**Mail Merge for Word 2013 Outline**

# 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.