

# CS130/230

## Mail Merge & Equation Editor in Word

### **Mail Merge in Word**

In this section we will discuss how to use Excel with Word to create form letters. Although the manner in which this is done varies with the version of MS Office, there are generally six steps involved when using the Mail Merge Wizard (found generally under **Tools-> Letter and Mailings -> Mail Merge Wizard**):

- 1) **Select the Document Type** (the type of form you would like to create).
- 2) **Select the Starting Document** (the document into which you would like to merge the data.)
- 3) **Select Recipients** (generally the file that contains the information that you would like to merge into the Starting Document chosen in Step 2)).
- 4) **Write your letter**, which includes inserting the fields from the Recipients file you chose in Step 3). Typically, this is done by choosing “More Items” at the bottom of the Wizard dialog box and then inserting accordingly.
- 5) **Preview you letters.**
- 6) **Complete merge.** You can either merge to a file or directly to a printer.

### **1. Exercise**

- a. Grab the Grade data from Exercise 5.3 from the Week 4 lecture on Formatting & Logic and place the data in a file called Grades.xls.
- b. Create a percent column that computes the students’ percent grade in the class. I want you to place a formula in the cells that rounds the students’ grade to the nearest whole number.
- c. Create a grade column that displays a letter grade next to each students’ percent.
- d. Create a Word document that mail merges each student's grade into a mail merge document that can be printed and handed out to each student. The document is to look like the following:

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**To:** Student Name (merge field)  
**ID#:** Student ID # (merge field)  
**From:** Your Name  
**RE:** Course Grades  
**Date:** Monday, October 23, 2006

Here are your course grades:

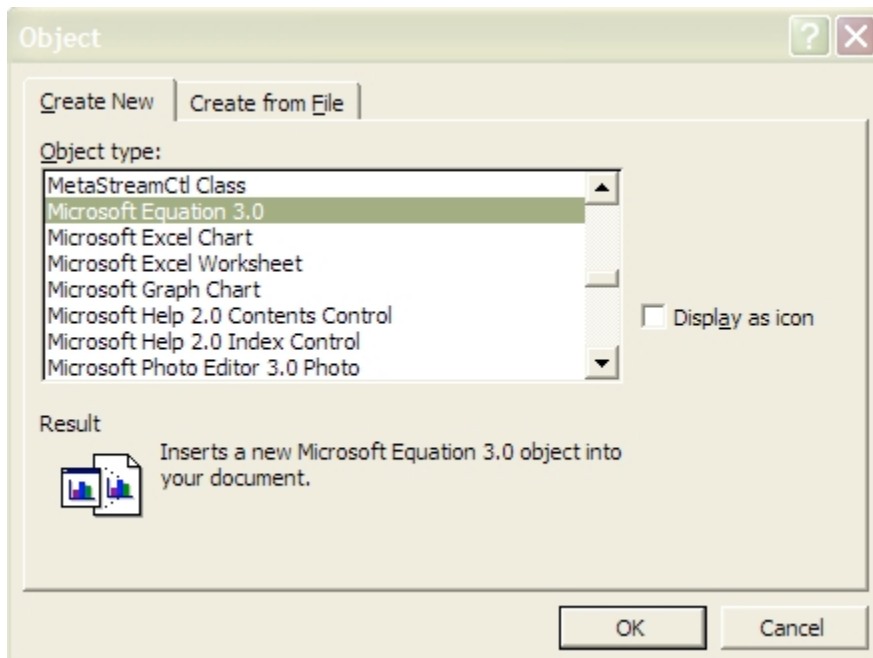
Quiz #1	14 / 15
Quiz#2	23 / 25
Midterm	82 / 100
Final	76 / 100
Percent Score	81%
Course Grade	B

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## Equation Editor in MS Office

The Equation Editor is used to insert mathematical equations into MS Office documents, and the procedure for inserting an equation is

1. Click where you want to insert the equation.
2. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
3. In the **Object type** box, click **Microsoft Equation 3.0**.



If Microsoft Equation Editor is not available, you may need to install it.

4. Click **OK**.
5. Build the equation by selecting symbols from the **Equation toolbar** and by typing variables and numbers. From the top row of the **Equation toolbar**, you can choose from more than 150 mathematical symbols. From the bottom row, you can choose from a variety of templates or frameworks that contain symbols such as fractions, integrals, and summations.

If you need help, click **Equation Editor Help Topics** on the **Help** menu.

6. To return to Microsoft Word, click the Word document.

## NOTES:

- 1) You can change the size of an equation by first clicking on the equation then grabbing and dragging a corner.
- 2) To edit an equation after entering it, double click on the equation.

## 2 Exercise

Type the following into in a Word document entitled **equation.doc** using the Equation Editor:

The following is a famous identity by D.H. Lehmer derived from the arcsin series, and it is used to compute approximations of  $\pi$  using computers to millions of decimal places

$$\sum_{n \geq 1} \frac{-9n + 18}{\binom{2n}{n}} = 2 \frac{\pi}{\sqrt{3}}$$

where  $\binom{2n}{n}$  is the binomial coefficient  $\frac{(2n)!n!}{n!}$  and by definition the factorial of a positive integer  $n$  is  $n! = n * (n - 1)(n - 2) * \dots * 3 * 2 * 1$ .