

Mail Merge & Equation Editor

Fall 2014

Equation Editor

- The Equation Editor is used to insert mathematical equations into MS Office documents
- Go to the Insert tab and select Equation

Problem 13.1

- Type the following slide into in a Word document entitled **PUNetIDequation.doc** using the Equation Editor.
- ***Everything*** on the slide is to be typed into the Word document ***exactly*** as the slide appears.

Problem 13.1 Continued

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

$$\sum_{n \geq 1} \frac{(-9n+18) \binom{2n}{n}}{4^n} = 2\pi/\sqrt{3}$$

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

Mail Merge in Word

- Why use mail merge?
- Steps to using mail merge
 - Select the **Mailings** tab
 - Select **Start Mail Merge** then **Step by Step Mail Merge Wizard**

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.) **Use the current document**
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** then **Browse** and find the Excel file used for the merge
4. **Write your letter**, which includes inserting the fields from the Recipients file you chose in Step 3). Typically, inserting 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 13.2

1. Grab the text file grades.txt from the CS130 Public folder on Turing and open it in Excel
2. Create an Average column and calculate each student's average as a percent with no decimal places (e.g. 90). Use total points achieved divided by total points possible (at the bottom of the spreadsheet). **NOTE:** Don't just change the column to percentage with 0 decimal places. This won't work in the merge!!!
3. Create a Grade column that shows a student's grade (90-100A, 80-89B, 70-79C, 60-69D, 0-59F)

Problem 13.2 Continued

4. Create a Word document **StudentGrades.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 on the following slide.

Problem 13.2 Continued

Mail Merge the Data

ID#: Student ID# (merge field)
From: Your Name
RE: Course Grades
Date: January 21, 2014

Here are your course grades:

Quiz1: (merge field)
Quiz2: (merge field)
Quiz3: (merge field)
Quiz4: (merge field)
Exam1: (merge field)
Exam2: (merge field)
Final: (merge field)
Average: (merge field)%
Grade: (merge field)

Problem 13.2 Continued

- If your data is successfully merged, you should be able to look at each merged document.