



White Horse Computer Training

Course Outline

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TRAINING • DEVELOPMENT • CONSULTANCY

Outlook Contacts & Mail Merge – making more use of your contact data

Duration: 1/2 day **Pre requisites:** Basic familiarity with keyboard and mouse

- Adding, editing and deleting contacts
- Multiple contacts for the same organization
- Multiple addresses
- Contact activity tracking
- Organizing contacts by category
- Grouping your contacts
- Use contact data in a mail merge
- Mail-merging all contacts
- Ad hoc selections for mail merge
- Selecting contacts for a merge
- Creating a data source for the contacts
- Different types of mail merge result
- Selecting Contacts from Word