

62 Mailing List: Creating a Mailing List in Excel: Mail Merge Part 1

Each column in your Excel sheet contains a category of information, or data field — for example, name, street address, city, state, and postal code. The first row of cells, called the header record, contains the data field names. Each subsequent row contains one record, such as the name and address of a person.

1. Open Excel.
2. In the first row of the sheet, type a header record for your addresses (These are titles in row 1).

For example, in the first column of the first row, type **Name**; in the second column, type **Address**; in the third column, type **City**; in the fourth column, type **State**; and then in the fifth column, type **Postal Code**, so that your Excel sheet looks something like this:

	A	B	C	D	E
1	Name	Address	City	State	Postal Code
2					
3					
4					
5					

3. In the second row, type the name and address information for one recipient.

Create a List with 5 Names and Addresses. They can be Business Names, if you wish. These are addresses of places you would apply for employment. Add as many additional rows of addresses as you want. Your Excel sheet should now look something like this:

	A	B	C	D	E
1	Name	Address	City	State	Postal Code
2	Terry Adams	4567 Main St	Buffalo	NY	14201
3	Lori Penor	236 Oak Ln	Boston	MA	73824
4	Luis Alverca	1000 8th Ave	Paris	TX	84264
5					

4. Use the tools to Auto Fit the Columns and also format the data to demonstrate understanding of shading, borders, gridlines, font style & effects.
5. Choose **Save**  and name the file 62 Mailing List
6. The Type of file is a .csv file which is a Comma Separated Value (Similar to Activity 39 Music Genres)
7. Remember where you save the sheet. You will need to know the location later.
8. Close the Excel workbook that contains your address list.

If you do not close the Excel workbook that contains your list, or if you reopen it before you finish the mail merge, you cannot complete the merge.

8. Click this link & read the instructions: <https://support.office.com/en-us/article/Prepare-your-Excel-data-source-for-a-Word-mail-merge-990e6516-49bc-4a43-aecc-acd027d92a00?ui=en-US&rs=en-US&ad=US>