

# TEMPLATES, FORMS & MAIL MERGE IN WORD - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



## Templates & Fields

- ▶ Creating & Saving Templates
- ▶ Working with Fields
- ▶ Field Codes & Switches
- ▶ Working with Fill-In Fields
- ▶ Updating, Editing & Deleting Fields

## Forms

- ▶ Creating Fill-in Forms
- ▶ Automating Forms with Fields
  - Text Form Fields
  - Drop Down Lists
  - Check Boxes
  - Field Properties
- ▶ Protecting Forms
- ▶ Saving Forms as Templates

## Mail Merge

- ▶ What is Mail Merge?
- ▶ Creating a Main Document
- ▶ Creating & Connecting to Data Sources
- ▶ Inserting Address Blocks, Greeting Lines & Fields
- ▶ Working With The Data Source
  - Editing The Data Source
  - Sorting Records
  - Filtering Records
- ▶ E-mail Merge
- ▶ Inserting Conditional Merge Fields

**Course Duration: 1/2 Day**

**Price Per Day: £695**  
(For any 2 Bite Sized courses)

### Suitable For:

Those who are working with Word and need to create letters and mailings for mass distribution as well as standard templates and forms.

### Learning Outcomes:

By the end of the course delegates will be able to set up a main document and data list, and apply mail merge features for the efficient production of form letters and emails. They will also be able to create standard forms and templates for people to complete using fill-in fields.

### Prerequisite Skills:

Delegates attending this course should be able to create documents which include simple tables and formatting.