

# WP II - Mail Merge

## Summary

Students will learn how to perform a mail merge using a letter, certificate, and memo

## Time Frame

1 class periods of 60 minutes each

## Instructional Procedures

Combine graphic, page setup, font, and border features in a mail merge project. (The student names in the data source are not authentic.) Assignments include mail merge for a certificate, memo, and business letter

All instructions are included on the attached assignment sheet. Students begin by creating custom field names and the data source. Student should include his/her own name and preferred activity as the final record. Next, they create the main document which is a certificate using contrasting fonts, rotated and filled hearts, and a page border. Before the merge, students will sort the data by number in ascending order. Finally, students print the merged document with six pages on one sheet to preserve paper.

## Authors

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