

# Mail Merge Job Aid

The following will walk you through performing a mail merge to combine names from a spreadsheet with a letter for distribution.

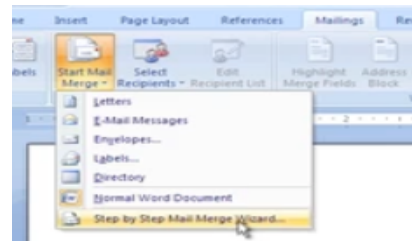
## Steps for Microsoft Excel

- Open Microsoft Excel
- Create a new spreadsheet with columns for:  
First Name, Last Name
- Enter the students' names into the spreadsheet
- Save the document to a location where you can easily locate it

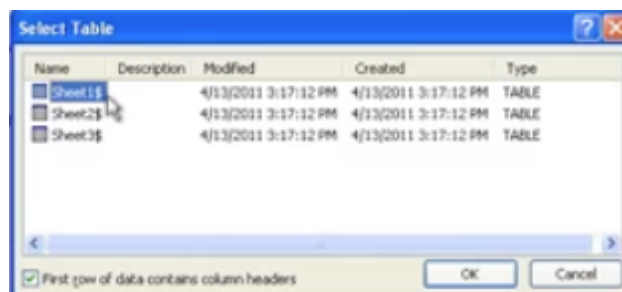
## Steps for Microsoft Word

- Open Microsoft Word
- Compose the summer letter  
**NOTE:** Leave spaces where the student information goes.

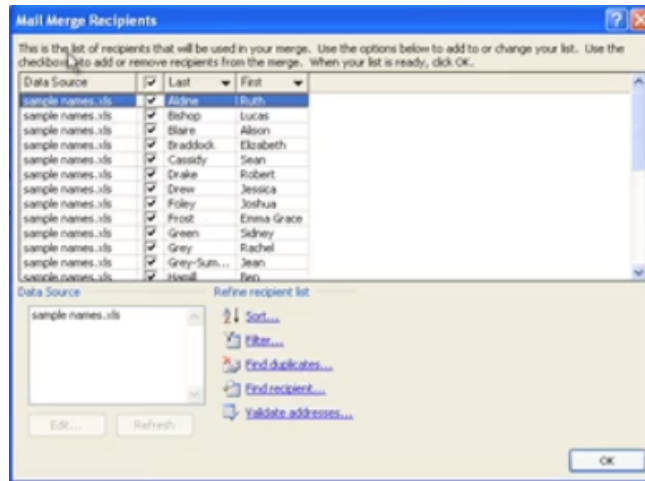
- Click *Mailing*.
- Click *Start Mail Merge*
- Select *Step by Step Mail Merge Wizard*



- Select *Letters*
- Click *Next: Starting document*
- Select *Use the current document*
- Click *Next: Select recipients*
- Select *Use an existing list*
- Click *Browse*
- Locate and open your spreadsheet of student information
- Select *Sheet 1* and check *First row of data contains column headers*, click *OK*

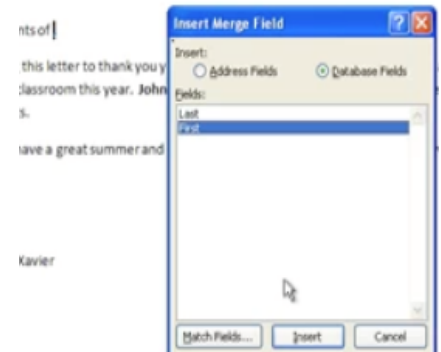


- ❑ Review and verify that the data is correct, then click *OK*



- ❑ Click *Next: Write your letter*

- ❑ Click the mouse cursor where the First Name should go
- ❑ Click *More Items*
- ❑ Select the *First Name* field and click *Insert*
- ❑ Click the mouse cursor where the Last Name should go
- ❑ Click *More Items*
- ❑ Select the *Last Name* field and click *Insert*



- ❑ Click *Next: Preview your letters*
- ❑ Click *Next: Complete the merge*
- ❑ Click *Print...*
- ❑ Save the document and close Microsoft Word

- ❑ Get a cup of coffee and then retrieve the letters from the printer