

Microsoft Word 2013: Mail Merge

Modality: On Demand

Duration: 30 Min

About the course:

We'll go through selecting a data document, adding recipients and adding merging fields. Students will study the techniques to use features such as greeting line and the address block, too. You can study the techniques to view the merge and review the merge for errors and then execute the mails merge to another file or the printer directly.

Course Objective:

- Understanding of how to create Data Source
- Understanding of how to design Data Document
- Understanding of how to preview and perform the Mail Merge
- Understanding of how to use the Mail Merge Wizard

Course Duration:

This learning program is based on 30 minute of online training

Audience:

This course is designed for:

- Anyone who want to learn about MS Word 2013 Mail Merge features.

Prerequisites:

- There are no prerequisites for this online training course.

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