

# Mail Merge Using Word 2007

**Objectives:** To teach Mail Merge to an employable level and to cover the relevant element of the ECDL Advanced (Word Processing) exam.

**Designed for:** Those who wish to learn how to use Mail Merge within this popular word processing program.

**Prerequisites:** Knowledge of Word 2007.

## Course Content:

- Lesson One – Including: Carrying out a mail merge using the mail merge wizard, merging an existing letter with an existing data source, creating a new letter and data source, removing, adding, renaming and moving fields in a new data source, adding new records to a data source, inserting merge fields using address block and greeting line, match fields, inserting merge fields using more items, excluding a recipient from the merge, using mail merge to create envelopes and address labels
- Lesson Two – Including: Performing a mail merge using an Excel data source, sorting records, inserting merge fields using the mailings tab, merging the current record, working with a word table data source, customising columns in an office address list, carrying out a simple and advanced filter, previewing and merging using the mailings tab

## Benefits:

- Learn how to use Mail Merge to an employable level
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Duration:** 6 hours

## What Next?

- Microsoft Office Excel 2007 Part 1
- Microsoft Office PowerPoint 2007

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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