Unit 8 Discussion

[Name of the Writer]

[Name of the Institution]

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Mail merge is an important tool for professionals and corporations because it allows them to convert the data from MS Excel, MS outlook, simple data text file, Microsoft Access and Microsoft office address list into Microsoft word so that it can be read by word file (Data sources you can use for a mail merge, n.d). The data can be the data of the employees of the company, customers of the company, suppliers of the company, etc. This data will allow them to create email messages, letters, envelopes and directories of the person directly from the selected recipients from the list. Mail merge list is the feature in the Microsoft word which read all the data that is converted from the above mention sources. A user can simply click on the select recipient option where they can select either the existing list that can be a text data file, excel sheet file, MS access database file, etc., or a user can create their own list by filling the values in the mail merge list.

In the new address, list user can modify the columns and add the information according to their requirement. A user can add different fields as per their requirement. After creating a list user will save the file and can use different options to view that list in the word file. In the mailing tab, user will select the address block option to view the recipient's name. After entering the address block, user can insert the fields they want to view in the Microsoft word document by clicking on the insert merge field. A user will select the fields which they want to display in the word file and will click on the fields one by one in the order they want to display the field. After selecting the fields, a user will click on the select recipients and specify their choice for which purpose they are using mail merge (Set up a new mail merge list with Word, n.d).

**References**

Microsoft Corp. (n.d.). : Set up a new mail merge list with Word. Retrieved from <https://support.office.com/en-us/article/set-up-a-new-mail-merge-list-with-word-1a752328-b1b5-4865-96a2-e0acd561fe6f>

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