1. Word Letter Mail Merge w Excel Data (Number Format Problem & Field Code Fix)

Number Rounded to 2 decimals:

Alt + F9 is toggle to show Field Code in Word

Code to add to end: \# 0.00

{MERGEFIELD Score\_1} becomes {MERGEFIELD Score\_1 \# 0.00}

Percentage:

Ctrl + F9 inserts MERGEFIELD code

{ MERGEFIELD Grade} becomes {={ MERGEFIELD Grade}\*100 \# 0.00%}

1. Word E-mail Mail Merge w Excel Data (Number Format Problem TEXT function Fix)

TEXT function converts a number to text given a certain Number Format

Number Rounded to 2 decimals use:

=TEXT(CellReference,”0.00”)

Percentage:

=TEXT(CellReference,”0.00%”)

1. Word E-Mail Mail Merge from Data In an Access Database