

## 5.11: Mail Merge

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### Learning Outcomes

- Perform a mail merge

The Mail Merge feature creates letters, labels, envelopes, and emails all with personalized data. A merge usually requires two documents—the data source file that contains the variable information to be inserted, and a main document with the text and fields that identify where the variable data is to be inserted.

Word has a handy wizard to guide you through the mail merge process.

1. Click **Mailings > Start Mail Merge > Step by Step Mail Merge Wizard**.
2. Click **Select Document Type** and then click Next: Starting document hyperlink.
3. At the second Mail Merge task pane, click **Start from existing document**.
4. Click the **Open** button. At the Open dialog box, browse to the data file containing the information to be inserted, and double-click it.
5. At the third task pane, click on the **Use an existing list** and then Browse.
6. At the **Select Data Source** dialog box, navigate to your storage file and then double-click it.
7. At the Mail Merge Recipients dialog box, click **OK**.
8. Click the Write your Letter hyperlink.

Continue to follow the instructions provided by the wizard to complete your document.

### Practice Question

<https://assessments.lumenlearning.co...essments/18615>

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