

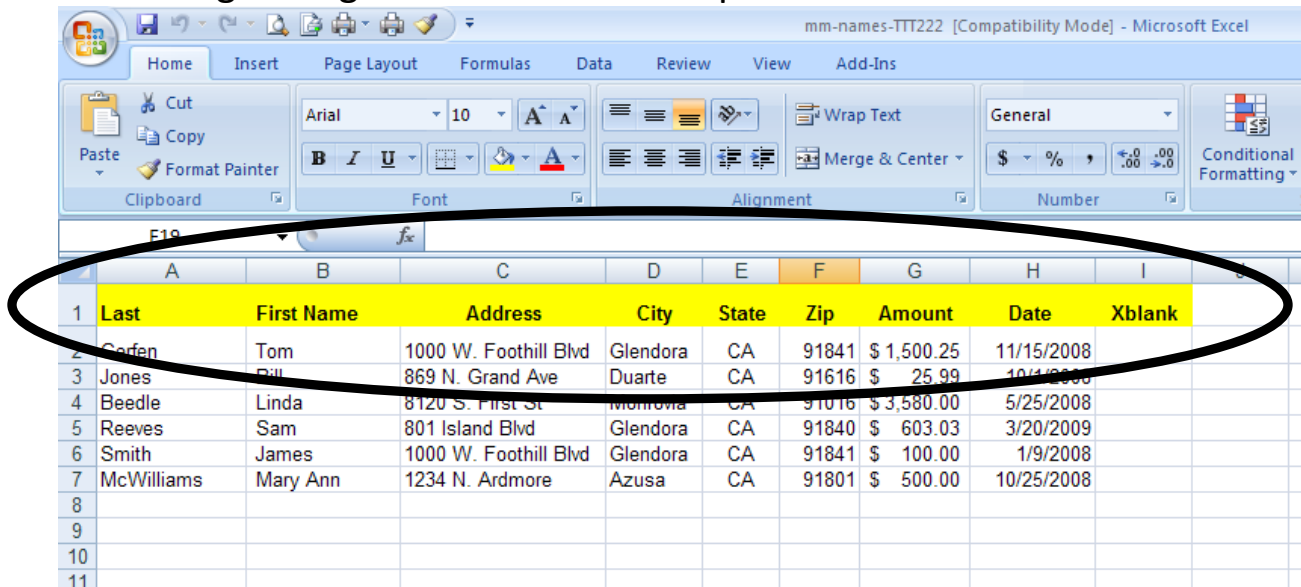
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File: CE-Word - MM-screen-shots.doc

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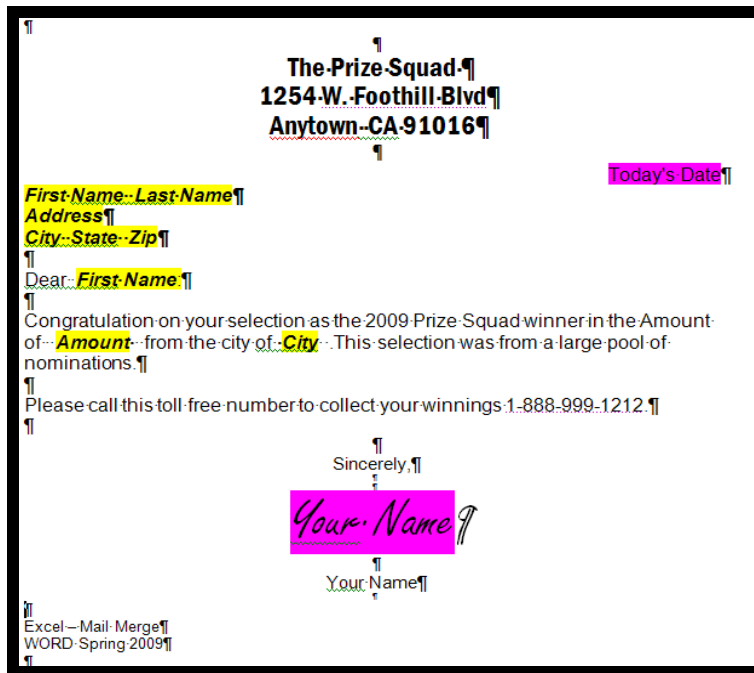
Class Notes:

Mail Merge using Word and an Excel spreadsheet



	Last	First Name	Address	City	State	Zip	Amount	Date	Xblank
2	Gerfen	Tom	1000 W. Foothill Blvd	Glendora	CA	91841	\$ 1,500.25	11/15/2008	
3	Jones	Bill	869 N. Grand Ave	Duarte	CA	91616	\$ 25.99	10/1/2008	
4	Beedle	Linda	8120 S. First St	Monrovia	CA	91016	\$ 3,580.00	5/25/2008	
5	Reeves	Sam	801 Island Blvd	Glendora	CA	91840	\$ 603.03	3/20/2009	
6	Smith	James	1000 W. Foothill Blvd	Glendora	CA	91841	\$ 100.00	1/9/2008	
7	McWilliams	Mary Ann	1234 N. Ardmore	Azusa	CA	91801	\$ 500.00	10/25/2008	
8									
9									
10									
11									

“Header” row (Names of the data fields)



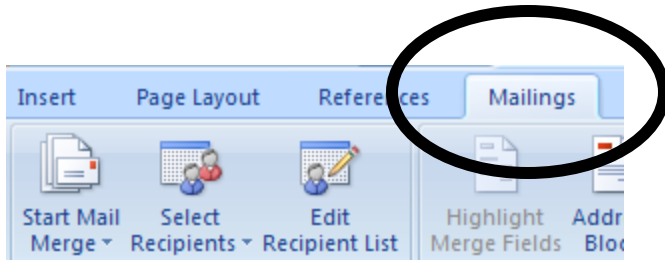
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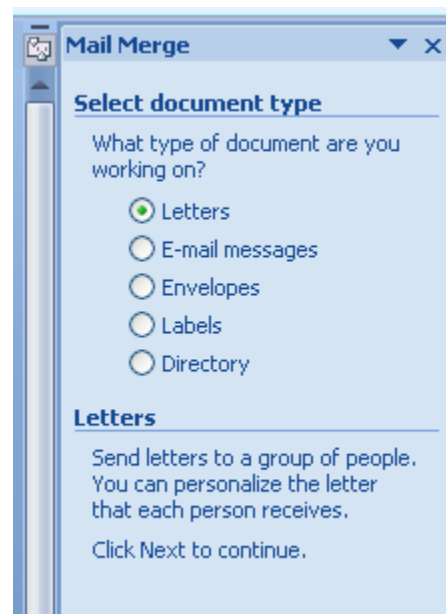
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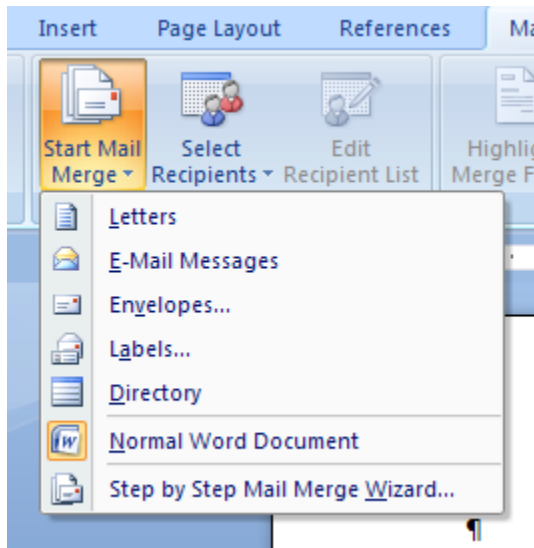
Class Notes:



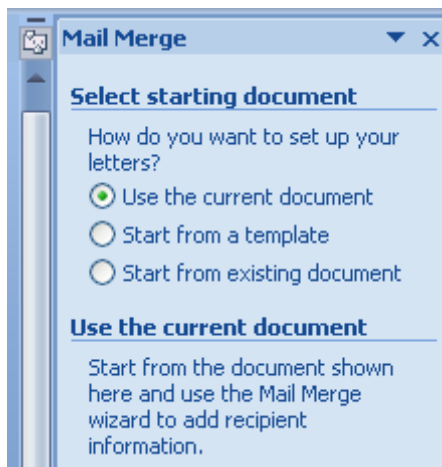
2



1

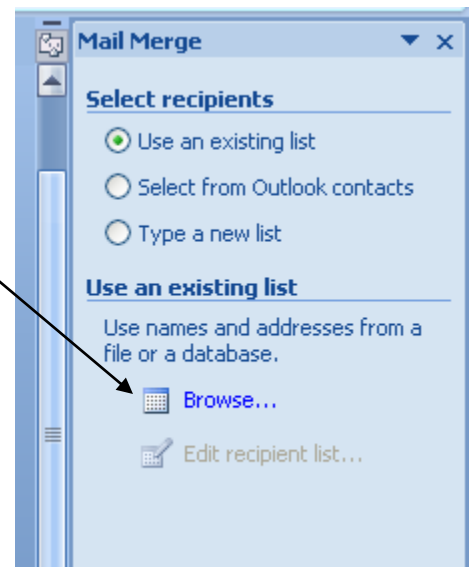


3



Next: Select recipients

4



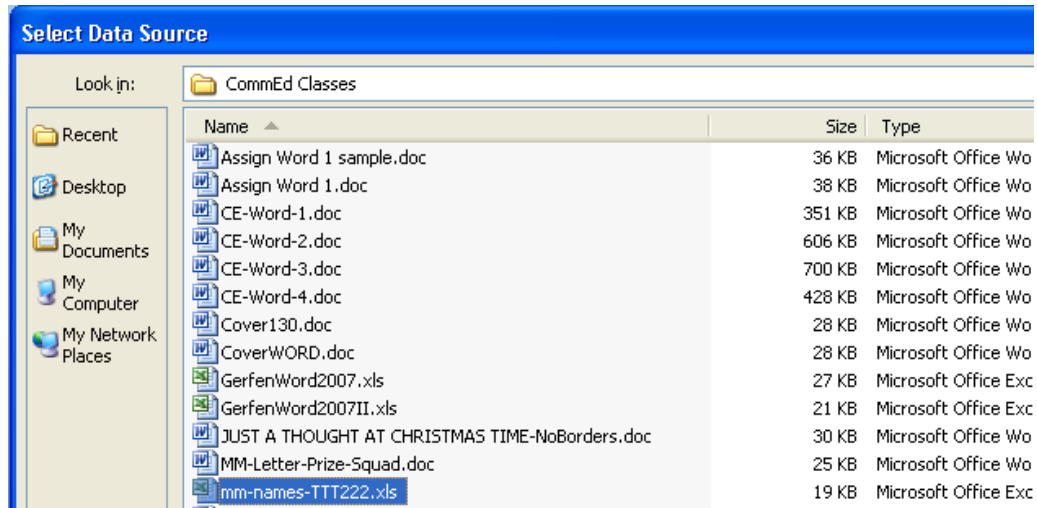
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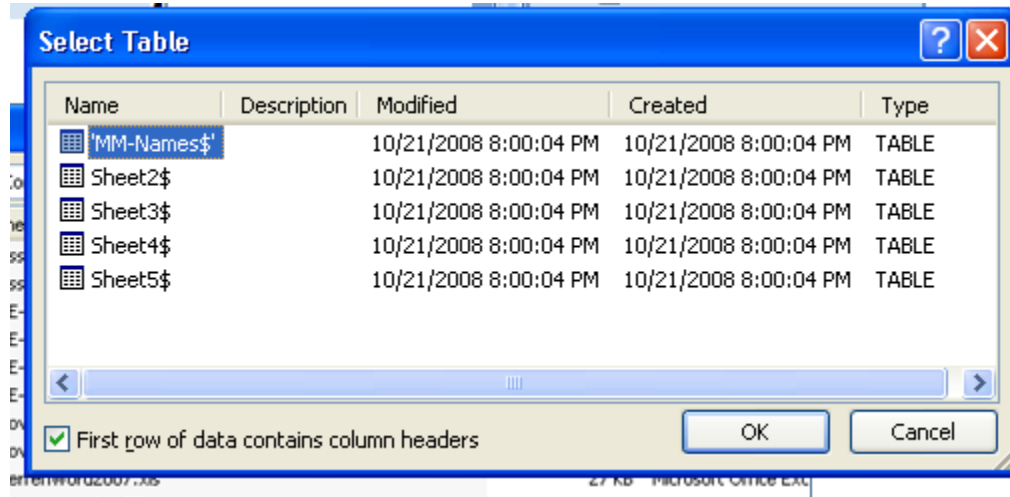
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Class Notes:

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6



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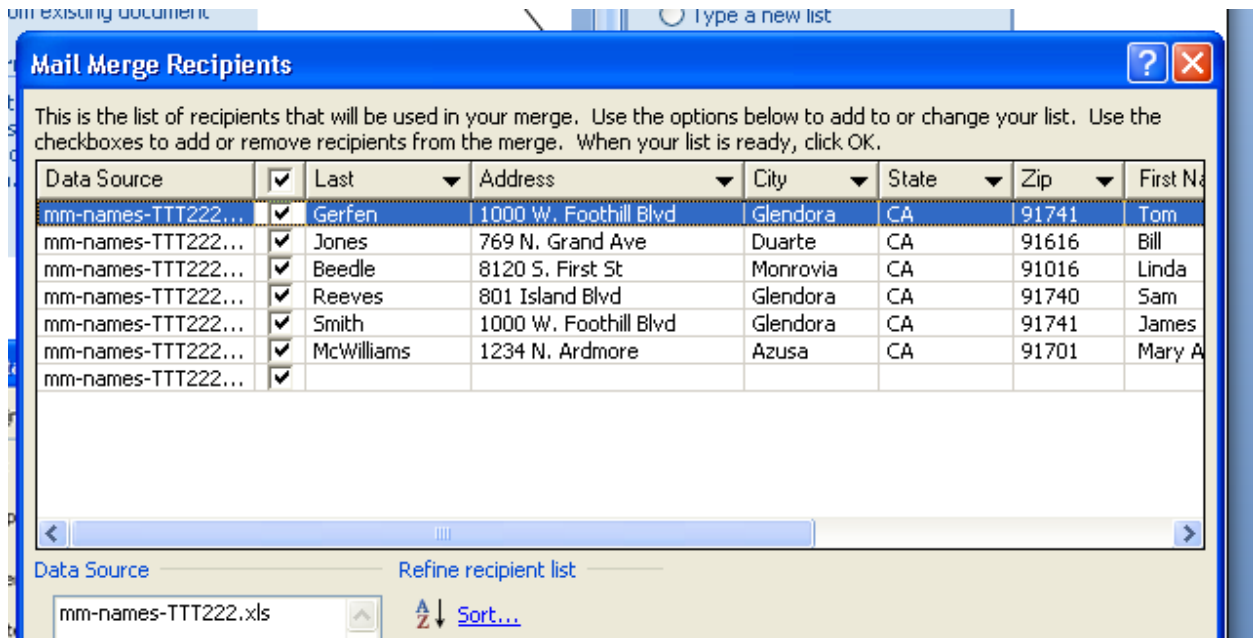
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Class Notes:

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This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	<input checked="" type="checkbox"/>	Last	Address	City	State	Zip	First Name
mm-names-TTT222...	<input checked="" type="checkbox"/>	Gerfen	1000 W. Foothill Blvd	Glendora	CA	91741	Tom
mm-names-TTT222...	<input checked="" type="checkbox"/>	Jones	769 N. Grand Ave	Duarte	CA	91616	Bill
mm-names-TTT222...	<input checked="" type="checkbox"/>	Beedle	8120 S. First St	Monrovia	CA	91016	Linda
mm-names-TTT222...	<input checked="" type="checkbox"/>	Reeves	801 Island Blvd	Glendora	CA	91740	Sam
mm-names-TTT222...	<input checked="" type="checkbox"/>	Smith	1000 W. Foothill Blvd	Glendora	CA	91741	James
mm-names-TTT222...	<input checked="" type="checkbox"/>	McWilliams	1234 N. Ardmore	Azusa	CA	91701	Mary A
mm-names-TTT222...	<input checked="" type="checkbox"/>						

Data Source: mm-names-TTT222.xls Refine recipient list: [Sort...](#)

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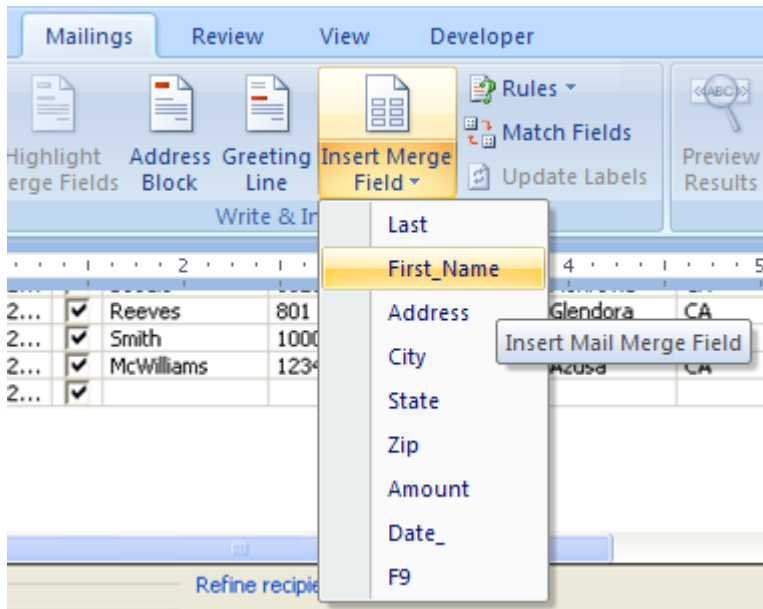
Mail Merge screen shots

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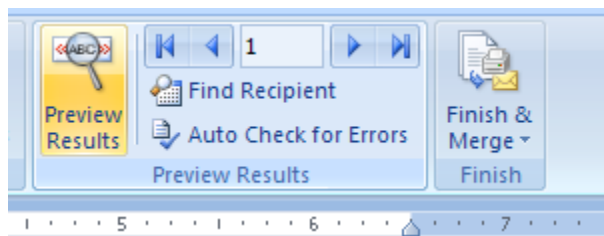
Class Notes:

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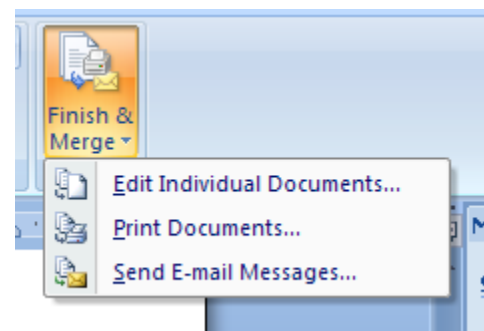


<<First_Name>> <<Last>>

9



10





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Class Notes:

Print letters

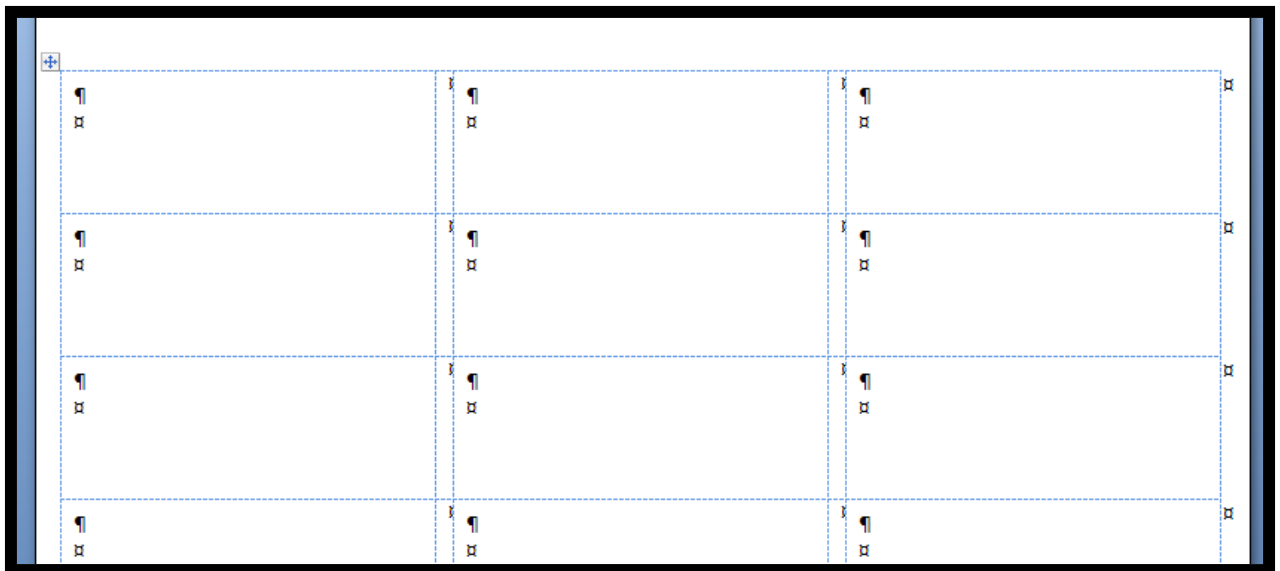
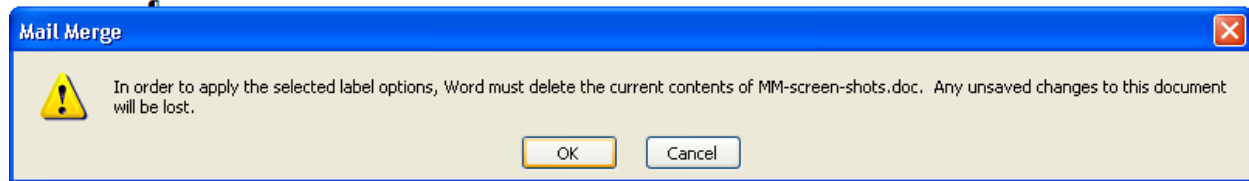
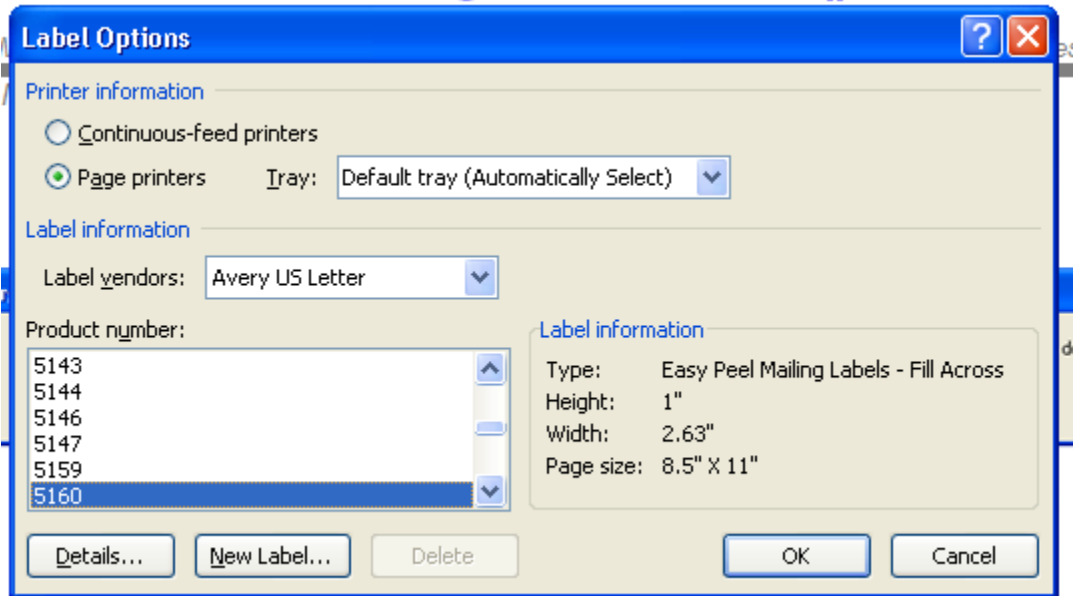
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Class Notes:

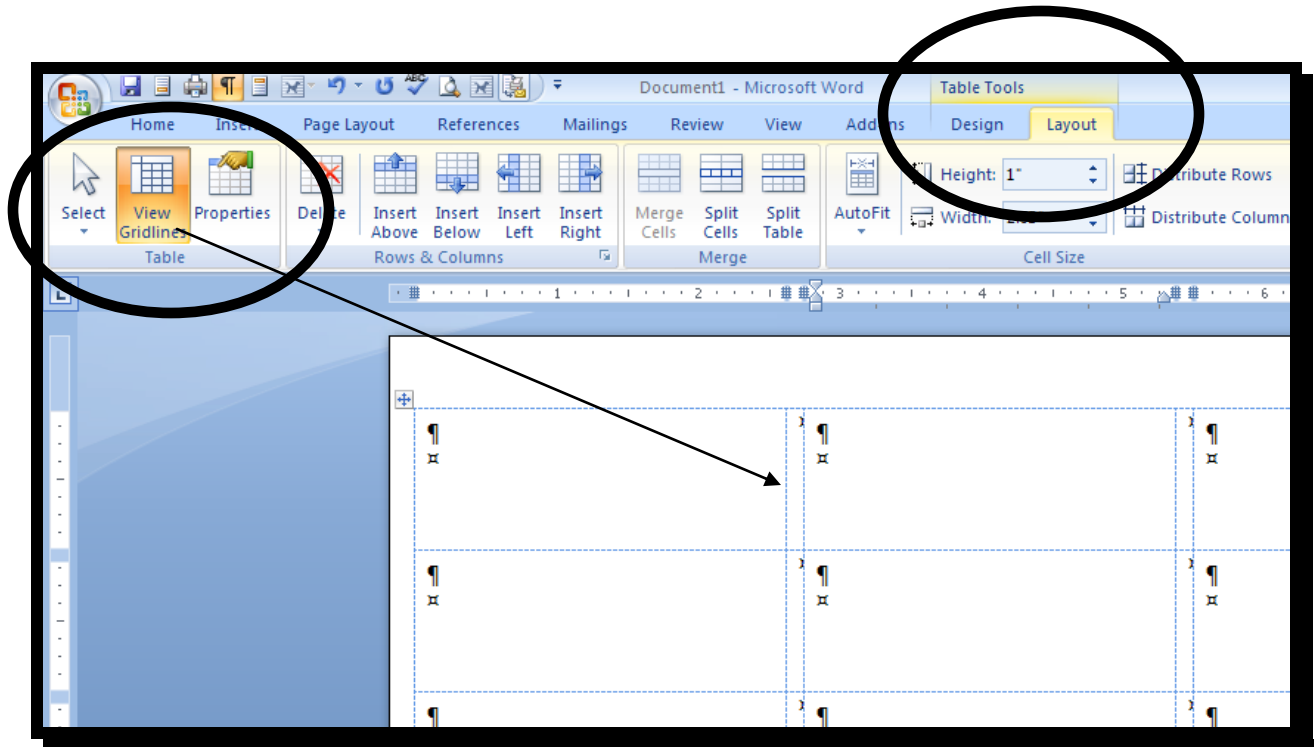


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Class Notes:

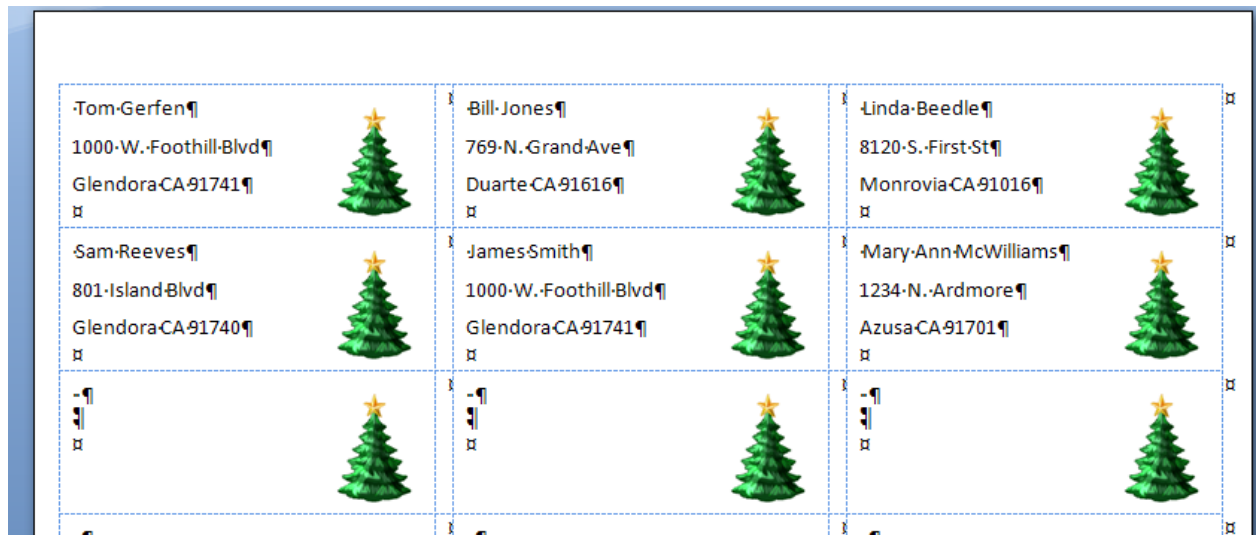
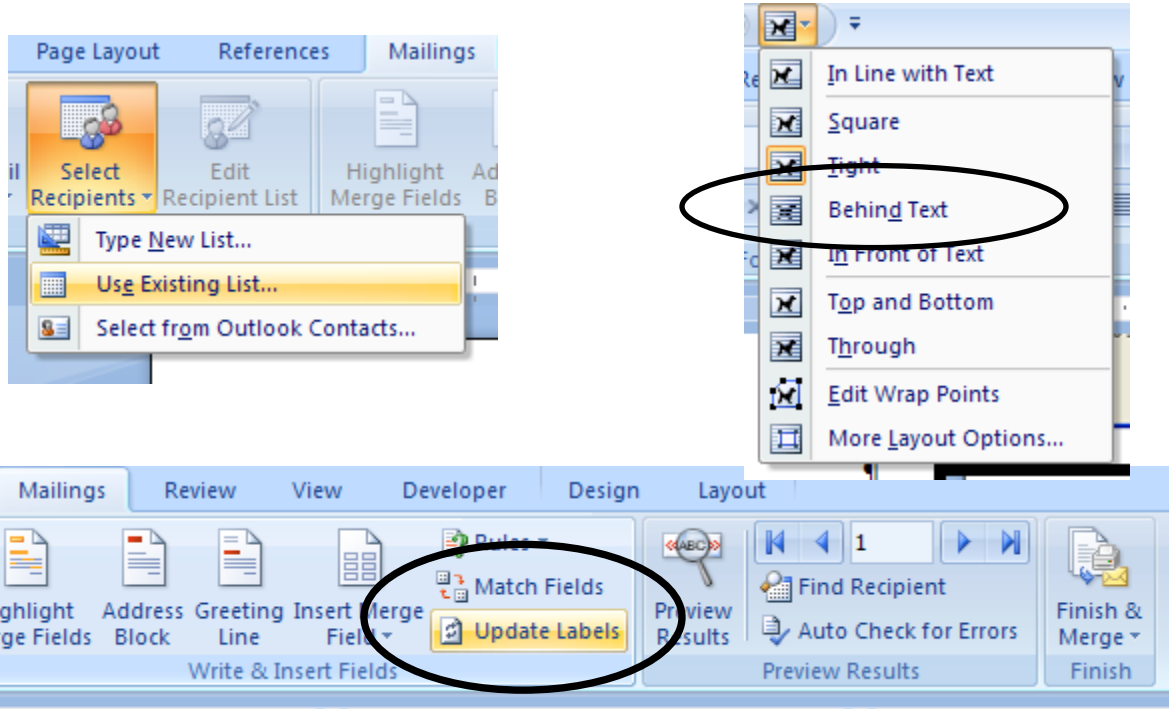


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