Mail Merge using Word 2013

This course focuses on a key feature of Microsoft Word 2013, Mail Merge. Ensuring that your business correspondence looks professional and presentable is essential in today's competitive marketplace. If you can show an employer that you have all the skills required to confidently run their mailshots, you'll be sure to impress!

In just 6 hours of detailed learning you will be able to confidently run a mail merge using either Excel or Word data sources. You'll find out how to update and amend your data, organise merge fields and run your mail merge while also learning tips and tricks of the program's functions which are invaluable in the work place!

This is a great course for anyone working in a secretarial or administration role who needs to learn how to run a professional mail merge.

This Microsoft Mail Merge training course can be studied online using our distance learning system meaning you can fit your training around your current work and home commitments, making it as easy as possible for you to add this new ability to your skillset.

Designed for

This is a great course for anyone working as an Admin Assistant, Secretary, Office Manager or PA who needs to quickly learn how to send out personalised mailshots.

It's also a great course if you just need to learn how to do this essential admin task in the latest version of Microsoft Word, 2013.

Before starting this course it would be preferable for you to have a working knowledge of Microsoft Word 2013 to really maximise your learning experience.

Pre-requisites

Knowledge of Word 2013.

Objectives

This course is designed to teach you how to effectively and confidently process a mail merge within Microsoft Word 2013.

On completion of this short course, you'll be ideally placed to prepare for the **OCR Level 2 Text Processing** (Business Professional) Mail merge examination.

* Please note that exams will need to be booked and paid for separately.

Course Content

Lesson One: you'll look at how to use the Mail Merge Wizard, how to mail merge with existing letter and data sources and how to create new ones. You'll look at how to add and amend fields within the data source including adding new records. Next you'll look at the merge fields within the letter and how to insert, add and amend these.

Lesson Two: in this lesson you'll carry out a mail merge using an excel data source and also a word data source. You'll learn how to sort, amend and merge the records and finally you'll look at filtering, 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 workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: 6 hours

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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