

Microsoft Word 2003 – Mail Merge

Course Description

Microsoft Word is a word processing software that allows users to create, edit, format and save documents.

Prerequisites

Prerequisites – MS Word Level I, II, & III or equivalent of working knowledge with the software. A test will be given to ensure proof of prior knowledge at this level.

Course Benefits

You will gain knowledge and skills to successfully create merging documents and a database in or out of any office or home setting using Microsoft Word. This will allow you to take one letter and merge it to several names and addresses within minutes.

Learning Objectives

Mail Merge
Creating a document

Document type

Labels
Envelopes
E-mail messages
Directory
Using the Task Pane

Starting document

New document
Template
Existing document

The Database

Creating a database
Using Word
Using Excel
Using Access
Using Publisher

Printing

YOU WILL LEARN

- How to merge labels & envelopes
- How to print & sort
- How to use Microsoft Outlook contacts
- How to create a database from a Word table
- How to create & print business cards

Course	Price	One hour	Class length
7 weeks	\$240	\$40	1 hour

Computer Requirements

DSL, cable modem, or a T1 line, *no dialups!*

Instructor-led over the internet in real time.

You will be able to ask questions directly to the instructor and get answers immediately!

Classes are small, 10 students.

