# Microsoft Word Exercise Five

## Mail Merge between Word Documents

Thanks to the miracle of computing, you can churn out form letters in the privacy of your home just like the big companies do. Why write and rewrite the same letter to tens or hundreds of people? Merging two documents into one will enable you to create the same letter to a number of recipients. Here’s how:

1. Create a **main** document , the document with the actual text of the letter. Save it.

**Name**

**Street**

**City, Province**

**Postal**

Dear **Name**,

Thanks for attending my birthday party last week. I had a great time catching up and I want to thank you for the great **gift**. I’ll always think of you when I use it.

Sincerely,

Me

1. Create a **source** document, the document with names, addresses and any other text that differs from letter to letter. This document should consist of only a table and nothing else. Save it.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Street** | **City** | **Province** | **Postal** | **Gift** |
| Ted Lindsey | 576 Winged Blvd. | Toronto | Ont | M5F 3S1 | Hockey Stick |
| Bono | 61 No Name Street | Saskatoon | Sask | D4F 8E2 | Guitar |
| Bruce Willis | 666 Sixth Street | Charlottetown | PEI | P1S 5T6 | T-Shirt |

1. Open the main document, the one with the text of the letter, if it is not already open.
2. Choose Tools | Letters and Mailing | Mail Merge Wizard. The Mail Merge Helper dialog box appears.
3. Click the “Letters” radio button from the list and then “Next: Starting document”.
4. A message box asks which letter you want to use.. Click the “Use the current document” button and then “next”..
5. In step 3, choose “use an existing list” radio button and locate the source document with your addresses and other variable information, by selecting “Browse...”.
6. Find your Source Document and choose OK. Ensure all rows are selected and click OK.
7. Select “Next: Write your Letter”.
8. One by one, go to each piece of variable information in the letter, erase it if necessary and replace it with a field from the Insert Merge Field drop-down list by selecting “More Items”.
9. Click “Next: Preview your letters”. You may now view the letters.
10. Click “Next: Complete the merge”. You may print your letters by selecting “Print...”.

## Questions

Create another group of form letters but using an Excel worksheet as your Source Document. The letters should be an invitation to a party.