



## Word – Mail Merge and Forms

### Description

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

#### Classroom Registration Price (CHF)

400

#### Virtual Classroom Registration Price (CHF)

375

#### 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

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

0.5

### **Reference**

MOW-32