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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

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Microsoft Word Mail Merge Guide

Kevin Marlowe, Jeff Rowe



Microsoft Word Mail Merge Guide:

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Skills consists of four units These units are Digital Documentation Advanced Electronic Spreadsheet Advanced Database Management System and Web Applications and Security The first three units of Part B are based on MS Office suite of software The version of this application used is MS Office 2010 These chapters of Part B respectively use the MS Word MS Excel and MS Access software Some of the features inside the chapters are Chapter content which has been kept logical to meet the requirements of the tech savvy students Activity provides a useful way to check the knowledge given practically Fact gives an interesting historical fact related to the matter Did You Know provides an interesting piece of knowledge to get them interested Summary summarises the chapter at its end Every chapter has its accompanying exercise Also each unit ends with its Question Bank consisting of competency based question very short short long questions etc Video Lectures Chapterwise video lectures are given for the students to understand better In order to access videos Download Merit Box Android App from Playstore Scan the QR code given in the chapter to watch the videos through the MERIT Box Android Mobile App Online Support E books for teachers only Teacher s Resource Book Overview of the chapters Lesson plan Answers of the exercise We hope that this book will meet the needs and requirements of the students and teachers as laid down in the syllabus Any suggestions for further improvement of the book will be most welcomed Authors *Microsoft Office Business Simulation BASICS for Microsoft Office 2000 and XP* H. Albert Napier, Philip J. Judd, 2004 This new text from our BASICS series provides a business simulation that can be used with Microsoft Office 2000 or XP Correlated to Core level Microsoft Office Specialist certification this text works as a capstone or final project for any Microsoft Office course An excellent companion to any Microsoft Office tutorial text

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