

# Mail Merge for Word 2013 Outline

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## Target Audience:

This class is for people who wish to use or have to use the Mailing tab.

## Prerequisites:

Word Essentials 2013 and Advanced Word 2013.

## Description:

Learn how to create and customize various document types for mass mailing with this time-saving tool. Utilize Word 2013 functionalities to produce professional form letters or mailing labels.

## Course Includes:

- How to set up letter and e-mail templates.
- How to make labels and envelopes.
- Functionality of the use of e-mail over letters.