**Word Project - Create a Certificate Mail Merge**

**Certificate Template**

Mailing Type: Letters

Starting Document: Word Template: Membership Certificate

Recipients: Mail Merge Data - Excel.xlsx

Process: Ribbon

Results: One customized Certificate for each person

**Project Specifications:**

Start with a downloaded template and merge the names from the data file to the certificate. Use these options:

Download the award certificate template called "**Membership certificate**" from Microsoft Office Online

Note: Either insert inside the text box placeholders or replace the placeholders with text

**Membership Certificate Customization**

* Customize the certificate as follows:
  + insert the date "January 1, 2013" in the blank line after "in good standing since"
  + inset the current day, month and year in the placeholders for "Set down and signed this" and "day of"
  + enter "Computer Club" for "is a member of"
* Adjust the bottom table for President and Secretary
  + add a row above the existing row
  + enter "Frank Asciutto" is the President
  + enter Your Name as the Secretary
  + change the font size to both names to 20
  + adjust the line spacing and border options to match the final - the names should be directly above the title lines

**Process**

* Start the mail merge, letters option
* Use the Data.xls file as the data source or "Mail Merge Data.xlsx" from your “Word Class Examples” folder, they are both the same
* Insert the Merge Fields "First Name" and "Last Name" into the document under "This certifies that"
* Be sure to separate the first and last names by a space
* Complete and save the merge

**Template**



**Completed Merge**

