



Better Technology, Onsite and Personal

Connecting NIOGA's Communities

www.btopexpress.org

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Mail Merge Class Signup Sheet

Do you want to create multiple letters or envelopes for mailing items? Then this intermediate-level class is for you! Learn how to use TWO Microsoft programs: Excel for an address list and Word for the letters and envelopes.

DATE: _____

TIME: _____

NAME	PHONE	CALL BACK	WILL ATTEND
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WAITING LIST			
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Funding for computer training is provided by the Nioga Library System

