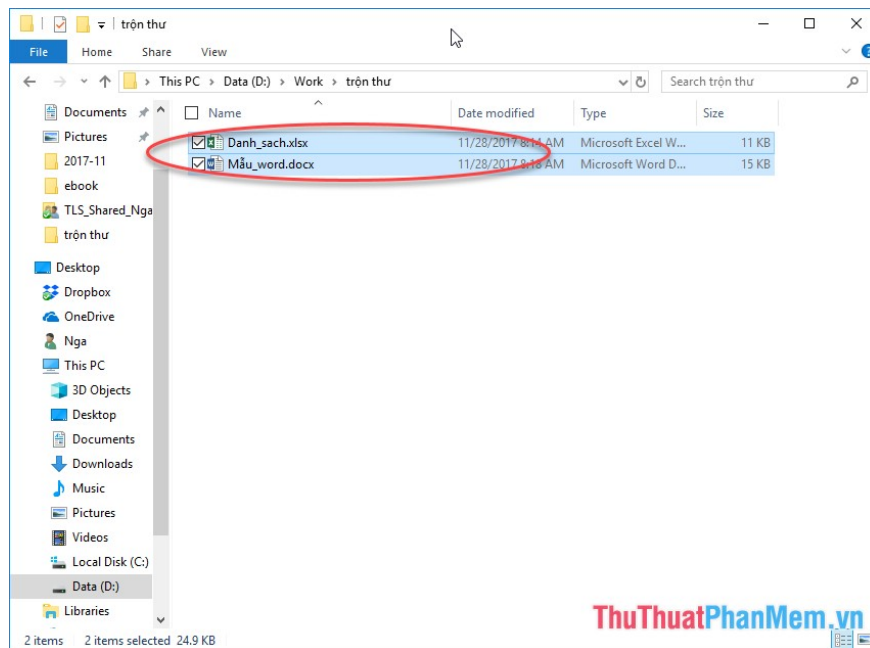


How to merge multiple messages on 1 page from an Excel table in Word 2016

The following article shows you how to merge multiple messages on a single page from an Excel table in Word 2016 to help you create invitations, certificates ... quickly and accurately.

The following article will guide you in detail how to merge multiple messages on one page from Excel worksheet in Word 2016 to help you create invitations, certificates . quickly and accurately.

To be able to merge mail from an Excel table, you need to prepare 2 data files:



Note that the data file from Excel containing the list of header rows must be the first row on the top, so you do not insert any of the above content:

TT	Họ và tên	Cấp bậc	Chức vụ	Đơn vị	Nhóm máu
1	Nguyễn Minh Lâm	Đại úy	NVBQ	PKQ1	A
2	Bùi Thị Nhân	Trung úy	Chiến sĩ	Ban Quân sự	AB
3	Nguyễn Ngọc Nghĩa	Hạ sĩ	Trưởng ban	Ban Giải Chiến	O
4	Vũ Minh Tuấn	Trung sĩ	NVBQ	PKQ2	A
5	Lương Minh Ngọc	Đại úy	Chiến sĩ	Ban Quân sự	AB
6	Vũ Tiến Công	Trung úy	Trưởng ban	Ban Giải Chiến	O
7	Nguyễn Thế Mạnh	Hạ sĩ	NVBQ	PKQ3	A
8	Nguyễn Văn Thế	Trung sĩ	Chiến sĩ	Ban Quân sự	AB
9	Bùi Thị Lan	Đại úy	Trưởng ban	Ban Giải Chiến	O
10	Vũ Thị Hằng	Trung úy	NVBQ	PKQ4	A
11	Nguyễn Ngọc Minh	Hạ sĩ	Chiến sĩ	Ban Quân sự	AB
12	Bùi Thị Lan	Trung sĩ	Trưởng ban	Ban Giải Chiến	O
13	Bùi Thị Lan	Đại úy	NVBQ	PKQ5	A
14	Vũ Thị Hằng	Trung úy	Chiến sĩ	Ban Quân sự	AB

The Word file contains the content of the form you need to merge:

PHIẾU KHÁM SỨC KHỎE

Họ và tên:

Cấp bậc:

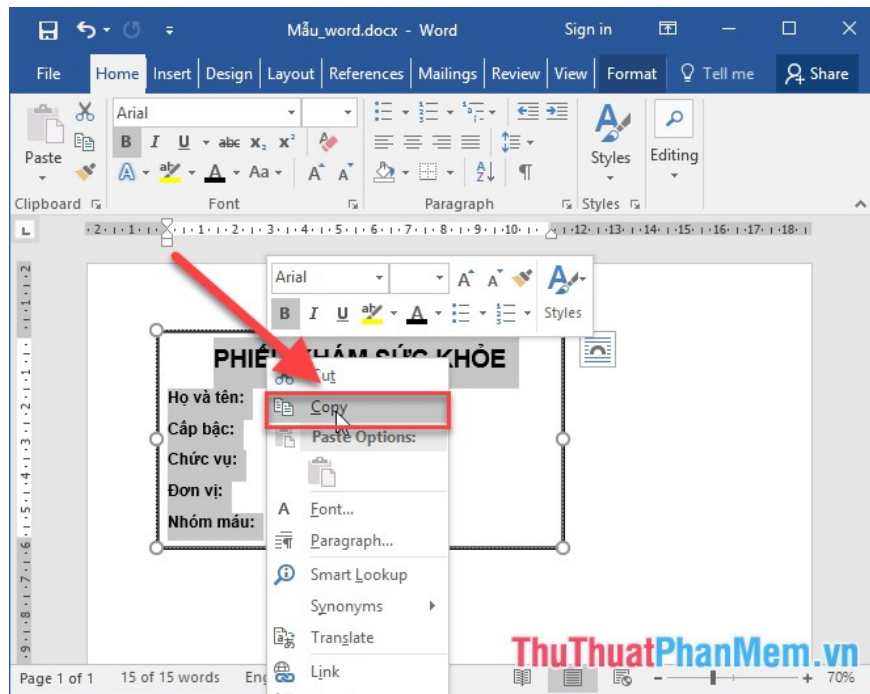
Chức vụ:

Đơn vị:

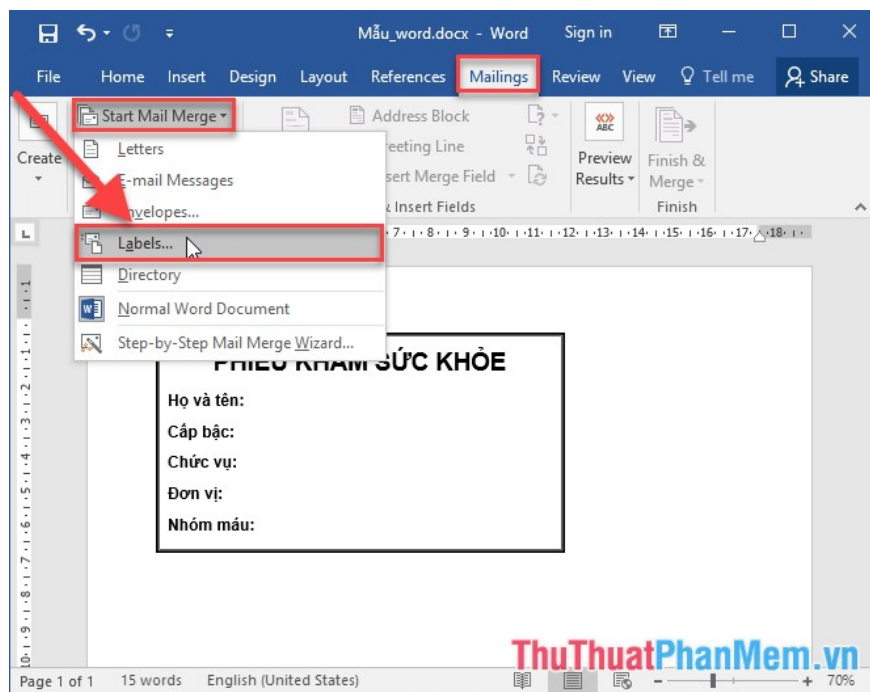
Nhóm máu:

For example, to create a health examination, follow these steps:

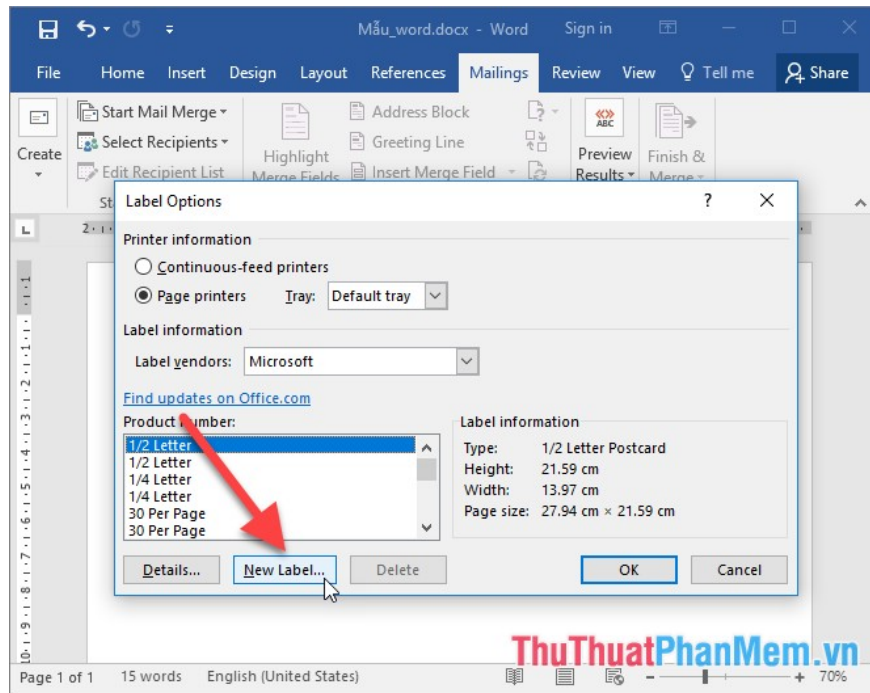
Step 1: Copy the content of the message (do not copy the frame and the border) by selecting content -> right-click and choose **Copy**:



Step 2: Go to **Mailings** tab -> **Start Mail Merge** -> **Labels**:



Step 3: The **Label Option** dialog box appears, click **New Label**.



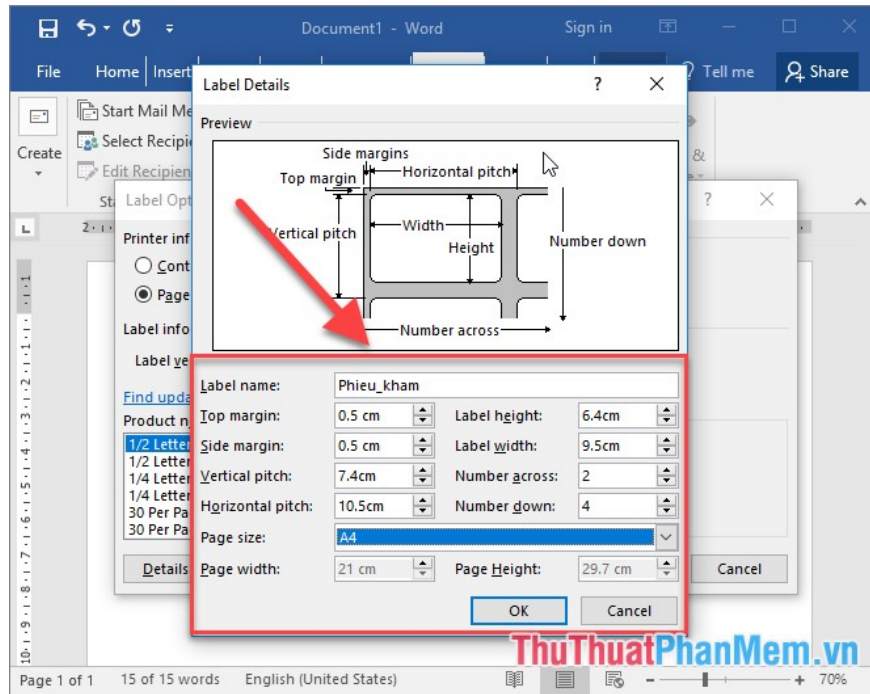
Step 4: In the **Label Detail** dialog box make the following options:

- **Page Size:** Select a vertical A4 paper size (depending on how you create the letter to select a paper size)
- **Number across:** Select the number of columns of labels on a page to select value 2 (the number of mailing labels on a page horizontally consists of 2 columns)
- **Number down:** Number of labels selected value 4 (number of letter labels on a page arranged vertically 4 letters)

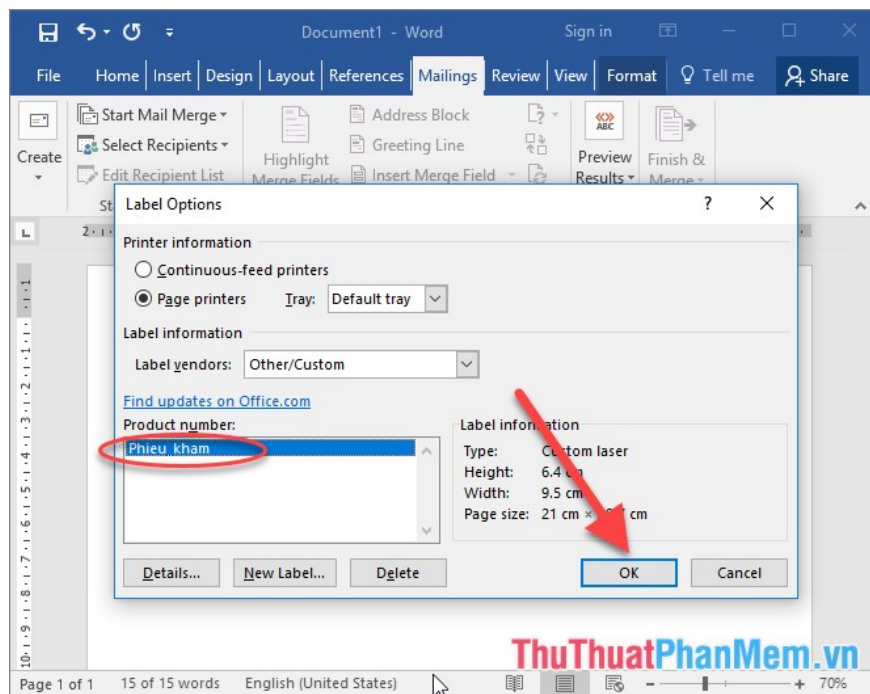
Note: **Number across = 2, number down = 4** => On a page there are 8 letters divided into 2 columns on 1 page.

- **Top margin:** Choose the upper margin for the label, here choose 5mm
- **Side margin:** Select the left margin for the label here choose 5mm
- **Label height:** Select the height for labels, you need to calculate the height as follows:
 - + A4 paper size 29.7cm high, in the upper section choose **Number down = 4** ie 1 page contains 4 letters or 4 labels => the height of each label = (paper height - upper margin - lower margin): $4 = (29.7 - 0.5 - 0.5) = 6.4\text{cm}$
- **Label width:** The width of the label, above select a page with 2 columns (number down = 2) => Label width is calculated = (paper width - left and right margins): $2 = (29.7 - 0.5 - 0.5) : 2 = 9.5\text{cm}$
- **Vertical pitch:** The distance between the labels vertically = the height of the label + the top margin + the bottom margin = $6.4 + 0.5 + 0.5 = 7.4\text{cm}$
- **Horizontal pitch:** The distance between the labels horizontally = the width of the label + left margin + right margin = $9.5 + 0.5 + 0.5 = 10.5\text{cm}$

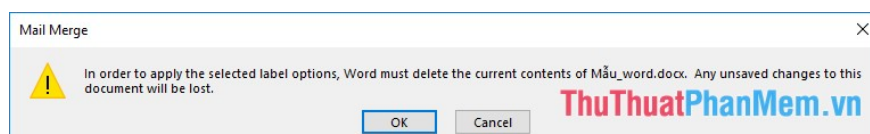
Note that the above values ??are calculated depending on how you selected the number of labels per page.



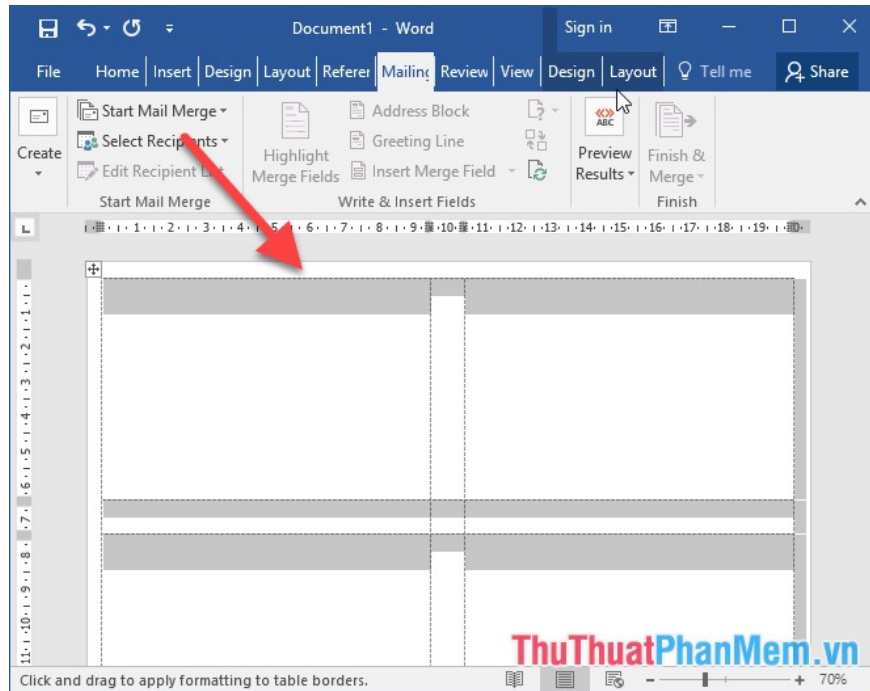
Step 5: Click **OK** -> select the label name just created -> click **OK**:



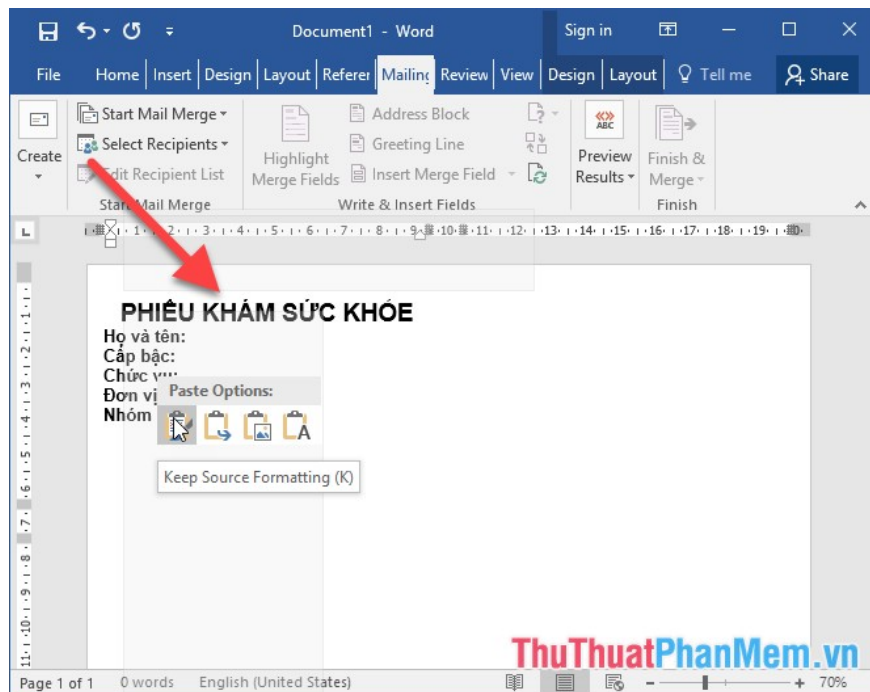
Step 6: After selecting **OK** the dialog box to use the label -> system to delete data on the page -> click **OK**:



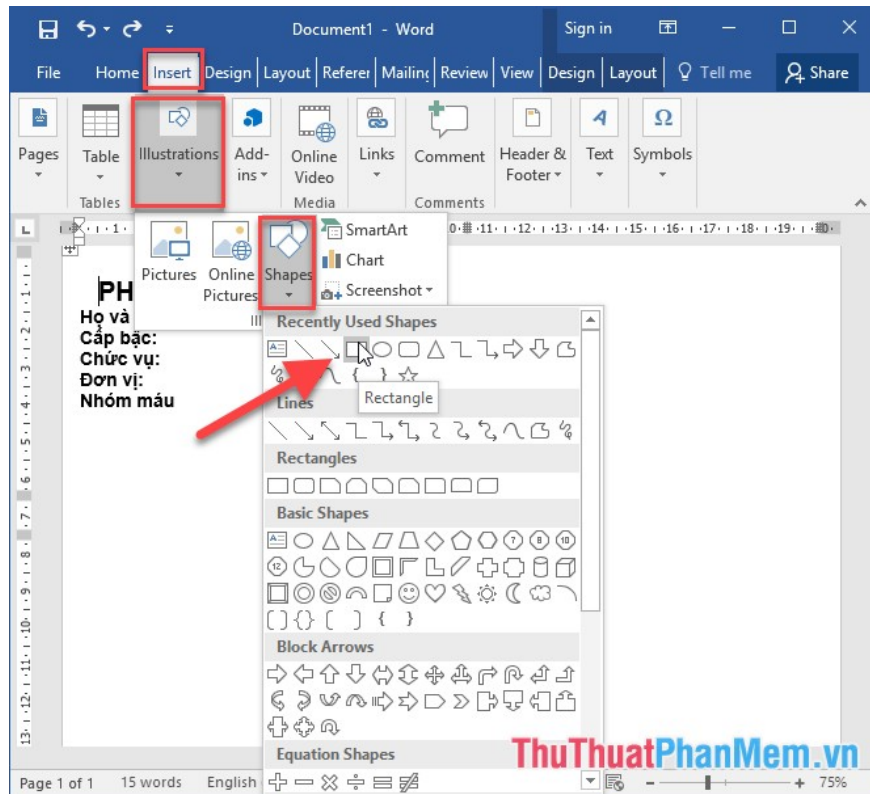
Step 7: The result has created a label with 8 frames on 1 page divided into 2 columns:



Step 8: Click on the first label to paste the content copied from step 1 -> get the results:

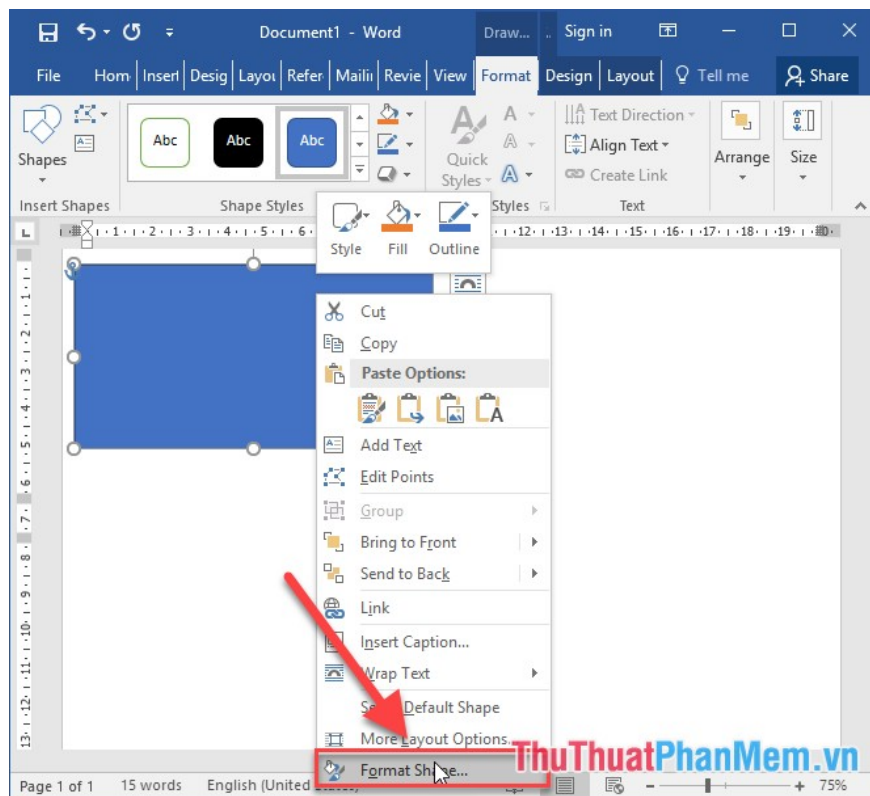


Step 9: Create borders for labels:

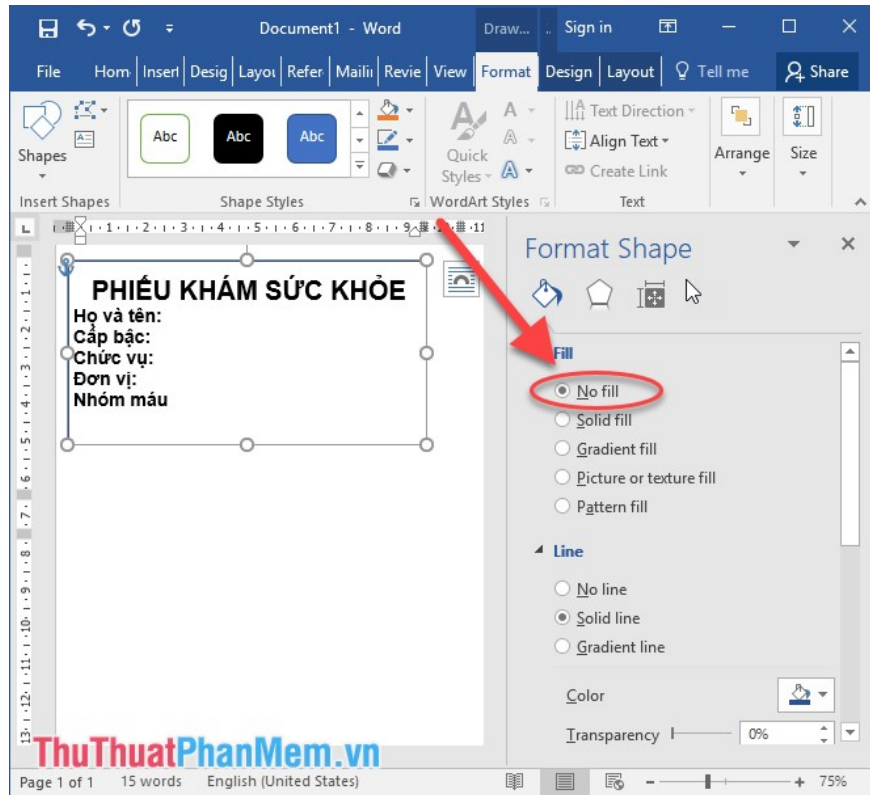


Step 10: Change the background color and border for the label:

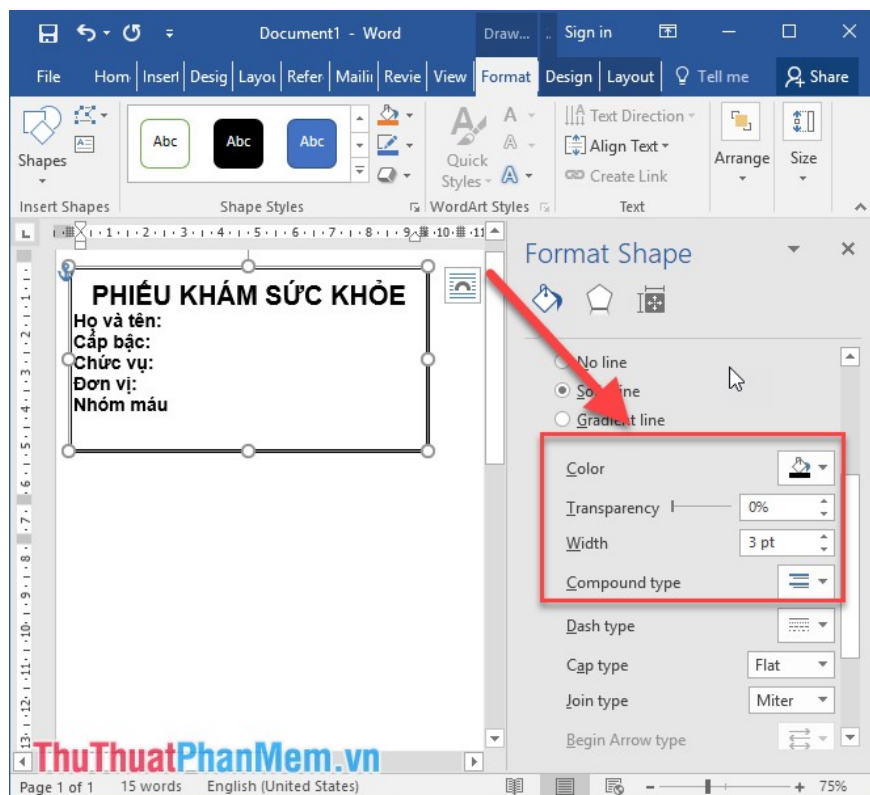
- Right-click and choose **Format shape**:



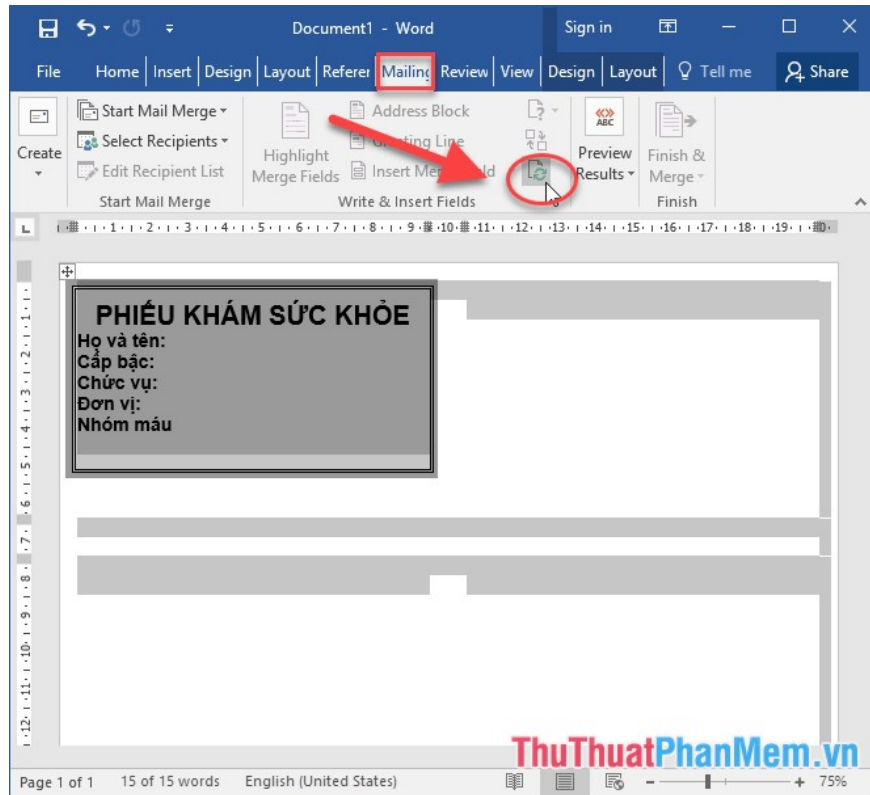
- Select no fill color



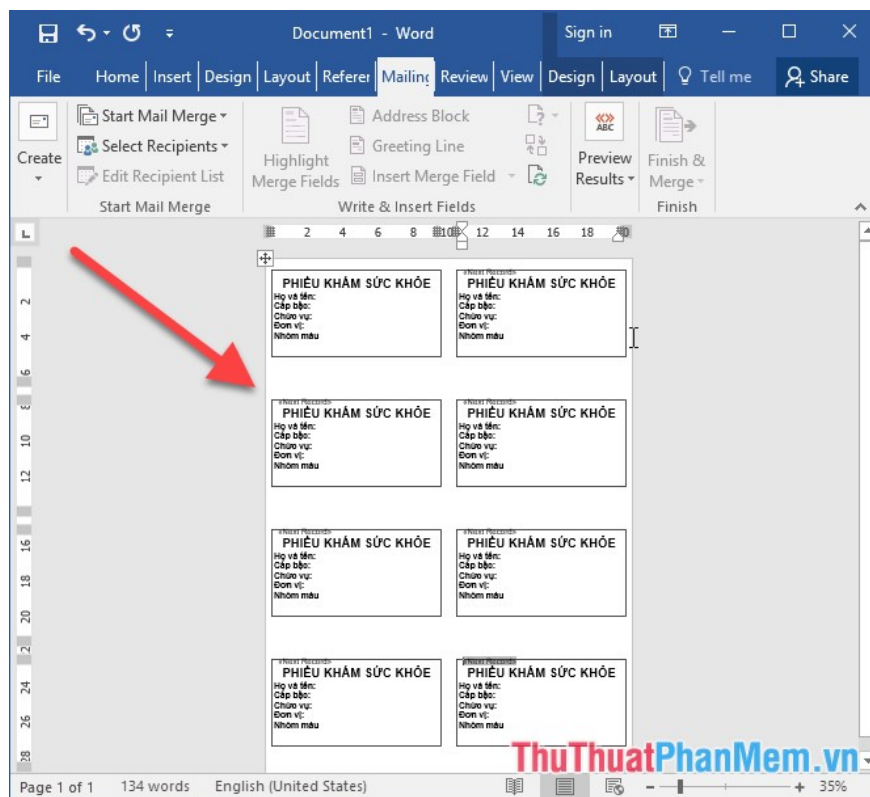
- Adjust the border color, style and width of the border:



Step 11: After creating the border of the label, click the **Update label** icon to create the remaining labels:

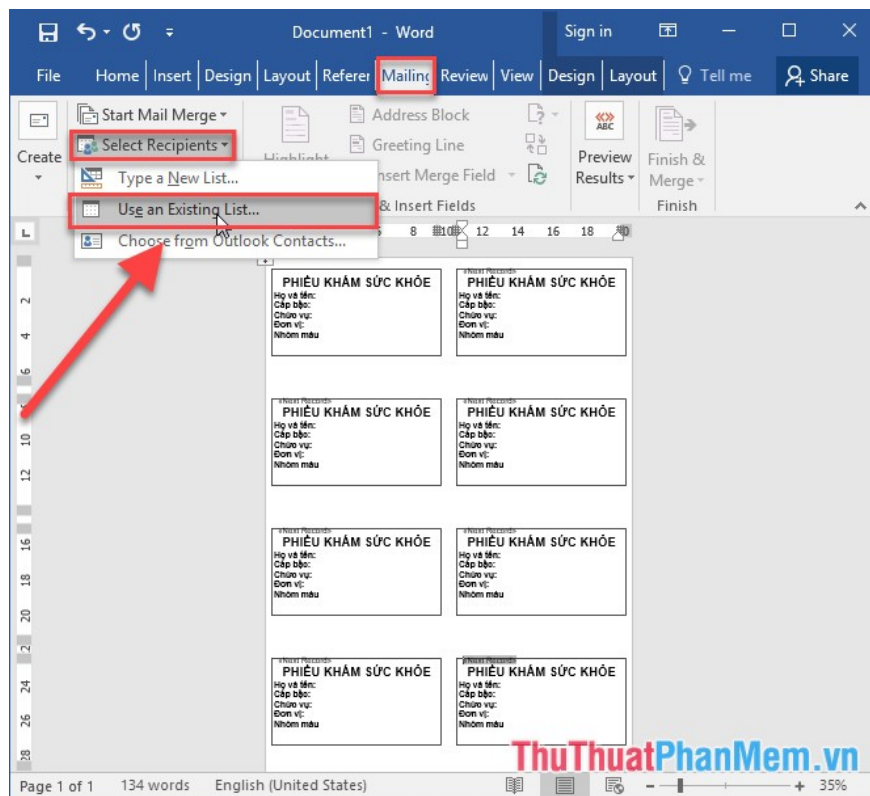


Frame result for labels:

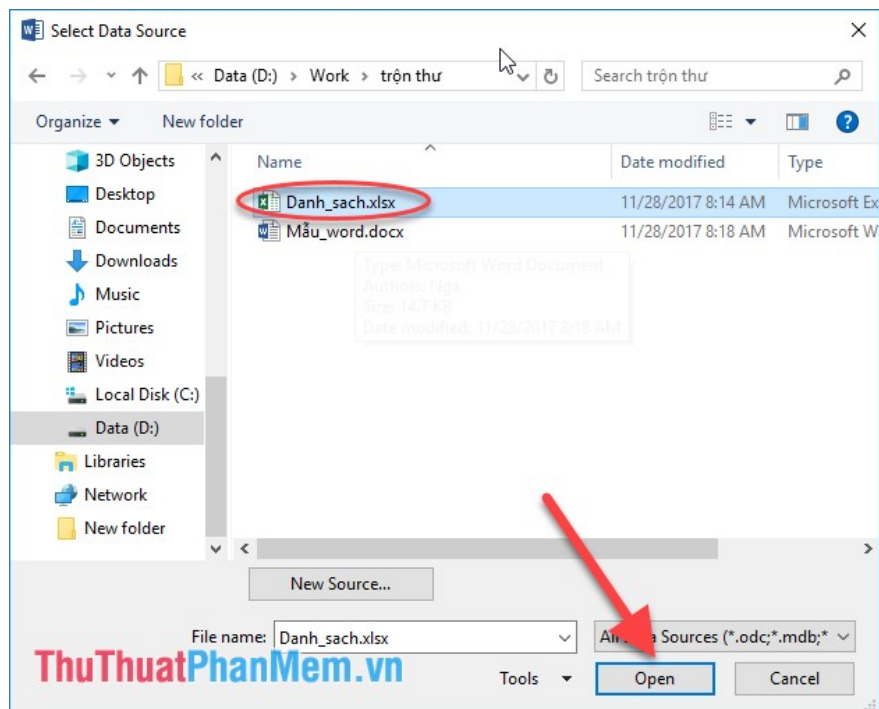


Step 12: Perform additional fields from the Excel file:

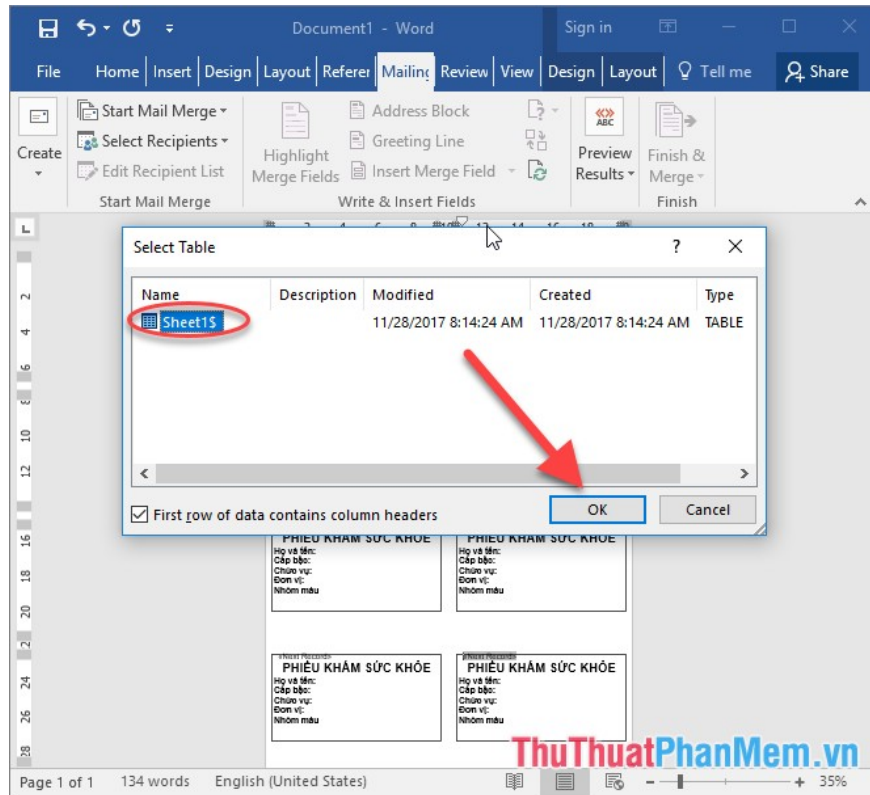
- Go to **Mailing** tab -> **Select Recipients**:



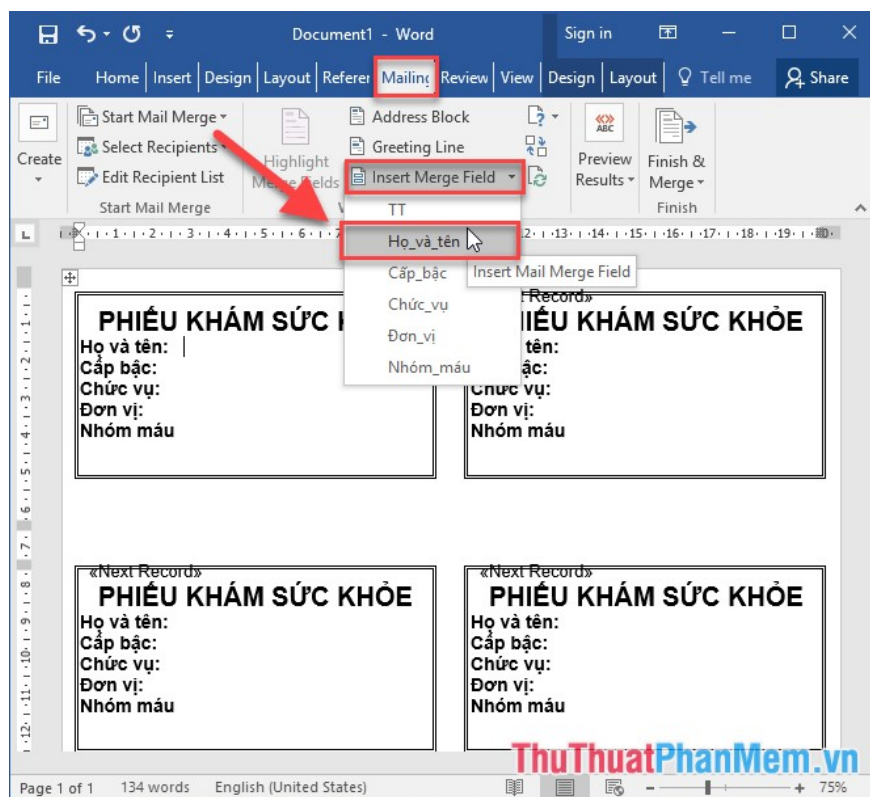
- Find the path to the Excel file containing the list:



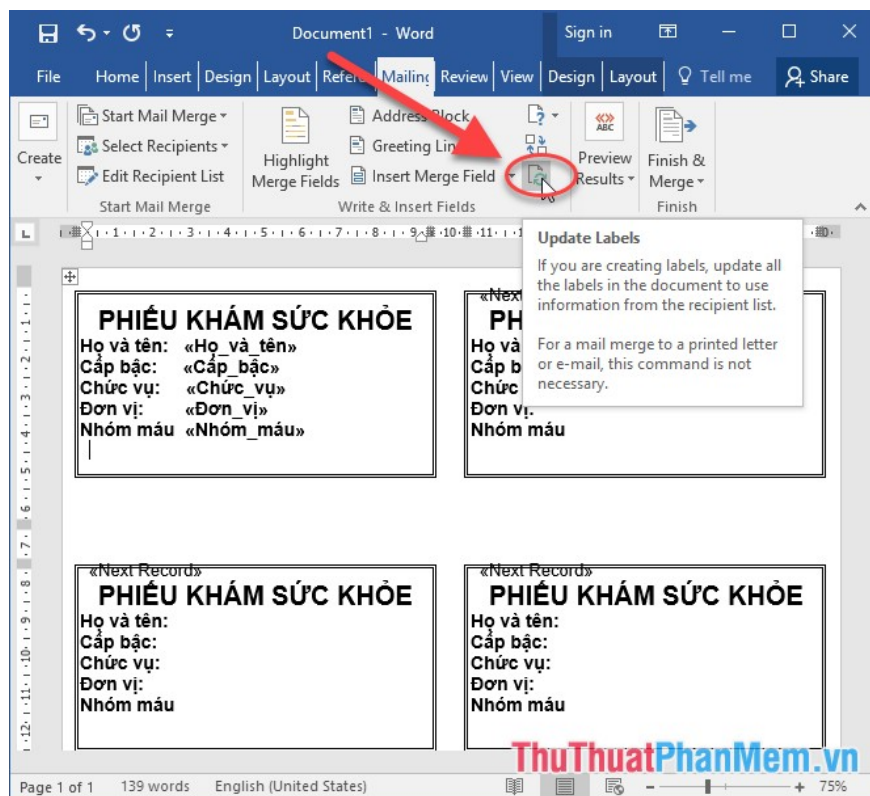
- Select Sheets containing content to create labels -> click **OK**:



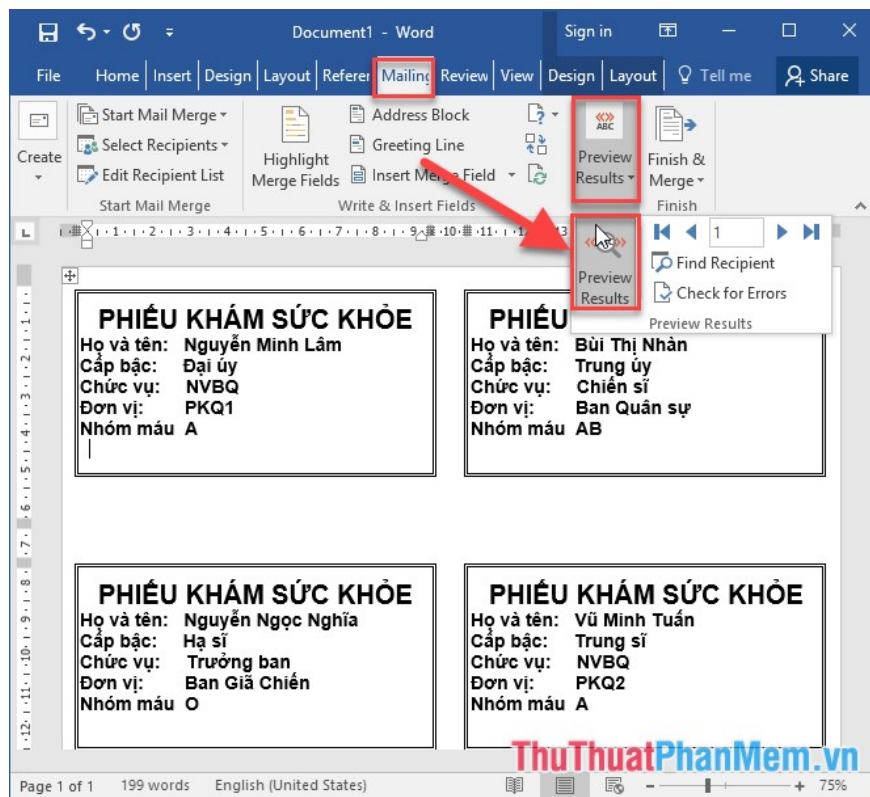
- Click the mouse at the first label position to select the data field by clicking **Insert label field** -> selecting the corresponding field:



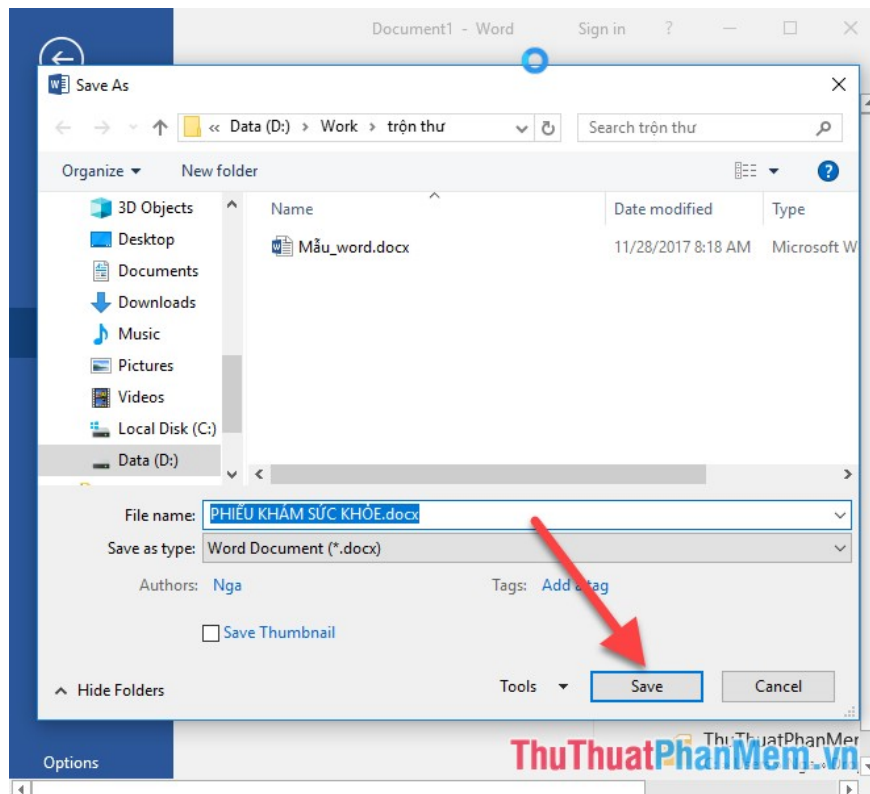
- After selecting the data fields for the first label -> click **update label** -> all labels are created:



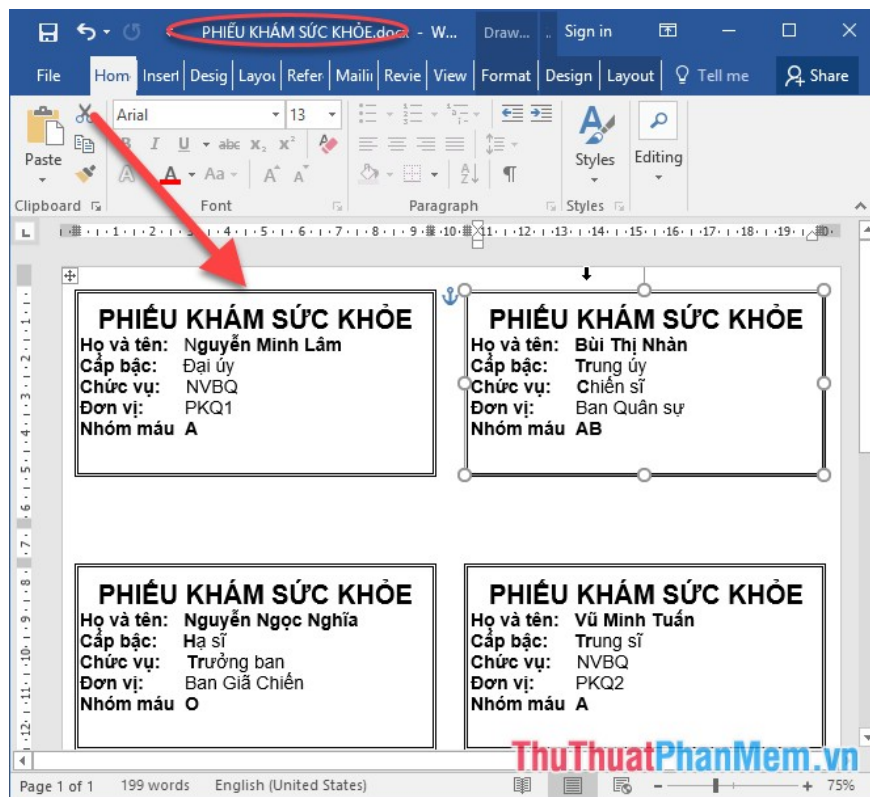
- Click **Preview Result** to preview the newly created content:



Step 13: Press **Ctrl + S** to save the content of the newly created message:



Step 14: After clicking **Save** you have created the message from the Excel file:



The above is a detailed guide on how to merge multiple messages on 1 page from an Excel table in Word 2016. I wish you success!

You finished reading the article "**How to merge multiple messages on 1 page from an Excel table in Word 2016**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.