



Creating a Mail Merge with Office 2007

In this tutorial you will create an Excel database of names and addresses. You will then learn to merge those names and addresses into a Word document that you can send to each person in your database.

Creating the database in Excel

- Start Microsoft Excel and create a name and address database like the one below.
- Enter the names and addresses of 6 to 10 persons
- Make sure you leave a blank line between the heading and field names (Row 3.)
- Field Names are in row 4

	A	B	C	D	E	F	G	H	I	J	K
1	My Name And Address Database										
2											
3											
4	Sal	First	Last	Stu First	Address	Address 2	City	St	Zi;p	Hphone	Wphone
5	Mr.	John	Apice	Susan	1291 Waxwing lane		San diego	CA	91911	252-3358	292-0848
6	Mrs	Maria	Lopez	Jesus	2055 Clarence St		Chula Vist	CA	91911	252-4558	252-3361
7	Mrs	April	Miller	Aubry	1838 Eleanor St		Chula Vist	CA	91911	619-5555	919-8811
8	Mr	Michael	Kopec	Stan	3535 Frankford Ave	Apt 22	Chula Vist	CA	91911	303-2111	
9	Ms	Gloria	Wilson	Kevin	Otay Lakes Road		San diego	CA	91910	295-1855	303-2589
10	Mr	Javier	Gonzalez	Josie	Main St.		National C	CA	91910	252-0846	252-3366
11											

Naming an area of an Excel spreadsheet

In Excel you can give a name to parts of a spreadsheet. We are going to highlight and name the area, A4 to K10. We will call it "Students"

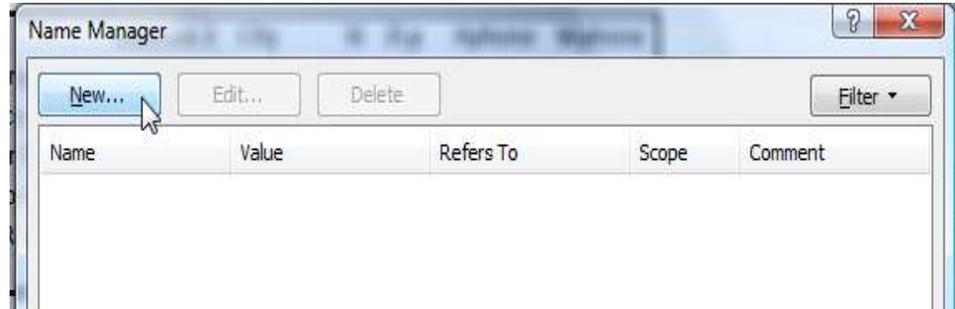
- Highlight (select) the area A4 to K10

3											
4	Sal	First	Last	Stu First	Address	Address 2	City	St	Zi;p	Hphone	Wphone
5	Mr.	John	Apice	Susan	1291 Waxwing lane		San diego	CA	91911	252-3358	292-0848
6	Mrs	Maria	Lopez	Jesus	2055 Clarence St		Chula Vist	CA	91911	252-4558	252-3361
7	Mrs	April	Miller	Aubry	1838 Eleanor St		Chula Vist	CA	91911	619-5555	919-8811
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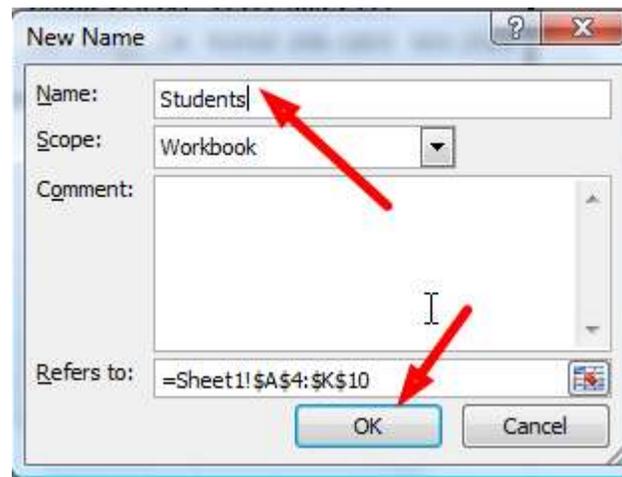
- Click the Formulas Tab
- Click the Name Manager Icon



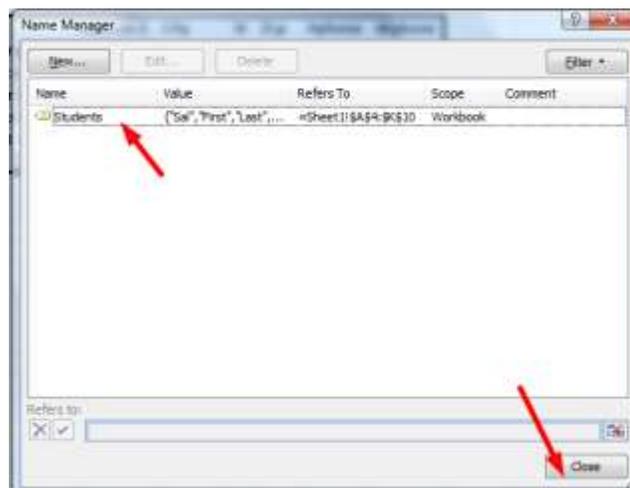
- The Name Manager window will open
- Click New



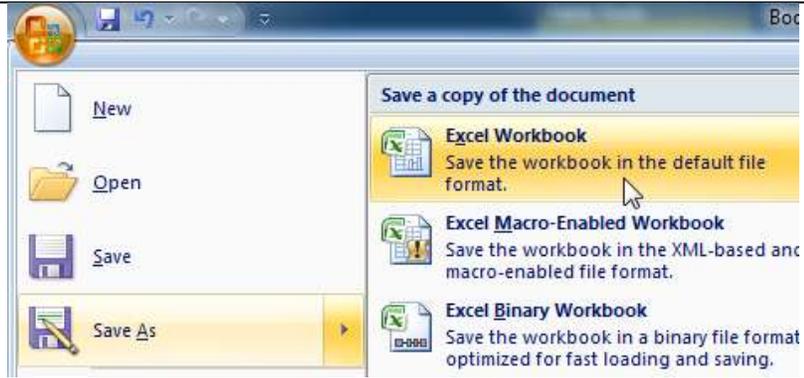
- Type Students in the Name box
- Click OK



- The Students area will be added to the Name Manager
- Click Close

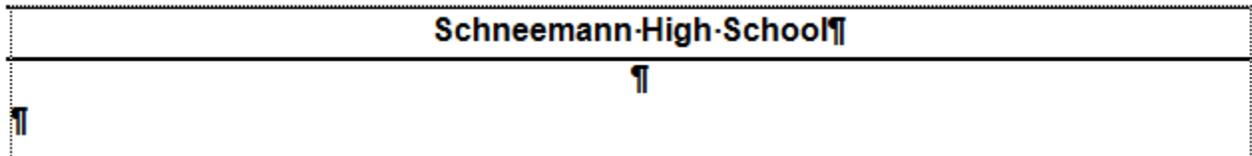


- Save your spreadsheet
- Remember where you save it

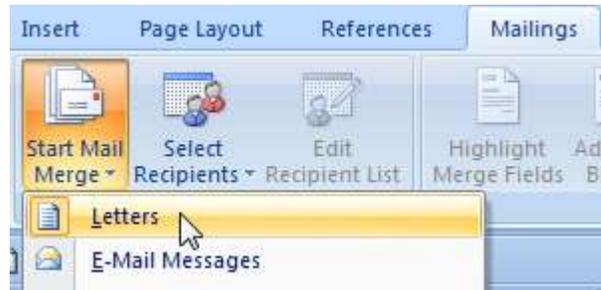


Creating the Mail Merge Letter

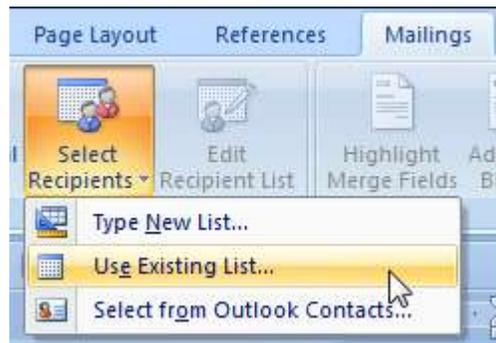
- Start a new Word Document
- Enter a heading for your letter



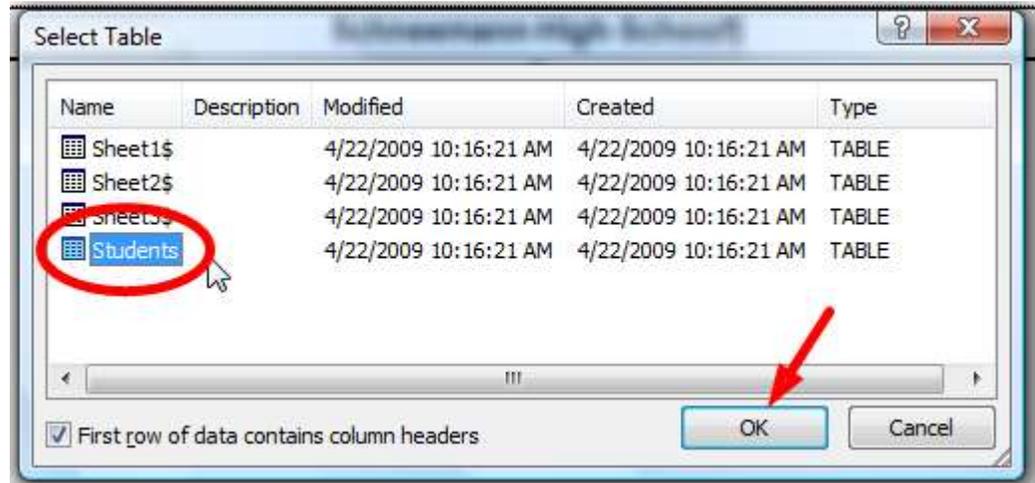
- Click the Mailings Tab
- Click Start Mail Merge
- Click Letters



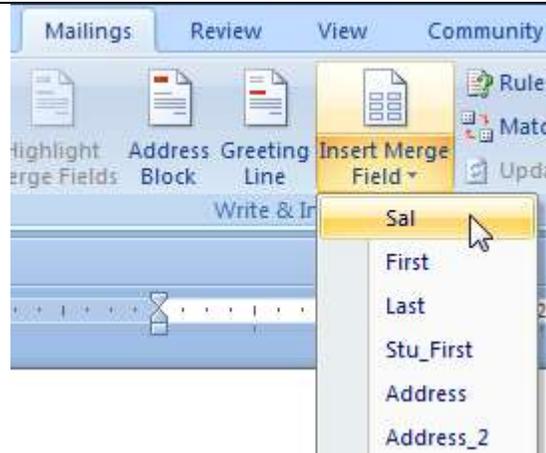
- Make sure the **Mailings Tab** is still selected
- Click **Select Recipients**
- Click **Use Existing List**



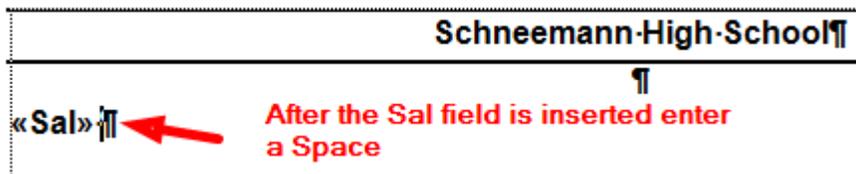
- Find the Excel spreadsheet that you saved in your computer
- After you click to open your spreadsheet the **Select Table** window will open
- You should see the **Students** area listed
- Select the students area that you named.
- Click OK



- Place your cursor at the place in your Word Document where you want to start your letter
- Make sure the Mailings Tab is selected
- Click Insert Merge Field
- The list that you see is the list of the Fields in your name and address database
- Click Sal (for salutation)



- After the Sal Field is inserted enter a space
- We will now insert the rest of the fields



- Use the procedure above to insert fields in a letter that you compose
- Stu First is the first name of the student
- Leave spaces between the fields
- Enter punctuation when required (comma after the City Field)

Schneemann High School

¶

«Sal»«First»«Last»¶
 «Address»¶
 «Address_2»¶ ← **Fields inserted in the letter**
 «City»,«St»«Zip»¶
 ¶
 Dear«Sal»«Last»¶ ←
 ¶
 On Tuesday we are having an open house at the high school. We would very much like to have you and «Stu_First» join us for the open house.¶
 ¶
 «Stu_First» is my favorite student and I know you both will enjoy the evening.¶
 ¶
 Sincerely¶
 ¶
 Frank Schneemann¶

- Make sure the Mailings Tab is still selected
- Click :Preview Results
- Click the arrows to view each of the merged fields



The merged fields are shown below.

Schneemann High School

Merged Fields

Mr. John Apice
1291 Waxwing Lane
San Diego, CA 91911

Dear Mr. Apice

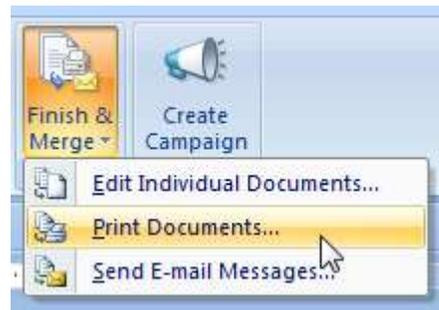
On Tuesday we are having an open house at the high school. We would very much like to have you and Susan join us for the open house.

Susan is my favorite student and I know you both will enjoy the evening.

Sincerely
Frank Schneemann

Merging to the printer

- Click Finish & Merge
- Click Print Documents
- A separate letter will be printed for each entry in your database



- Turn in your documents for credit
- Feel free to create your own letter. Just make sure you merge the fields as shown