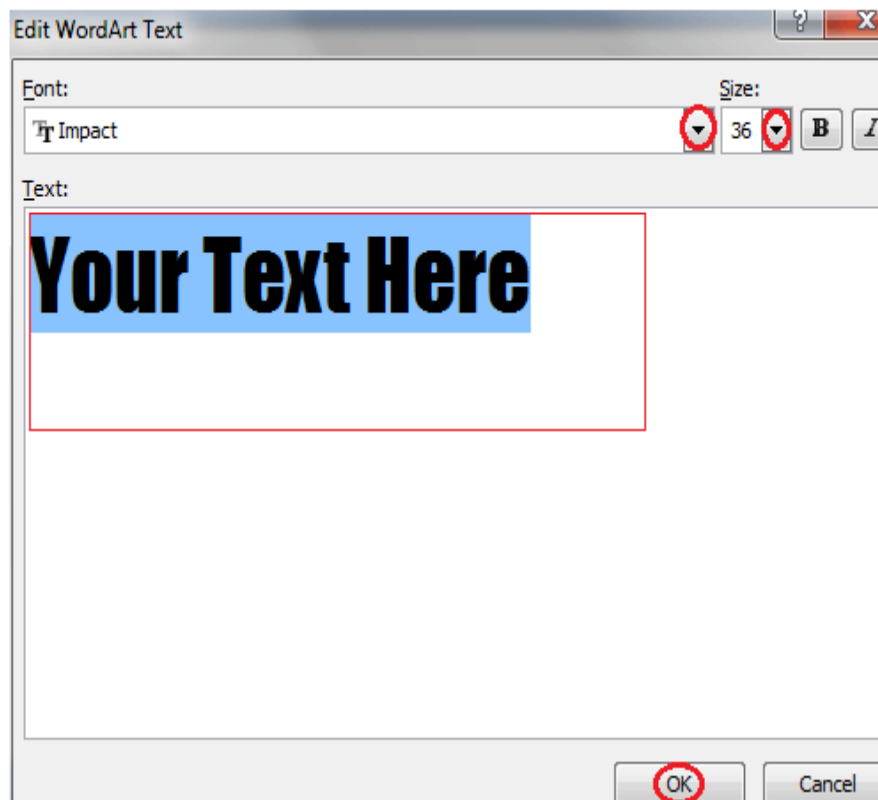
Word Art is designed to allow you make your text more attractive; you can format your text to make it look like a picture and enhance its appearance in different ways. The steps to insert WordArt are given below;

- Place the cursor where you want to insert WordArt
- Select the Insert tab
- In Text group click the 'WordArt' button
- WordArt menu appears;



- Select the desired WordArt style
- 'Edit WordArt Text' dialog box appears
- Type the text in text area and click OK

See the image:



HEADER AND FOOTER

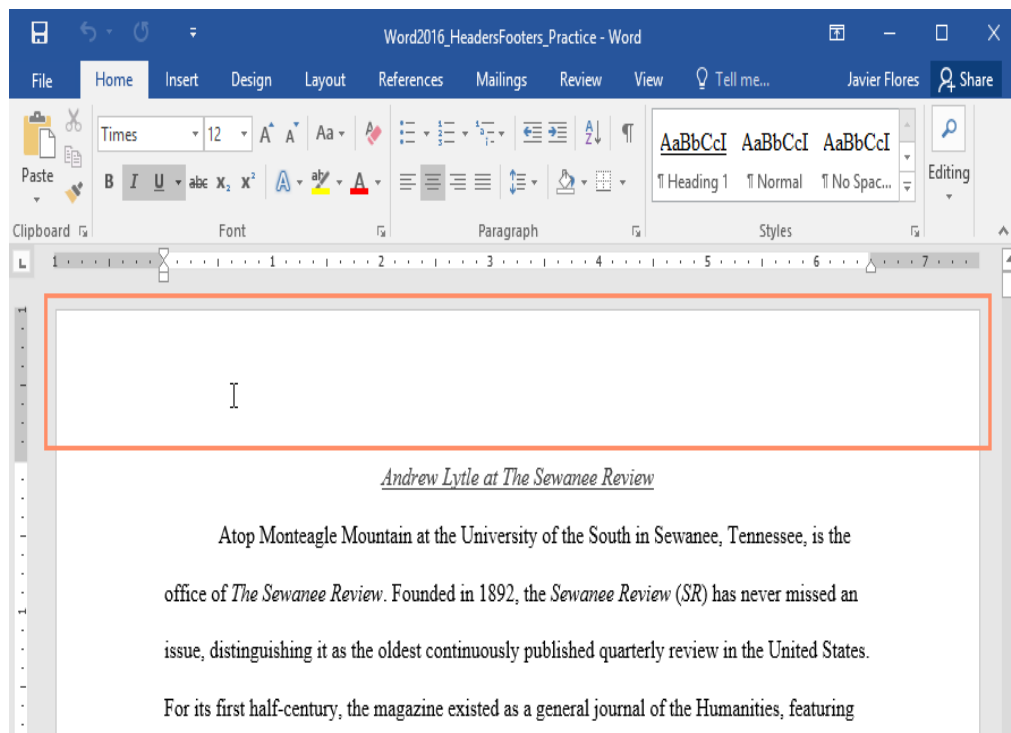
## Introduction

The **header** is a section of the document that appears in the **top margin**, while the **footer** is a section of the document that appears in the **bottom margin**. Headers and footers generally contain additional information such as **page numbers, dates, an author's name,** and **footnotes**, which can help keep longer documents organized and make them easier to read. Text entered in the header or footer will appear on **each page** of the document.

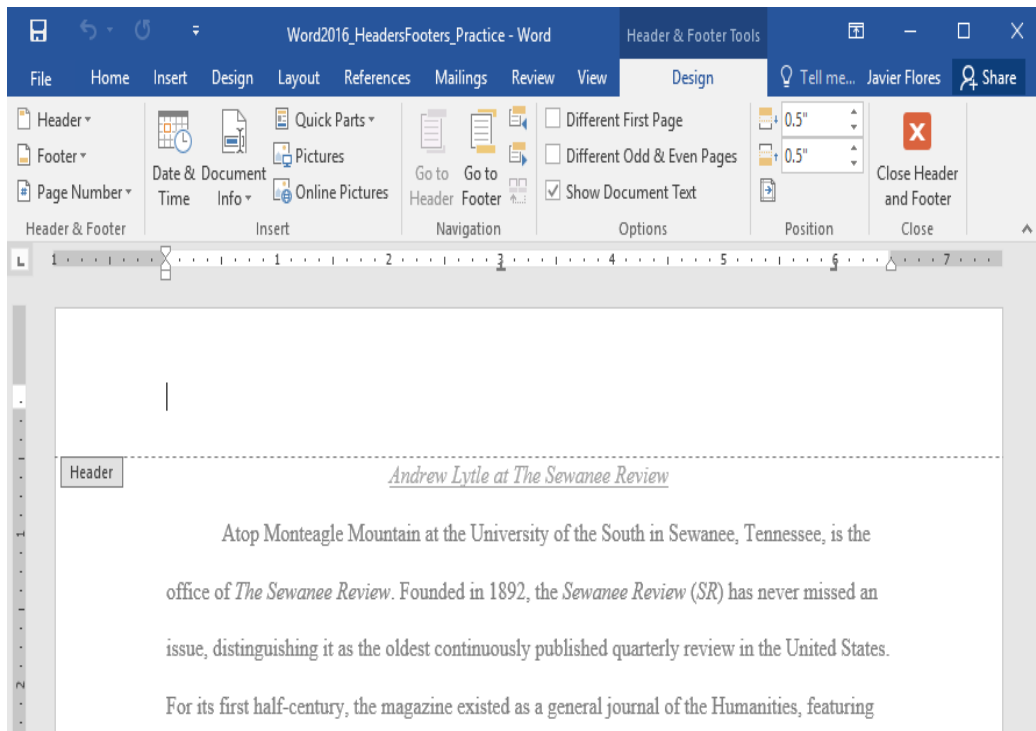
### To create a header or footer:

In our example, we want to display the author's name at the top of each page, so we'll place it in the header.

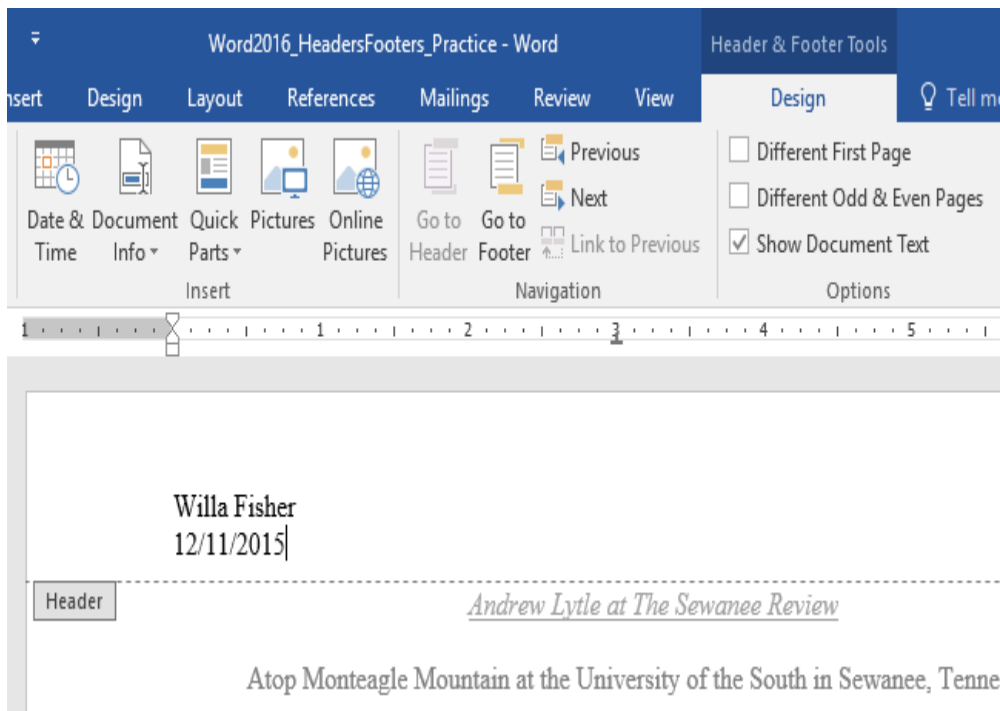
- Double-click anywhere on the **top or bottom margin** of your document. In our example, we'll double-click the top margin.



- The header or footer will open, and a **Design** tab will appear on the right side of the **Ribbon**. The insertion point will appear in the header or footer.

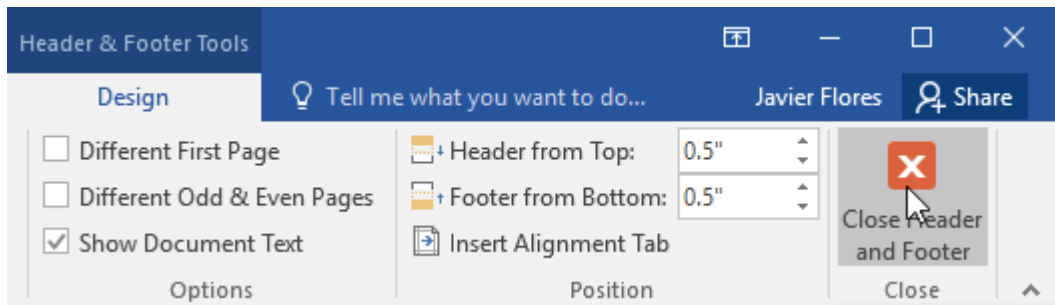


- Type the **desired information** into the header or footer. In our example, we'll type the author's name and the date.

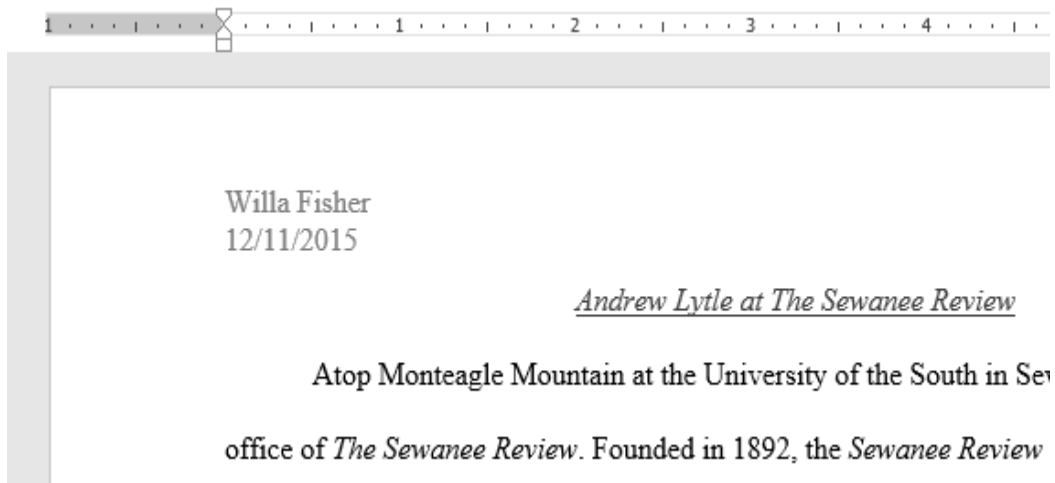


- When you're finished, click **Close Header and Footer**. You can also press the **Esc** key.





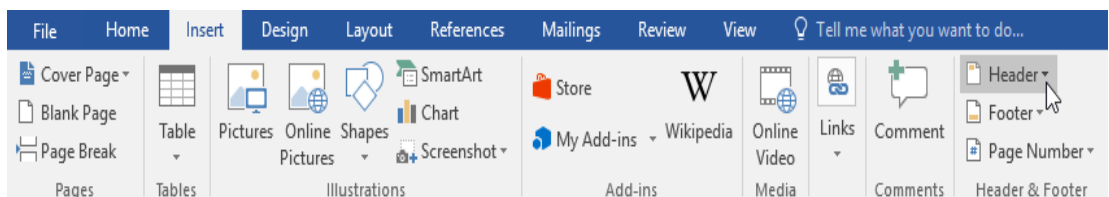
- The header or footer text will appear.



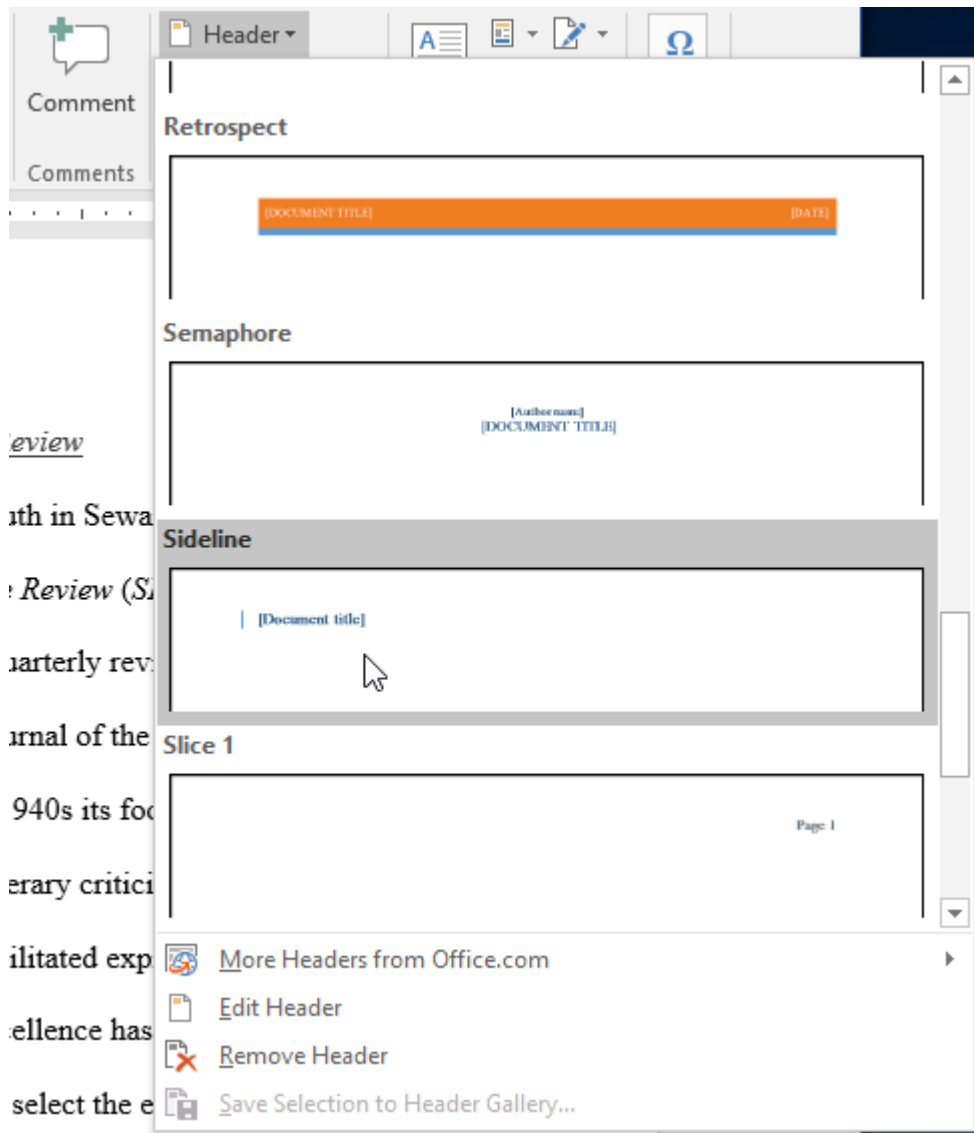
**To insert a preset header or footer:**

Word has a variety of **preset headers and footers** you can use to enhance your document's design and layout. In our example, we'll add a preset header to our document.

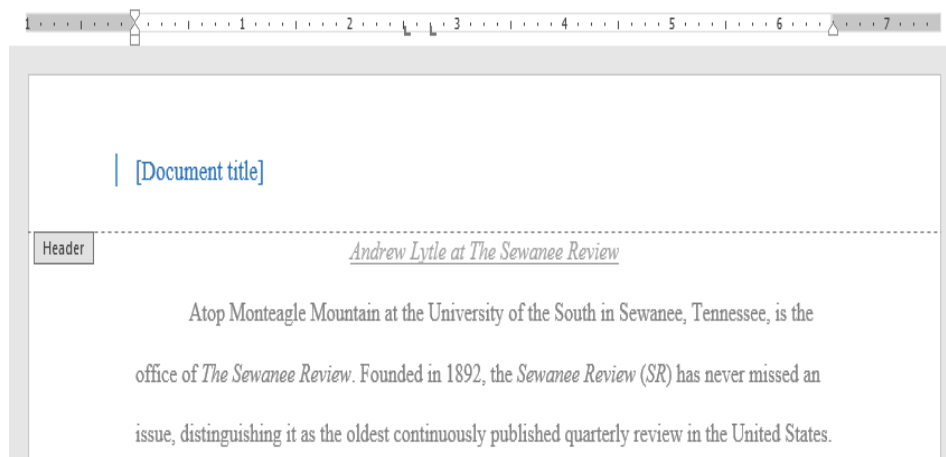
- Select the **Insert** tab, then click the **Header** or **Footer** command. In our example, we'll click the **Header** command.



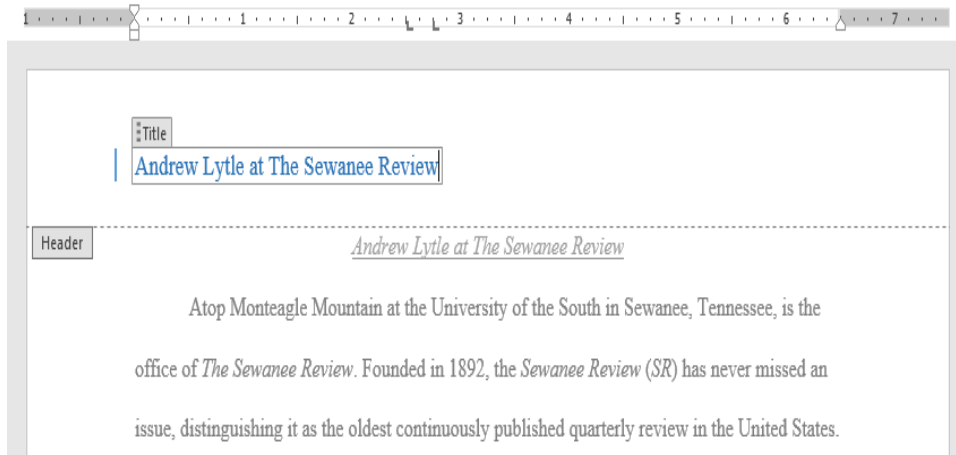
- In the menu that appears, select the desired **preset header or footer**.



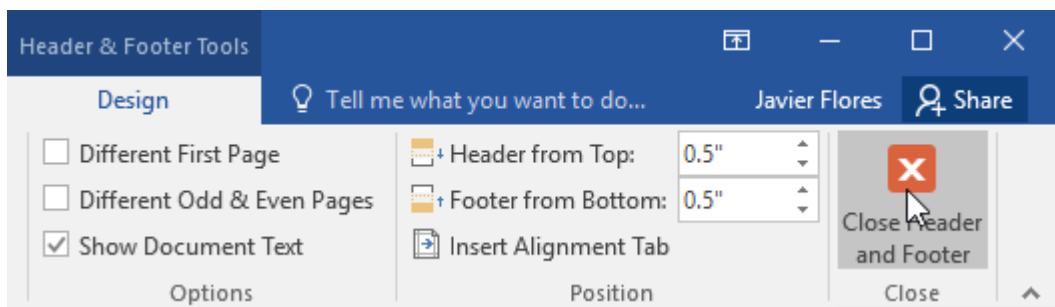
- The header or footer will appear. Many preset headers and footers contain text placeholders called **Content Control** fields. These fields are good for adding information like the document title, author's name, date, and page number.



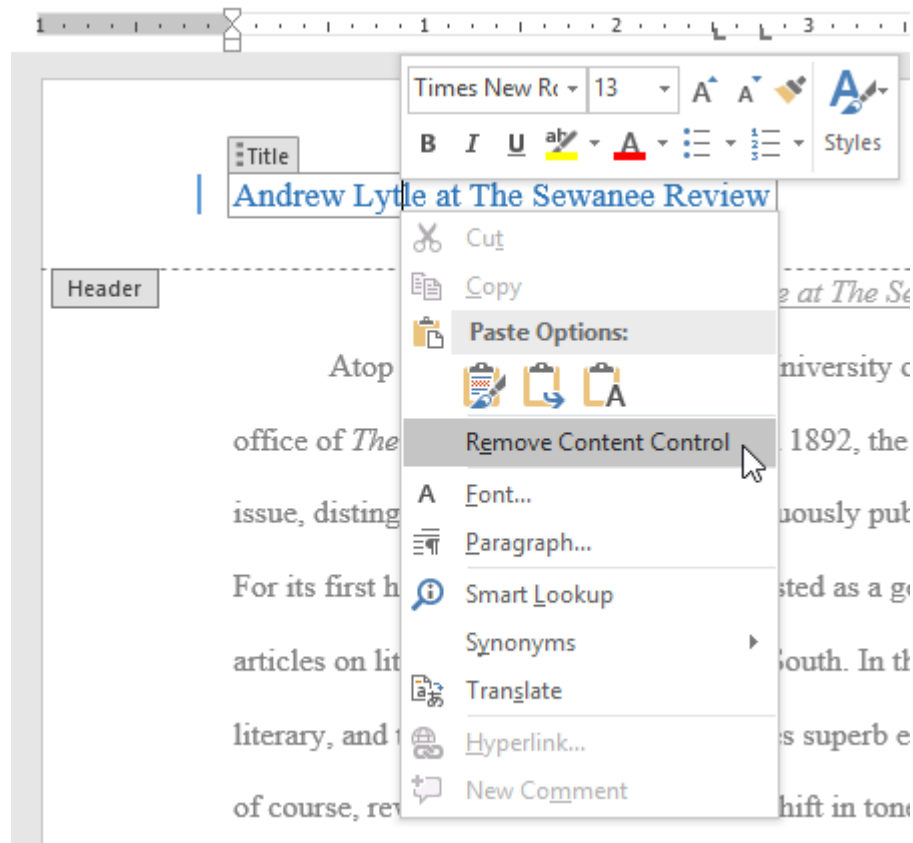
- To edit a Content Control field, click it and type the **desired information**.



- When you're finished, click **Close Header and Footer**. You can also press the **Esc** key.

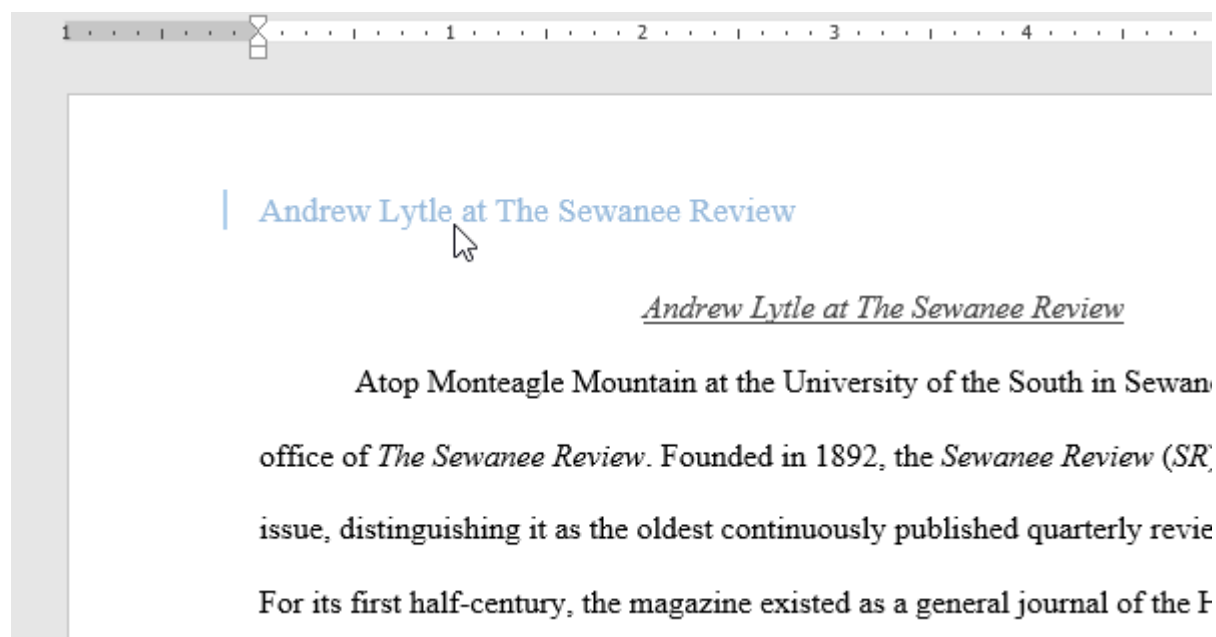


If you want to delete a Content Control field, right-click it and select **Remove Content Control** from the menu that appears.



### Editing headers and footers

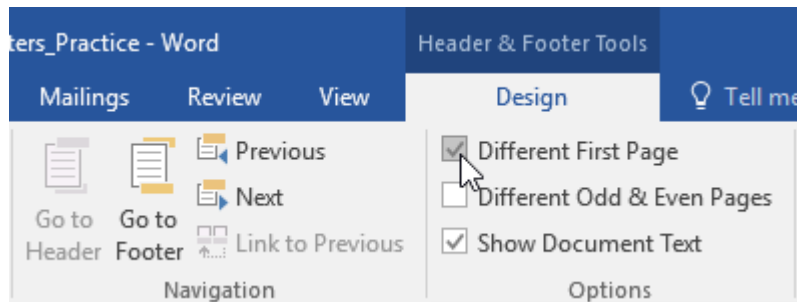
After you close the header or footer, it will still be visible, but it will be **locked**. Simply double-click a header or footer to **unlock** it, which will allow you to edit it.



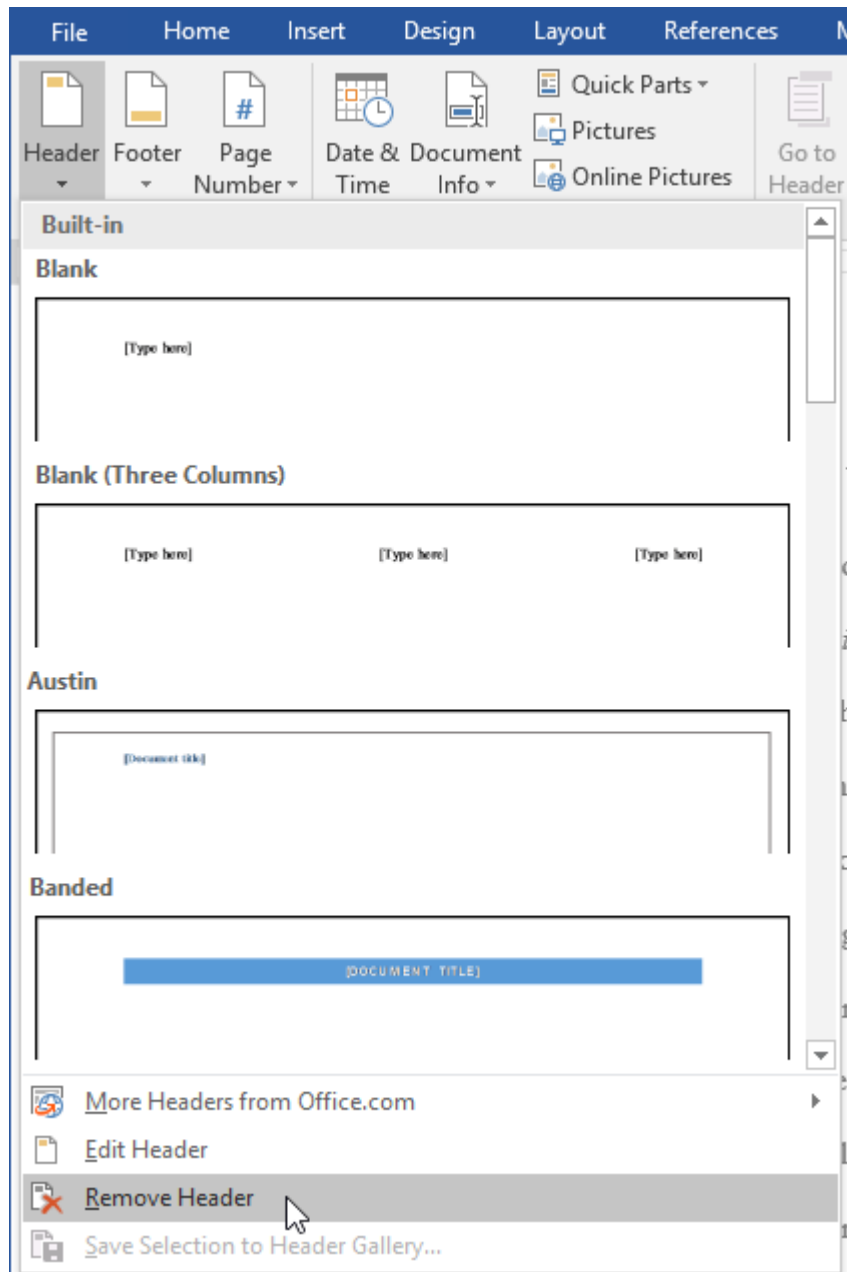
### Design tab options

When your document's header and footer are unlocked, the **Design** tab will appear on the right side of the Ribbon, giving you various editing options:

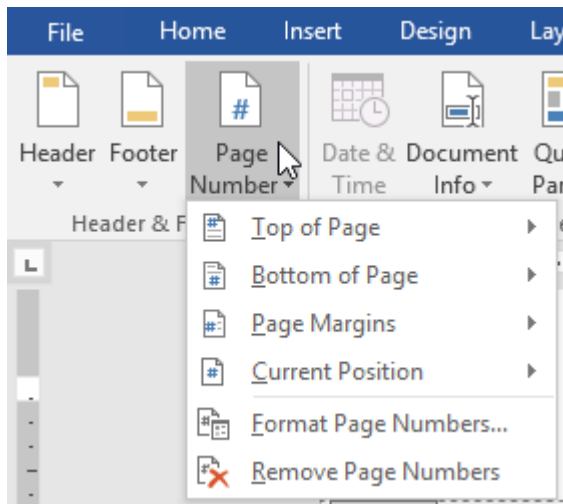
- **Hide the first-page header and footer:** For some documents, you may not want the first page to show the header and footer, like if you have a cover page and want to start the page numbering on the second page. If you want to hide the first-page header and footer, check the box next to **Different First Page**.



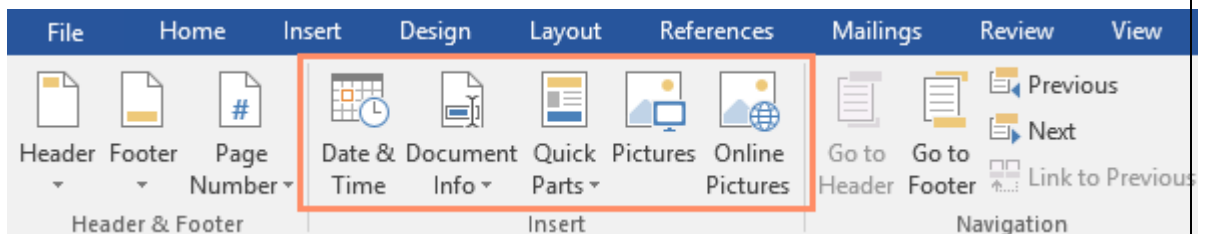
- **Remove the header or footer:** If you want to remove all information contained in the header, click the **Header** command and select **Remove Header** from the menu that appears. Similarly, you can remove a footer using the **Footer** command.



- 
- 
- **Page Number:** You can automatically number each page with the Page Number command. Review our **Page Numbers** lesson to learn more.



- **Additional options:** With the commands available in the Insert group, you can add the **date and time**, **document info**, **pictures**, and more to your header or footer.



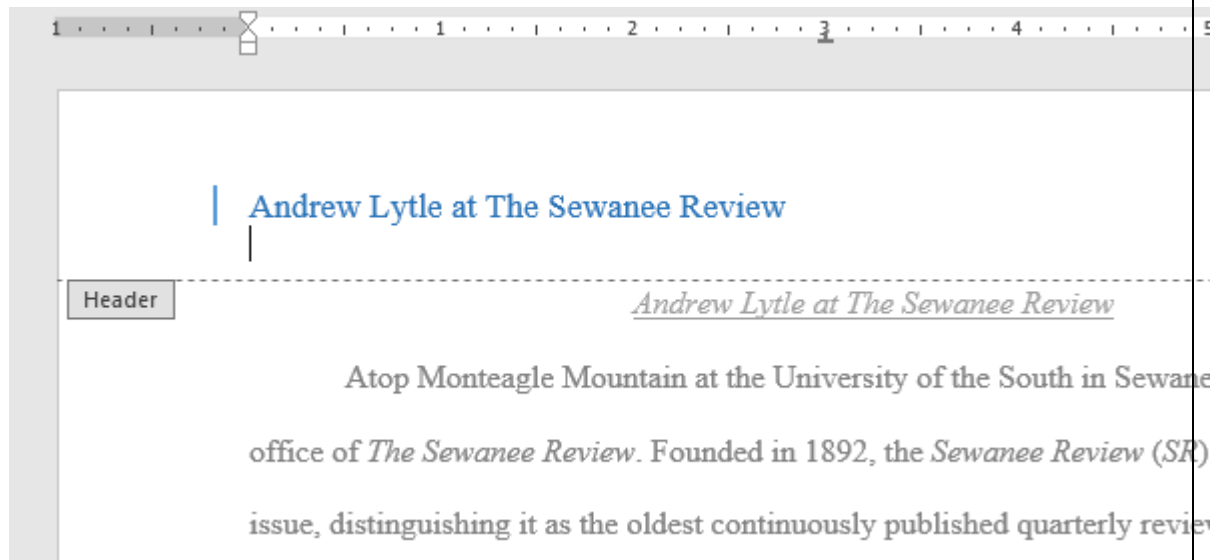
- 

### To insert the date or time into a header or footer:

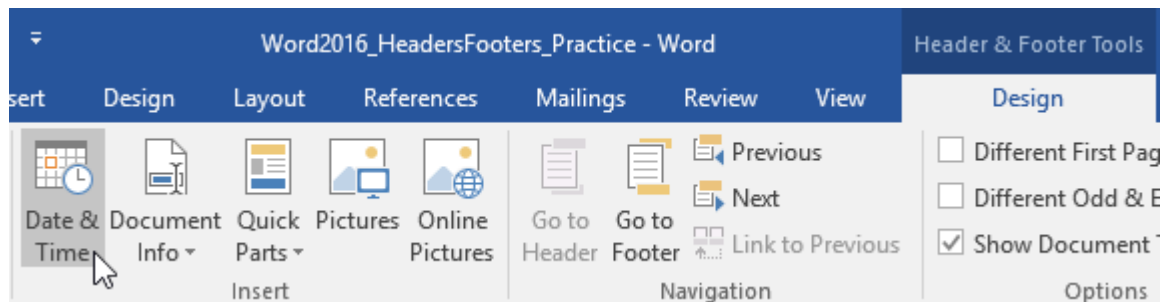
Sometimes it's helpful to include the **date or time** in the header or footer. For example, you may want your document to show the **date when it was created**.

On the other hand, you may want to show the **date when it was printed**, which you can do by setting it to **update automatically**. This is useful if you frequently update and print a document because you'll always be able to tell which version is the most recent.

- Double-click anywhere on the header or footer to **unlock** it. Place the **insertion point** where you want the date or time to appear. In our example, we'll place the insertion point on the line below the author's name.

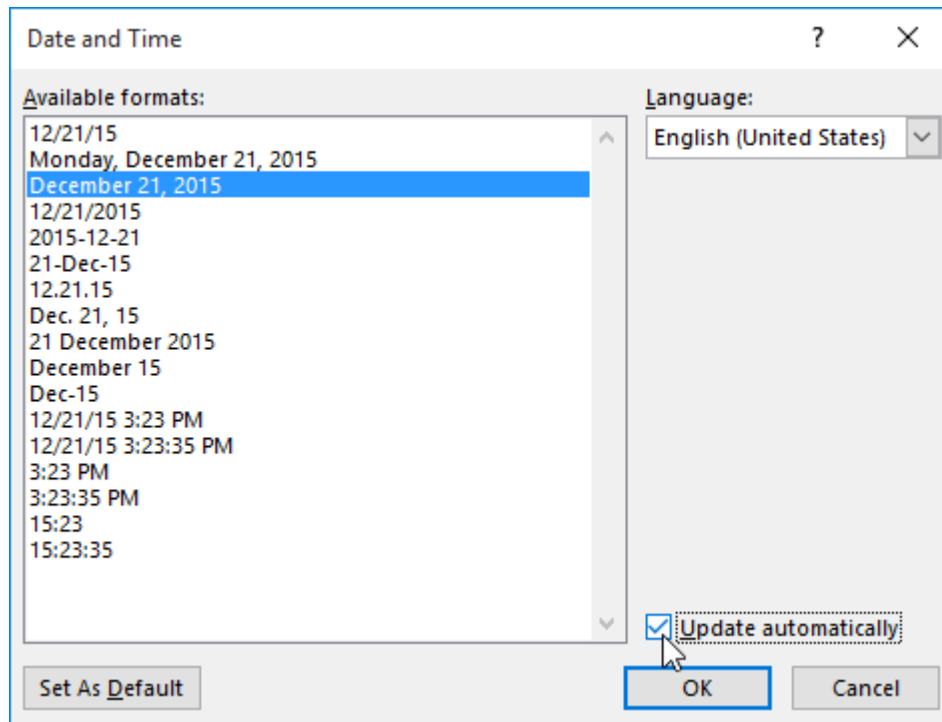


- . The **Design** tab will appear. Click the **Date & Time** command.

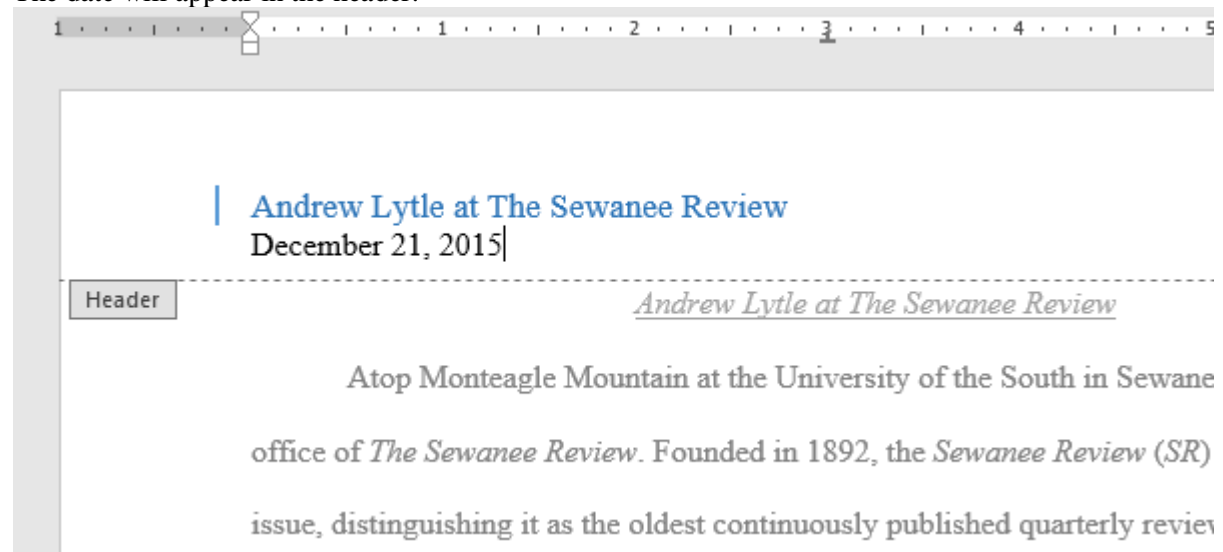


- . The **Date and Time** dialog box will appear. Select the desired **date** or **time format**.
- . Check the box next to **Update automatically** if you want the date to change every time you open the document. If you don't want the date to change, leave this option unchecked.
  - . Click **OK**.





The date will appear in the header.



### What is a Watermark in MS Word?

Microsoft Word has a special feature called a watermark. A watermark is a light and faded image of text, picture, and logo that appears behind the main content of the document. Basically, it is a lighter shade in the text, so that reader can read the document very easily. Watermark is used to indicate the purpose of a document such as CONFIDENTIAL, DO NOT COPY, DRAFT, ASAP, URGENT, SAMPLE, etc. Microsoft Word allows you to add a watermark to your document.



## Insert a watermark

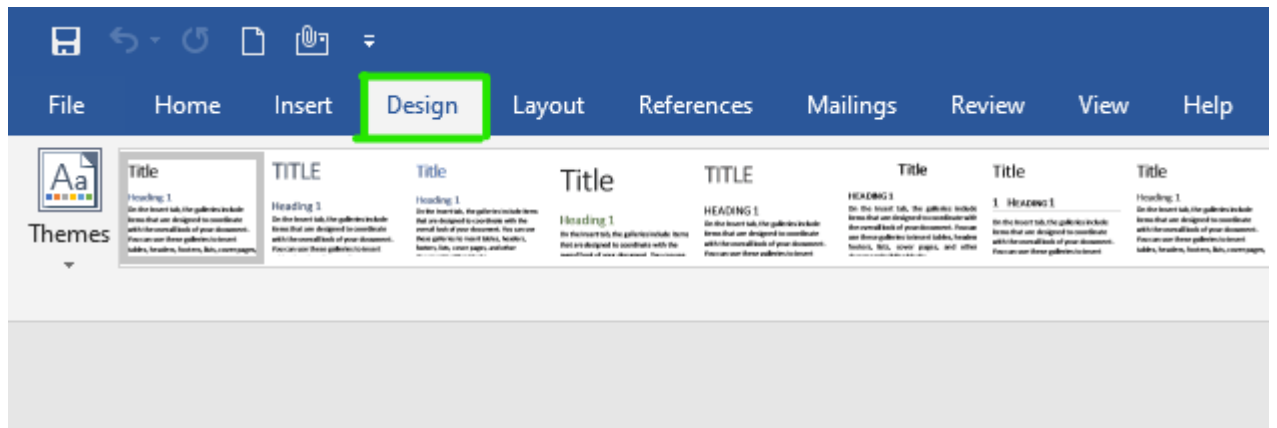
1. On the Design tab, select Watermark.
2. Choose a pre-configured watermark, like DRAFT, CONFIDENTIAL, or DO NOT COPY.
3. For placing a logo or image, Select Watermark > Custom Watermark > Picture watermark > Select Picture. On the same menu you can create a custom text watermark.

**Use of watermark**– It is used to make the document more difficult for the original picture or image to be copied by others or used without permission.



## Steps to Add Watermark in our Document

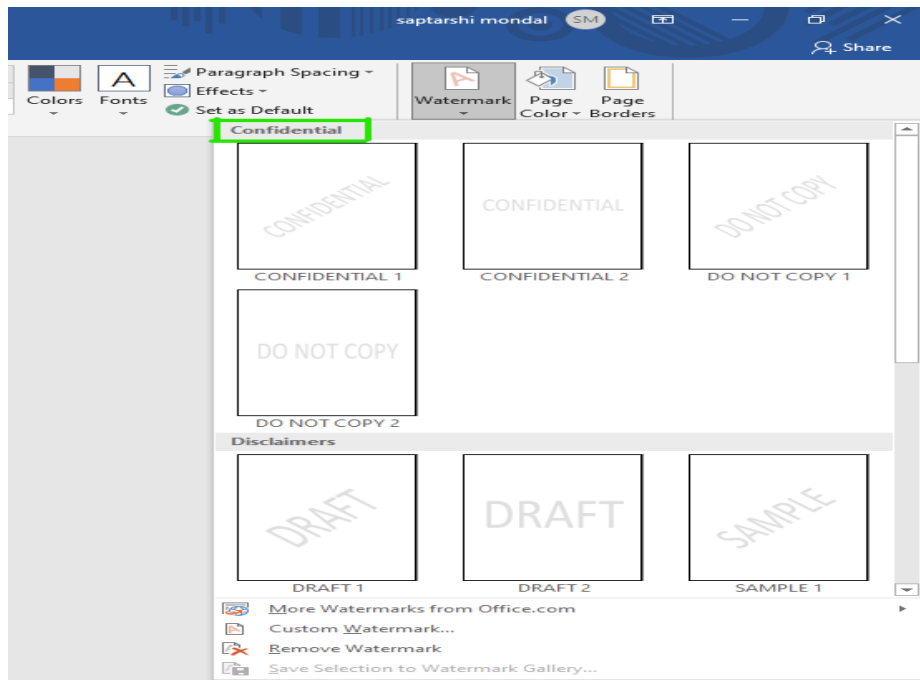
**Step 1:** On the navigation menu click on the **Design** option.



**Step 2:** On the right side of the navigation menu click on the **watermark** option as shown:

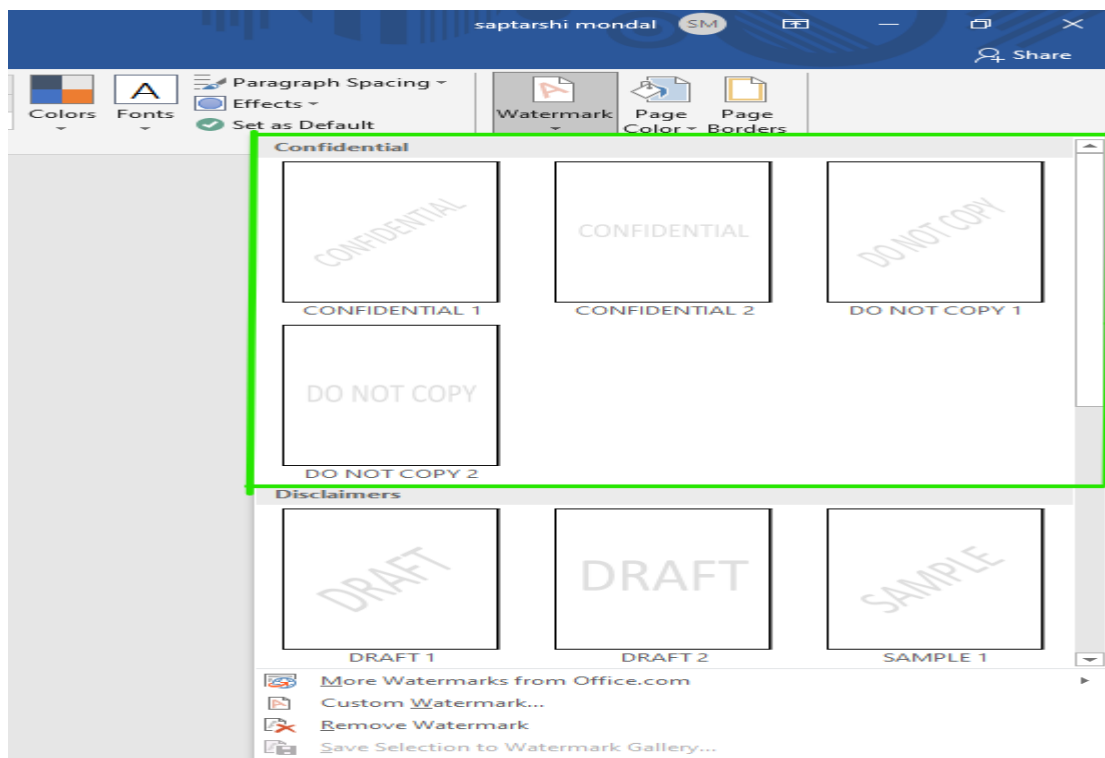


**Step 3:** A menu will open where you can select different types of watermarks, or also you can create your own watermark.

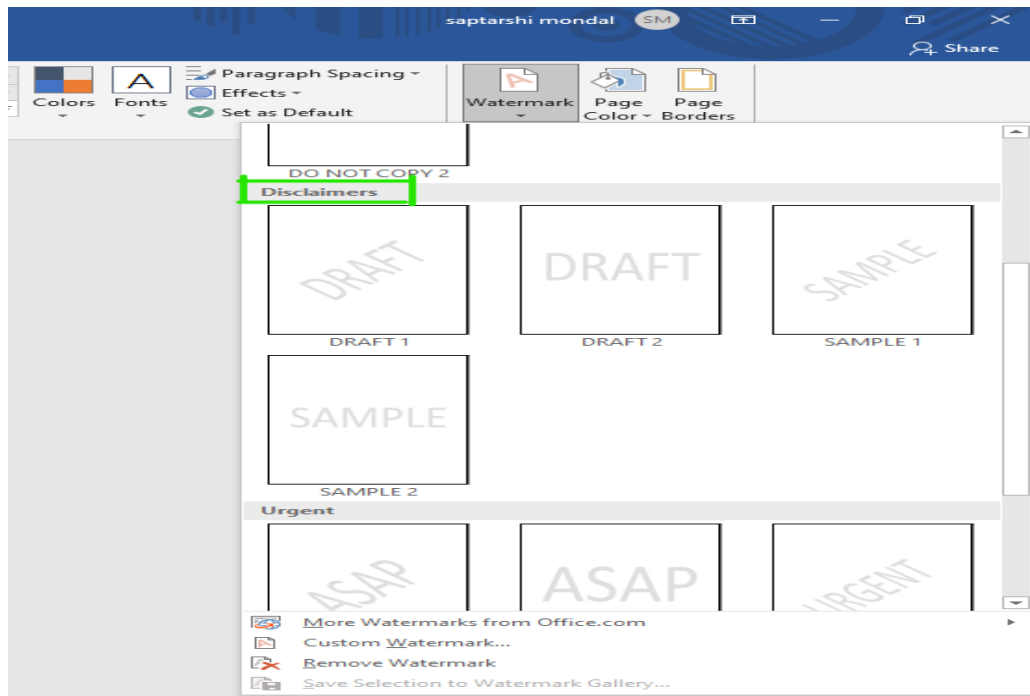


**Step 4:** There the three sections in watermark:

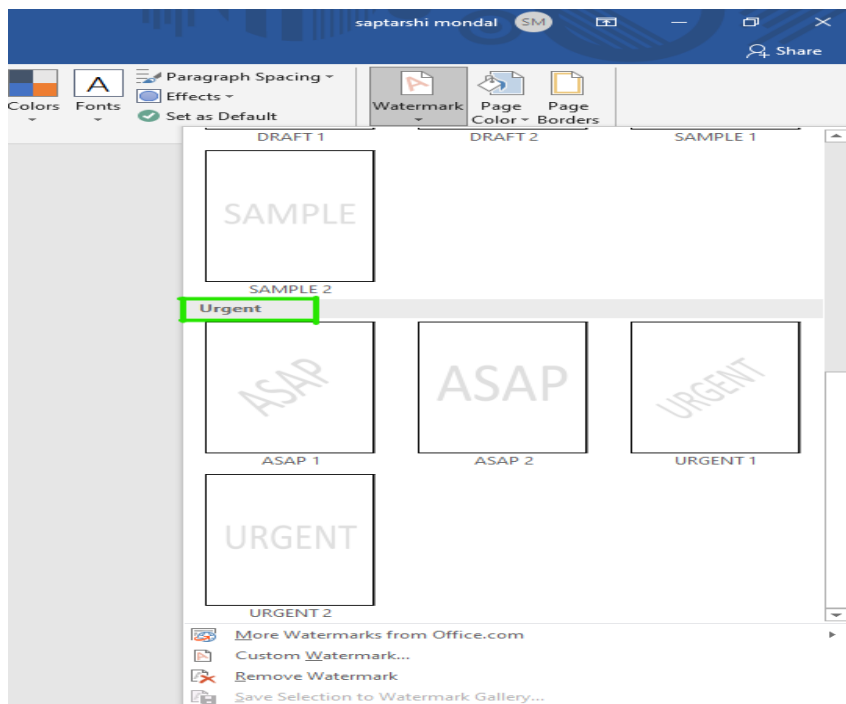
### **Confidential Section**



### **Disclaimers Section**



## Urgent Section



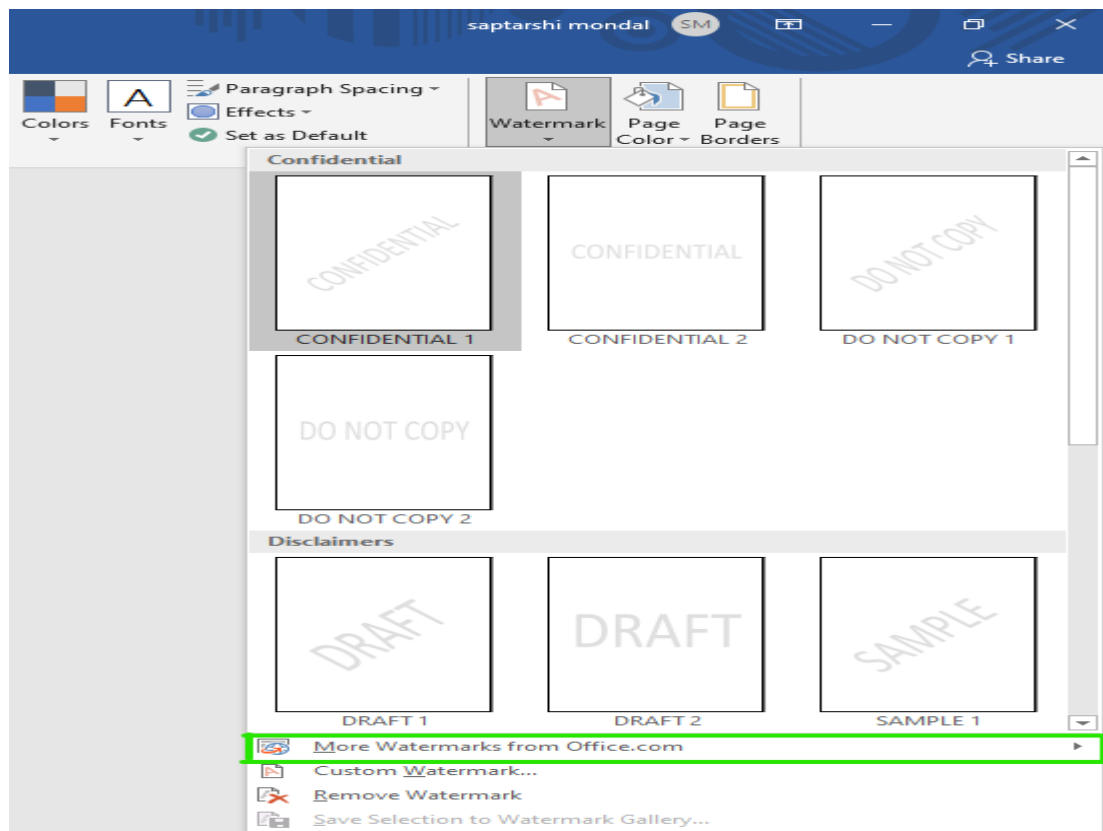
**Step 5:** Select the watermark of your choice or requirement according to your document.

Some different types of watermark are:

1. CONFIDENTIAL
2. DO NOT COPY
3. DRAFT
4. ASAP
5. URGENT
6. SAMPLE

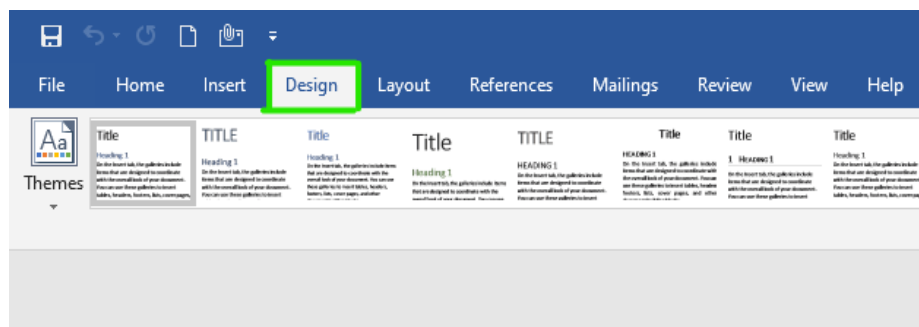
Finally, the watermark is set in our document as shown

Note: You can also select different types of watermarks from the **office.com** website as shown:

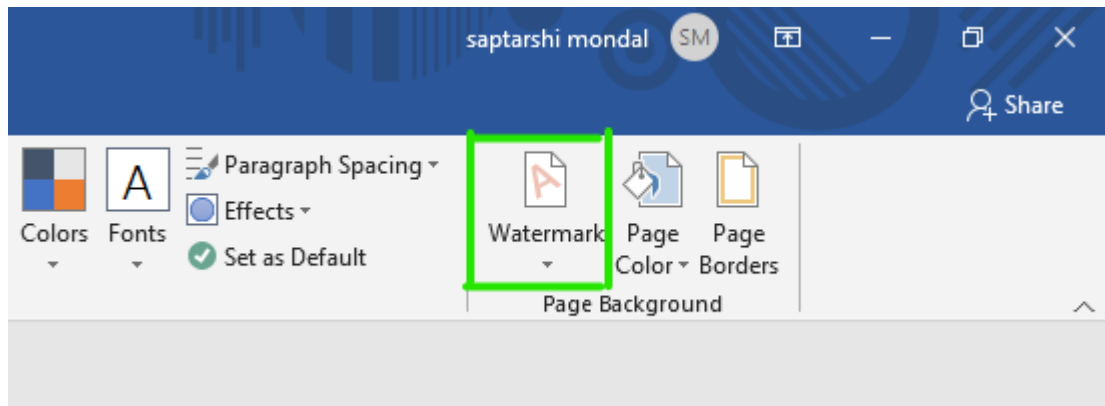


## How to Create a Watermark in MS Word

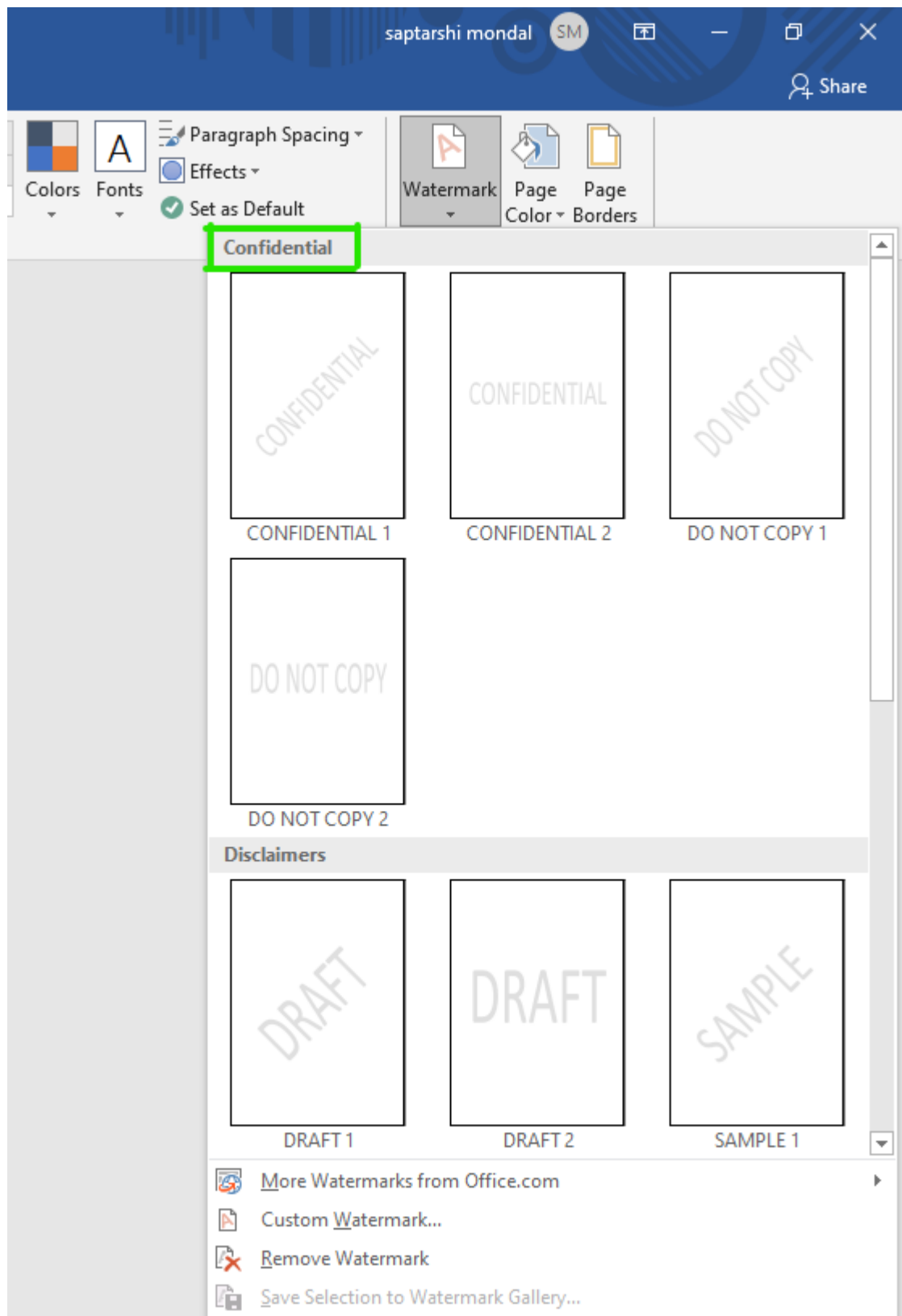
**Step 1:** On the navigation menu click on **Design** option.



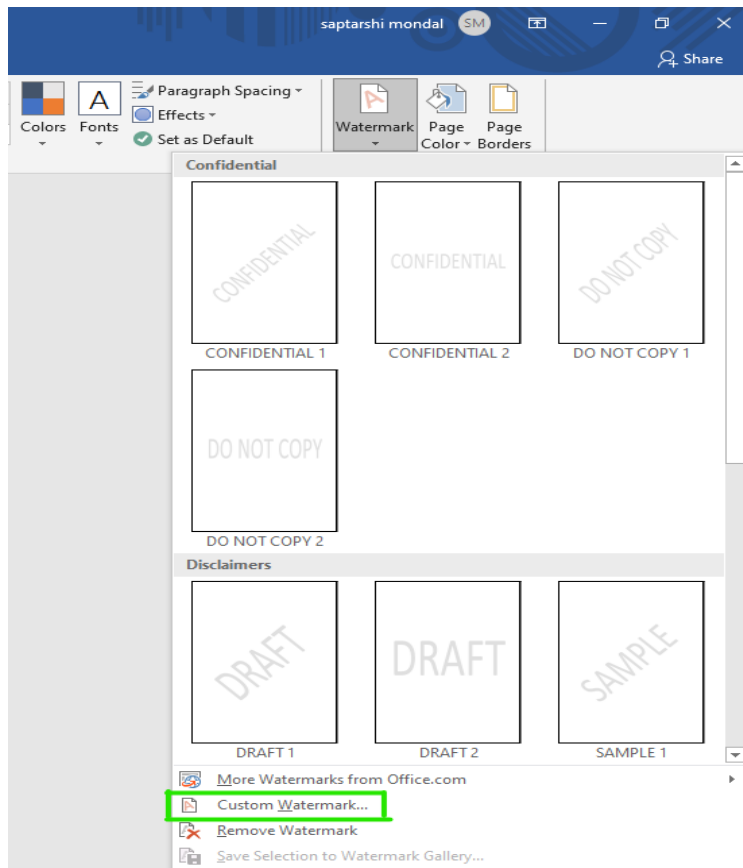
**Step 2:** On the right side of the navigation menu click on the **watermark** option as shown:



**Step 3:** A menu will open where you can create your own watermark.

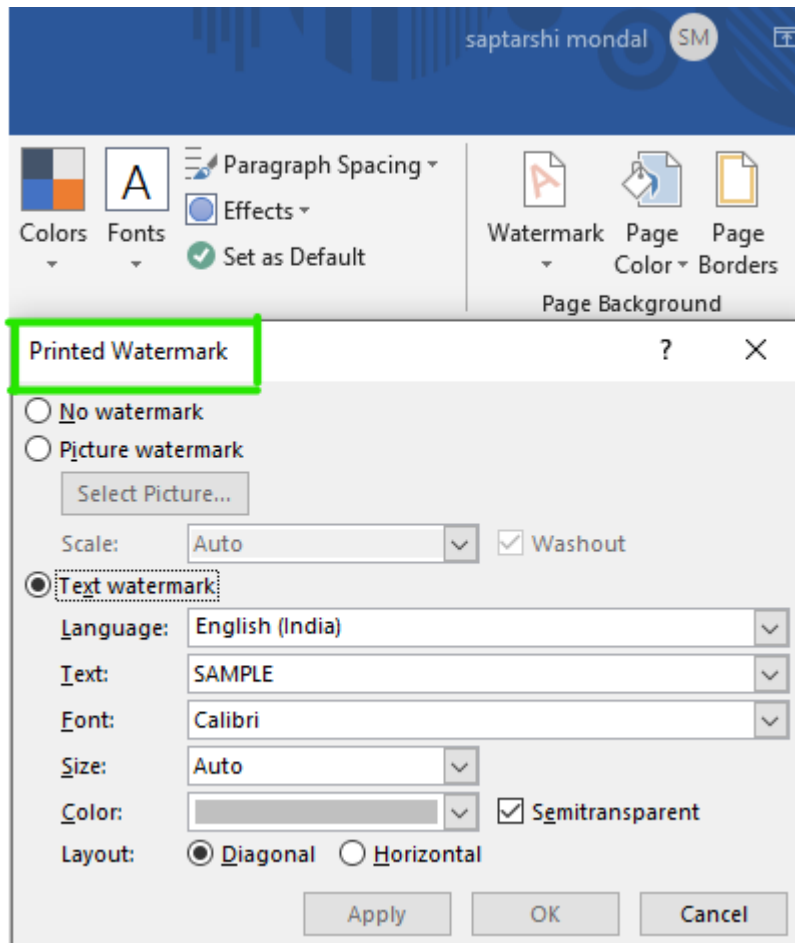


**Step 4:** Now select **custom watermark** as shown in figure:

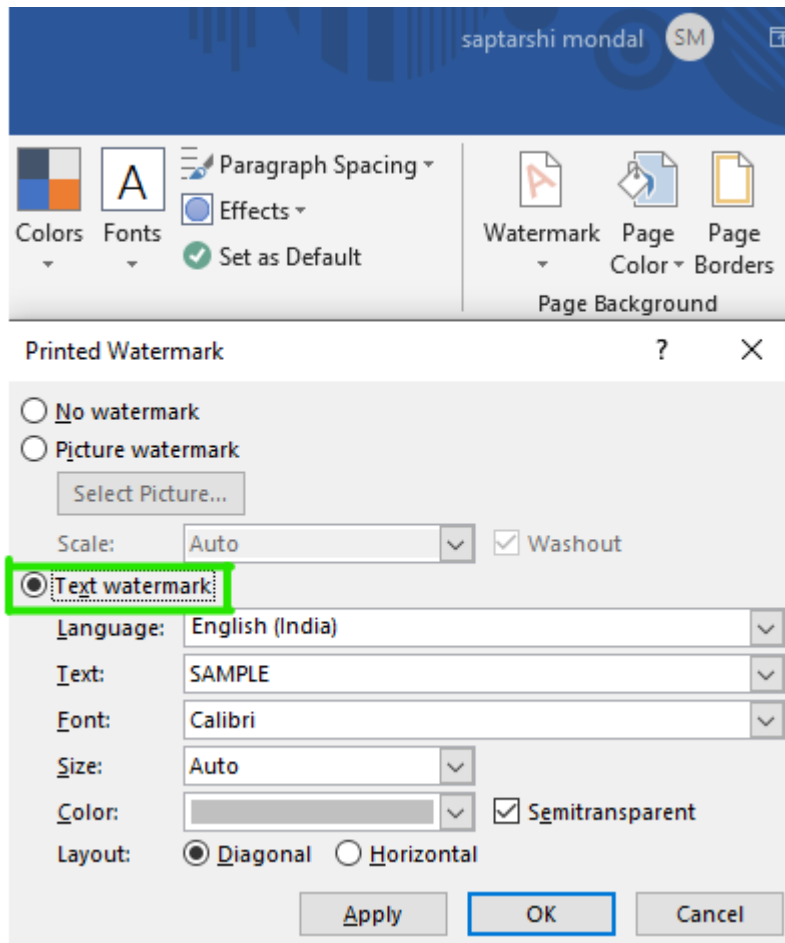


**Step 5:** A printed Watermark dialog box will open.





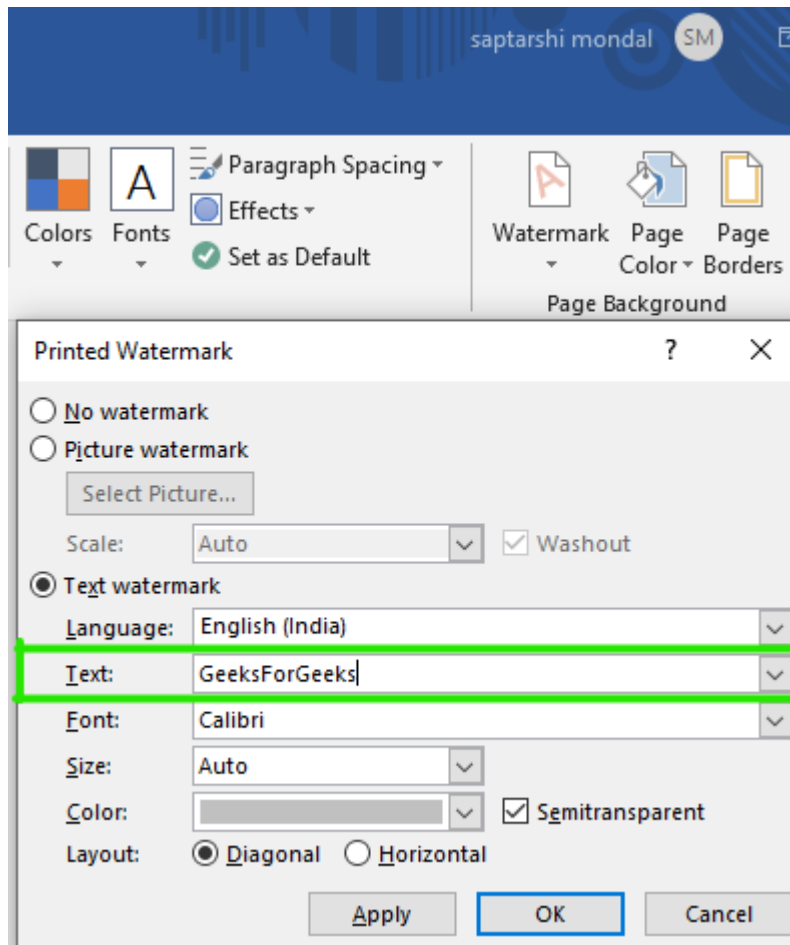
**Step 6:** Click on the **Text Watermark** option as shown in figure:



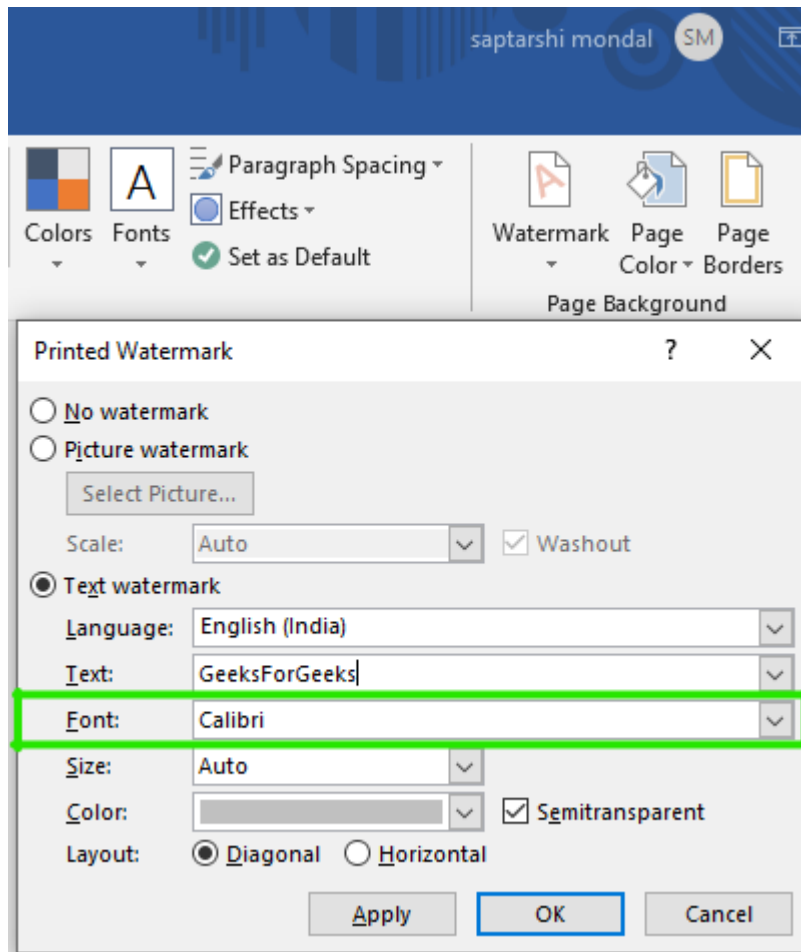
**Step 7:** Next select the language of your watermark.



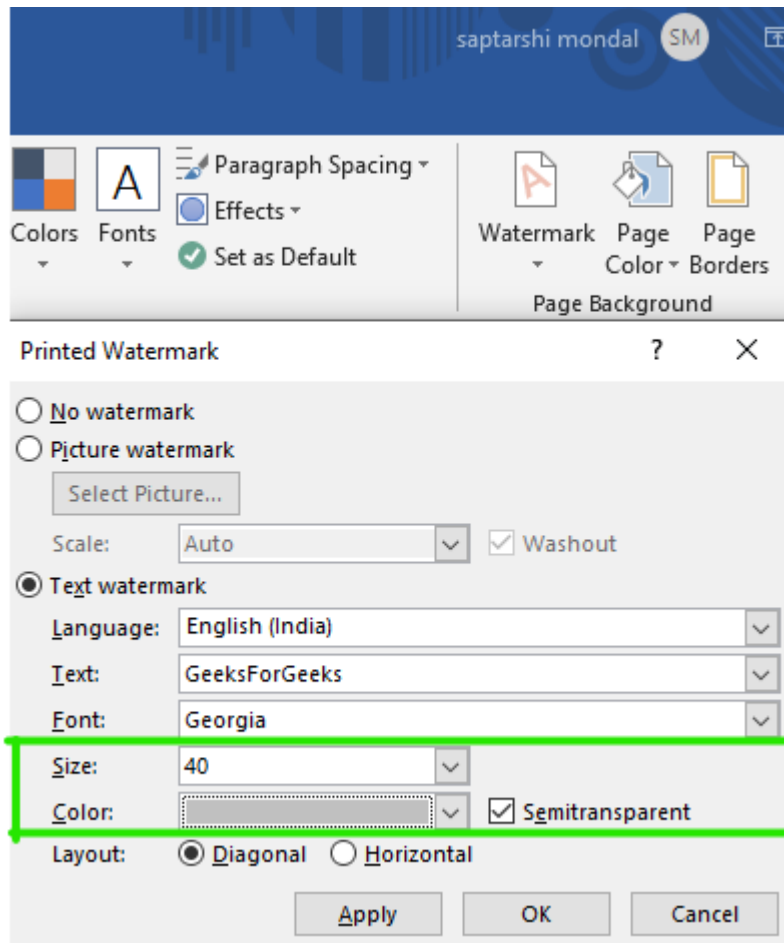
**Step 8:** Now **enter the text** of your watermark in the text box as shown in figure:



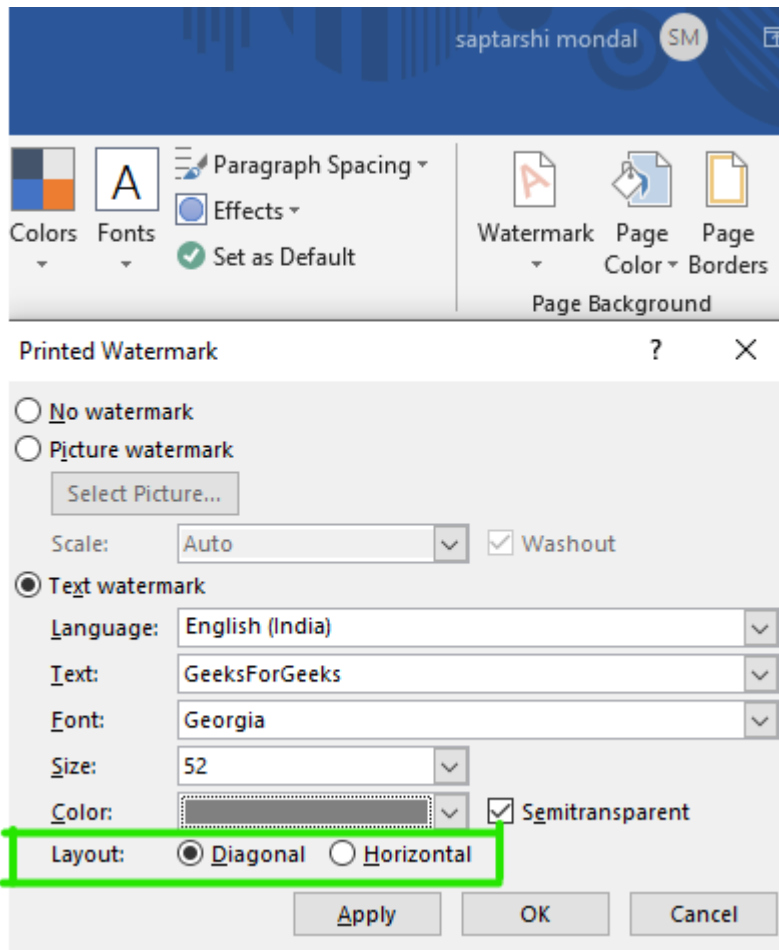
**Step 9:** Select the **Font** of your watermark.



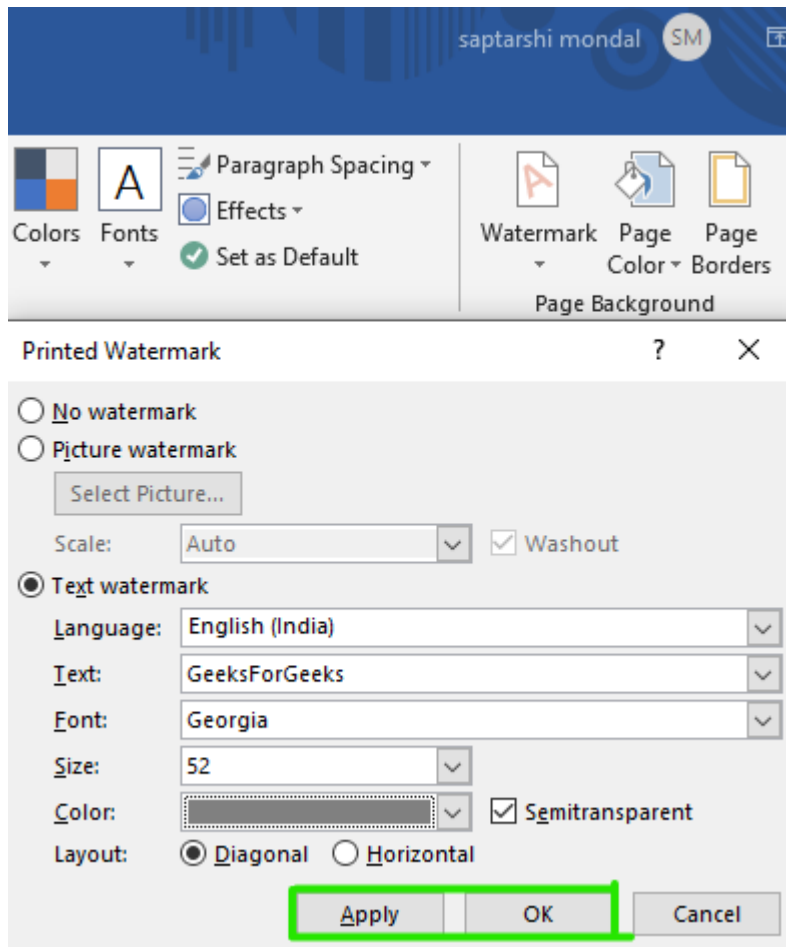
**Step 10:** Now select the **size and color** of your watermark.



**Step 11:** Select the **layout** option of your choice.



**Step 12:** Click on **Apply** and then **OK** option.



Finally, our custom watermark is added to your document.

**Example:**



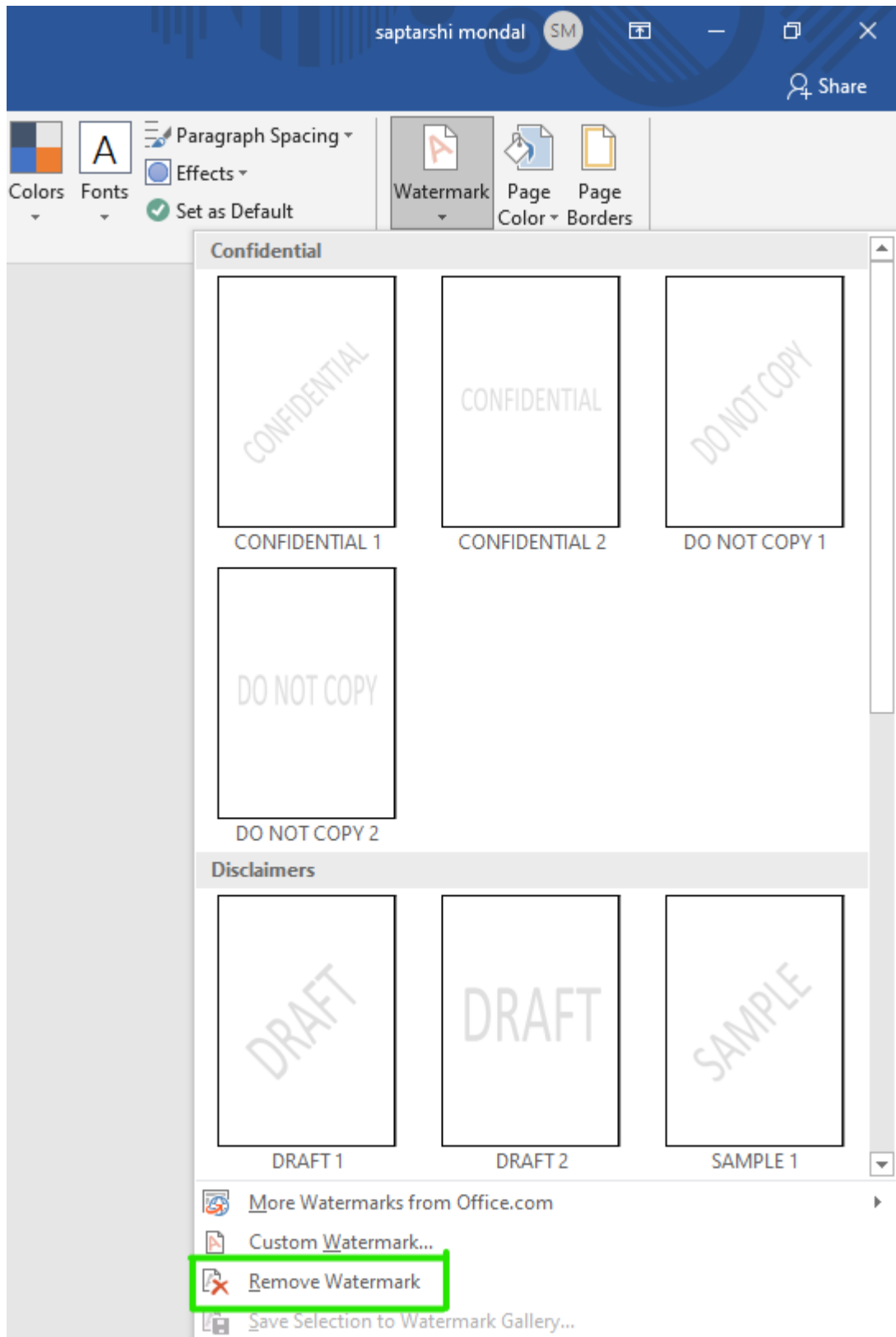
GeeksForGeeks

### **How to Remove a Watermark from a Document?**

Step 1: Follow the above steps from 1 to 3.

Step 2: Then select the **Remove Watermark** option as shown in figure:



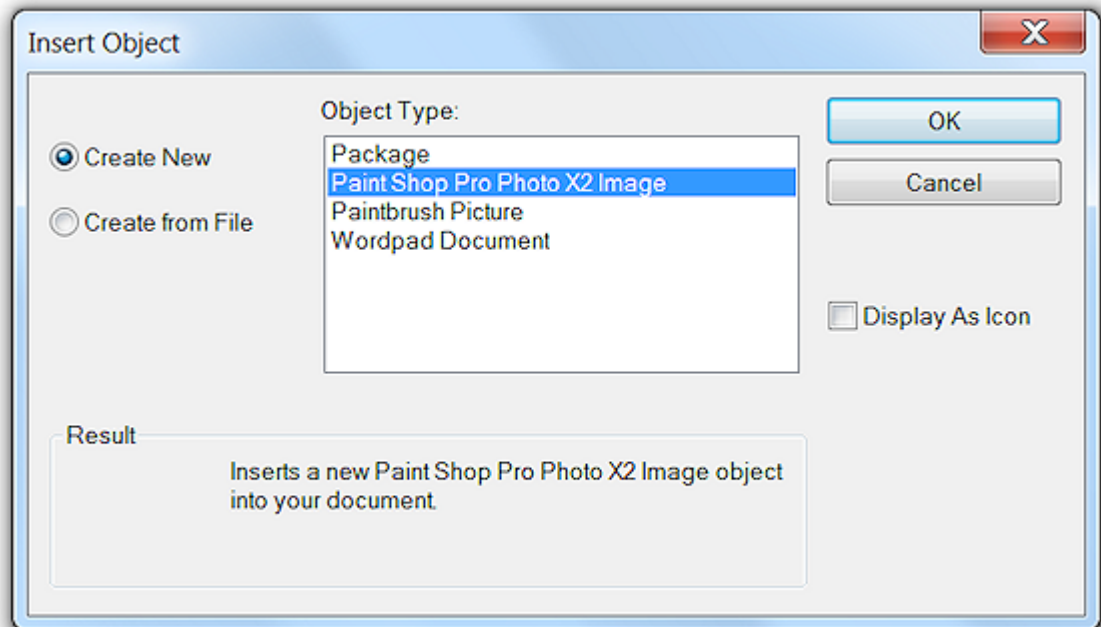


**Finally, the watermark will remove from our document.**

**Insert Object** is used to insert any type of content you wish into a document. The type of objects that can be inserted vary according to the programs you have installed on your computer that support embedded objects. Inserted

objects can either be new or they can be files already existing on your computer.

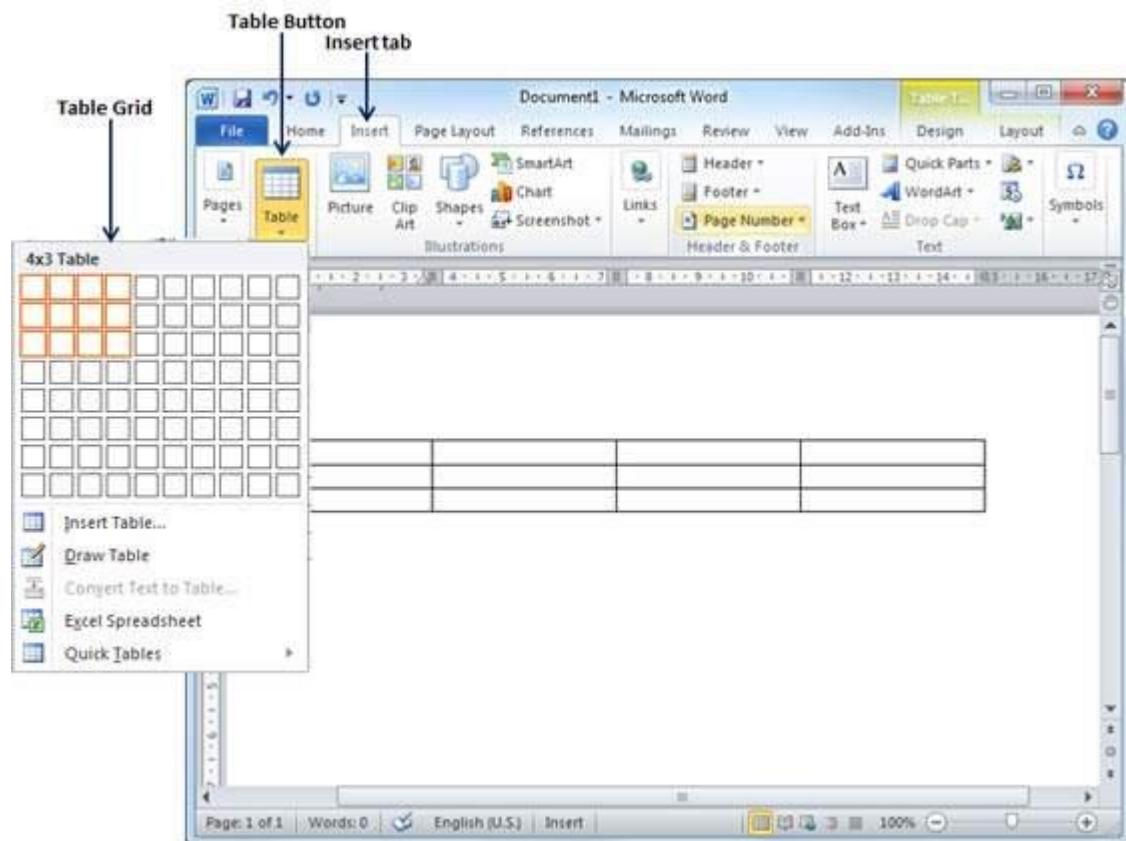
Inserting a sound in a document is an example of when to use **Insert Object**. If you are creating a new sound using a microphone then specify *Wave Sound* as the *Object Type* you wish to insert. If the wave sound file already exists specify *Create from file* and then use *Browse* to select the sound file.



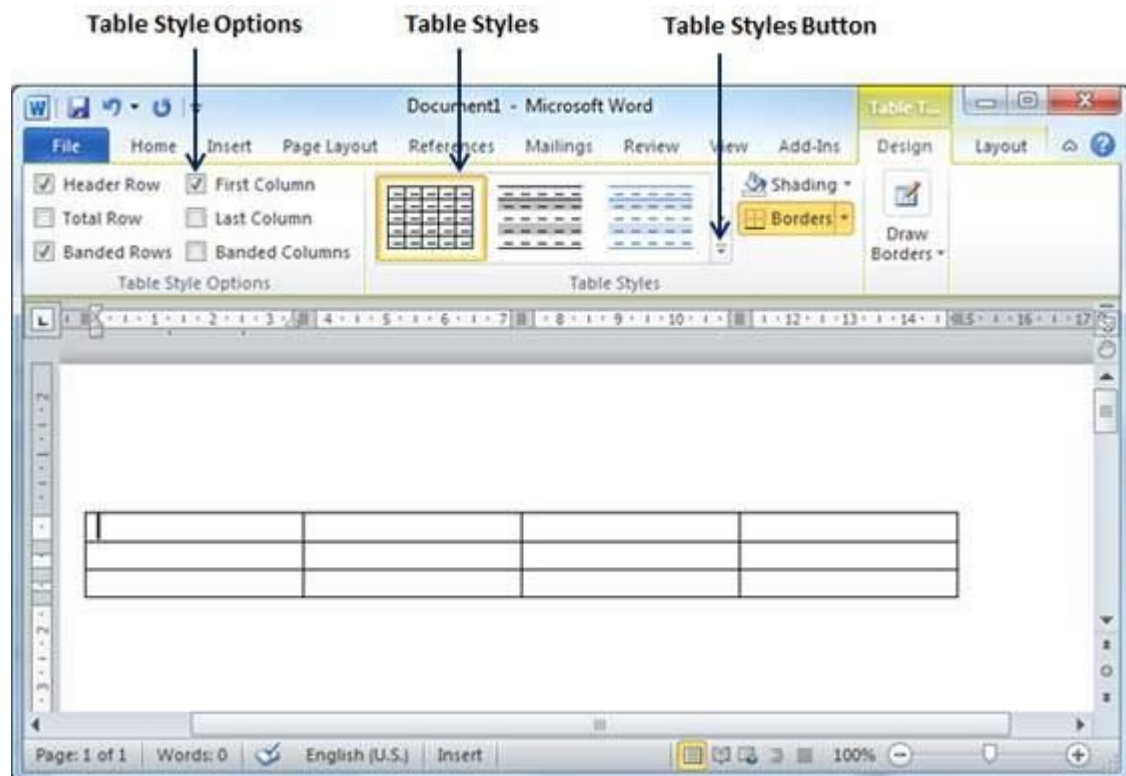
### Create a Table

The following steps will help you understand how to create a table in a Word document.

**Step 1** – Click the **Insert** tab followed by the **Table** button. This will display a simple grid as shown below. When you move your mouse over the grid cells, it makes a table in the table that appears in the document. You can make your table having the desired number of rows and columns.



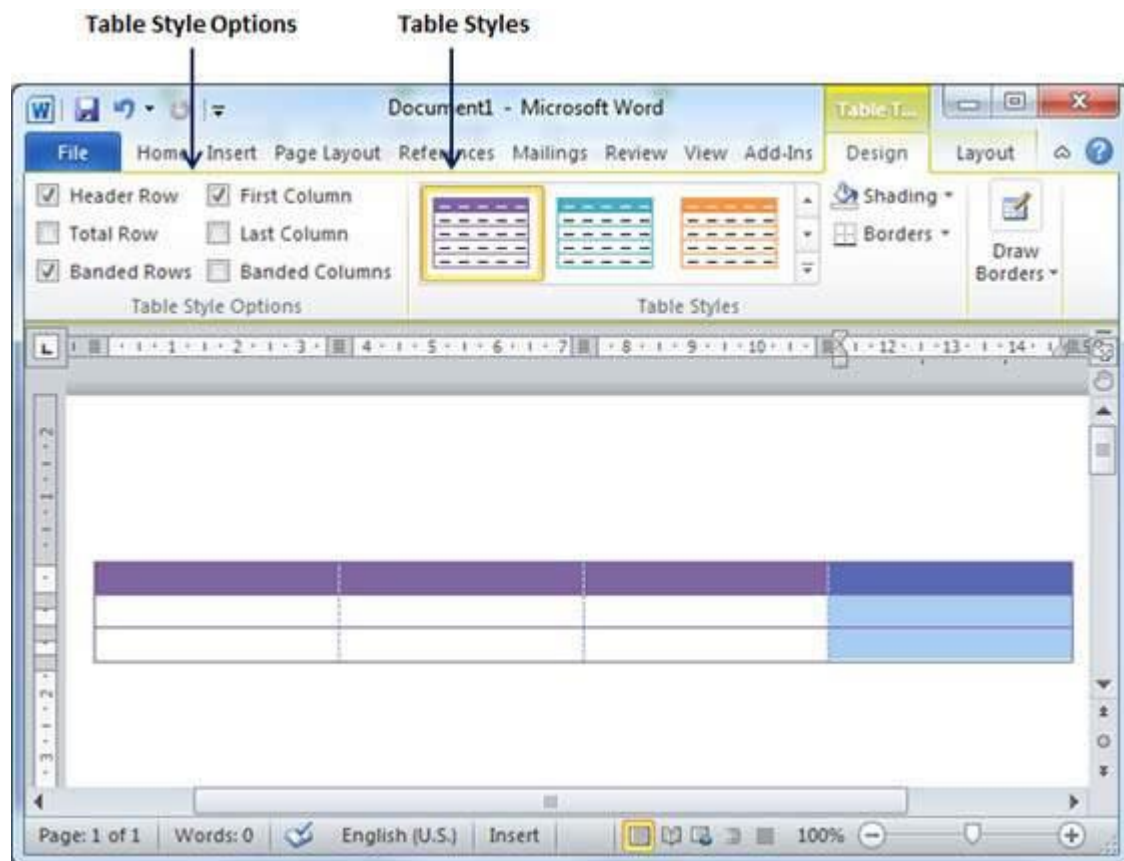
**Step 2** – Click the square representing the lower-right corner of your table, which will create an actual table in your document and Word goes in the table design mode. The table design mode has many options to work with as shown below.



**Step 3** – This is an optional step that can be worked out if you want to have a fancy table. Click the **Table Styles button** to display a gallery of table styles. When you move your mouse over any of the styles, it shows real time preview of your actual table.



**Step 4** – To select any of the styles, just click the built-in table style and you will see that the selected style has been applied on your table.

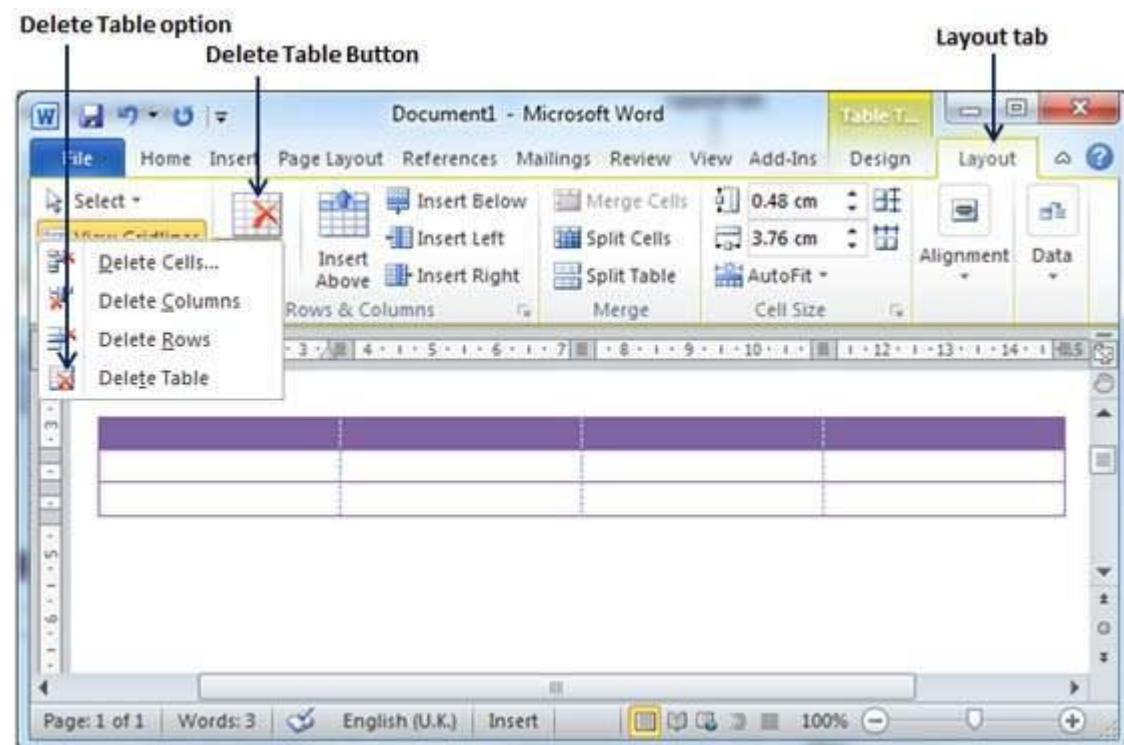


### Delete a Table

Following are the simple steps to delete an existing table from a word document.

**Step 1** – Click anywhere in the table you want to delete.

**Step 2** – Click the **Layout tab**, and click the **Delete Table option** under the **Delete Table Button** to delete the complete table from the document along with its content.



**Mail merge** consists of combining mail and letters and pre-addressed envelopes or mailing labels for mass mailings from a form letter.[1]

This feature is usually employed in a word processing document which contains fixed text (which is the same in each output document) and variables (which act as placeholders that are replaced by text from the data source word to word).

Some word processors can insert content from a database, spreadsheet, or table into text documents.[2][3]

It is a powerful tool for writing a personalized letter or e-mail to many people at the same time. It imports data from another source such as a spreadsheet and then uses that to replace placeholders throughout the message with the relevant information for each individual that is being messaged.

### **Six Steps of the Wizard**

There are six steps in the mail merge wizard:

1. Select the document type
2. Start the document
3. Select recipients
4. Write your letter
5. Preview your letters
6. Complete the merge