

Excel Address Book

If you use Excel to keep an address list, it is a good idea to always add new names at the bottom of the list, as you will need to sort the list quite often.

You can select all the data in a worksheet with just a few keystrokes.

1. Press Ctrl-Home to move to the first occupied cell.
2. Press Ctrl-Shift-End to move to the last occupied cell and select all the occupied cells.
3. Choose Data, Sort and click OK (Use the default settings).

Note: there is sometimes a problem when using an Excel file as the source for the addresses when the address includes a leading zero in the zip code. In Excel, to display the leading zero of a zip code click Format...click Cells...click Special...click Zip Code. You should be able to view the leading zero in Excel now and the leading zero should also print in your mail merge.

Revised 6/3/2009 JMM