

## Excel Tips from June Workshops

### Class 5: Hiding Columns and Mail Merges

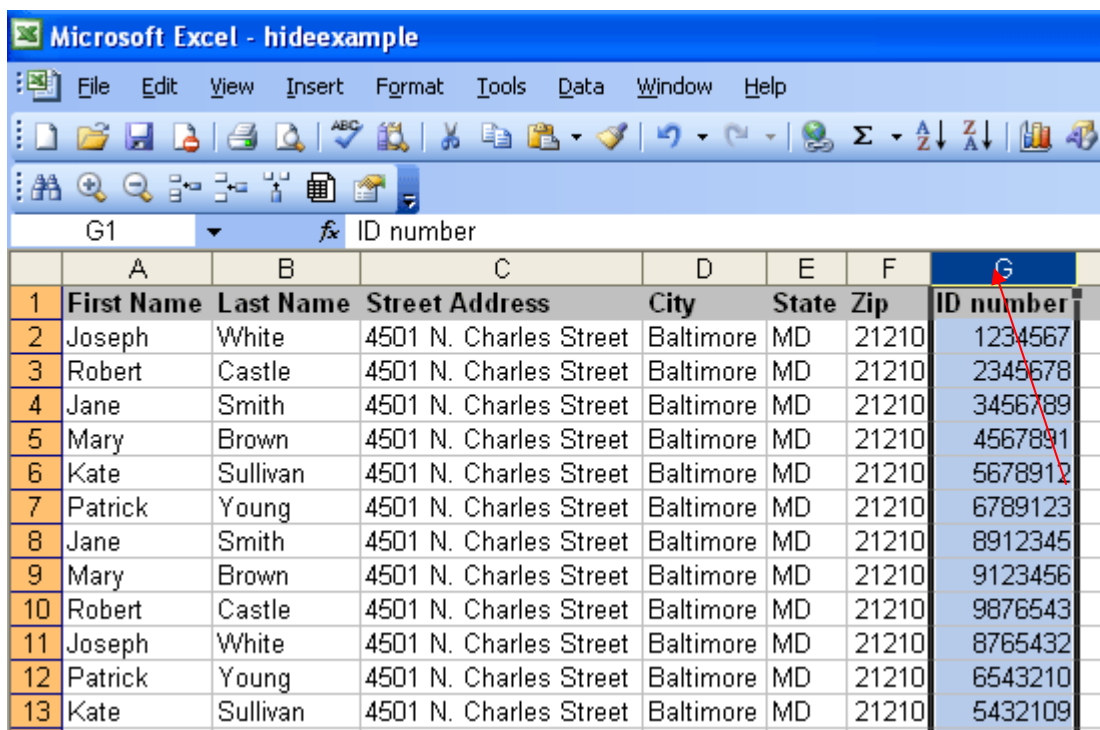
#### Overview:

In this class, we learned how to hide and unhide columns, as well as do mail merges. Hiding columns comes in handy when you have sensitive information on a worksheet. Perhaps you keep an Excel file with columns for students' last names, first names, addresses, majors, and ID numbers. Since ID numbers are often part of default passwords for students, you may not want to print this file with ID numbers attached to it, in case the paper gets misplaced. Hiding columns allows you to hide data you don't want to see, without deleting it from your workbook.

Mail merges can be done to create labels, envelopes, or personalized letters. The files can be saved for use at a later date. You can take your Excel file full of names and addresses and import the data into Word, formatted specially to print on the specific labels you use.

#### Hiding Columns:

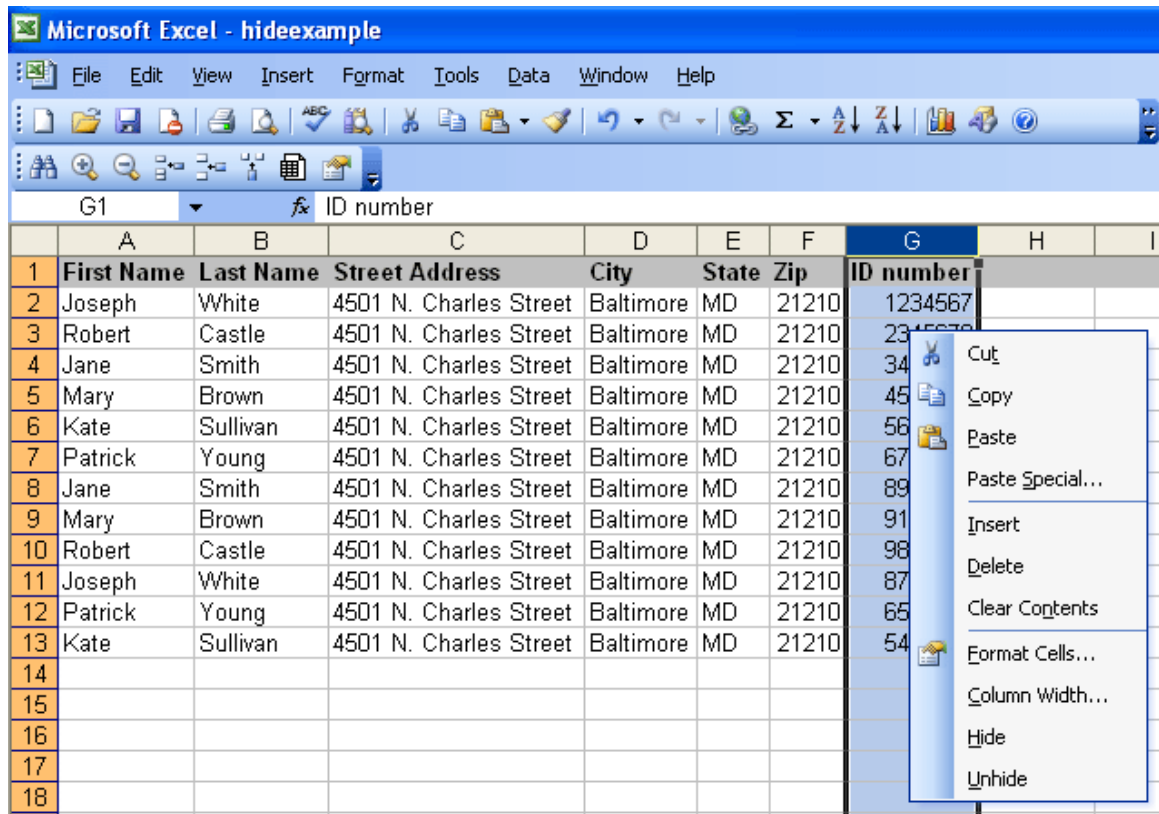
To hide a column, **select** a column you want to hide by **clicking on the column letter**. Excel will highlight the column for you.



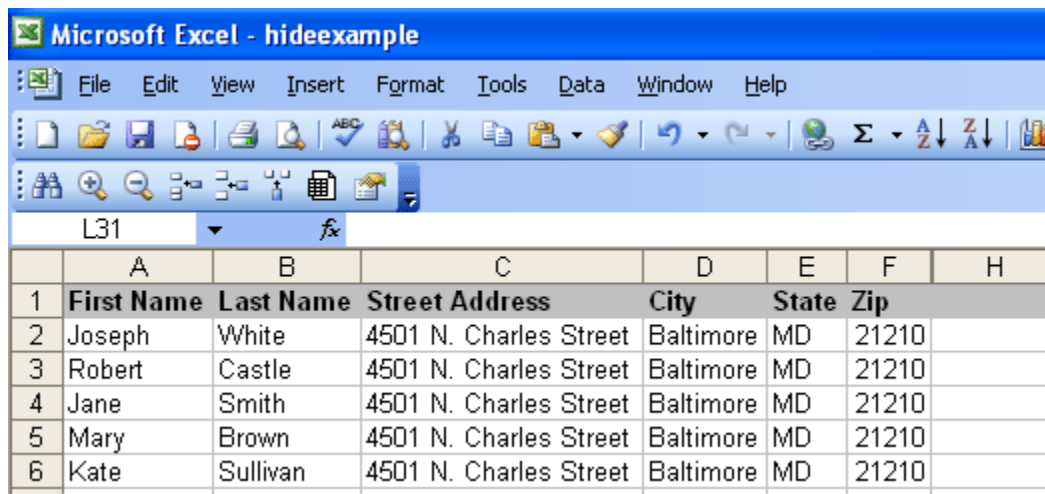
The screenshot shows a Microsoft Excel window titled "hideexample". The worksheet contains a table with 13 rows and 7 columns (A-G). The columns are labeled: A: First Name, B: Last Name, C: Street Address, D: City, E: State, F: Zip, and G: ID number. The ID number column is highlighted in blue, and a red arrow points to the column letter 'G' in the header row.

	A	B	C	D	E	F	G
1	First Name	Last Name	Street Address	City	State	Zip	ID number
2	Joseph	White	4501 N. Charles Street	Baltimore	MD	21210	1234567
3	Robert	Castle	4501 N. Charles Street	Baltimore	MD	21210	2345678
4	Jane	Smith	4501 N. Charles Street	Baltimore	MD	21210	3456789
5	Mary	Brown	4501 N. Charles Street	Baltimore	MD	21210	4567891
6	Kate	Sullivan	4501 N. Charles Street	Baltimore	MD	21210	5678912
7	Patrick	Young	4501 N. Charles Street	Baltimore	MD	21210	6789123
8	Jane	Smith	4501 N. Charles Street	Baltimore	MD	21210	8912345
9	Mary	Brown	4501 N. Charles Street	Baltimore	MD	21210	9123456
10	Robert	Castle	4501 N. Charles Street	Baltimore	MD	21210	9876543
11	Joseph	White	4501 N. Charles Street	Baltimore	MD	21210	8765432
12	Patrick	Young	4501 N. Charles Street	Baltimore	MD	21210	6543210
13	Kate	Sullivan	4501 N. Charles Street	Baltimore	MD	21210	5432109

Next, **right click** on the highlighted column:



Click on **Hide**, and the column will disappear from your view. Notice below, that column G is hidden from view:



#### Unhiding Columns:

**Highlight** the columns that are on either side of your hidden column:

Microsoft Excel - hideexample

File Edit View Insert Format Tools Data Window Help

F1      fx Zip

	A	B	C	D	E	F	H
1	<b>First Name</b>	<b>Last Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	
2	Joseph	White	4501 N. Charles Street	Baltimore	MD	21210	
3	Robert	Castle	4501 N. Charles Street	Baltimore	MD	21210	
4	Jane	Smith	4501 N. Charles Street	Baltimore	MD	21210	
5	Mary	Brown	4501 N. Charles Street	Baltimore	MD	21210	
6	Kate	Sullivan	4501 N. Charles Street	Baltimore	MD	21210	
7	Patrick	Young	4501 N. Charles Street	Baltimore	MD	21210	
8	Jane	Smith	4501 N. Charles Street	Baltimore	MD	21210	
9	Mary	Brown	4501 N. Charles Street	Baltimore	MD	21210	
10	Robert	Castle	4501 N. Charles Street	Baltimore	MD	21210	
11	Joseph	White	4501 N. Charles Street	Baltimore	MD	21210	
12	Patrick	Young	4501 N. Charles Street	Baltimore	MD	21210	
13	Kate	Sullivan	4501 N. Charles Street	Baltimore	MD	21210	

**Right click** on the highlighted area, and choose **Unhide** from the menu.

Microsoft Excel - hideexample

File Edit View Insert Format Tools Data Window Help

F1      fx Zip

	A	B	C	D	E	F	H	I
1	<b>First Name</b>	<b>Last Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>		
2	Joseph	White	4501 N. Charles Street	Baltimore	MD	21210		
3	Robert	Castle	4501 N. Charles Street	Baltimore	MD	21210		
4	Jane	Smith	4501 N. Charles Street	Baltimore	MD	21210		
5	Mary	Brown	4501 N. Charles Street	Baltimore	MD	21210		
6	Kate	Sullivan	4501 N. Charles Street	Baltimore	MD	21210		
7	Patrick	Young	4501 N. Charles Street	Baltimore	MD	21210		
8	Jane	Smith	4501 N. Charles Street	Baltimore	MD	21210		
9	Mary	Brown	4501 N. Charles Street	Baltimore	MD	21210		
10	Robert	Castle	4501 N. Charles Street	Baltimore	MD	21210		
11	Joseph	White	4501 N. Charles Street	Baltimore	MD	21210		
12	Patrick	Young	4501 N. Charles Street	Baltimore	MD	21210		
13	Kate	Sullivan	4501 N. Charles Street	Baltimore	MD	21210		
14								
15								
16								

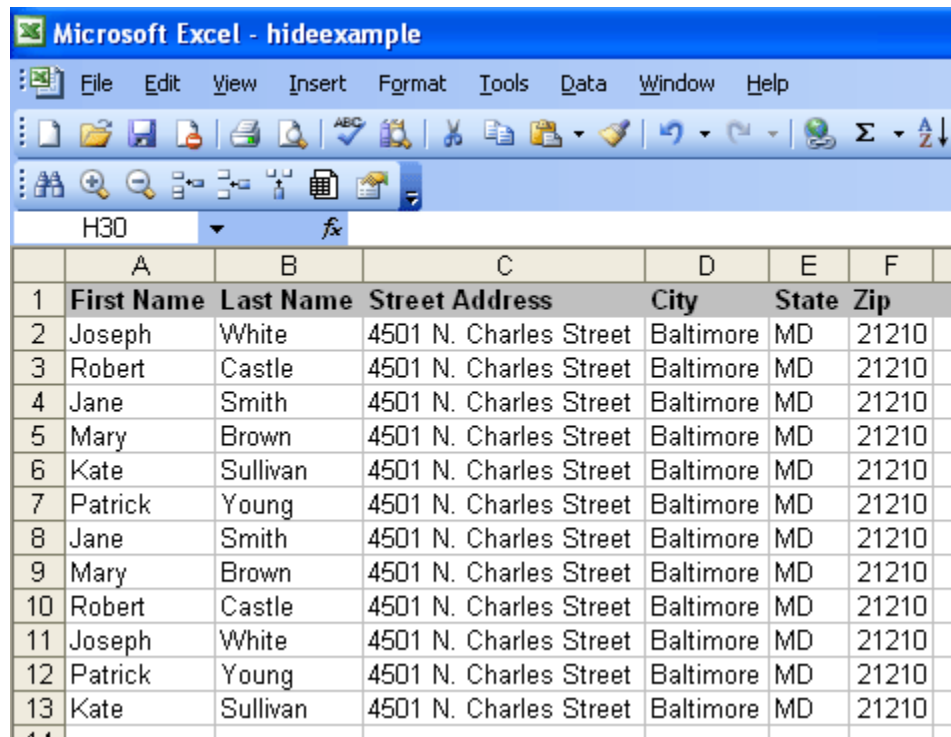
Context Menu:

- Cut
- Copy
- Paste
- Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide**

Your hidden column will appear once you click **Unhide**.

### Mail Merge:

We imported data from Excel to Word in order to do a mail merge. We started with a worksheet similar to this:

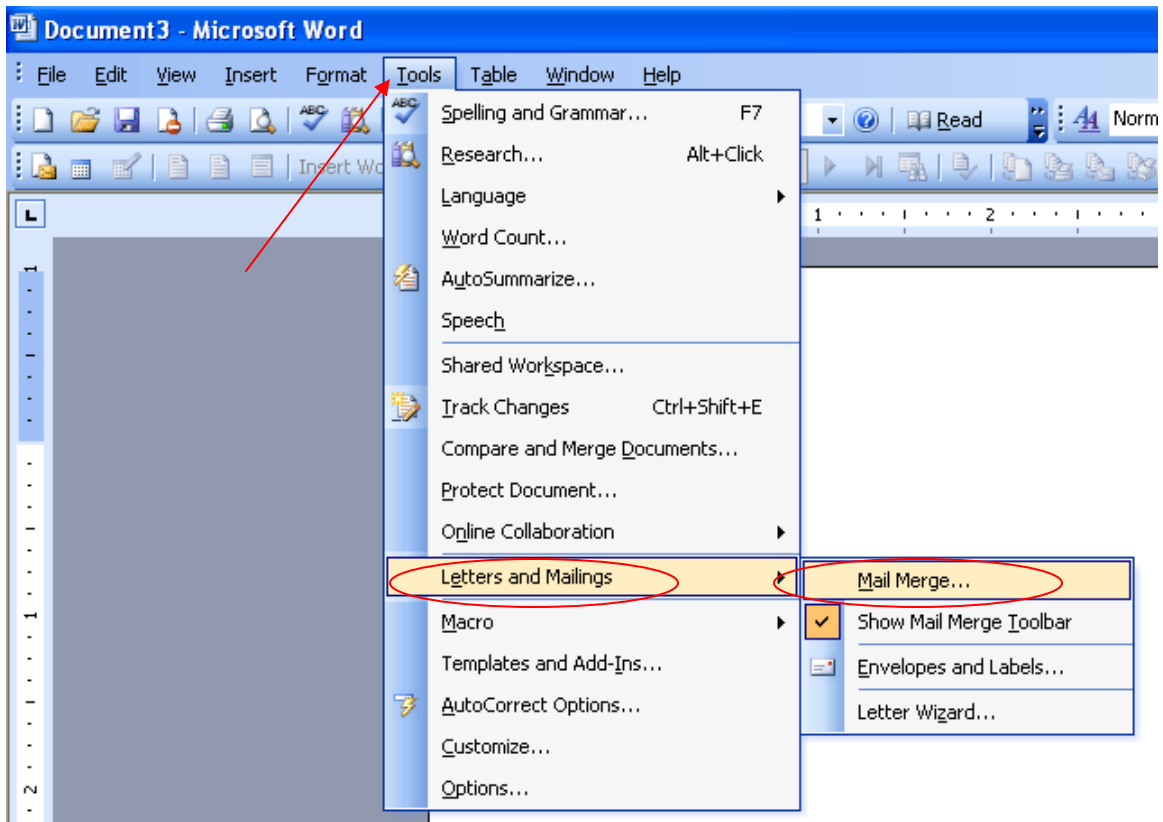


The screenshot shows the Microsoft Excel interface with a worksheet containing a table. The table has 7 columns: First Name, Last Name, Street Address, City, State, and Zip. The data is as follows:

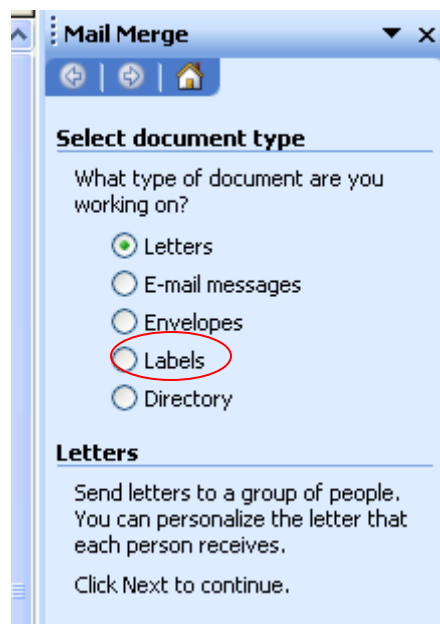
	A	B	C	D	E	F
1	First Name	Last Name	Street Address	City	State	Zip
2	Joseph	White	4501 N. Charles Street	Baltimore	MD	21210
3	Robert	Castle	4501 N. Charles Street	Baltimore	MD	21210
4	Jane	Smith	4501 N. Charles Street	Baltimore	MD	21210
5	Mary	Brown	4501 N. Charles Street	Baltimore	MD	21210
6	Kate	Sullivan	4501 N. Charles Street	Baltimore	MD	21210
7	Patrick	Young	4501 N. Charles Street	Baltimore	MD	21210
8	Jane	Smith	4501 N. Charles Street	Baltimore	MD	21210
9	Mary	Brown	4501 N. Charles Street	Baltimore	MD	21210
10	Robert	Castle	4501 N. Charles Street	Baltimore	MD	21210
11	Joseph	White	4501 N. Charles Street	Baltimore	MD	21210
12	Patrick	Young	4501 N. Charles Street	Baltimore	MD	21210
13	Kate	Sullivan	4501 N. Charles Street	Baltimore	MD	21210

So, this process begins with you **entering** all of your data into an Excel file. Include a **header row** to make things easier. You can also **sort** your data as we learned in a previous class by last name to make your list easier to view. Once your data is entered into Excel, **save and close** your Excel file. You **cannot** have it open while using Word for a mail merge.

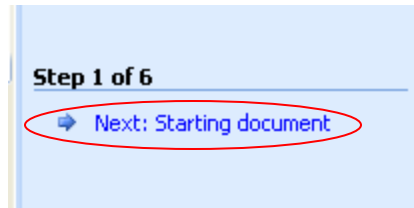
Next, open Microsoft Word. Make sure you have a new, blank file. Click on **Tools**, and then **Letters and Mailings**, and then **Mail Merge**.



A Mail Merge wizard will appear on the right, to step you through the process:

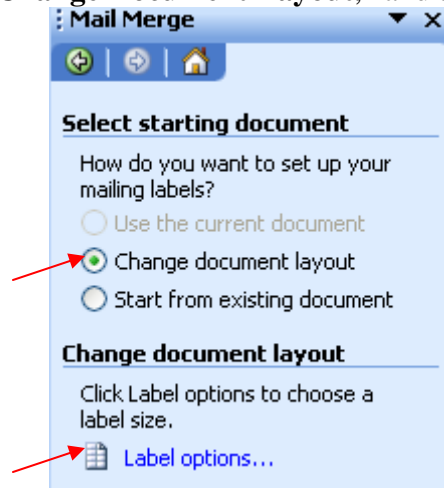


A progress indicator will appear at the bottom of this wizard, to show you which step of the process you are on:

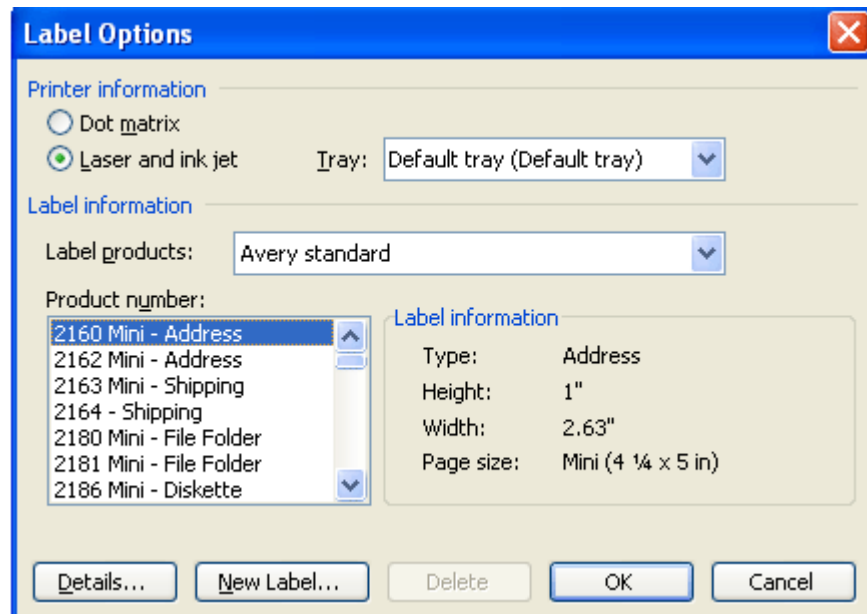


We looked at labels in this class. Click on **Labels**, and then click “**Next: Starting document.**”

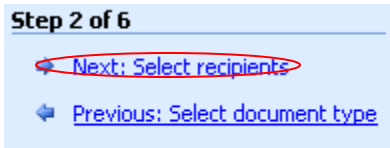
On the next screen, choose “**Change Document Layout,**” and then click “**Label Options.**”



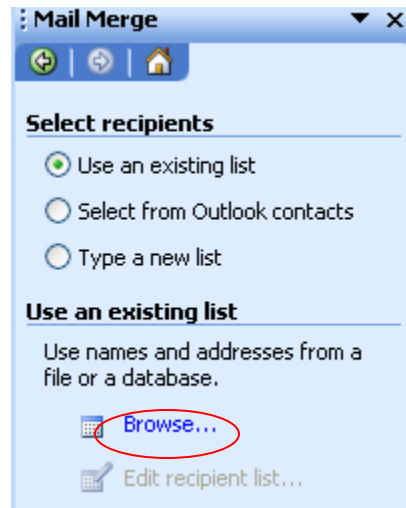
On the Label Options screen, **choose** the labels you want to use. The box your labels came in should say which manufacturer and number they are.



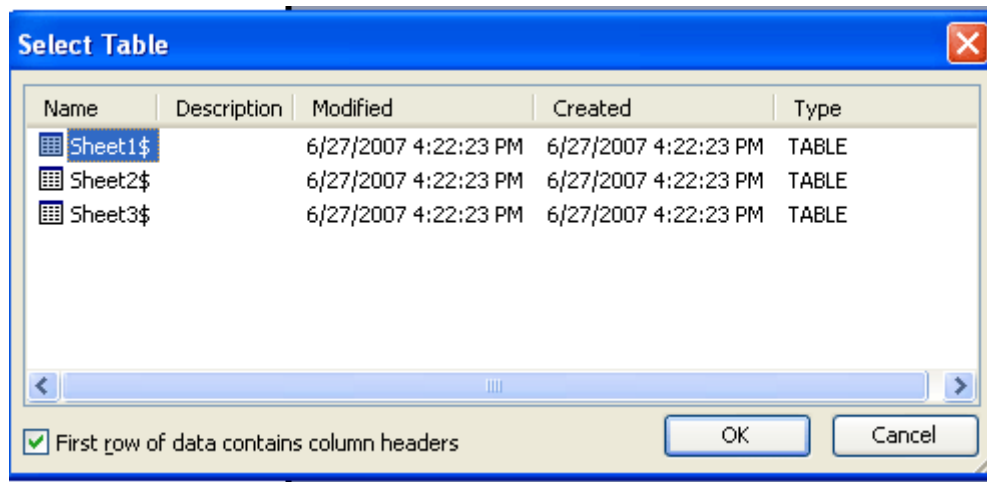
Click **OK** once you’ve made your choice, and then click “**Next: Select Recipients.**”



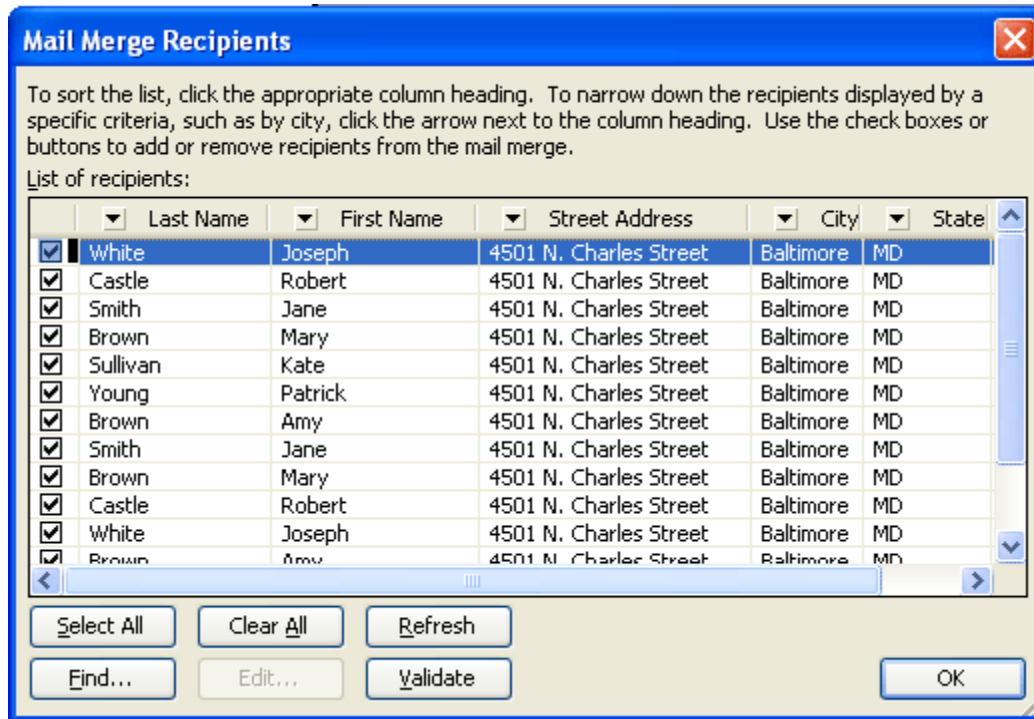
On the next screen, click on “**Use an existing list,**” and then click “**Browse**” to find your Excel file with the names and addresses you created earlier.



**Double click** on your file once you’ve found it. A window like this will appear:



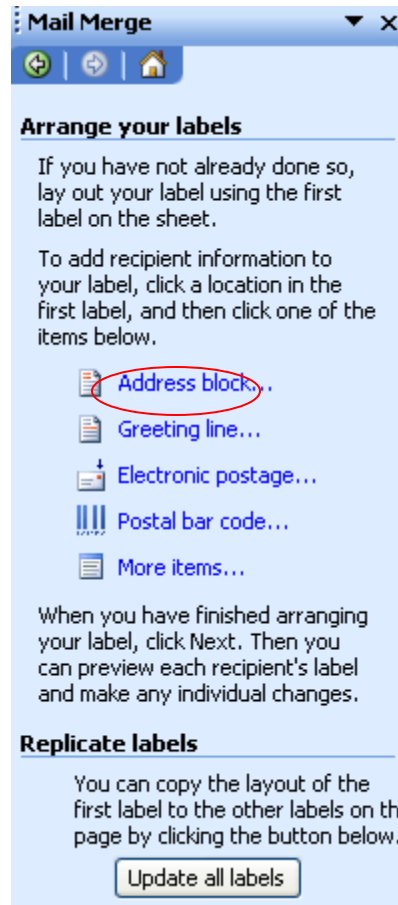
**Click on the sheet** that contains your data. Make sure “First row of data contains column headers” is **checked**. Click **OK**. A window with all of your data, similar to this, will appear:



**Verify** that the data is correct, and **uncheck** any names you don't want to include on your labels. Click **OK**. At the bottom of the wizard, click **"Next: Arrange your labels."**



**Click on Address Block:**



Choose the format you want to see the recipients' names in. Then click Match Fields.

**Insert Address Block**

Specify address elements

Insert recipient's name in this format:

Joshua  
Joshua Randall Jr.  
Joshua Q. Randall Jr.  
Mr. Josh Randall Jr.  
Mr. Josh Q. Randall Jr.  
Mr. Joshua 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

Mr. Joshua Randall Jr.  
Blue Sky Airlines  
1 Airport Way  
Kitty Hawk, NC 27700  
United States of America

Match Fields... OK Cancel

A window like this will appear:

**Match Fields**

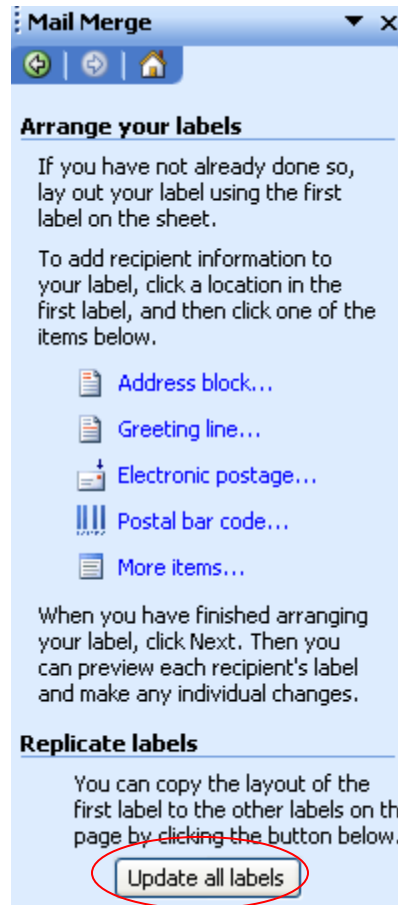
Mail Merge has special features for easily working with addresses. Use the drop-down list to select the proper database field for each address field component.

Required information	
Last Name	Last Name
First Name	First Name
Courtesy Title	(not matched)
Company	(not matched)
Address 1	Street Address
City	City
State	State
Postal Code	Zip
Spouse First Name	(not matched)
Optional information	
Middle Name	(not matched)
Suffix	(not matched)

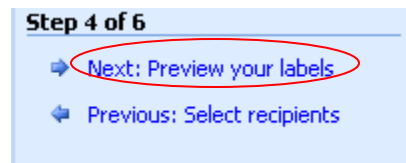
Use the drop-down lists to choose the field from your database that corresponds to the address information Mail Merge expects (listed on the left.)

OK Cancel

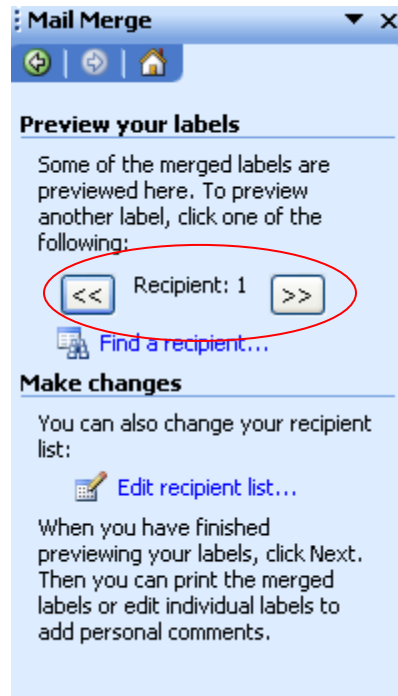
Your fields from your Excel file are on the right. **Make sure they correspond** to the fields on the left that Word typically expects to see. It is **not necessary** to have all of the fields Word expects; you just need to verify that the fields you do want to use are matched up properly with Word's expected fields. Click **OK**, then **OK** on the next screen. Then click **Update all labels**.



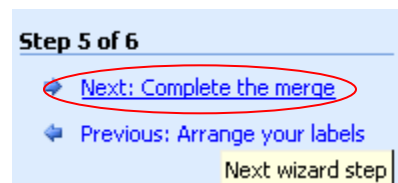
Then click “**Next: Preview your labels.**”



Your imported data from Excel will appear in Word, formatted according to the label size you chose. If your labels are large, or you have more than one sheet of labels, you won't see them all on one page. You can **page through** to see all of your labels by **using these arrows**:



When you're finished previewing your labels, click "**Next: Complete the merge.**"



The next screen looks like this:



Mail Merge is now ready to print your labels. Click **Print** when you are ready to print your labels. Click **Edit individual labels** if you need to make changes.

If you have any questions that were not covered in this handout, please feel free to contact Jessica Smith at [jlsmith@loyola.edu](mailto:jlsmith@loyola.edu) or x2199.