* In Excel find the averages of scores or each subject for each student.–
	+ Go to end of column and >***Editing tab*** >click ***Auto sum arrow*** >click ***Average***-ENTER;
	+ Click back into average box and in lower right corner of cell left click and drag to copy formula
	+ To reduce decimal number highlight column-right click-select: format cells, select: number, select: decimal places)
	+ Make a new Excel document- save it. You will need it.
	+ Copy and paste names and averages into that document
	+ Close the document.
* Create a word document – Name it and save it.
	+ Insert a table
		- Select: ***Insert,*** Select: ***Table***. Choose appropriate columns and rows.

|  |  |
| --- | --- |
| Name |  |
| Math Average |  |
| Science Average |  |
| Spelling Average |  |
| Date |  |

* + Click tab: ***Mailings*** (located at top of ribbon)
	+ Click arrow: ***Start Mail Merge***
	+ Click: ***Step by step mail merge wizard***
	+ On right a new column pops upon the right. > Bottom right > ***Next: Starting document*** (Step 1 of 6)
	+ > Next: ***Select recipients*** (Step 2 of 6)
	+ Select ***Browse*.** (eyes move up) (Step 3 of 6) A new window pops up in center of screen.



 Look in the url field to locate your EXCEL document you created previously.

* Click: **OK**
* Select ***Sheet 1*.**
* Click: **OK**



A new window pops up. Select: ***OK***

* At bottom Select: ***Next: Write your letters*** (Step 3 of 6)
* In table move cursor to the first row 2nd column. (This is easy to forget to do)
* Select: ***More Items***

|  |  |
| --- | --- |
| Name | Chose items to go in these cells. |
| Date/Time |  |
| Spelling Average |  |
| Math Average |  |

* Select: ***Name***
* Select: ***Insert***
* Select: ***Close***
* ***Move Your cursor to the next field***
* Select: ***More Items***
* Select: ***Math***
* Select: ***Insert***
* Select: ***Close***
* ***Move Your cursor to the next field***
* Select: ***More Items***
* Repeat

These items will be in different orders and you will have different topics.



|  |  |
| --- | --- |
| Name |  |
| Date/Time |  |
| Spelling Average |  |
| Math Average |  |

* At bottom select: ***Next – Preview your letters*** (Step 4 of 6)
* At bottom select: ***Next – Complete the merge*** (Step 5 of 6)
* Look up - Select: ***Edit Individual Letters*** (Step 6 of 6)
* A new window pops up asking how many reports to generate. (Window titled – MERGE TO NEW DOC) I chose to fill in each field with a range such as 1 -23.
* Select: ***OK***
* Preview your letters (scroll down)
* Print when complete. Each midterm will print on its own page so you can include them in report card envelopes or send them home around midterm.