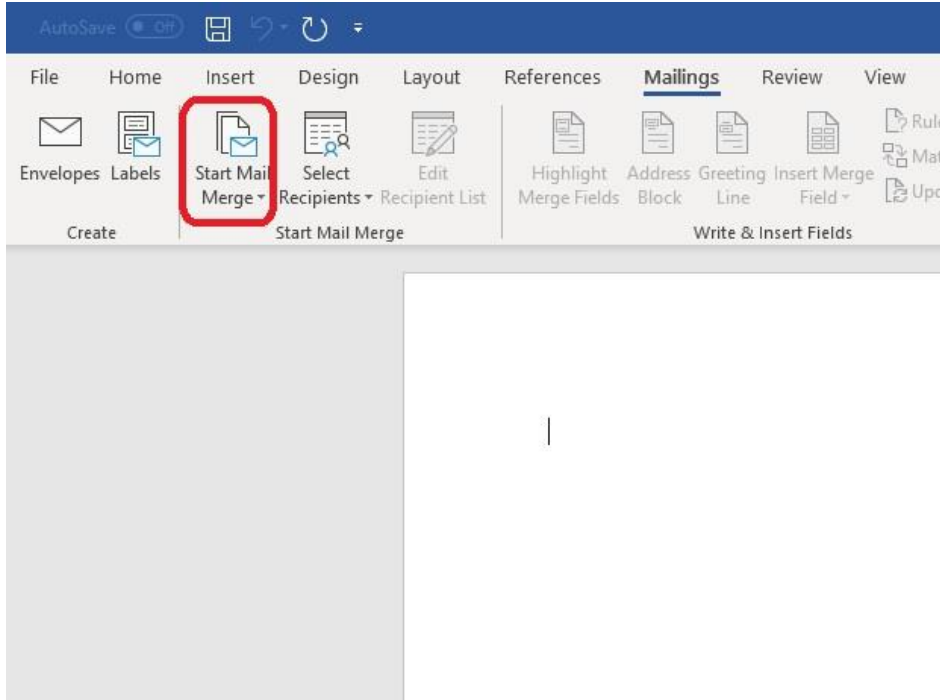
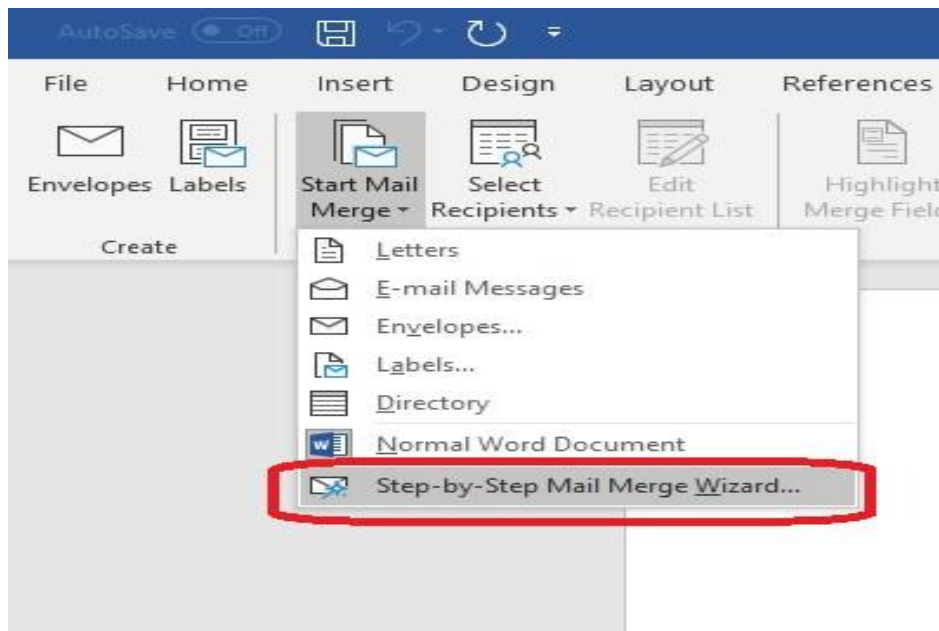


# LANGKAH-LANGKAH MENGGUNAKAN MAILMERGE DI MS.WORD 2016 ATAU OFFICE 365

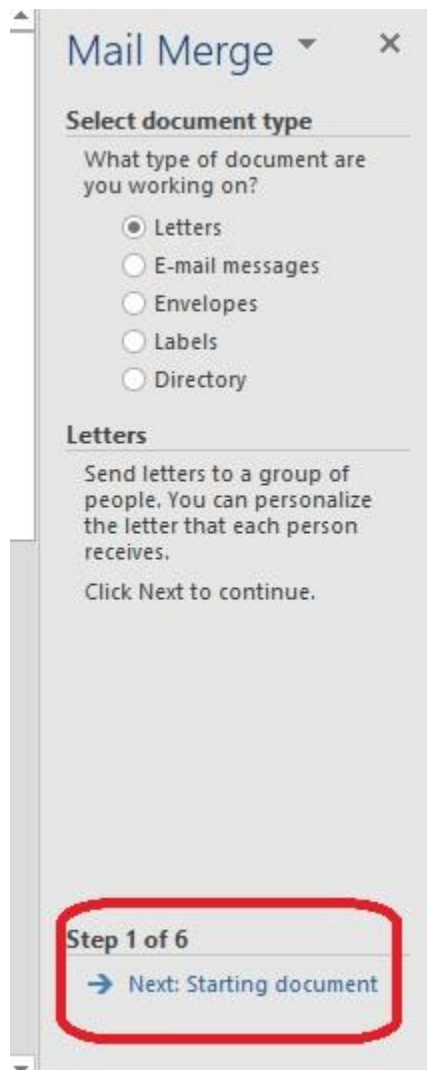
## 1. START MAIL MERGE



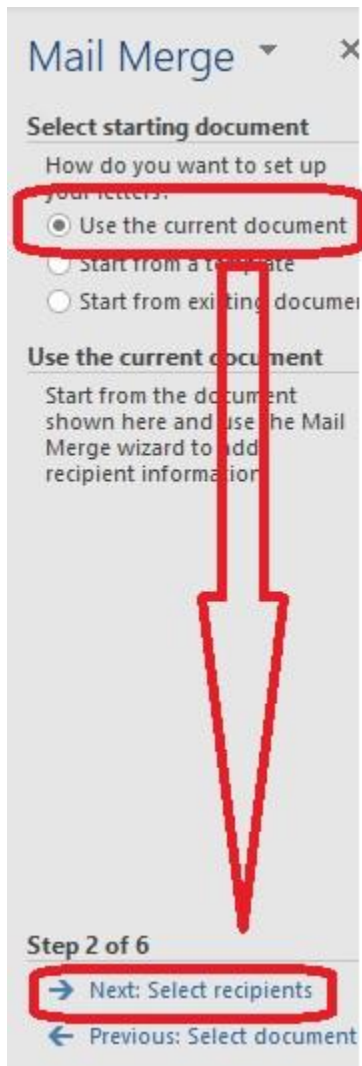
## 2. STEP-BY-STEP MAIL MERGE WIZARD



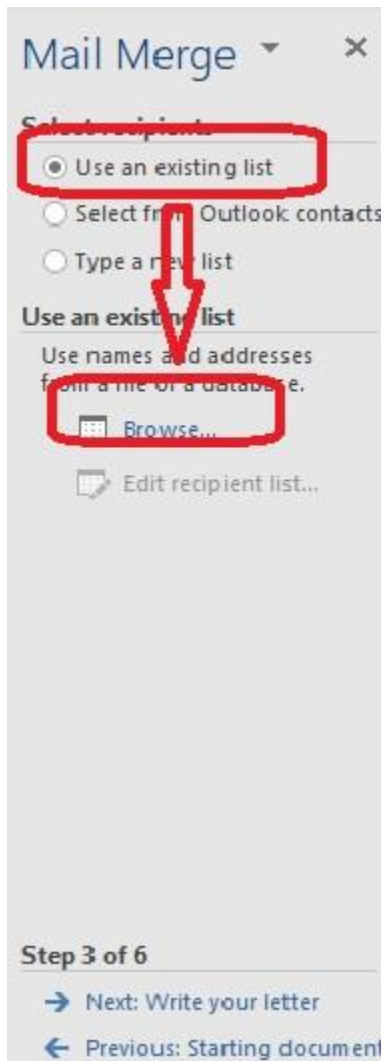
3. PILIH : LETTERS --> NEXT : STARTING DOCUMENT



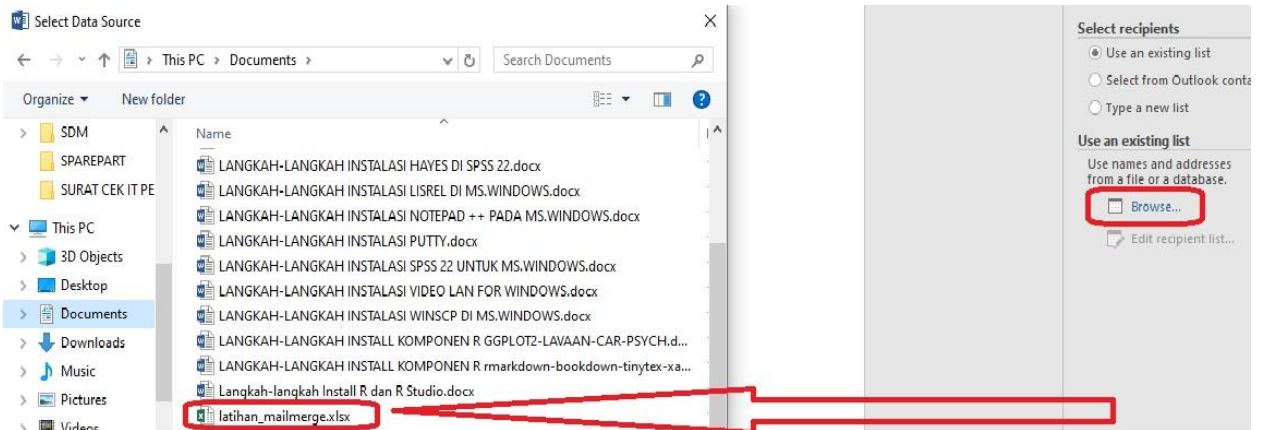
3. USE THE CURRENT DOCUMENT -> NEXT : SELECT RECIPIENTS



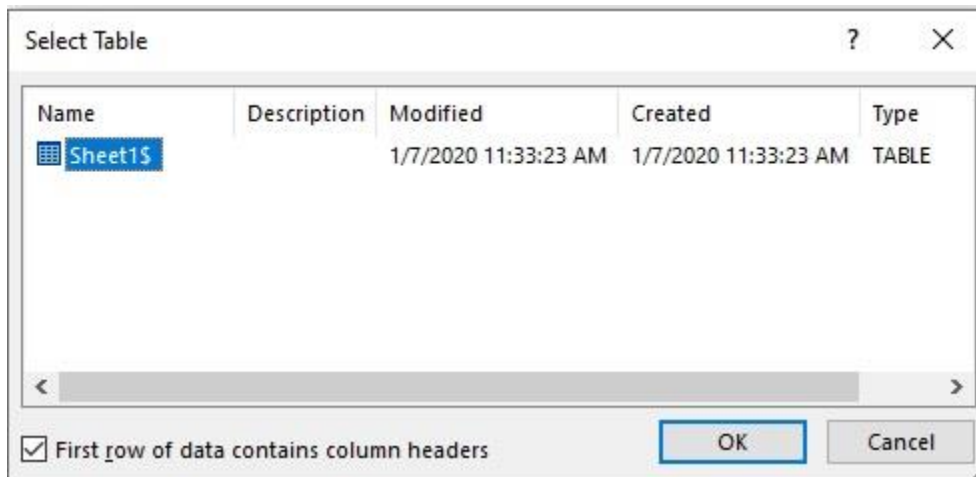
4. USE AN EXISTING LIST -> BROWSE...



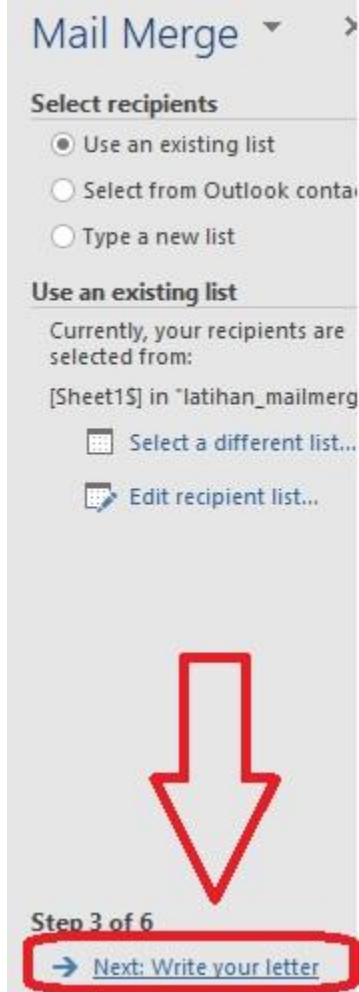
## 5. PILIH DOCUMENT EXCEL



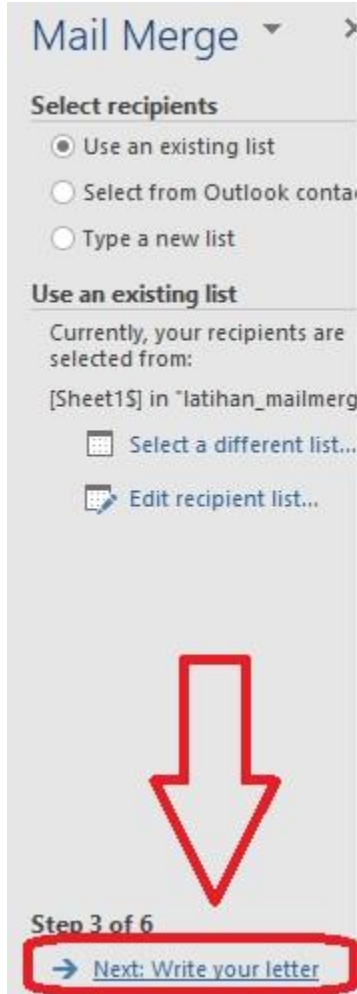
## 6. SELECT TABLE



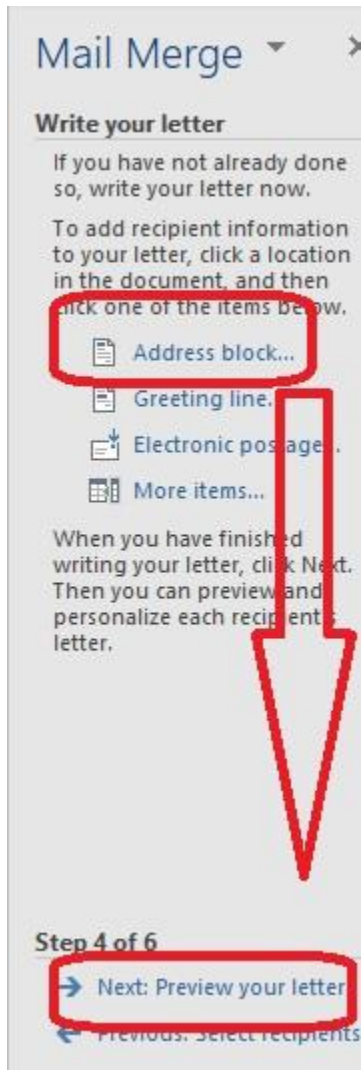
7. NEXT : WRITE YOUR LETTER :



8. USE AN EXISTING LIST -> NEXT: WRITE YOUR LETTER

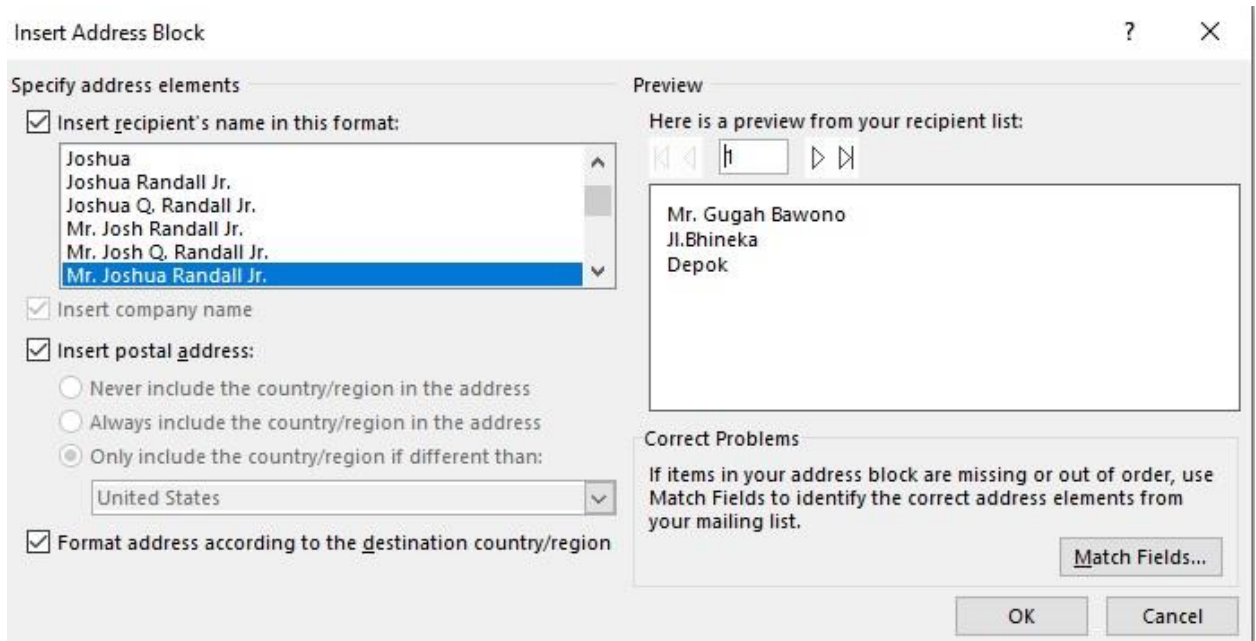


9. ADDRESS BLOCK... → NEXT : PREVIEW YOUR LETTER

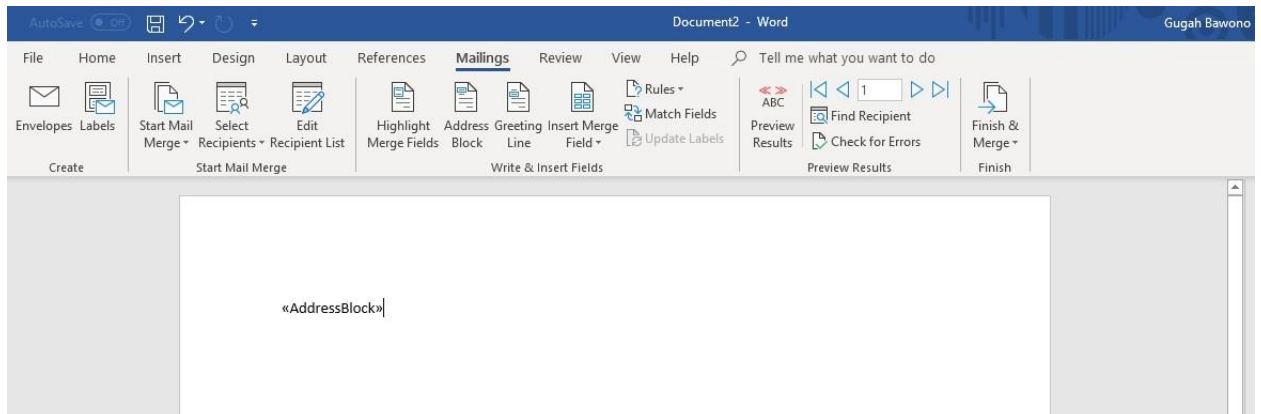




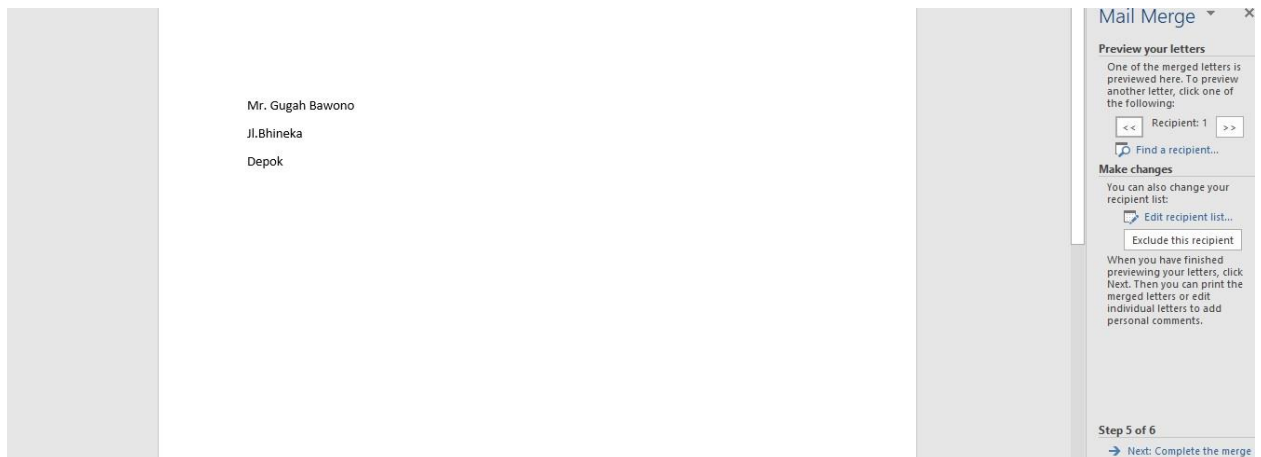
10. INSERT RECIPT'S NAME IN THIS FORMAT -> INSERT POSTAL ADDRESS -> FORMAT ADDRESS...



11.



12.



### 13. COMPLETE

The image shows a screenshot of a mail merge software interface. On the left, a recipient list is displayed with the following text:

Mr. Gugah Bawono  
Jl.Bhineka  
Depok

A red rectangular box highlights this recipient list. A red jagged line, resembling a lightning bolt, points from the recipient list towards the right-hand side of the interface.

On the right-hand side, there is a panel titled "Mail Merge" with a close button (X). The panel contains the following sections:

- Preview your letters**: A section with instructions: "One of the merged letters is previewed here. To preview another letter, click one of the following:". Below this are navigation buttons: "<< Recipient: 1 >>" and a "Find a recipient..." button with a magnifying glass icon.
- Make changes**: A section with instructions: "You can also change your recipient list:". Below this are two buttons: "Edit recipient list..." and "Exclude this recipient".
- Step 5 of 6**: A section with instructions: "When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments." Below this is a button: "Next: Complete the merge".

Red boxes highlight the "Step 5 of 6" section and the "Next: Complete the merge" button.