



# Microsoft Word Mail Merge and Macros

Participants on this Microsoft Word – Mail Merge and Macros half day course will learn the fundamental techniques of Mail Merge before moving on to advanced tools such as the use of fields to refine the mail merge.

In addition, you will explore Macros to help automate repetitive tasks.

The course assumes a basic knowledge of Word, those who are currently editing documents created by others will also benefit from attending this course.

## Course Details

Skill Level: **Intermediate**

Duration: **Half Day**

Class Size: **6 students** (at Keystroke)  
**10 students** (Your Office)

## Course Content

### Setting up Mail Merge

- Beginning a Mail Merge
- Using Excel for Mail Merge Data
- Previewing Merge Letters

### Advanced Mail Merge

- Selective Merge Records
- Filtering
- IF Then Else Fields
- Include Text Fields
- Mail Merge to Email

### Creating Macros

- Overview of Macros
- The Macro Recorder
- Recording Macros
- Testing Macros
- Running Macros

“ *Mark was a great facilitator and made everyone feel very comfortable and involved. He explained the concepts extremely clearly and well.* ”

J. Chaitowitz