# Word 2010 Level 2
## Mail Merge
## 3 hours

## Is this course for you?

You are familiar with creating and editing simple documents in Word and now need to know how to create personalised letters, labels and emails by merging an address list stored in Excel or Outlook with a merge document created in Microsoft Word.

## Pre-requisites

The course assumes that delegates are familiar with:
basic Windows operations, such as using a mouse and opening and saving files
creating simple documents, such as letters, using Microsoft Word

## Course duration

3 hours

*(This could also be run as a 1¾ hour course by omitting the topics marked with *.)*

## Course objectives

At the end of the course, you will be able to create mail merge documents using data from a variety of sources, including an Excel table, Outlook contacts and a database you create. You will also be able to produce address labels from a data table and generate personalised emails.

A handout covering the main course topics will be provided.

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**Understand Mail Merge**
What you need for a Mail Merge
The Merge process

**Start a Mail Merge**
The Mailings Ribbon
Select a document type
Find your data source

**Create the merge document**
Add text
Add Merge fields
Preview the merge document

**Finish the merge process**
Merge to printer
Merge to new document
Save and open merge documents

**Work with the recipient list**
Correct errors
Sort the list
Remove individual recipients
Apply a filter to the list

**Create your own data source ***
Create a data source file
Customise fields
Add data
Save the data source

**Use different types of data source ***
Use a Word table
Use Outlook contacts

**Create Mail Merge labels ***
Choose the label size
Create a merge label
Update labels with changes

**Merge to email ***
Create a merge email
Send merge emails

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**This is a provisional course outline and may change**