

# Mail Merge & Equation Editor in Word

Save each of the following in a folder called PUNetIDSolution.

## 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**). In Office 2007, go to **Mailings->Start Mail Merge->Step by Step Mail Merge Wizard...**

- 1) **Select the Document Type** (the type of form you would like to create) **Letters**
- 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) **Use an existing list**
- 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) Add the merged fields to your letter by Inserting Merge Fields from the **More items...** section.
- 6) **Preview your letters.**
- 7) **Complete merge.** You can either merge to a file or directly to a printer.

## Problem#1

1) Grab the Grade data from Problem 3.4 from the Week#3 lecture on Conditional calculations and place the data in a file called **Grades.xls**.

2) 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 percent grade to the nearest whole number (e.g. 86%). Use the INT function to do this or else you will get numbers with various numbers of decimal places in the merged document.

3) Create a Word document **MailMerge.doc** 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:

To: Student Name (merge field)  
ID#: Student ID # (merge field)  
From: Your Name

RE: Course Grades  
Date: November 4, 2009

Here are your course grades:

Quiz #1	14 (merge field)
Quiz#2	23 (merge field)
Midterm	82 (merge field)
Final	76 (merge field)
Percent Score	81% (merge field)

- 4) Each of the student's grades are to be merged into the above table.
- 5) Finally, complete the mail merge and look at each document with the merged data. I want the output to look exactly like above.

## 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 into Office 2007 is:

### **Problem#2**

Type the following into in a Word document entitled **PUNetIDequation.doc** using the Equation Editor. Everything below the horizontal rule is to be typed into the Word document.

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