

Réf : EB21-533

Word 2019

Mail merge

Aim

*This course aims to teach you how to mail merge with Word.
After taking this course, you will be able to print or send a mail merge via email, to a large number of recipients.*

Target audience

Users who have mastered the essential commands and wish to move towards more advanced techniques.

Level required

The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.

Estimated time to complete the essential module

1 h 46
(the video sequences last 7 minutes, on average)

Course content

► The essential modules

Word 2019 – Mail merge



MEDIPlus
eLearning


This module offers interactive training consisting of 11 training videos, 11 exercises and 1 additional resource.

Print an envelope, or run a mail merge

- Creating envelopes/address labels
- You need to know: Mail merges
- Mail merge: associating a list of recipients with a document
- Inserting mail merge fields
- Running a mail merge
- Editing the recipients
- Adding and deleting recipients
- Sorting a list of recipients
- Selecting the records to print
- Conditional text in a mail merge
- Preparing labels via the mail merge
- Fields for variable data


Office 2019: use cases

Excel, Word or PowerPoint with an Office 365 subscription


 Video	This module offers to view a video lasting 22 minutes.
	<ul style="list-style-type: none">• The Office suite with or without an Office 365 subscription: what are the differences?• Creating and saving Office files in OneDrive, SharePoint Online or Teams• Editing an Office file from OneDrive, SharePoint or Teams• Sharing Office files with other contributors or people from outside your organisation• Co-editing a file

► Complementary material

Word (2019 and Office 365 versions) – Reference book

 Online book	This module includes digital course material.
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Word 2019 – Document creation basics

 MEDIPlus eLearning	This module offers interactive training consisting of 28 training videos, 28 exercises and 5 additional resources.
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