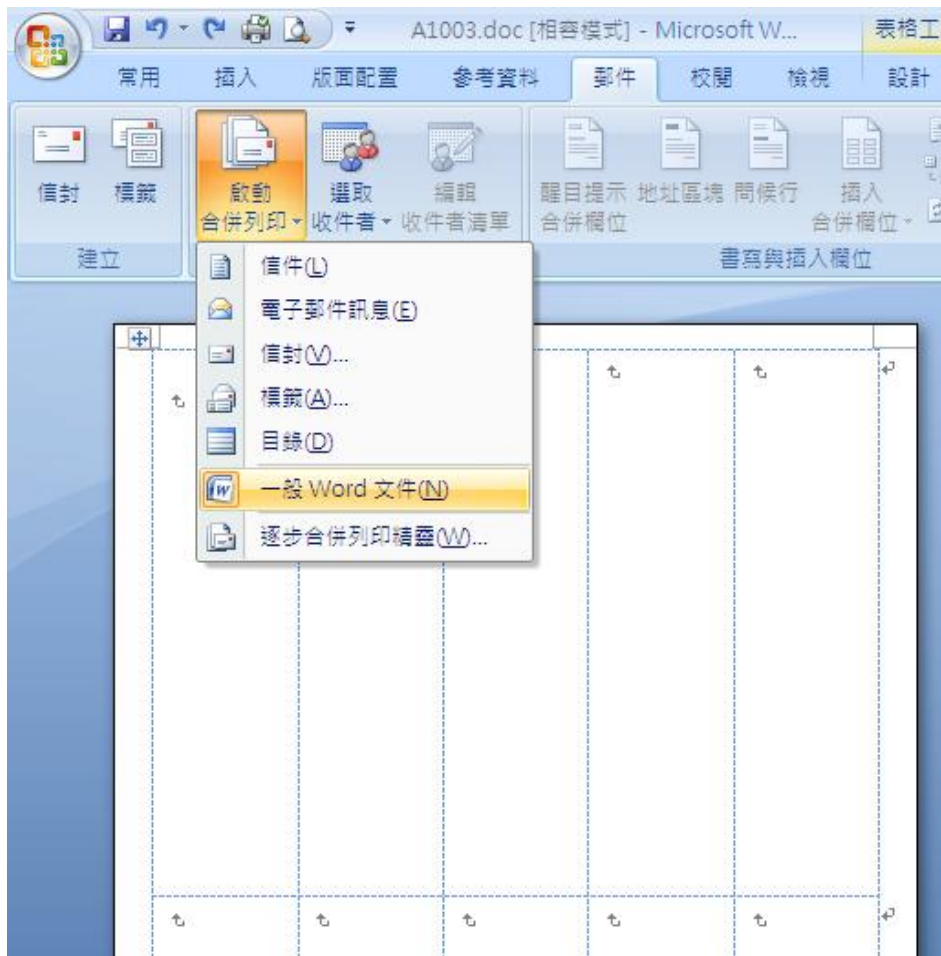
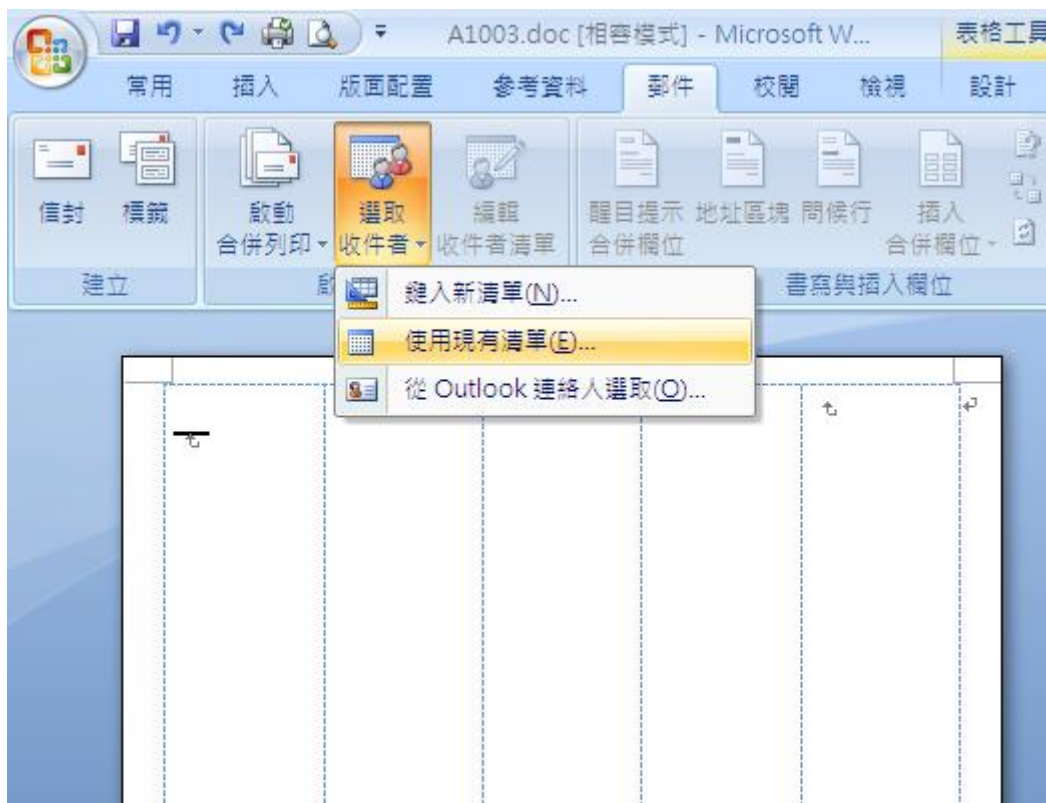


## 如何在 A1003 上作合併列印(即:如何抓取 EXCEL 檔....WORD 2007 版)

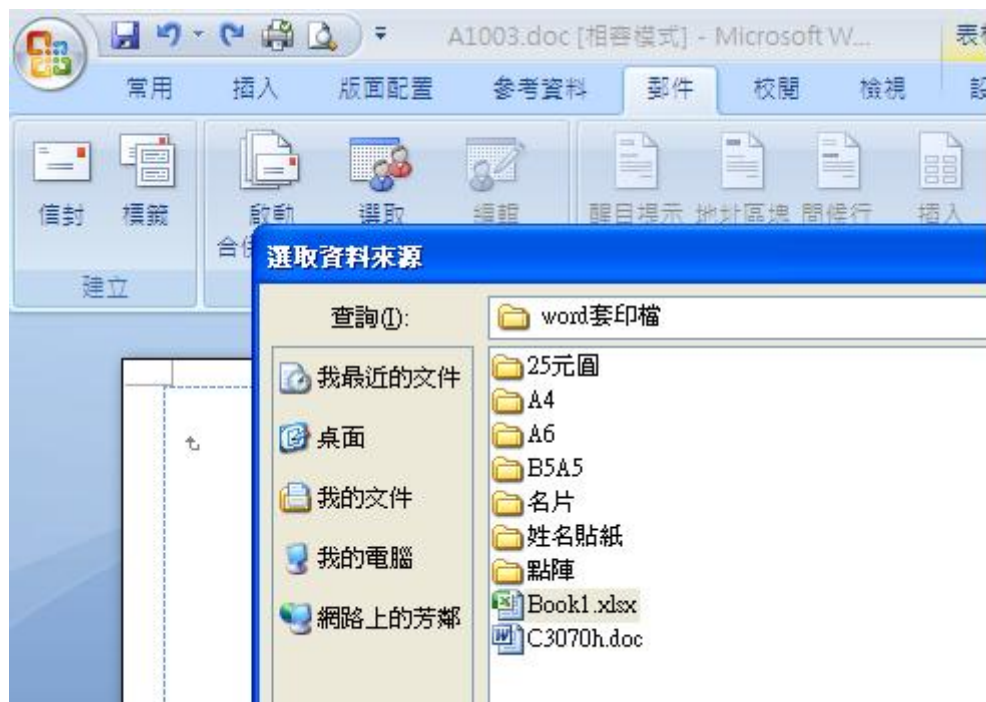
1. 開啟 A1003 後,點”啟動合併列印”,選”一般 Word 文件”(請勿選標籤)



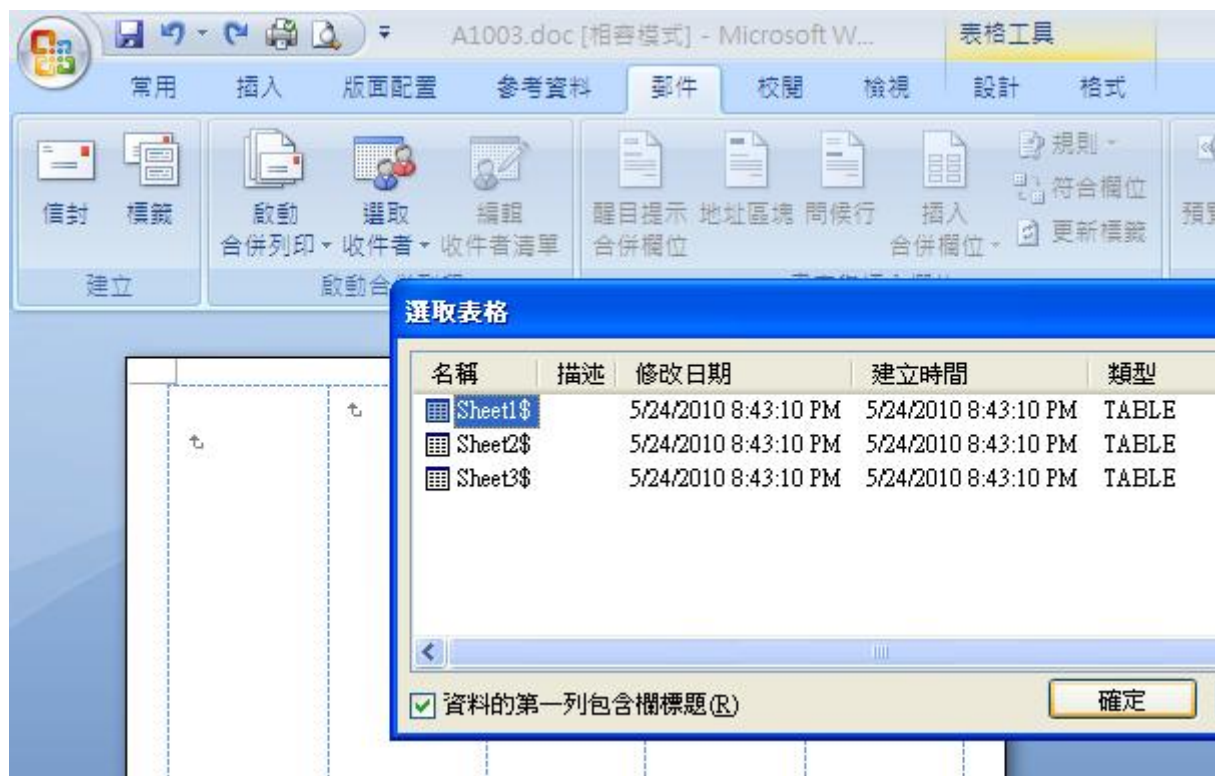
2. 點”選取收件者”/使用現有清單:



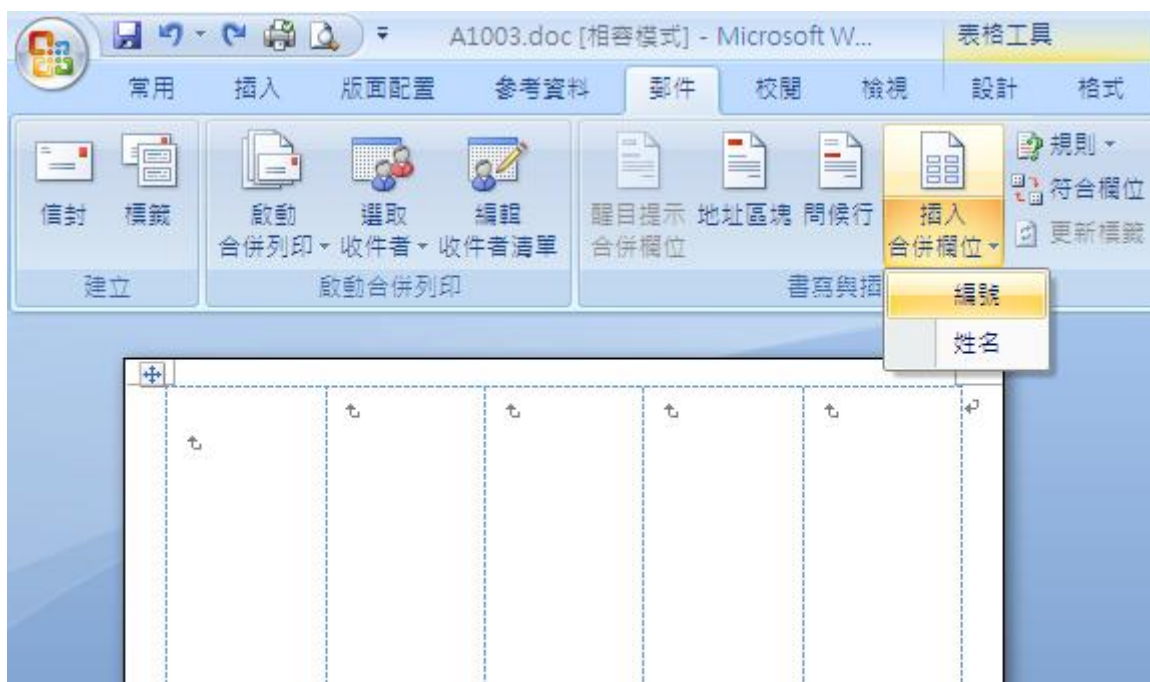
3.請進入電腦中抓取 Excel 檔:



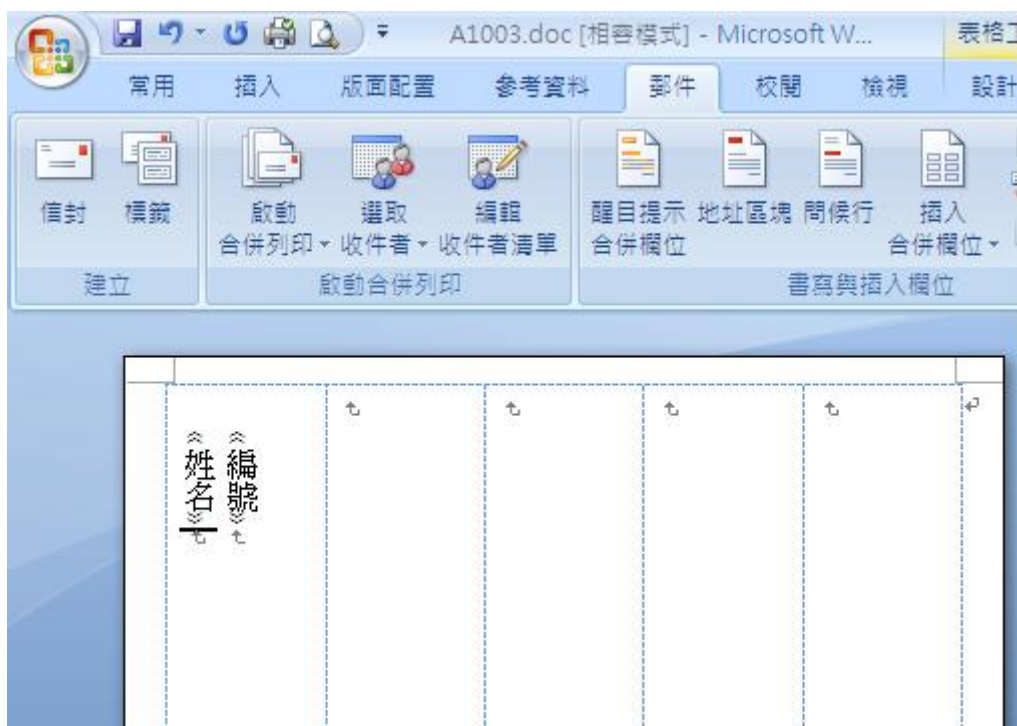
4.若有數個工作底稿,請選擇欲合併的工作底稿;若只有一個工作底稿,則請選:Sheet1\$,



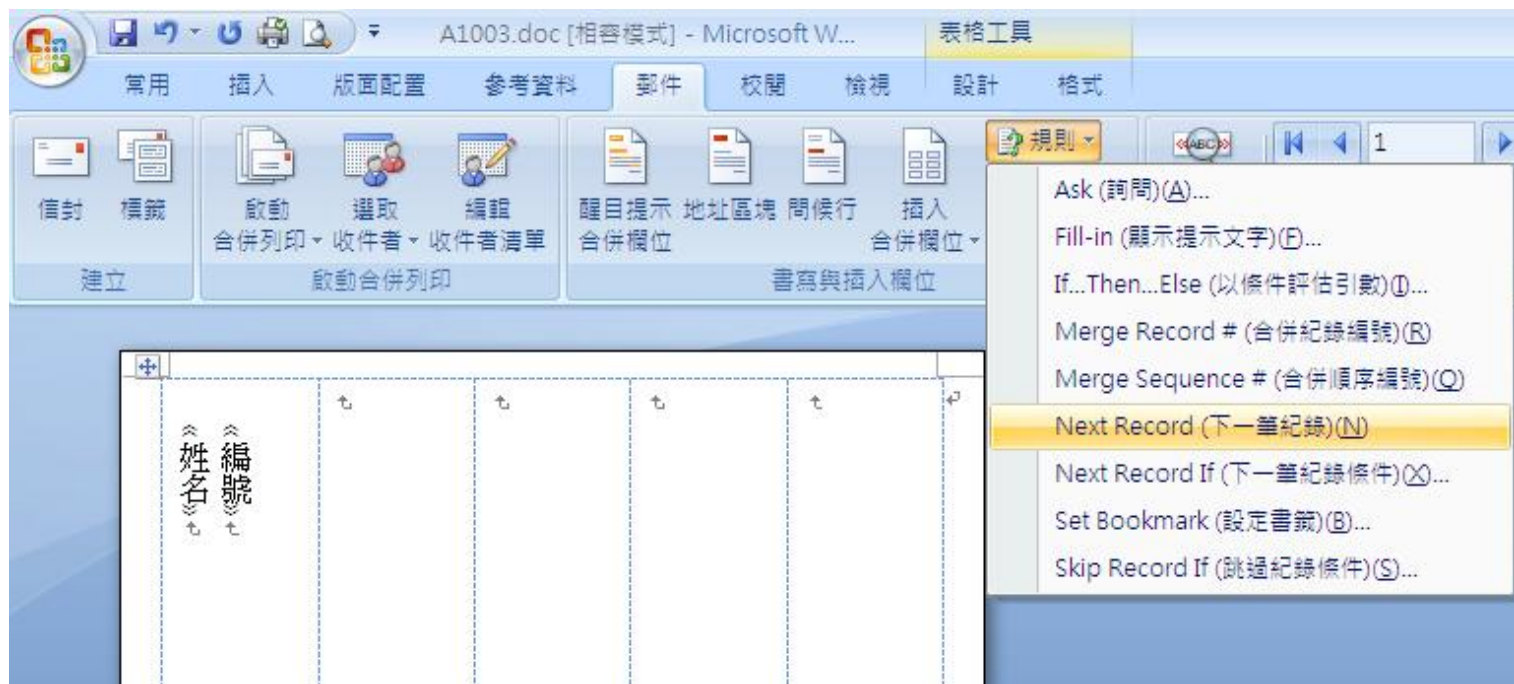
5.點“插入合併欄位”,並選取欲合併的欄位:



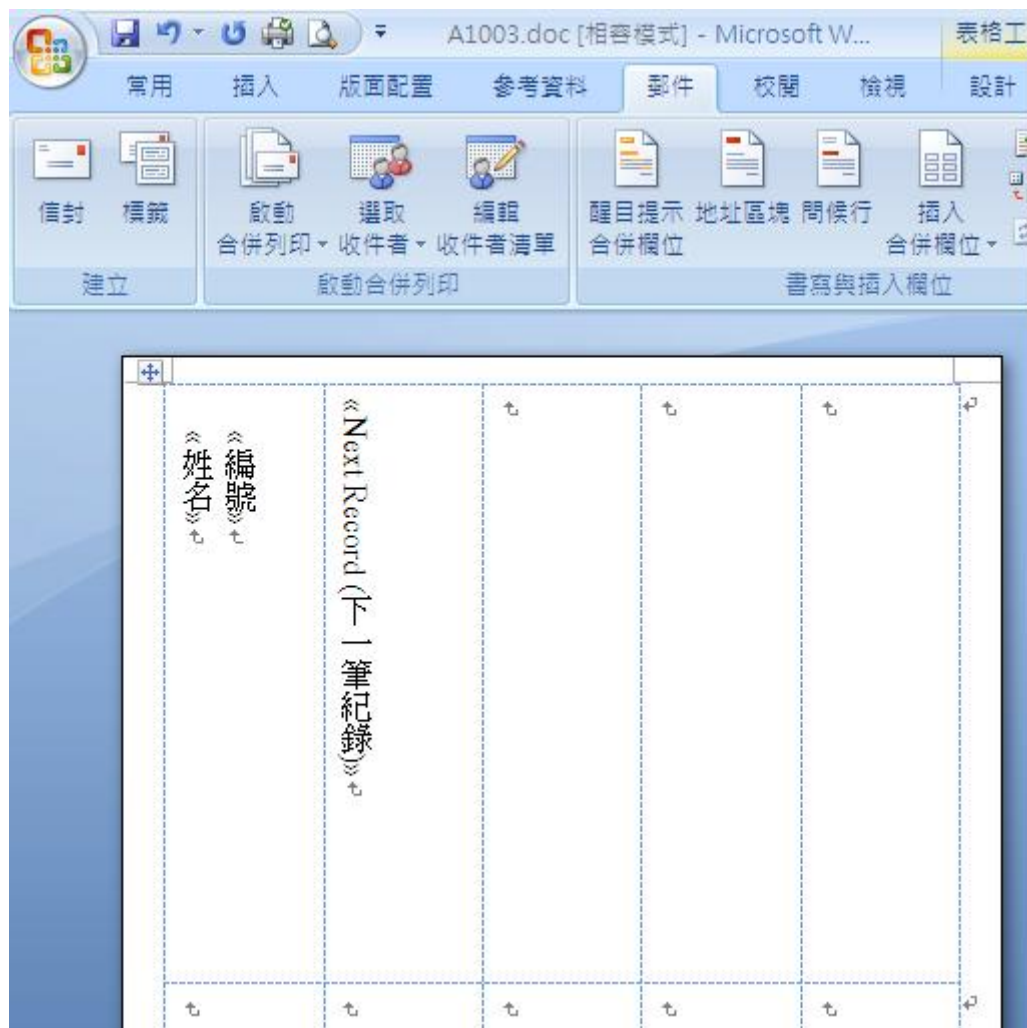
6.結果“欄位名稱”出現在左上方第一格,欄名並以<<及>>包住



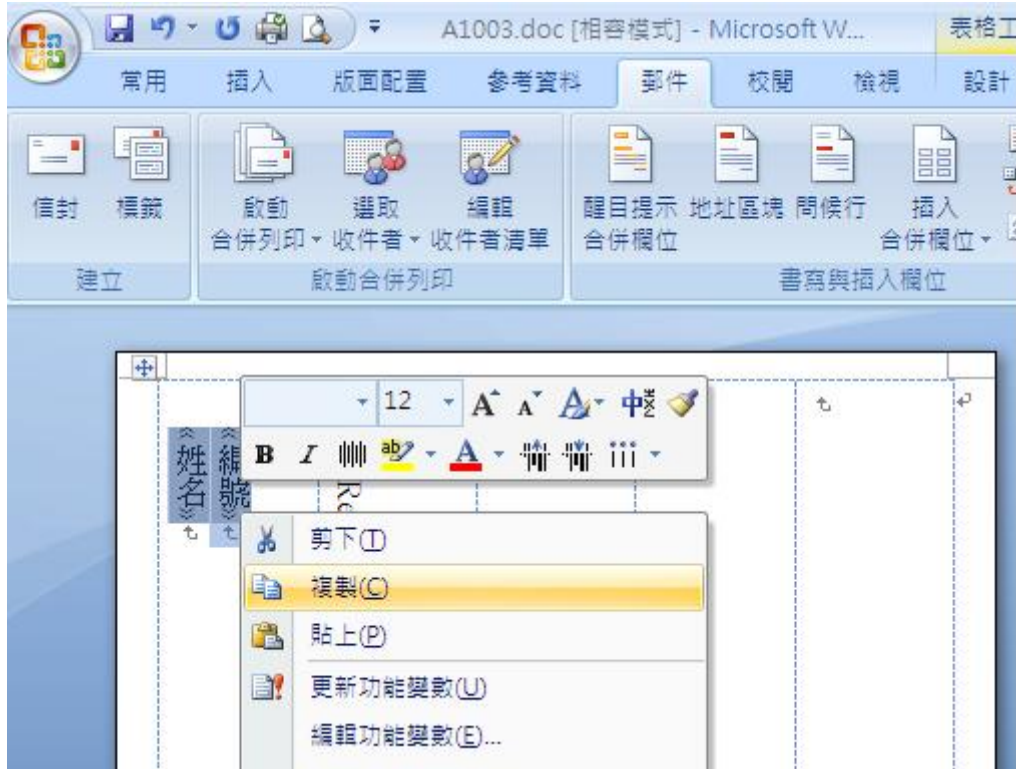
7.滑鼠點在右方第二格處,點“規則”,再選: Next Record(下一筆記錄)



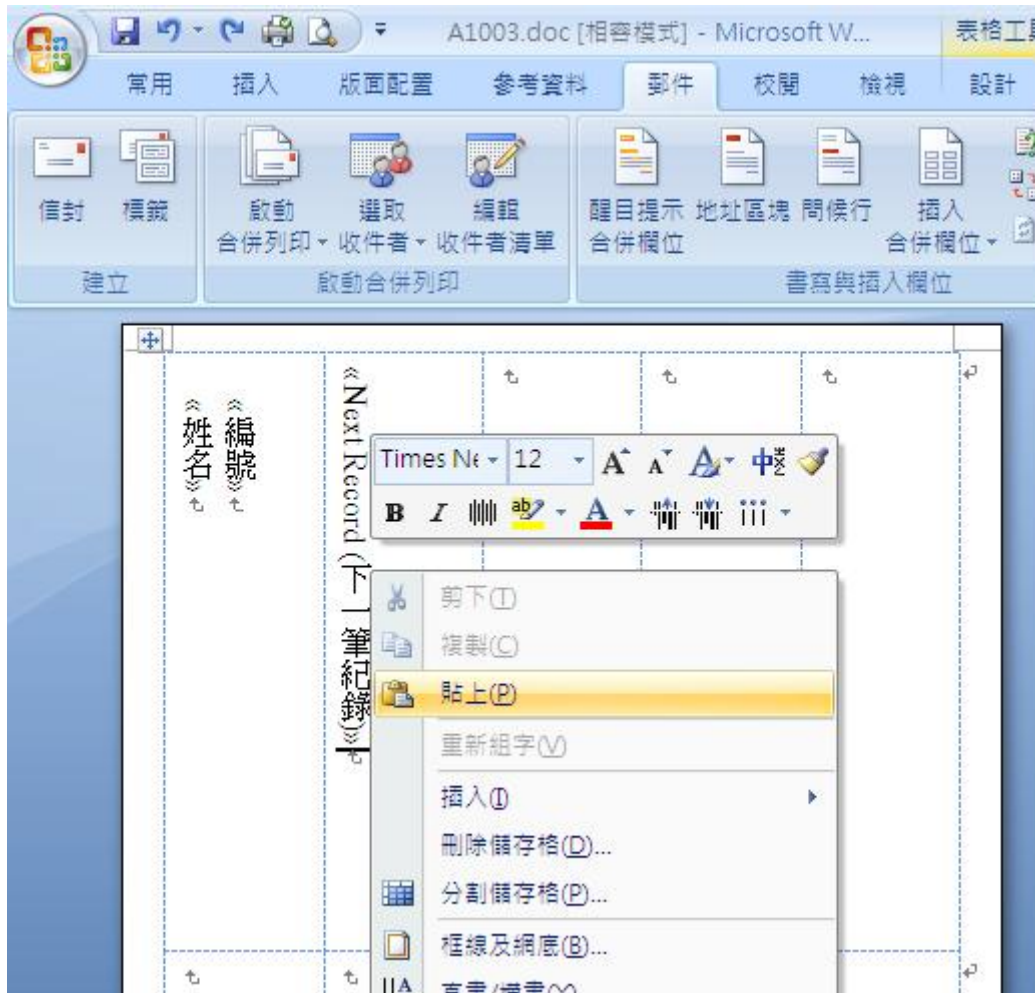
8.結果第二格呈現如下:



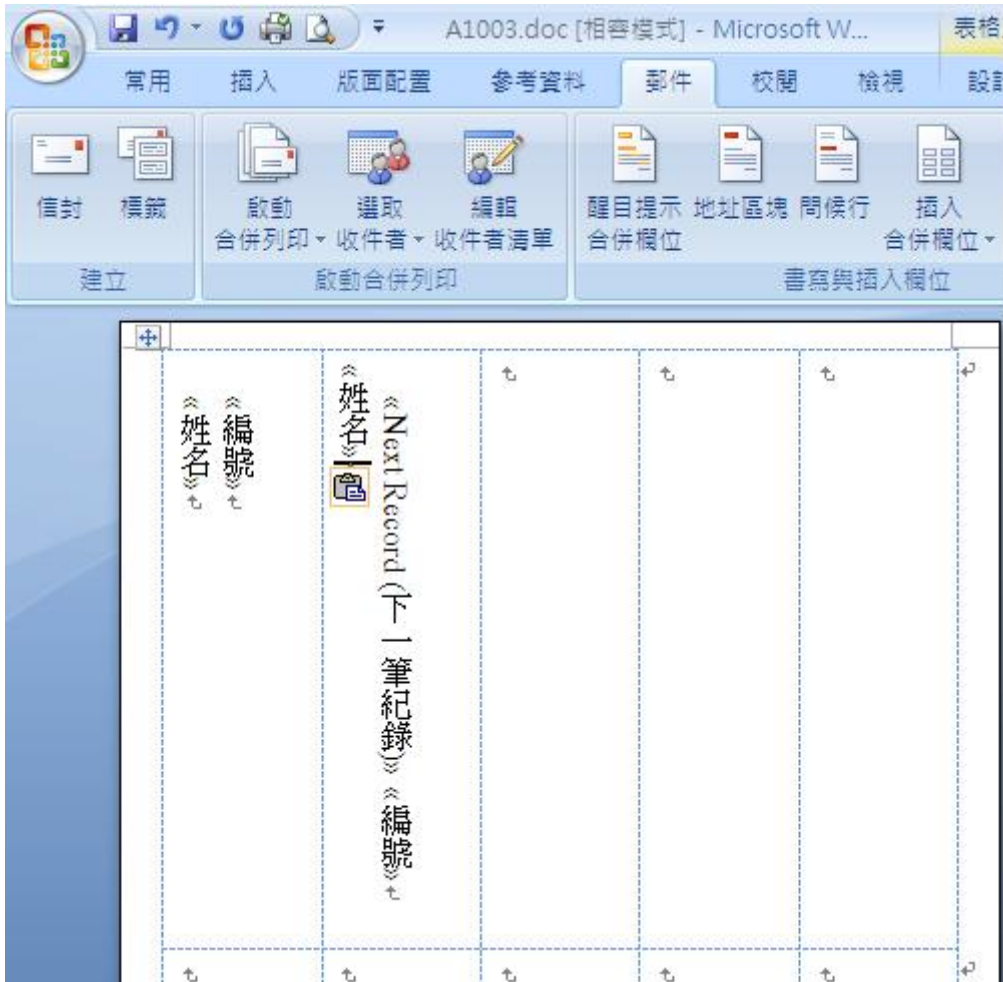
9.複製第一格內容,



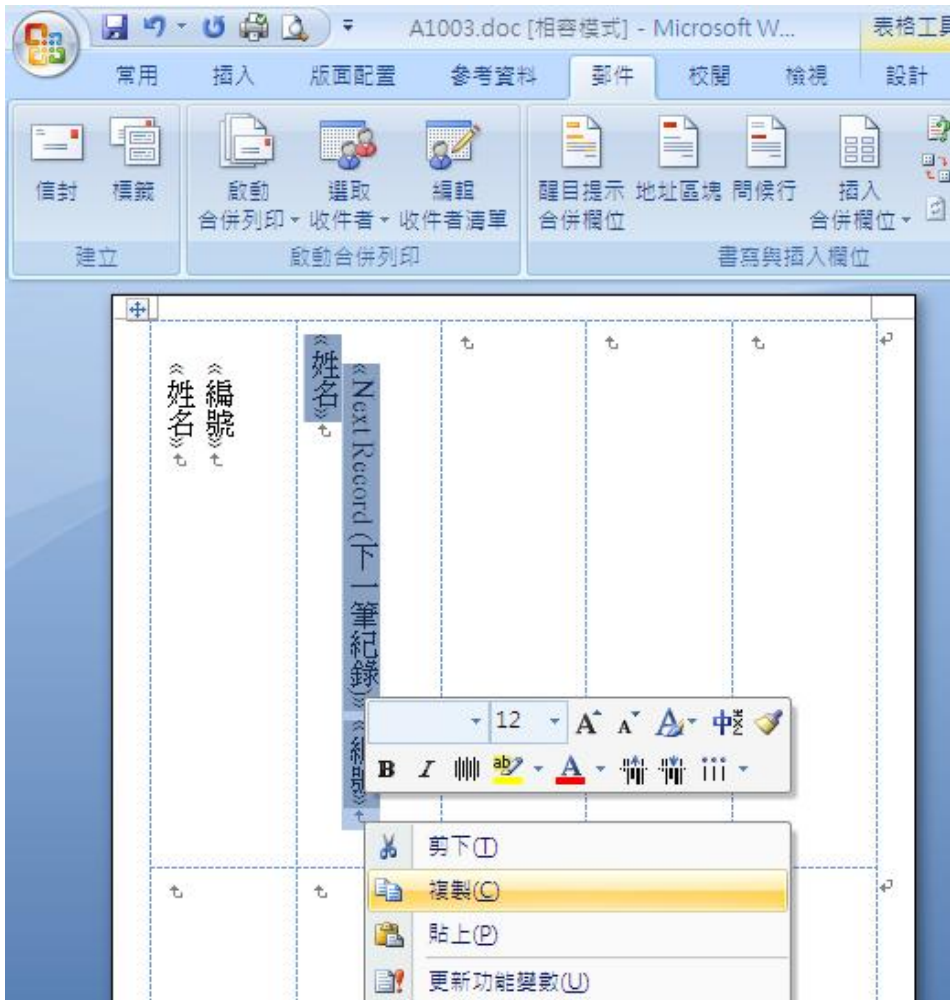
10. 並至第二格 Next Record(下一筆記錄)下方:貼上.



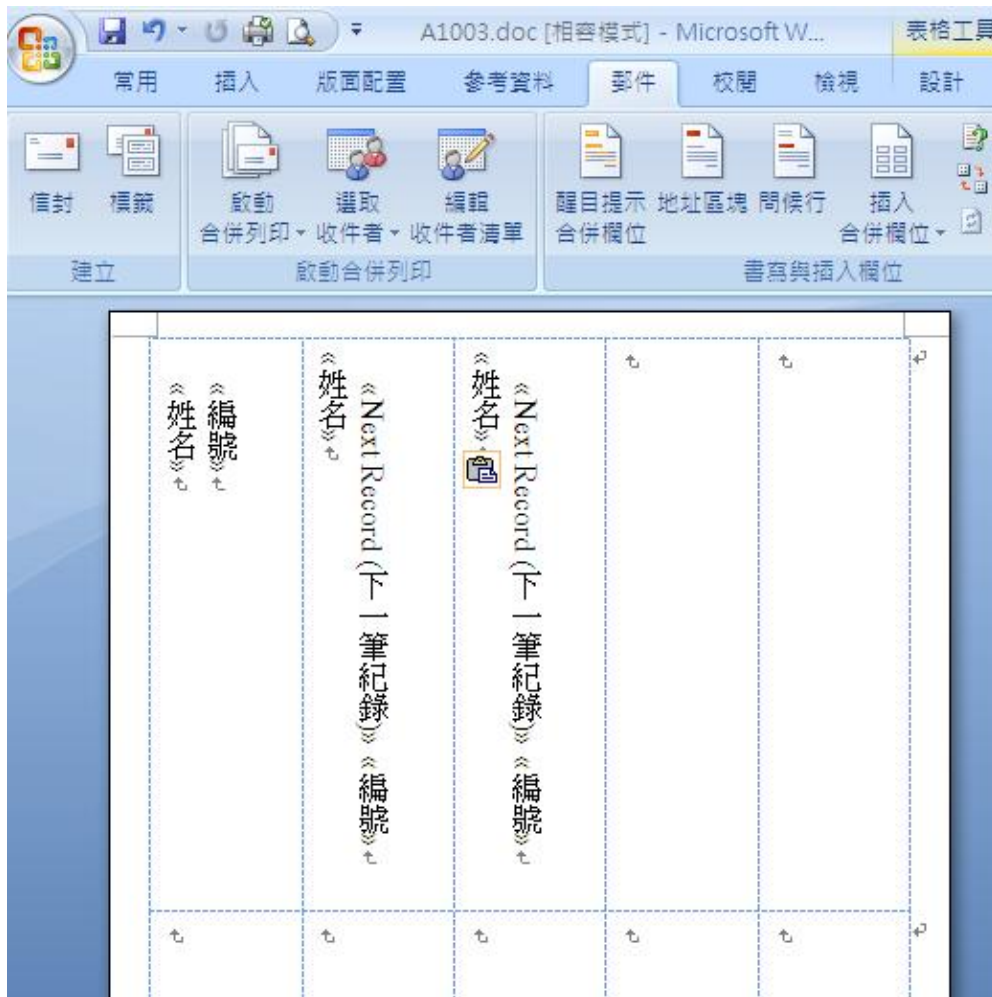
11.結果成現如下:



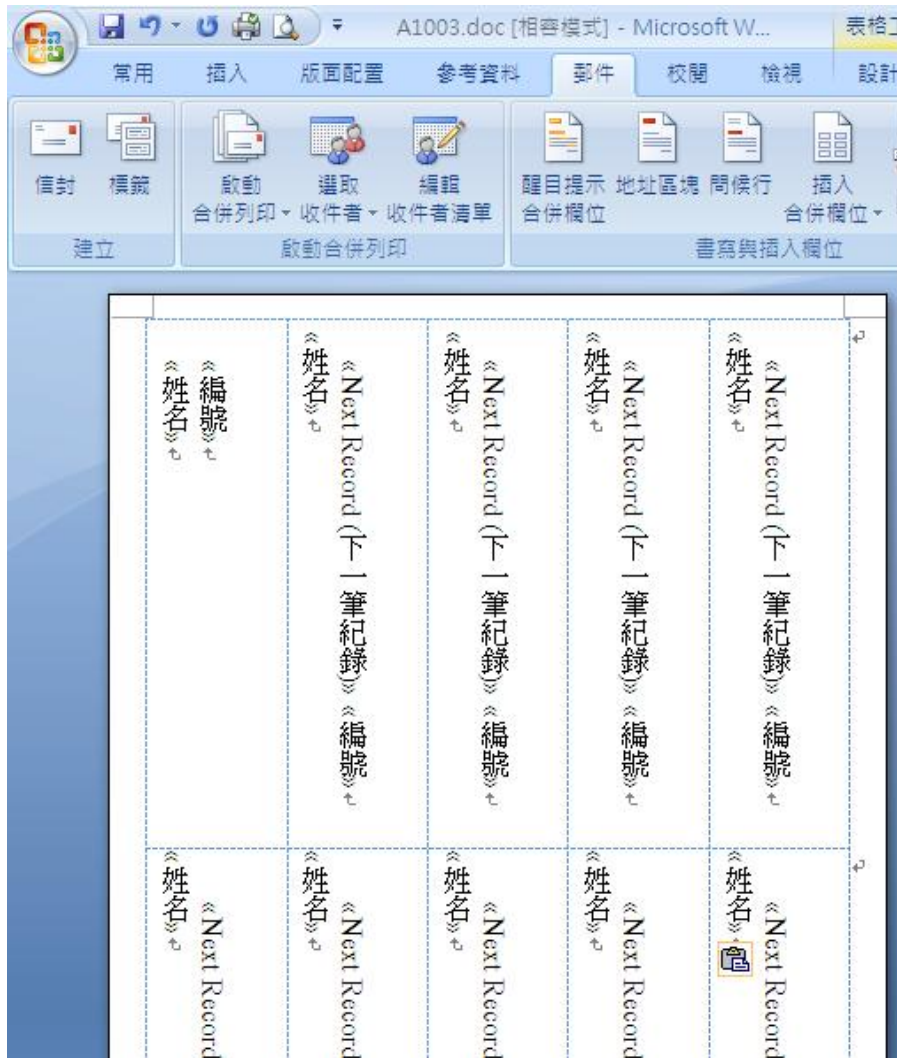
12.複製第二格的內容,



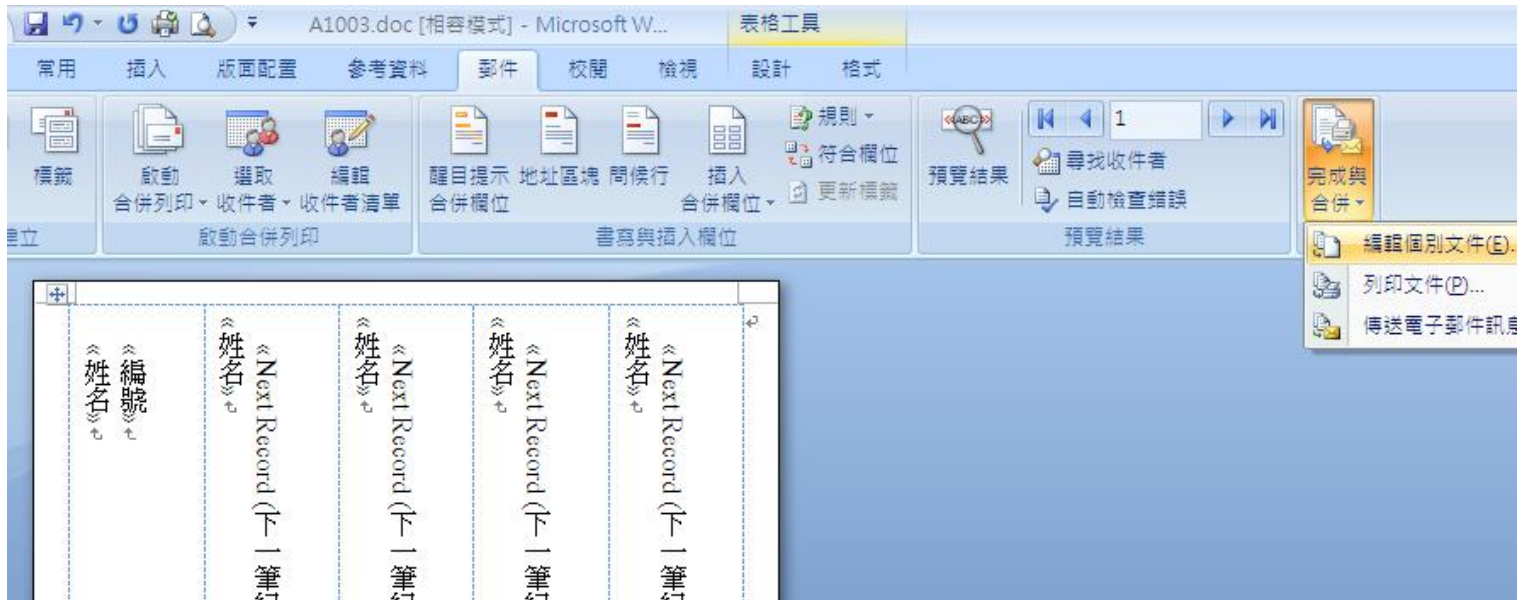
13. 貼到第三格...



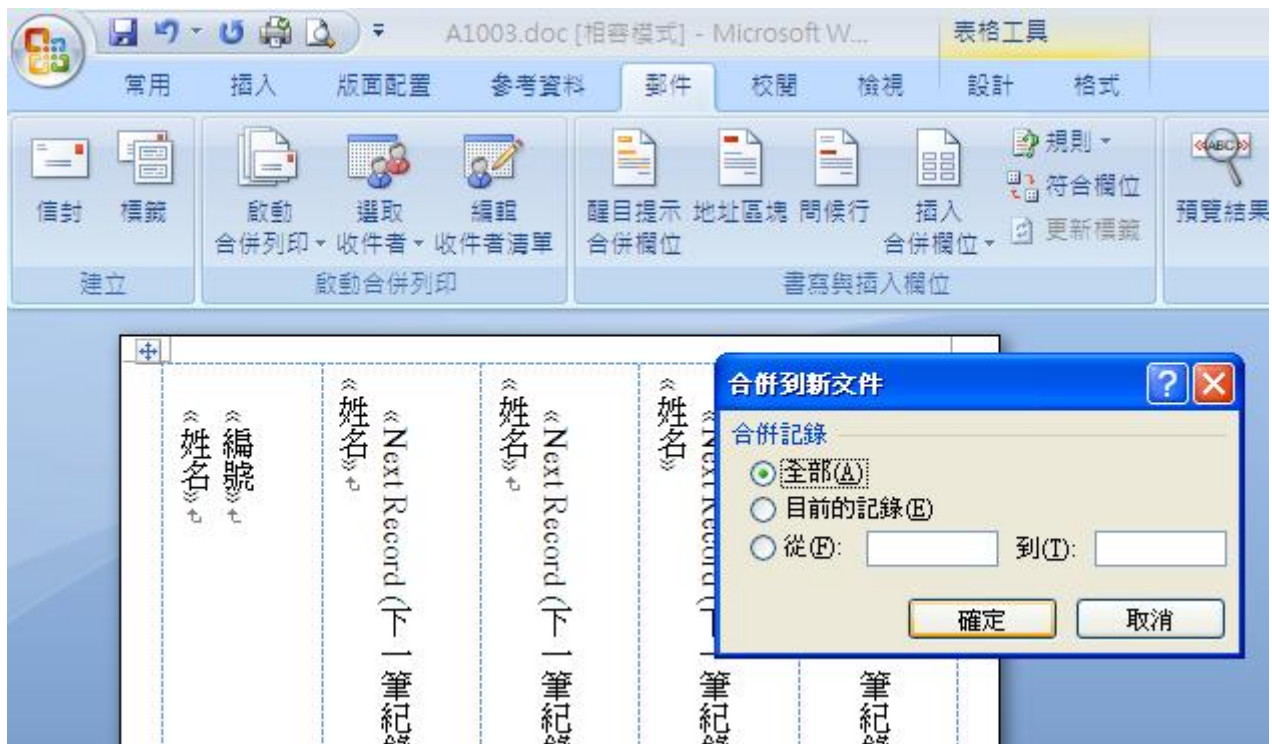
14. 再貼滿其餘各儲存格,如下:



## 15.點“完成與合併”



## 16.選取欲合併至新文件的記錄:





17.完成:

The image shows a Microsoft Word window with a table containing 10 cells. The table is organized into two rows and five columns. The text in each cell is as follows:

楊 一 1	梁 貳 2	張 三 3	李 四 4	王 五 5
陳 六 6	洪 七 7	王 八 8	林 九 9	蔡 十 10

The Word interface includes the ribbon with tabs for '常用' (Home), '插入' (Insert), '版面配置' (Layout), '參考資料' (References), '郵件' (Mailings), '校閱' (Review), '檢視' (View), and '設計' (Design). The '常用' tab is active, showing options for font face (新細明體), size (12), bold (B), italic (I), underline (U), and text color (yellow and red). The table is currently selected, and the '表格工具' (Table Tools) ribbon is visible at the top right.