



Microsoft Word 2007 - The Mail Merge Process

Click here for course dates and to register.

Microsoft Word - The Mail Merge Process is a 2-hour course focused on teaching you the concepts required to use Word's mail merge. Use the mail merge to create large quantities of letters and labels. Students will learn to create a contact list and use the information to produce letters and labels. Students will also learn to use mail merge rules to customize letters beyond a basic mail merge.

Target Student: Anyone interested in acquiring skills necessary to create a mail merge in Word.

Prerequisites: Before taking this course, you should have a basic understanding of Microsoft Word.

Delivery Method: Instructor-led, online-delivery learning model with structured hands-on activities.

Benefits: Upon successful completion of this course, you will be able to create, edit, and enhance letters and labels using mail merge tools.

Other Word 2007 Courses:

Microsoft Word - Level 1 Learn the basics of working with a Word document. Students will gain an understanding of creating basic business documents and working with document text.

Microsoft Word - Level 2 Students will take their knowledge of Word to the next level. Learn to work with longer documents and different document views. Students will also learn about collaboration tools and adding objects to documents. **Microsoft Word - Styles and Formatting** Learn to work with Word styles to create consistent formatting that is easy to create and modify.

Microsoft Word - Working with Long Documents

Learn to work with long documents to create a table of contents, an index and use referencing tools. Students will learn to add cross-references, footnotes, endnotes and bookmarks to their documents.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Starting the Mail Merge Process
- Creating a Starting Documents
- Working with a List of Recipients
- Inserting Mail Merge Fields
 - Developing Mail Merge Rules
- Completing the Mail Merge Process
- Creating Labels Using Mail Merge

