Mail Merge and More

Microsoft Word W203
90 Minutes

Course Content

Don't spend another minute creating letters, bulk emails or labels manually. Mail Merge is a way to generate a number of documents where certain data is inserted from a data source, in the same place, in each copy of the document or messages. In this 90-minute class, we will explain how the mail merge process works, locate a data source, use data fields in a form letter, and generate separate copies of the merged document.

By the end of this class attendees will have an understanding of how to create mail merge documents from several different data sources.

Lessons include the following:

- Understand what Mail Merge is and how it works

- Use the Step-by-Step Mail Merge Wizard

- Locate and connect to a data source

- Filter data in a source file

- Match fields between the Word document and data source

- Construct a data source manually

- Create labels using the Mail Merge ribbon

- Use Mail Merge to create E-mail messages