

## Creating a Customer Mailing List in Microsoft Excel 2010

1. Click the **Start** button located on the Windows taskbar. (Bottom, left-hand corner of your computer's desktop or "home" screen)
2. Scroll down to find **Microsoft Office Excel 2010** & click to open the program. (The program is located within the **Microsoft Office** folder)
3. Make sure your screen resembles Figure 1.1.

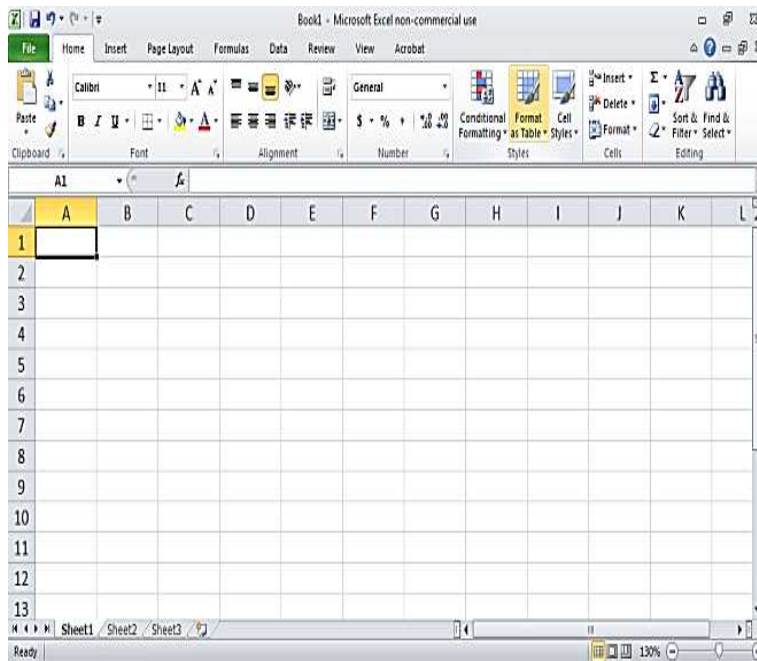


Figure 1.1

4. In cell A1, enter a title for your mailing list. (Example: ABC123 Company Mailing List)
5. In cells D3:F3 enter the following headings: Customer Name, Address, City, ST, Zip, and Email Address. (You can also make separate columns for the first and last names of your customers. Just make column A's heading "Customer Last Name" and column B's heading "Customer First Name.") Make the main title and headings bold. See Figure 1.2.

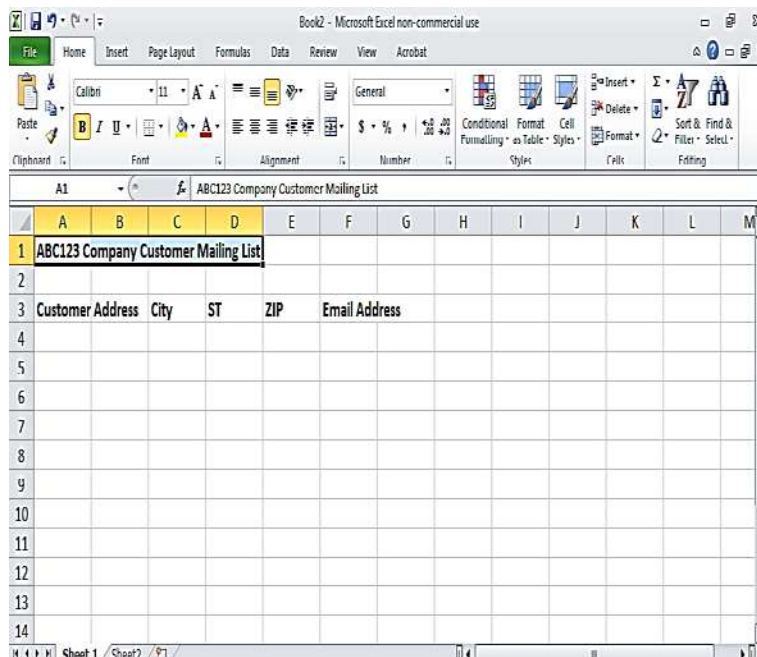


Figure 1.2

- Now the cells have to be adjusted to accommodate your information. To do this, select column A by clicking on "A." Notice the entire column is now highlighted. In the Cells group, click the down arrow next to Format. Select Column Width. In the Column width box, type 20. Click Ok. Continue adjusting the remaining columns by following the same steps as column A. Adjust column B to 25, column C to 15, column D to 2, column E to 5, and column F to 20. Compare your screen to Figure 1.3.

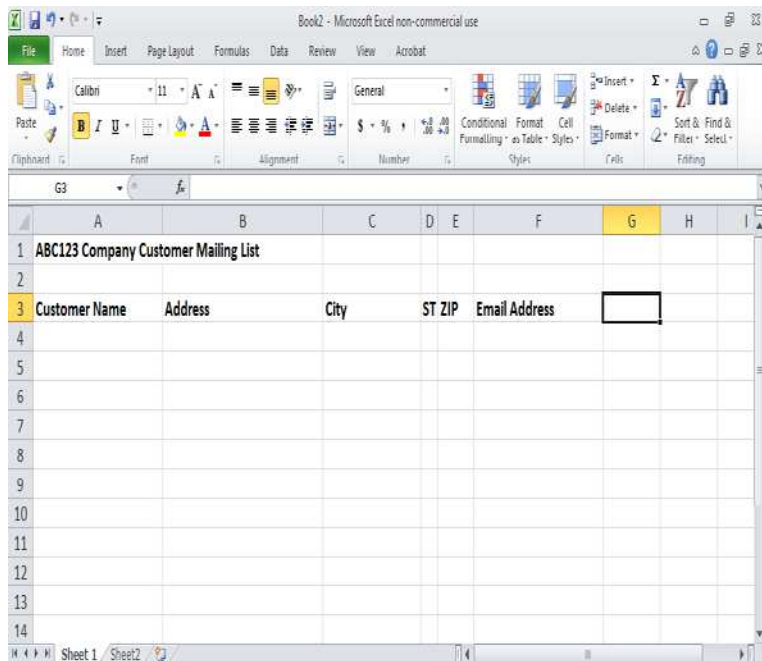


Figure 1.3

- In cell A4, you can begin entering information for your first customer. Press the tab key to enter data under the remaining headings.
- You can save your mailing list by clicking on the File tab. Select Save As from the displayed menu on the left. Choose a designation for your file, such as your computer's hard drive or a USB flash drive. Type a name for your mailing list in the File Name box and click the Save button.