Mail Merge Assignment

**S**et up a “database” in Microsoft Excel to keep track of your friends/family’s contact information. You should have fields/columns for the following:

* LAST (name)
* FIRST (name)
* MIDDLE (name)
* STREET
* CITY
* ST(ate)
* ZIP (code)
* DOB (mm/dd/yyyy format)

Enter a MINIMUM of at least 10 people into your database. Try to have people with different addresses, but make sure a few of them are from the same Zip code. If you don’t wish to provide “private” information, you may make some of this up.

Be sure to go to the Page Layout tab, Print Titles button and set up your Headers and Footers on your spreadsheet.

**S**et up a template letter to let them know how your semester has gone so far. Include an inside address, plus a section for “Dear (first name),”. The letter should contain at least two separate paragraphs.

**M**erge the letter with your database. Save these merged letters in a file.

**P**rint the following and bring to class:

* A copy of the database (from Excel) with headers & footers and fitted to 1 readable page
* 1 copy of the letter (8 ½ x 11” paper)
* 1 printed envelope (must be a standard sized letter envelope) including your return address. NOTE: this last step tends to cause students the most problem because they put it off until the last minute. Here are a few suggestions:
	+ Stop out at your favorite store where you can buy some office supplies (e.g. Target, Wal-Mart, etc.) and get yourself a box of 40-50 security envelopes. This will cost around $3-5, and you’ll have them for sending out checks, resumes, etc.
	+ Test out printing the envelope on a regular piece of paper so you know how this will work (which side is up, etc.)
	+ Find a printer where you can print and envelope and test it out. You’ll have to open the printer to find out where to insert the envelope.
	+ Be ready to do this a couple of times, because the envelope may get jammed, or you’ll put it in the wrong way.
* Staple everything together – DO NOT put the letters in the envelope and seal it. Just staple the envelope along with the letter and copy of the database.
* Save backup copies of all your files in your I:\myweb\Courses\CIT110Basics folder:
	+ MMContacts.xlsx for your Excel list
	+ MMTemplate.docx for your Mail Merge Template letter
	+ MMLetters.docx for your merged documents
	+ MMEnvelopes.docx for your merged envelopes (or labels)