



Course Name

Word – Mail Merge

Course Duration

1 Hour

Course Objectives

Mail Merge is a great way of personalising a standard document that is going to go out to many people.

Most commonly Mail Merge is used for letters, but can also be used to create other kinds of documents as well as labels, catalogue lists and emails.

Course Content

• **Mail Merge**

- Create the document (letter etc)
- Create the data source (names and addresses etc.)
- Positioning the merge fields (putting the data and the document together)
- Complete the merge (get all your letters out)
- Select who the letter goes to
- Sort the order they print in

Continued overleaf



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Prerequisites

This course does assume that you have some prior experience of using Word.

What's next?

The next step after completing this mini course is to move on with other Word sessions. Other useful sessions include Word – Document Formatting, Word – Sections and Word – Tables. The Word – Styles and Templates course is an excellent option if you are planning on writing a lot of reports.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**