**Tutorial D5 Performing a Mail Merge (17 points)**

1. Once you’ve created an address list, you can go ahead and create a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. To get there, go back to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and select the mail merge drop down \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Select step-by-step mail merge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. You can create your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ list several ways.

1. Click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. You can see different address lists \_\_\_\_\_\_\_\_\_\_\_\_\_. Select the file you saved when you created your address list.

1. Once opened, you can see the address list contains recipients. Can you continue to add new recipients to the list?

1. You can sort, filter, and find a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ recipient in this dialog box as well.

1. In order to prepare the publication, all you need to do is click on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you want in this mail merge.

1. To make sure it’s formatted the way you want, make sure your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the right \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. After entering in all the fields of information for your contact and placing it where you want it, click \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and go to create merged publications.
2. You have several different \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in your pane for creating merged publications. You can \_\_\_\_\_\_\_\_\_\_\_\_\_ them, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ them to a new publication, or you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to an existing publication.

1. Now, you try it, go to Publisher and set up a mail merge with your contact information, and the school’s contact information. Be sure you put the comma in the correct place when you add your fields in for City, State. (Portage, MI). Show me for 5 points!