

Dr.SNS RAJALAKSHMI COLLEGE OF ARTS AND SCIENCE
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Coimbatore- 49



**DEPARTMENT OF COMMERCE WITH INFORMATION
TECHNOLOGY**

21UCI507 -Business Information Technology

Creating hypertext links between word documents , Auto correct
tools, Tables , Mail merge document

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A **Hyperlink** connects one document to another document or web page.

Steps to create a Hyperlink:

- Select the text
- Right-click → **Link / Hyperlink**
- Choose the existing document / webpage
- Click **OK**

Example:

“Click here for Report” → Opens another Word file.

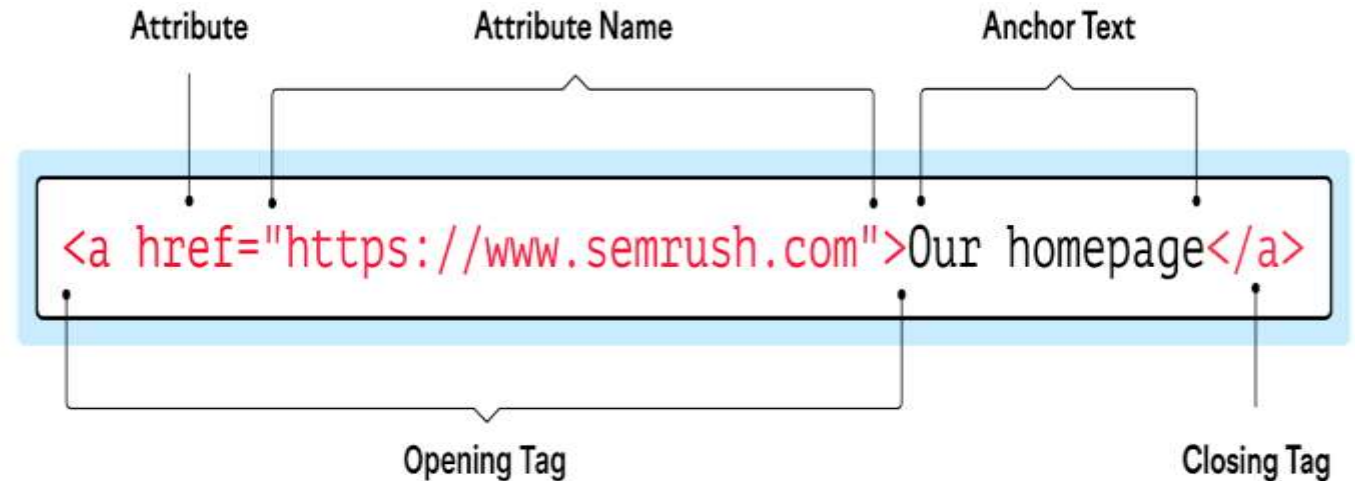
Helps in **easy navigation** between documents.

Hyperlinks are used to:

- Connect different Word documents
- Open websites directly
- Navigate to specific sections
- Connect project files

Used in:

- School projects
- Office reports
- E-books
- Research work



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AUTO CORRECT TOOL

AutoCorrect automatically corrects spelling mistakes while typing.

Example:

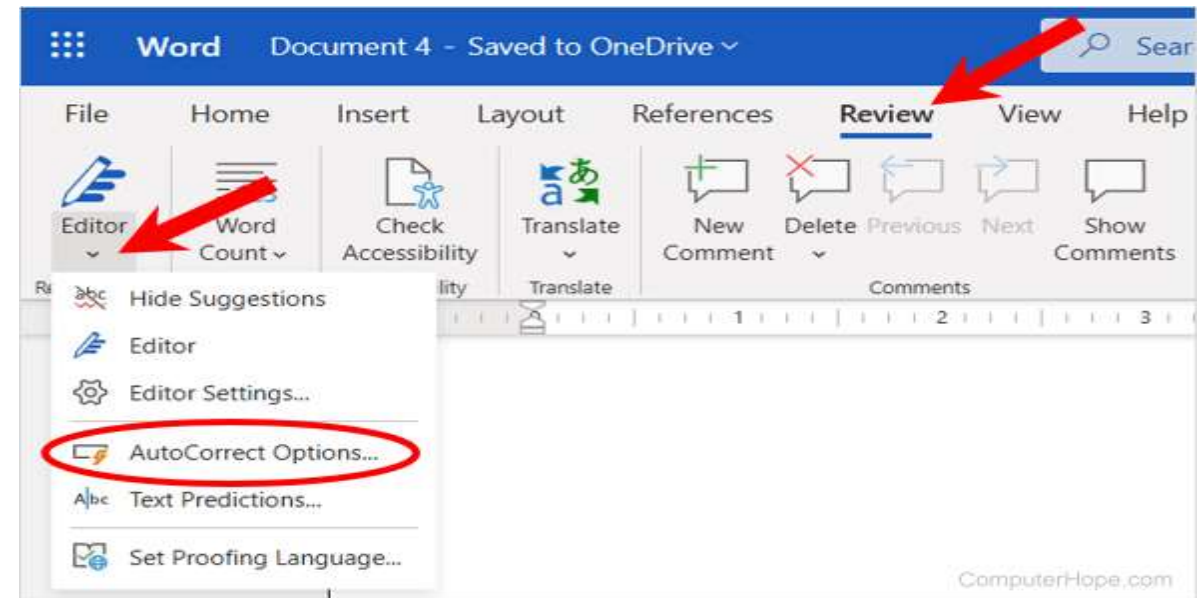
- teh → the
- adn → and

It also:

- Capitalizes first letter
- Corrects common mistakes
- Saves time

Found in:

File → Options → Proofing → AutoCorrect



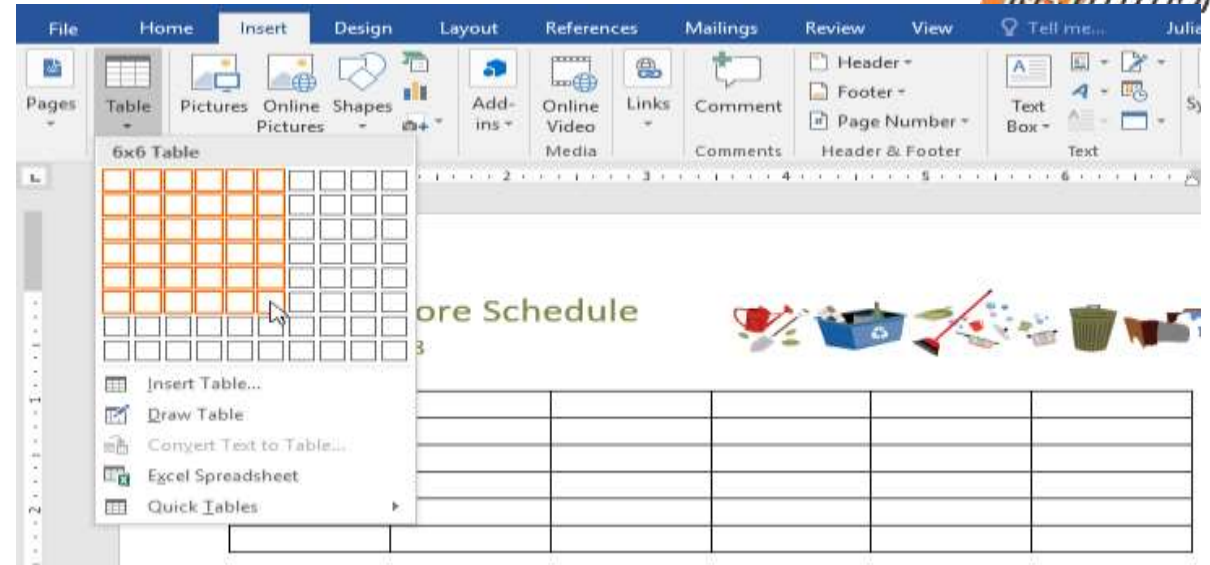
A **Table** is used to arrange information in **rows and columns**.

Steps to insert a table:

- Click **Insert Tab**
- Click **Table**
- Select rows and columns

Uses:

- Marks sheet
- Time table
- List of students
- Bills and reports



FEATURES OF TABLES

Tables allow you to:

- Add / Delete rows and columns
- Change cell size ,
- Add borders and shading ,
- Align text in cells ,
- Merge / split cells

Makes data **neat and organized**.

MAIL MERGE (INTRODUCTION)

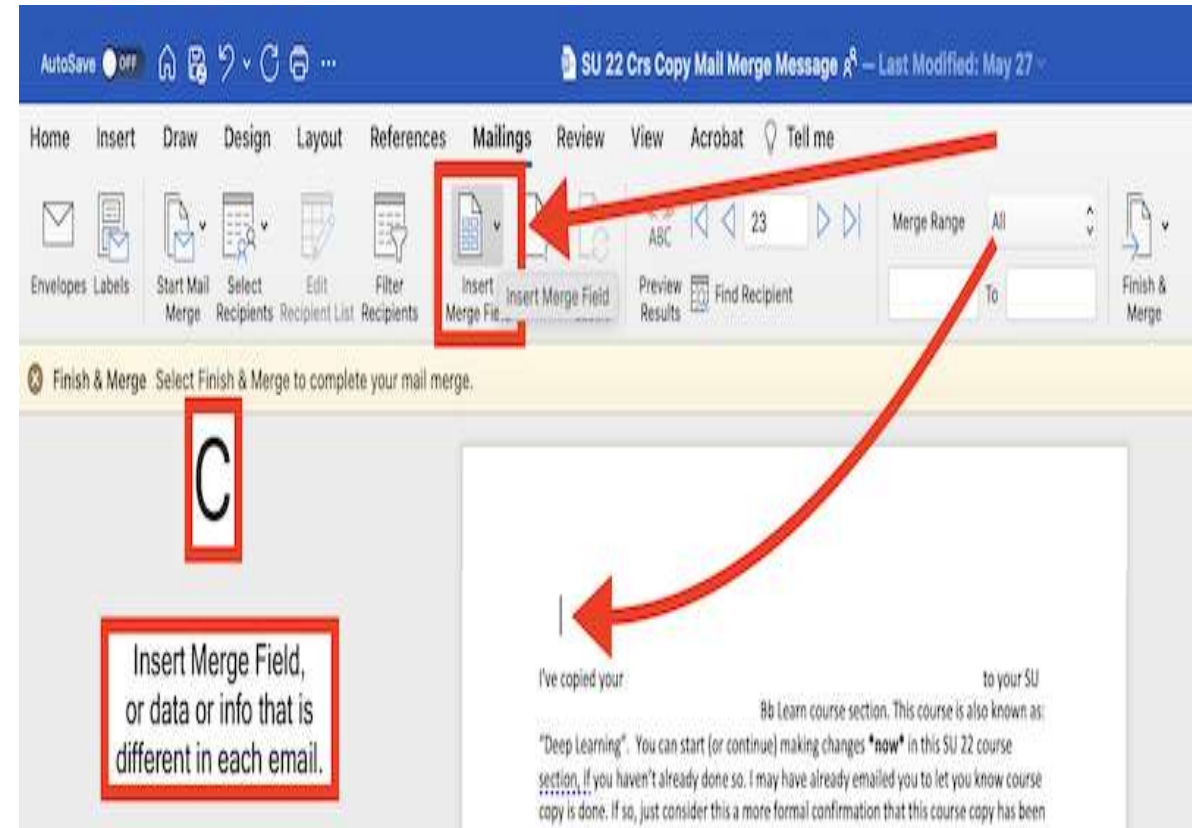
Mail Merge is used to create **multiple documents at once**.

It combines:

- Main document (Letter / Certificate / Invitation)
- Data source (Excel / List of names)

Used to prepare:

- Certificates
- Invitation letters
- Salary slips
- ID cards



- Main steps:
- Type the Main Document
- Select Recipients (Data source)
- Insert Merge Fields (Name, Address etc.)
- Preview Result
- Finish & Print
- This saves **time and effort.**

Scenario:

A college staff member has to prepare **100 certificates** for a seminar.

Problems faced:

- Same content repeated
- Different student names
- Need to link document with list
- Errors in typing names

Hyperlinks, Tables and Mail Merge are required to solve this problem.

DESIGN THINKING ACTIVITY



Empathize

Talk to staff and understand problems in creating multiple certificates.

Define

“Staff faces difficulty in _____ because _____.”

Ideate

Suggest 5 solutions:

- Use Mail Merge
- Create a table for data
- Use AutoCorrect
- Add Hyperlinks for files
- Save templates

Prototype

Design a simple system:

Excel List → Word Template

→ Mail Merge → Print

Test

Apply it to 5 student names and check the result.

QUICK KNOWLEDGE (QUIZ)



1. What is used to connect one document to another?

- A) Table
- B) Hyperlink
- C) AutoCorrect
- D) Mail Merge

2. Which tool corrects spelling errors automatically?

- A) Table
- B) Mail Merge
- C) AutoCorrect
- D) Hyperlink

3. Which feature is used to create 100 letters at once?

- A) Hyperlink
- B) Table
- C) Mail Merge
- D) Font

Answers: 1 – B , 2 – C ,3 – C

**Next Topic:
Spread sheets -Introduction , Types of data ,
Entering formulas**

