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Create - Start Mail Merge - Select Recipients - Edit Recipient List - Start Mail Merge

Highlight Merge Fields - Address Block - Greeting Line - Insert Merge Field - Write & Insert Fields

Preview Results - Find Recipient - Check for Errors - Preview Results

Finish & Merge - Finish

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## Mail Merge

One of the merged letters is previewed here. To preview another letter, click one of the following:

1 << Recipient: 2 >>

Find a recipient...

### Make changes

You can also change your recipient list:

Edit recipient list...

Exclude this recipient

When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.

### Step 5 of 6

2 → Next: Complete the merge

← Previous: Write your letter

# Microsoft Word Mail Merge Guide

**M.L. Humphrey**



## **Microsoft Word Mail Merge Guide:**

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Fundamentals of Information Technology for Class X (Based on MS Office) (Code 402) (A.Y. 2023-24)Onward Sayan Banerjee,2023-05-20 This book titled Fundamentals of Information Technology for Class 10 Subject Code 402 fulfills all the needs and requirements of the latest syllabus released by the CBSE and it also comprises the recommendations of the National Education Policy 2020 which focusses on development of critical thinking life skills problem solving skills experiential learning etc Salient features of this book are As per the latest curriculum and examination pattern prescribed by the Central Board of Secondary Education New Delhi The book is divided into two sections Part A deals with the Employability Skills with chapters on the units Communication Skills 11 Self Management Skills II ICT Skills II Entrepreneurial Skills II and Green Skills II Part B deals with the Subject Specific Skills consists of four units These units are

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