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:**

**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.