



MS Word Mail Merge

Who Should Attend This Clinic: This will be beneficial for individuals who need to construct mail merge's for mail shots but have problems with setting it up. The clinic will examine the different types of mail merge and how best to select your data sources. The clinic can be run using all versions of Microsoft Word and will be beneficial for anyone who has recently upgrade from a previous version but is unsure how Mail Merge works in the new version. This workshop is intended for MS Word 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

Clinic Content:

- Mail Merge Wizard
- Address Blocks and Greeting Lines – Should I Be Using Them?
- Letters and E-Mails
- Labels and Envelopes

Other courses which MCW Offer in this format include:

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