

Mail Merge

Mail merge is one of those tools that is absolutely required knowledge in the office. Mail merge is the merging of database information into letters, labels, envelopes and directories. It allows the user to quickly send information to specific names within a database. We'll learn the steps and shortcuts to make this job an easy one within the office environment.

Course Length

4 hours

Course Objectives

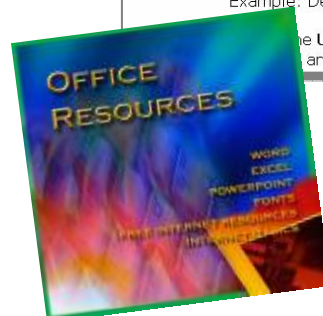
1. Understanding the basic 6 steps of mail merge
2. Create mail merge letters
3. Create mail merge labels
4. Create mail merge envelopes
5. Create mail merge directories
6. Know how to edit database info
7. Know how to sort and filter information in a database

Course Lessons

- What is mail merge?
- Creating a letter and using mail merge
- Creating labels and linking to a database
- Creating envelopes and linking to a database
- Creating a directory and linking to a database
- Editing information in the database
- Sorting information in the database

Course Materials Supplied

- **Course Booklet**
Every participant receives a booklet that contains course notes and a listing of Internet resources.
- **Free CD**
Contains Word resources such as templates and word documents containing links to Free Tutorials and Tips & Tricks Websites.



Creating a Mail Merge Letter

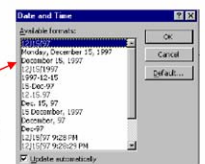
Inserting a Date and Adjusting the Zoom Tool

When beginning a letter, you don't have to manually type the current date. There is a menu option that inserts the current date. You also can view your document at different zoom levels using the zoom tool.



Mousercize:
Insert Current Date and Adjusting the Zoom

1. Go to the menu toolbar and select **Insert** then **Date and Time**.
2. In the **Language Box** make sure **English** is selected then select the **third format** in the **Available Formats** window. This is the most common format for business letters.
Example: December 29, 2004



Click the **Update Automatically** check box. Now each time you edit the letter the date will update automatically.

