



# Obedience Lessons

Autumn 2013

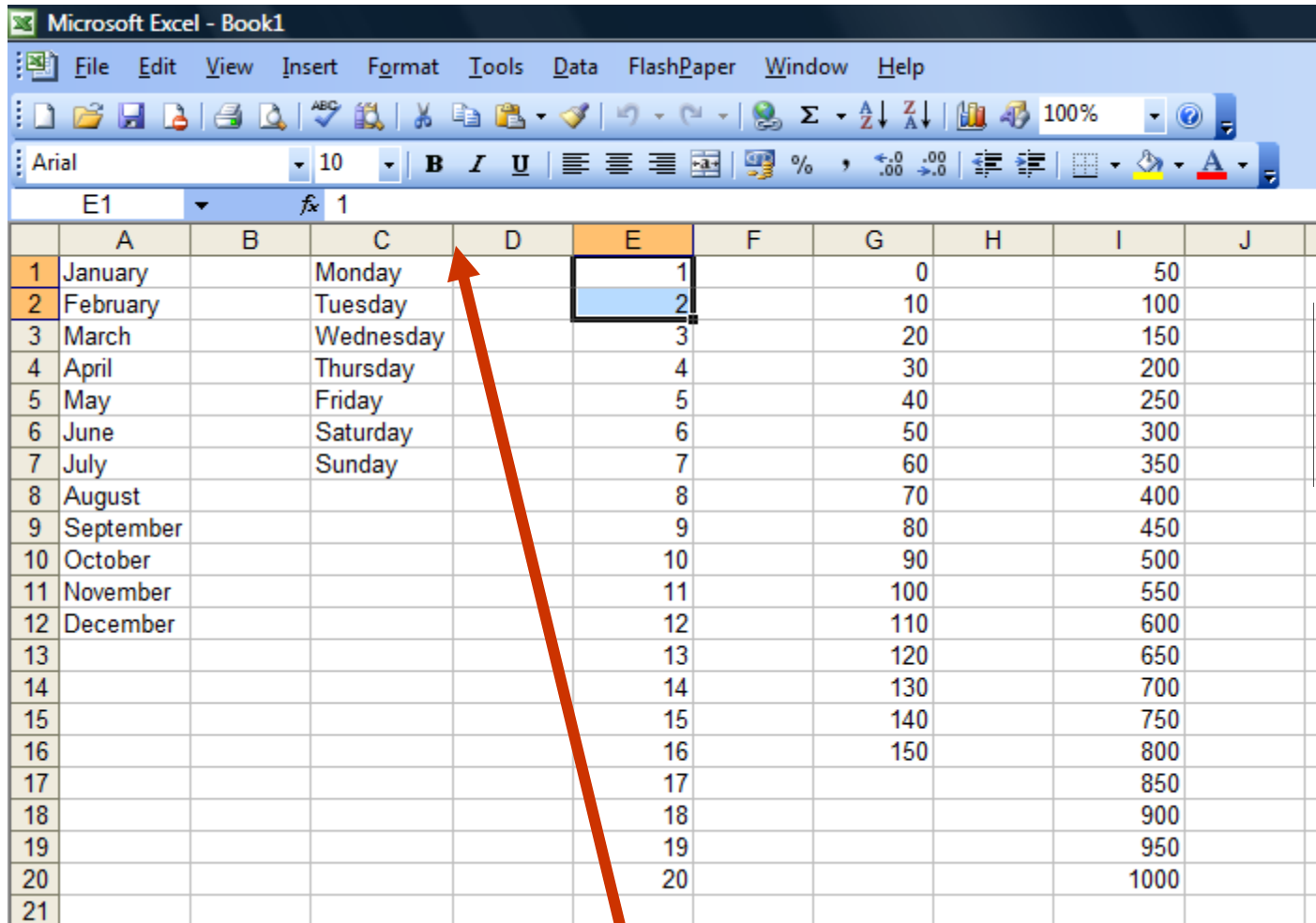
**Session 6 – Mail Marge Labels**

# Recap on Last Session

## Using EXCEL

# Entering Sequences

Automatic entry of months / days / number sequences



The screenshot shows the Microsoft Excel interface with a workbook named 'Book1'. The active sheet contains a table with columns A through J and rows 1 through 21. The data is as follows:

	A	B	C	D	E	F	G	H	I	J
1	January		Monday		1		0		50	
2	February		Tuesday		2		10		100	
3	March		Wednesday		3		20		150	
4	April		Thursday		4		30		200	
5	May		Friday		5		40		250	
6	June		Saturday		6		50		300	
7	July		Sunday		7		60		350	
8	August				8		70		400	
9	September				9		80		450	
10	October				10		90		500	
11	November				11		100		550	
12	December				12		110		600	
13					13		120		650	
14					14		130		700	
15					15		140		750	
16					16		150		800	
17					17				850	
18					18				900	
19					19				950	
20					20				1000	
21										

Double-click between columns to automatically widen them.

# Setting up a Home Budget Spreadsheet

# Insert an autosum $\Sigma$ in cell B16

Microsoft Excel - BUDGET 2013 Example

File Edit View Insert Format Tools Data Window Help

Type a question for help

SUM =SUM(B4:B15)

Calibri 14 B I U

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2013															
2																
3	Expenditure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
4	Life Insurance	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6			
5	Electricity	£61	£61	£61	£61	£47	£47	£47	£47	£47	£47	£47	£47			
6	Council Tax	£151			£147	£151	£151	£151	£151	£151	£151	£151	£151			
7	Car Insurance x 2	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
8	Telephone / Broadband	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44			
9	TV licence	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11			
10	Subscriptions	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4			
11	house/contents insurance	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
12	Food, petrol etc.	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600			
13	Papers	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12			
14	Heating oil	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40			
15	Water Bill	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£43			
16	TOTAL	=SUM(B4:B15)														
17																
18	Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
19	Pension	£935	£935	£935	£955	£977	£977	£977	£977	£977	£977	£977	£977			
20	Income 1	£617	£617	£617	£625	£625	£625	£625	£625	£625	£625	£625	£625			
21	Income 2	£627	£627	£627	£673	£673	£673	£673	£673	£673	£673	£673	£673			
22	TOTAL															
23	Residual															
24																
25																

Then press ENTER

Sheet1 Sheet2 Sheet3

Point

Desktop 10:27 28/10/2013

# Drag the formula across to December

Microsoft Excel - BUDGET 2013 Example

Type a question for help

B16 =SUM(B4:B15)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2013															
2																
3	Expenditure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
4	Life Insurance	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6			
5	Electricity	£61	£61	£61	£61	£47	£47	£47	£47	£47	£47	£47	£47			
6	Council Tax	£151			£147	£151	£151	£151	£151	£151	£151	£151	£151			
7	Car Insurance x 2	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
8	Telephone / Broadband	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44			
9	TV licence	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11			
10	Subscriptions	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4			
11	house/contents insurance	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
12	Food, petrol etc.	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600			
13	Papers	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12			
14	Heating oil	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40			
15	Water Bill	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£43			
16	TOTAL	£1,018	£867	£867	£1,014	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,016			
17																
18	Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
19	Pension	£935	£935	£935	£955	£977	£977	£977	£977	£977	£977	£977	£977			
20	Income 1	£617	£617	£617	£625	£625	£625	£625	£625	£625	£625	£625	£625			
21	Income 2	£627	£627	£627	£673	£673	£673	£673	£673	£673	£673	£673	£673			
22	TOTAL															
23	Residual															
24																
25																

Sheet1 Sheet2 Sheet3

Ready

Sum=£11,810

Desktop

10:30 28/10/2013

# Do the same for the total income

Microsoft Excel - BUDGET 2013 Example

Type a question for help

B22    =SUM(B19:B21)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2013															
2																
3	Expenditure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
4	Life Insurance	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6			
5	Electricity	£61	£61	£61	£61	£47	£47	£47	£47	£47	£47	£47	£47			
6	Council Tax	£151			£147	£151	£151	£151	£151	£151	£151	£151	£151			
7	Car Insurance x 2	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
8	Telephone / Broadband	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44			
9	TV licence	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11			
10	Subscriptions	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4			
11	house/contents insurance	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
12	Food, petrol etc.	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600			
13	Papers	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12			
14	Heating oil	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40			
15	Water Bill	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£43			
16	TOTAL	£1,018	£867	£867	£1,014	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,016			
17																
18	Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
19	Pension	£935	£935	£935	£955	£977	£977	£977	£977	£977	£977	£977	£977			
20	Income 1	£617	£617	£617	£625	£625	£625	£625	£625	£625	£625	£625	£625			
21	Income 2	£627	£627	£627	£673	£673	£673	£673	£673	£673	£673	£673	£673			
22	TOTAL	£2,179	£2,179	£2,179	£2,253	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275			
23	Residual															
24																
25																

Sheet1 Sheet2 Sheet3

Ready

Sum=£26,990

Desktop

10:32  
28/10/2013

# Insert the formula **=B22-B16** in B23

Microsoft Excel - BUDGET 2013 Example

File Edit View Insert Format Tools Data Window Help

Type a question for help

SUM =B22-B16

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2013															
2																
3	Expenditure	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
4	Life Insurance	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6			
5	Electricity	£61	£61	£61	£61	£47	£47	£47	£47	£47	£47	£47	£47			
6	Council Tax	£151			£147	£151	£151	£151	£151	£151	£151	£151	£151			
7	Car Insurance x 2	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
8	Telephone / Broadband	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44			
9	TV licence	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11			
10	Subscriptions	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4			
11	house/contents insurance	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
12	Food, petrol etc.	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600			
13	Papers	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12			
14	Heating oil	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40			
15	Water Bill	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£43			
16	TOTAL	£1,018	£867	£867	£1,014	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,016			
17																
18	Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
19	Pension	£935	£935	£935	£955	£977	£977	£977	£977	£977	£977	£977	£977			
20	Income 1	£617	£617	£617	£625	£625	£625	£625	£625	£625	£625	£625	£625			
21	Income 2	£627	£627	£627	£673	£673	£673	£673	£673	£673	£673	£673	£673			
22	TOTAL	£2,179	£2,179	£2,179	£2,253	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275			
23	Residual	=B22-B16														
24																
25																

Sheet1 Sheet2 Sheet3

Point

Desktop 10:35 28/10/2013



# Drag the formula across to December

Microsoft Excel - BUDGET 2013 Example

Type a question for help

B23    =B22-B16

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2013															
2																
3	<b>Expenditure</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>		
4	Life Insurance	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6			
5	Electricity	£61	£61	£61	£61	£47	£47	£47	£47	£47	£47	£47	£47			
6	Council Tax	£151			£147	£151	£151	£151	£151	£151	£151	£151	£151			
7	Car Insurance x 2	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
8	Telephone / Broadband	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44			
9	TV licence	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11			
10	Subscriptions	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4			
11	house/contents insurance	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29			
12	Food, petrol etc.	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600			
13	Papers	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12			
14	Heating oil	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40			
15	Water Bill	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£43			
16	<b>TOTAL</b>	£1,018	£867	£867	£1,014	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,016			
17																
18	<b>Income</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>		
19	Pension	£935	£935	£935	£955	£977	£977	£977	£977	£977	£977	£977	£977			
20	Income 1	£617	£617	£617	£625	£625	£625	£625	£625	£625	£625	£625	£625			
21	Income 2	£627	£627	£627	£673	£673	£673	£673	£673	£673	£673	£673	£673			
22	<b>TOTAL</b>	£2,179	£2,179	£2,179	£2,255	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275			
23	<b>Residual</b>	£1,161	£1,312	£1,312	£1,239	£1,271	£1,271	£1,271	£1,271	£1,271	£1,271	£1,271	£1,256			
24																
25																

Sheet1 Sheet2 Sheet3

Ready    Sum=£15,180    10:39 28/10/2013

# Finish by autosumming $\Sigma$ column N

Microsoft Excel - BUDGET 2013 Example

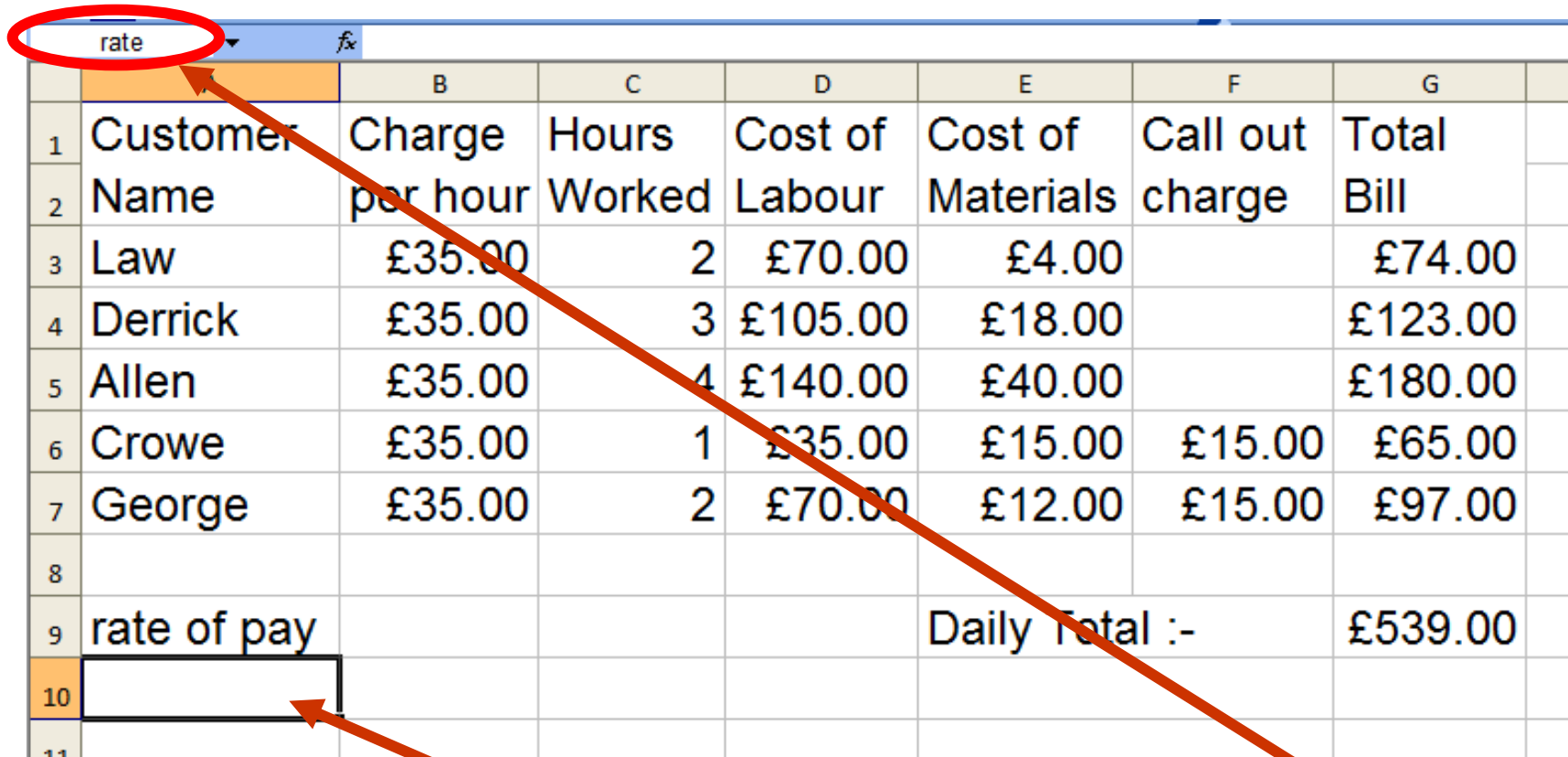
Type a question for help

P27

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<b>2013</b>															
2																
3	<b>Expenditure</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>		
4	Life Insurance	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£6	£72		
5	Electricity	£61	£61	£61	£61	£47	£47	£47	£47	£47	£47	£47	£47	£620		
6	Council Tax	£151			£147	£151	£151	£151	£151	£151	£151	£151	£151	£1,506		
7	Car Insurance x 2	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£348		
8	Telephone / Broadband	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£44	£528		
9	TV licence	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£132		
10	Subscriptions	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£4	£48		
11	house/contents insurance	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£29	£348		
12	Food, petrol etc.	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£600	£7,200		
13	Papers	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£12	£144		
14	Heating oil	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£40	£480		
15	Water Bill	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£31	£43	£384		
16	<b>TOTAL</b>	£1,018	£867	£867	£1,014	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,004	£1,014	£11,810		
17																
18	<b>Income</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>		
19	Pension	£935	£935	£935	£955	£977	£977	£977	£977	£977	£977	£977	£977	£11,576		
20	Income 1	£617	£617	£617	£625	£625	£625	£625	£625	£625	£625	£625	£625	£7,476		
21	Income 2	£627	£627	£627	£673	£673	£673	£673	£673	£673	£673	£673	£673	£7,938		
22	<b>TOTAL</b>	£2,179	£2,179	£2,179	£2,253	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£2,275	£26,990		
23	<b>Residual</b>	<b>£1,161</b>	<b>£1,312</b>	<b>£1,312</b>	<b>£1,239</b>	<b>£1,271</b>	<b>£1,271</b>	<b>£1,271</b>	<b>£1,271</b>	<b>£1,271</b>	<b>£1,271</b>	<b>£1,271</b>	<b>£1,259</b>	<b>£15,181</b>		
24																
25																

Sheet1 Sheet2 Sheet3

# Naming Cells

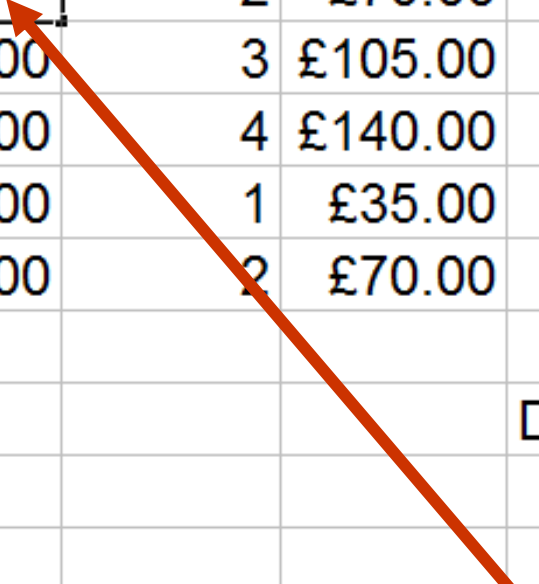


		B	C	D	E	F	G
1	Customer	Charge	Hours	Cost of	Cost of	Call out	Total
2	Name	per hour	Worked	Labour	Materials	charge	Bill
3	Law	£35.00	2	£70.00	£4.00		£74.00
4	Derrick	£35.00	3	£105.00	£18.00		£123.00
5	Allen	£35.00	4	£140.00	£40.00		£180.00
6	Crowe	£35.00	1	£35.00	£15.00	£15.00	£65.00
7	George	£35.00	2	£70.00	£12.00	£15.00	£97.00
8							
9	rate of pay				Daily Total :-		£539.00
10							
11							

**Click in A10 and type “rate” in the Name Box**  
**Then press ENTER**

# Naming Cells

	A	B	C	D	E	F	G	
1	Customer	Charge	Hours	Cost of	Cost of	Call out	Total	
2	Name	per hour	Worked	Labour	Materials	charge	Bill	
3	Law	=rate	2	£70.00	£4.00		£74.00	
4	Derrick	£35.00	3	£105.00	£18.00		£123.00	
5	Allen	£35.00	4	£140.00	£40.00		£180.00	
6	Crowe	£35.00	1	£35.00	£15.00	£15.00	£65.00	
7	George	£35.00	2	£70.00	£12.00	£15.00	£97.00	
8								
9	rate of pay				Daily Total :-		£539.00	
10								
11								

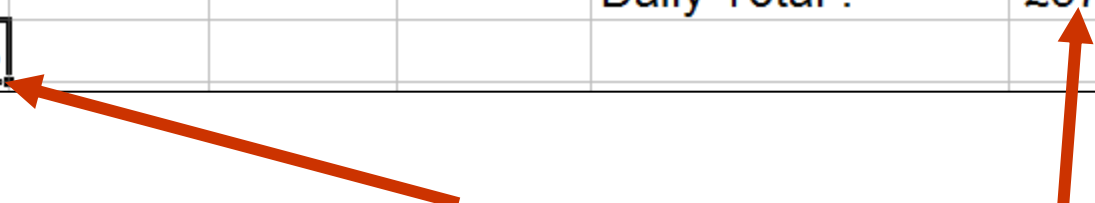


Type the formula “=rate” in cell B3

Then drag it down to cell B7

# Naming Cells

Customer Name	Charge per hour	Hours Worked	Cost of Labour	Cost of Materials	Call out charge	Total Bill
Law	£38.00	2	£76.00	£4.00		£80.00
Derrick	£38.00	3	£114.00	£18.00		£132.00
Allen	£38.00	4	£152.00	£40.00		£192.00
Crowe	£38.00	1	£38.00	£15.00	£15.00	£68.00
George	£38.00	2	£76.00	£12.00	£15.00	£103.00
rate of pay				Daily Total :-		£575.00
38						



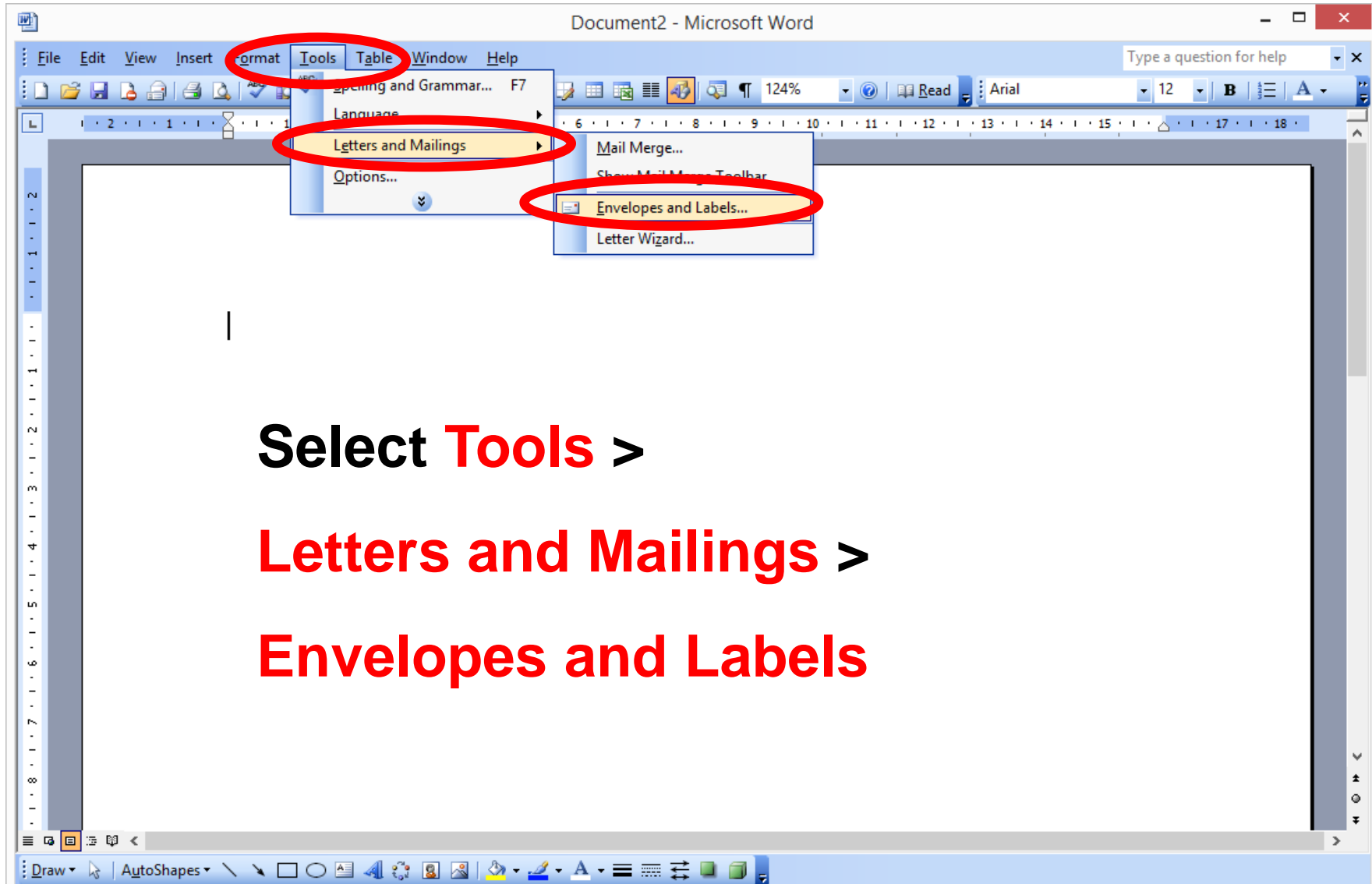
**Whatever you type in A10 gives a new result**

**Q) Find the lowest rate of pay that would still give him £500 per day**

# Making Labels Using Word

## 1) The Simple Version

# Word 2003

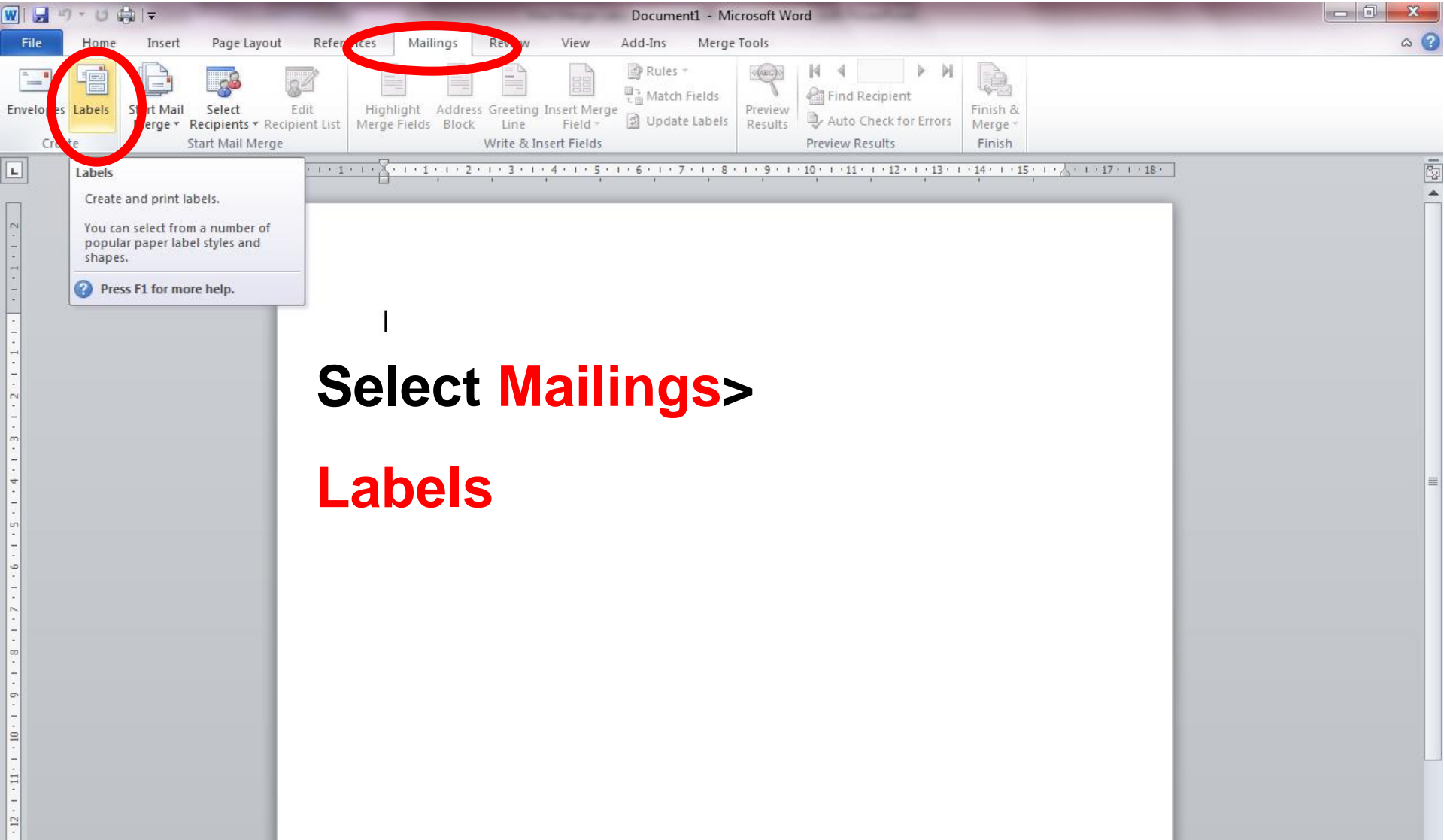


**Select Tools >**

**Letters and Mailings >**

**Envelopes and Labels**

# Word 2010



Select **Mailings**>  
**Labels**



# Select Options

Envelopes and Labels

Envelopes Labels

Address: ▼ ☐ Use return address

Print

New Document

Cancel

**Options...**

E-postage Properties...

Print

☒ Full page of the same label

☐ Single label

Row: 1 Column: 1

Label

Avery A4 and A5 sizes, J8160 Address

Before printing, insert labels in your printer's manual feeder.

# Avery A4 and A5 sizes

Label Options

Printer information

☐ Dot matrix

☒ Laser and ink jet

Tray: Manual

Label information

Label products: Avery A4 and A5 sizes

Product number:

- J40065 - Parcel
- J400DK - Diskette
- J400SL - 35mm Slide
- J400VF - Video Face
- J400VS - Video Spine
- J8153 - Address
- J8160 - Address**

Label information

Type: Address

Height: 3.81 cm

Width: 6.35 cm

Page size: A4 (21 x 29.7 cm)


Details... New Label... Delete OK Cancel

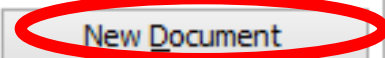
**J8160 - Address**

# New Document

Envelopes and Labels

Envelopes Labels

Address:  ☐ Use return address



Print

Cancel

Options...

E-postage Properties...

Print

☒ Full page of the same label

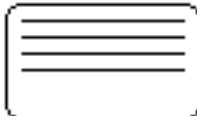
☐ Single label

Row: 1 Column: 1

Label

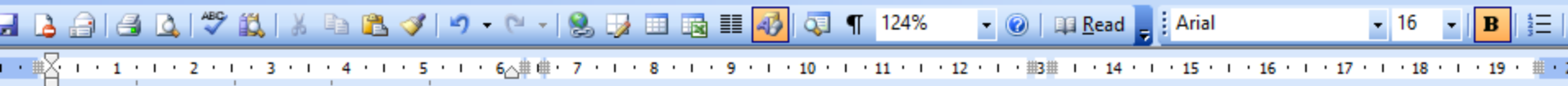
Avery A4 and A5 sizes, J8160

Address



Before printing, insert labels in your printer's manual feeder.

+		



Mr A Tregoning  
"Ristie"  
Littleham  
Bideford  
EX39 5HN

Type addresses  
Format using  
Ctrl Codes as  
usual

# Making Labels Using Word

## 2) The Better Version

# Open up **address\_list.xls**

	A	B	C	D	E	F	G
1	Courtesy Title	Last Name	Address 1	Address 2	City	State	Postcode
2	Ms.A.	McLean	73 Guildry Street	Garrigill	Alnwick	NORTHUMBERLAND	CA9 5CO
3	Mrs.A.	Russell	76 Princes Street	Rodbridge Corner	Leicester		CO10 6PE
4	Mr.D.	Hawkins	The Pines, Lammas Street	Great Busby		HERTS	TS9 5JV
5	Mr.D.	Bevan	53 Walden Road	Greenmyre	Colchester	ESSEX	AB53 3EV
6	Ms.E.	Barker	32 Maidstone Road	Wellwood	Sudbury	SUFFOLK	KY12 1QI
7	Mr.E.	Coles	64 Hampton Court Rd	Southrey	Richmond		LN3 7YU
8	Eloise	Heath	97 Pendwyallt Road	Burrow Bridge		LINCS	TA7 9ZK
9	Mrs.E.	Rose	97 St Dunstons Street	Watchfield		CAMBRIDGE	TA9 9CF
10	Imogen	Cole	60 Church Way	Bradwell	Chelmsford	ESSEX	MK13 5NG
11	Isabella	Pritchard	67 Hudson St	Dundreggan		FIFE	IV3 7SI
12	Mr.J.	James	37 Park End St	Brooks	Bath		SY21 1JA
13	Mr and Mrs.P.	Nash	76 Woodstone Road	Welwyn		HERTS	AL6 9CQ
14	Mr.J.	Evans	69 Botley Road	Middletown	Swindon		CA22 2ZD
15	Josh	Knowles	72 Bouverie Road	Weston	Bristol		CW2 2QW
16	Mr.K.	Griffin	83 Hampton Court Rd	Sparkford		HANTS	BA22 4EC
17	Ms.L.	Brennan	52 Merthyr Road	Burmington	Bangor	CAERNARVON	CV36 5AA
18	Ms.	Cooper	93 Asfordby Rd	Aith	Motherwell	LANARKSHIRE	KW16 5ZY
19	Ms.	Nolan	91 Essex Rd	Tarlton		SUFOLK	GL7 1OE
20	Ms.	Lord	Field House, West Lane	Dalfad	Llandudno	CONWY	AB35 0KN
21	Mr.and Mrs. O.	Sharpe	62 Bishopthorpe Road	Pencoed	Milford Haven	PEMBROKE	CF35 7ZD
22	Mr.P.	Gough	46 Maidstone Road	West Aberthaw		POWYS	CF62 4UM
23	Mr.S	Wallace	83 Folkestone Road	Winchet Hill		ESSEX	TN17 4OI
24	Spencer	Chamberlain	78 Boroughbridge Road	Bishop's Tawton		DEVON	EX32 2DE
25	Mr.T	Sharp	64 Constitution St	Llangynog		POWYS	SA33 1TH
26	Zara	Cox	71 Old Chapel Road	Garvock	Winchester	HANTS	PA16 6MT
27							

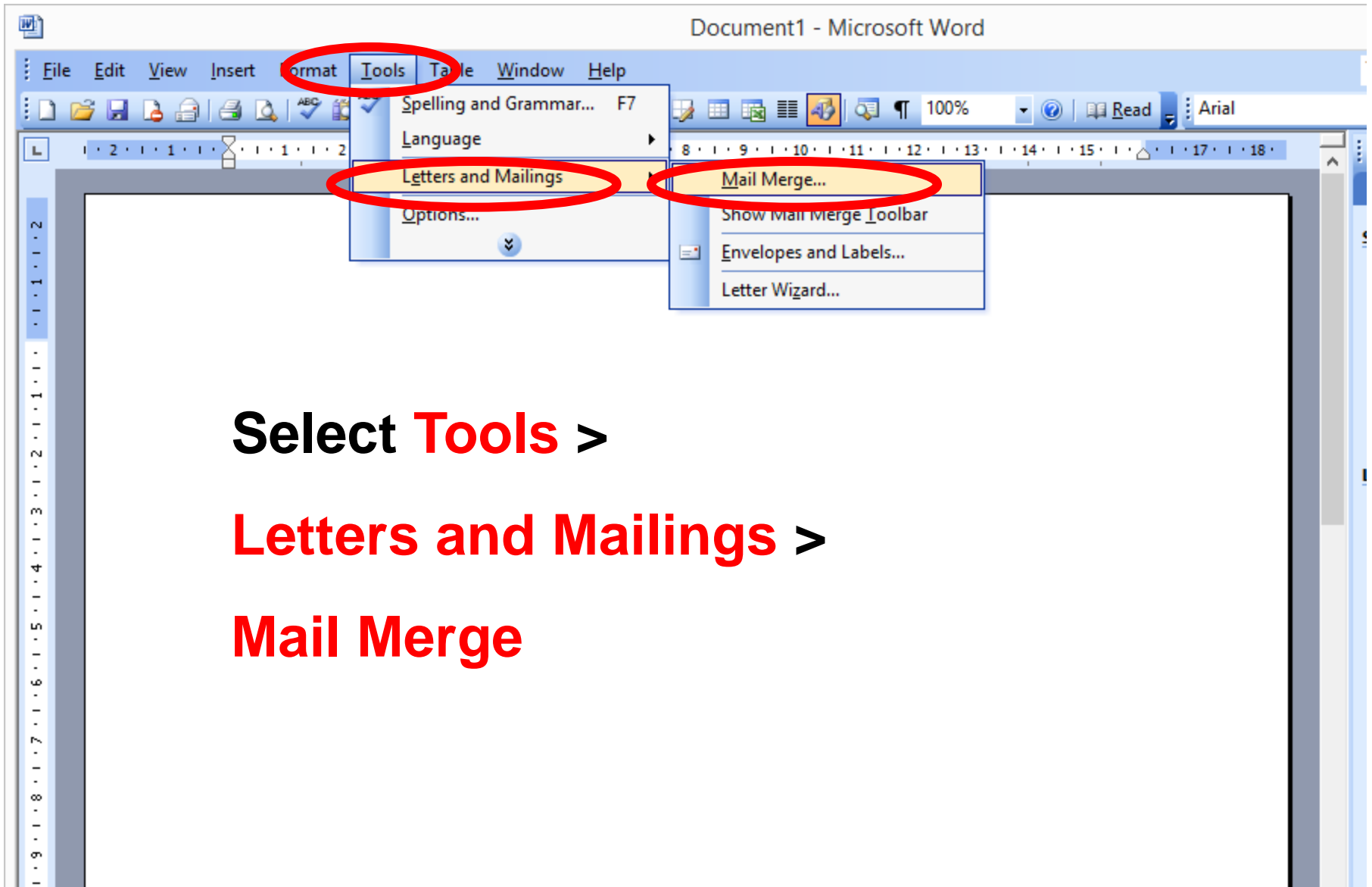
# Add some data of your own

	A	B	C	D	E	F	G
1	Courtesy Title	Last Name	Address 1	Address 2	City	State	Postcode
2	Ms.A.	McLean	73 Guildry Street	Garrigill	Alnwick	NORTHUMBERLAND	CA9 5CO
3	Mrs.A.	Russell	76 Princes Street	Rodbridge Corner	Leicester		CO10 6PE
4	Mr.D.	Hawkins	The Pines, Lammas Street	Great Busby		HERTS	TS9 5JV
5	Mr.D.	Bevan	53 Walden Road	Greenmyre	Colchester	ESSEX	AB53 3EV
6	Ms.E.	Barker	32 Maidstone Road	Wellwood	Sudbury	SUFFOLK	KY12 1QI
7	Mr.E.	Coles	64 Hampton Court Rd	Southrev	Richmond		LN3 7YU
8	Eloise	Heath	97 Pendwyallt Road	Bu			TA7 9ZK
9	Mrs.E.	Rose	97 St Dunstons Street	W			TA9 9CF
10	Imogen	Cole	60 Church Way	Br			MK13 5NG
11	Isabella	Pritchard	67 Hudson St	D			IV3 7SI
12	Mr.J.	James	37 Park End St	Brook	Barn		SY21 1JA
13	Mr and Mrs.P.	Nash	76 Woodstone Road	Welwyn		HERTS	AL6 9CQ
14	Mr.J.	Evans	69 Botley Road	Middletown	Swindon		CA22 2ZD
15	Josh	Knowles	72 Bouverie Road	Weston	Bristol		CW2 2QW
16	Mr.K.	Griffin	83 Hampton Court Rd	Sparkford		HANTS	BA22 4EC
17	Ms.L.	Brennan	52 Merthyr Road	Burmington	Bangor	CAERNARVON	CV36 5AA
18	Ms.	Cooper	93 Asfordby Rd	Ath	Motherwell	LANARKSHIRE	KW16 5ZY
19	Ms.	Nolan	91 Essex Rd	Tarlon		SUFOLK	GL7 1OE
20	Ms.	Lord	Field House, West Lane	Dalfad	Llandudno	CONWY	AB35 0KN
21	Mr.and Mrs. O.	Sharpe	62 Bishopthorpe Road	Pencoed	Milford Haven	PEMBROKE	CF35 7ZD
22	Mr.P.	Gough	46 Maidstone Road	West Aberthaw		POWYS	CF62 4UM
23	Mr.S	Wallace	83 Folkestone Road	Winchet Hill		ESSEX	TN17 4OI
24	Spencer	Chamberlain	78 Boroughbridge Road	Bishop's Tawton		DEVON	EX32 2DE
25	Mr.T	Sharp	64 Constitution St	Llangynog		POWYS	SA33 1TH
26	Zara	Cox	71 Old Chapel Road	Garvock	Winchester	HANTS	PA16 6MT
27	Mr.A.	Tregoning	Ristie	Littleham	Bideford	DEVON	EX39 5HN
28							

Then Save it  
(Ctrl S)



# Word 2003

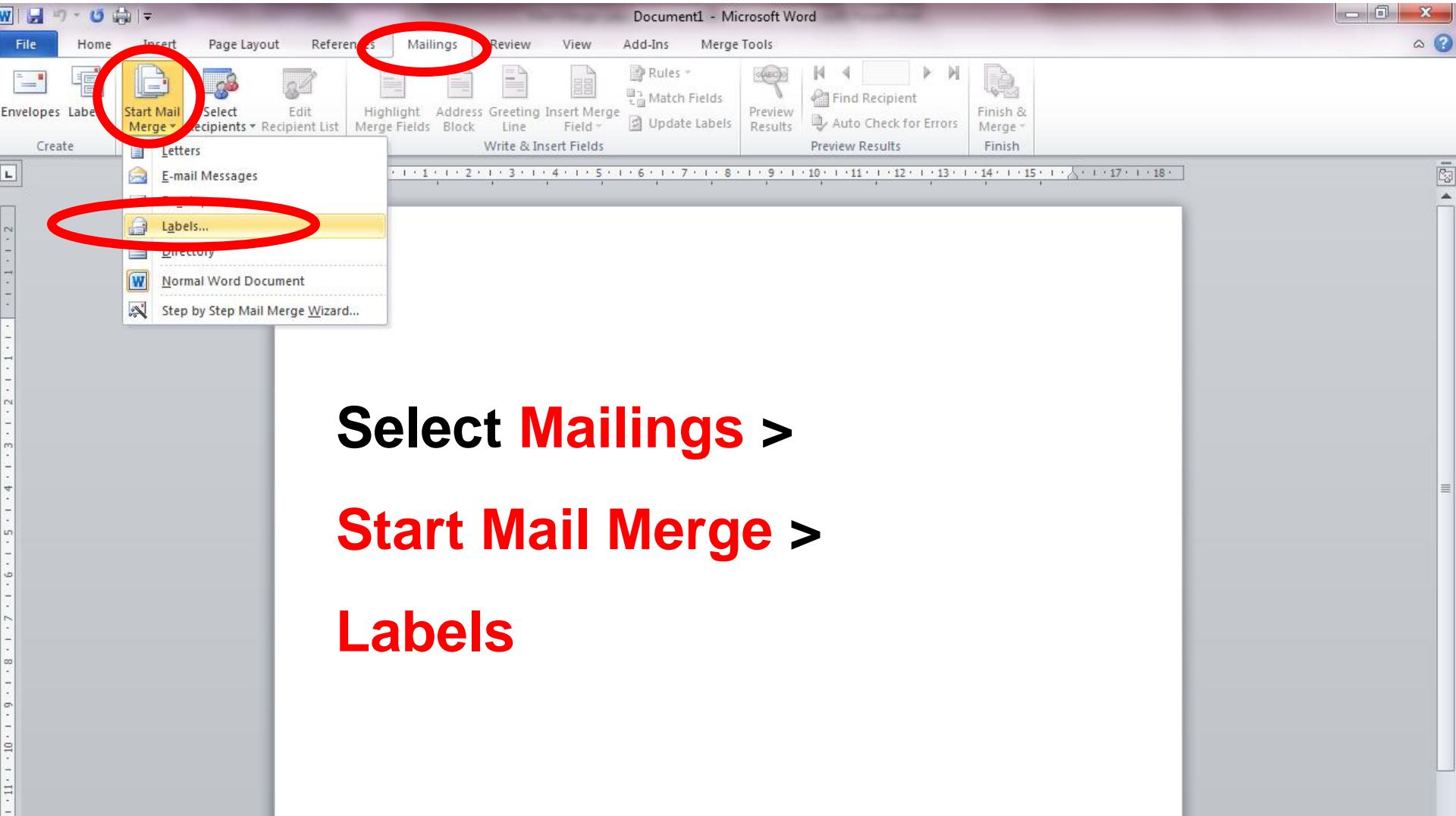


Select **Tools** >

**Letters and Mailings** >

**Mail Merge**

# Word 2010



# Follow the steps **Labels** > **Options**

**Mail Merge**

**Select document type**

What type of document are you working on?

☐ Letters

☐ E-mail messages

☐ Envelopes

☒ **Labels**

☐ Directory

**Labels**

Print address labels for a group mailing.

Click Next to continue.

**Step 1 of 6**

Next: Starting document

**Mail Merge**

**Select starting document**

How do you want to set up your mailing labels?

☐ Use the current document

☒ Change document layout

☐ Start from existing document

**Change document layout**

Click Label options to choose a label size.

[Label options...](#)

**Step 2 of 6**

Next: Select recipients

Previous: Select document type

**Label Options**

**Printer information**

☐ Dot matrix

☒ Laser and ink jet

Tray: Default tray

**Label information**

Label products: Avery A4 and A5 sizes

**Product number:**

- J40065 - Parcel
- J400DK - Diskette
- J400SL - 35mm Slide
- J400VF - Video Face
- J400VS - Video Spine
- J8159 - Address
- J8160 - Address**

**Label information**

Type: Address

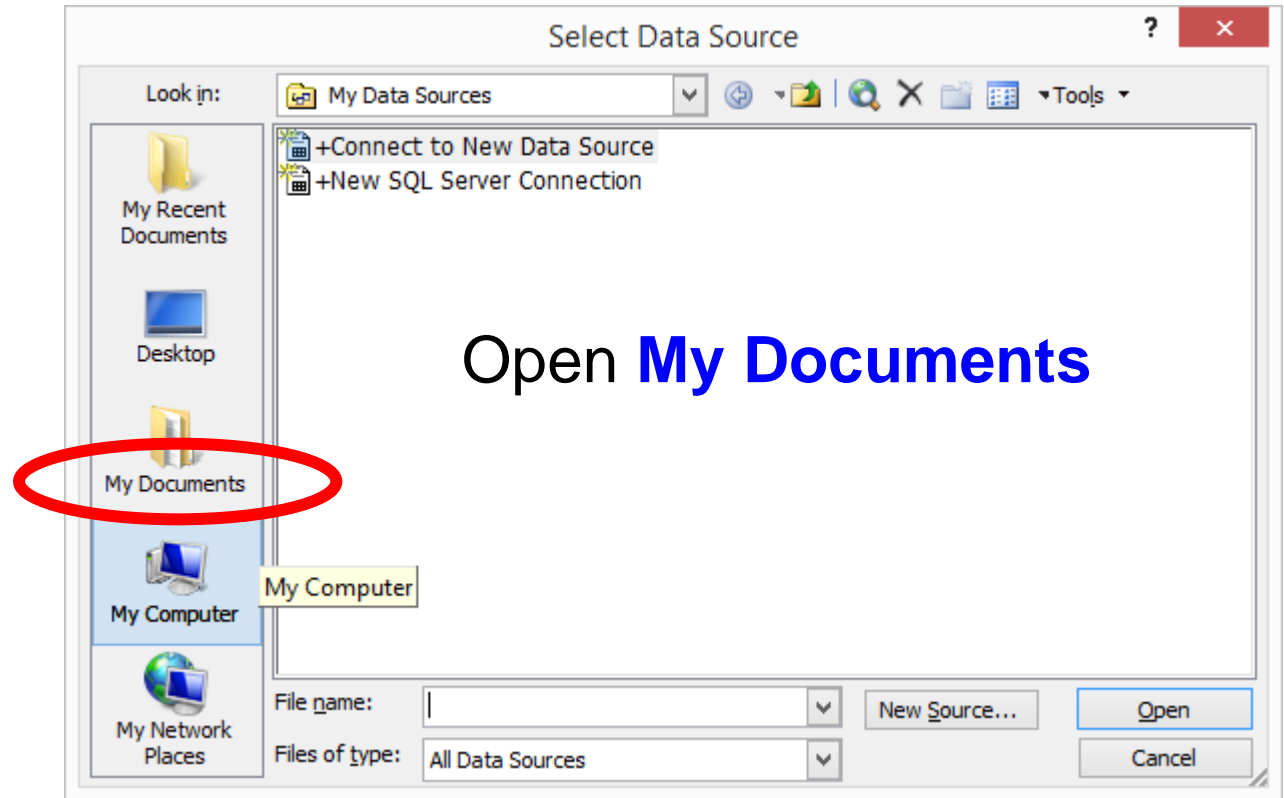
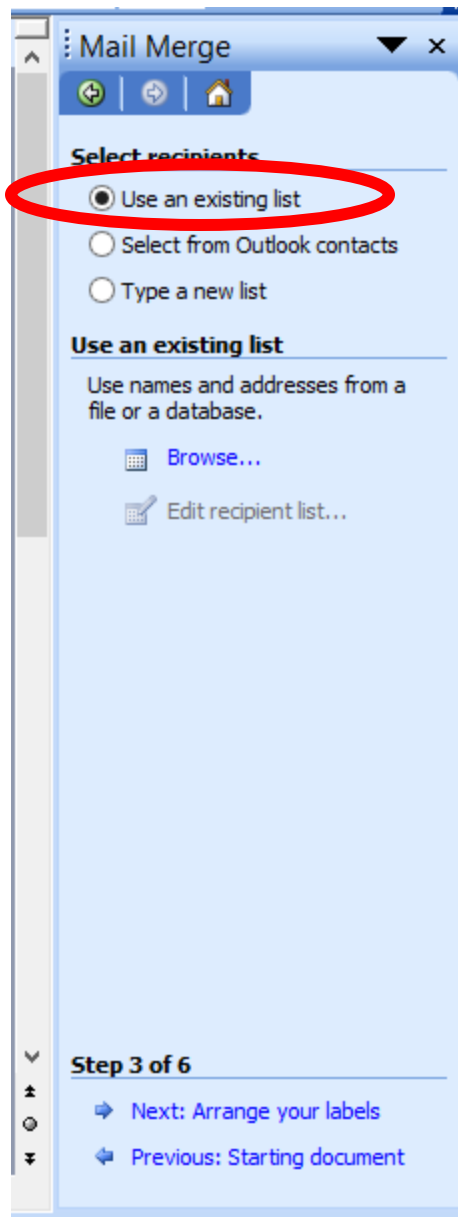
Height: 3.81 cm

Width: 6.35 cm

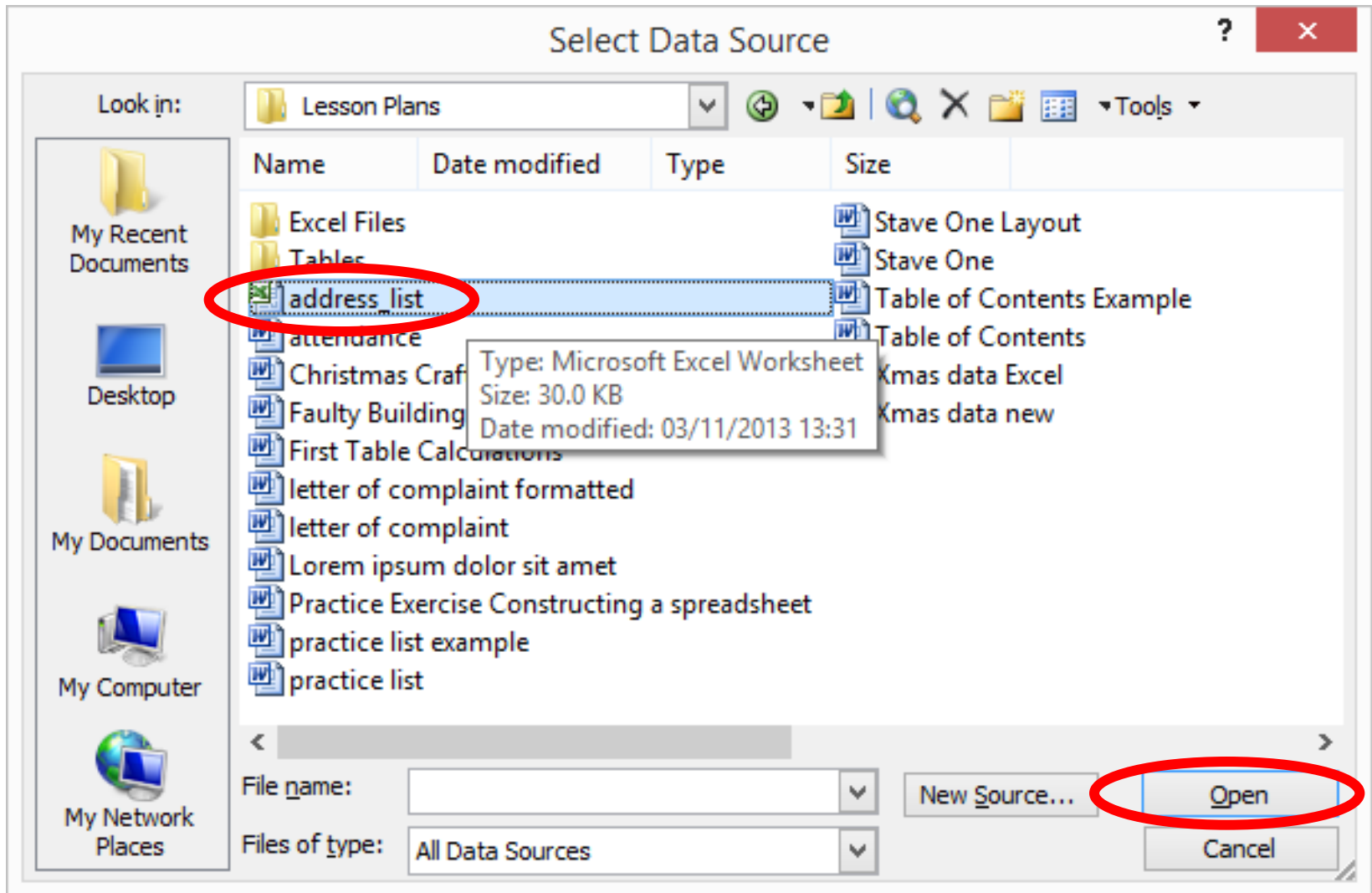
Page size: A4 (21 x 29.7 cm)

Details... New Label... Delete OK Cancel

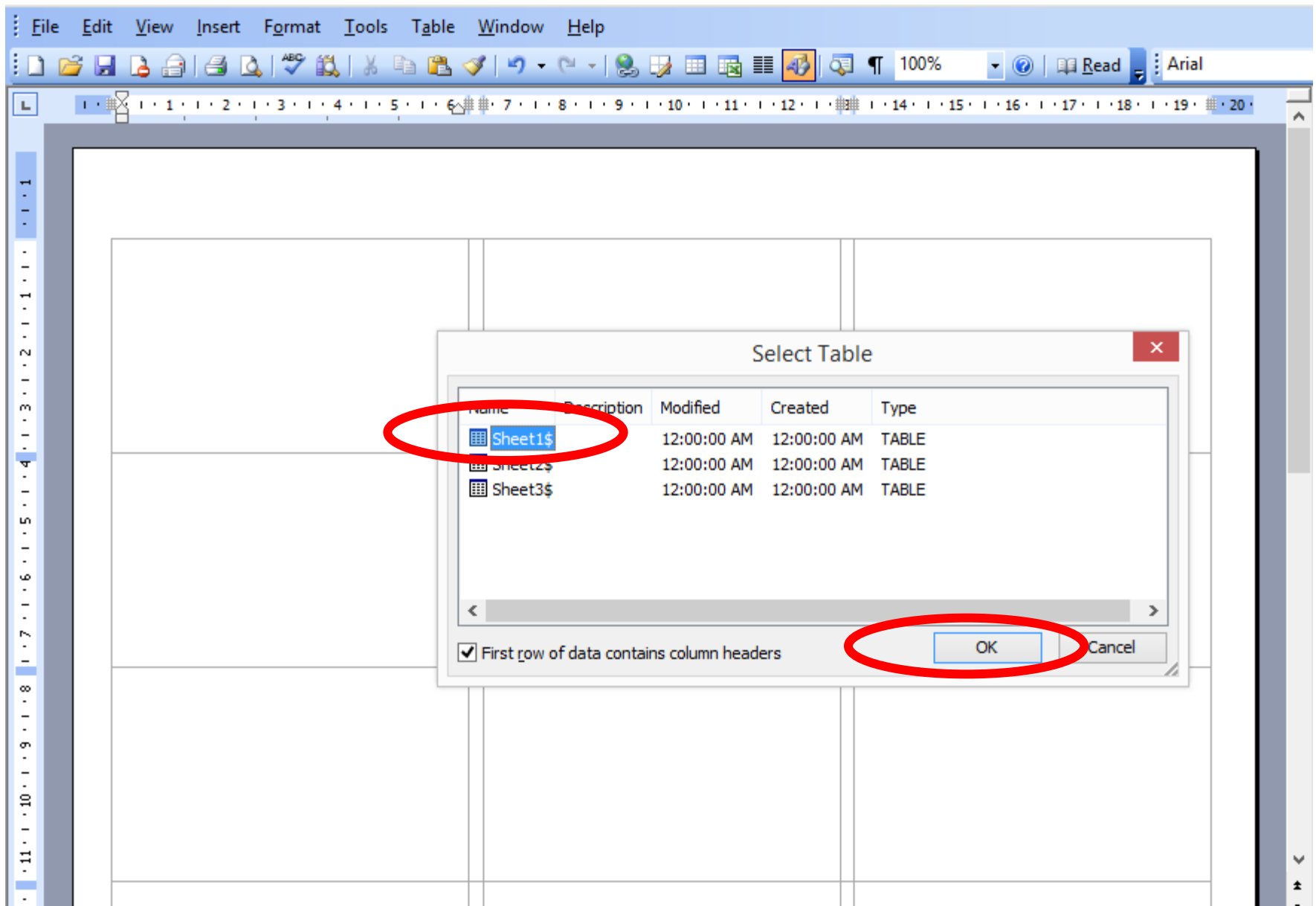
# Select Recipients > Use existing list



# Find “address\_list.xls”



# Open “Sheet1\$”



# Check the data

Mail Merge Recipients

To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.

List of recipients:

<input type="checkbox"/>	▼ Last Name	▼ Courtesy Title	▼ Address 1	▼ Address 2	▼ City
<input checked="" type="checkbox"/>	McLean	Ms.A.	73 Guildry Str...	Garrigill	Alnw
<input checked="" type="checkbox"/>	Russell	Mrs.A.	76 Princes Str...	Rodbridge Co...	Leice
<input checked="" type="checkbox"/>	Hawkins	Mr.D.	The Pines, La...	Great Busby	
<input checked="" type="checkbox"/>	Bevan	Mr.D.	53 Walden Ro...	Greenmyre	Colch
<input checked="" type="checkbox"/>	Barker	Ms.E.	32 Maidstone ...	Wellwood	Sudb
<input checked="" type="checkbox"/>	Coles	Mr.E.	64 Hampton ...	Southrey	Richr
<input checked="" type="checkbox"/>	Heath	Eloise	97 Pendwyallt...	Burrow Bridge	
<input checked="" type="checkbox"/>	Rose	Mrs.E.	97 St Dunstan...	Watchfield	

< >

Select All Clear All Refresh

Find... Edit... Validate

OK

# Insert an **Address block** > **Update all**

The screenshot shows the Microsoft Word Mail Merge process. The 'Insert Address Block' dialog box is open, allowing the user to specify address elements for a mail merge. The 'Specify address elements' section has three checked options: 'Insert recipient's name in this format:', 'Insert company name', and 'Insert postal address:'. The 'Insert recipient's name' list shows 'Mr. Joshua Randall Jr.' selected. The 'Insert postal address' section has three radio button options, with 'Only include the country/region if different than:' selected, and a dropdown menu showing 'United Kingdom'. The 'Format address according to the destination country/region' checkbox is also checked. The 'Preview' section shows the resulting address block: 'Mr. Joshua Randall Jr., Blue Sky Airlines, 1 Airport Way, Kitty Hawk, NC 27700, United States of America'. The 'Match Fields...' button is visible at the bottom left of the dialog. The 'OK' button is circled in red. The 'Mail Merge' task pane is open on the right, showing the 'Arrange your labels' section with the 'Address block...' link circled in red. The 'Replicate labels' section shows the 'Update all labels' button circled in red. The 'Step 4 of 6' section shows the 'Next: Preview your labels' and 'Previous: Select recipients' buttons.

**Insert Address Block**

Specify address elements

☒ Insert recipient's name in this format:

Joshua  
Joshua Randall Jr.  
Joshua Q. Randall Jr.  
Mr. Josh Randall Jr.  
Mr. Josh Q. Randall Jr.  
**Mr. Joshua Randall Jr.**

☒ Insert company name

☒ Insert postal address:

☐ Never include the country/region in the address  
☐ Always include the country/region in the address  
☒ Only include the country/region if different than:

United Kingdom

☒ Format address according to the destination country/region

Preview

Mr. Joshua Randall Jr.  
Blue Sky Airlines,  
1 Airport Way  
Kitty Hawk  
NC  
27700  
United States of America

Match Fields... **OK** Cancel

**Mail Merge**

**Arrange your labels**

If you have not already done so, lay out your label using the first label on the sheet.

To add recipient information to your label, click a location in the first label, and then click one of the items below.

[Address block...](#)  
[Greeting line...](#)  
[Electronic postage...](#)  
[More items...](#)

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

**Replicate labels**

You can copy the layout of the first label to the other labels on the page by clicking the button below.

**Update all labels**

**Step 4 of 6**

[Next: Preview your labels](#)  
[Previous: Select recipients](#)



# Then Preview your results

The screenshot displays the Microsoft Word Mail Merge interface. The main document area shows a 3x3 grid of labels. Each label contains the text «AddressBlock» or «Next Record»«AddressBlock». The Mail Merge task pane is open on the right side, showing the 'Arrange your labels' section. The 'Next: Preview your labels' button is highlighted with a red circle.

**Mail Merge**

**Arrange your labels**

If you have not already done so, lay out your label using the first label on the sheet.

To add recipient information to your label, click a location in the first label, and then click one of the items below.

- [Address block...](#)
- [Greeting line...](#)
- [Electronic postage...](#)
- [More items...](#)

When you have finished arranging your label, click Next. Then you can preview each recipient's label and make any individual changes.

**Replicate labels**

You can copy the layout of the first label to the other labels on the page by clicking the button below.

[Update all labels](#)

**Step 4 of 6**

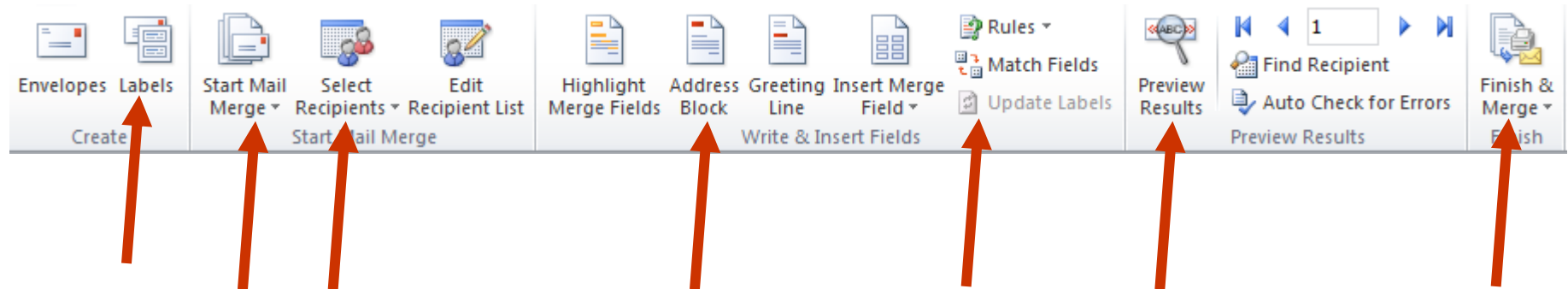
- [Next: Preview your labels](#)
- [Previous: Select recipients](#)

# Format as required then print

Ms.A. McLean 73 Guildry Street Garrigill Alnwick NORTHUMBERLAND CA9 5CO	Mrs.A. Russell 76 Princes Street Rodbridge Comer Leicester CO10 6PE	Mr.D. Hawkins The Pines, Lammas Street Great Busby HERTS TS9 5JV
Mr.D. Bevan 53 Walden Road Greenmyre Colchester ESSEX AB53 3EV	Ms.E. Barker 32 Maidstone Road Wellwood Sudbury SUFFOLK KY12 1QI	Mr.E. Coles 64 Hampton Court Rd Southrey Richmond
Eloise Heath 97 Pendwyallt Road Burrow Bridge LINCS TA7 9ZK	Mrs.E. Rose 97 St Dunstons Street Watchfield CAMBRIDGE TA9 9CF	60 Church Way Bradwell Chelmsford ESSEX MK13 5NG
Isabella Pritchard 67 Hudson St	Mr.J. James 37 Park End St	Mr and Mrs.P. Nash 76 Woodstone Road

**Then Save it  
(Ctrl S)**

# Word 2010 – work through from left



**Labels**

**Start Merge**

**Select Recipients**

**Address Block**

**Update Labels**

**Preview**

**Merge**

That's it folks!



You can all go for a lie down in a darkened room now!