OCT
ON COURSE TRAINING

WORD
Mail Merge

About this course

This course looks in detail at creating Mail Merges in Word.

You'll look at all the steps from linking different data sources to setting up and running your merge. You'll also learn how to make your mail merge more effective by customising merge fields and adding calculated field which allow you to tailor the final document to individuals.

What you'll learn

The Mail Merge process
- Main document
- Mailing list
- Merged document

Data sources
- Excel spreadsheet
- Word table
- Outlook contacts
- Through Mail Merge Wizard

Main document
- Linking your mailing list
- Adding merge fields
- Filtering recipient list
- Format merge fields

Field Codes
- Viewing merge field codes
- Merge field switches
- Updating field codes
- Adding calculated fields
- Conditional fields
- Filtering with field codes

Running Mail Merge
- Previewing the merged document
- Printing the merged document
- Saving
- Merging envelopes and labels

Get in touch

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Level
Advanced

Duration
Half Day

Versions
2013/2019
Office 365