

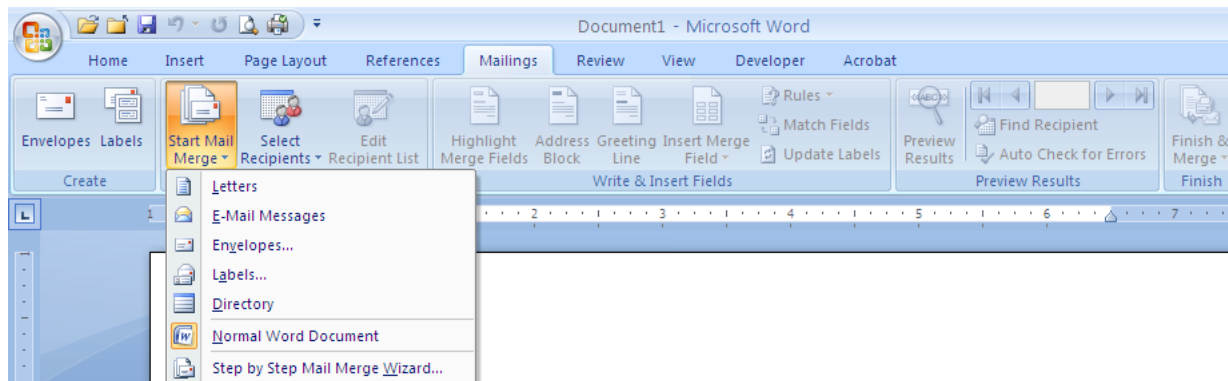
Mail Merge in Microsoft Word 2007

This hands-on course, designed for people who have a basic understanding of Microsoft Windows and Microsoft Office, will provide you with step-by-step instructions on how to perform a Mail Merge in Word 2007. Participants will learn how to merge recipients from a data source, such as Excel 2007, in to a letter, adding and modifying any fields or text as necessary, then printing the merged document.

Begin with the *Mailings* Tab in the Ribbon of Microsoft Word 2007

Click the **Start Mail Merge** button

Select the *Step by Step Mail Merge Wizard* link



Step 1: Types of Documents

Select *Letters*

Step 2: Selecting a Document

Select *Start from Existing Document*

Browse to a Word 2007 .docx

Step 3: Selecting Recipients

Select *Use an Existing List*

Browse to an Excel 2007 .xlsx

In the first pop-up window, select the appropriate Worksheet and Column Headers, if necessary

In the next pop-up window, select the appropriate Recipients, if necessary

Step 4: Modifying the Document

Adding an *Address Block*

Using *Insert Field*

Step 5: Previewing the Merge

Click through any recipients, if needed

Step 6: Completing the Merge

Compile a whole document, modifying any text as needed

Print the whole document, or selected recipients