**Lesson Eleven Review Exercise**

Mail Merge

1. Open mail letter.
2. Begin the letter mail merge by opening the Mail Merge task pane.
3. Use the ADDRESS.DOC to create recipient address, save the address as NEW ADDRESS
4. Insert the address block after the date.
5. Complete and finish the merge as an individual letter.
6. Save the individual letter as GST-106
7. Send: NEW ADDRESS and the individual letter as GST-106 to [onlinelearning@gouni.edu.ng](mailto:onlinelearning@gouni.edu.ng)