

### ***Mail Merge and Labels***

We will use MS Word features to produce sheets of mailing labels. This will be done both with only one address, and from an existing list of multiple addresses. We will also use MS Word to combine names and addresses from a list with a simple newsletter to create customized letters for the holidays or a specific goal, such as a class reunion. (2 Sessions)

Prerequisite: *Word Processing Basics* or equivalent

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins