

shortcut

Your Short Cut to Knowledge

Mail and Data Merges Using Word 2007

Faihe Wempen



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Smith,2013-10-13 This is as comprehensive a guide on Mail Merge as you would find anywhere We have used two examples to illustrate the workings of Mail Merge The first example is one of a simple mail merge Our second example takes the process to a much higher level showing you how to filter the Data list to be able to extract just the customers you want The ability for example to filter something like only Males between 25 and 35 years of age Married and are Roman Catholics or something similar In addition we are taking it further we address and give clear step by step instructions for all the other merging options namely E mail messages Envelopes Labels and even Directory There is also broad coverage on Tables Creating a large Data Source on the fly can be a daunting task and one which should have been avoided if only your customer information already existed in some form of table be it in Excel Access and Outlook or as we have done in Word itself

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