
Mail Merge in 4 Hours

This class is intended for everyone who uses Word.

Instructor

Cindy Wagner
cwagner@conejoadulted.org

School Phone

805-497-2761

Room Location

Room 9

Overview:

If you work with Word, this class is for you! Learn to confidently generate 100s of personalized emails, labels, envelopes, even letters--in minutes!

Class Resources and Recommended Books:

Class includes teacher handouts

Bring These Items To Class:

- Pen or Pencil, note pad, flash drive

Instructional Procedure:

The Instructor will lecture while demonstrating various Mail Merge techniques on a large screen at the front of the room. Students will follow along on their own classroom computer. Students may ask questions throughout the course.

Class Topics

- Introduction to Mail Merge
 - Components of Mail Merge
 - The Benefits of Mail Merge
 - The Mailings Tab
- Working with Data in Outlook, Excel, and Word
 - Reviewing Your Records
 - Managing the Address List
- Working with the Main Document
- Conducting a Merge
 - To Save or Not to Save?
- Working with Merge Problems
- Merging Envelopes and Labels
 - Generating Envelopes with Mail Merge
 - Generating Labels with Mail Merge