

Mailing Labels

MAILING LABELS

- **Program to use**
 - **Microsoft Works**
 - **Microsoft Office 2007 Home & Student Edition**
 - **Microsoft Word and Excel**
- **Start by creating an information database**
 - **Microsoft Works Database**
 - **Microsoft Excel that is part of the Home & Student edition**
 - **Microsoft Excel**
 - **Address book (XP) or Contacts folder (Vista)**

Mailing Labels

- **For this presentation**
- **Use Microsoft Works, version 9**
 - **Create a database using Works Database**
 - **Create the mailing labels using Works Word Processor**
 - **Print labels using Avery 5160 (3 x 10)**

Mailing Labels

- **Open a blank Works database and add the fields**
 - **Names**
 - **Address**
 - **City**
 - **State**
 - **Zip**
- **Adjust the width of the columns**
- **Enter the appropriate information in each of the columns**
- **Save the database (Xmas mailing list)**

Mailing Labels

- **Open a blank Works word processor document**
- **On the menu bar, click Tools and select Labels...**
 - **Select Mailing labels and click OK**
 - **Select the product and label number you are going to use, then click the New Document button**
 - **Select Merge information from another type of file**
 - **Open your Xmas mailing list database**
 - **Insert the fields in the label**

Mailing Labels

- **View the results, change the font and font size, and make sure all the labels will print properly**
- **On the menu bar, click File and select Print Preview**
- **If the labels all look OK, click the Print button**
- **Check your printer manual, you might need to hand feed the sheets into the printer**
- **If the labels print OK, save the project (Xmas mailing labels)**

Christmas Letter

Christmas Letter

- **Open a blank Works word document**
 - **Compose a generic letter**
 - **Information that you want to send to everyone**
 - **Save the letter**
- **Open a blank Works word document**
 - **On the menu bar, click Format and select Borders and Shading**
 - **Apply to: Page**
 - **Select the Border Art you want to use**
 - **Now insert a big Merry Christmas and some clip art**

Christmas Letter

- **Begin your letter with a greeting and some personal comments**
- **Add the generic portion of your letter**
- **Add some of your digital photos**
- **Close by adding some more personal comments, a Sigie, and a big Happy New Year**