

Course Fee: \$129 + GST

Course Duration: 3 hrs (1 half day)

Course Objective

This course is designed to introduce the Learner to work with Merged Word documents. Upon successful completion of this course, the Learner should be able to efficiently :

- Understand the Mail Merge Process
- Set Up the Main Document
- Create a Data Source
- Use an Existing Data Source
- Edit the Data Source
- Merge with Excel Data
- Insert Merge Fields
- Insert Rules Fields
- Preview a Mail Merge
- Complete the Mail Merge
- Create Labels
- Create Envelopes
- Work with Fields
- Create Forms

Prerequisites

Skills learned in the Microsoft Word Foundation or equivalent knowledge

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.