

## Microsoft Word - Mail Merging

This ½ day course is intended for users with a requirement to work with the Mail Merge functionality within Microsoft Word. This covers the techniques required to create merge documents (letters, envelopes, emails) and manage the data files.

### PRE-REQUISITES

It is recommended that students have experience in the underlying operating system, and general windows file management techniques. Attendees must also have a good understanding of topics covered in the Word Intermediate training course.

### DURATION

½ Day

### COST

\$165 + GST per person  
(Includes training manual, certificate, lunch, morning and afternoon tea.)

### COURSE CONTENT

#### MAIL MERGE OVERVIEW

- What is a Mail Merge?
- Types of Mail Merge Documents
- The Mail Merge Helper
- The Mail Merge Toolbar

#### MAIL MERGE DATA SOURCES

- Create a Word Data Source
- Create other applications (e.g., Excel or Access) as your Data Source
- Edit and modify data records

#### MAIL MERGE MAIN DOCUMENTS

- Create a Main Document
- Prepare a document by inserting merge fields

#### PERFORMING THE MAIL MERGE

- Merge the data source with the main document

#### FIELD CODES

- Add field codes to your merge document

#### OTHER MERGE DOCUMENT TYPES

- Mailing Labels
- Envelopes
- Directory
- Email