**Tutorial D4 Creating and Editing an Address List (24 points)**

1. In Publisher, you can take individual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ information and place it in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. This saves you \_\_\_\_\_\_\_\_\_\_\_\_\_ when you want to address items to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_l people.
3. Go to your ribbon and select \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Identify the where you access the mailing list below.

1. Select the mail merge drop down \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. Select the option, step-by-step Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Wizard.
3. You can see the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ merge pane on the right side of the window.
4. You can use an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ list.
5. Or you can select people from Microsoft \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is Microsoft’s email program.
6. Or, if you don’t have either, you can type in a \_\_\_\_\_\_\_\_\_\_\_\_\_\_ list.
7. To begin creating a new list, you must select, “Next, create or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_list.”
8. In the new address list, you can begin to type in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ information for each of your contacts such as, title, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ name, first name, last name, company, name, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, etc.
9. If you wish to customize this list, to either add or subtract information from the list, select the button, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The customize address list appears. Here you can decide whether to \_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ information.

1. When you have filled in the information for one of your contacts, go ahead and select the new \_\_\_\_\_\_\_\_\_\_\_\_\_\_ button and repeat this process over again.
2. Once you have completed your address list, select, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-.
3. Now you can save this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to your computer.
4. At any point, you can add or change this list for your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.