



# Using Mail Merge in Word 2016

Course ID #: 7000-536-ZZ-Z

Hours: 1

## Course Content

### Course Description:

After you master the basics of using Microsoft® Word 2016 such as creating, editing, and saving documents; navigating through a document; and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

### Target Student:

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.

### Topics:

#### Lesson 1: Using Mail Merge to Create Letters, Envelopes, and Labels

##### Topic A: The Mail Merge Feature

- Mail Merge
- Mail Merge Fields
- Data Sources
- The Mail Merge Process
- The Mailings Tab
- The Mail Merge Wizard
- Merge Dialog Boxes
- Open a Document with a Data Source Attached
- How to Create a Data Source Using Word
- How to Perform a Mail Merge
- Performing a Mail Merge

##### Topic B: Merge Envelopes and Labels

- Merge Options for Envelopes and Labels
- Create a Single Envelope or Label
- Set Up a Return Address
- How to Merge Envelopes and Labels
- Merging Label Data
- Merging Envelope Data