



Basics	<input type="checkbox"/>
Next Steps	<input type="checkbox"/>
Further Skills	<input checked="" type="checkbox"/>

# IT Skills – Microsoft Word Workshop 2 – Creating Mail Shots and Direct Marketing using Mail Merge

Course Code: CT051

This practical workshop is for those with a basic knowledge of Microsoft Word, who wish to optimise their business administration through Mail Merge. The workshop will cover a wide range of Mail Merge techniques, helping delegates to create personalised customer mail shots and direct marketing materials for their own business. This workshop is particularly effective if taken following Workshop 1.

## Course at a glance

- Recap on the basics of document creation
- Creating and using data sources
- Running and printing a Mail Merge
- Mail Merge dos and don'ts
- Introduction to the Mail Merge facility
- Working with merge fields
- How Mail Merge can work for you
- Course assessment and review

	At Brandon Training Centre	On-site
<b>Duration</b>	1 day	1 day
<b>Cost</b>	£140 + VAT	£1,600 + VAT per day for on-site trainer
<b>Minimum number of delegates</b>	1 – attending an Open Course Booking	8
<b>Maximum number of delegates</b>	20	20
<b>Certification</b>	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or [www.brandontraining.co.uk](http://www.brandontraining.co.uk)