CREATING A MAILING LIST OR LABELS USING MICROSOFT EXCEL

You can use this procedure to create form letters, mailing labels, and other merged documents by merging a list of data with a Word document. You must create the list before you perform this procedure. The list must include column labels and contain no blank rows.

1. Save and close the workbook that contains the list you want to merge with a document in Word.
2. Switch to Microsoft Word.
3. Open the Word main document that contains the standard text for the form letter or other document you want to merge with the list.

If you're starting a new document or printing mailing labels or envelopes, click New to open a new blank document.

5. Click Create, and select the type of document.
6. Click Get Data, and then click Open Data Source.
7. In the Open Data Source dialog box, open the folder that contains your Microsoft Excel workbook.
8. In the Files of type box, click MS Excel Worksheets (*.xls).
9. Double-click the workbook that contains your data.
10. In the Microsoft Excel dialog box, select the named range, or type the cell references that identify the data you want to use, and then click OK.
11. When Word displays a message, click Edit Main Document or Set Up Main Document.
12. If you're creating a form letter, use the Insert Merge Field list on the Mail Merge toolbar to insert merge fields within the standard text. When you finish, click Mail Merge Helper on the Mail Merge toolbar.

If you're printing address labels or envelopes, select the printer and the size of address labels or envelopes. Then insert the merge fields in the Create Labels or Envelope Address dialog box.

13. In the Mail Merge Helper dialog box, click Merge, and then select the options you want.

Tips
- For more information about creating merged documents in Word, use the Office Assistant or Help index in Word to search for "mail merge."
- To display only the rows of data you want to merge before you select the list in Word, you can first filter the list in Microsoft Excel. When you select a filtered list as a data source in Word, select FilterDatabase in the Microsoft Excel dialog box.