

How to Use Microsoft Office 2010 Mail Merge to Create Active Director Logons

These slides show how to use Microsoft Office 2010 to create Active Director logons. In reality, the process creates a batch file using dsadd and dsmod.

It would be helpful/easier to get a copy of the example files from

\\brazil\data
\\brazil.minnesota.edu\data
\\peru\data

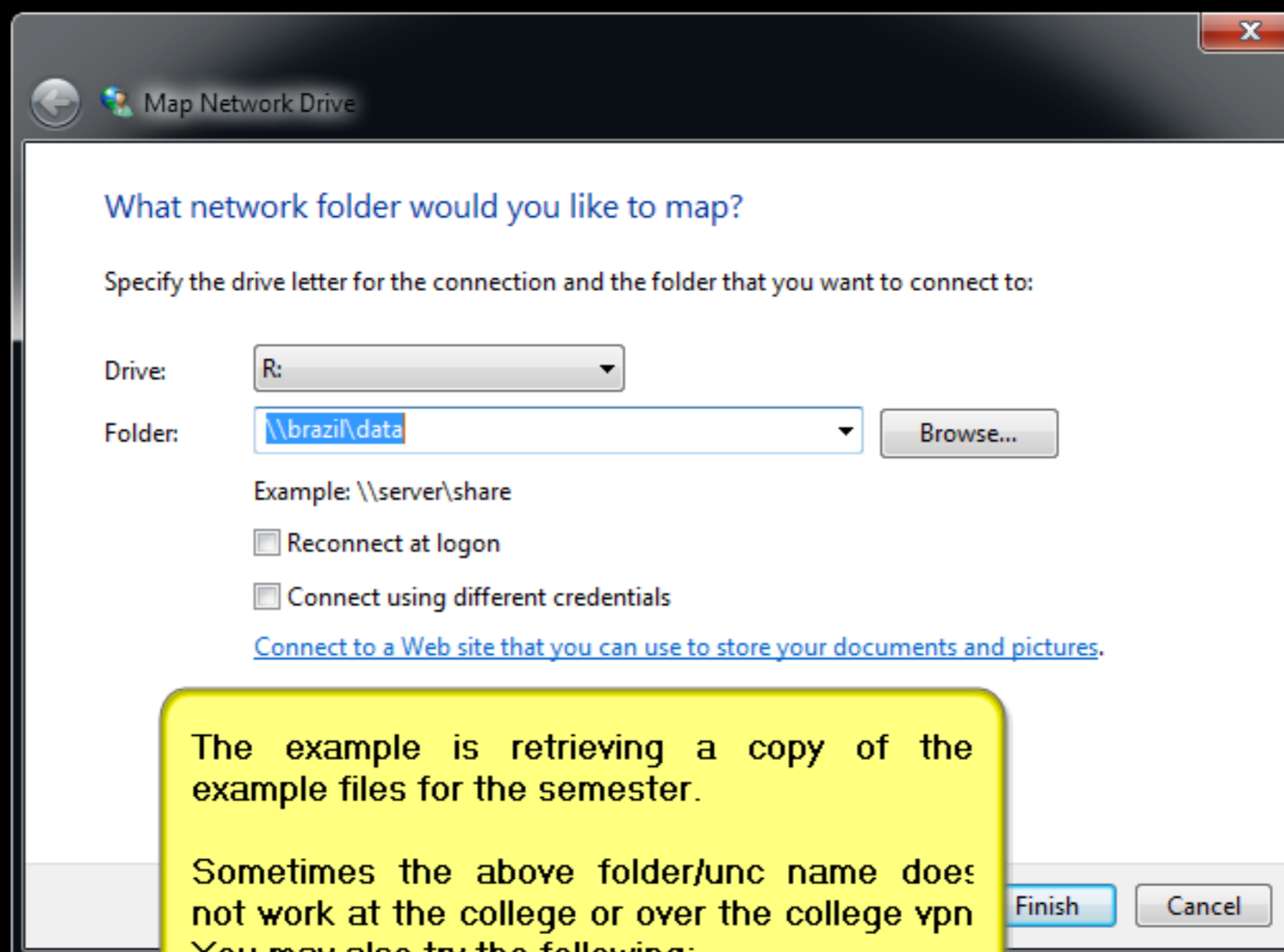
Preuss
9/27/2012



Recycle Bin



GroupWise



The example is retrieving a copy of the example files for the semester.

Sometimes the above folder/unc name does not work at the college or over the college vpn. You may also try the following:

\\brazil.minnesota.edu\data
\\134.29.228.101\data
\\peru\data





Windows Security

Enter Network Password
Enter your password to connect to: brazil

Password
Domain: WIN7-OFC2010
 Remember my credentials

OK Cancel

...t to connect to:

Browse...

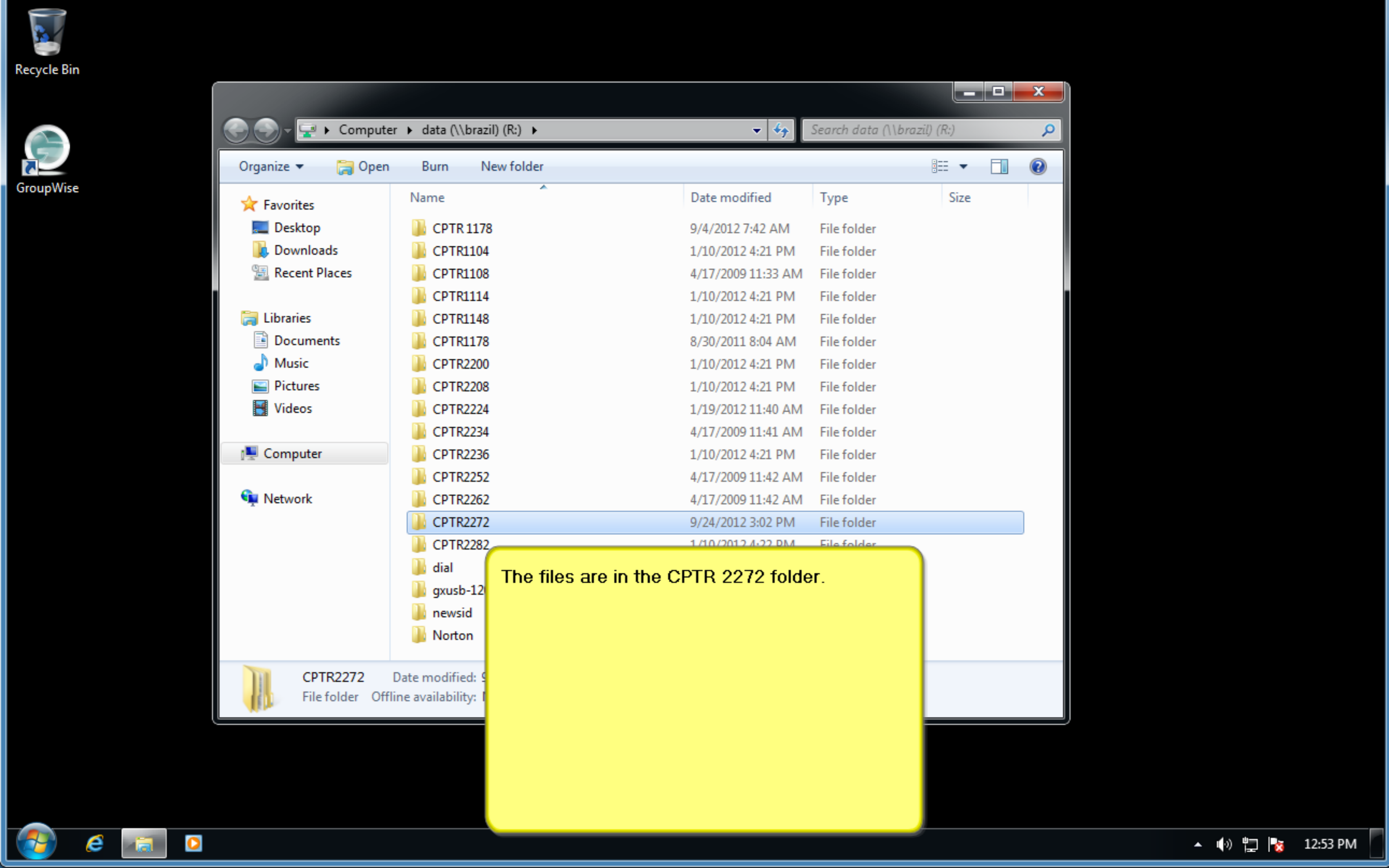
Example: \\server\share

Reconnect at logon
 Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish Cancel

Sometimes a logon screen appears. Just enter the logon guest with no password as shown in the example.



Computer > data (\\brazil) (R:) | Search data (\\brazil) (R:)

Organize | Open | Burn | New folder

Name	Date modified	Type	Size
CPTR 1178	9/4/2012 7:42 AM	File folder	
CPTR1104	1/10/2012 4:21 PM	File folder	
CPTR1108	4/17/2009 11:33 AM	File folder	
CPTR1114	1/10/2012 4:21 PM	File folder	
CPTR1148	1/10/2012 4:21 PM	File folder	
CPTR1178	8/30/2011 8:04 AM	File folder	
CPTR2200	1/10/2012 4:21 PM	File folder	
CPTR2208	1/10/2012 4:21 PM	File folder	
CPTR2224	1/19/2012 11:40 AM	File folder	
CPTR2234	4/17/2009 11:41 AM	File folder	
CPTR2236	1/10/2012 4:21 PM	File folder	
CPTR2252	4/17/2009 11:42 AM	File folder	
CPTR2262	4/17/2009 11:42 AM	File folder	
CPTR2272	9/24/2012 3:02 PM	File folder	
CPTR2282	1/10/2012 4:22 PM	File folder	
dial			
gxusb-12			
newsid			
Norton			

CPTR2272 | Date modified: 9/24/2012 3:02 PM | File folder | Offline availability: [Off]

The files are in the CPTR 2272 folder.



Computer > data (\\brazil) (R:) > CPTR2272

Search CPTR2272

Organize | Open | Burn | New folder

Name	Date modified	Type	Size
libreoffice-mailmerge	9/24/2012 3:02 PM	File folder	
msoffice-mailmerge	9/24/2012 3:02 PM	File folder	

The example uses the files in msoffice-mailmerge. Copy the entire folder to your system.

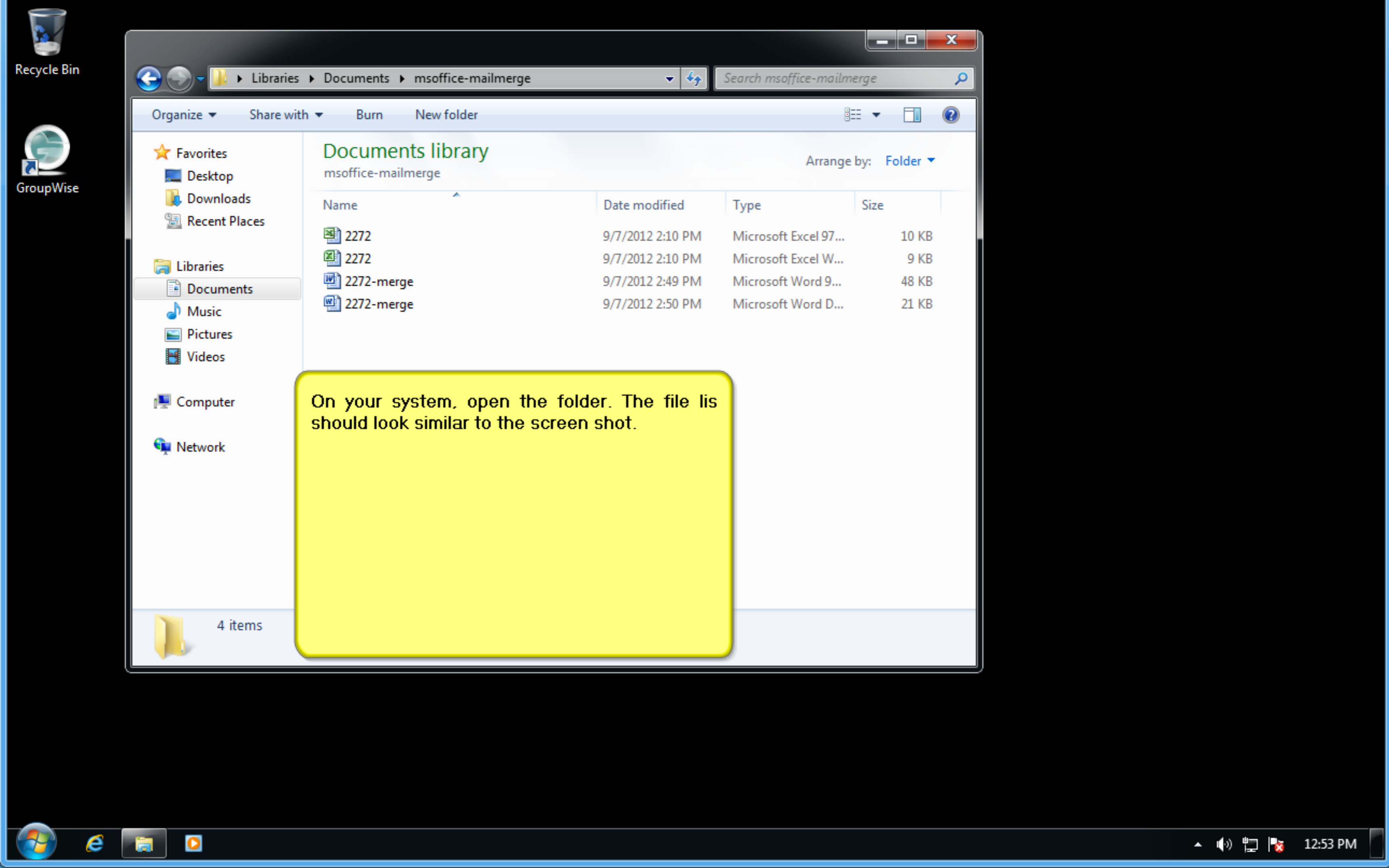
msoffice-mailmerge Date modified: 9/24/2012 3:02 PM Offline status: Online
File folder Offline availability: Not available

Search Documents

Arrange by: Folder

Date modified	Type	Size
/26/2011 1:39 PM	File folder	
/26/2012 12:46 PM	File folder	

2 items



Recycle Bin

GroupWise

Libraries > Documents > msoffice-mailmerge

Search msoffice-mailmerge

Organize | Share with | Burn | New folder

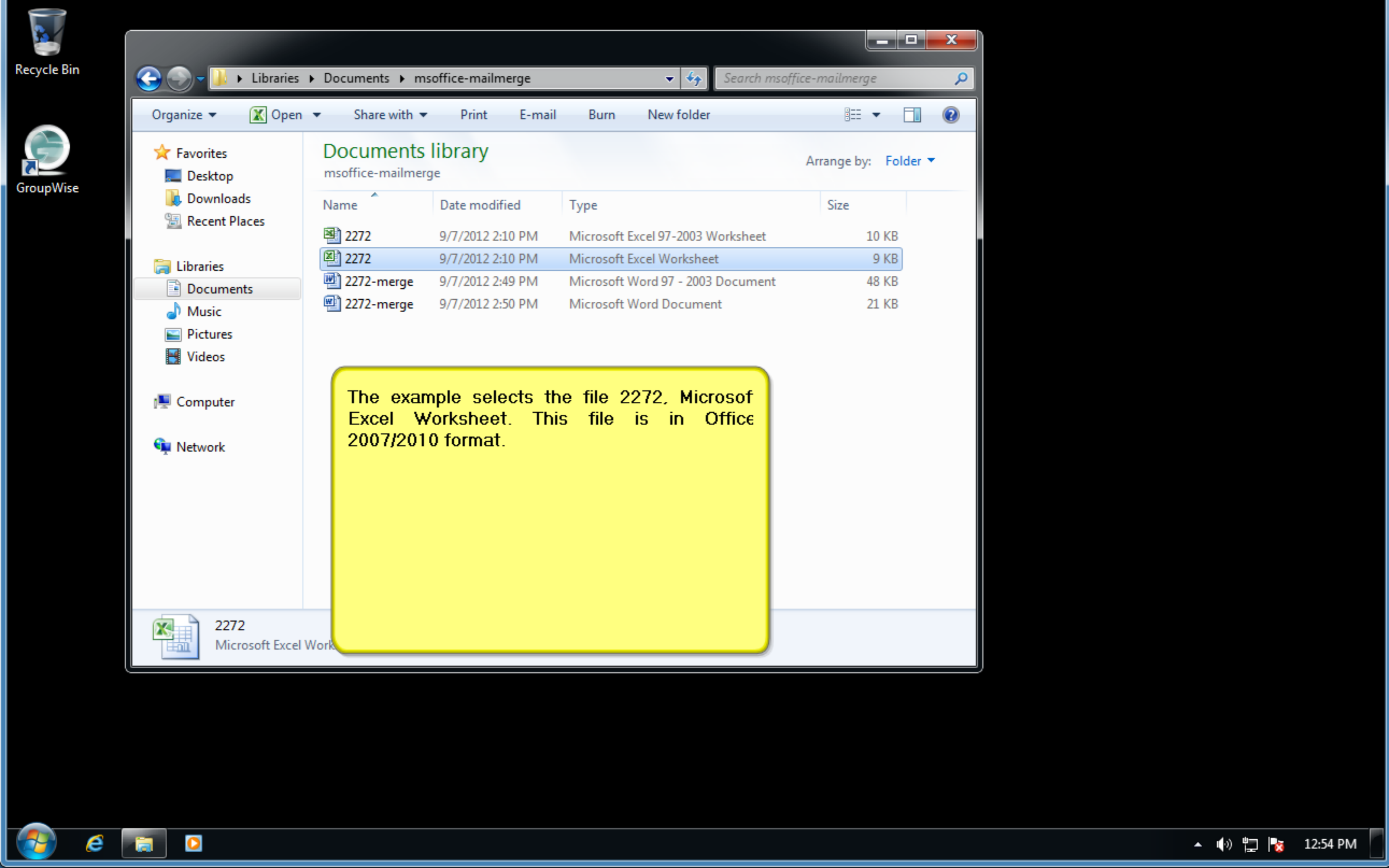
Documents library
msoffice-mailmerge

Arrange by: Folder

Name	Date modified	Type	Size
2272	9/7/2012 2:10 PM	Microsoft Excel 97...	10 KB
2272	9/7/2012 2:10 PM	Microsoft Excel W...	9 KB
2272-merge	9/7/2012 2:49 PM	Microsoft Word 9...	48 KB
2272-merge	9/7/2012 2:50 PM	Microsoft Word D...	21 KB

4 items

On your system, open the folder. The file list should look similar to the screen shot.



Libraries > Documents > msoffice-mailmerge

Organize | Open | Share with | Print | E-mail | Burn | New folder

- ★ Favorites
 - Desktop
 - Downloads
 - Recent Places
- Libraries
 - Documents
 - Music
 - Pictures
 - Videos
- Computer
- Network

Documents library

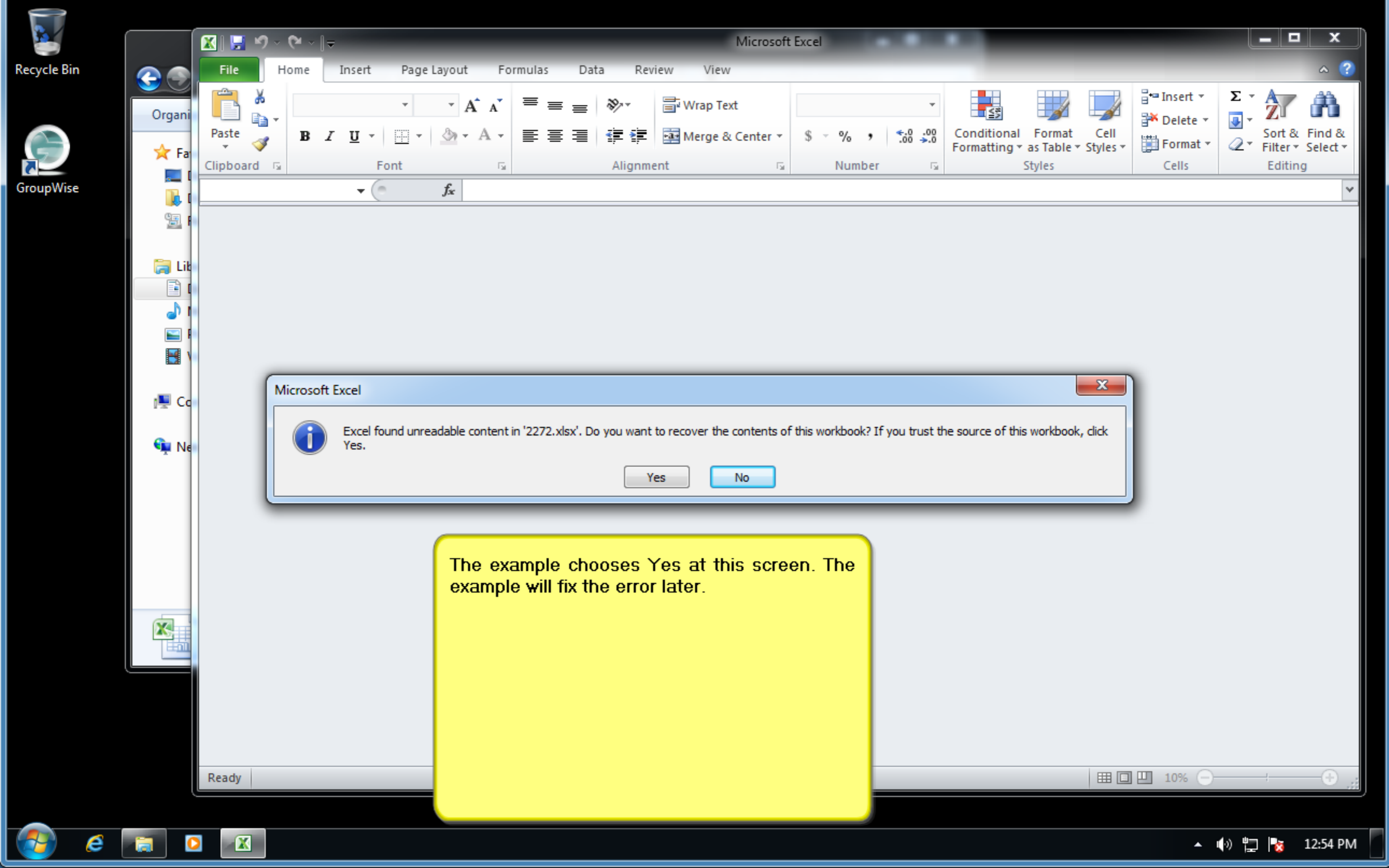
msoffice-mailmerge

Arrange by: Folder


Name	Date modified	Type	Size
2272	9/7/2012 2:10 PM	Microsoft Excel 97-2003 Worksheet	10 KB
2272	9/7/2012 2:10 PM	Microsoft Excel Worksheet	9 KB
2272-merge	9/7/2012 2:49 PM	Microsoft Word 97 - 2003 Document	48 KB
2272-merge	9/7/2012 2:50 PM	Microsoft Word Document	21 KB

The example selects the file 2272, Microsoft Excel Worksheet. This file is in Office 2007/2010 format.

2272
Microsoft Excel Work



Microsoft Excel

 Excel found unreadable content in '2272.xlsx'. Do you want to recover the contents of this workbook? If you trust the source of this workbook, click Yes.

The example chooses Yes at this screen. The example will fix the error later.

2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Paste [Clipboard] [Font: Arial, 12] [Alignment: Left] [Number: General] [Cells: Insert, Delete, Format]

	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
1	locscr	mustchpwd	canchpwd	reversiblepwd	pwdneverexpires	acctexpires	disabled	Day Calculator			
2		no	yes	no	no	#NAME?	no				
3								Semester End Date			
4								12/19/12			
5								[Empty Cell]			
6								Today's Date			
7								09/26/12			
8											
9								Number of Days			
10								#NAME?			

data | Sheet2 | Sheet3 | [Icons] | [Icons] | 100% | [Icons]

Ready

The spreadsheet is open with an error. The error will be fixed later.

Minnesota State Community and Technical College M State Information Technology Academic Department Moorhead, MN

Welcome to the brazil web site
MN. We do have some items th
Most visitors will find more infor

The example is obtaining the names from the web site <http://brazil.minnesota.edu>. You may also obtain the names from your class' D2L site.

Minnesota State Community and Technical College, Moorhead
s site.
<http://www.minnesota.edu>.

- [Fall Classes](#)
- [Spring Classes](#)
- [General Interest](#)



Excel spreadsheet showing a table with columns K, L, and P. Row 1: 'lay', 'empid', 'pwe'. Row 2: 'hourse A Albatross', '7 MS'. The spreadsheet is open in a window with a ribbon menu showing 'Cells' and 'Editing' options.

zenon

Group Zenon

Butler, Henry, , **Abbot**, 5000 West National Avenue, Milwaukee, WI, 53295-4000
 Butler, John, M, **Abbot**, 5000 West National Avenue, Milwaukee, WI, 53295-4000
 Butler, John, , **Abbot**, 5000 West National Avenue, Milwaukee, WI, 53295-4000
 Butler, Lawrence, O, **Abbot**, 5000 West National Avenue, Milwaukee, WI, 53295-4000
 Butler, Michael, , 295-4000
 Butler, Morris, , 295-4000
 Butler, Richard, , 3295-4000
 Butler, Thomas, , 3295-4000
 Butler, Thomas, , 3295-4000
 Butler, Vivyon, , 295-4000
 Butler, Walter, , 3295-4000
 Butler, William, , 3295-4000
 Butler, William, , 3295-4000
 Butrym, Simon, , 295-4000
 Butt, Henry, C, , 5-4000

The example has opened the names1 file in your class. A search was done to find the example organizational unit, zenon.



	K	L	
lay		empid	pwe
honse A Albatross		7	MS

http://brazil.minnesota.edu/image/names1.pdf

zenon

Group Zenon

Butler, Henry, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, John, M, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, John, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, Lawrence, O, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, Michael, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, Morris, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, Richard, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, Thomas, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, Thomas, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, Vivyorn, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, Walter, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, William, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butler, William, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butrym, Simon, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

Butt, Henry, C, Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

The example is copying all the files listed in zenon to the spreadsheet.

Insert | Delete | Format | Cells | Sort & Filter | Find & Select | Editing

	K	L	
Play		empid	pw
House A Albatross		7	MS

100%

Player | [Icons] | http://brazil | 2272 [Repaired] - Microsoft Excel

File | Home | Insert | Page Layout | Formulas | Data | Review | View

Clipboard | Font | Alignment | Number | Styles | Cells | Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userdn	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid	pwd
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													

data | Sheet2 | Sheet3 | Ready | 100%

Group
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butry
Butt,

The example is pasting all the names from the names list into the ln (last name) column.

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Edit Links Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

Group Butler

J3 Butler, Henry, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

The example is using the Text to Columns Wizard to separate the data.

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

3	Butler, Henry, , Abbot, 5000 West National Avenue, Milwaukee, WI
4	Butler, John, M, Abbot, 5000 West National Avenue, Milwaukee, WI
5	Butler, John, , Abbot, 5000 West National Avenue, Milwaukee, WI
6	Butler, Lawrence, O, Abbot, 5000 West National Avenue, Milwaukee, WI
7	Butler, Michael, , Abbot, 5000 West National Avenue, Milwaukee, WI

Buttons: Cancel < Back Next > Finish

Player ▾ | [Icons] [Icons] [Icons]

2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Edit Links Connections Properties Edit Links Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

Get External Data Connections Sort & Filter Data Tools Outline

J3 *f*x Butler, Henry, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

1 userdn ou dc2 dc3 sam
2 Alphonse_Albatross zenon mait local Alp
3

Group
Butler
Butler
Butler

onse A Albatross 7 MS
Abbot, 5000 West National Ave
Abbot, 5000 West National Ave
obot, 5000 West National Ave
e, O, Abbot, 5000 West Nation
Abbot, 5000 West National A
Barbel, 5000 West National Av
U, Barbel, 5000 West National
F, Barbel, 5000 West Nationa
, Barbel, 5000 West National
Barbel, 5000 West National A
V, Caron, 5000 West National
H, Caron, 5000 West National
H, Caron, 5000 West National
J, Caron, 5000 West National
Caron, 5000 West National Ave

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier: "

Data preview

Butler	Henry		Abbot	5000 West National Avenue	Milwaukee
Butler	John	M	Abbot	5000 West National Avenue	Milwaukee
Butler	John		Abbot	5000 West National Avenue	Milwaukee
Butler	Lawrence	O	Abbot	5000 West National Avenue	Milwaukee
Butler	Michael		Abbot	5000 West National Avenue	Milwaukee

Cancel < Back Next > Finish

17
18
19
20
21
22
23
24

data Sheet2 Sheet3

Ready Count: 15 100%

The example uses the delimiters of Tab and Comma to separate the data.



File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Edit Links Connections Properties Edit Links

Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

Get External Data Connections Sort & Filter Data Tools Outline

J3 Butler, Henry, , Abbot, 5000 West National Avenue, Milwaukee, WI, 53295-4000

	A	B	C	D	E	F	G	H	I	J	K	L
1	userdn	ou	dc2	dc3	sam							
2	Alphonse_Albatross	zenon	mait	local	Alp							
3												
4												
5												

The example is ready to separate data.

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date: MDY
- Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Destination: \$J\$3

Data preview

General	General	General	General	General	General
Butler	Henry		Abbot	5000 West National Avenue	Milwaukee
Butler	John	M	Abbot	5000 West National Avenue	Milwaukee
Butler	John		Abbot	5000 West National Avenue	Milwaukee
Butler	Lawrence	O	Abbot	5000 West National Avenue	Milwaukee
Butler	Michael		Abbot	5000 West National Avenue	Milwaukee

Cancel < Back Next > Finish

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

Group
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butry
Butt,

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userdn	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid	pwd
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3								Henry		Butler			Ab
4								John	M	Butler			Ab
5								John		Butler			Ab
6								Lawrence	O	Butler			Ab
7								Michael		Butler			Ab
8								Morris		Butler			Ba
9								Richard	J	Butler			Ba
10								Thomas	F	Butler			Ba
11								Thomas		Butler			Ba
12								Vivyon		Butler			Ba
13								Walter	W	Butler			Ca
14								William	H	Butler			Ca
15								William	H	Butler			Ca
16								Simon	J	Butrym			Ca
17								Henry	C	Butt			Ca

The example copied the fn (first name) and m (middle initial) data into the correct columns.

File Home Insert Page Layout Formulas Data Review View

Paste Font Alignment Number Styles Cells Editing

Clipboard Font Alignment Number Styles Cells Editing

Group
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butler
Butry
Butt, I

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userdn	ou	dc2	dc3	amid	length	upn	fn	mi	ln	display	empid	pwd
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3								Henry		Butler			Ab
4								John	M	Butler			Ab
5								John		Butler			Ab
6								Lawrence	O	Butler			Ab
7								Michael		Butler			Ab
8								Morris		Butler			Ba
9								Richard	J	Butler			Ba
10								Thomas	F	Butler			Ba
11								Thomas		Butler			Ba
12								Vivyon		Butler			Ba
13								Walter	W	Butler			Ca
14								William	H	Butler			Ca
15								William	H	Butler			Ca
16								Simon	J	Butrym			Ca
17								Henry	C	Butt			Ca

Find and Replace

Find Replace

Find what:

Replace with:

Options >>

Replace All Replace Find All Find Next Close

The example highlights all the data. It is hard to see, but in the Find what: box there is a space. In the Replace with: box there is nothing. This will remove all the spaces in the highlighted area.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	usern	ou	dc2	dc3	samid	length	upn	fn	mi	In	display	empid	pwe
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3								Henry		Butler			Ab
4								John	M	Butler			Ab
5								John		Butler			Ab
6								Lawrence	O	Butler			Ab
7								Michael		Butler			Ab
8								Morris		Butler			Be
9								Richard	J	Butler			Be
10								Thomas	F	Butler			Be
11								Thomas		Butler			Be
12								Byron		Butler			Be
13								Walter	W	Butler			Ca
14								William	H	Butler			Ca
15								William	H	Butler			Ca
16								Simon	J	Butrym			Ca
17													Ca

The example has removed 30 spaces.

File Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Editing

Calibri (Body) 11 A A Aa

B I U abc x₂ x² ab A

Normal No Spaci... Heading 1

Find Replace Select

Henry Butler
 John M Butler
 John Butler
 Lawrence O Butler
 Michael Butler
 Morris Butler
 Richard J Butler
 Thomas F Butler
 Thomas Butler
Vivyon Butler
 Walter W Butler
 William H Butler
 William H Butler
 Simon J Butrym
 Henry C Butt

The example copies the data into Microsoft Word.

(Ctrl)

Henry		Butler
John	M	Butler
John		Butler
Lawrence	O	Butler
Michael		Butler
Morris		Butler
Richard	J	Butler
Thomas	F	Butler
Thomas		Butler
<u>Vivyon</u>		Butler
Walter	W	Butler
William	H	Butler
William	H	Butler
Simon	J	<u>Butrym</u>
Henry	C	Butt

The example highlights the data.

(Ctrl)

Group Ungroup Subtotal

Outline

	K	L	
ay		empid	pwe
onse A Albatross		7	MS
			Ab
			Ab
			Ab
			Ab
			Ab
			Be
			Be
			Be
			Be
			Ca
			Ca
			Ca
			Ca

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Design Layout

Table: Select, View Gridlines, Properties, Delete, Rows & Columns: Insert Above, Insert Below, Insert Left, Insert Right, Merge: Merge Cells, Split Cells, Split Table, Cell Size: 0.21", AutoFit, Alignment: Text Direction, Cell Margins, Data: Sort, Repeat Header Rows, Convert to Text, Formula

Henry		Butler
John	M	Butler
John		Butler
Lawrence	O	Butler
Michael		Butler
Morris		Butler
Richard	J	Butler
Thomas	F	Butler
Thomas		Butler
Vivyon		Butler
Walter	W	Butler
William	H	Butler
William	H	Butler
Simon	J	Butrym
Henry	C	Butt

Convert Table To Text

Separate text with

- Paragraph marks
- Tabs
- Commas
- Other:

Convert nested tables

OK Cancel

The example uses the Convert to Text option in Word. Note the change in Separate Text with. The example has chosen an underscore or _

The screenshot shows a Microsoft Word window titled "Document1 - Microsoft Word". The ribbon includes File, Home, Insert, Page Layout, References, Mailings, Review, and View. The Home ribbon is active, showing Font, Paragraph, Styles, and Editing groups. A list of names is displayed in the document, each with two underlines. A yellow callout box contains the text: "The example is now searching for two underscores or __ and replace those with one underscore _". The "Find and Replace" dialog box is open, with the "Find" tab selected. The "Find what:" field contains "__" and the "Replace with:" field contains "_". The "Search Options" section includes checkboxes for "Match case", "Find whole words only", "Use wildcards", "Sounds like (English)", "Find all word forms (English)", "Match prefix", "Match suffix", "Ignore punctuation characters", and "Ignore white-space characters". The "Replace" section has buttons for "Format", "Special", and "No Formatting". The status bar at the bottom shows "Count: 39".

The example is now searching for two underscores or __ and replace those with one underscore _

Find and Replace

Find Replace Go To

Find what: __

Replace with: _

<< Less Replace Replace All Find Next Cancel

Search Options

Search: All

Match case Match prefix

Find whole words only Match suffix

Use wildcards

Sounds like (English) Ignore punctuation characters

Find all word forms (English) Ignore white-space characters

Replace

Format Special No Formatting

	L	empid	pwe
Albatross		7	MS
			Ab
			Ab
			Ab
			Ab
			Ab
			Ba
			Ba
			Ba
			Ba
			Ba
			Ba
			Ca
			Ca
			Ca
			Ca
			Ca

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Paste [Clipboard] [Font] [Paragraph] [Styles] [Editing]

Clipboard Font Paragraph Styles Editing

Henry_Butler
 John_M_Butler
 John_Butler
 Lawrence_O_Butler
 Michael_Butler
 Morris_Butler
 Richard_J_Butler
 Thomas_F_Butler
 Thomas_Butler
 Vivyon_Butler
 Walter_W_Butler
 William_H_Butler
 William_H_Butler
 Simon_J_Butrym
 Henry_C_Butt

Find and Replace

Find Replace Go To

Find what: _____

Replace with: _____

Find Next Cancel

Match prefix
Match suffix

Use wildcards
 Sounds like (English)
 Find all word forms (English)

Ignore punctuation characters
 Ignore white-space characters

Replace
 Format Special No Formatting

Microsoft Word

Word has completed its search of the document and has made 6 replacements.

OK Help

The data is ready to be copied to the spreadsheet.

	L	empid	pw
Albatross		7	MS
			Ab
			Ab
			Ab
			Ab
			Ab
			Ba
			Ba
			Ba
			Ba
			Ba
			Ca
			Ca
			Ca
			Ca

2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

A3 fx Henry_Butler

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userid	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid	pwd
2	Alphonse Albatross	zenon	maif	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3	Henry_Butler							Henry		Butler			Ab
4	John_M_Butler							John	M	Butler			Ab
5	John_Butler							John		Butler			Ab
6	Lawrence_O_Butler							Lawrence	O	Butler			Ab
7	Michael_Butler							Michael		Butler			Ab
8	Morris_Butler							Morris		Butler			Ba
9	Richard_J_Butler							Richard	J	Butler			Ba
10	Thomas_F_Butler							Thomas	F	Butler			Ba
11	Thomas_Butler							Thomas		Butler			Ba
12	Vivyon_Butler							Vivyon		Butler			Ba
13	Walter_W_Butler							Walter	W	Butler			Ca
14	William_H_Butler							William	H	Butler			Ca
15	William_H_Butler							William	H	Butler			Ca
16	Simon_J_Butrym							Simon	J	Butrym			Ca
17	Henry_C Butt							Henry	C	Butt			Ca

The example copied the Word data into column A.

Document1 - Microsoft Word

Page: 1 of 1

Count: 15 100%



2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

B2 zenon

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userdn	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid	pwd
2	Alphonse_Albatross	zenon	mail	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3	Henry_Butler							Henry		Butler			Ab
4	John_M_Butler							n	M	Butler			Ab
5	John_Butler							n		Butler			Ab
6	Lawrence_O_Butler							wrence	O	Butler			Ab
7	Michael_Butler							ichael		Butler			Ab
8	Morris_Butler							rris		Butler			Ba
9	Richard_J_Butler							hard	J	Butler			Ba
10	Thomas_F_Butler							omas	F	Butler			Ba
11	Thomas_Butler							omas		Butler			Ba
12	Vivyon_Butler							yon		Butler			Ba
13	Walter_W_Butler							lter	W	Butler			Ca
14	William_H_Butler							liam	H	Butler			Ca
15	William_H_Butler							liam	H	Butler			Ca
16	Simon_J_Butrym							non	J	Butrym			Ca
17	Henry_C_Butt							Henry	C	Butt			Ca
18													
19													
20													
21													
22													
23													
24													

Ready | data | Sheet2 | Sheet3 | 100% | 1:06 PM

The example will copy zenon all the way to row 17. Remember, your organizational unit name is not zenon. You must change the organizational unit name!



2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

E2 =CONCATENATE(H2,I2,B2)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userdn	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid	pwd
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3	Henry_Butler	zenon	mait	local				Henry		Butler			Ab
4	John_M_Butler	zenon	mait	local					M	Butler			Ab
5	John_Butler	zenon	mait	local						Butler			Ab
6	Lawrence_O_Butler	zenon	mait	local					D	Butler			Ab
7	Michael_Butler	zenon	mait	local						Butler			Ab
8	Morris_Butler	zenon	mait	local						Butler			Ba
9	Richard_J_Butler	zenon	mait	local					J	Butler			Ba
10	Thomas_F_Butler	zenon	mait	local					F	Butler			Ba
11	Thomas_Butler	zenon	mait	local						Butler			Ba
12	Vivyon_Butler	zenon	mait	local						Butler			Ba
13	Walter_W_Butler	zenon	mait	local					W	Butler			Ca
14	William_H_Butler	zenon	mait	local					H	Butler			Ca
15	William_H_Butler	zenon	mait	local					H	Butler			Ca
16	Simon_J_Butrym	zenon	mait	local					J	Butrym			Ca
17	Henry_C_Butt	zenon	mait	local					C	Butt			Ca
18													
19													
20													
21													
22													
23													
24													
25													

data Sheet2 Sheet3

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The example has copied columns B, C, and D
Some of you will need to change column C to dragon.

Column E is a relative formula that may be copied like the previous columns.

Player

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File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal

F2 =LEN(E2)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userdn	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid	pwr
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3	Henry_Butler	zenon	mait	local	Henryzenon			Henry		Butler			Ab
4	John_M_Butler	zenon	mait	local	JohnMzenon			John	M	Butler			Ab
5	John_Butler	zenon	mait	local	Johnzenon			John		Butler			Ab
6	Lawrence_O_Butler	zenon	mait	local	LawrenceOzenon			Lawrence	O	Butler			Ab
7	Michael_Butler	zenon	mait	local	Michaelzenon			Michael		Butler			Ab
8	Morris_Butler	zenon	mait	local	Morriszenon			Morris		Butler			Ba
9	Richard_J_Butler	zenon	mait	local	RichardJzenon			Richard	J	Butler			Ba
10	Thomas_F_Butler	zenon	mait	local	ThomasFzenon			Thomas	F	Butler			Ba
11	Thomas_Butler	zenon	mait	local	Thomaszenon			Thomas		Butler			Ba
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon			Vivyon		Butler			Ba
13	Walter_W_Butler	zenon	mait	local	WalterWzenon			Walter	W	Butler			Ca
14	William_H_Butler	zenon	mait	local	WilliamHzenon			William	H	Butler			Ca
15	William_H_Butler	zenon	mait	local	WilliamHzenon			William	H	Butler			Ca
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon			Simon	J	Butrym			Ca
17	Henry_C_Butt	zenon	mait	local	HenryCzenon			Henry	C	Butt			Ca

Column F is a relative formula counting the number of characters in column E. The samid must not be more that 14 characters. You must adjust column E samid to be 14 characters or less.

data Sheet2 Sheet3

Ready 100%



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File Home Insert Page Layout Formulas Data Review View

From Access From Web From Text From Other Sources Existing Connections Refresh All Connections Sort Filter Clear Reapply Advanced Text to Columns Remove Duplicates Data Validation Consolidate What-If Analysis Group Ungroup Subtotal Outline

G2 fx =A2

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userdn	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid	pwd
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3	Henry_Butler	zenon	mait	local	Henryzenon	10		Henry		Butler			Ab
4	John_M_Butler	zenon	mait	local	JohnMzenon	10		John	M	Butler			Ab
5	John_Butler	zenon	mait	local	Johnzenon	9		John		Butler			Ab
6	Lawrence_O_Butler	zenon	mait	local	LawrenceOzenon	14		Lawrence	O	Butler			Ab
7	Michael_Butler	zenon	mait	local	Michaelzenon	12		Michael		Butler			Ab
8	Morris_Butler	zenon	mait	local	Morriszenon	11		Morris		Butler			Ba
9	Richard_J_Butler	zenon	mait	local	RichardJzenon	13		Richard	J	Butler			Ba
10	Thomas_F_Butler	zenon	mait	local	ThomasFzenon	12		Thomas	F	Butler			Ba
11	Thomas_Butler	zenon	mait	local	Thomaszenon	11		Thomas		Butler			Ba
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon	11		Vivyon		Butler			Ba
13	Walter_W_Butler	zenon	mait	local	WalterWzenon	12		Walter	W	Butler			Ca
14	William_H_Butler	zenon	mait	local	WilliamHzenon	13		William	H	Butler			Ca
15	William_H_Butler	zenon	mait	local	WilliamHzenon	13		William	H	Butler			Ca
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon	11		Simon	J	Butrym			Ca
17	Henry_C_Butt	zenon	mait	local	HenryCzenon	11		Henry		Butt			Ca

data Sheet2 Sheet3

Ready | [Icons] | 100%

Column G is a relative formula that may be copied.



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File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

fx Henry Butler

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	userdn	ou	dc2	dc3	samid	length	upn	fn	mi	ln	display	empid	pwr
2	Alphonse_Albatross	zenon	mait	local	AlphonseAzenon	14	Alphonse_Albatross	Alphonse	A	Albatross	Alphonse A Albatross	7	MS
3	Henry_Butler	zenon	mait	local	Henryzenon	10	Henry_Butler	Henry		Butler	Henry Butler		Ab
4	John_M_Butler	zenon	mait	local	JohnMzenon	10	John_M_Butler	John	M	Butler	John M Butler		Ab
5	John_Butler	zenon	mait	local	Johnzenon	9	John_Butler	John		Butler	John Butler		Ab
6	Lawrence_O_Butler	zenon	mait	local	LawrenceOzenon	14	Lawrence_O_Butler	Lawrence	O	Butler	Lawrence O Butler		Ab
7	Michael_Butler	zenon	mait	local	Michaelzenon	12	Michael_Butler	Michael		Butler	Michael Butler		Ab
8	Morris_Butler	zenon	mait	local	Morriszenon	10	Morris_Butler	Morris		Butler	Morris Butler		Ba
9	Richard_J_Butler	zenon	mait	local	RichardJzenon	10	Richard_J_Butler	Richard	J	Butler	Richard J Butler		Ba
10	Thomas_F_Butler	zenon	mait	local	ThomasFzenon	10	Thomas_F_Butler	Thomas	F	Butler	Thomas F Butler		Ba
11	Thomas_Butler	zenon	mait	local	Thomaszenon	10	Thomas_Butler	Thomas		Butler	Thomas Butler		Ba
12	Vivyon_Butler	zenon	mait	local	Vivyonzenon	10	Vivyon_Butler	Vivyon		Butler	Vivyon Butler		Ba
13	Walter_W_Butler	zenon	mait	local	WalterWzenon	10	Walter_W_Butler	Walter	W	Butler	Walter W Butler		Ca
14	William_H_Butler	zenon	mait	local	WilliamHzenon	10	William_H_Butler	William	H	Butler	William H Butler		Ca
15	William_H_Butler	zenon	mait	local	WilliamHzenon	10	William_H_Butler	William	H	Butler	William H Butler		Ca
16	Simon_J_Butrym	zenon	mait	local	SimonJzenon	10	Simon_J_Butrym	Simon	J	Butrym	Simon J Butrym		Ca
17	Henry_Butler	zenon	mait	local	Henryzenon	10	Henry_Butler	Henry		Butler	Henry Butler		Ca

Options >>

Replace All Replace Find All Find Next Close

Find and Replace

Find Replace

Find what: _

Replace with:

Options >>

Replace All Replace Find All Find Next Close

Microsoft Excel

Excel has completed its search and has made 24 replacements.

OK

The example copied and pasted the names from column A into column K. The search will find all the underscore or _ and replace them with a space



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File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

	H	I	J	K	L	M	N	O	P	Q	R
1	fn	mi	ln	display	empid	pwd	desc	memberof1	memberof2	office	tel
2	Alphonse	A	Albatross	Alphonse A Albatross	7	MSctc*34	This is a fictious person. Do not trust!	people	group2	Z161	555-0
3	Henry		Butler	Henry Butler	13	Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
4	John	M	Butler	John M Butler		Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
5	John		Butler	John Butler		Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
6	Lawrence	O	Butler	Lawrence O Butler		Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
7	Michael		Butler	Michael Butler		Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
8	Morris		Butler	Morris Butler		Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
9	Richard	J	Butler	Richard J Butler		Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
10	Thomas	F	Butler	Thomas F Butler		Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
11	Thomas		Butler	Thomas Butler		Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
12	Vivyon		Butler	Vivyon Butler		Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
13	Walter	W	Butler	Walter W Butler		Caron	5000 West National Avenue	Milwaukee	WI	53295-4000	
14	William	H	Butler	William H Butler		Caron	5000 West National Avenue	Milwaukee	WI	53295-4000	
15	William	H	Butler	William H Butler		Caron				53295-4000	
16	Simon	J	Butrym	Simon J Butrym		Caron				53295-4000	
17	Henry	C	Butt	Henry C Butt		Caron				53295-4000	
18											
19											
20											
21											
22											
23											
24											

data | Sheet2 | Sheet3

Ready | 100%

Each employee needs a unique employee ic number. You may assign the empolyee ic number in a manner that seems right in you eyes.



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File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

	H	I	J	K	L	M	N	O	P	Q	R
1	fn	mi	ln	display	empid	pwd	desc	memberof1	memberof2	office	tel
2	Alphonse	A	Albatross	Alphonse A Albatross	7	MSctc*34	This is a fictious person. Do not trust!	people	group2	Z161	555-0
3	Henry		Butler	Henry Butler	13	Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
4	John	M	Butler	John M Butler	19	Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
5	John		Butler	John Butler	25	Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
6	Lawrence	O	Butler	Lawrence O Butler	31	Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
7	Michael		Butler	Michael Butler	37	Abbot	5000 West National Avenue	Milwaukee	WI	53295-4000	
8	Morris		Butler	Morris Butler	43	Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
9	Richard	J	Butler	Richard J Butler	49	Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
10	Thomas	F	Butler	Thomas F Butler	55	Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
11	Thomas		Butler	Thomas Butler	61	Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
12	Vivyon		Butler	Vivyon Butler	67	Barbel	5000 West National Avenue	Milwaukee	WI	53295-4000	
13	Walter	W	Butler	Walter W Butler	73	Caron	5000 West National Avenue	Milwaukee	WI	53295-4000	
14	William	H	Butler	William H Butler	79	Caron	5000 West National Avenue	Milwaukee	WI	53295-4000	
15	William	H	Butler	William H Butler	85	Caron	5000 West National Avenue	Milwaukee	WI	53295-4000	
16	Simon	J	Butrym	Simon J Butrym	91	Caron	5000 West National Avenue	Milwaukee	WI	53295-4000	
17	Henry	C	Butt	Henry C Butt	97	Caron	5000 West National Avenue	Milwaukee	WI	53295-4000	

data | Sheet2 | Sheet3

Select destination and press ENTER or choose Paste

The example cuts and pastes the group names into column P.

Player

2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

M2 MSctc*34

	H	I	J	K	L	M	N	O	P	Q	R
1	fn	mi	ln	display	empid	pwd	desc	memberof1	memberof2	office	tel
2	Alphonse	A	Albatross	Alphonse A Albatross	7	MSctc*34	This is a fictious person. Do not trust!	people	group2	Z161	555-0
3	Henry		Butler	Henry Butler	13	MSctc*42	5000 West National Avenue	Milwaukee	Abbot	53295-4000	
4	John	M	Butler	John M Butler	19		5000 West National Avenue	Milwaukee	Abbot	53295-4000	
5	John		Butler	John Butler	25		5000 West National Avenue	Milwaukee	Abbot	53295-4000	
6	Lawrence	O	Butler	Lawrence O Butler	31		5000 West National Avenue	Milwaukee	Abbot	53295-4000	
7	Michael		Butler	Michael Butler	37		5000 West National Avenue	Milwaukee	Abbot	53295-4000	
8	Morris		Butler	Morris Butler	43		5000 West National Avenue	Milwaukee	Barbel	53295-4000	
9	Richard	J	Butler	Richard J Butler	49		5000 West National Avenue	Milwaukee	Barbel	53295-4000	
10	Thomas	F	Butler	Thomas F Butler	55		5000 West National Avenue	Milwaukee	Barbel	53295-4000	
11	Thomas		Butler	Thomas Butler	61		5000 We			3295-4000	
12	Vivyon		Butler	Vivyon Butler	67		5000 We			3295-4000	
13	Walter	W	Butler	Walter W Butler	73		5000 We			3295-4000	
14	William	H	Butler	William H Butler	79		5000 We			3295-4000	
15	William	H	Butler	William H Butler	85		5000 We			3295-4000	
16	Simon	J	Butrym	Simon J Butrym	91		5000 We			3295-4000	
17	Henry	C	Butt	Henry C Butt	97		5000 We			3295-4000	
18											
19											
20											
21											
22											
23											
24											

The example creates unique initial passwords by ending the password with a number. The example has two passwords, by highlighting the passwords, the passwords will increment in a sequence other than one.

data Sheet2 Sheet3

Ready Count: 2 100%





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File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

M2 MSctc*34

	H	I	J	K	L	M	N	O	P	Q	
1	fn	mi	ln	display	empid	pwd	desc	memberof1	memberof2	office	tel
2	Alphonse	A	Albatross	Alphonse A Albatross	7	MSctc*34	This is a fictious person. Do not trust!	people	group2	Z161	555-
3	Henry		Butler	Henry Butler	13	MSctc*42	5000 West National Avenue	Milwaukee	Abbot	53295-4000	
4	John	M	Butler	John M Butler	19	MSctc*50	5000 West National Avenue	Milwaukee	Abbot	53295-4000	
5	John		Butler	John Butler	25	MSctc*58	5000 West National Avenue	Milwaukee	Abbot	53295-4000	
6	Lawrence	O	Butler	Lawrence O Butler	31	MSctc*66	5000 West National Avenue	Milwaukee	Abbot	53295-4000	
7	Michael		Butler	Michael Butler	37	MSctc*74	5000 West National Avenue	Milwaukee	Abbot	53295-4000	
8	Morris		Butler	Morris Butler	43	MSctc*82	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
9	Richard	J	Butler	Richard J Butler	49	MSctc*90	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
10	Thomas	F	Butler	Thomas F Butler	55	MSctc*98	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
11	Thomas		Butler	Thomas Butler	61	MSctc*106	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
12	Vivyon		Butler	Vivyon Butler	67	MSctc*114	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
13	Walter	W	Butler	Walter W Butler	73	MSctc*122	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
14	William	H	Butler	William H Butler	79	MSctc*130	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
15	William	H	Butler	William H Butler	85	MSctc*138	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
16	Simon	J	Butrym	Simon J Butrym	91	MSctc*146	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
17	Henry	C	Butt	Henry C Butt	97	MSctc*154	5000 West National Avenue	Milwaukee	Barbel	53295-4000	
18											
19											
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24											

data | Sheet2 | Sheet3

Ready | Count: 16 | 100%

The example has unique password for each logon.



Recycle Bin



GroupWise

2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

P10 Barbel

	H	I	J	K	L	M	N	O	P	Q	tel
1	fn	mi	ln	display	empid	pwd	desc	memberof1	memberof2	office	
2	Alphonse	A	Albatross	Alphonse A Albatross	7	MSctc*34	This is a fictious person. Do not trust!	people	Abbot	Z161	555-
3	Henry		Butler	Henry Butler	13	MSctc*42	Basic Employee	people	Abbot		53295-4000
4	John	M	Butler	John M Butler	19	MSctc*50	Basic Employee	people	Abbot		53295-4000
5	John		Butler	John Butler	25	MSctc*58	Basic Employee	people	Abbot		53295-4000
6	Lawrence	O	Butler	Lawrence O Butler	31	MSctc*66	Basic Employee	people	Abbot		53295-4000
7	Michael		Butler	Michael Butler	37	MSctc*74	Basic Employee	people	Abbot		53295-4000
8	Morris		Butler	Morris Butler	43	MSctc*82	Basic Employee	people	Barbel		53295-4000
9	Richard	J	Butler	Richard J Butler	49	MSctc*90	Basic Employee	people	Barbel		53295-4000
10	Thomas	F	Butler	Thomas F Butler	55	MSctc*98	Basic Employee	people	Barbel		53295-4000
11	Thomas		Butler	Thomas Butler	61	MSctc*106	Basic Employee	people	Barbel		53295-4000
12	Vivyon		Butler	Vivyon Butler	67	MSctc*114	Basic Employee	people	Barbel		53295-4000
13	Walter	W	Butler	Walter W Butler	73	MSctc*122	Basic Employee	people	Caron		53295-4000
14	William	H	Butler	William H Butler	79	MSctc*130	Basic Employee	people	Caron		53295-4000
15	William	H	Butler	William H Butler	85	MSctc*138	Basic Employee	people	Caron		53295-4000
16	Simon	J	Butrym	Simon J Butrym	91	MSctc*146	Basic Employee	people	Caron		53295-4000
17	Henry	C	Butt	Henry C Butt	97	MSctc*154	Basic Employee	people	Caron		53295-4000
18											
19											
20											
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23											
24											
25											

data Sheet2 Sheet3

Ready

The example made up a description for each logon in column N.

Column O will make all the logons a member of the people group.





2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

S2 fx =A2

	O	P	Q	R	S	T	U	V	W	X	Y
1	memberof1	memberof2	office	tel	email	hometel	pager	mobile	fax	iptel	webpg
2	people	Abbot	Z161	555-0000	Alphonse Albatross	555-1001	555-2000	555-3000	555-4000	555-5000	brazil.minnesota.edu
3	people	Abbot	Z162	555-0001							
4	people	Abbot	Z163	555-0002							
5	people	Abbot	Z164	555-0003							
6	people	Abbot	Z165	555-0004							
7	people	Abbot	Z166	555-0005							
8	people	Barbel	Z167	555-0006							
9	people	Barbel	Z168	555-0007							
10	people	Barbel	Z169	555-0008							
11	people	Barbel	Z170	555-0009							
12	people	Barbel	Z171	555-0010							
13	people	Caron	Z172	555-0011							
14	people	Caron	Z173	555-0012							
15	people	Caron	Z174	555-0013							
16	people	Caron	Z175	555-0014							
17	people	Caron	Z176	555-0015							
18											
19											
20											
21											
22											
23											
24											

data | Sheet2 | Sheet3

Ready | 100%

The example copies the relative formula in column S.



2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

X2 555-5000

	O	P	Q	R	S	T	U	V	W	X	Y
1	memberof1	memberof2	office	tel	email	hometel	pager	mobile	fax	iptel	webpg
2	people	Abbot	Z161	555-0000	Alphonse_Albatross	555-1001	555-2000	555-3000	555-4000	555-5000	brazil.minnesota.edu
3	people	Abbot	Z162	555-0001	Henry_Butler	555-1002	555-2001	555-3001	555-4001	555-5001	
4	people	Abbot	Z163	555-0002	John_M_Butler	555-1003	555-2002	555-3002	555-4002	555-5002	
5	people	Abbot	Z164	555-0003	John_Butler	555-1004	555-2003	555-3003	555-4003	555-5003	
6	people	Abbot	Z165	555-0004	Lawrence_O_Butler	555-1005	555-2004	555-3004	555-4004	555-5004	
7	people	Abbot	Z166	555-0005	Michael_Butler	555-1006	555-2005	555-3005	555-4005	555-5005	
8	people	Barbel	Z167	555-0006	Morris_Butler	555-1007	555-2006	555-3006	555-4006	555-5006	
9	people	Barbel	Z168	555-0007	Richard_J_Butler	555-1008	555-2007	555-3007	555-4007	555-5007	
10	people	Barbel	Z169	555-0008	Thomas_F_Butler	555-1009	555-2008	555-3008	555-4008	555-5008	
11	people	Barbel	Z170	555-0009	Thomas_Butler	555-1010	555-2009	555-3009	555-4009	555-5009	
12	people	Barbel	Z171	555-0010	Vivyon_Butler	555-1011	555-2010	555-3010	555-4010	555-5010	
13	people	Caron	Z172	555-0011	Walter_W_Butler	555-1012	555-2011	555-3011	555-4011	555-5011	
14	people	Caron	Z173	555-0012	William_H_Butler	555-1013	555-2012	555-3012	555-4012	555-5012	
15	people	Caron	Z174	555-0013	William_H_Butler	555-1014	555-2013	555-3013	555-4013	555-5013	
16	people	Caron	Z175	555-0014	Simon_J_Butrym	555-1015	555-2014	555-3014	555-4014	555-5014	
17	people	Caron	Z176	555-0015	Henry_C_Butt					555-5015	
18											
19											
20											
21											
22											
23											
24											

data | Sheet2 | Sheet3 | 100%

The example made up the phone numbers for columns T, U, V, and W.



Recycle Bin



GroupWise

2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

AC2 Preuss

	W	X	Y	Z	AA	AB	AC	AD	AE	AF
1	fax	iptel	webpg	title	dept	company	mgr	hmdir	hmdrv	profile
2	555-4000	555-5000	brazil.minnesota.edu	Vice President of the Unnecessary	Lost and Found	mait	Preuss	not used	h:	
3	555-4001	555-5001	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
4	555-4002	555-5002	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
5	555-4003	555-5003	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
6	555-4004	555-5004	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
7	555-4005	555-5005	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
8	555-4006	555-5006	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
9	555-4007	555-5007	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
10	555-4008	555-5008	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
11	555-4009	555-5009	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
12	555-4010	555-5010	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
13	555-4011	555-5011	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
14	555-4012	555-5012	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
15	555-4013	555-5013	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
16	555-4014	555-5014	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
17	555-4015	555-5015	brazil.minnesota.edu	Worker	Manufacturing	mait	Preuss			
18										
19										
20										
21										
22										
23										
24										
25										

data Sheet2 Sheet3

Ready 100%

The example made up the data for columns Y, Z, AA, and AB.

The example decide Preuss should be the manager. The choice of manager is yours although you will be managing these logons.





2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM
1	company	mgr	hmdir	hmdrv	profile	locscr	mustchpwd	canchpwd	reversiblepwd	pwdneverexpires	acctexpires	disabled
2	mait	Preuss	not used	h:			no	yes	no	no	#NAME?	no
3	mait	Preuss	not used	h:								
4	mait	Preuss	not used	h:								
5	mait	Preuss	not used	h:								
6	mait	Preuss	not used	h:								
7	mait	Preuss	not used	h:								
8	mait	Preuss	not used	h:								
9	mait	Preuss	not used	h:								
10	mait	Preuss	not used	h:								
11	mait	Preuss	not used	h:								
12	mait	Preuss	not used	h:								
13	mait	Preuss	not used	h:								
14	mait	Preuss	not used	h:								
15	mait	Preuss	not used	h:								
16	mait	Preuss	not used	h:								
17	mait	Preuss	not used	h:								
18												
19												
20												
21												
22												
23												
24												

data | Sheet2 | Sheet3

Ready | 100%

The example copied the data in column AD and AE.

The example has no data for columns AF or AG.



2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

AK2 fx no

	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
1	mustchpwd	canchpwd	reversiblepwd	pwdneverexpires	acctexpires	disabled	Day Calculator			group
2	no	yes	no	no	#NAME?	no				
3	no	yes	no	no			Semester End Date			
4	no	yes	no	no			12/19/12			
5	no	yes	no	no						
6	no	yes	no	no			Today's Date			
7	no	yes	no	no			09/26/12			
8	no	yes	no	no						
9	no	yes	no	no			Number of Days			
10	no	yes	no	no			#NAME?			
11	no	yes	no	no						
12	no	yes	no	no						
13	no	yes	no	no						
14	no	yes	no	no						
15	no	yes	no	no						
16	no	yes	no	no						
17	no	yes	no	no						
18										
19										
20										
21										
22										
23										
24										

data Sheet2 Sheet3

Ready Count: 16 100%

The example copies the data for columns AH, AI, AJ, and AK.



2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

AN10 fx =(AN4-AN7)

	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
1	mustchpwd	canchpwd	reversiblepwd	pwdneverexpires	acctexpires	disabled	Day Calculator			group
2	no	yes	no	no	84	no				
3	no	yes	no	no			Semester End Date			
4	no	yes	no	no			12/19/2012			
5	no	yes	no	no						
6	no	yes	no	no			Today's Date			
7	no	yes	no	no			9/26/2012			
8	no	yes	no	no						
9	no	yes	no	no			Number of Days			
10	no	yes	no	no			84			
11	no	yes	no	no						
12	no	yes	no	no						
13	no	yes	no	no						
14	no	yes	no	no						
15	no	yes	no	no						
16	no	yes	no	no						
17	no	yes	no	no						
18										
19										
20										
21										
22										
23										
24										

data | Sheet2 | Sheet3

Ready | 100%

The example finally fixes the formula in AN10 to the listed formula. This will count the number of days between the two dates.



2272 [Repaired] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles Cells Editing

AM17 fx no

	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
1	mustchpwd	canchpwd	reversiblepwd	pwdneverexpires	acctexpires	disabled	Day Calculator			group
2	no	yes	no	no	84	no				
3	no	yes	no	no	84	no	Semester End Date			
4	no	yes	no	no	84	no	12/19/2012			
5	no	yes	no	no	84	no				
6	no	yes	no	no	84	no	Today's Date			
7	no	yes	no	no	84	no	9/26/2012			
8	no	yes	no	no	84	no				
9	no	yes	no	no	84	no	Number of Days			
10	no	yes	no	no	84	no	84			
11	no	yes	no	no	84	no				
12	no	yes	no	no	84	no				
13	no	yes	no	no	84	no				
14	no	yes	no	no	84	no				
15	no	yes	no	no	84	no				
16	no				84	no				
17	no				84	no				
18										
19										
20										
21										
22										
23										
24										

Ready | data | 100% | 1:14 PM

The example copies the absolute formula in column AL and the relative formula in AM.



Save As

« My Docume... » msoffice-mailmerge

Search msoffice-mailmerge

Organize | New folder

Microsoft Excel

Documents library

msoffice-mailmerge

Arrange by: Folder

Name	Date modified	Type
2272	9/7/2012 2:10 PM	Microsoft

File name: 2272

Save as type: Excel Workbook

Authors: preuss

Tags: Add a tag

Save Thumbnail

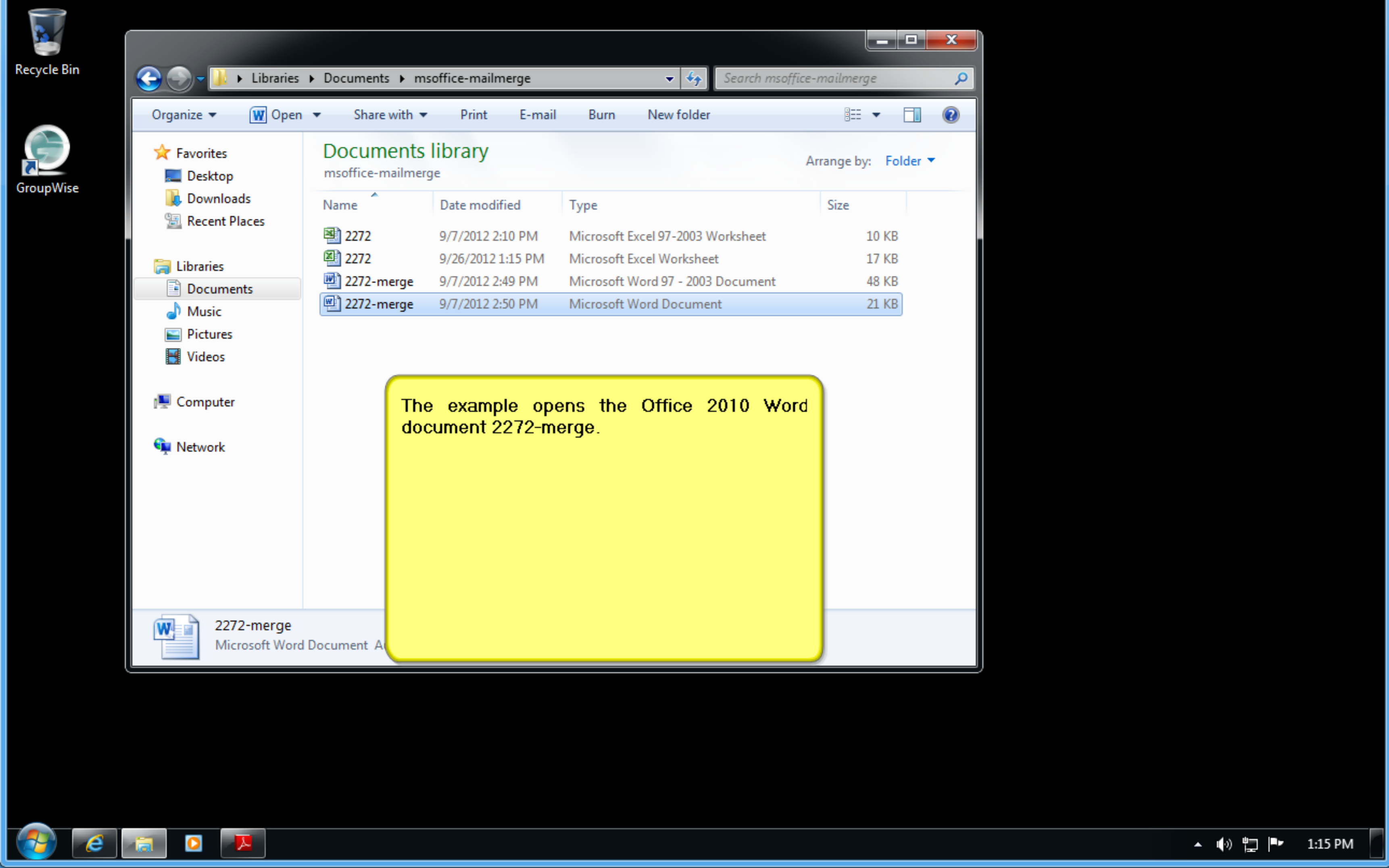
Hide Folders | Tools | Save | Cancel

Conditional Formatting | Format as Table | Cell Styles

Insert | Delete | Format | Sort & Filter | Find & Select

fn	mi	ln	display	empid	pw
Alphonse	A	Albatross	Alphonse A Albatross	7	MS
Henry		Butler	Henry Butler	13	MS
John	M	Butler	John M Butler	19	MS
John		Butler	John Butler	25	MS
Lawrence	O	Butler	Lawrence O Butler	31	MS
Michael		Butler	Michael Butler	37	MS
Morris		Butler	Morris Butler	43	MS
Richard	J	Butler	Richard J Butler	49	MS
Thomas	F	Butler	Thomas F Butler	55	MS
Thomas		Butler	Thomas Butler	61	MS
Vivyon		Butler	Vivyon Butler	67	MS
Walter	W	Butler	Walter W Butler	73	MS
William	H	Butler	William H Butler	79	MS
William	H	Butler	William H Butler	85	MS
Simon	J	Butrym	Simon J Butrym	91	MS
		Butt	Henry C Butt	97	MS

The example saves the spreadsheet without changing the name of the spreadsheet.



The example opens the Office 2010 Word document 2272-merge.

File Home Insert Page Layout References Mailings Review View

Arial 14 A A Aa [Icons]

Clipboard Font Paragraph Styles Editing

Find Replace Select

```

Dsadd user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -samid "«samid»"

Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -upn "«upn»@«dc2».«dc3»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -fn "«fn»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -mi "«mi»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -ln "«ln»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -display "«display»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -pwd "«pwd»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -desc "«desc»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -email "«email»@«dc2».«dc3»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -hometel "«hometel»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -pager "«pager»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -mobile "«mobile»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -fax "«fax»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -iptel "«iptel»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -webpg "«webpg»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -title "«title»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -dept "«dept»"

```

Each row of the spreadsheet will fill in all the variables listed in this document.

Type New List...
Use Existing List...
Select from Outlook Contacts...

Dsadd user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -samid "«samid»"

Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -upn "«upn»@«dc2».«dc3»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -fn "«fn»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -mi "«mi»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -ln "«ln»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -display "«display»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -empid "«empid»"

The example connects to the spreadsheet by selecting the Mailings group. The Select Recipients icon provides a needed menu. Select the Use Existing List.

Select Data Source

Libraries > Documents > msoffice-mailmerge

Search msoffice-mailmerge

Organize | New folder

Documents library
msoffice-mailmerge

Arrange by: Folder

Name	Date modified	Type	Size
2272	9/7/2012 2:10 PM	Microsoft Excel 97...	10 KB
2272	9/26/2012 1:15 PM	Microsoft Excel W...	17 KB
2272-merge	9/7/2012 2:49 PM	Microsoft Word 9...	48 KB
2272-merge	9/7/2012 2:50 PM	Microsoft Word D...	21 KB

New Source...

File name: 2272

All Data Sources

Tools | Open | Cancel

Errors

Finish & Merge

Finish

[Progress bar]

100%

Dsmod user "cn=«userdn»,
 Dsmod user "cn=«userdn»,
 Dsmod user "cn=«userdn»,
 Dsmod user "cn=«userdn»,
 Dsmod user "cn=«userdn»,
 Dsmod user "cn=«userdn»,

Page: 1 of 2 | Words: 181

The example navigates to the spreadsheet with the data. Select the spreadsheet and open.

Dsadd user "cn=«userd
Dsmod user "cn=«userd
Dsmod user "cn=«userd
Dsmod user "cn=«userd
Dsmod user "cn=«userd
Dsmod user "cn=«userd
Dsmod user "cn=«userd
Dsmod user "cn=«userd
Dsmod user "cn=«userd
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3» -email "«email»@«dc2».«dc3»"
Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3» -hometel "«hometel»"
Dsmod user "cn=«userdn»,ou
Dsmod user "cn=«userdn»,ou
Dsmod user "cn=«userdn»,ou
Dsmod user "cn=«userdn»,ou
Dsmod user "cn=«userdn»,ou
Dsmod user "cn=«userdn»,ou

Page: 1 of 2 Words: 181 [Icons] 100%

Select Table

Name	Description	Modified	Created	Type
data\$		9/26/2012 1:15:00 PM	9/26/2012 1:15:00 PM	TABLE
Sheet2\$		9/26/2012 1:15:00 PM	9/26/2012 1:15:00 PM	TABLE
Sheet3\$		9/26/2012 1:15:00 PM	9/26/2012 1:15:00 PM	TABLE

First row of data contains column headers

OK Cancel

The data in the spreadsheet is in the data worksheet. The example selects the data worksheet and OK.

2272-merge - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Envelopes Labels Start Mail Merge Select Recipients Edit Highlight Merge Fields Address Block Greeting Line Insert Merge Field

Rules Match Fields Update Labels Preview Results Find Recipient Auto Check for Errors Preview Results Finish & Merge Finish

Insert Merge Field

Insert: Address Fields Database Fields

Fields:

- userdn
- ou
- dc2
- dc3
- samid
- length
- upn
- fn
- mi
- ln
- display
- empid
- pwd
- desc
- memberof1

Match Fields... Insert Cancel

Dsadd user "cn=«userdn»
 Dsmod user "cn=«userdn»
 Dsmod user "cn=«userdn»
 Dsmod user "cn=«userdn»
 Dsmod user "cn=«userdn»
 Dsmod user "cn=«userdn»
 Dsmod user "cn=«userdn»
 Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3» -email "«email»@«dc2».«dc3»"
 Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3» -hometel "«hometel»"
 Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3» -display "«display»"
 Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3» -empid "«empid»"
 Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3» -pwd "«pwd»"
 Dsmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3» -desc "«desc»"

Page: 1 of 2 Words: 181

You want to know where to get the variables
 Select the Insert Merge Field and you see all
 the available variables.

This is useful if you are creating your own ma
 merge document.

Dsadd user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -name «name» -password «password» /add
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -name «name» -password «password» /add
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -name «name» -password «password» /add
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -name «name» -password «password» /add
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -name «name» -password «password» /add
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -name «name» -password «password» /add
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -desc «desc»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -email «email»@«dc2».«dc3»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -hometel «tel»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -pager «tel»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -mobile «tel»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -fax «tel»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -iptel «tel»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -webpg «url»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -title «title»
Dsmmod user "cn=«userdn»,ou=«ou»,dc=«dc2»,dc=«dc3»" -dept «dept»

Checking and Reporting Errors

- Simulate the merge and report errors in a new document.
- Complete the merge, pausing to report each error as it occurs.
- Complete the merge without pausing. Report errors in a new document.

OK Cancel

The example selects Auto Check for Errors and set the box as shown. This will run the merge.

Yes, you could also use Finish and Merge.

File Home Insert Page Layout References Mailings Review View

Paste [Clipboard] [Font: Arial, 14] [Paragraph: Bullets, Numbering, Indentation] [Styles: AaBbCcI, Normal, No Spaci...] [Editing: Find, Replace, Select]

Dsadd user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -samid "Henryzenon"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -upn "Henry_Butler@mait.local"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -fn "Henry"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -mi ""

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -ln "Butler"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -display "Henry Butler"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -empid "13"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -pwd "MSctc*42"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -desc "Basic Employee"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

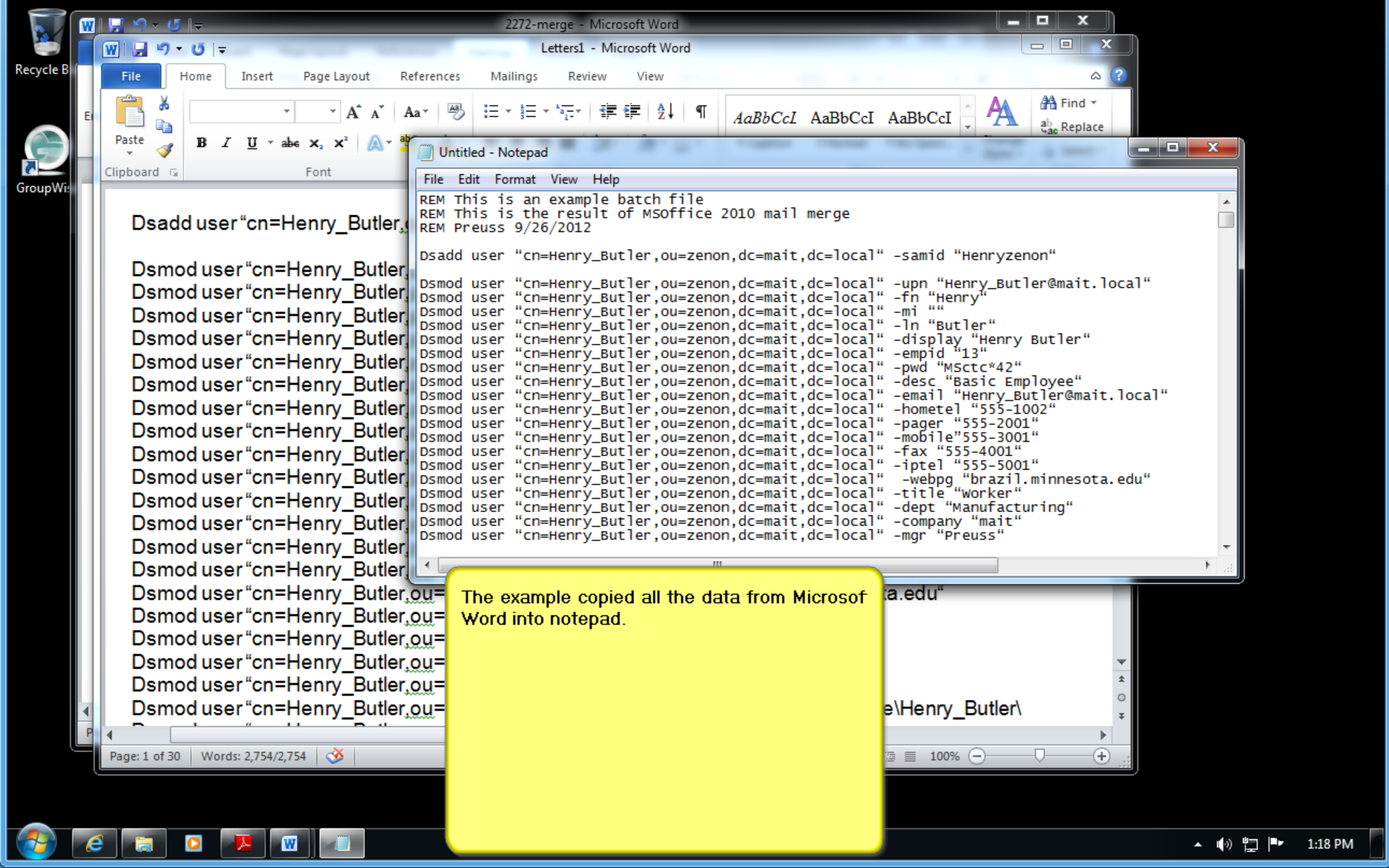
Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

Dsmmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local"

This is the merge document for the example.
The example did delete Alphonse Albatross information.



2272-merge - Microsoft Word

Letters1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Paste [Clipboard Icon] [Font Icons]

Clipboard Font

Untitled - Notepad

```
File Edit Format View Help
REM This is an example batch file
REM This is the result of MSoffice 2010 mail merge
REM Preuss 9/26/2012

Dsadd user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -samid "Henryzenon"

Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -upn "Henry_Butler@mait.local"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -fn "Henry"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -mi ""
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -ln "Butler"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -display "Henry Butler"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -empid "13"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -pwd "MSctc*42"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -desc "Basic Employee"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -email "Henry_Butler@mait.local"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -hometel "555-1002"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -pager "555-2001"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -mobile"555-3001"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -fax "555-4001"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -iptel "555-5001"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -webpg "brazil.minnesota.edu"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -title "worker"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -dept "Manufacturing"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -company "mait"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -mgr "Preuss"
```

The example copied all the data from Microsoft Word into notepad.



Recycle Bin



GroupWise

Libraries Documents msoffice-mailmerge

Organize Open Share with Print E-mail Burn New folder

15logons - Notepad

```
File Edit Format View Help
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -hmdir "h:"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -profile ""
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -loscr ""
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -mustchpwd "no"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -canchpwd "yes"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -reversiblepwd "no"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -pwdneverexpires "no"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -acctexpires "84"
Dsmod user "cn=Henry_Butler,ou=zenon,dc=mait,dc=local" -disabled "no"

md e:\zenon\home\Henryzenon
icacls e:\zenon\home\Henry_Butler /grant:r Henryzenon:F /T /C

dsadd group "cn=people,ou=zenon,dc=mait,dc=local" -samid peoplezenon
dsmod group "cn=people,ou=zenon,dc=mait,dc=local" -samid peoplezenon -addmbr "cn=Henry_Butler,cn=people,ou=zenon,dc=mait,dc=local"

dsadd group "cn=Abbot,ou=zenon,dc=mait,dc=local" -samid Abbotzenon
dsmod group "cn=Abbot,ou=zenon,dc=mait,dc=local" -samid Abbotzenon -addmbr "cn=Henry_Butler,cn=Abbot,ou=zenon,dc=mait,dc=local"

Dsadd user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -samid "JohnMzenon"

Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -upn "John_M_Butler@mait.local"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -fn "John"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -mi "M"
Dsmod user "cn=John_M_Butler,ou=zenon,dc=mait,dc=local" -ln "Butler"
```

Replace

Find what: - Find Next

Replace with: | Replace

Replace All

Cancel

Match case

The example did some testing and found the minus or - in front of samid for the groups is incorrect. The example copied the minus or - in front of samid and put it in the Find what: box. The example type - or minus in Replace with box. The example replaced all.



2272-merge - Microsoft Word

Letters1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View

Clipboard Font

File Edit Format View Help

Save As

<< Documents >> msoffice-mailmerge

Organize New folder

Documents library

Name	Date modified	Type
2272	9/7/2012 2:10 PM	Microsoft Excel
2272	9/26/2012 1:15 PM	Microsoft Excel
2272-merge	9/7/2012 2:49 PM	Microsoft Word
2272-merge	9/7/2012 2:50 PM	Microsoft Word

File name: 15logons.bat

Save as type: All Files

Encoding: ANSI

Save Cancel

Page: 1 of 30 Words: 2,754/2,754

100%

The example saves the batch file as 15logons.bat as shown.



Documents

Libraries Documents

Search Documents

Organize Open Share with Print New folder

Documents library

Includes: 2 locations

Arrange by: Folder

Name	Date modified	Type	Size
15logons	9/26/2012 1:20 PM	Windows Batch File	42 KB
54logon	9/24/2012 9:15 AM	Windows Batch File	162 KB
lab33	9/7/2012 1:16 PM	Windows Batch File	1 KB
lab33output	9/12/2012 2:27 PM	Text Document	1 KB
lab34	9/7/2012 1:32 PM	Windows Batch File	1 KB
lab34output	9/12/2012 3:08 PM	Text Document	1 KB

Search msoffice-mailmerge

Date modified	Type	Size
9/26/2012 1:20 PM	Windows Batch File	42 KB
9/7/2012 2:10 PM	XLS File	10 KB
9/26/2012 1:15 PM	XLSX File	17 KB
9/7/2012 2:49 PM	DOC File	48 KB
9/7/2012 2:50 PM	Office Open XML Do...	21 KB

The example copies 15logons.bat to a server.

2012 1:16 PM

logons Date modified: 9/26/2012 1:20 PM Date created: 9/26/2012 1:20 PM
 dows Batch File Size: 41.2 KB



Recycle Bin

The example could just double click on the batch file to run, but the example likes the command prompt.

The example goes to the directory with 15logons.bat as shown below.

```
C:\> Command Prompt
Microsoft Windows [Version 6.1.7601.17514]
Copyright (c) 2009 Microsoft Corporation

C:\Users\preuss>cd Documents

C:\Users\preuss\Documents>dir
Volume in drive C has no label.
Volume Serial Number is D4C0-800C

Directory of C:\Users\preuss\Documents

09/26/2012  01:16 PM    <DIR>          .
09/26/2012  01:16 PM    <DIR>          ..
09/26/2012  01:20 PM             42,215  15logons.bat
09/24/2012  09:15 AM            164,932  54logon.bat
09/07/2012  01:16 PM             394    lab33.bat
09/12/2012  02:27 PM             390    lab33output.txt
09/07/2012  01:32 PM             515    lab34.bat
09/12/2012  03:08 PM             353    lab34output.txt
               6 File(s)                208,799 bytes
               2 Dir(s)  22,560,497,664 bytes free

C:\Users\preuss\Documents>_
```



The example enters the name of the batch file and presses enter to run.

```
Command Prompt
Microsoft Windows [Version 6.1.7601.17514]
Copyright (c) 2009 Microsoft Corporation

C:\Users\preuss>cd Documents

C:\Users\preuss\Documents>dir
Volume in drive C has no label
Volume Serial Number is D4C0-0000

Directory of C:\Users\preuss\Documents

09/26/2012  01:16 PM    <DIR>          .
09/26/2012  01:16 PM    <DIR>          ..
09/26/2012  01:20 PM                42,215  151logons.bat
09/24/2012  09:15 AM            164,932  54logon.bat
09/07/2012  01:16 PM                394    lab33.bat
09/12/2012  02:27 PM                390    lab33output.txt
09/07/2012  01:32 PM                515    lab34.bat
09/12/2012  03:08 PM                353    lab34output.txt
               6 File(s)              208,799 bytes
               2 Dir(s)  22,560,497,664 bytes free

C:\Users\preuss\Documents>151logons_
```



Active Directory Users and Computers

File Action View Help

[Navigation icons]

Name	Type	Description
administration	Security Group ...	Members are full administrators for the ou Zenon and folders Zenon in mail.local
Henry_Butler	User	Basic Employee
Henry_C_Butt	User	Basic Employee
John_Butler	User	Basic Employee
John_M_Butler	User	Basic Employee
Lawrence_O_Butler	User	Basic Employee
Michael_Butler	User	Basic Employee
Morris_Butler	User	Basic Employee
people	Security Group ...	
Preuss	User	Zenon Admin
Richard_J_Butler	User	Basic Employee
Simon_J_Butrym	User	Basic Employee
Thomas_Butler	User	Basic Employee
Thomas_F_Butler	User	Basic Employee
Tim Preuss	User	
Vivyon_Butler	User	Basic Employee
Walter_W_Butler	User	Basic Employee
William_H_Butler	User	Basic Employee

Left pane: SRI, STP, SUD, SUI, SUR, SVK, SWE, SWZ, SYR, System, TAN, TGA, THA, TJK, TKM, TLS, TOG, TPE, TRI, TUN, TUR, TUV, UAE, UGA, UKR, URU, USA, Users, UZB, VAN, VEN, VIE, VIN, YEM, ZAM, zenon

Once the batch file is done, you may review your logons and groups.



Recycle Bin

Zenon

Computer > Chile-Data (E:) > Zenon

Search Zenon

Organize | Include in library | Share with | New folder

Name ^	Date modified	Type	Size
apps	9/12/2012 3:21 PM	File folder	
home	9/26/2012 1:29 PM	File folder	

2 items

The home directories are in the home folder.



Recycle Bin

home

Computer > Chile-Data (E:) > Zenon > home

Search home

Organize | Include in library | Share with | New folder

Name	Date modified	Type	Size
HenryCzenon	9/26/2012 1:29 PM	File folder	
Henryzenon	9/26/2012 1:28 PM	File folder	
JohnMzenon	9/26/2012 1:29 PM	File folder	
Johnzenon	9/26/2012 1:29 PM	File folder	
LawrenceOzenon	9/26/2012 1:29 PM	File folder	
Michaelzenon	9/26/2012 1:29 PM	File folder	
Morriszenon	9/26/2012 1:29 PM	File folder	
Preuss			
RichardJzenon			
SimonJzenon			
ThomasFzenon			
Thomaszenon			
Vivyonzenon			
WalterWzenon			
WilliamHzenon			

15 items State: Shared

These are the home directories created by the example.