Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

75,00 €

PRICE INCL. VAT

92,25 €

including 23 % VAT

PDF SYLLABUS

Word - Mail Merge and Document Preparation

Clear overview of course topics, training scope and key information.

Create mass documents in Word quickly and effectively. Letters, holiday greetings, envelopes, decisions, all of this can be automated! No more manual entering of data into Word documents. Get an overview of Word tools in the area of mass document creation. Insert dynamically changing elements into your documents (e.g. salutation Mr./Ms.) and save your time by automatically generating such documents. Our lecturers have prepared tasks for you through which you will effectively master mail merge in Word and will be able to use it independently in your work.

COURSE CONTENT

01

Mail Merge

Explanation of the concept of mail merge in Word and its use.
Working with different data sources: Microsoft Word, Excel, etc.
Rules for effective data records in a database.

02

Options for Creating Different Documents

Form letter.
Address labels.
Envelopes.

03

Mail Merge Wizard

Determining the document type.
Selecting the starting document.
Defining the data source and selecting recipients.
Creating a letter and letter previews.
Merge options.
Using the Mail Merge toolbar and its advantages or disadvantages compared with the mail merge wizard.

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04 Inserting Programmable Fields

Using queries and sorting data.
Defining custom address labels.

05 Creating Envelopes

Creating using a wizard.
Creating custom envelopes.
Difference between the created document and the document intended for mail merge creation.

06 Printing Documents

Sending documents by email.
Saving into one document.

07 Discussion and Conclusion

Discussion and conclusion.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/word-mail-merge