

Word: Mastering Mail Merge

Learn how to use Word's Mail Merge function to send out a personalised mail-out of a standard letter or document to a large group of recipients.

Snapshot

Duration: 90 minute

Level: Experienced

Pre-requisites: Basic familiarity with MS Word

Version: Suitable for 2010, 2013 and 2016

Learning Outcomes

- Understand the Mail Merge process
- Create a recipient list
- Insert merge fields
- Generate mail outs

Course Content

- Creating a standard document
- Creating a recipient list or connect to an existing database
- Inserting Merge Fields
- Previewing the merged output
- Completing the Merge