

Lesson 2 Return Labels

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** (create a new one) and a **recipient list**, which is typically an **Excel workbook**. This is a multistep processes. You will be creating return labels. In this lesson

1. Open up Excel and 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. Save this excel file as **RETURN LEBELS** in a folder of the same name.
2. In the excel spreadsheet type in your information at row 2 and across the row.
 - a. Once you have Row (2) completed place the mouse over cell A2 and take the mouse with the right button held down and pull to the right so the whole line is highlighted.
 - b. Tap the **F8** Function Key and use the arrow key move the highlighted area down to row **31**. Then hit **Ctrl Key** and **D** for down.
3. If you have done this correctly you now have all the return label information.
4. Open up Microsoft word.
5. Click on Mailings ribbon at the top of the screen.
6. Click on Start Mail Merge left side of the ribbon. Click the little down arrow.
7. 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.
8. You will see many options, choose **Labels** for this lesson.
9. Bottom step 1 of 6 Next **Starting document**.
10. Next choose **Label Options**
 - a. Avery US/Letter **5160**
 - b. To see outline of labels fields choose Layout and at the far left Grid lines.
11. Next: **Select recipients** -- This is your address.
12. Browse to find Return Excel labels.
 - a. First row of labels contains headers
 - b. Click next you will see everyone displayed Then OK.
13. Next: Arrange your Labels
14. **Method One (1) Address Block**
 - a. Click on address block Click on Match fields First – Last name – Address -
 - b. You will need to **match** city --- with city state zip so all fields ae displayed.
 - c. **(A) Update all labels** THEN **(B)Preview selected Recipients**.
 - d. **Complete mail merge** and **Print ...** (to Print it will require you to place a sheet of paper in the special slot on the printer. Printer will beep until you do this. In a real label form the form should be face down so it prints on the correct side.

