



Microsoft Office Word Mail Merge (To The Point Book 12)

By I.F.S. Harrison



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Creating Letters, E-mails, and Mailing Labels Will Be Easy With The Mail Merge Wizard & This Illustrated Guide

Imagine you have letters or e-mails that you need to send to many, many people. Most of the content is the same, but you need to show recipient specific information in each letter.

You don't want to type multiple documents and personalize each one. That would take hours.

You know there is a faster way than copying and pasting.

That is where **Mail Merge** comes in!

No longer cringe when creating correspondences.

Let Microsoft Office Word take care of most of the work for you and use the **Mail Merge Wizard**.

You provide:

- the content
 - the recipient list
- and let the Wizard do the rest.

Mailing labels and envelopes are no problem for the Mail Merge Wizard.

Use the **Rules** feature to further automate the mail merge.

What will you learn?

After reading this manual, you will be able to customize form letters using merged fields, and connect Word to Excel lists, and Outlook to define those fields. You will also learn to create your own lists. You will create mass e-mails, and mailing labels. You will also be able to customize your merged documents with Fill-in fields, and text that only appears on documents if that document meets certain conditions.

Keyboard shortcuts and a cheat sheet at the end of this manual will help you create mail merges even faster.

Who should purchase this manual?

This manual is for people whose job responsibilities include working with labels, envelopes, form letters, and mass e-mails, and who want to save time, and customize documents.

What will you need to know before starting this manual?

To ensure your success, knowledge of basic features of Word, Outlook, and Excel is recommended.

??? Examples & Exercises

Use the hands-on activities in this guide as a learning tool. Keep it close by when using Word as a reference tool. Exercises and examples apply to **Microsoft Office Word 2007, 2010 and 2013.**

Understand how mail merge works so you can get the results you want.

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Mark Miller:

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