



*Please note that this outline is only intended as a guide and that any event can be customised to suit you.*

## ***Using Tables and Mail Merge (1 day)***

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### ***Aim***

To raise awareness of the wide range of uses of Word tables.

To develop the skills needed to create tables for a variety of purposes, (including a mail-merge data source).

### ***Prerequisites***

This module assumes a good working knowledge of Word and a reasonable typing speed. A knowledge of Windows and file handling would also be an advantage.

### ***Content***

- **Functional overview** – where can tables be used and what advantage do they offer over other methods, (such as tabs)?
- **Drawing a table** – how to ‘sketch’ your table with the mouse
- **Creating a table** – defining column and row requirements, setting table properties and style, creating from existing text
- **Making selections in a table** – how to select columns, rows, cells or the entire table
- **Moving and sizing a table** – techniques for adjusting column widths, row heights and table position on the page
- **Inserting and deleting** – methods of removing unwanted elements and adding new ones
- **Splitting and joining** – how to split an existing table or cell into two and how to join them back again
- **Using gridlines and shading** – adding, removing, changing and previewing table gridlines and cell shading
- **Long tables** – repeating rows in tables which span several pages
- **Using calculations within a table** – using simple functions to create an automatic invoice
- **Mail merge** – overview of the basic principles, setting up a merge document, linking to a data source, performing the merge
- **Other merge techniques** – creating your own data source with a table, selecting specific merge records, merging to an envelope or label, using an Excel data source

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