Course Contents

Mail Merge Workshop

What do I need?
Learners should already have a working knowledge of Word, including how to create, edit, format and print documents. Learners should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

How long is the course?
½ day

Who should attend?
This course targets individuals who desire to gain the skills necessary to create and distribute a set of documents, that are personalised for each recipient. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

The mail merge process
Set up the main document
Connect the document to a data source
Refine the list of recipients or items
Insert mail merge fields
Preview and complete the merge

Merge existing documents
Open an existing main document
Verify the path to the data source
Edit a data source path

Make labels for a mass mailing
Set up the labels
Connect the labels to an address list
Refine the list of recipients
Insert the mail merge fields
Preview and complete the merge
Print the labels

Send personalised e-mail messages
Set up the e-mail message
Connect the e-mail message to an address list
Refine the list of recipients
Insert mail merge fields
Preview and complete the merge

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