

MICROSOFT WORD

Mail Merge

SUITABLE FOR

Delegates, who are already familiar with using Microsoft Word, but wish to learn specifically 'Mail Merge' and its associated topics.

AIM OF THE COURSE

To introduce the concepts of Mail Merge, issues and linking with Excel & Access.

COURSE CONTENT

- The Concepts of Mail Merge
- Creating the Mail Merge Letter (Form File) Using Microsoft Word
- Issues & Solutions Which May Arise
- Creating the Data Source Within Microsoft Word
- Selective Mail Merge
- Email Mail Merge
- Using Microsoft Excel as the Data Source
- Using Microsoft Access as the Data Source
- Using Tables & Queries from Access
- Understanding Field Types In Access
- Setting Up Examples

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.