

# Refine-IT

## Course Outline MS Word 2002 - 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 letters, lists, labels and envelopes.

**Course Objectives** - to understand how to create a mail merge. At the end of the course delegates will be able to produce mail shots to multiple people, mailing labels and envelopes.

**Who Should Attend** - users with experience of Windows and using a mouse. Delegates should also be familiar with MS Word XP

**Duration**- half day

### ***Mail Merge***

- Overview of Mail Merge
- Producing the Main document
- Beginning the Mail Merge using the Wizard
- Creating the Data Source in Word and Excel
- Viewing the Data Source
- Moving to Specific Records
- Inserting the Merge Fields
- Merging with Conditions using IF commands
- Merge the Main document and the Data Source
- Printing an Individual Letter
- Printing Addresses on Labels
- Creating a Page of the same Label
- Printing Envelopes
- Merging to Outlook
- Merging to faxes



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