Lesson (2) Creating Form Letters

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. When performing a **Mail Merge**, you will need a **Word document** (you can start with an existing one or create a new one) and a **recipient list**, which is typically an **Excel workbook**.   This is a multistep processes. We have created an existing one called (==**FORM LETTER YALE UNIVERSITY**==)

1. Open up Excel you may have used before for labels. You should discover this one in your folder. You will discover several logical fields I have provided for you to use in this assignment. First Name – Last Name- Address – city state Zip Code. If you cannot find this file you will discover it on the website. It was used to create labels before.
2. Open up Microsoft word Document called (==**FORM LETTER YALE UNIVERSITY**==).
3. You will discover the letter has already been written for you. You are the admissions officer for Yale University and you are sending out form letters to those students who have been accepted. Choose Mailings and then click on Start Mail Merge left side of the ribbon. Click the little down arrow.
4. Pull down window will appear (Step by Step Mail Merge Wizard) click on this and a pull down menu will appear on the far right.
5. You will see many options, choose ==**Letters**== for this lesson.
6. Bottom step 1 of 6 Next ==**Starting document.**== **Use the** ==**Current document**==
7. Next: ==**Select recipients**== -- These are the people listed in Excel your name should be listed.
8. ==**Browse**== to find Excel file for word document. Should be in your folder under EXCEL.
    a. First row of labels contains headers.
    b. Click next you will see everyone displayed. Then OK.
9. Next: ==**Write your letter**== **Your letter has been written for you to speed up time.**
    a. Place the cursor above the would Dear.
    b. Next ==**More items**== Place First & Last name at the top – Address – city state zip.
    c. Go to insert and far right two spaces then click on Date & Time… 2nd one down.
    d. After the word Dear (space) choose More items …. First name and hit enter.
    e. ==Next:== ==**Preview**== ==**your letters**== **Your name and other information should appear.**
    f. ==**Complete**== ==the merge==
    g. ==**Print**== **(choose from 1 to 2)** ==**DO NOT PRINTOUT ALL LETTERS**==
    h. **Only print Two (2) of the letters. View a partial below.**

A letter addressed to you and one to Bob Thomas should be the only two that printout.

«First_Name» «Last_Name»
«Address»
«City_State_Zip»

Tuesday, 26 April 2016

Dear : «First_Name»

Re: Request to Attend Yale University