



LETTERS, LABELS & MAILINGS

DESCRIPTION

SO MANY LETTERS, SO LITTLE TIME! IN THIS 3-HOUR WORKSHOP, CREATE PERSONALIZED ADDRESSED LETTERS, LABELS AND MAILINGS WITH EASE, USING THE MAIL MERGE FEATURE IN MICROSOFT® WORD. CREATE A LIST OF INFORMATION AND USE IT MULTIPLE TIMES WITH MULTIPLE DOCUMENTS, SAVING YOU TIME.

OBJECTIVES

BY THE END OF THIS WORKSHOP YOU WILL BE ABLE TO:

- CREATE ENVELOPES
- CREATE LABELS
- UNDERSTAND MAIL MERGE
- USE DATA SOURCES
- UNDERSTAND MERGE FIELDS
- MERGE TO LETTERS
- USE EXISTING FORM LETTERS
- MERGE TO ENVELOPES
- MERGE TO LABELS

TARGET AUDIENCE

THIS WORKSHOP IS PERFECT FOR ANYONE ORGANIZING THEIR CHRISTMAS MAIL OUT, A WEDDING OR PARTY INVITATION MAIL OUT OR FOR OFFICE PROFESSIONALS WHO PROCESS MASS MAIL OUTS TO CLIENTS. STUDENTS SHOULD HAVE BASIC COMPUTER SKILLS AS WELL AS BASIC WORD PROCESSING SKILLS. COME WITH YOUR ADDRESS BOOK READY AND LET'S GET SOME WORK DONE!

CONTENT

- ☒ CREATING ENVELOPES
 - ENVELOPE OPTIONS
 - CUSTOMIZING ENVELOPES
- ☒ CREATING LABELS
 - LABEL OPTIONS
- ☒ PRINTING ENVELOPES AND LABELS
- ☒ WHAT IS MAIL MERGE
 - MAIN DOCUMENTS
 - UNDERSTANDING DATA SOURCES
 - USING DATA SOURCES
- ☒ HOW TO MERGE
 - CREATING A MAIN DOCUMENT
- ☒ CREATING A NEW DATA SOURCE
 - USING MERGE FIELDS
 - CUSTOMIZING MERGE FIELDS
- ☒ INSERTING FIELDS INTO DOCUMENTS
- ☒ FINISHING MAIL MERGE
 - EDITING INDIVIDUAL DOCUMENTS
 - PRINTING DOCUMENTS
 - EMAILING DOCUMENTS
- ☒ USING AN EXISTING FORM LETTER
- ☒ MERGING TO ENVELOPES
- ☒ MERGING TO LABELS