



MOORE NORMAN
TECHNOLOGY CENTER

Course Syllabus

Word Mail Merge
IPD123

Hours: In Class 3 Clinical 0 Total 3

Description

Need to create and address emails, letters, envelopes, or labels in bulk? Mail Merge is a key feature in Microsoft Word that speeds up and simplifies this process. Many people assume Mail Merge is complicated and reserved for power users. Not so! In this mini course, you will learn the steps to create and address hundreds of emails, letters, and labels in seconds with this powerful feature.

Why learn it?

Mailmerge is one of the most useful facilities offered by a Word Processor. It is the joining together of two sources of information into a single document, usually a list of names and a standard letter to whom a personalized copy of the letter must be sent. This is most commonly done in creating address labels or creating a form letter. Only certain details on the letter change, like having the same letter addressed to a number of different people.

Prerequisites

IPD120 Word 2019 Essentials or basic Word knowledge.

Students who may want to save their work are encouraged to bring a USB flash drive or have access to cloud storage.

Books

Word 2016 Mail Merge Quick Reference

- ISBN: 978-1-939791-02-3 (Included)

Learning Objectives

- Create a Mail Merge for letters, email messages, envelopes, and labels.
- Create a directory.
- Utilize lists of data and recipients from Excel, Access, Word, and Outlook.
- Edit, select, and sort recipient list.
- Insert and highlight merge fields.
- Create mailing, folder, and other kind of mail merge label documents.
- Use If...Then...Else rule to fill-in mail merge fields.

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include lecture, class discussion and demonstrations.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises.

Grading Policy

A certificate of completion requires successful completion of all assigned work within the established time frame.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request. Students are expected to attend class and participate in class discussions and activities.



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Students must be on time and meet the attendance policy set for this class which is 80% attendance.