1. Write a template letter in Word, leaving out the words that you want to come from your mail-merge eg the name of the person the letter is addressed to.

2. Create a table of data either in a separate Word document, in Excel or in Access, with suitable field headings. An example has been created for you in Excel and is in the shared file area called *Mail merge data*.

3. To set up the mail-merge, in Word:

   - On the Tools menu, click **Mail Merge**.

   - Click **Create**, click **Form Letters**, and then choose **Active Window**.

   - The active document becomes the mail-merge main document.

   - Click **Get Data**.

   - To use an existing list of names and addresses, click **Open Data Source**.

   - You will need to choose the correct file type   the sample data is an Excel file.

   - After you designate the data source and Word displays a message, click **Edit Main Document**

   - Click where you want to insert a name, address, or other information that changes in each letter. On the Mail Merge toolbar, click **Insert Merge Field**, and then click the field name that you want.

   - Click **Merge**.

If you need any further assistance, try looking in Word s Help file.