

marge – excel to word

Source:

<http://www.tech-archive.net/Archive/Word/microsoft.public.word.mailmerge.fields/2004-09/0109.html>

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Date: 09/03/04

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i hope someone give me a hand. I am making the cretificate for the language school student, and need to put the start (\$Intake_Date) and finish date (\$finish_date) on it.

On my excel data sheet, the date is entered as "2 September 2004", for example. then i closed the excel file, opened a certificate template in microsoft word, "tool -> letters & mailings -> mail merge wizard", and selected the excel list up.

i got "Mail Merge Recipients" window with all column headings, which i want, however, the finish date always go back to the number, i.e., "9/2/2004", plus American date style. how can I get the month as "September" for instance, not the number "9", also British date format (date/month/year)? the merged word document shows "9/2/2004" as well.

i recreated from a scrach but it still happens. what should I check? :(

windows XP

office XP (office 2002) (10.6501.6626) SP3

anything you can suggest me would be appreciated.
thanx.