

Continuing Education -- WORD & Excel ver 2007

Mail Merge screen shots

File: MM-screen-shots.doc

Tom Gerfen, CSIS Professor
Spring 2011

Class Notes:

Mail Merge using Word and data from an Excel spreadsheet

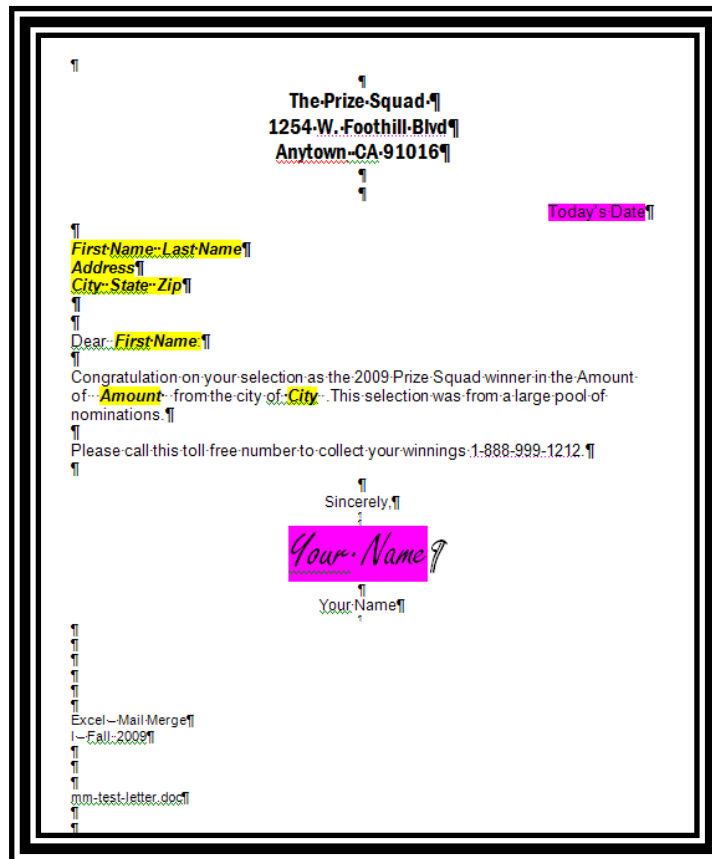
Data is in an Excel File

Filename: [mm-names-TTT222.xls](#)

Row 1 has field names

To be used as data field in the Mail Merge

	A	B	C	D	E	F	G	H	I
1	Last	First Name	Address	City	State	Zip	Amount	Date	Xblank
2	Gerfen	Tom	1000 W. Foothill Blvd	Glendora	CA	91841	\$ 1,500.25	11/15/2009	x
3	Jones	Bill	869 N. Grand Ave	Duarte	CA	91616	\$ 25.99	10/1/2009	x
4	Beedle	Linda	8120 S. First St	Monrovia	CA	91016	\$ 3,580.00	5/25/2009	x
5	Reeves	Sam	801 Island Blvd	Glendora	CA	91840	\$ 603.03	3/20/2010	x
6	Smith	James	1000 W. Foothill Blvd	Glendora	CA	91841	\$ 100.00	1/9/2010	x
7	McWilliams	Mary Ann	1234 N. Ardmore	Azusa	CA	91801	\$ 500.00	10/25/2009	x
8									
9									



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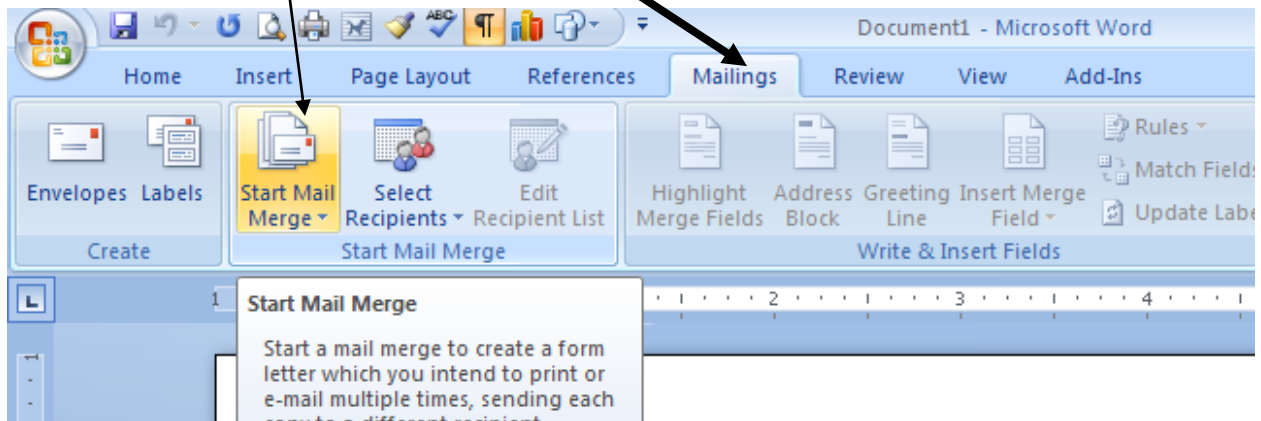
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Class Notes:

In Word

Select the Mailings tab then
Start Mail Merge



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Class Notes:

1

2

3

Next: Select recipients

4

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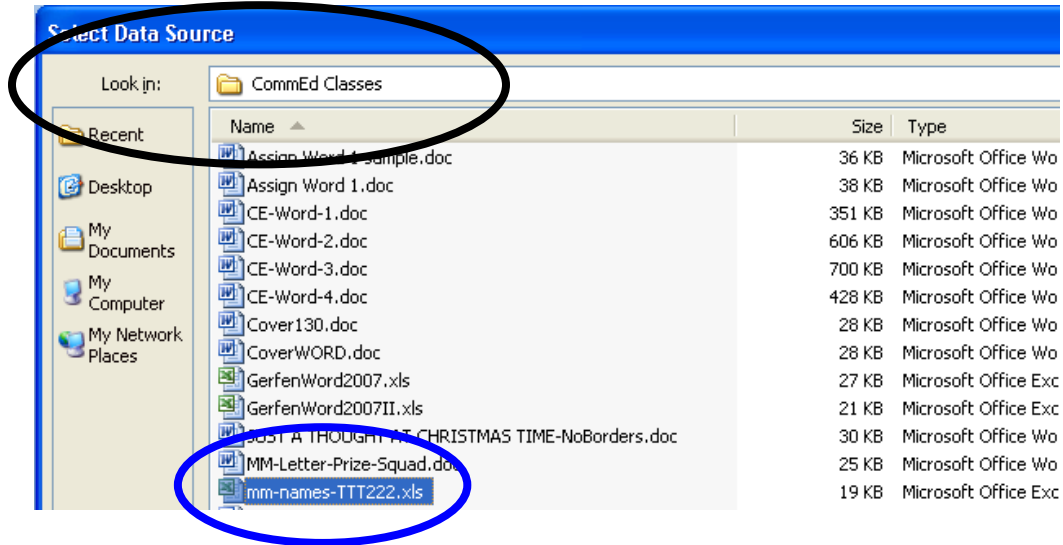
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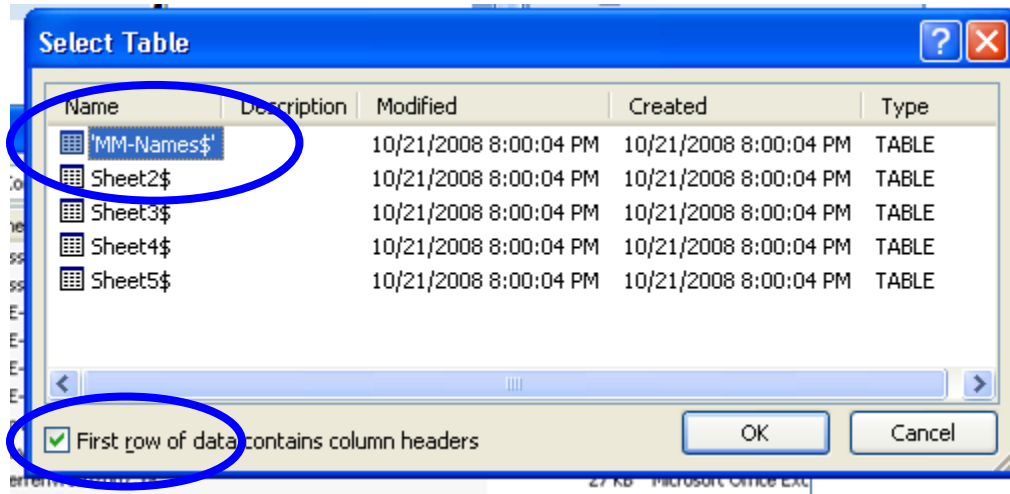
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Class Notes:

5



6



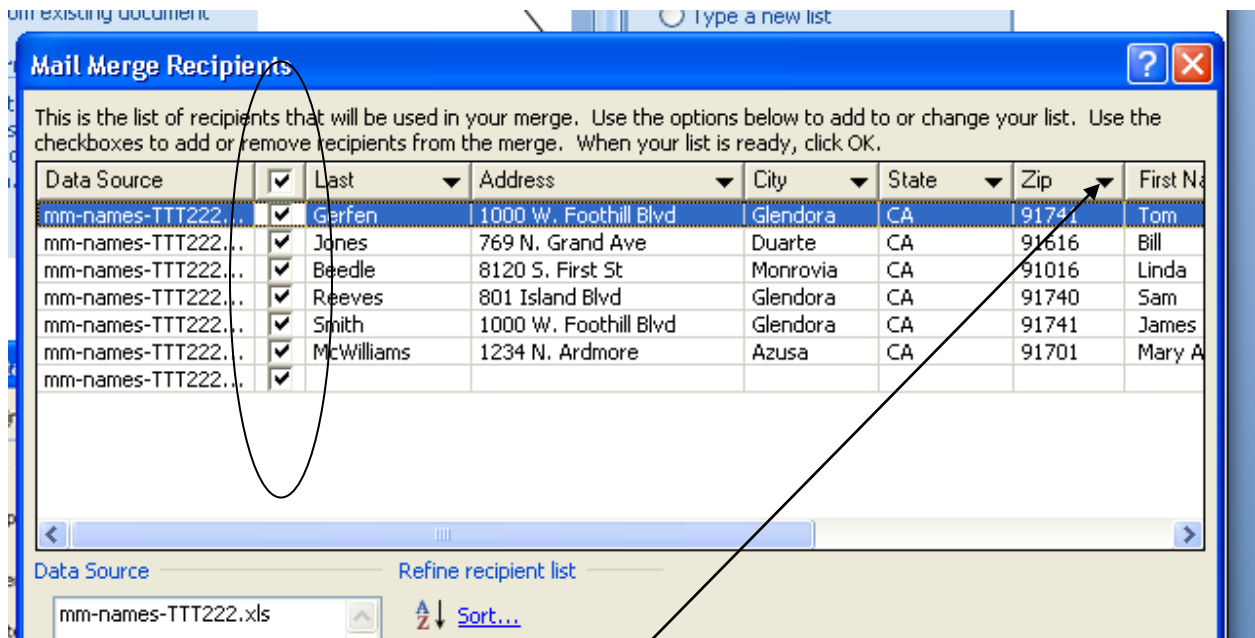
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You can sort the data by clicking on the arrow

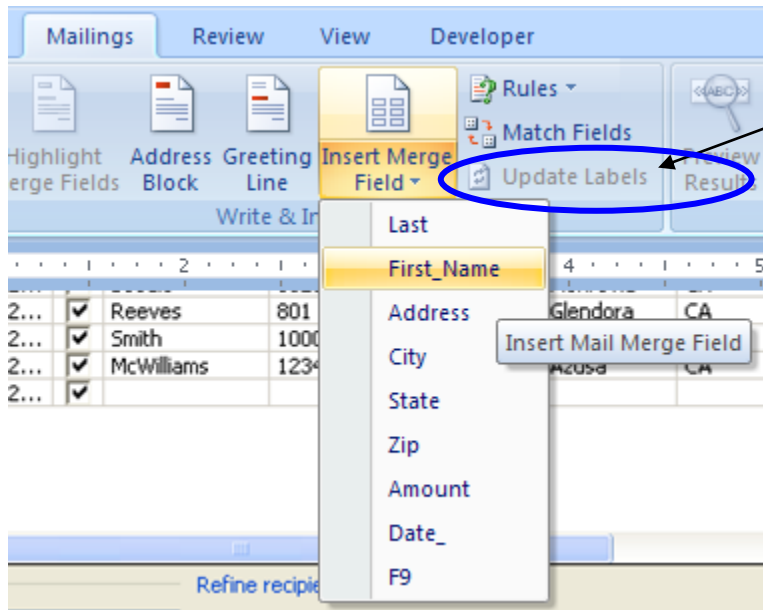
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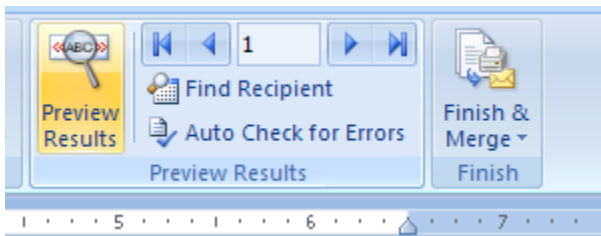
8



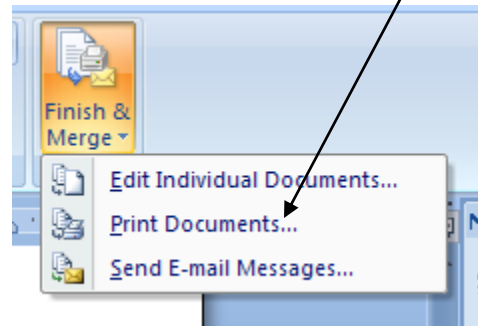
<<First_Name>> <<Last>>

769 N. Grand Ave
Duarte CA 91616

9



10



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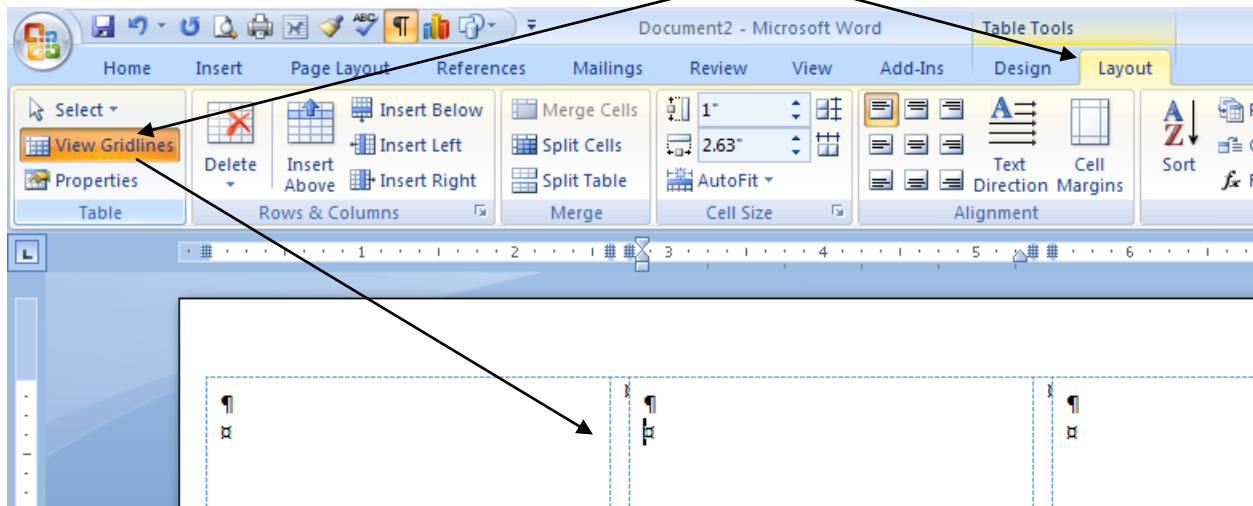
Class Notes:

3 up Lables

Using Word

Select the Mailings tab then ...

To see the gridlines, make sure and check Layout tab and then View Gridlines



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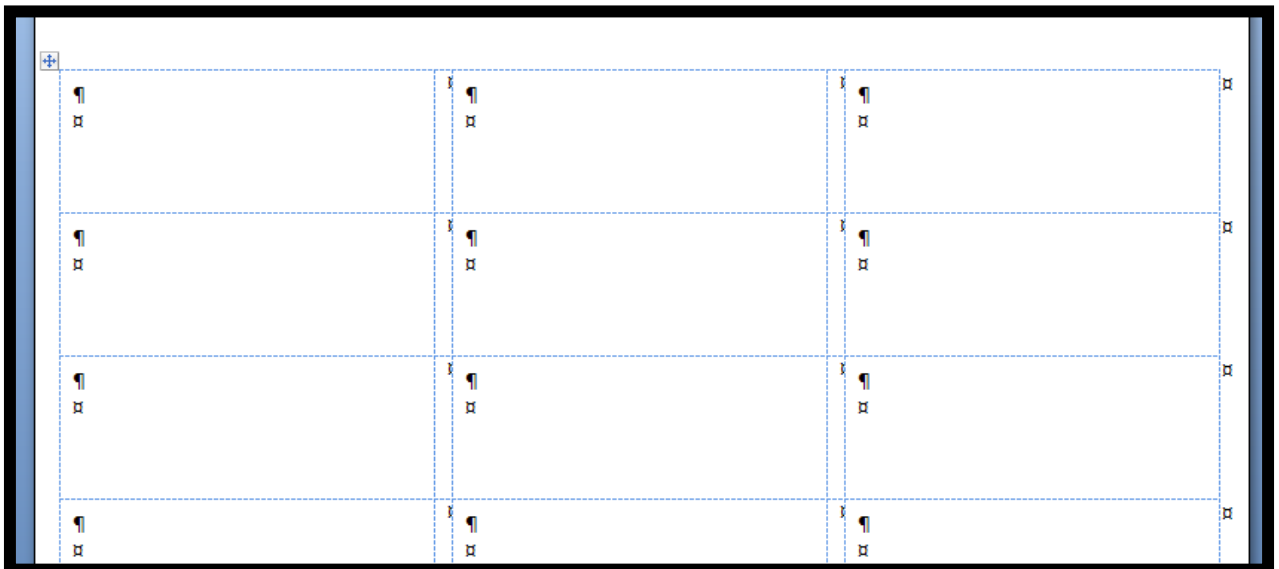
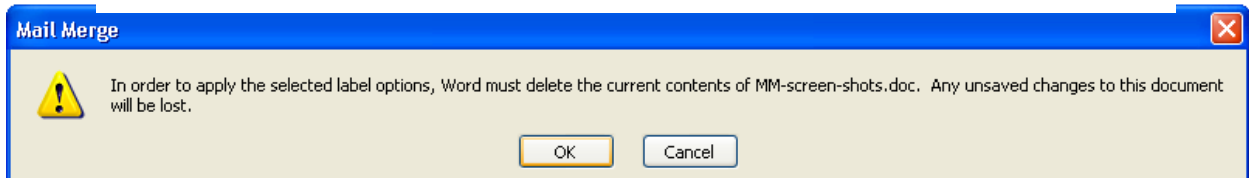
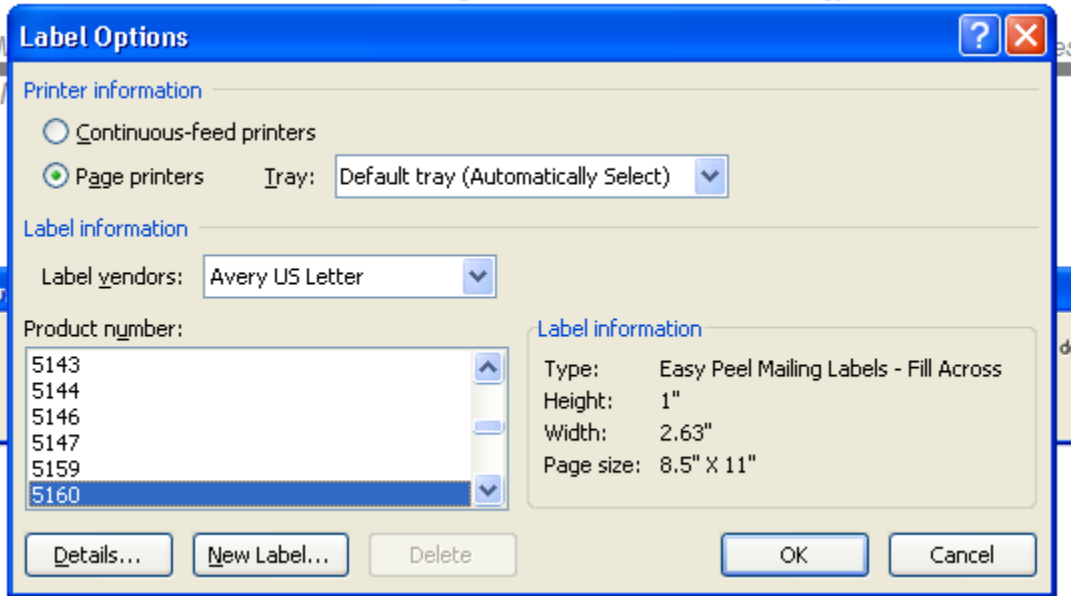
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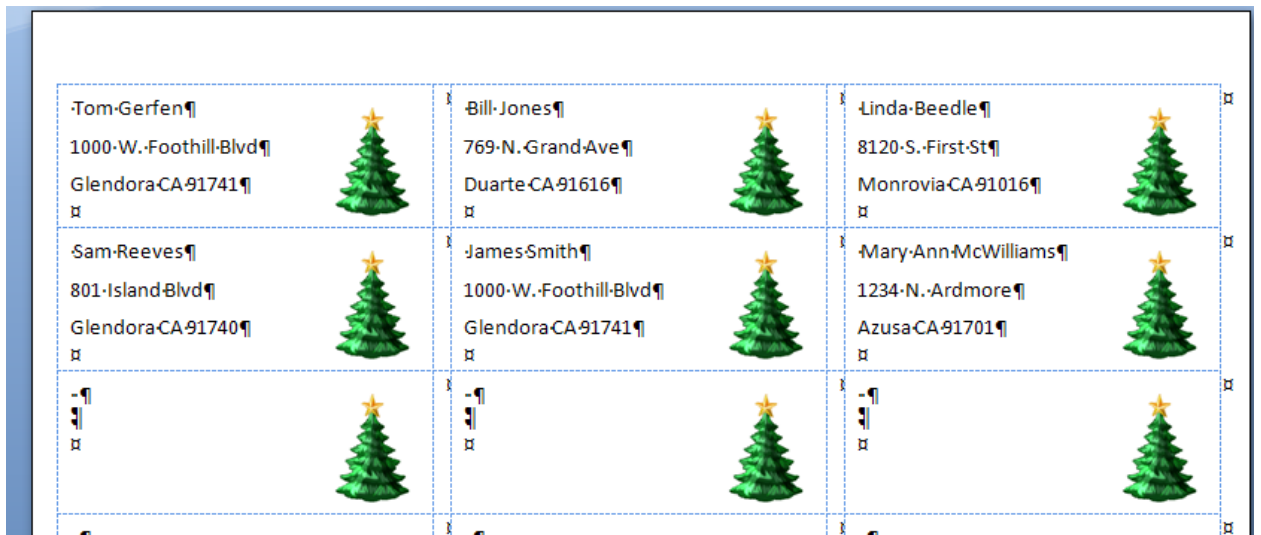
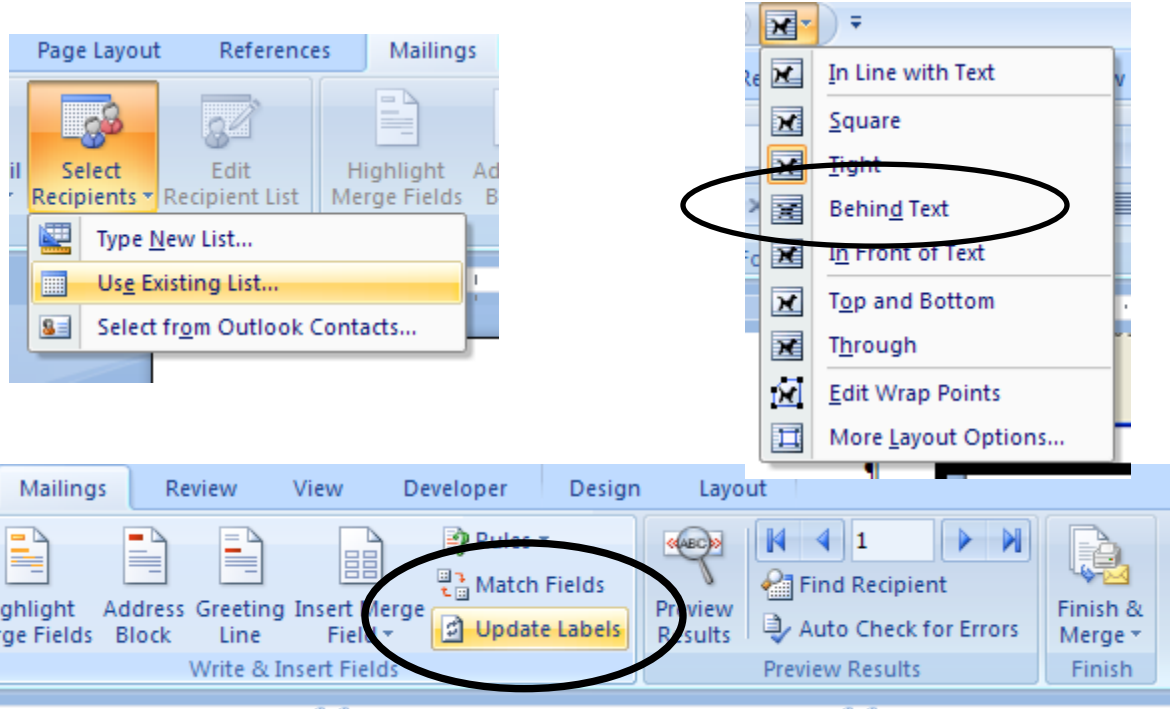
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Class Notes:

Insert Clip Art

