

Word: Mastering Mail Merge

Create a Word Mail Merge document to send out to multiple recipients. Set up Labels and Envelopes for both single entries and group recipients.

Snapshot

Duration: 90 minute

Learning Outcomes

By the end of this virtual session, you will understand how a Mail Merge can be constructed. Including setting up Envelopes/labels and update recipient lists from within the Mail Merge.

Learn to set up letters with two text options through Merge Fields

Course Content

- Mail Merge Explained
- Create a Form Letter
- Create Letter Mail Merge from Scratch
- Understanding Data sources; Excel, Word Tables, CSV Files
- Selecting another Data Source
- Edit Recipient list; Sort, Filter, Find Duplicates, Omit recipients
- Print
 - Print to individual Documents
 - Print documents
 - Send Via Email
- Preview the Merged Document
- Running a Saved Merge Document
- Envelopes/Labels for multiple clients
- Envelopes/Labels for Single entry
- Rules; Fill in, IF Then Else