How To: Mail Merge with Word & Excel

Mail Merges are a great way to create letters, certificates, and labels.
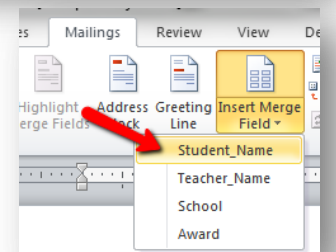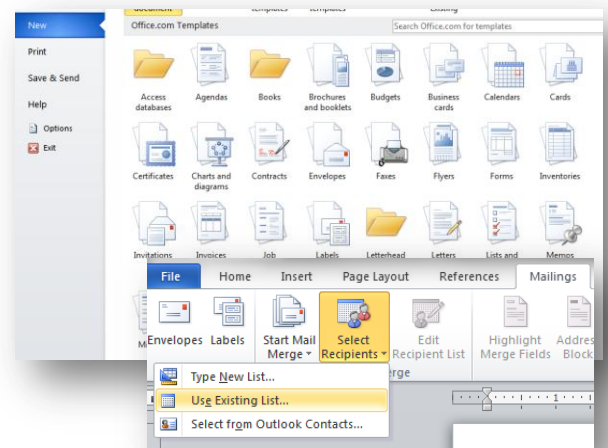
In Microsoft Excel…

- Enter your data
  Make sure that you have labels on the top of every column of data.
- Save your Excel file with your data and note the location where you save your Excel document.

	A	B	C	D
1	Student Name	Teacher Name	School	Award
2	Becky	Ms. Burnett	Awesome Elementary School	Outstanding Citizenship
3	Cindy	Ms. Tucker	Awesome Elementary School	Outstanding Citizenship
4	Lisa	Ms. Simmons	Awesome Elementary School	Perfect Attendance
5	Mary	Ms. Fuller	Awesome Elementary School	Perfect Attendance
6	Ricky	Mr. Gode	Awesome Elementary School	All A's

In Microsoft Word…

- Go to **File** > **New** and then it is recommended that you choose one of the Office.com templates from the window. In this sample we will be using a certificate template.
- Click to **Download** a template of your choice.
- On the **Mailings** tab click on **Select Recipients**, then choose **Use Existing List…**
- Click on **OK** and then on the next window check to be sure that **Sheet1** is selected, and click **OK**
- In the document you will need to click where you would like to insert a field, and then on the **Mailings** tab and select **Insert Merge Field** and choose the field you would like to insert.
- Continue doing this throughout your document until you have all of your fields inserted.
- Make sure that your format your text, including the Mail Merge Fields exactly as you want them to appear.
- Feel free to change any other text on the document to suit your purpose; just do not change the text from the Mail Merge Fields.
- Check to make sure that you are happy with the result by clicking on **Preview Results** from the **Mailings** tab. See example on the following page.

The Award of
«Award»
Is being presented to

«Student_Name»

By
«Teacher_Name»

_____
«School»

The Award of
Outstanding Citizenship
Is being presented to

Becky

By
Ms. Burnett

Awesome Elementary School

Printing Your Mail Merge Document

- When you are finished formatting your document and previewing the results, the next step is to print your document.
- On the Mailings tab click on **Finish & Merge** and choose **Print Documents**