



How to Do Mail Merge using Outlook Contacts

Duration: 1 half day (3 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 Contacts in outlook
- Merging with Outlook
- Reviewing the Mail Merge document
- Addressing Mailing Labels
- Creating a Mail Merge using a Query
- Creating Catalog