

# WORD 2007/2010 – TABLES & MAIL MERGE

## WHAT IS BEING OFFERED?

This ½ day course concentrates on the creation of tables, charts and Mail Merge.

## WHY USE TABLES & MAIL MERGE?

Tables, charts and Mail Merge are essential tools of office administration. Tables organize data, into an easily understood format while mail merge organizes your mailing lists.

## WHO SHOULD TAKE THIS TRAINING?

- Those working in an office environment
- Those re-entering the workforce

### Word 2007/2010 - Tables & Mail Merge

#### Section Three: Using Tables

Lesson 3.1: Creating Tables

Lesson 3.2: Editing Tables

Lesson 3.3: Applying Basic Formatting

Lesson 3.4: Applying Advanced Formatting

#### Section Four: Doing More with Tables

Lesson 4.1: Advanced Table Tasks

Lesson 4.2: Advanced Data Tasks

Lesson 4.3: Chart Tools

Lesson 4.4: Working with Charts

#### Section Five: Finishing your Document

Lesson 5.1: Making your Document Consistent

Lesson 5.2: Using the Mail Merge Wizard

Lesson 5.3: Performing a Manual Mail Merge

Lesson 5.4: Sending a Document Electronically