

**FILE** **HOME** **INSERT** **DESIGN** **PAGE LAYOUT** **REFERENCES** **MAILINGS**

Envelopes Labels **Start Mail Merge** Select Recipients Recipient List Edit Highlight Merge Fields Address Block Greeting Line Insert Merge Field

Create Start Mail Merge Write & Insert Fields

Letters  
E-mail Messages  
Envelopes...  
Labels...  
Directory  
Normal Word Document  
**Step-by-Step Mail Merge Wizard...**

**Mail Merge**

**Select document type**  
What type of document are you working on?

☒ **Letters**  
☐ E-mail messages  
☐ Envelopes  
☐ Labels  
☐ Directory

**Letters**  
Send letters to a group of people. You can personalize the letter that each person receives.  
Click Next to continue.

**Step 1 of 6**  
Next: Starting document

**Mail Merge**

**Select starting document**  
How do you want to set up your letters?

☒ **Use the current document**  
☐ Start from a template  
☐ Start from existing document

**Use the current document**  
Start from the document shown here and use the Mail Merge wizard to add recipient information.

**Step 2 of 6**  
Next: Select recipients  
Previous: Select document type

```
graph TD
    A[MAILINGS] --> B[Start Mail Merge]
    B --> C[Step-by-Step Mail Merge Wizard...]
    C --> D[Letters]
    D --> E[Next: Starting document]
    E --> F[Use the current document]
    F --> G[Next: Select recipients]
```

# Mail Merge Tutorial Diagram

**Keith Mulbery**



## **Mail Merge Tutorial Diagram:**

**Ecdl/Icdl Syllabus 4 Module 3 Word Processing Using Word 2000** Cia Training Ltd Staff,2003-04 Module 3 ECDL ICDL Syllabus 4 0 This manual helps you to create format and finish word processed documents You will learn how to use some of the more advanced features of word processing such as creating standard tables and importing pictures and images The manual comes with its own data files which allows you to practise the different word processing features Approved by the ECDL Foundation

**How to Communicate Technical Information** Jonathan Price, Henry Korman, 1993 In How to Communicate Technical Information you will learn how to write printed and online computer documentation that is simple clear interesting and user friendly Technical writers Jonathan Price and Henry Korman map out easy to follow methods and include practical tips to help you create hardware and software documentation that is accessible to both beginning and experienced end users How to Communicate Technical Information Discusses easy to follow and user friendly ways of organizing information Demonstrates how to use the art to communicate context multiple options and results Offers new ways to present both quick start options for experienced users and installation instructions Presents effective new methods for supplying computer based training CBT including sophisticated graphic and hypertext tours and demonstrations Includes information on online help that suggests methods for integrating this feature into your documentation Throughout the book the authors share the techniques they present in their popular seminars as they provide straightforward and interesting ways of organizing information Price and Korman also suggest practical methods for developing good writing styles

0805368299B04062001 **InfoWorld** ,1990-03-19 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

**Whizkids Xp Advance Series 6 Teacher's Manual (microsoft Word 2003)' 2006 Ed.1st Ed. 2006 , New Perspectives on Microsoft Office Word 2003, Comprehensive** Ann Shaffer, S. Scott Zimmerman, Beverly B. Zimmerman, Scott Zimmerman, 2003-12 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2003

Using Microsoft Word 2002 Bill Camarda, 2001 The most detailed business focused guide to Microsoft Word 2002 in the marketplace This book focuses on maximizing user productivity with real world documents in real world environments Topics covered include using Word as an e mail editor using Word 2002 s speech command control and dictation creating organization charts Word document privacy and security options and managing document collaboration and revisions

**OpenOffice.org Resource Kit** Solveig Haugland, Floyd Jones, 2003 OpenOffice org Resource Kit features an official distribution on CD For Windows Linux and Solaris platforms and great extras like macros and the MacOS developer distribution Includes a comprehensive user friendly guide with solutions to questions from hundreds of new and expert OpenOffice org users It covers Writer Web Calc Impress Draw databases and forms and delivers clear step by step instructions focusing on what you need to do to get your job done

**Office 2013 Bible** Lisa A. Bucki, John

Walkenbach, Michael Alexander, Richard Kusleika, Faithe Wempen, 2013-06-12 The best of the best from our Excel Word Access and PowerPoint Bibles Learn the sought after features of the core applications from the Office 2013 suite This Office 2013 Bible features the best of the best content from the Excel 2013 Bible by Mr Spreadsheet John Walkenbach the Word 2013 Bible by Office expert Lisa A Bucki the PowerPoint 2013 Bible by MOS Master Instructor and PowerPoint expert Faithe Wempen and the Access 2013 Bible from Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika This major resource also covers Outlook Publisher OneNote SkyDrive and other important features in the Office 2013 suite If you want to quickly and effectively use Office 2013 start in the experts corner with this must have book Gives you the best of the best content on Office 2013 from the leading experts authors and contributors to our Excel Word PowerPoint and Access Bibles Includes content from John Walkenbach aka Mr Spreadsheet Word and Office expert Lisa A Bucki MOS Master Instructor and PowerPoint expert Faithe Wempen Microsoft Certified Application Developer Michael Alexander and Office and Access expert Dick Kusleika Takes you beyond creating simple text documents spreadsheets and presentations to help you use multiple Office applications at once to accomplish critical business tasks Also covers Publisher OneNote SkyDrive the Cloud and other key features and topics for Office 2013 Get the best of four Office 2013 books in one with this power packed reference *New Perspectives on Microsoft Office Word 2003, Comprehensive, CourseCard Edition* Ann Schaffer, S. Scott Zimmerman, Beverly B. Zimmerman, Ann Shaffer, 2005-03 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2003 in a full semester course By popular demand this book now includes coverage of file management

*Ecdl/Icdl Syllabus 4 Module 3 Word Processing Using Word 2003* Cia Training Ltd Staff, 2004-02 This comprehensive manual covers all aspects required by Module 3 ECDL ICDL Syllabus 4 0 Designed to gradually build up knowledge it takes a step by step exercise based approach and is approved by the ECDL Foundation *Word Processing Word 2007: Part 1* ,

**Whizkids Xp Advance Series 6 (ms Word 2003)' 2005 Ed. ,      Microsoft Word 2013 Step By Step** Joan Lambert, Joyce Cox, 2013-01-15 Experience learning made easy and quickly teach yourself how to format publish and share your content using Word 2013 With Step by Step you set the pace building and practicing the skills you need just when you need them Includes downloadable practice files and a companion eBook Work with Word on your PC or touch enabled device Master the core tools for designing and editing documents Manage page layout style and navigation Use tables and charts to organize information Insert pictures graphics and video Use collaboration and review features *Ecdl/Icdl Syllabus 4 Module 3 Word Processing Using Word XP* Cia Training Ltd Staff, 2003-04 Module 3 ECDL ICDL Syllabus 4 0 This manual helps you to create format and finish word processed documents You will learn how to use some of the more advanced features of word processing such as creating standard tables and importing pictures and images The manual comes with its own data files which allows you to practise the different word processing features Approved by the ECDL Foundation

**Essentials** Keith Mulbery,2001-10 For courses in Office Applications The Essentials Series for Microsoft Office XP has be rewritten and redesigned to meet the needs of today s classroom These hands on tutorials with a project orientation are designed to give students a thorough knowledge of software applications Extensive end of project exercises emphasize hands on skill development     Learning Series (DDC) Fulton,2004-06     **Microsoft Office XP 8-in-1** Joe Habraken,Joseph W. Habraken,2001 On Office XP     *InfoWorld* ,1983-08-01 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects     Whizkids  
Computer Literacy Program Xp Series Grade 6' 03 Ed. ,     PC Mag ,1988-07 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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