



GREATER BALTIMORE CHAPTER MEETING ANNOUNCEMENT

DATE: Tuesday, March 6, 2012

AGENDA: 6:00 p.m. Networking Session
6:30 p.m. Program

PROGRAM **How Mail Merge Can Save You Time**

DETAILS: Presented by
Julie Smith

Mail Merge involves creating a document and adding fields that will be automatically filled-in by information from a spreadsheet or a database. We generally think in terms of mass creation of letters and labels. Creating each letter individually would take hours, but using the mail merge function, all you have to do is create one document, add your fields, and Microsoft Word will combine the main document with your unique information to create a set of complete documents. As you can imagine, this can save a lot of time as well as worry about not changing all the information for the new recipient. In this session we will also look at creation of letters, labels, name tags, certificates, e-mails, etc.

We will cover:

- Set up the main document in Microsoft Word
- Connect the document to a data source such as Excel, Outlook, or Access
- Add mail merge fields to the document
- Refine the list of recipients
- Preview and complete the merge

LOCATION: System Source
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