



In this project you will create an Excel Database of student names and a form letter for merging the names.

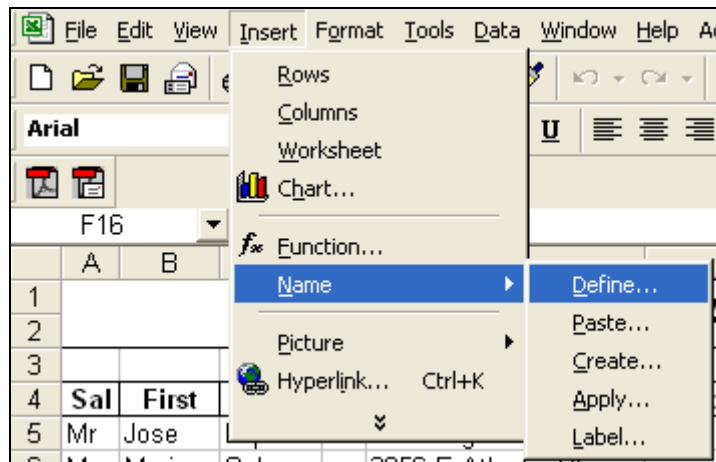
Creating the database in Excel

- Start Microsoft Excel and create a name and address database as like the one below.
- Enter the names and addresses of 6 to 10 persons
- Make sure you leave a blank line between the heading and field names (Sal, First, etc.)

	A	B	C	D	E	F	G	H	I	J	K
1	Student Name and Address Database										
2											
3											
4	Sal	First	Last	MI	Addr1	Addr2	City	ST	Zip	Hphone	Wphone
5	Mr	Jose	Lopez	A	753 Wagonwheel Way		Bonita		19111	470-2258	234-5588
6	Mrs	Maria	Salazar		2056 E Atlantic St		Chula Vista		19111	470-3366	336-8858
7	Mr	Frank	Jones	R	1233 Amber St		San Diego		19111	478-2599	234-2288
8	Ms	Ethel	Murphy		Coronado Cays	5500 5th Ave	San Diego		19111	458-2222	
9	Ms	Colleen	Keeran	R	2922 Waxwing Lane		San Diego		19111	691-2255	
10	Mr	Tom	Cruz		1300 San Ysidro Blvd.		San Ysidro		19111	691-5588	252-3377
11											
12											

Naming the database area

- Make sure you leave a blank line between the heading and your names and addresses
- Place the cursor in cell A4 (SAL)
- Highlight to cell K10
The last row and column in the spreadsheet
- Open the Insert Menu
- Click Name
- Click Define

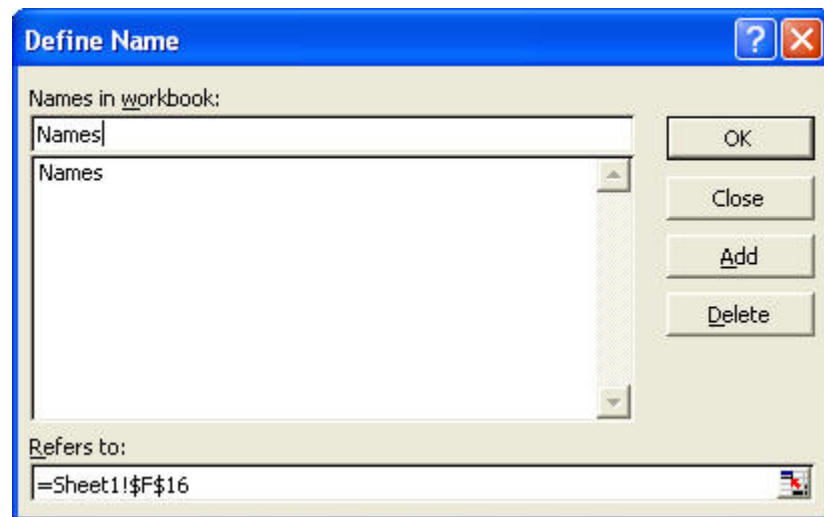


Continue on next page

- Type names
- Click Add
- Click OK

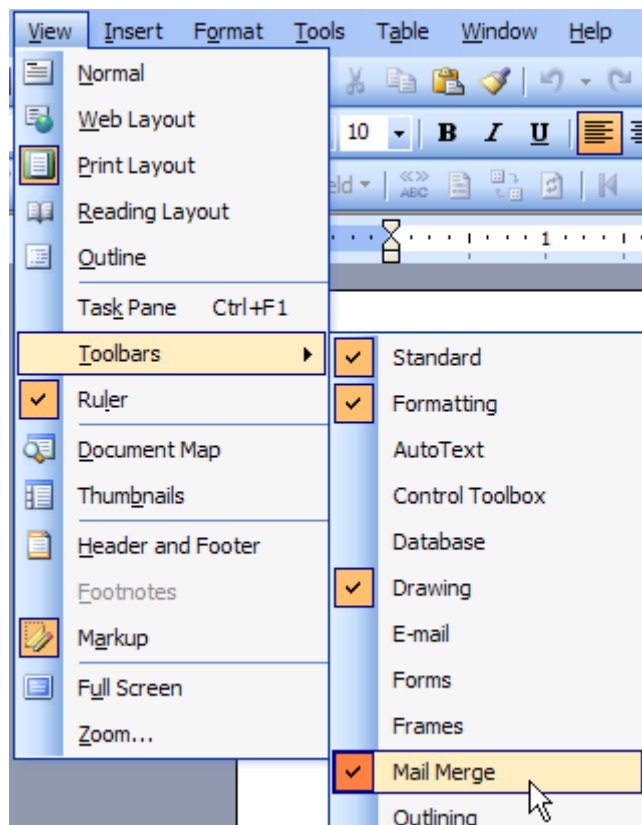
You have now named the database area

- Save the Excel Database Worksheet
Give it a name
Remember where you saved it
- Close Excel by selecting **Exit** from the **File Menu**



Creating the Mail Merge Document

- Start Word and make sure you have a new, blank document on the screen
- Click the **View Menu** and select **Toolbars**
- Click **Mail Merge** to show the mailmerge menu



You should now have a Mail Merge Toolbar like the one below
Run your mouse pointer over each of the icons to see what they do.

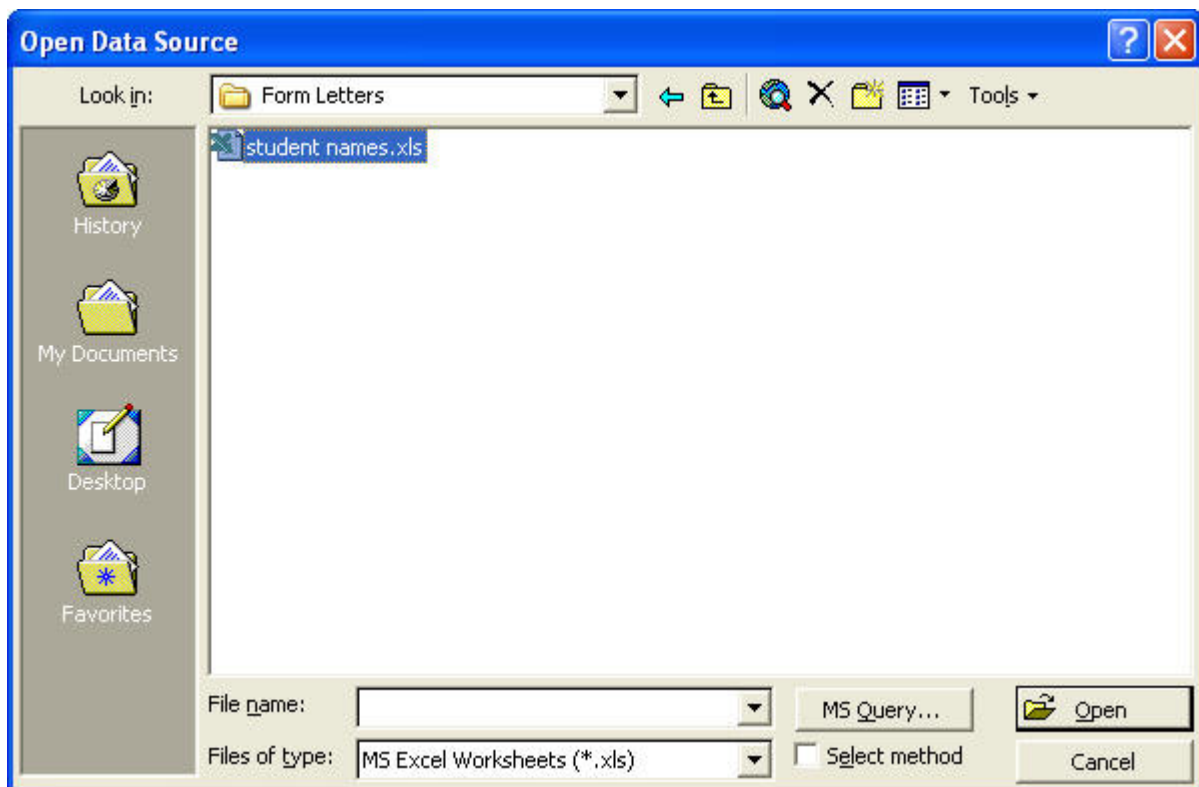


Now we want to load the names and addresses that you created into the Mail Merge Toolbar
Hopefully you remembered where you saved your Excel Spreadsheet.

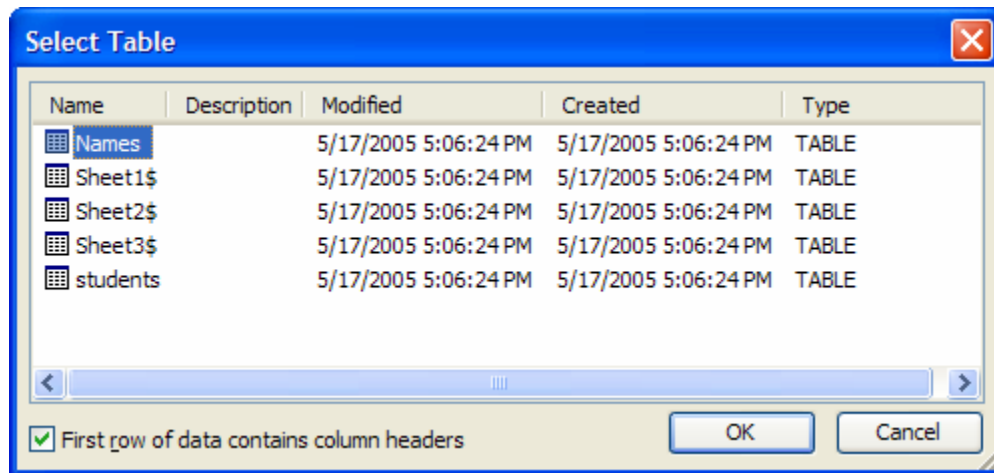
- On the Mail Merge Toolbar, **Click the Open Data Source icon.**



- Find the Folder that contains the Student Database you created
- In **Files of Type**, select MS Excel Worksheets
- Click your student database and then click the Open button



- Click Names
Names is the area of the Excel database that you named.
- Click OK



Creating the merge document

We are going to create a business form letter

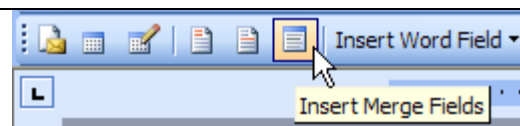
- Create a document heading
Bonita Vista High School
- Place the date in the upper right corner of the page

Bonita Vista High School

November 28, 2002

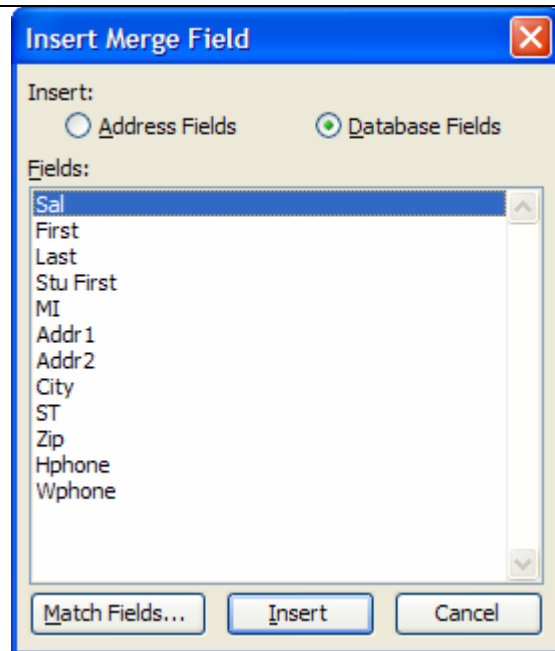
Inserting the merge field

- Click the **Insert Merge Field** icon from the Mail Merge Toolbar
Don't click Insert Word Field
- See the graphic on the right



- Once the Insert Merge Field window opens, click Sal
- Click Insert
- Repeat the process described above by inserting fields from your database into the letter
- Use the Space Bar to insert spaces where appropriate and start new lines when needed.
- Insert the **First Field** (first name of the student) throughout the letter to make it more personal.
- Remember to leave a space between words and insert a comma after City

Your letter should look something like the one below.



Bonita Vista High School

November 28, 2002

«Sal» «Last»
«Addr1»
«Addr2»
«City», «ST»
«Zip»

Dear «Sal» «Last»

On October 15, Bonita Vista High School is holding its annual open house. We would like to invite you and «First» to attend. It is my pleasure to tell you that «First» is one of my favorite students and

- Finish your letter.
- It should be a professional looking document.

Bonita Vista High School


November 28, 2002


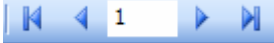
Mr. Lopez
753 Wagonwheel Way
Bonita, CA
91111

Dear Mr. Lopez:

On October 15, Bonita Vista High School is holding its annual open house. We would like to invite you and Jose to attend. It is my pleasure to tell you that Jose is one of my favorite students and

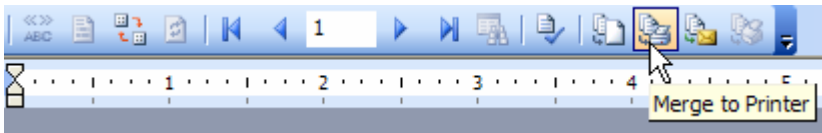
Merging the Excel database with your Word document.

- Click the View Merge Field Icon 
- Click the record number icon and watch your document change with each new database record



Printing the merge documents

- Click the **Merge to Printer** icon



- Click **OK**
A separate letter should print for each record in your database.

As usual, you did great!