



Northwest Iowa
Community College

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NEWS RELEASE

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Using Microsoft Word & Excel for Mail Merge in Letters, Envelopes and Labels

Why would you want to use the Mail Merge option in Microsoft Office?

- It is quick and easy.
- It saves time.
- You can address a large number of letters without having to do it yourself as mail merge inserts it for you.
- Using mail merge for a multiple mailing not only saves a lot of time but allows you to personalize your correspondence.

This “Short and to the Point” 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, form, label or envelope. Hands-on instruction will be provided with Microsoft Word and Excel 10 software.

Class information:

- Tuesday, May 8 from 1:00 pm – 3:00 pm in the Sioux Center Library Computer Lab, Section #30654 **OR** Wednesday, May 9 from 6:00 pm – 8:00 pm at Northwest Iowa Community College in Room 204B, Section #30655
- Cost: \$24
- Instructor: Twyla Vogel

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