



Word merged letters

In this course you will learn how to create a main document and assign a data source (for example with Excel). With the if-then-else function create personalized salutations. In addition, generate envelopes and labels!

Course objective: You learn how to create a merged letter, envelopes and labels.

Prerequisites: Good Word knowledge like you would learn in the Word tips and tricks course.

Length: 3.5 Std.

Topics:

- The setup of a merged letter
- Data source
 - Getting the addresses from Excel or Outlook
 - Create a data source in Word
- Sorting and filtering the data source
- Setting up the main document
 - Position the merge fields
 - Setting up the address in a frame
 - Dealing with special situations for example empty fields
 - Solving formatting problems
- If-then-else - create personalized salutations
- Using mail merge to create a telephone list
- Creating labels and envelopes