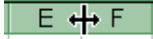
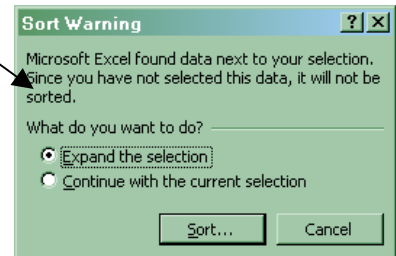


Mail Merge Lesson

1. Open Microsoft Excel.
2. Type the column headings (see below) across the top cells of the spreadsheet. For example, type ID # in cell A1 and First Name in cell B1 and so on.
 - ID #
 - First Name
 - Last Name
 - Street Address
 - City
 - State
 - Zip
 - Phone Number
3. Resize the columns as needed by clicking on the line between the letter column labels and dragging. 

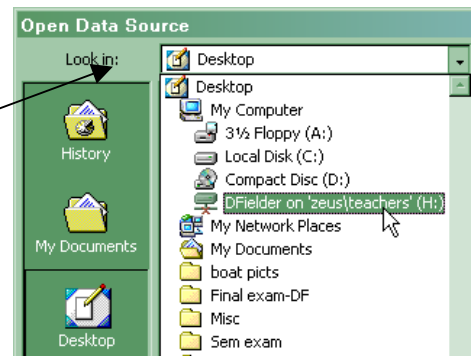
4. Enter 3 names and information of people you know into the cells.
5. Sort the information into alphabetical order by last name. To do this:
 - a. Highlight the entire column for Last name by clicking on the column letter (B)
 - b. From the Data menu, choose Sort
 - c. The spreadsheet will come up with "Sort Warning" and ask if you want to include all data. Click Expand the selection and Click Sort.
 - d. Sort window will appear.
 - e. Select Sort By **Last Name** and confirm that Ascending is selected. Be sure to choose Header Row.



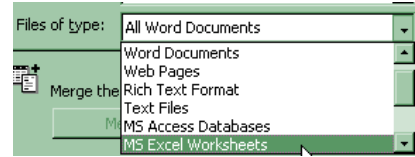
6. Save your Excel spreadsheet to your folder on Zeus. To do this:
 - a. Go to File and select Save As.
 - b. Choose your name on 'Zeus/Teachers' from the Save in dropdown menu or desktop.
 - c. Give your Excel Spreadsheet a name such as Label Data in the File Name box.
 - d. Click Save.



7. Now open Microsoft Word and open a blank document.
8. From the Tools menu, choose Mail Merge.
9. Following the Mail Merge Helper window,
 - a. click on the Create button in Step 1. Select Mailing Labels.
 - i. In the next window that opens, select New Main Document.
 - b. Go to Step 2 and click the Get Data button.
 - i. Select Open Data Source from the drop down menu.
 - ii. Choose your name on 'Zeus/Teachers' from the Look in dropdown menu or click on Desktop (wherever you saved your Excel file.)



- iii. Look at the bottom of the Open Data Source window and locate the Files of type: drop down menu. Scroll down to MS Excel Worksheets.



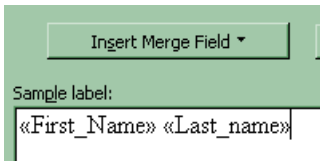
- iv. Click on your saved Label Data spreadsheet and then click on Open.

- v. Highlight Entire Spreadsheet and click OK in the next window.
- vi. Click Set Up Main Document.



- 10. Choose Avery Standard and 2160 Mini-Address before clicking OK.

- i. In the Create Labels window, click the Insert Merge Field button.



- ii. Highlight First name and click.
- iii. Press the spacebar to place a space after first name.
- iv. Click the Insert Merge Field button and select Last Name.
- v. Press the Enter key on the keyboard

- vi. Continue until you have included all information as below

<<First_Name>> <<Last_Name>>


<<Street Address>>

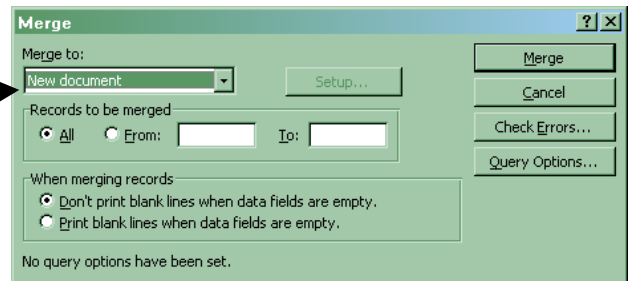
<<City>>, <<State>> <<Zip>>

- vii. Click OK.

- 11. The Mail Merge Helper window will re-open.

- 12. From step 3, click the Merge button.

- a. In the Merge window, make sure New Document is selected from the Merge to:
 - to: 
- b. Now click on the Merge button.
- c. A list of labels will appear on your screen.



- 13. Save your labels to your Zeus folder or Desktop.