

# Mail Merge is Easy...

## Word Intermediate - Half day



## Pre-requisites

To gain the most from this course you need to have experience in working with Word.

## Description

**Do you need to:**

- Create mail merge letters, envelopes, labels?
- Create mail merge documents using external data sources?
- Create mail merge emails in Outlook?

## Aim

This course introduces users to the skills and knowledge required to use mail merge within Microsoft Word while incorporating data sources from Word and other Microsoft applications.

## Learning Outcomes

**At the completion of this course you should have the skills and knowledge to:**

- Overview of Mail Merge
- Understand a Data Source
- Creating mail merge documents in Word
- Create mail merge documents with external data sources
- Create a mail merge in Outlook

## Topics Covered

**Key topics covered on this course include:**

### Overview of Mail Merge

- The Mailings tab
- The Mail Merge Wizard
- The Mail Merge Task Pane

### The Data Source

- The Mail Merge Recipient Dialogue Box
- Creating a New Data Source from the Mail Merge Task Pane
- Customising the Data Source
- Sorting the Data Source
- Filtering the Data Source

### Creating mail merge documents in Word

- Create mail merge letters
- Create mail merge emails
- Create mail merge envelopes
- Create mail merge labels

### Creating Mail Merge document with external data sources

- Create mail merge with Excel data
- Create mail merge with Outlook contacts
- Create mail merge with Outlook attachments
- Create mail merge with a PDF
- Create mail merge with Access data

### Creating a Mail Merge email in Microsoft Outlook

- Use Outlook contacts to create merged emails



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