Lesson 4 Mail Merge Part 1

Mail Merge

Mail Merge is a useful tool that allows you to create multiple letters, labels, envelopes, name tags, emails and more. By using information stored in a lit, database or spreadsheet, you can create personalized documents by merging the information with a form letter, making labels or envelopes .

You can perform a mail merge by using the Mail Merge Wizard, or by using the commands on the Mailing tab.

Using the Mail merge Wizard.

The following example starts with an existing letter **(1)** and shows the steps for merging the letter with names and addresses in an existing Excel spreadsheet.

I wanted to take a moment to thank you for your continued support of The Hardware Company Were it not for loyal customers like you, we would not be celebrating our 10th anniversary on November 15th of this year. In honor of that anniversary, we will be hosting a special *Christmas in November* sale! Everything in the store will be available at 10% off!

, you can realize an even greater savings by bringing this letter with you when you shop. Present it to the cashier at checkout to identify yourself as a VIP customer and receive an additional 5% off your total bill. This is just our way of saying thank you for your continued patronage of The Hardware Company. Remember, The Hardware Company is your one stop shop for all your home improvement needs!

Sincerely,

Terry Tibbs
President and CEO
The Hardware Company
123 Tools Street
Kennesaw, GA 30144

1

1. *Click* the **Mailings** tab. **(2)**

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2. In the Start **Mail Merge group**, click on **Start Mail Merge** (3)

3

3. A dropdown list will appear. Click on **Step by Step Mail Merge Wizard. (4)**

4

The Mail Merge: **Select** *document type* **window will open to the right of your document. Under** *Select Document Type*, click **on letters.(5)**

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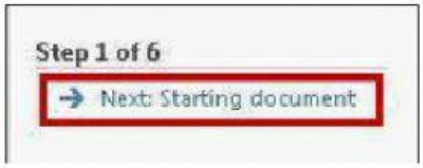
5. At the bottom of the *Mail Merge* window ,click on **Next: Start Document.(6)**



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6. The *Mail Merge: Select Starting Document* window will appear. Select*:* **Use the current document** *from the list* **(7) .**

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7. At the bottom of the window, click on **Next**: **Select recipients (8)**

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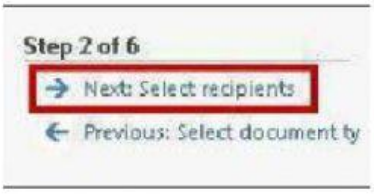

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8. The *Mail Merge*: *Select recipients* window will appear. *Select* **Use an existing list** form under Select*: Recipients.*(9)

9

Note: If you don't have an existing list saved on your computer, you can select **Type a new list**. See Using the Mail Merge Wizard to create your own list of recipients..

9.Under *Use an existing* list, click on **Browse.(10)**

10

10. The *Select Data Source window will appe**ar.*** Navigate to the **Excel spreadsheet** that contains

The contact information you want to use. **(11)**

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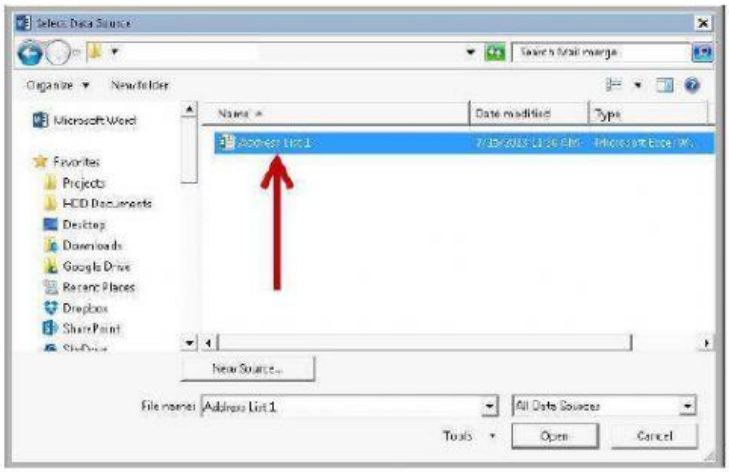

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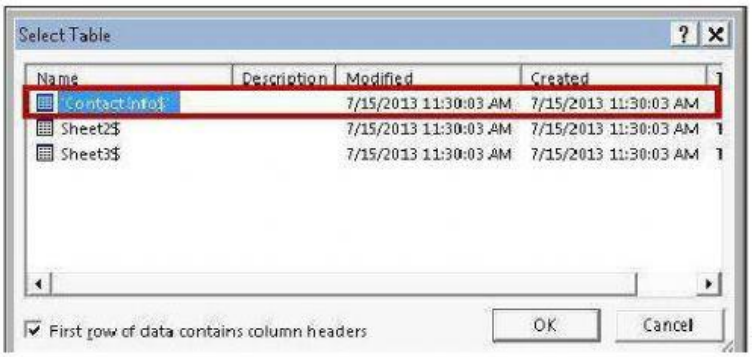
Note: An access database can also e selected as the data source.

11. Click **Open**.

12 The *Select Table* window will appear with a list of active sheets in your workbook.Select the **sheet** that contains the information you want to import **(12).**



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13. Click on **OK**.

14. The *Mail Merge Recipients* window will appear. From this window you can use the options to edit the information that is used during the mail merge. **(13).**

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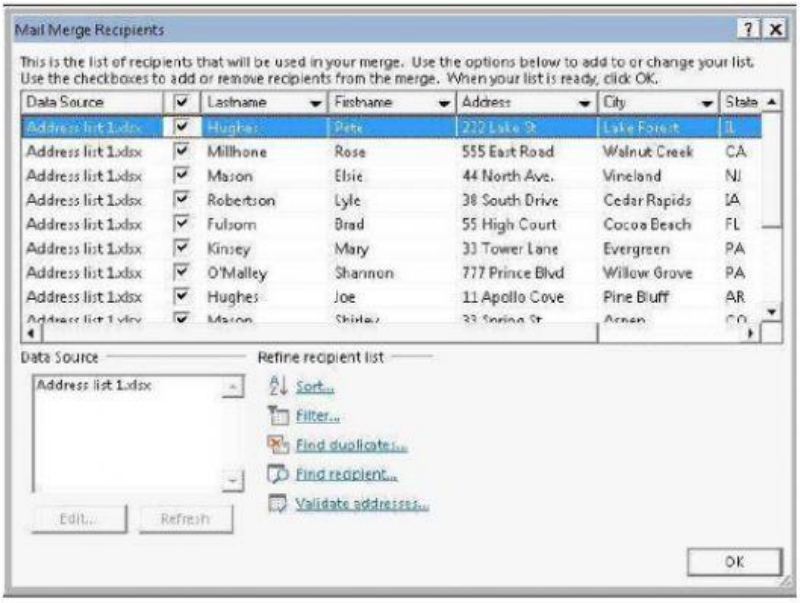

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Questions

1. **What is Mail Merge? What are all the features ?**

2. **Give the steps in the the Mil Merge wizard.**

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