

INTEGRATION Project #3: Access Table/Word Mail Merge

Using Mail Merge

In this example of Mail Merge, you will combine a **Word document** and an **Access table**. The Access table contains records of employees. The Word document is a letter inviting employees to an appreciation dinner. In order to personalize the document, you will mail merge the information from the database table with the Word document.

1. **Open** the **InfoTech** database.
2. **Open** the **Employee** table to view the data. The table contains 16 records of employee contact information. Look at each column field name; you will use them in your form letter.
3. You will use the **Employee** table as your **Recipient List**. **Close** the **InfoTech** database.
4. **Open** the **Abbott Sales Form Letter**. **Save As** – add your initials to the end of the file name.
5. Start the **Mail Merge Wizard**.
6. Select the **InfoTech** database as the **Recipient List**.
7. Edit the **Recipient List** to **sort** the records in *alphabetical* order by **Last Name**.
8. Select only those records that have the field value **Sales** in the Department field in the data source.
9. Insert the **<Address Block>** merge field in the appropriate position.
10. On the greeting line insert the **<First_Name>** merge field.
11. In the closing, insert your First Name and Last Name. **SAVE**
12. Click the **Preview Results button** to preview the Inside Address Block, Greeting Line and Closing line.
13. Click the **Preview Results button** again to turn it off. **SAVE**
14. Click **Finish & Merge. DO NOT PRINT**.
15. Click **Edit individual Documents to Merge to a New Document**. Click **OK**.
16. You should have **6 letters** after the merge. Scroll down to view each letter.
17. **SAVE AS: Abbott Sales MERGE (followed by your initials)**.