

Microsoft Word: Mailing Lists and Mail Merge

This course is designed to teach students how to use Microsoft Word to form letters, print envelopes, print labels, or create directories. In this hands-on presentation, we will explore how to use Word in conjunction with Excel and Access, to create custom documents for your entire mailing list.

- Create a form letter starting with a blank document
- Create a form letter by utilizing an existing document
- Create a data source within Microsoft Word
- Extract a data source previously saved as an Excel worksheet or Access database
- Print envelopes or labels using an existing data source
- Learn how to create a directory of items such as a telephone list or a list of members in an organization

Prerequisites: Prior experience with Microsoft Word

*Cost: \$39.00 per person (2 hour class)
Class Materials Included*

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