

Practice Exercise Three
Using the Mail Merge Helper to Create the Main Document
And an Excel Worksheet as the Data Source

1. The following Excel worksheet is saved on your disk as **booklist**.

StudentName	ParentName	Address	City	State	Zip	Book	Due Date
Kathy Jones	Jones	333 W. 3rd Street	Tucson	AZ	85705	Snow White and the Seven Dwarfs	5/6/00
Billy Peterson	Williams	444 N. 4th	Tucson	AZ	85705	Curious George	5/10/00

2. Start Mail Merge
3. Choose to create the main document as a form letter.
4. Under the Data Source choose to open data source. Select your **booklist** table from the floppy disk. Remember to also change type of file.
5. Type the following main document.

Date (enter the date using the insert command)

Mr./Mrs. «Last»
«Address»
«City», «State» «Zip»

Dear Mr./Mrs. «Last»

This letter is to inform you that «StudentName» has not returned «Book» to the library. The book was due on «Due Date». Please, have «StudentName» return the book as soon as possible.

Thank you.

6. **Save** the main document on your **floppy** as **book letter**.
7. Merge the information to a new document. If you want to save this call it book merge on your floppy.