



GS Course Outline:

Word:

Word is used to create all forms of documentation from letters to forms and large reports.

Objective:

- Learn how to set-up, preview and run a Mail-Merge for sending the same but personalized letter that references an Excel dataset of selected recipients ready for printing. Then, experience using the same dataset to easily and quickly produce the Mailing Labels for the multiple letters.

Prerequisite:

Basic Windows, Keyboarding and Mouse skills.

Word All-in-One GS Course and access to Microsoft Word software.

Duration:

1 hour

Cost:

\$129.00 + HST (13%)

Topics:

1. Confirm Data Source
2. Start a Letter Mail-Merge
3. Insert Mail-Merge Fields
4. Preview Merged Results
5. Complete the Letter Merge
6. Prepare for Mailing Labels
7. Run the Labels Mail-Merge
8. Generate a Directory Merge

Practice Lesson:



Rides-R-Us New Service Announcement Letter

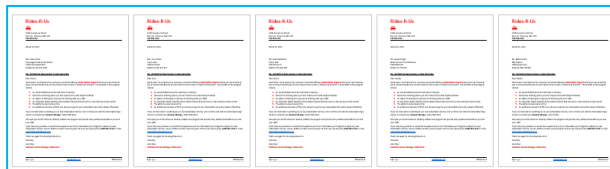
Mailing List Data:

| NAME | ADDRESS | CITY | STATE | ZIP | PHONE |
|---------------|------------------|---------|-------|-------|----------|
| John Doe | 123 Main St | Anytown | CA | 90210 | 555-1234 |
| Jane Smith | 456 Elm St | Anytown | CA | 90210 | 555-5678 |
| Bob Johnson | 789 Oak St | Anytown | CA | 90210 | 555-9012 |
| Alice Brown | 101 Pine St | Anytown | CA | 90210 | 555-3456 |
| Charlie Davis | 202 Birch St | Anytown | CA | 90210 | 555-7890 |
| Diana Evans | 303 Cedar St | Anytown | CA | 90210 | 555-2345 |
| Frank Green | 404 Maple St | Anytown | CA | 90210 | 555-6789 |
| Grace Hill | 505 Spruce St | Anytown | CA | 90210 | 555-0123 |
| Henry King | 606 Willow St | Anytown | CA | 90210 | 555-4567 |
| Ivy Lee | 707 Ash St | Anytown | CA | 90210 | 555-8901 |
| Jack Miller | 808 Hickory St | Anytown | CA | 90210 | 555-2345 |
| Karen Nelson | 909 Sycamore St | Anytown | CA | 90210 | 555-6789 |
| Liam Ortiz | 1010 Poplar St | Anytown | CA | 90210 | 555-0123 |
| Mia Parker | 1111 Cherry St | Anytown | CA | 90210 | 555-4567 |
| Noah Quinn | 1212 Walnut St | Anytown | CA | 90210 | 555-8901 |
| Olivia Reed | 1313 Chestnut St | Anytown | CA | 90210 | 555-2345 |
| Peter Scott | 1414 Olive St | Anytown | CA | 90210 | 555-6789 |
| Quinn Taylor | 1515 Elm St | Anytown | CA | 90210 | 555-0123 |
| Rachel White | 1616 Maple St | Anytown | CA | 90210 | 555-4567 |
| Sam Young | 1717 Oak St | Anytown | CA | 90210 | 555-8901 |
| Tina Ziegler | 1818 Pine St | Anytown | CA | 90210 | 555-2345 |
| Uma Adams | 1919 Birch St | Anytown | CA | 90210 | 555-6789 |
| Victor Baker | 2020 Cedar St | Anytown | CA | 90210 | 555-0123 |
| Wendy Clark | 2121 Spruce St | Anytown | CA | 90210 | 555-4567 |
| Xavier Evans | 2222 Willow St | Anytown | CA | 90210 | 555-8901 |
| Yara Foster | 2323 Ash St | Anytown | CA | 90210 | 555-2345 |
| Zoe Grant | 2424 Hickory St | Anytown | CA | 90210 | 555-6789 |

With Merge Fields:



All Letters Merged:



Mailing Labels:



Course Author and Instructor: | [Gloria Smith](mailto:gloria@gssoftwareconsulting.ca)
To Register email gloria@gssoftwareconsulting.ca
Or Visit the [GS Bookings Calendar](#)
London, Ontario Canada

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