

Microsoft Word: Total Mail Merge

Half day course

Course outline

Microsoft Word: Total Mail Merge is a half day course covering everything you ever need to know about mail merging your documents. Become a mail merge expert with this comprehensive course.

This course is available for Microsoft Word versions 2003, 2007 and 2010. You will also receive a course book covering all subjects from your training session including a CD of example files referenced in your course book.

Course duration

Half day (3 hours)

Covered in this course

Subjects covered in this course include:

- Setting up a mail merge with Excel data
- Setting up a mail merge with Access data
- Sorting merged data
- Customising individual letters
- Mail merging envelopes
- Merging data such as membership numbers and much more.
- Setting up a mail merge with Outlook data
- Setting up a mail merge with CSV text data
- Filtering merged data
- Mail merging labels
- Using field switches for date, time and # fields
- Using Merge Record #, Fill-in, Ask, If-then-else

Is this course for me?

This course is ideal for people who want a solid understanding of mail merges with Microsoft Word. Completion of this course gives participants the skills required to confidently perform mail merges in the workplace to an advanced level with Microsoft Word version 2003, 2007 and 2010.

Session dates

Course dates, times and booking instructions are located at: www.T7.net.au/Word

Further study

A variety of **Word Advanced** courses exist for advanced features and usage of Microsoft Word.

T7 Training Systems

For bookings or enquiries, visit:

www.OnsiteTrainingCourses.com.au

or visit www.T7.net.au

