

Word Mail Merge

Course duration:	Half day
Course timings:	9:30 - 12:30
Prerequisites:	Delegates should have a good working knowledge of Microsoft Word who can easily produce a range of documents
Training formats:	Private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Introduction

Mail Merge Terminology

Using Mail Merge

starting mail merge • creating the data source • using the data form • creating the main document • merging the main document & data source • merging to labels • merging to envelopes • reviewing merged documents • testing the merge • checking for errors

Working with Data Sources

merging with an existing data source • using data sources from Excel and Access • modifying data source fields • editing a data source • finding records in a data source

Advanced Merge

filtering records • sorting records • conditional statements • creating personalised messages