

<b>Course</b>	<b>Word Advanced - Merging Documents, Envelopes and Labels</b>
<b>Length</b>	Three hours
<b>Audience</b>	Also known as “Mail Merge”. This course is a necessity for anyone who has to produce documents that need to be sent to groups of people. “Mail merge” can save you a great deal of time. Learn to merge lists of information (in either Excel or Word) into letters, forms, or labels. How to work with labels and envelopes is also covered.
<b>Prerequisites</b>	Participants must be proficient in Windows and Word on at least an introductory level. They must take Word Basics and Word Editing Techniques or have comparable experience.
<b>Topics</b>	<p><b><i>Module 1: The Merge Documents</i></b></p> <ul style="list-style-type: none"><li>◆ Using New Merge / Mailings Tab</li><li>◆ Where is the Wizard?</li><li>◆ Creating data documents</li><li>◆ Creating form letter main documents</li></ul> <p><b><i>Module 2: Merging</i></b></p> <ul style="list-style-type: none"><li>◆ Viewing merged data records</li><li>◆ Selecting records for merging</li><li>◆ Merging selected data records</li></ul> <p><b><i>Module 3: Working with Labels</i></b></p> <ul style="list-style-type: none"><li>◆ Using standard Avery-type labels</li><li>◆ Creating a single label</li></ul> <p><b><i>Module 4: Merging Labels, Envelopes</i></b></p> <ul style="list-style-type: none"><li>◆ Creating mailing label main documents</li><li>◆ Sorting and merging labels</li><li>◆ Printing considerations</li></ul>