

Review Mail Merge and the Mail Merge Wizard

Directions: Use a word processing program to enter the information below in their proper order of sequence as a table with two columns. Set a header with your name, date, and class. Save the document as **Activity D402-17**.

Step	Process
	Complete merge
	Preview letters
	Select document type
	Select recipients to use
	Select a starting document
	Write letter

Word Processing

Use word processing software with alternative input devices.