

Word Mail Merge

Contents

1. Understanding Mail Merge
2. Creating a simple letter for Mail Merge
3. Creating a data source
4. Mail Merge with Excel
5. Previewing results and error checking
6. Creating personalized email messages
7. Creating envelopes

Program Structure

- Power point presentation,
- Real world examples,
- Participants' example welcome.

Recommended Participants

- Word Essential knowledge needed.

Number of Participants

6 - 8

Persons



Training Period:

15 hrs.

3 hrs. x 5 days