

Word - Mail Merge

Prerequisite

A good working knowledge of Microsoft Word

Course Description

Students will learn how to create a mail merge document. Students will learn to create both the data document and the main document. They will learn how to merge the two documents together to form a third document. They will also learn how to create queries on their data before they merge the two documents together.

Objectives

Using Mail Merge

- Start the Mail Merge
- Create a Data Document
- Create the Main Document
- Merge the Documents Together
- Create a Query

Class Length

90 minutes
Instructor lead, hands-on course