

Microsoft Word - Mail Merge

Length/CPE Hours

CPE 3 hours

Class Time

8:30 a.m. – 11:30 p.m. Central Time
One 15-minute morning break

Course Description

This class is designed for users who would like to learn how to use Word's Mail Merge feature to quickly build customized documents. Learn how to personalize letters and envelopes to labels and email messages. Expand your knowledge of Microsoft Word and become more efficient in your job. In this class you will learn:

Introduction

- Understanding Mail Merge
- Understand your Data Source Options
- Create a Letter using Mail Merge
- Insert address blocks, greeting lines and other merge fields
- Troubleshoot matching merge fields
- Work with numeric data and fix formatting
- Create mail merge envelopes
- Create mail merge labels
- Using Rules like IF...Then...Else to customize letters.

Who Should Attend?

Any users who would like to expand their knowledge of using Word to Mail Merge.

Prerequisites

None

Cancellation Deadline

The cancellation deadline is 5 business days prior to the class. If you are unable to attend, you may send a substitute. If you are a "no show" or you do not send a substitute you will be charged full price for the class.

Cloud Training Services will consider emergency situations such as a death in the family, illness, and weather, and will make every attempt to work with the person in the event of an emergency.

Note

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