



The Office Wiz

Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: MASTERING MAIL MERGES*

Mail merge is the process of taking one document such as a letter and addressing it to multiple recipients. This process can save hours of time and retyping! We'll start with the basics using Microsoft Word to create personalized forms and then we'll move on to mailing labels. You'll be a mail merge master ready to impress your co-workers when they see how quickly you can produce personalized documents for any occasion.

LENGTH

One 1 hour and 30 minute session.

PREREQUISITES

Word: Level 1 or equivalent knowledge. You need to have a basic understanding of Microsoft Word. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition from Word 2003
- Level 1
- Level 2
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs

*Actual content may vary depending on the version of Microsoft Word.

Course Description for
Microsoft® Office Word®:
Mastering Mail Merges
Page 2

- Word In The Law Office
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables