

# Mail Merge Workshop

## What do I need?

Learners should already have a working knowledge of Word, including how to create, edit, format and print documents. Learners should have successfully completed the Word Intermediate course or possess the equivalent knowledge.

## Duration:

½ day

## Time:

9:00 – 13:00

## Who should attend?

This course targets individuals who desire to gain the skills necessary to create and distribute a set of documents, that are personalised for each recipient. Learners are welcome to bring their own material, for facilitated hands-on application in the afternoon, if required.

## The Mail Merge Process

- Set up the main document
- Connect the document to a data source
- Refine the list of recipients or items
- Insert mail merge fields
- Preview and complete the merge

## Merge Existing Documents

- Open an existing main document
- Verify the path to the data source
- Edit a data source path

## Make Labels for a Mass Mailing

- Set up the labels
- Connect the labels to an address list
- Refine the list of recipients
- Insert the mail merge fields
- Preview and complete the merge
- Print the labels

## Send Personalised E-mail Messages

- Set up the e-mail message
- Connect the e-mail message to an address list
- Refine the list of recipients
- Insert mail merge fields
- Preview and complete the merge