

Tech
Topics
2019

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Mail Merge Magic: Help for the Holidays

Sunday, December 1, 2019 • 2:00-3:30 PM
Rotary Room, Main Library

Microsoft Word has a powerful mail merge feature that is typically used to generate labels and envelopes for large mailings. In this 90-minute workshop, learn to create mailing labels and return address labels for your holiday cards and invitations. We will also explore creative uses of the mail merge feature to help you this holiday season to create gift tags, labels for food gifts and more. Bring your address book in any file format compatible with Microsoft Word.

*Must be familiar with Microsoft Office software. Laptops will be available for use during the class or you can bring your own. **Registration is required.***

Instructor:
Karen Kucinski
is a corporate learning and development professional with over 20 years of experience at New York City law firms and investment banks. She lives in Fairfield with her wife and two sons.

All programs are free and open to the public. Limited seating.

Register online at fairfieldpubliclibrary.org, or call 203-256-3160.

Main Library

1080 Old Post Road
Fairfield, CT 06824

Fairfield Woods Branch

1147 Fairfield Woods Road
Fairfield, CT 06825

