# Lesson 5 Mail Merge Add and Remove Recipients Part 2

A To remove/add recipients from the mail merge,click the checkbox next to the entry.**(14)**



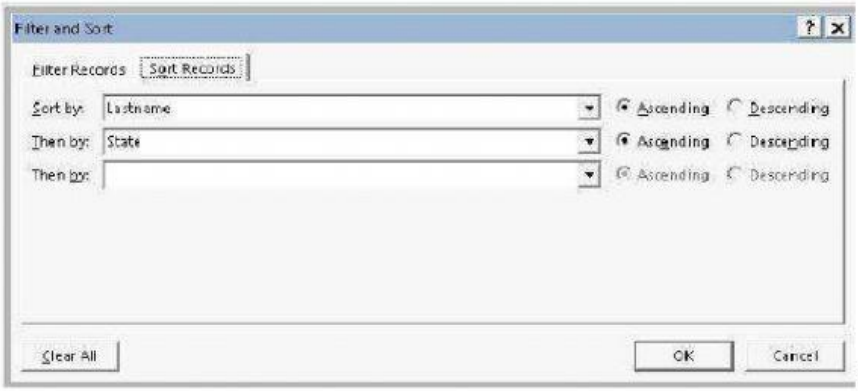

**14**

B. To sort your contacts (e.g. Ascending order by Last name, then by location), *click* on **Sort**(15)




15

I . The *Filter and Sort* window will appear showing the *sort records* tab.Use the option provided to create your soft parameters.When finished, click on **OK.(16)**




**16**

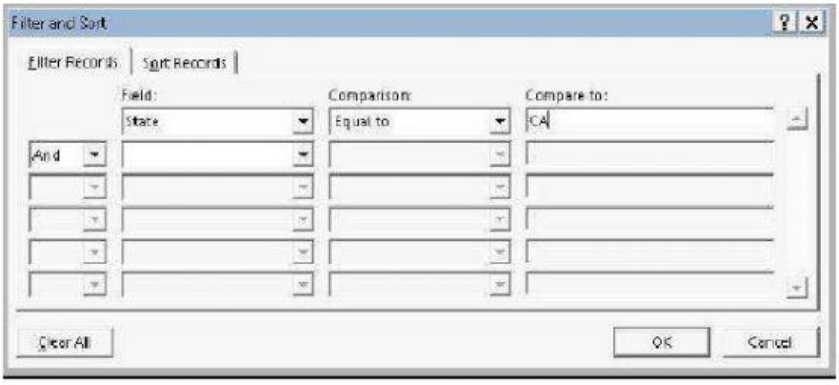
C. To filter your contacts(e.g Address only Polokwane), click on Filter **(17).**




**17**

I The *Filter and Sort* window will appear showing the Filter records tab. Use the options provided to create your sort parameters. When finished, click on **OK.(18)**

LIVEWORKSHEETS



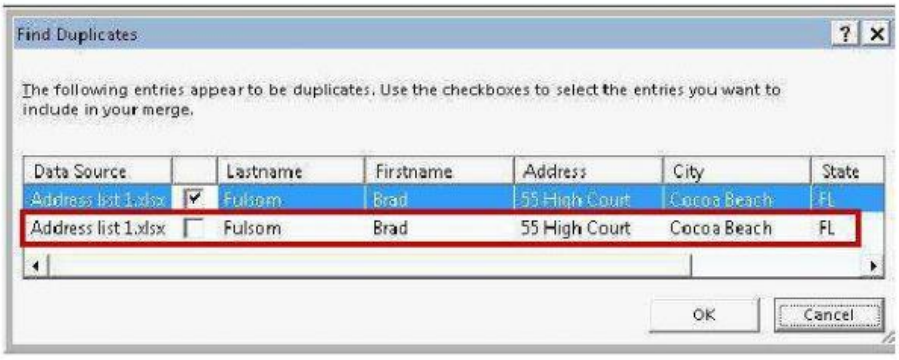
18

D. To filter out duplicate date in your contacts ( e.g. A person's name appears twice), click on **Find Duplicate (19).**



19

i. **The** *Find Duplicate* window will open, and any duplicate data will be shown. To remove one of the duplicate entries, click on the **checkbox (20).**



20

**Ii.** Click on **OK** when finished.

**E.** To find a record in your list. Click on **Find Recipient...(21)**

LIVEWORKSHEETS



21

i. The *Find Entry* window will open. Type the **name of the record** you want to find in the find field. **(22)**



22

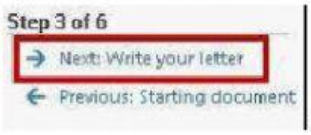
**II. C**lick on **Find Next** to run your search.

Iii. If the entry is stored in the list, it will be highlighted in the *Mail Merge Recipients* window.

**Note;** The *Validate Address* feature will not be covered in the booklet. If you use it, you will be prompted to visit the Microsoft Office store to download additional software to use the feature.

**15.** When finished making edits to the recipient list, click **Ok** button.

16. At the bottom of the window click on **Next : Write your letter** (23)



23

**17.** The *Mail Merge*: write you ***Lette***r window will appear to the right of the document and present you with four options adding the recipient information to your letter.**(24)**



24

LIVEWORKSHEETS

**Questions**

1. **Give the steps in A and B to add or remove information.**

2. **Give the steps in C D and E to add or remove information**

LIVEWORKSHEETS