

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

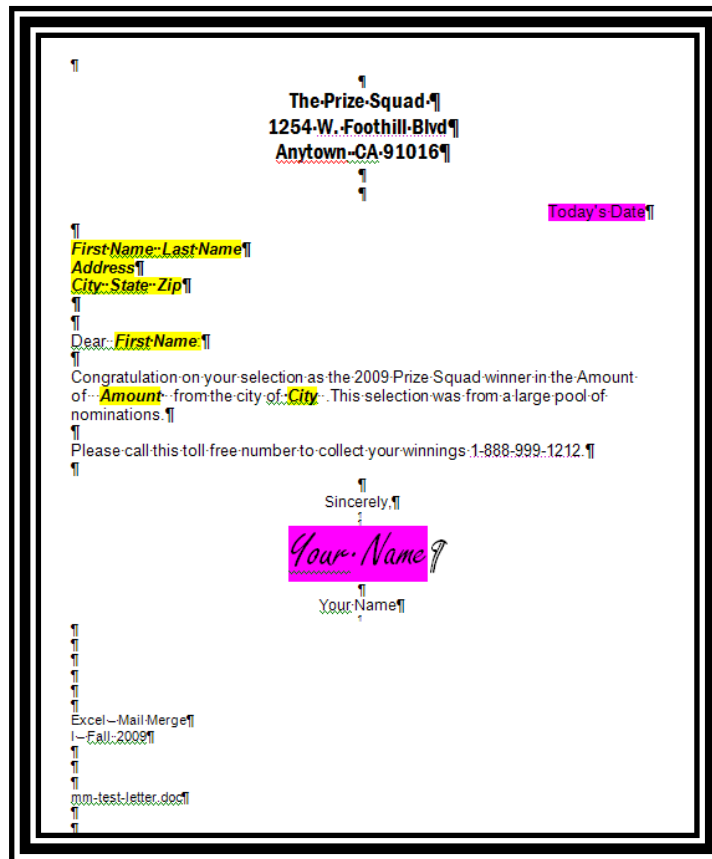
Data is in an Excel File

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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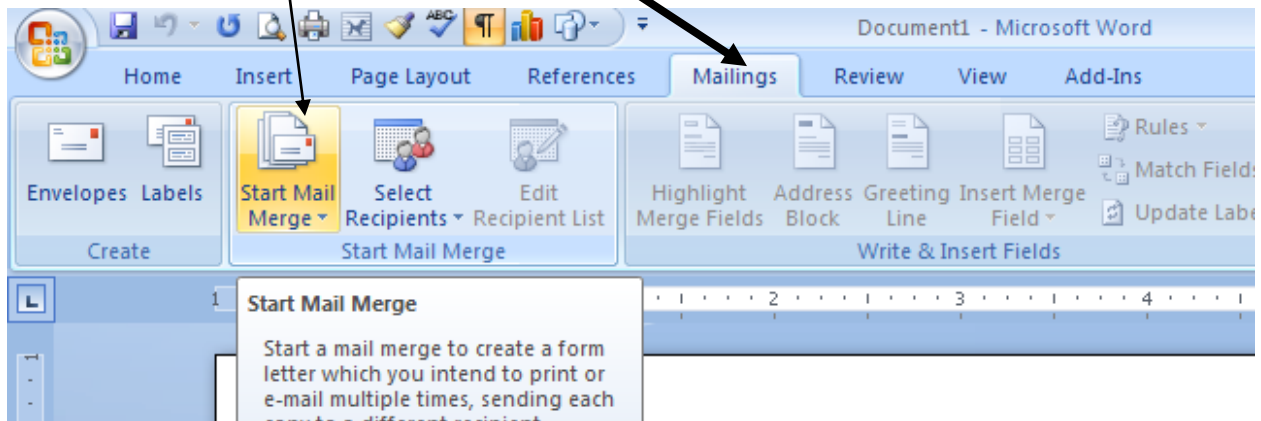
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Class Notes:

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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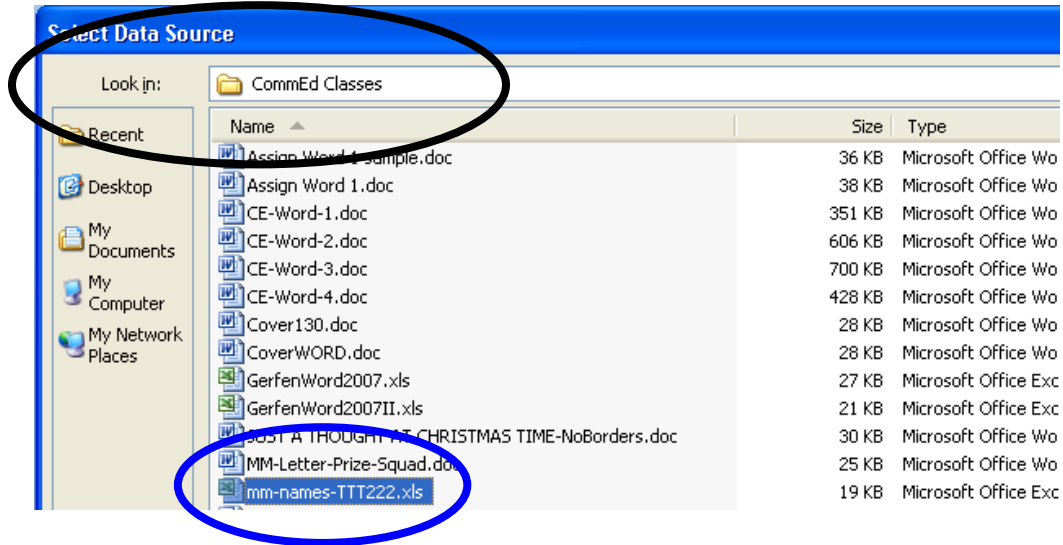
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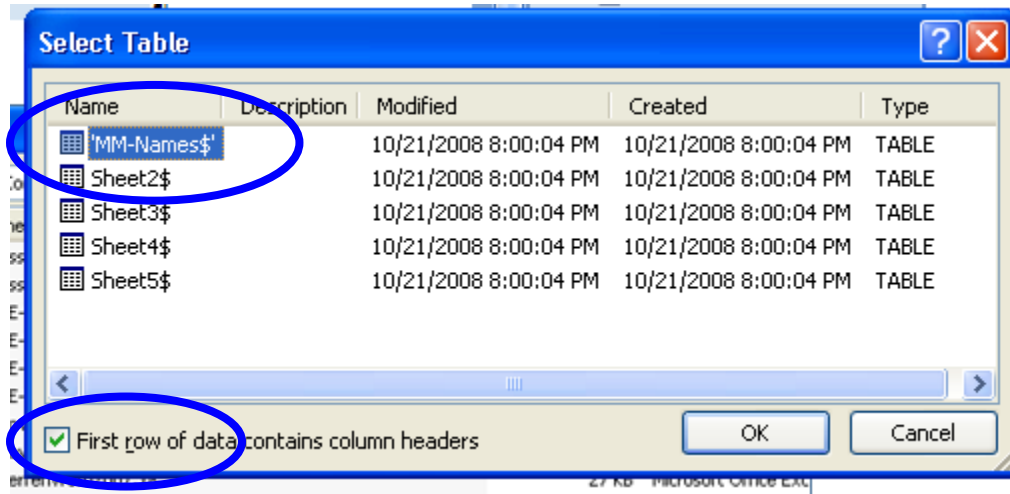
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Class Notes:

5



6



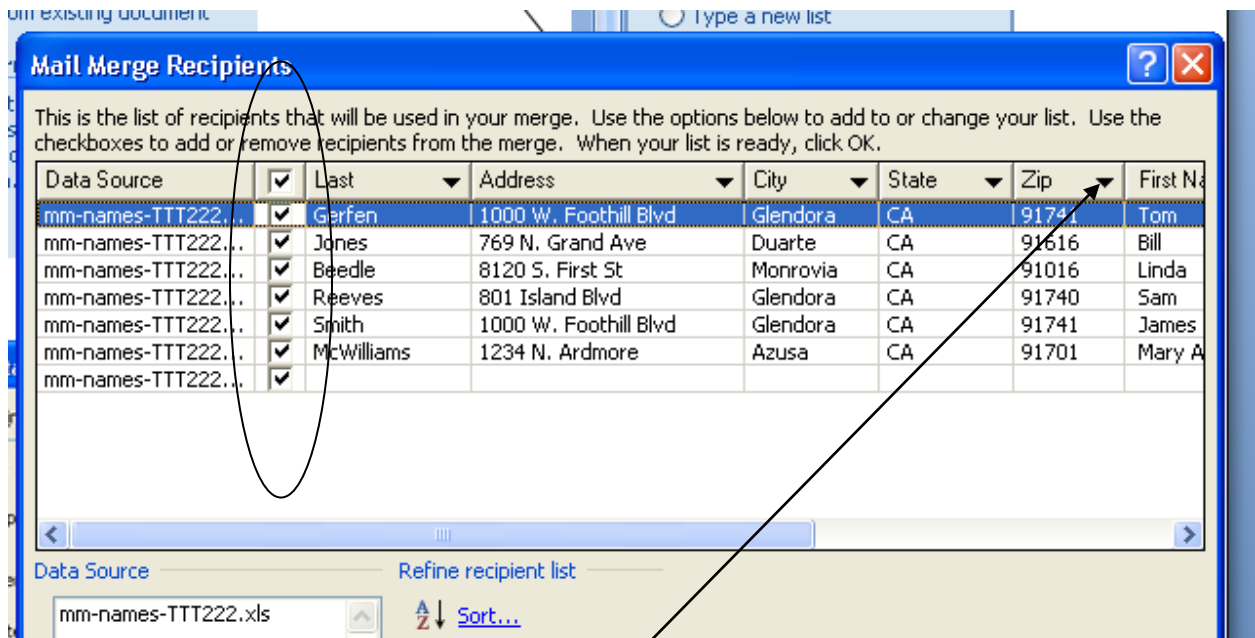
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7



You can sort the data by clicking on the arrow

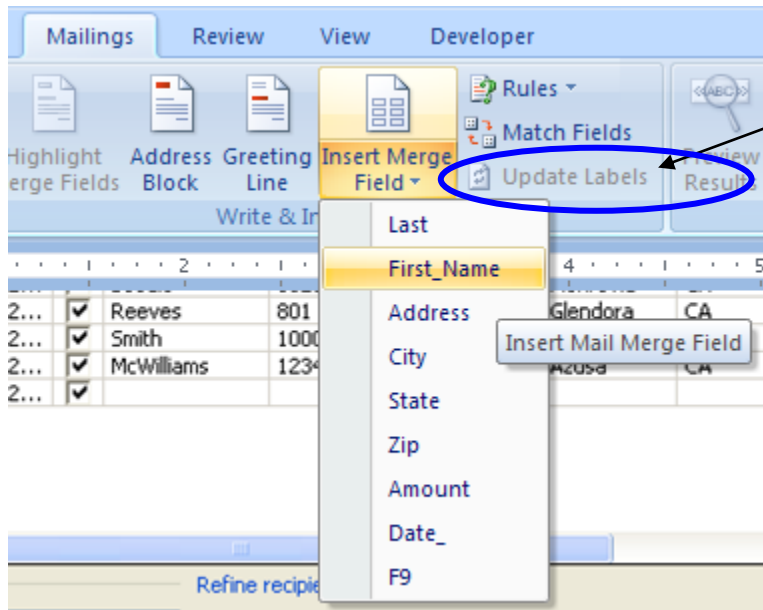
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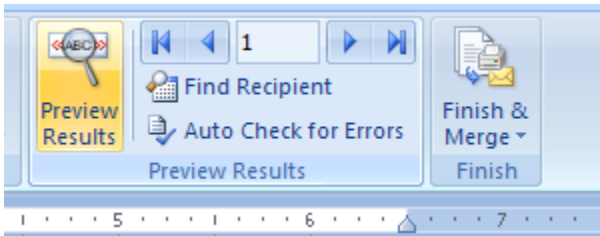
8



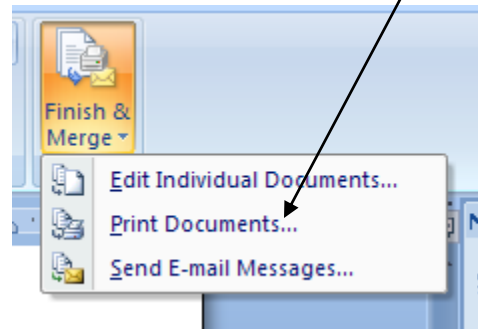
<<First_Name>> <<Last>>

769 N. Grand Ave
Duarte CA 91616

9



10



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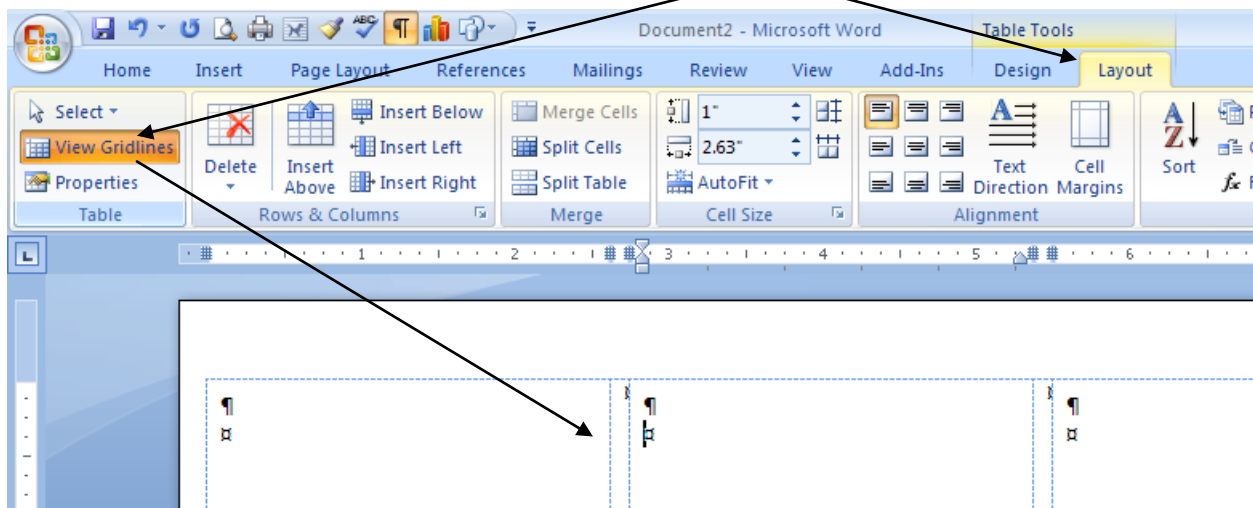
Class Notes:

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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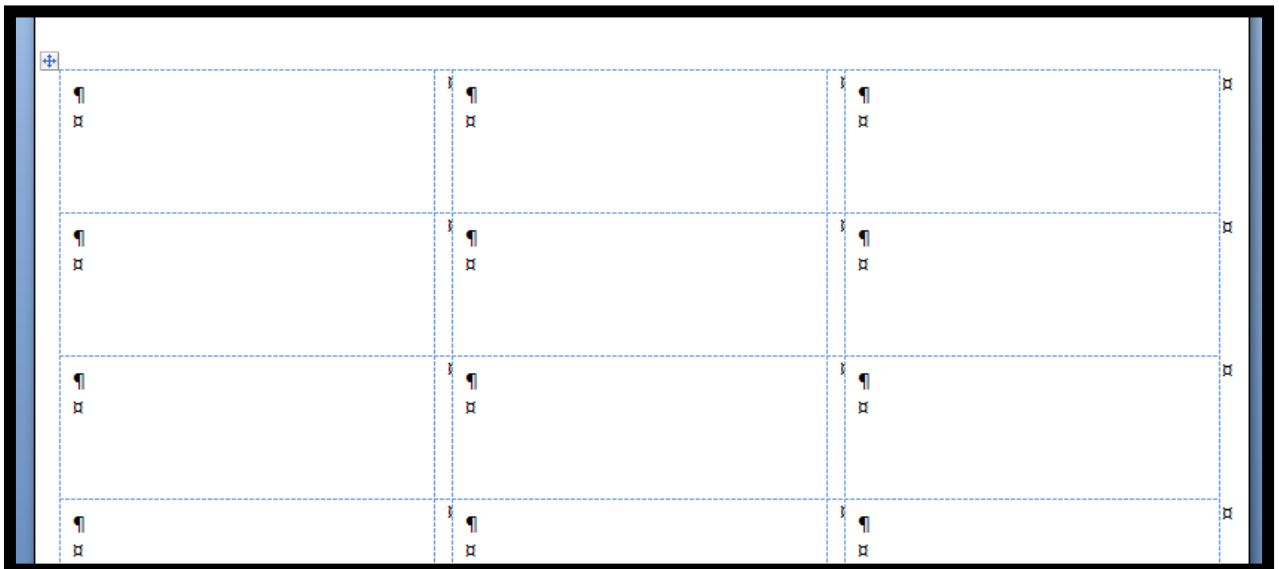
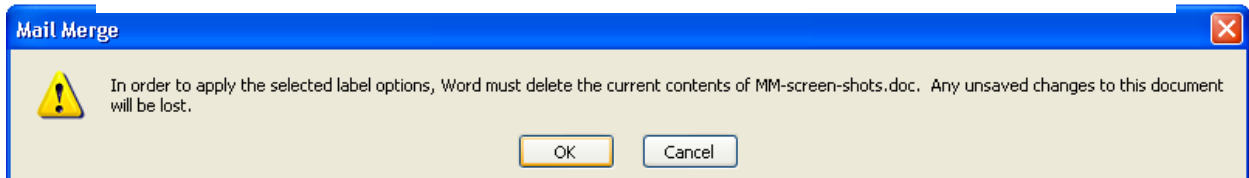
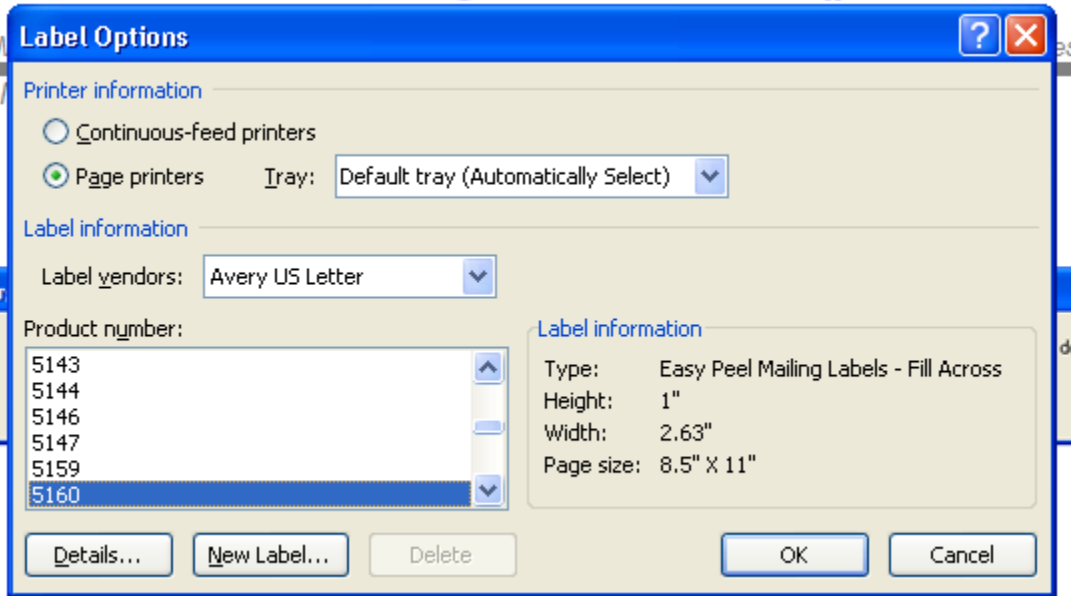
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3 up Labels



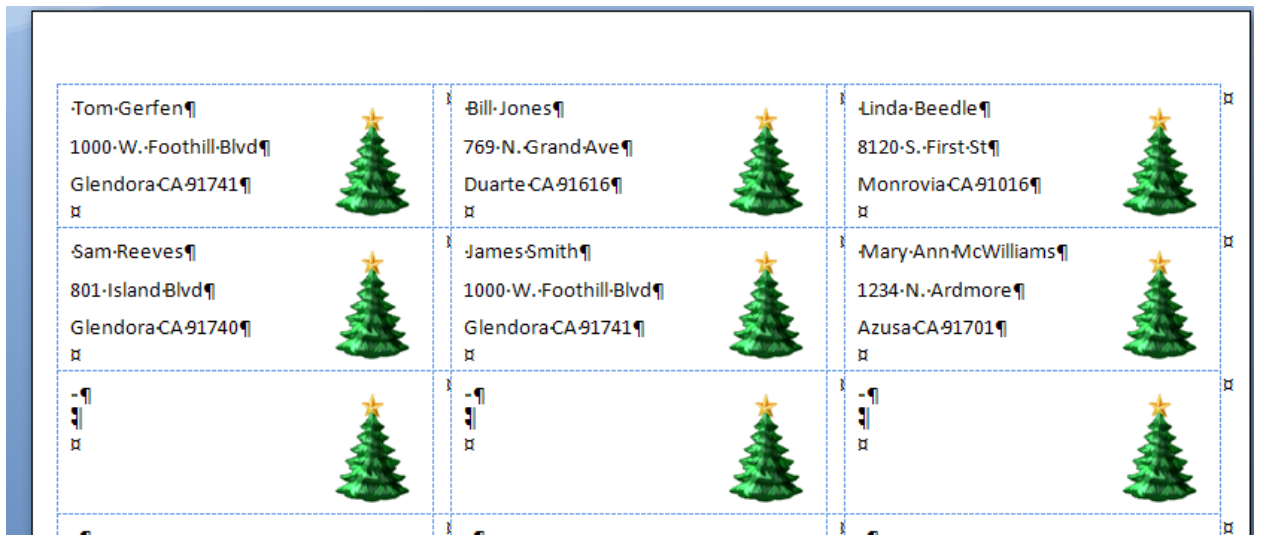
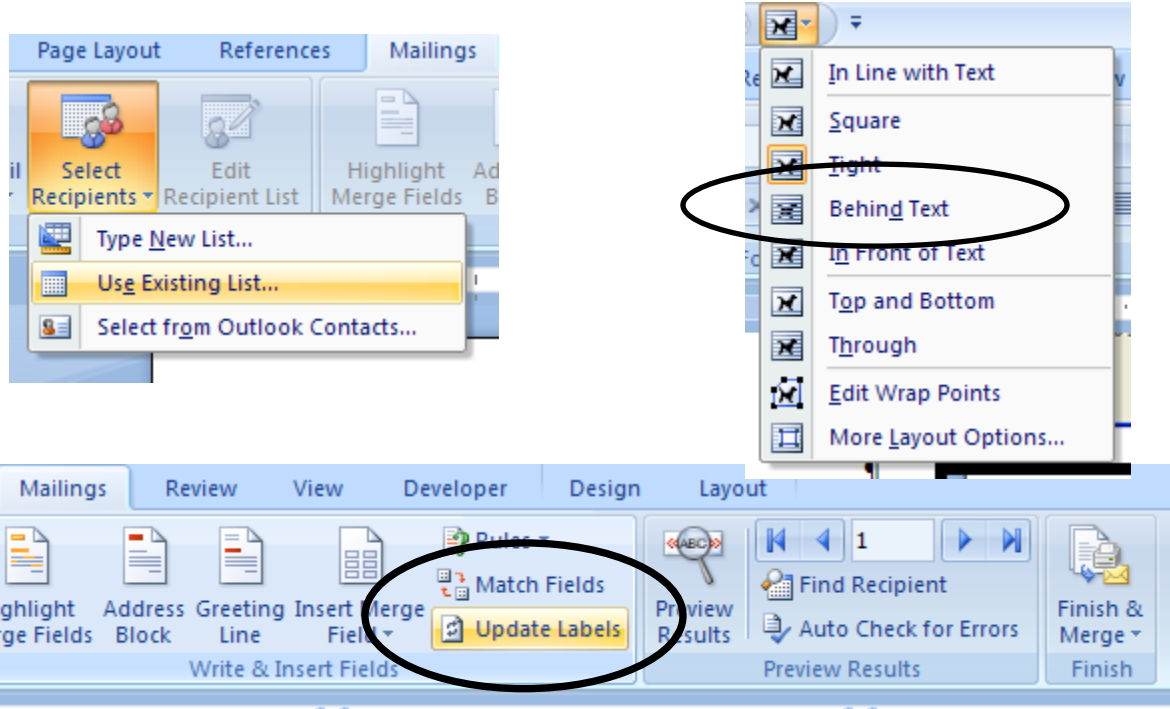
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Class Notes:

Insert Clip Art

