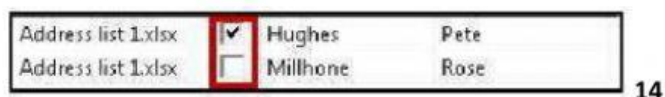


Lesson 5 Mail Merge Add and Remove Recipients Part 2

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



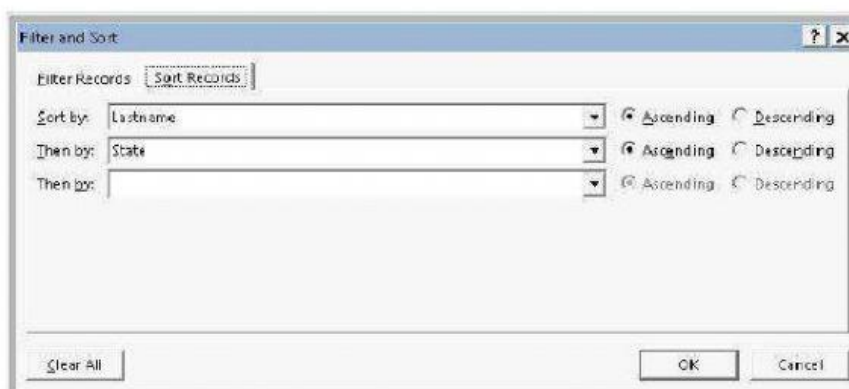
14

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 sort parameters. When finished, click on **OK**. **(16)**



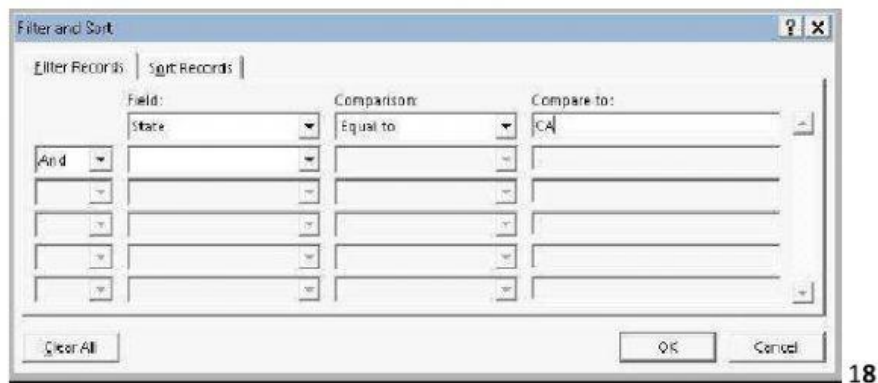
16

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)**



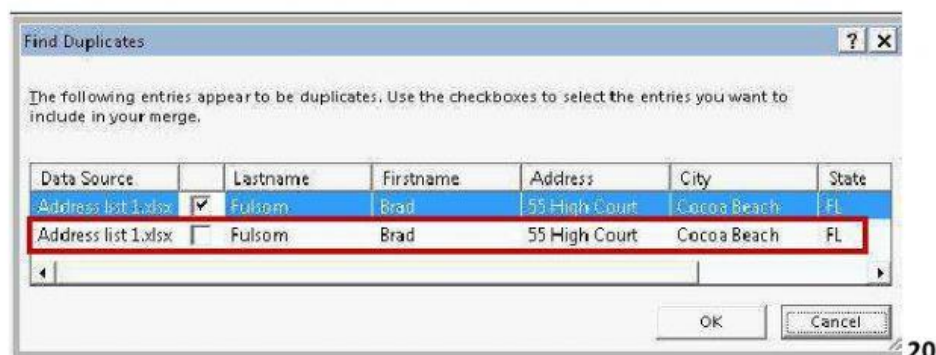
18

D. To filter out duplicate data 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

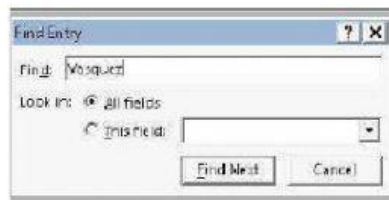
- ii. Click on **OK** when finished.

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



21

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



22

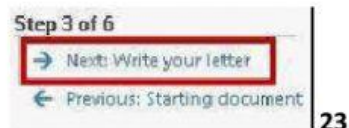
ii. Click on **Find Next** to run your search.

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 Letter* window will appear to the right of the document and present you with four options adding the recipient information to your letter.(24)



24

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**