

## Mail Merge

April 1, 2004

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We can use Excel with Word for Mail Merge

Why is Mail Merge useful?

Problem 1: The URL

<http://zeus.cs.pacificu.edu/shereen/cs130/Table.html> contains a table of grades. I would like you to produce a mail merged document of grades for each students in the class and check your results using the Print Preview option.

## Mail Merge

- Copy the table of grades into an Excel worksheet and add any necessary columns
- Open a new Word document. You will find Mail Merge under the Tools menu
- The form letters is the document that you are creating (template)
- The data source is the Excel file where you stored the grades

## Steps using Mail Merge and an External Excel File

There are six steps to doing a Mail Merge using the Mail Merge Wizard. I would like you to create a Mail Merged Document that merges in the following fields: Name, Assignment 1, Assignment 2, Assignment 3, Midterm 1, Midterm 2, Final, Final Grade based on 90-100 A, 80-90 B, etc.

## Steps using Mail Merge and a Created File

I would like you to perform another Mail Merge, only this time, create the Mail Merge list entirely within Word with three fake employers.

Pretend you are writing a cover letter with the following beginning:

## Cover Letter

April 1, 2004

<Name>  
<Company>  
<Street Address>  
<City>, <State>, <Zip>