

# Perform a mail merge

Assignments are designed to help you apply the information learned in the lessons.

## Mail merge

1. Create a new data source file in your choice of formats:

Publisher address list

Text file

Microsoft Excel file

Microsoft Word table (not covered in Lesson 5, but it's basically the same as with Excel. Make the table the only item in the document, with no extra lines or spaces above it, and put the field names in the first row.)

2. Create a business letter in Publisher using one of the Letterhead templates, and insert fields from your data source in the appropriate places. For example, you might have something such as **Dear <<First>> <<Last>>**: to personalize the salutation.
3. Display your mail-merged letters in Print Preview. You can print them if desired, but it's not required.
4. Save your work.
5. (Optional) Try another mail merge, this time with some other publication type. Select one of these:

Brochure

Newsletter

Flyer

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