Réf : En_EB21-733

Word (2024 and Microsoft 365 versions)

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 17 (the video sequences last 7 minutes, on average)

Course content

The essential modules

Word (2024 and Microsoft 365 versions) – Mail merge

MEDIAplus eLearning

This module offers interactive training consisting of 11training videos and 11 exercises.

Print an envelope, or run a mail merge - Theme

- Creating envelopes or address labels
- Mail merge: associating a recipient list with a document
- Inserting mail merge fields
- Use the Mail Merge Wizard to send personalised email messages
- 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

Complementary material

Word (2024 and Microsoft 365 versions) – Document creation basics

MEDIAplus eLearning	This module offers interactive training consisting of 28 training videos and 28 exercises.