

# Printing Address Labels

Using Microsoft Excel and Microsoft Word

# Open Microsoft Excel

When you first open Microsoft Word, you will want to click on “Blank workbook”, since we are creating a new workbook/spreadsheet.

The screenshot shows the Microsoft Excel home screen. On the left is a green sidebar with the following sections:

- Excel**
- Recovered**  
Excel has recovered files that you might want to keep.  
[Show Recovered Files](#)
- Recent**  
SunB - SeniorCentersW-Emails-websites  
Stephanie Larkin's OneDrive » Documents  
Queens Churches  
Stephanie Larkin's OneDrive
- [Open Other Workbooks](#)

The main area features a search bar for online templates and suggested searches: Business, Personal, Industry, Small Business, Calculator, Finance - Accounting, Lists. The user's name, Stephanie Larkin, and email, redpenguinweb@gmail.com, are displayed in the top right corner.

The main area displays several template cards:

- Blank workbook**: A simple grid with columns A, B, C and rows 1-7.
- Welcome to Excel**: A card with a green arrow and the text "Take a tour".
- Travel expense calculator**: A card showing a table for tracking expenses.
- Project To Do List**: A card showing a project progress table.
- Inventory list**: A card showing a table with columns for Item, Qty, Description, Unit Price, Quantity, and Total.
- Payment comparison**: A card showing a table for comparing loan payments.
- Personal expenses**: A card showing a bar chart of expenses.
- Budget Overview**: A card showing a budget summary with a pie chart.

At the bottom, there are thumbnails for other templates: TO DO LIST, Contoso, Ltd., CLASS SCHEDULE, and BUSINESS VERIFICATION.

# Blank Spreadsheet

This is what a blank workbook looks like.

You will be typing into the boxes- first to add a header row describing each column:

FIRST NAME

LAST NAME

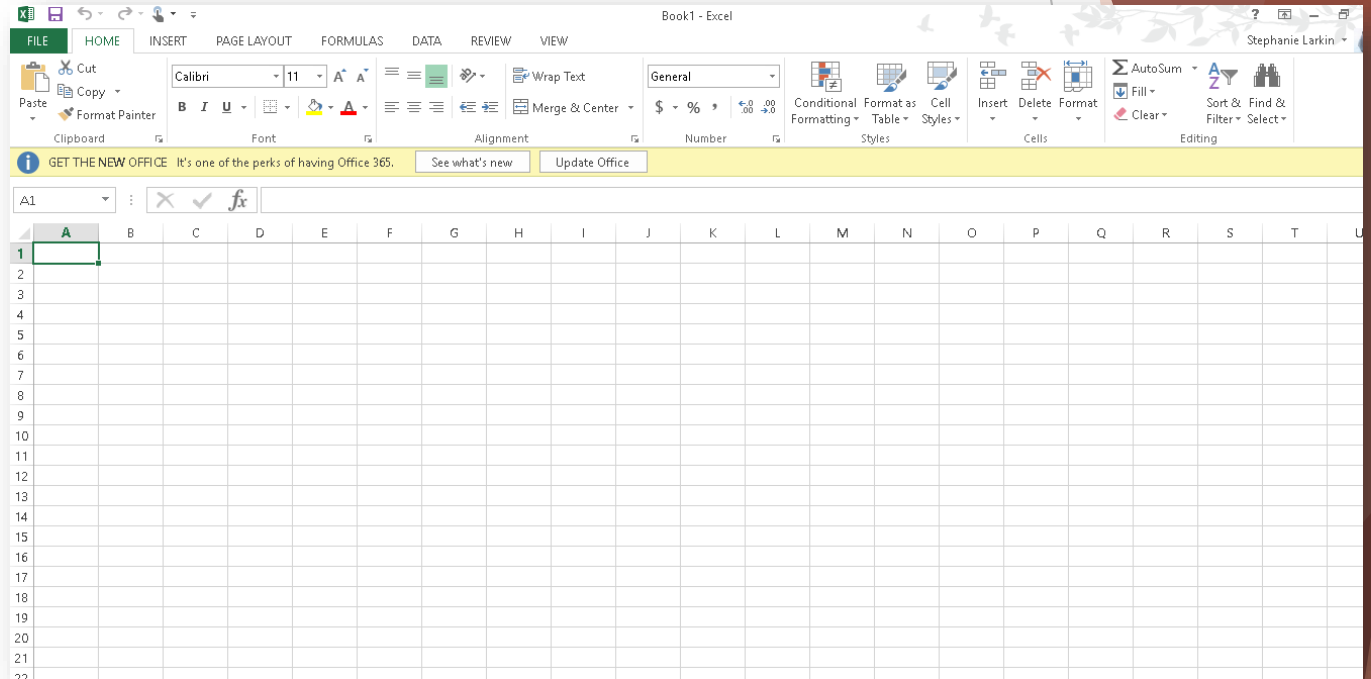
ADDRESS

CITY

STATE

ZIP

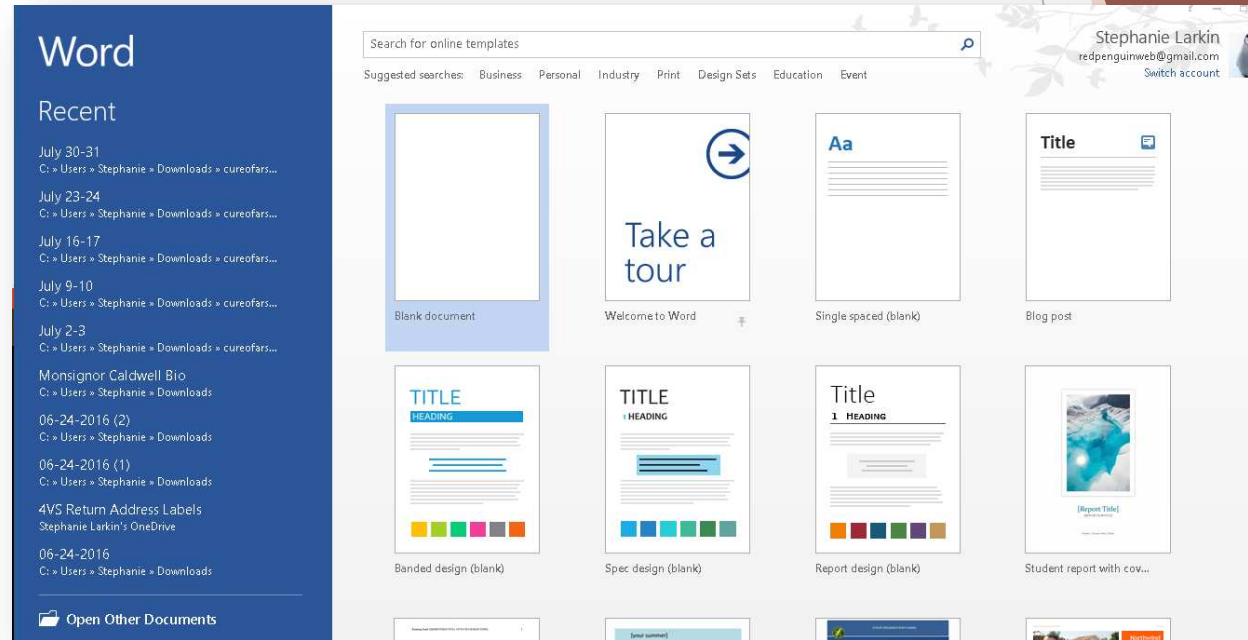
and then adding your information.





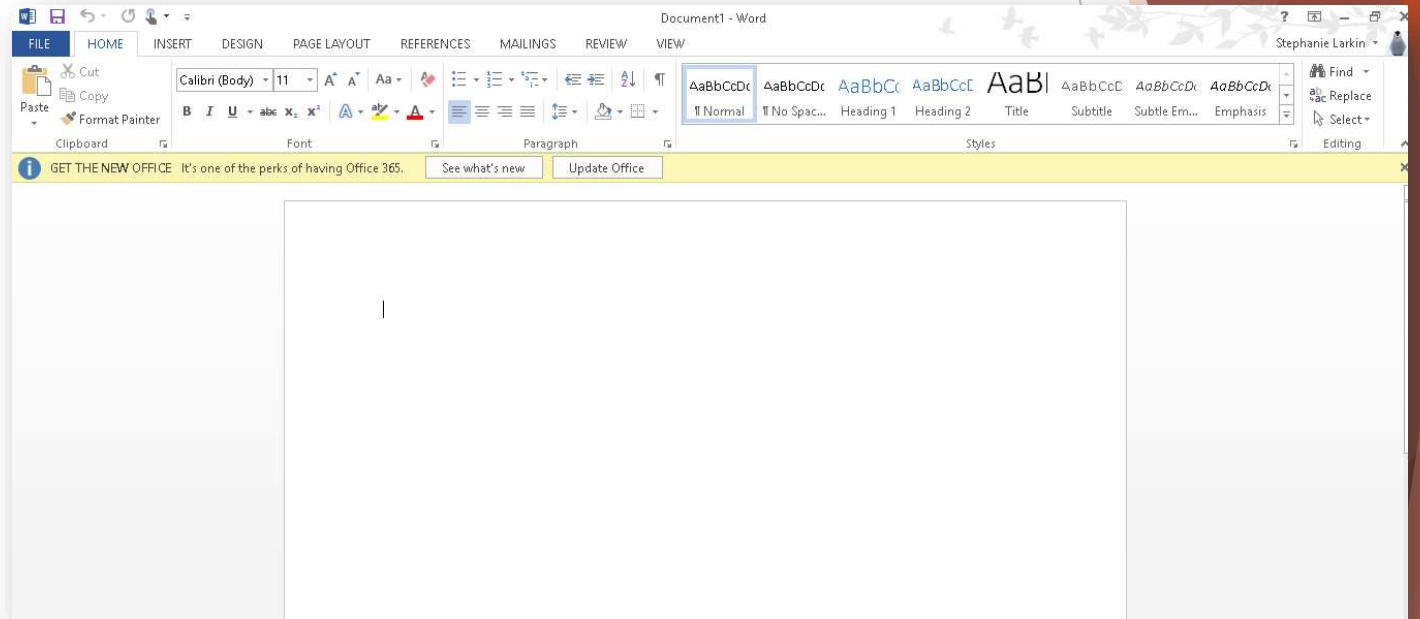
## Next, Open Microsoft Word

When you first open Microsoft Word, you will want to click on “Blank Document”, since we are creating a new document.



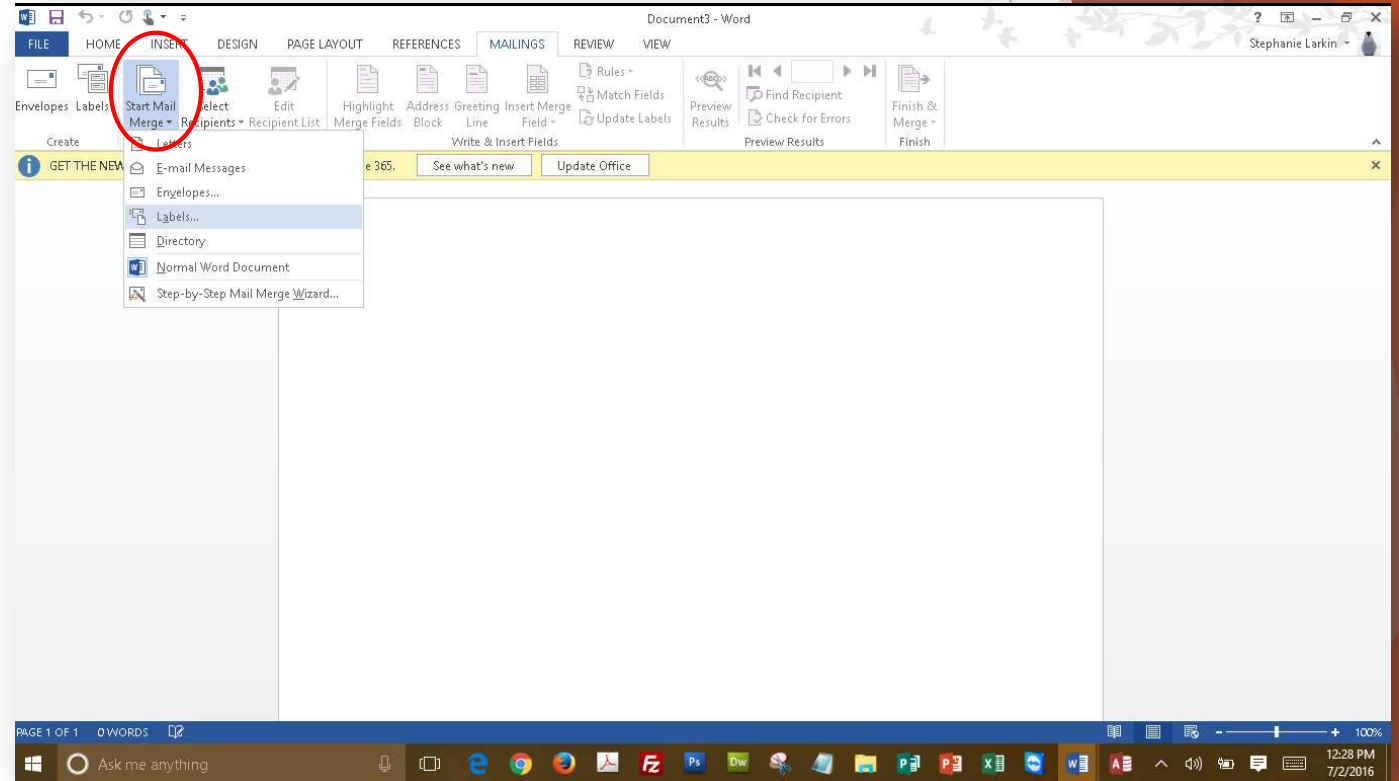
## Here is your blank document

In the top bar - next to FILE - HOME - INSERT  
- DESIGN - PAGE LAYOUT - REFERENCES -  
MAILINGS, choose MAILINGS



## Start Mail Merge

From there you will select START MAIL MERGE and then LABELS, and a box will pop up.

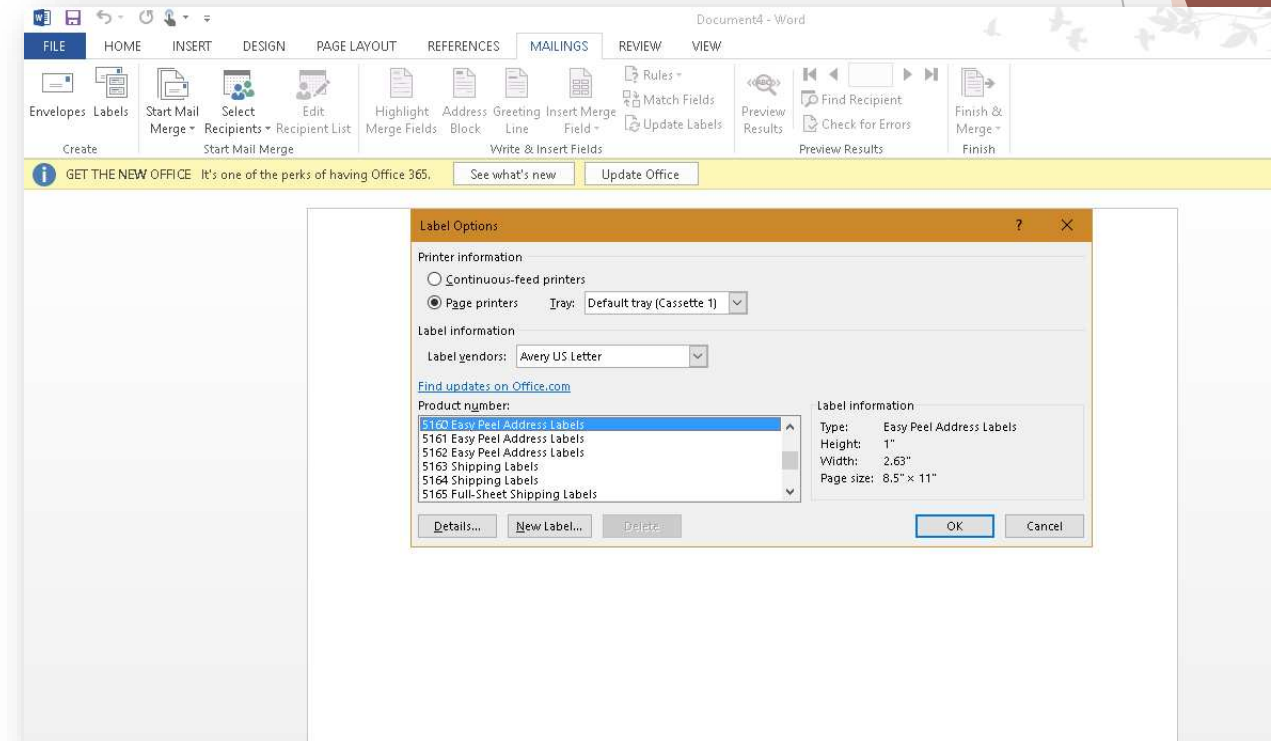


## Labels

In the box:

choose the label type/number which you are using

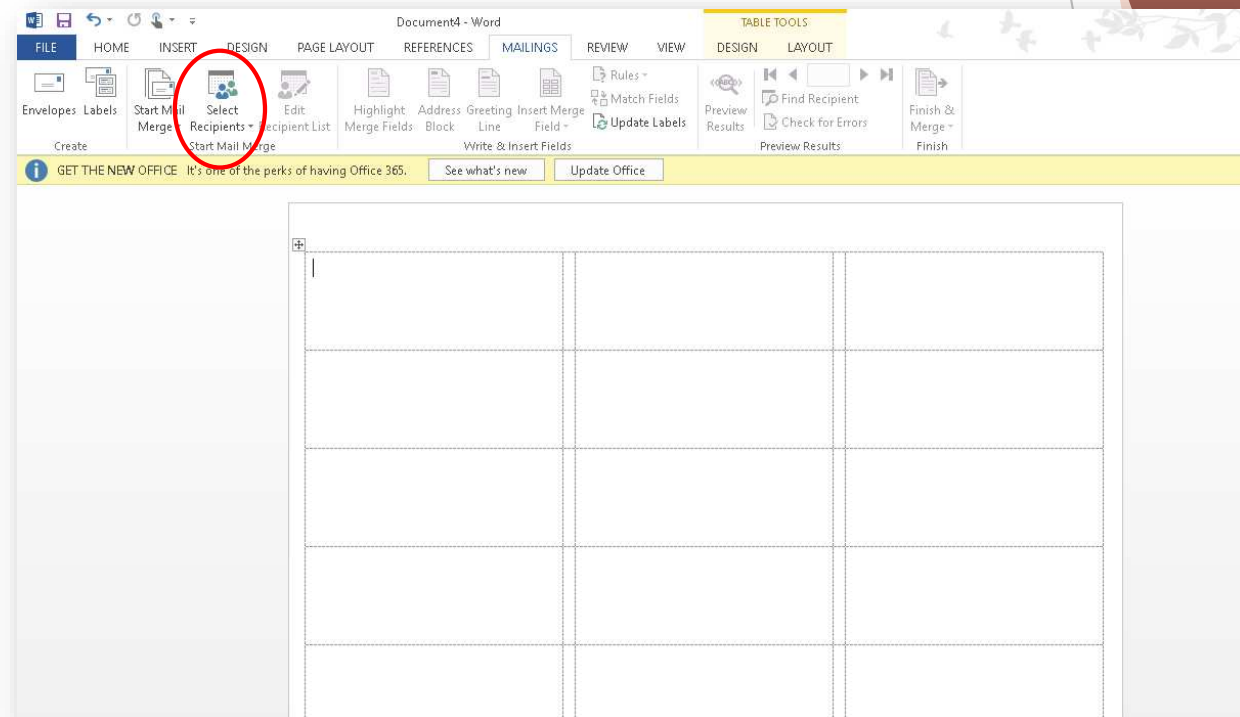
Click the button marked OK





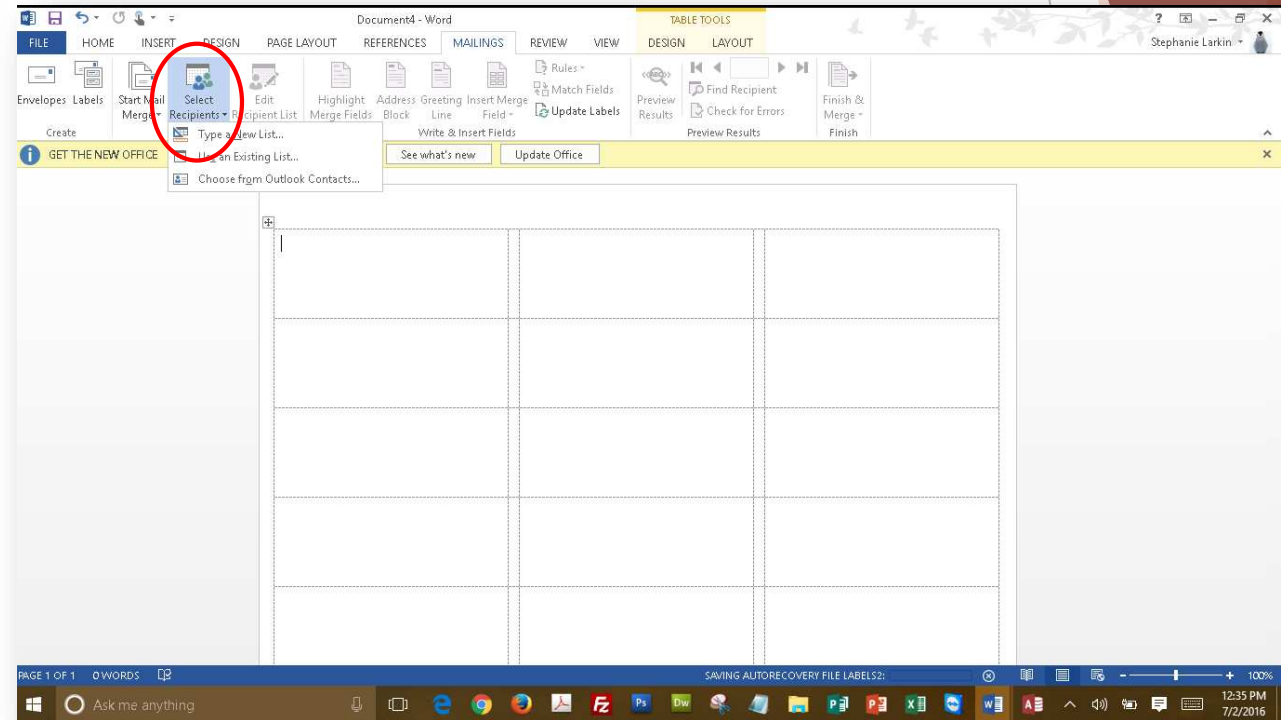
View your blank labels

Next, click SELECT RECIPIENTS



## Select Recipients

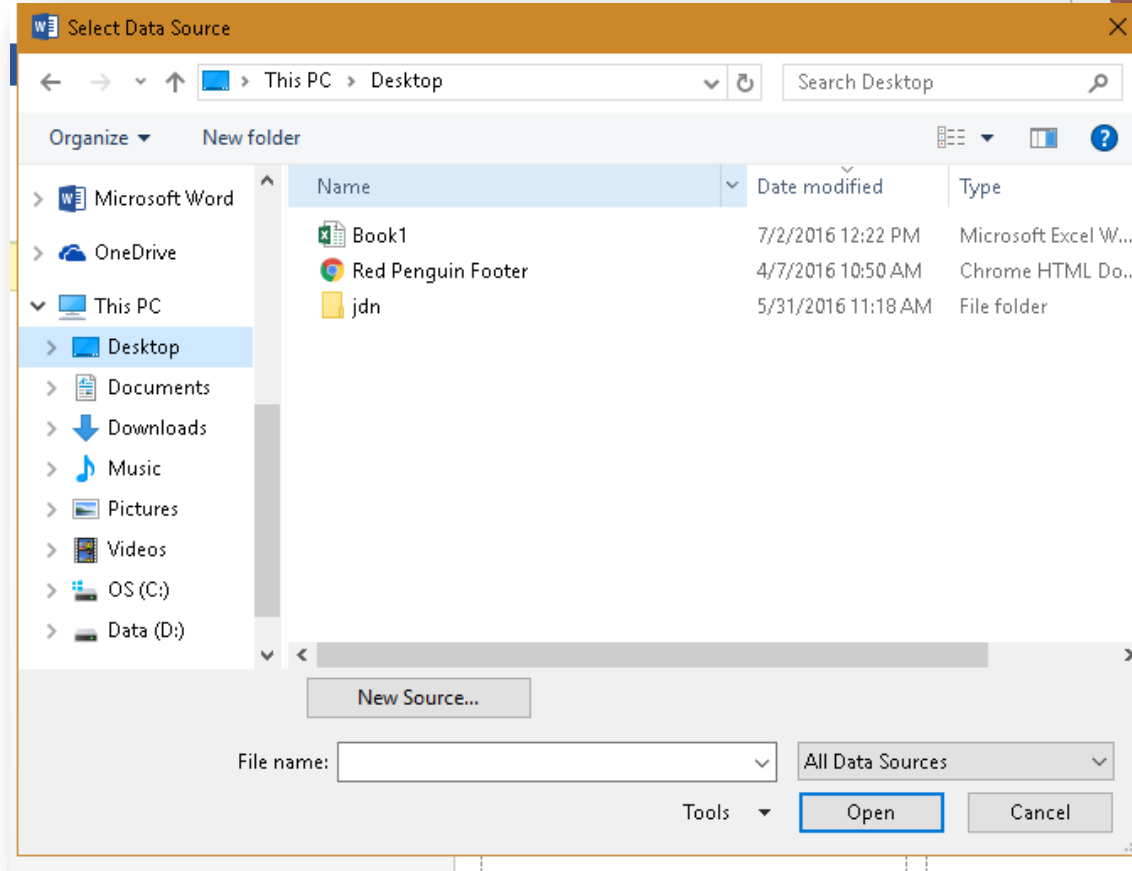
After clicking SELECT RECIPIENTS, choose USE AN EXISTING LIST



## Find Your List

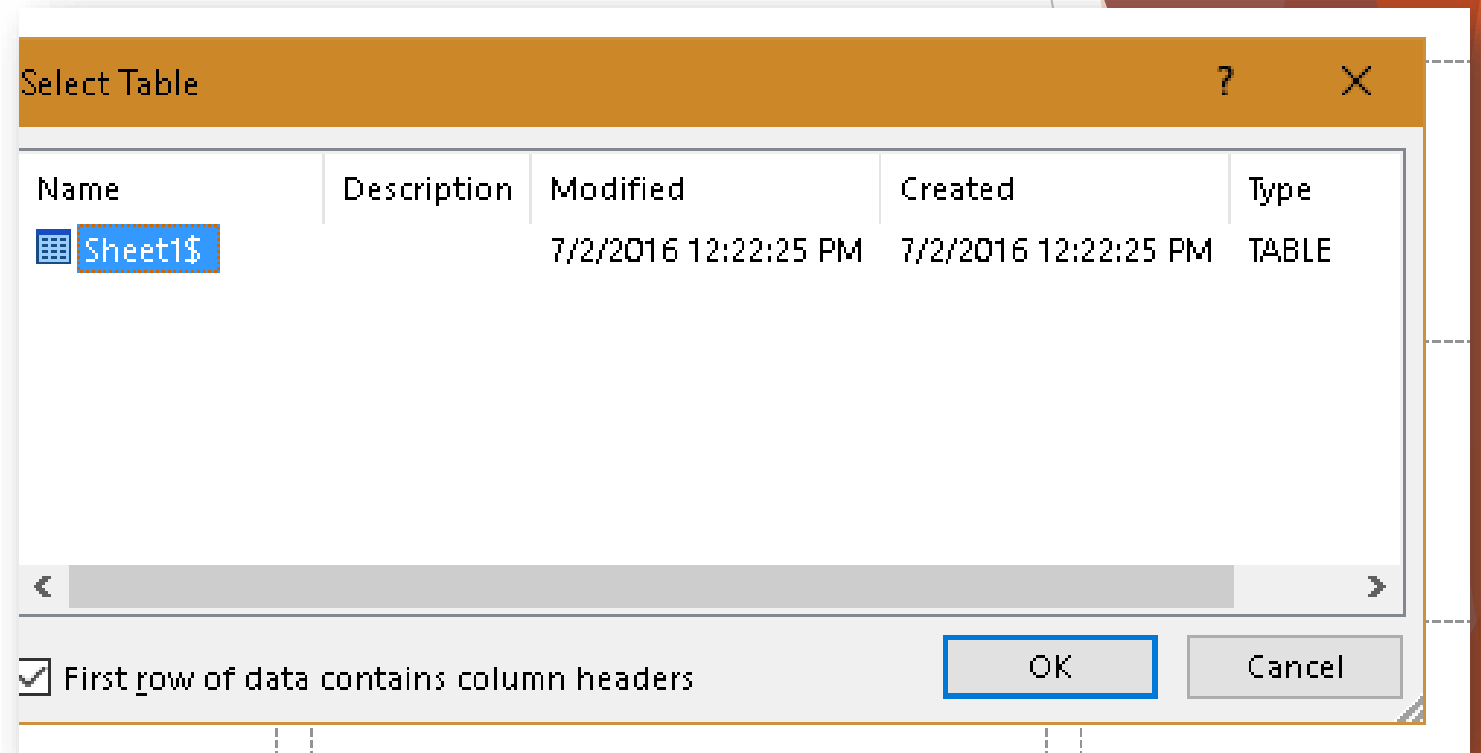
A box will pop up for you to find your list - mine was called "Book 1"

Once you find your list, click the OPEN button.

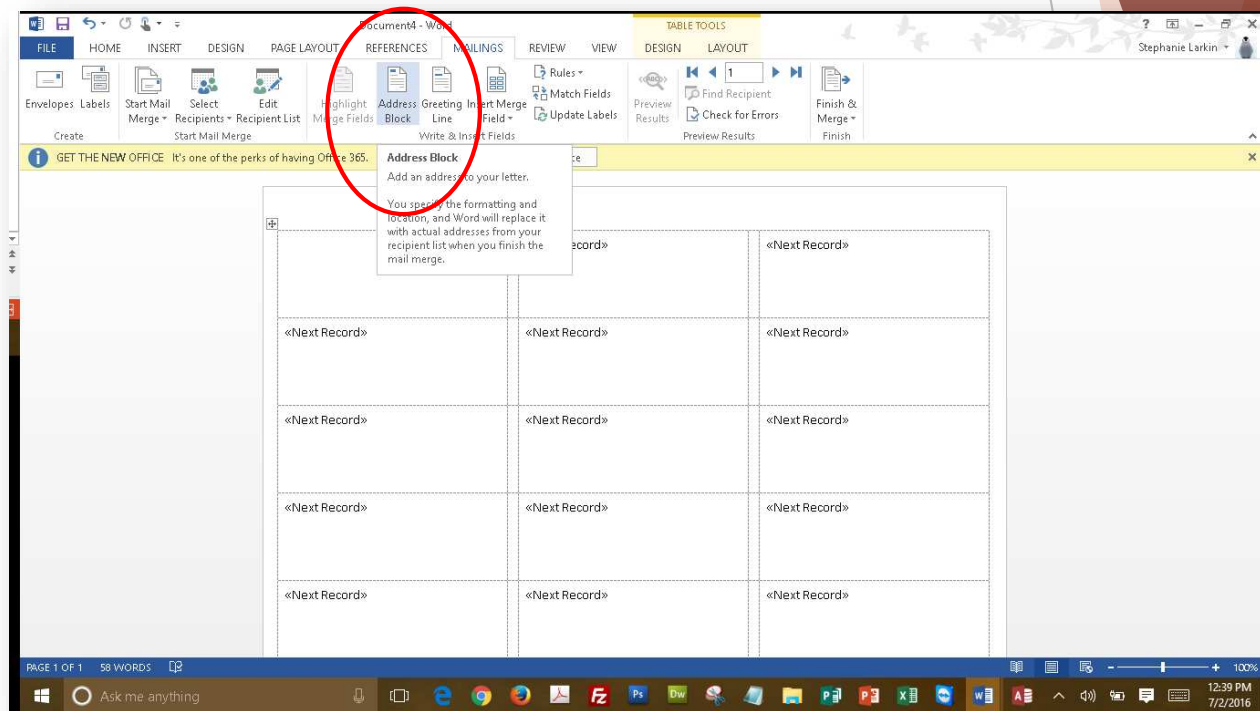


## Click OK

On the next pop-up box, simply click the button marked OK



Next - click on ADDRESS BLOCK



## ADDRESS BLOCK

In this box you will be able to see - and choose - what layout/format you would like for your addresses. The standard on is set as a default.

If you are happy with the way it looks, simply click OK

Insert Address Block

Specify address elements

- Insert recipient's name in this format:
  - Josh
  - Josh Randall Jr.
  - Josh Q. Randall Jr.
  - Joshua
  - Joshua Randall Jr.**
  - Joshua Q. 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 States
- Format address according to the destination country/region

Preview

Here is a preview from your recipient list:

Sam Jones  
1 Baker Street  
Floral Park, NY 11001

Correct Problems

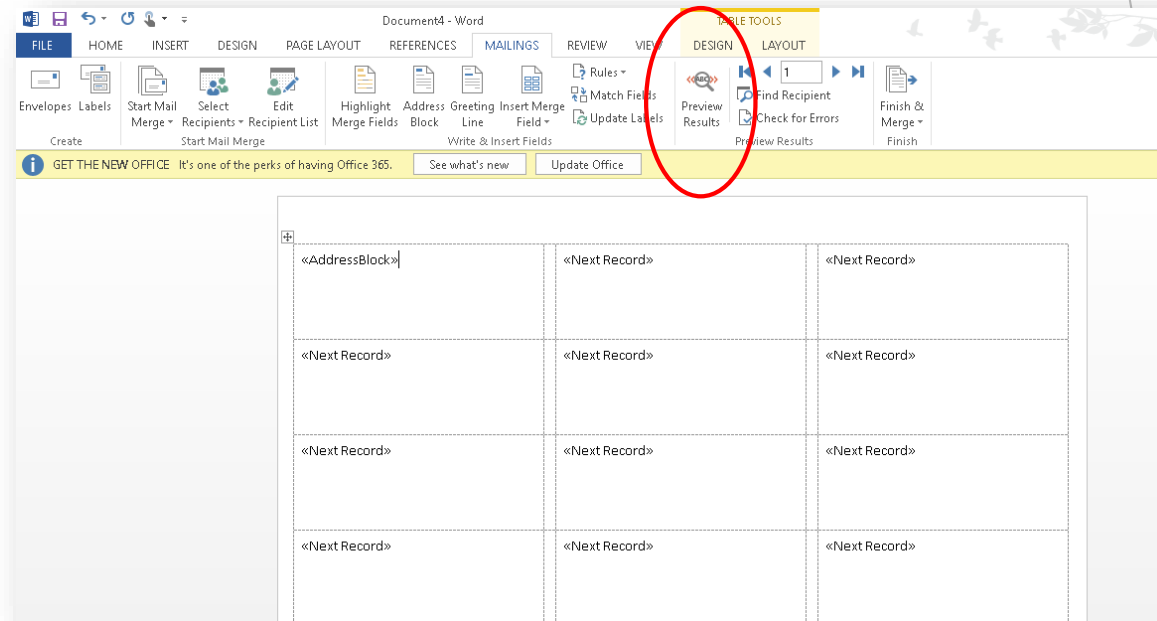
If items in your address block are missing or out of order, use Match Fields to identify the correct address elements from your mailing list.

Match Fields...

OK Cancel

Click **PREVIEW RESULTS**

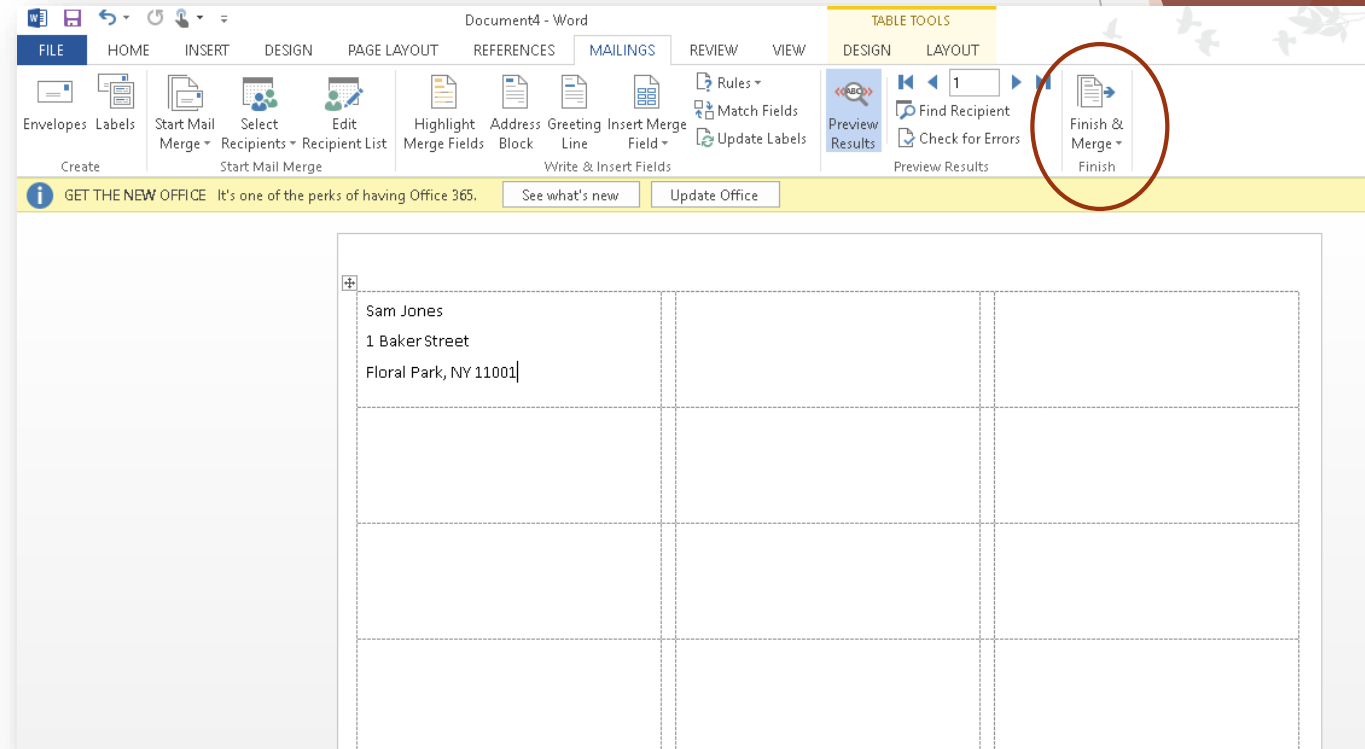
Almost Done! To see your labels, click **PREVIEW RESULTS**



## View Your Labels

To see the rest of your labels, simply click through the buttons - forward and back

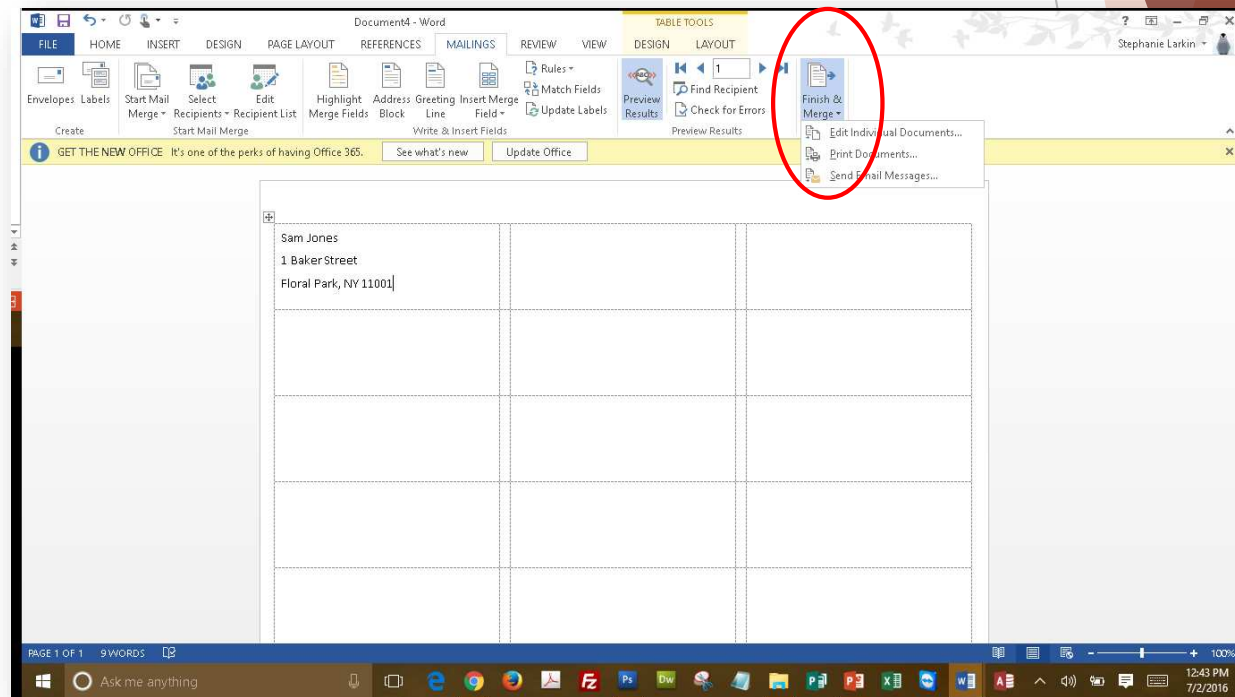
When you are satisfied, click FINISH AND MERGE





## Finish and Merge

When you click on Finish and Merge a pop-up menu will appear - choose PRINT DOCUMENT



## Print Labels

Choose to print ALL labels, click OK and you are done!

