



Word Mail Merge

aadl.org/handouts

Ann Arbor District Library Computer Classes

AADL offers hands-on computer classes on a variety of topics at all Library locations. AADL also provides access to a variety of online learning and research resources. For more information, check out the following links:

Schedule of computer classes: aadl.org/classes

Review online skills-building resources: aadl.org/services

Review online research resources: aadl.org/research

Word Mail Merge

Create a data source and practice mail merging letters, envelopes, and mailing labels. Knowledge of Microsoft Word basics is required.

Learning Goals

Go to aadl.org/handouts, choose a class, and click on a learning goal for step-by-step instructions:

[Mail Merge: Letter](#)

[Mail Merge: Labels](#)

[Mail Merge: Email](#)

Books

[Easy Microsoft Word 2010](#), by Sherry Kinkoph Gunter, Call number: 005.36 Wo

[Word 2010](#), by Elaine J. Marmel, Call number: 005.36 Wo

[Microsoft Word 2010 Bible](#), by Herbert L. Tyson, Call number: 005.36 Wo