# PANDUAN SINGKAT MAIL MERGE

## PETUNJUK MAIL MERGE MONITORING DAN EVALUASI PEMBELAJARAN

#### Menghubungkan Master Mail Merge dengan Data Source

- 1. Download & extract file dari website LPP terdiri dari
  - DBase\_Assessment.xlsx => file data matakuliah dan dosen pengampu
  - Form Assessment.docx => file master mail merge jika ingin cetak langsung
  - Form Assessment (setelah fotocopy).docx => file master mail merge jika form kosong telah di fotocopy

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2. Buka file Dbase\_Assessment.xlsx dengan MS EXCEL (double klik pada Explorer)

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- 3. Tambahkan data matakuliah dan dosen pengampu yang akan dievaluasi sesuai kolom (sperti contoh), setelah selesai simpan (Ctrl S)
- 4. Buka file Form Assessment.docx atau Form Assessment (setelah fotocopy).docx dengan MS Word (*double klik*). Akan muncul konfirmasi data mail merge klik tombol YES

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5. Pada tampilan konfirmasi *data source*, klik tombol **Find Data Source**, lalu arahkan ke lokasi file **Dbase\_Assessment.xlsx** lalu klik tombol **Open** 

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6. Akan muncul **Select Table** konfirmasi nama sheet yang akan digunakan sebagai *data source,* klik tombol **OK** 

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### 8. Jika ingin melihat hasilnya klik pada menu Mailings → Preview Results

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#### Mencetak Mail Merge

1. Jika ingin mencetak ke printer, klik pada menu Mailings → Finish & Merge → Print Documents



#### BERITA ACARA

- 2. Akan muncul konfirmasi Merge to Printer :
  - All => Mencetak semua data yang ada di Data Source
  - Current record => mencetak pada data yang tampil (1 lembar)
  - From: To => mencetak banyak data sesuai yang diinginkan (*lihat pada file excel kolom* No\_Cetak)

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3. Pilih printer untuk mencetak lalu klik tombol OK

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