



Northwest Iowa
Community College

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NEWS RELEASE

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when received.*

AMAZING Microsoft Mail Merge for Letters, Envelopes and Labels Course Offered at Northwest Iowa Community College

Using mail merge for a multiple mailing not only saves a lot of time but allows you to personalize your correspondence. This session will guide you through the steps of linking files in Microsoft Word and Excel to assemble a customized mailing to all your contacts with one letter or form. Making your mail merge "intelligent" by using IF fields will also be taught. Hands-on instruction will be provided with Microsoft Word and Excel 10 software.

Class information:

- Monday from 1:00 pm – 4:00 pm on March 4 in the Sioux Center Library Computer Lab, Section #34290 **OR** Thursday from 6:00 pm – 9:00 pm on March 7 at Northwest Iowa Community College in Room 514H, Section #34289
- Cost: \$29
- Instructor: Twyla Vogel

To preregister: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.