

# Mail Merge using Word 2010

**Mail merge is a key part of Microsoft Word training - one of those Microsoft Word basics which other courses often neglect. So if your previous Word training has left a gap - and obviously if you're fresh to the subject - this is an ideal Word course to take. For one thing, it puts the Pitman Training name on your CV - a sign of Microsoft Word training well worth having.**

Over two sections, the course covers many topics, including merging with existing data sources, new sources, adding new records, address blocks and greeting lines, mail merge with Excel, working with a table data source and filters. After the course, your personalised workbook will stay with you as a handy reference guide.

And once your training is complete, add to your career enhancement programme with further courses - PowerPoint 2007 and Excel 2007 Part 1 would be ideal. You may also like to think about our specialist Secretarial Diploma, which can lead to a highly rewarding career.

## Designed for

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

## Pre-requisites

Knowledge of Word 2010.

## Objectives

To teach Mail Merge to an employable level and to cover the relevant part of the syllabus for the OCR Text Processing (Business Professional) Level 2 Mailmerge examination and the relevant element of the ECDL Advanced (Word Processing) exam.

## Course Content

**Lesson One:** 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:** 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 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**

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