



Table and Mail Merge Help

How to Create Letters Using Mail Merge in Microsoft Word

See below for help on mail merge.

Mail merge is a function within Microsoft Word that allows a user to easily customise a standard letter with minimal time and effort. A letter can quickly be created for each patient, the patients' information is taken from a data source, which should either be a Microsoft Excel Spreadsheet or a Microsoft Access Database.

1. Mailings > Start Mail Merge > Letters
2. Select Recipients > Use Existing List > Browse and locate data source
3. Ensure cursor is in the correct place for first merged field
4. Insert Merge Field > Select appropriate field
5. Repeat steps 3 and 4 until all merged fields are inserted
6. Finish and Merge > Edit Individual Documents

Other Options

1. When inserting fields for the greeting line the Greeting Line can be used
 - a. Greeting Line > Set up as required (remember no punctuation in modern style letters, apart from the body of the letter)
 - b. Match required fields > OK > OK
2. When inserting address fields the Address Block can be used
 - a. Address Block > Match Fields
 - b. Match required fields > OK > OK

Creating Tables in Microsoft Word

See below for help on tables.

Creating tables in Microsoft Word allows you to present figures and information in an easy to read format.

1. Insert > Table
2. On the grid use your mouse to highlight how many rows and columns you require
3. Click with your mouse on the last block when finished
4. Each block in a table is called a cell. Use the tab key or arrow keys to move from cell to cell. Once you have created a table you will note the Table Tools ribbons will be activated. The Design ribbon allows you to add a table style, shading, add or remove borders and change line style and width.

Insert a Row, Column or Cell

1. Highlight the row, column or cell next to where you wish to create a new one
2. Table Tools, Layout > select the required option i.e. Insert Right



Delete a Table, Row, Column or Cell

1. Highlight the row, column or cell you want to delete
2. Table Tools, Layout > Delete

Merge a Table, Row, Column or Cell

The merge function allows you to turn two or more cells into one.

1. Highlight the rows, columns or cells you want to merge
2. Table Tools, Layout > Merge Cells

Split a Table, Row, Column or Cell

The split function allows you to turn a cell or table into multiple rows and/or columns.

1. Highlight the rows, columns or cells you want to split
2. Table Tools, Layout > Split Cells / Split Table

Resizing Column Widths

You can resize your column widths by placing the cursor on the line that separates two columns. This triggers the width indicator to appear. click and drag with the mouse to adjust the column width. You can automatically adjust the column width to fit the text by double clicking and dragging.



After the indicator appears, width. You can automatically clicking rather than clicking

Sorting a Table

Table data can be sorted in ascending or descending order.

1. Highlight the column/row you want the data sorted by
2. Table Tools, Layout > Sort
3. In the Sort dialog box ensure the correct column/row is selected that you want to sort by
4. Select either Header row or No header row depending on the cells you highlighted
5. OK

Table Headings

If a table continues on more than one page, the table headings will display on the first page only. To correct this problem, you can assign a row as the heading row. Heading rows are repeated on the top of your table at the top of each page.

1. Highlight the row you want as the header row
2. Table Tools, Layout > Repeat Header Rows

