

MS Word 97 for Windows 95 Mail Merge and Forms

A One Day Training Course

Course Aims:

This intensive course is designed to give existing Word 97 users additional skills and knowledge on using the many features and functions of this software to make them more efficient and effective when word processing with Word 97. This entirely 'hands on' course will give participants a good understanding of text production, including document layout and formatting, fields and mailmerge.

Course Outline:

Introduction

Mail Merge

- Choosing a Main Document
- Choosing a Data Source
- Creating the Main Document
- Completing the Merge
- Managing the Data Source
- Using External Data
- Selective Mail Merge
- Merge with Labels and Envelopes

Templates

- Using a Template
- Creating a New Template
- Using a Template Wizard
- Attaching another Template to an Existing Document

Fields

- Inserting a Field in a Document
- Useful Fields
- Displaying Field Codes
- Updating Field Codes
- Converting a Field Code to Normal Text - (Unlink)

- Speedkeys Associated with Fields
- Fill-in-Fields

Macros

- What is a Macro?
- Recording a Macro
- Running a Macro
- Adding Macros to Menus
- Assigning a Macro to a Shortcut Key
- Copying, Renaming and Deleting Macros
- Automating Fill - In Fields in a Template

Forms

- Creating a Form
- Entering Data into a Form
- Adding Help Text to a Form Field

Target Audience:

Anyone who has been using Word 97 for some time and who now wishes to get greater productivity from the software.

Assumed Knowledge:

Participants on this course should have a good working knowledge of the Word 97 command set gained from prior attendance on a "Word 97 Introduction" course or from a user environment. An understanding of word processing requirements from their work place would be beneficial.

