

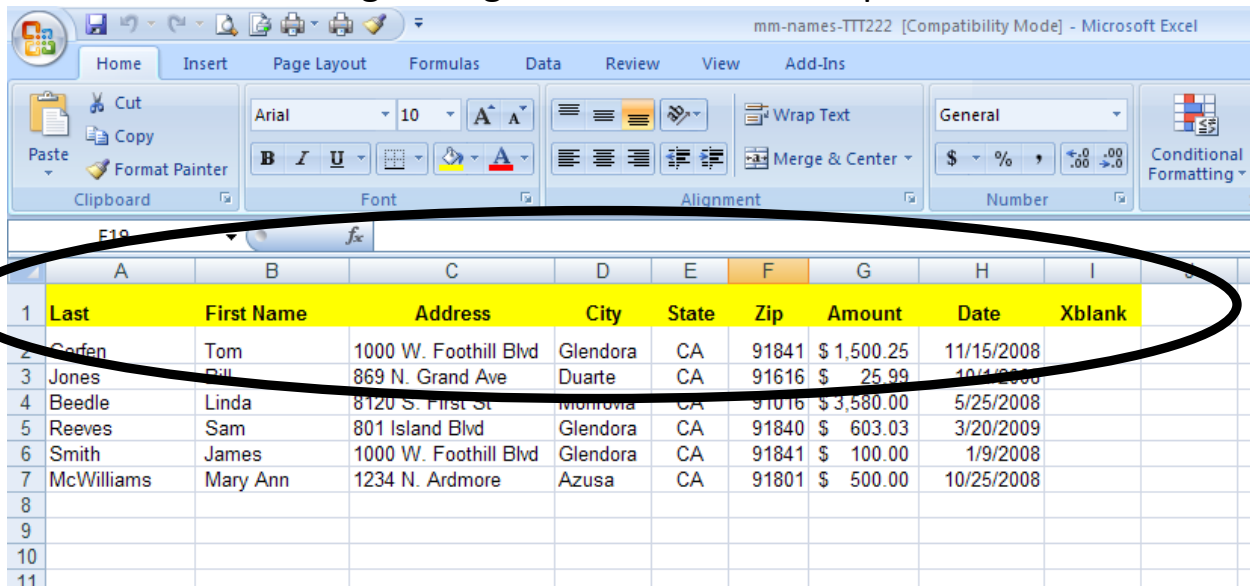
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March 2011

Tom Gerfen, CSIS Professor

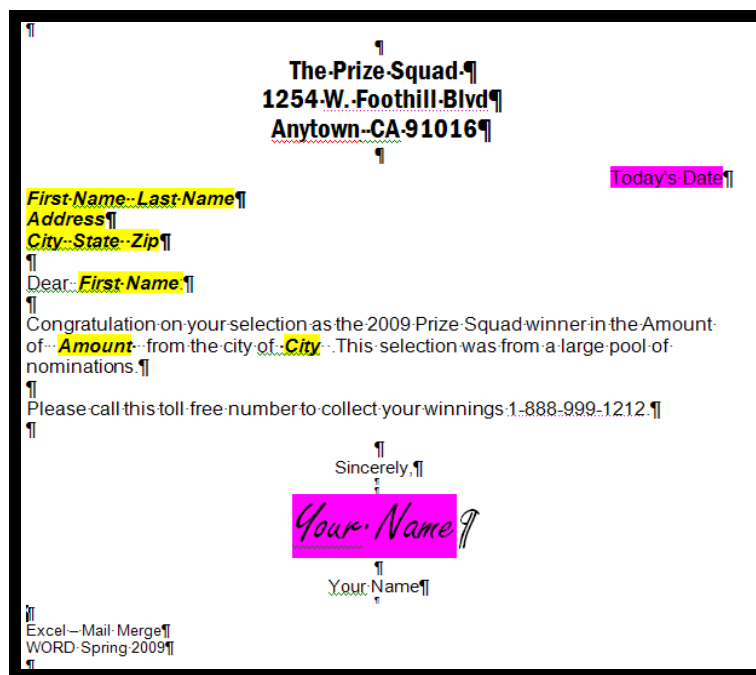
Class Notes:

Mail Merge using Word and an Excel spreadsheet



	Last	First Name	Address	City	State	Zip	Amount	Date	Xblank
2	Gerfen	Tom	1000 W. Foothill Blvd	Glendora	CA	91841	\$ 1,500.25	11/15/2008	
3	Jones	Bill	869 N. Grand Ave	Duarte	CA	91616	\$ 25.99	10/11/2008	
4	Beeble	Linda	8120 S. First St	Monrovia	CA	91016	\$ 3,580.00	5/25/2008	
5	Reeves	Sam	801 Island Blvd	Glendora	CA	91840	\$ 603.03	3/20/2009	
6	Smith	James	1000 W. Foothill Blvd	Glendora	CA	91841	\$ 100.00	1/9/2008	
7	McWilliams	Mary Ann	1234 N. Ardmore	Azusa	CA	91801	\$ 500.00	10/25/2008	
8									
9									
10									
11									

“Header” row (Names of the data fields)



The-Prize-Squad
1254 W. Foothill Blvd
Anytown-CA 91016

Today's Date

First-Name-Last-Name
Address
City-State-Zip

Dear: First-Name

Congratulation on your selection as the 2009-Prize-Squad winner in the Amount of: Amount from the city of: City. This selection was from a large pool of nominations.

Please call this toll-free number to collect your winnings: 1-888-999-1212.

Sincerely,
Your-Name
Your-Name

Excel - Mail Merge
WORD: Spring 2009

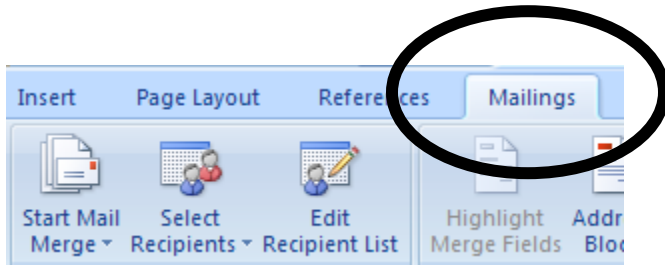
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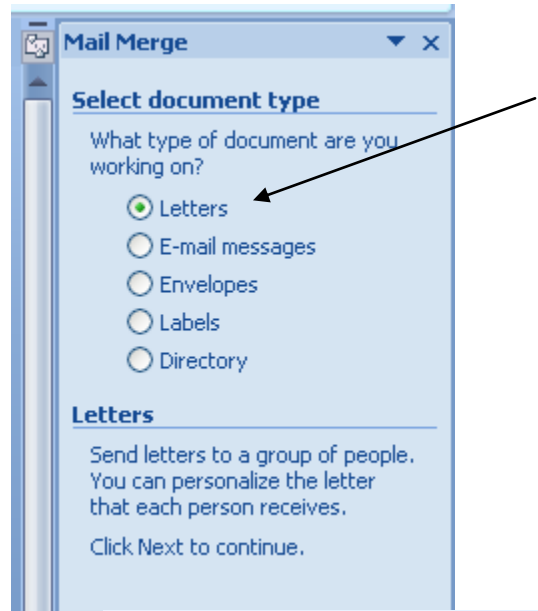
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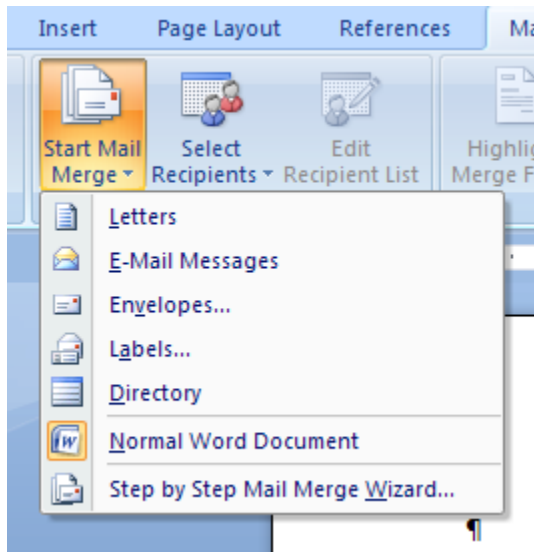
Class Notes:



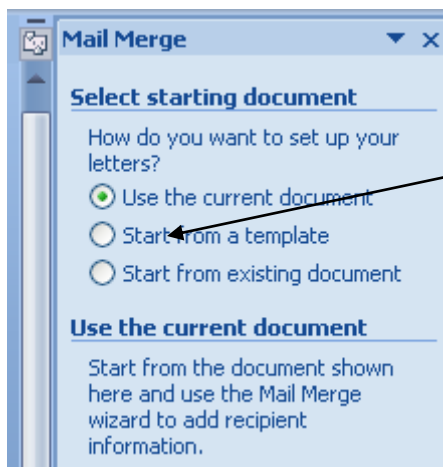
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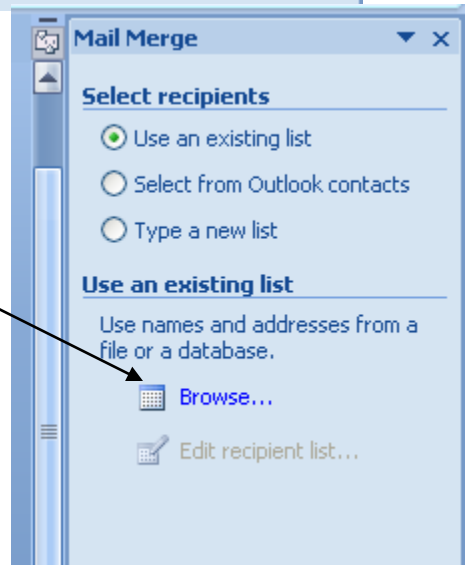
1



3



Next: Select recipients 4



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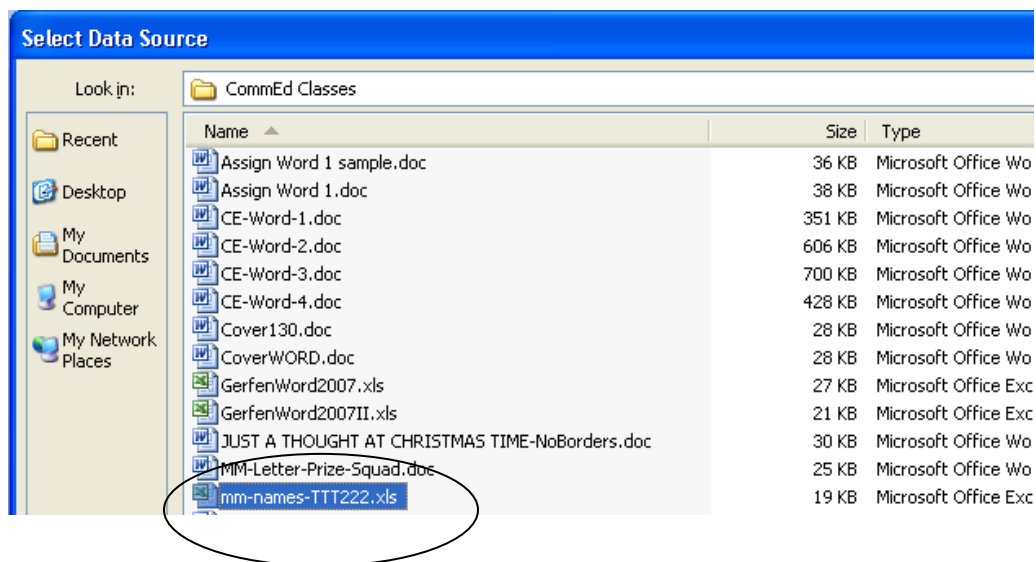
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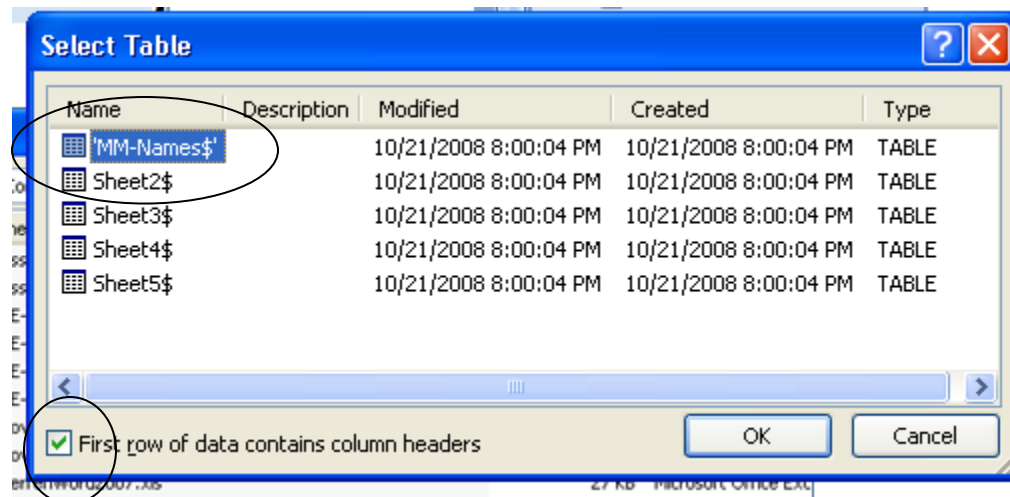
Class Notes:

Select the file

5



6 Select the TAB name



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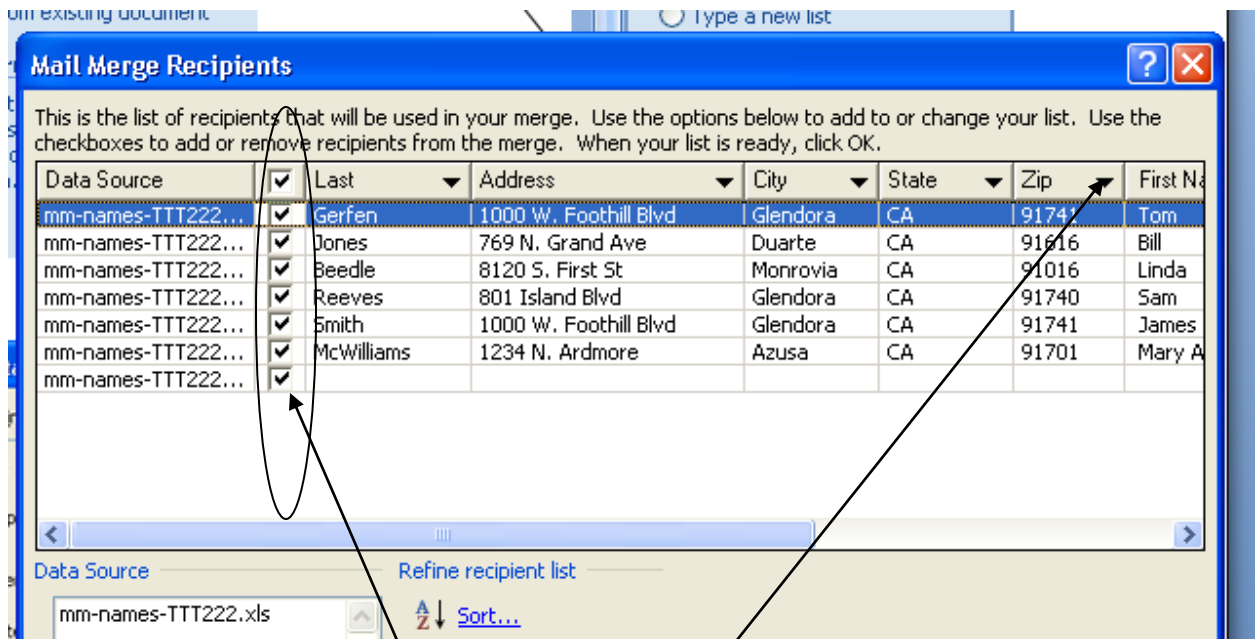
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Class Notes:

⑦ View the data



Check box to add to or change your list.

You can sort by ZIP code click on the down arrow

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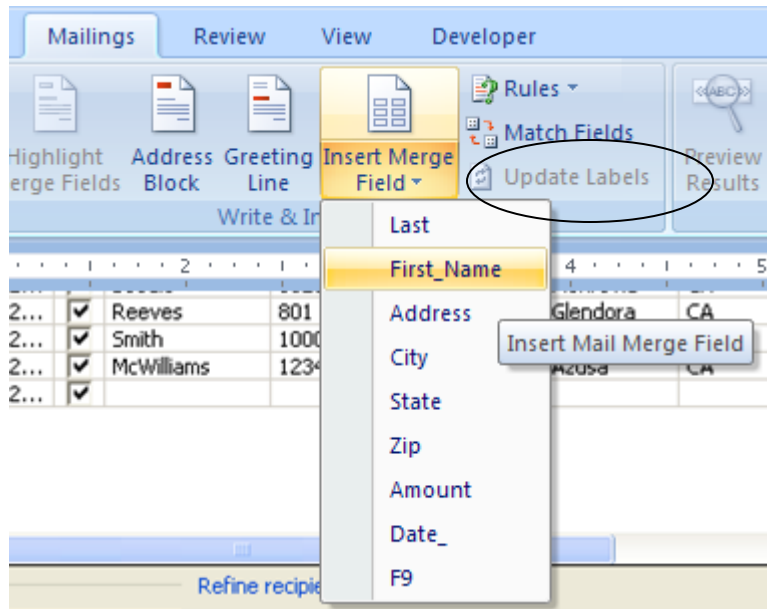
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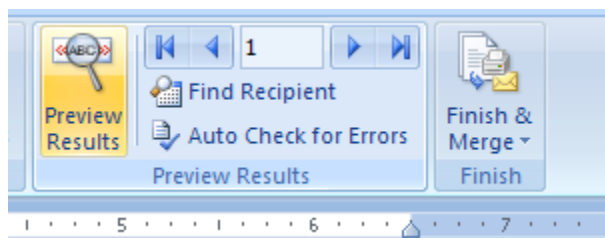
Insert the data fields into the document

8

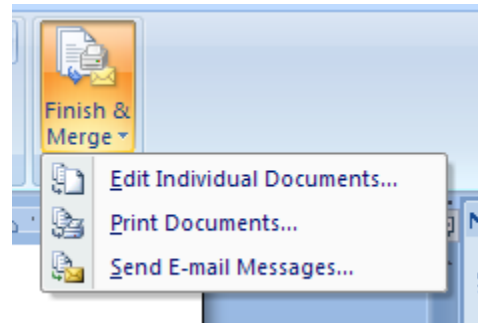


<<First_Name>> <<Last>>

9



10





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Class Notes:

Print letters

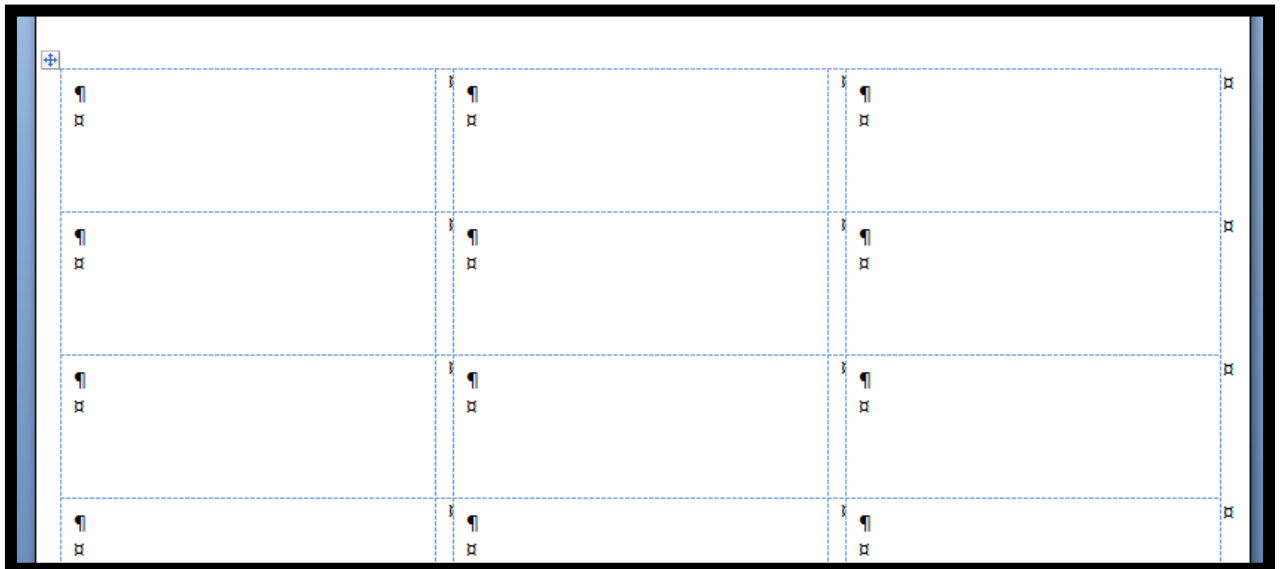
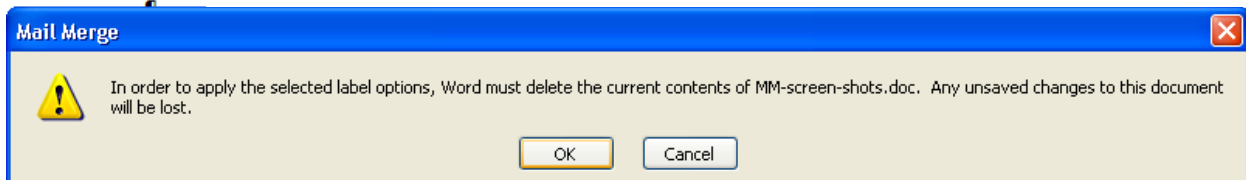
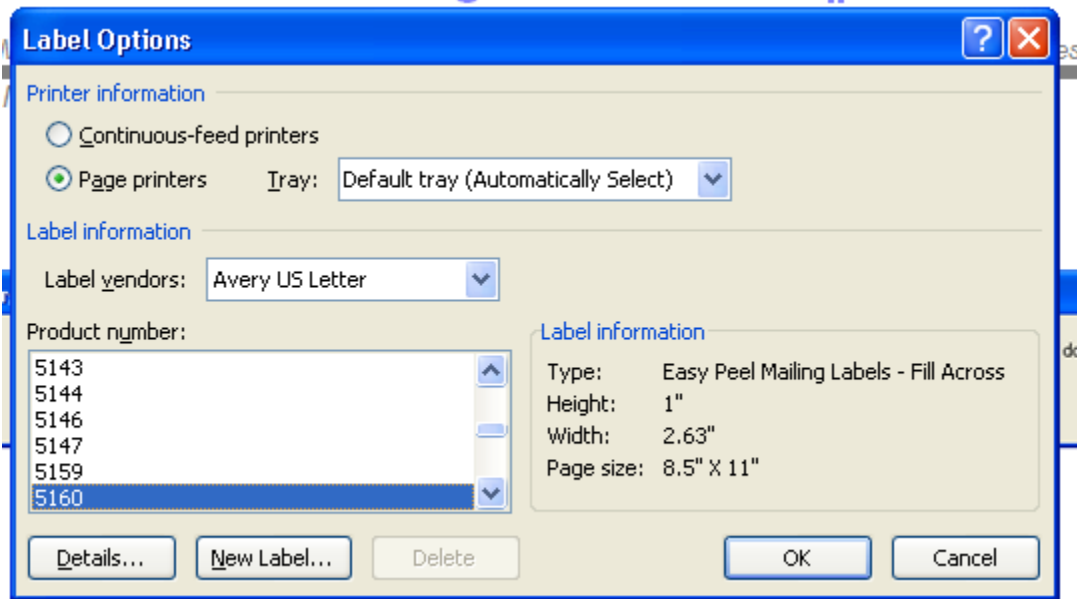
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Class Notes:

Labels

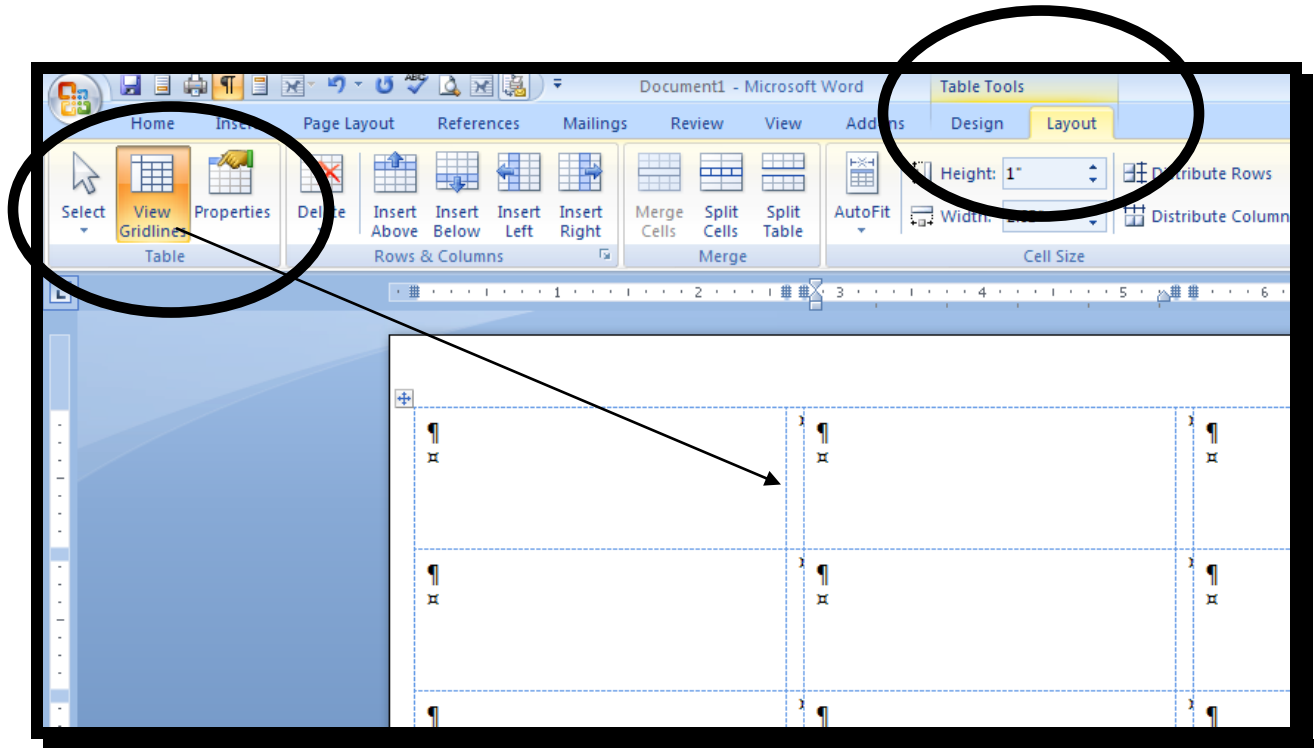


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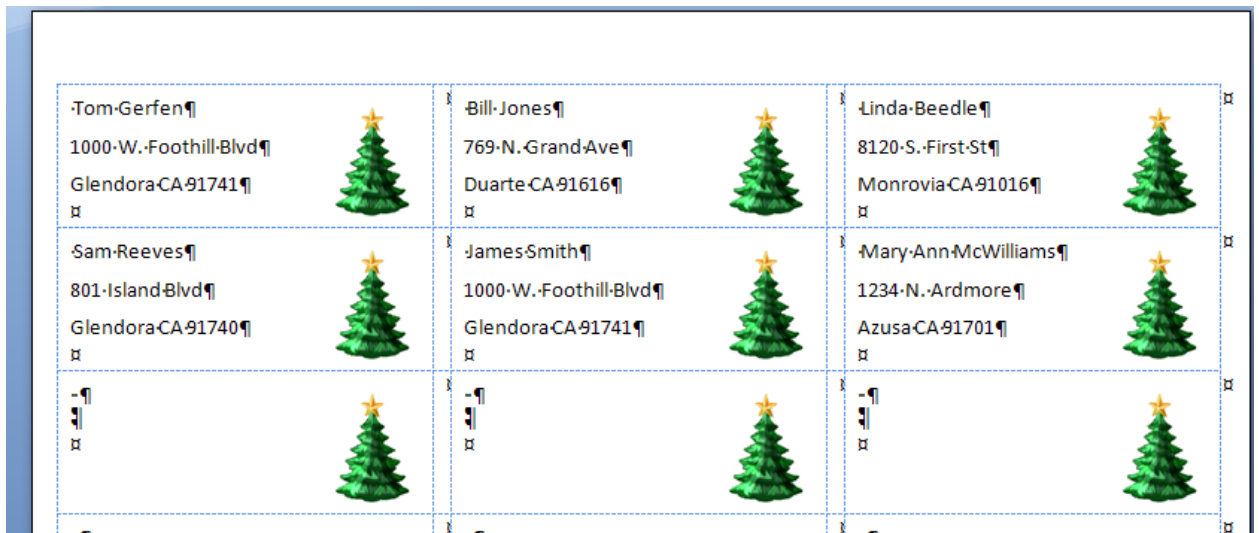
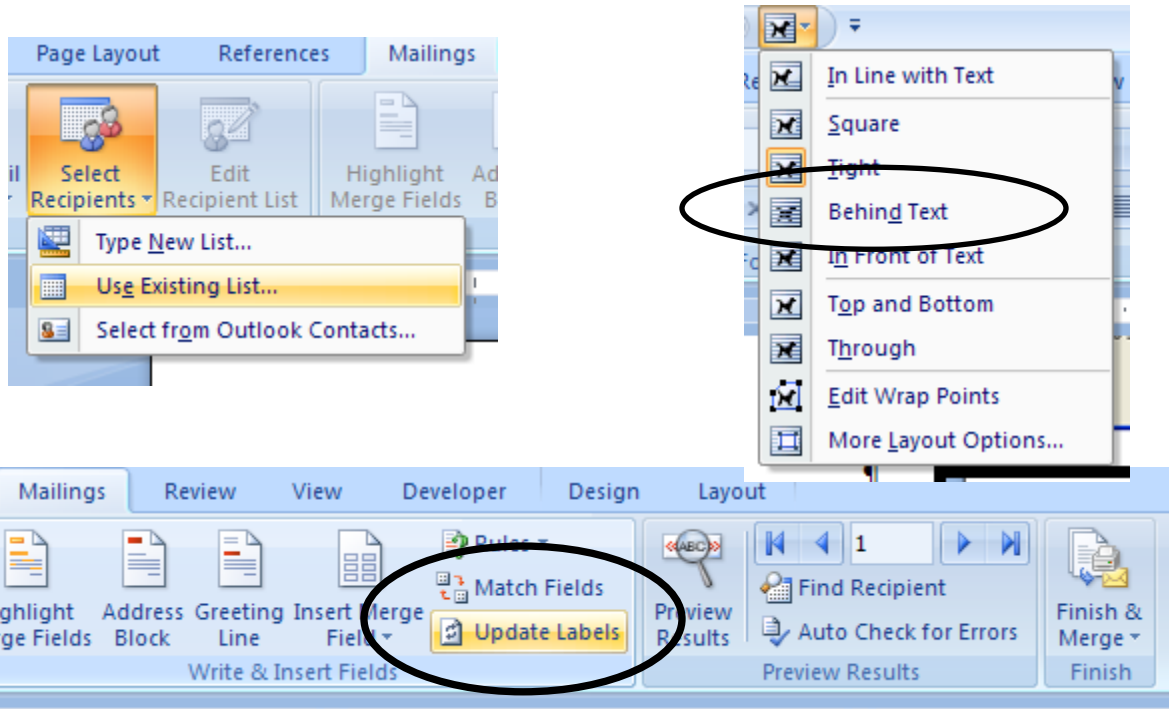


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