

INTEGRATION Project #3b: 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 student information. The Word document is a welcome letter to parents. In order to personalize the document, you will mail merge the information from the database with the Word document.

1. Open the **School.accdb** database.
2. Open the **Student** table. The table contains 14 records of student contact information. Look at each column field name; you will use them in your form letter.
3. Close the **Student** table
4. Select the **Student** table in the Navigation Pane, and then start the Mail Merge using the **Lakewood.docx** document.
5. In Word, edit the recipient list to sort the records in alphabetical (ascending) order by Last Name.
6. Edit the recipient list so Kate Cortez's parents do not get a letter. (*She moved to another class*).
7. On the line below **To the parents or guardians of**, insert an **<Address Block>**.
8. On the Greeting Line that contains the word **Dear parents or guardians of**, insert the **<First_Name>** field, and then type a space, and then the **<Last_Name>** field followed by a comma.
9. In the first paragraph, insert the **<First_Name>** field and spacing appropriately in the paragraph.
10. In the closing, replace **Kathy Richman** with your name. Save your changes to the **Lakewood Welcome Form Letter**.
11. Click **Preview Results**. If needed, adjust the spacing for the **<Address Block>**, and the greeting line.
12. Click **Finish & Merge. DO NOT PRINT**.
13. Choose **Edit individual Documents** to Merge to a New Document.
14. You should have 13 letters after the merge. Save as **Lakewood Welcome Merge**.