

### Microsoft Word Module 3: Mail Merge and Track Changes

**Pre-requisites:** Delegates must be confident with using a keyboard, mouse and Windows and be familiar with the basic functions of Word.

**Objectives:** The following objectives will be covered in the course:

- Mail Merge
- Managing Document Changes

**Course Outline:**

- Using Mail Merge**
  - Creating a Mail Merge Document
  - Completing a Main Document
  - The Merge
  - Sorting and Filtering Merges
  - Using an Alternative Data Source to Create Mailing Labels
- Managing Document Changes**
  - Using different Versions of a Document
  - Tracking Changes to a Document
  - Using Highlights and Comments
  - Comparing Similar Documents