



# Microsoft Word: Mail-Merge Comprehensive

Half-Day Course

Windows

## Course Overview:

In this course you will learn to use the Mail Merge functions of Microsoft Word to assist you to efficiently generate multiple personalized documents from a data source. Get up and running quickly with the Mail Merge Wizard to guide you through a basic mail merge then progress through all aspects of developing and using the Mail Merge feature in Microsoft Word including creating multiple personalized fields from various data sources. Explore the advanced features of Mail Merge such as performing calculations and filtering records for more complex mail merges.

## Course Content:

- Use the Mail Merge Wizard to help you create large mailings for letters or labels
- Set up a mail merge without the Wizard by setting up a main document and a data source
- Use the Mail Merge Toolbar (2003) or Ribbon (2007) to work with mail merge documents
- Merge to a printer or a new document
- Use a Word table or an Excel worksheet/workbook as a source for a merge
- Show/Hide merge codes
- Change the data source for a merge
- Specify filtered record sets for a merge using different strategies
- Understand the various comparison operators for filtering record sets
- Use If Word fields to customize a merge to display conditional results
- Perform calculations in an If field
- Use other Word fields such as Next Record and Fill-In
- Use field Switches to change the format of merged data (such as numbers or dates)
- Using notes in a mail merge
- Send merged documents as an e-mail message
- Generate a catalogue or directory as a merge
- Use MS Access as a source for a merge (time permitting)