



Northern New York Library Network
6721 US Hwy 11, Potsdam, NY 13676



*The Northern
New York
Library Network
presents:*

Mail Merge with Microsoft Office 2007



Directions:

The Clinton-Essex-Franklin Library System is located at 33 Oak Street in downtown Plattsburgh.

Take Route 3 (Cornelia Street) to No. Catherine Street. Turn on No. Catherine Street (one-way street) at St. Peter's Church.

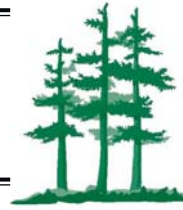
Go two blocks and turn left onto Brinkerhoff Street (one-way street). The CEF LS is on the left.

Parking is available on Brinkerhoff Street.

**Monday, September 14, 2009
Clinton-Essex-Franklin
Library System
Plattsburgh**

Non-Profit Org.
U.S. Postage Paid
Permit No. 56
Canton, NY 13617

Northern New York Library Network Presents: Mail Merge with Microsoft Office 2007



Class Description:

Suppose an institution needs to send each employee a letter containing personal tax withholding and salary information; or perhaps a personalized form letter or email needs to be sent to a list of donors. Creating each letter individually would take hours, but when using the mail merge function, all that has to be done is create one document, add some placeholders, and Microsoft Word will combine the main document with unique information to create a set of complete documents.

Students will learn to use Word's mail merge function - importing mailing information from other sources such as Excel or Access.

Learn how to effectively use the mail merge function in this class and save hours of menial work.

Agenda

9:00 - 9:30 a.m.
Sign-in & refreshments

9:30 a.m. - 12:30 p.m.
Scheduled class time

About the Instructor...

James Crowley is the owner of C3 (Crowley Computers) in Ogdensburg. He is a popular instructor for the Northern New York Library Network. C3 provides personalized service, training, & consulting services needed in the local area by computer consumers. C3 was formed in 1994, making it one of the oldest computer firms in the area. Jim Crowley's computer experience dates back to his first Apple in 1980. Since programming dBase II on an early IBM PC, Jim has experienced just about anything one can imagine in the ever-evolving world of Windows, Intel, & IBM compatible computers.

Please pre-register to:

Northern New York Library Network
6721 US HWY 11, Potsdam, NY 13676
Phone: 315-265-1119
1-877-833-1674

Fax: 315-265-1881

Email: cont-ed@nnyln.org

Register on-line at:

www.nnyln.org, and click on
"Classes & Facilities"

Registration

"Mail Merge with Microsoft Office 2007" will be held Sept. 14, 2009 at the CEF Library System in Plattsburgh. Class size is limited, please register early.

Name: _____

Institution: _____

Staff Position: _____

Address: _____

City/Zip: _____

Telephone: _____

E-mail: _____

Library Staff: \$10.00, All others \$29.95

"Blue Line" Library Staff: No charge
____ Check here if you are on staff at a library located within the Adirondack Park "Blue Line"

Credit Card #: _____

Expiration Date: _____

Name As Appears On Card:

3 or 4 Digit Verification Code on card:

___ Visa/MC ___ AmEx ___ Discover

Cancellations: Registrations may be cancelled at any time, but refunds will be made only if the cancellation is received 24 hours before the event. Paying at the door: If paying at the door, it would be best to use a personal check, credit card, or have the exact amount.