

**COURSE SYLLABUS**

**Course Code** MAILM01

**Course Title** Mail Merge using Microsoft Word and Excel

Duration 3 hours contact time  
(One session is 1.5 hours)

Qualification media mount certificate of achievement

Training Level Intermediate

Prerequisites Ability to use Microsoft Word and Excel at a beginner level (see Introduction to Microsoft Word and Introduction to Microsoft Excel courses)

Summary This course will enable the learner to create a database of contacts then merge them with Word to create a dynamic number of letters, envelopes or labels

Price Price Category C  
Our full price list is available on request



To enrol on this course or contact media mount for further information visit our website

[www.mediamount.co.uk](http://www.mediamount.co.uk) or telephone (+44)(0)28 9147 2020

Course Objectives

1. Enable the learner to create a contact database
2. Create a letter using Word
3. Merge and print the documents

Topics

| Module Application              | Outline  |
|---------------------------------|--|
| <b>Microsoft Word and Excel</b> | <ul style="list-style-type: none"><li>• Create a database in Excel</li><li>• Change Excel column widths</li><li>• Add Autofilter</li><li>• Sorting data</li><li>• Filtering data</li><li>• Create a letter in Word</li><li>• Merge the database into Word</li><li>• Print out merged documents</li></ul> |

Features

Hand-outs will be made available via the Internet and paper hard copy. Extra out-of-contact time support can be given (see prices/rates section).

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Notes