

# WORD COURSES



## MAIL MERGE AND COLLABORATION

### Level:

For intermediate levels

### Prerequisites:

Basics of Word – creating a document, modifying font and paragraphs, including indents and tabs, setting the document up for printing, saving the file.

### Audience:

Most suitable for people who create or edit 1-2 page documents.

### Aim:

of this course is to provide students with tools to learn how to create labels, envelopes and perform a mail merge; as well as work in collaboration with others.

### Overview:

Module 1: Mail Merge, Labels and Envelopes

- Mail Merge
- Mailing labels
- Printing envelopes

Module 2: Collaborating with Others

- Adding comments
- Checking Word Count
- Tracking changes
- Comparing documents
- Protecting a file
- Using the Research Feature
- Text Translations

### Venue:

Advantage  
Training Centre

46 Grey Street,  
Palmerston North,  
Manawatu 4410

### Duration:

Half day