

Microsoft Mail Merge Quick Guide

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The most important step in the mail merge process is to set up and prepare your data. You'll use your Excel spreadsheet as the data source for the recipient list. Here are some tips to prepare your data for a mail merge. Make sure: Column names in your spreadsheet match the field names you want to insert in your mail merge.

Mail merge using an Excel spreadsheet - Word

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Microsoft Word 2013 Mail Merge Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) [Beezix Inc.] on Amazon.com. *FREE* shipping on qualifying offers. This two page laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail merge features of Microsoft Word 2013. Written with Beezix's trademark focus on clarity

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Mail Merge, Word 2007 Page 1 of 4 Revised: October 7, 2010 . Microsoft Word 2007 Mail Merge: Quick Reference . Word 2007 provides easy access to all the commands necessary for creating a mail merge.

Microsoft Word 2007 Mail Merge: Quick Reference

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