



— **University of Mosul** —
College of Petroleum & Mining Engineering



“Computer Applications /Theoretical”

First class
Lecture ...(4)....

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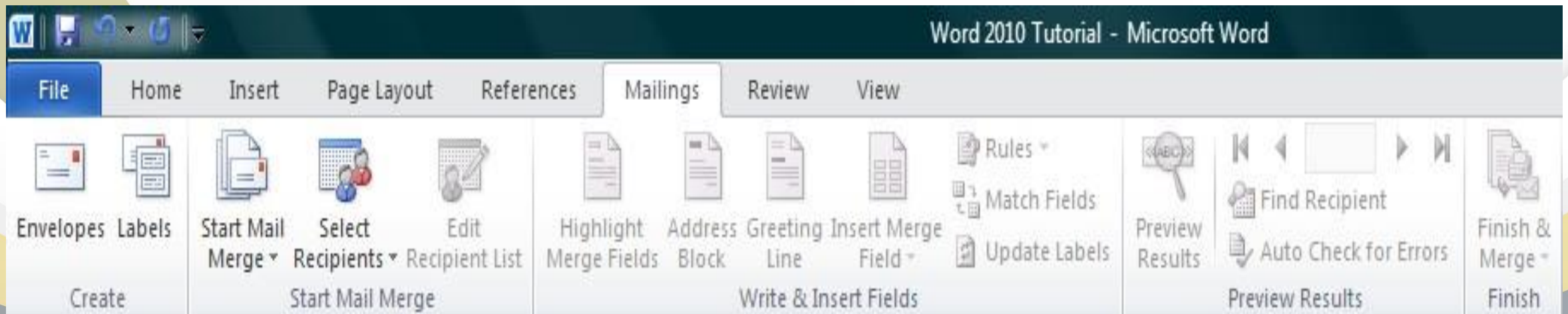


LECTURE CONTENTS

- ☐ Mailing Tab
- ☐ Review Tab
- ☐ View Tab

Mailings Tab in Microsoft Word:

The Mailings Tab is a powerful feature in Microsoft Word that enables users to create, manage, and send personalized documents, letters, envelopes, and labels efficiently. It is particularly useful for businesses, organizations, and individuals who need to send bulk communications, such as newsletters, invitations, and marketing materials.



Key Features of the Mailings Tab:

1.Create & Start Mail Merge Group:

- The **Start Mail Merge** tool allows users to generate customized documents for multiple recipients.
- Users can select different document types, including **Letters, Email Messages, Envelopes, Labels, and Directories**.
- The **Step-by-Step Mail Merge Wizard** simplifies the process by guiding users through each step.

2.Select Recipients Group:

- Enables users to choose recipients for the mail merge from existing sources such as **Excel spreadsheets, Access databases, or Outlook contacts**.
- The **Edit Recipient List** feature lets users review and filter recipient details before merging.

3.Write & Insert Fields Group:

- Allows users to insert **merge fields** such as recipient names, addresses, and personalized details into the document.
- The **Greeting Line** and **Address Block** features help format letters professionally.
- Users can also insert custom fields from their recipient lists for greater customization

4. Preview Results Group:

- Offers a Preview option to check how the final document will appear before completing the merge.
- Users can navigate through recipient entries to ensure accuracy.

5. Finish & Merge Group:

- Provides options to Print Documents, Send Email Messages, or Edit Individual Documents.
- Users can finalize their documents for printing or digital distribution.

Importance of the Mailings Tab:

The Mailings Tab is essential for creating personalized and professional bulk communications efficiently. Whether sending business correspondence, promotional materials, or formal invitations, this feature streamlines the process and ensures accuracy in large-scale document distribution.