

Mail Merge with Word 2010

- **Understanding Mail Merge.** Learn About the Main Document, Learn About Data Sources.
- **Creating a Main Document.** Creating a Main Document from Scratch, Saving an Existing Document as a Main Document, Using a Mail Merge Template to Create a Main Document.
- **Designing a Data Source.** Determining Fields to Include in a Word Data Source, Creating a New Data Source.
- **Entering and Editing Records in a Data Source.**
- **Adding Merge Fields.** Inserting Merge Fields Using the Mail Merge Task Pane, Inserting Merge Fields Using the Address Block, Greeting Line, and Insert Merge Field Buttons on the Mailings Tab.
- **Merging Data.** Previewing the Merged Data, Merging to a New File, Merging to a Printer.
- **Creating Labels and Envelopes.** Using the Mail Merge Task Pane to Create Mailing Labels, Using the Mail Merge Task Pane to Create Envelopes.
- **Sorting and Filtering Records.** Using the Mail Merge Recipients Dialog Box to Sort and Filter a Data Source.

Merging with an Access and Excel Data Source.