The Office Wiz
Training, Consulting and Support Services
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COURSE DESCRIPTION FOR
MASTERING MASS MAILINGS WITH MICROSOFT® OFFICE®*

Do you need to send the same information to a large number of people? Whether you're marketing your business, looking for work or planning a wedding, Word's "mail merge" can save you hours of precious time. Learn how to create a form document in Word, take an address list from Excel, Access, Outlook or Word and produce professional looking documents for a mass mailing. You'll also see how easy it is to customize form letters as well as sort and select specific records to merge.

LENGTH

One four hour session.

PREREQUISITES

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

SPECIFIC CLASS CONTENT

- What is Mail Merge?
- Learning terminology
- Creating a primary document
- Building the data file with Word and merging
- Merging with Excel
- Using information from Access
- Merging with Outlook Contacts
- Producing envelopes and labels
- Sorting and queries (filters)

NECESSARY SOFTWARE AND HARDWARE

- Microsoft Office (version flexible)
- Windows
- A postscript printer driver must be installed. Printing is optional.

OTHER OFFICE CLASSES

- Run Your Business With Microsoft Office

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