Completed Merge

Multiple Letters

Labels

Envelopes

Directory

Mail Merge

Step by Step Wizard

Ribbon

Form Letter

FormLetter.docx

New Blank Document

Data Source / Recipients

Mail Merge Data - Word.docx

Mail Merge Data - Excel.xlsx

GardenCompany\_Database.accdb

**Projects**

**1) Form Letter 1 – Word to Word Merge**

Mailing Type: Letters

Starting Document: FormLetter - Example 1.docx

Recipients: Mail Merge Data - Word.docx

Process: Step by Step Mail Merge Wizard

Results: Multiple pages for each recipient

**2) Form Letter 2 – Using Excel**

Mailing Type: Letters

Starting Document: FormLetter - Example 2.docx

Recipients: Mail Merge Data - Excel.xlsx

Process: Ribbon

Results: Multiple pages for each recipient

**3) Address Labels 1 – Using Excel**

Mailing Type: Labels

Starting Document: New Blank Document

Label type: Avery US Letter - 5160 Easy Peel Address Labels

Recipients: Mail Merge Data - Excel.xlsx

Process: Ribbon

Results: Address labels for each recipient

**4) Address Labels – Using an Access Database**

Mailing Type: Labels

Starting Document: New Blank Document

Label type: Avery US Letter - 5160 Easy Peel Address Labels

Recipients: GardenCompany\_Database.accdb

Access Object: Choose “Customers”

Process: Ribbon

Results: Address labels for each recipient

**5) Envelopes – Using Excel**

Mailing Type: Envelopes

Starting Document: New Blank Document

Envelope: Size 10

Recipients: Mail Merge Data - Excel.xlsx

Process: Ribbon

Results: Multiple envelopes for each recipient

**6) Directory – Using Excel**

Mailing Type: Directory

Starting Document: New Blank Document

Recipients: Mail Merge Data - Excel.xlsx

Process: Ribbon

Results: Multiple Table rows

Steps: 1) Insert a 2 column 1 row Table

2) Insert the “FirstName” placeholder in column 1

3) Insert the “LastName” placeholder in column 2

4) Complete the Merge