

Microsoft Office Word Mailmerge Workshop Course Outline



Course aims:

This workshop is designed for anyone creating standard letters or documents that need to be sent to many people. It enables you to understand Mergefields that automate the input of data

Pre-requisites:

Delegates should have a working knowledge of Word (any version) and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

Who should attend:

Word users concerned with sending the same document to many people.

Duration: 4 hours

Create & work with a data source from Word	Create a data source in Word, add & delete field names
Create & work with a data source from Excel	Create a data source in Excel, add & delete field names
Finding or editing records	Viewing records, searching for a record, edit record
Sorting data records	Sorting data records alphabetically ascending or descending
Specifying a main document	Choosing the correct document to use as the main document i.e. Fax, letter, memo, label or envelope
Inserting mergefield codes	Inserting field names from data source
Inserting Word field codes	Inserting IF, THEN, ELSE word fields
Merge to printer or document	Merge to printer or merge to a new document
Specifying query options	Filter records
Merging envelopes & labels	Using the same data source to merge to envelopes or labels
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