

Microsoft Word 2013: Mail Merge

Modality: Self-Paced Learning

Duration: 30 Min

SUBSCRIPTION: Learn, Master, Master Plus

We will walk through how to select a data document, add recipients, and add merge fields. You will also learn how to use features like the address block and greeting line. You will learn how to preview the merge and check the merge for errors, and then perform the mail merge to another document or directly to the printer.

Course Outline:

Getting Started

- What you'll learn in this training
- Deciding on the data document
- Deciding on a data source

Creating a Data Source

- Creating a new address list
- Using an existing address list
- Matching data fields
- Editing the recipient list

Designing the Data Document

- Assembling the data document
- Using the address block
- Using the greeting line

Previewing and Performing the Mail Merge

- Previewing the mail merge results
- Checking the mail merge for errors
- Finishing the mail merge

Using the Mail Merge Wizard

- Using the mail merge wizard