

NEWS RELEASE

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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, label or email. 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 will be held on Monday, November 9, from 12:30 – 4:30 pm in the Sioux Center Library Computer Lab, Section #47192 OR on Monday, November 16 from 5:30 – 9:30 pm at Northwest Iowa Community College in Room 514H, Section #47193. The cost is \$40 and the instructor will be Twyla Vogel. **To register, call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.**