

Refine-IT

Course Outline Word 2000 - Mail Merge

Overview and Goals - Mail Merge is a time-saving method of producing the same letter to multiple people. You simply generate a letter and merge it with a list of names and addresses. Merge can also be used to create labels and envelopes. At the end of the course delegates will be able to produce mail shots to multiple people, mailing labels and envelopes.

Course Objectives - to understand how to create a form letter and data records.

Who Should Attend - users with experience of Windows and using a mouse.

Duration- half day

Mail Merge

- Overview of Mail Merge
- Producing the Form Letter
- Beginning the Mail Merge
- Creating the Data Source
- Viewing the Data Source
- Moving to Specific Records
- Inserting the Merge Fields
- Merging with Conditions
- Merge the Form Letter and the Data Source
- Merge and Print Later
- Print an Individual Letter
- Print Addresses on Labels
- Creating a Page of the same Label
- Printing Envelopes



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Excel, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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