Réf : En_EB21-633

Word 2021

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	Level required	Estimated time to complete the essential module
Users who have mastered the essential commands and wish to move towards more advanced techniques.	The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.	1 h 46 (the video sequences last 7 minutes, on average)

Course content

▸ **The essential modules**

Word 2021 – Mail merge

MEDIAplus 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 - Theme
- Creating envelopes or address labels
- You need to know: Mail merges
- Associating a list of recipients with a mail merge 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

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Microsoft Office: use cases
Excel, Word or PowerPoint with a Microsoft 365 subscription

Video	This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Microsoft 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 2021 – Reference book

Online book	This module includes digital course material.

Word 2021 – Document creation basics

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

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