



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

SUBJECT: INFORMATION PROCESSING

LEVEL: N6

MODULE/CHAPTER NO: 13 MAIL MERGE

TOPIC

After completing this topic, you will be able to:

- Prepare and set up the main documents
- Connect the document to data source containing the information to be merges into the main document.
- The data fields in the main document will be replaced by data from the main file.
- Refine the list of recipients to be merged.

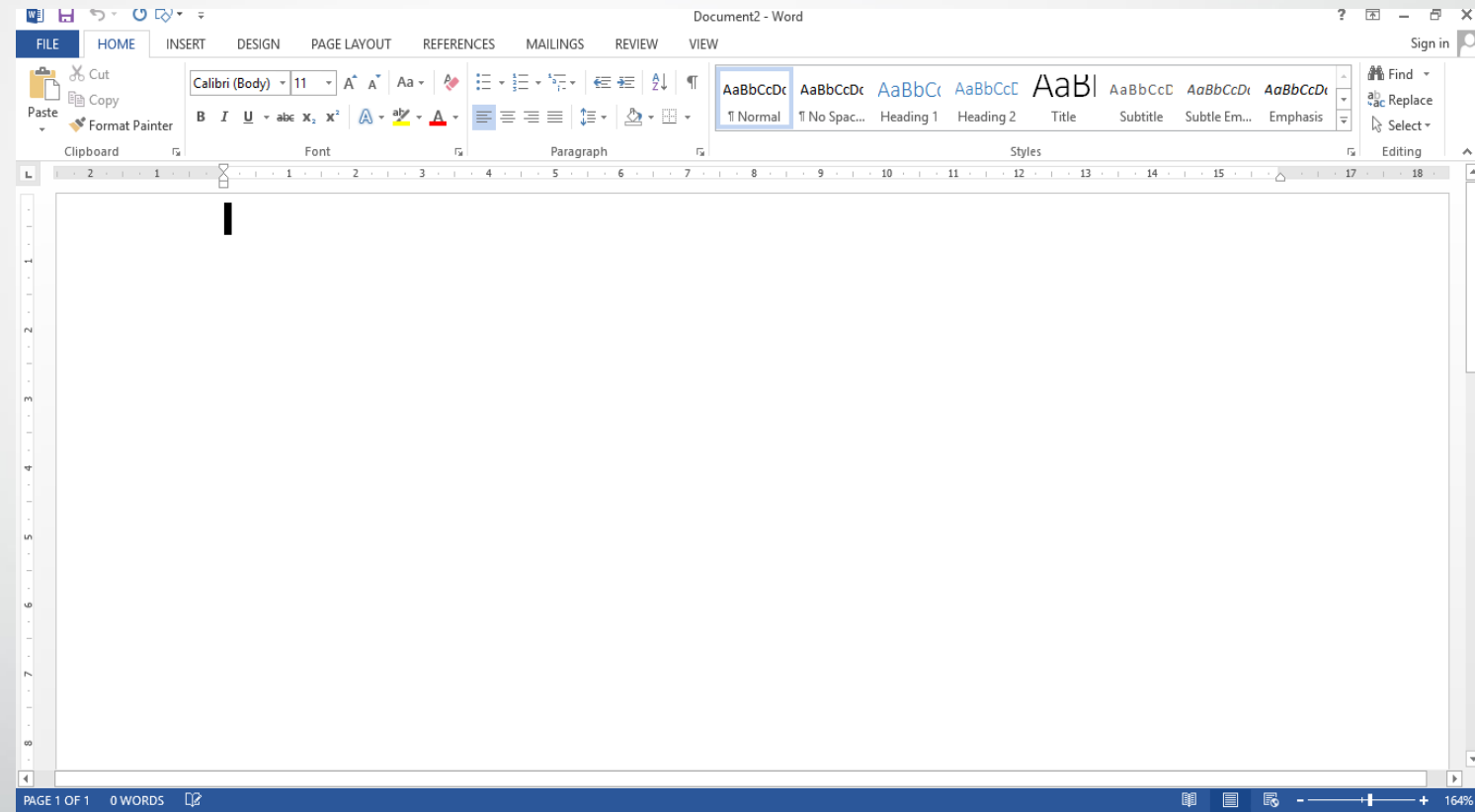
TOPIC

Content

- Mail Merge

MAIL MERGE STEP ONE

- Open Microsoft word



STEP TWO

