



# How to Do Mail Merge in Word

Duration: 2 half days (6 hours)

## Objectives

This course is designed to enable users to merge content into letters, e-mail messages, envelopes, and labels very easily. The course demonstrates how to add, modify, and update form fields, as well as walking through the mail merge process.

## Target Audience

Personnel at all levels of the enterprise; advanced end-users seeking to attain proficiency in Word; advanced end-users seeking to obtain Microsoft Office certification at Core Level in the use of Microsoft Word

## Prerequisite

Familiarity with the Microsoft Windows and a good knowledge in using Word will be an advantage.

## Course Outline

### Part 1

- Creating a Form Letters
- Creating a Data Source
- Reviewing the Mail Merge document
- Addressing Mailing Labels
- Creating a Mail Merge using a Query
- Creating Catalog
- Merging with other programs - Excel, Access, Outlook

### Part 2

- Using Word To Automate Mailing
- Printing Individual Envelopes and Labels
- Using Mail Merge for Large Mailings
- Printing Form Letters, Sets of Envelopes, Sets Mailing Labels



Learning

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