

ON LINE SERVICES

Computer Training & Support

Solution Series

Produce Letters, Lists & Catalogs **Using Access and Word**

Overview: Students will learn efficient ways to use Access and Word together to create form letters, lists, and catalogs.

Objectives: Upon successful completion of this course, students will be able to:

- Create a group of form letters in Word to people whose name and address information is stored in an Access database.
- Use various techniques in Word and in Access to sort and select the records you need to merge with letters.
- Create quick lists of Access data in Word documents.
- Create a catalog in Word using data from an Access database and see how to prepare it for use on the Internet or an intranet.

Course Outline

Activity 1: Fast form letters

- Begin with your Access data table
- Create the form letter
- Select the data source
- Add merge fields to the main document
- Merge the data and the letter

Activity 2: Query the data

- Sort the merged form letters
- Filter records
- Change the data source to an Access query
- Prompt the user for criteria

Activity 3: Quick lists

- Publish data with Word
- Insert a list of data
- Keep a list up to date

Activity 4: Create a catalog

- Set up the main document
- Insert the fields and merge the data
- Dress up the catalog
- Use your catalog on the Web

Solution Series are run in 3 Hour Sessions and can be combined for a full day of training.