Mail Merge (Excel to Word)

1. Open the MS Word document (desired document).
2. Navigate to ‘**Mailings**’ tab.



1. Click on ‘**Start Mail Merge**’ and select ‘**Step by Step Mail Merge Wizard**’.



A Wizard appears at the left side of the document as shown in fig.



1. Select ‘**Document type**’. (In this example, ‘Letters’ is selected).
2. Click on ‘**Next: Starting Document**’.



1. Select according to your requirement. (Here, I selected ‘Use the current document’ – this should be the document you considered)



1. Now click on ‘Next: Select Recipients’.



1. Select the desired option.



If you have the recipient list in any document that is saved in your computer you can select that file using the ‘Browse’ shown in fig.

1. Click on ‘Next: Write your letter’. A popup window appears allowing you to choose the file.



Click ‘Open’.

Select the desired sheet in the excel sheet.



Click ‘OK’.

1. Click on ‘**Insert Merge Field**’.
2. You see the fields available from the excel sheet and select the fields of your choice.



1. Click on ‘Next’.
2. Click on ‘Next: Preview your letters’.



1. You can check all the letters in the preview wizard.



1. Click on ‘Next: Complete the merge’.



1. If you want to change any individual letter, click on ‘Edit individual letters’.



The below screen appears:



You can select the desired letter.

1. Click on ‘Finish & Merge’. Mail merge is now completed.



1. Select the option of your choice. Mail merge is now completed.

# Formula for making the starting alphabet to capital letters:

=SUBSTITUTE(PROPER(SUBSTITUTE(A1,"'","Q")),"q","'") 🡪 A1 is the cell in Excel sheet (Changing according to your data)