



MS Publisher Mail Merge to Publications

Who Should Attend This Clinic: This will be ideal for individuals who use MS Publisher and wish to quickly create catalogues, inventories, or directories by using the Mail and Catalogue Merge Wizard. This session gives you the opportunity to target those areas which you specifically need. This workshop is intended for MS Publisher 2000, 2002 and 2003 users. Specific MS Office 2007 workshops are also available on these topic areas.

MCW Instructors: All sessions are run by qualified Microsoft Instructors and you will have the opportunity to ask questions during the session.

Duration: 2 Hours

Workshop Content:

- A look at how a catalogue merge works
- How to launch the Mail and Catalogue Merge Wizard to start a catalogue merge
- How to plan a data source for a catalogue merge project
- Set up your catalogue merge template and insert merge fields for text and pictures.

Other Courses Which MCW Offer in this format include:

- Excel
 - Working with Pivot Tables
 - IF Statements
 - Working with Filters
- Word
 - Working with Mail Merge
 - Working with Legal Documents
 - Working with Large Documents
- PowerPoint
 - Creating Dynamic Animation
- Access
 - Creating Reports
 - Working with Queries
- Photoshop
 - Working with Old Photographs
- Publisher
 - Creating Flyers