KENTUCKY ASSOCIATION OF CONSERVATION DISTRICT EMPLOYEES

Labels: Excel to Word

District Employees Express Training

October 2024

This training is brought to you by the KACDE professional development committee. The intent of this short training is to aid in the understanding of different topics for administrators, educators, and technicians alike.

Instructions for Creating Labels in Word from an Excel List

1. **Identify the Excel Sheet**: Confirm the name of the Excel sheet containing your label data.
2. **Label Your Columns**: Ensure your Excel columns are labeled as follows:
   - First Name
   - Last Name (or just First Name if both are in the same column)
   - Address
   - City
   - State
   - Zip Code
3. **Close Excel**: Save and close your Excel document.
4. **Open Word**: Launch a new Word document.
5. **Navigate to Mailings**: Click on the **Mailings** tab.
6. **Start Mail Merge**: Select **Start Mail Merge**, then choose **Labels**.
7. **Choose Label Size**: Select the appropriate label size you are using.
8. **Select Recipients**: Click on **Select Recipients**, then choose **Use an Existing List**.
9. **Locate Your Excel File**: Select the Excel file you are using and choose the relevant sheet.
10. **Insert Merge Fields**:
    - Click on **Insert Merge Field** and choose **First Name**.
    - Press the **space bar**, then select **Insert Merge Field** again to choose **Last Name** (if applicable).
    - Press **Enter** to move to the next line, then insert **Address**.
    - Press **Enter** again and insert **City**.
    - Press the **space bar** and insert **State**, then repeat by pressing the **space bar** again to insert **Zip Code**.
11. **Update Labels**: Click on **Update Labels** to apply your layout to all labels.
12. **Preview Results**: Select **Preview Results** to verify that all data appears correctly.
13. **Finish and Print**: Click on **Finish & Merge**, then select **Print Documents**.
14. **You're Done**: Your labels are ready to be printed!