



## Word – Mail Merge and Forms

### Description

This course will enable you to easily create mailings and forms with Microsoft Word.

### Course Content

#### Module 1: Mail Merge

- Knowing the mailing options
- Create a main mail
- Create/associate a recipient list
- Select and sort recipients
- Inserting merge fields

#### Module 2: Creating a form

- Inserting controls in a form
- Defining the properties of a control
- Protecting a form
- Using a form
- Creating bookmarks and cross-references
- Protecting the form
- Removing protection

### Lab / Exercises

- Practice exercises will be given at the end of each module

### Documentation

- Digital course material included

### Participant profiles

- Anyone who has to create mailings with Word

### Prerequisites

- Basic knowledge of Word

### **Objectives**

- Create and manage a merged document
- Create a form

### **Niveau**

Expert

### **Classroom Registration Price (CHF)**

400

### **Virtual Classroom Registration Price (CHF)**

375

### **Duration (in Days)**

0.5

### **Reference**

MOW-32