



Northwest Iowa
Community College

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800-352-4907, Ext. 105

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NEWS RELEASE

*May be published
when received.*

Using Mail Merge in Microsoft Office 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 recipients with one letter, form, envelope or label. Making your mail merge "intelligent" by using IF fields will also be taught. **Hands-on instruction** will be provided with Microsoft Word and Excel 2013 software.

Class information:

- Tuesday, March 31 from 5:30 - 9:30 pm at Northwest Iowa Community College in Room 514H, Section #43944, **OR** on Thursday, April 2, from 12:30-4:30 pm in the Sioux Center Library Computer Lab, Section #43943.
- Cost: \$39
- Instructor: Twyla Vogel

To register, call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.