

CREATING MAIL MERGES

Available Dates: **Call for Availability**

Class Length: **1/2 day**

Cost: **\$109**

[Email Computer Visions about this class](#)

Class Outline:

Description:

This three-hour specialized class focuses on the necessary steps to create a mail merge using Microsoft Office. In combination with Outlook, Excel, and Word, students will create a mail merge from different sources, expediting the process of gathering information. Students should have some working knowledge of Outlook 2007, Excel 2007, and Word 2007.

Table of Contents:

Topic 1: Tour of Outlook, Excel, and Word 2007

Spreadsheet Basics

Discovering the ribbon

Functionality in Word

Outlook Fundamentals

Topic 2: Managing Contacts and Lists

Managing Contacts

Distribution Lists

Sorting and Filtering Lists

Topic 3: Importing

Importing Data from Excel

Importing Contacts from Outlook

Topic 4: Mail Merge

Form Letters

Data Sources for the Recipient List

Mailing Labels and Envelopes