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Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2007 Mail Merge & Forms

Mail Merge

Mail merge lets you combine a main document with a list of names and addresses to create personalized letters, forms, and labels. To use mail merge, you must first create a main document and a list of names and addresses. Then you can use the Mail Merge task pane to merge the documents.

Choosing the Document Type

Open the Mail Merge task pane. In the Document Type list, click the type of document you want to create.

Available Lists

Available lists for the recipient list include:

- New List
- Use an Existing List
- Use Existing List
- Use Existing List with New Fields
- Use Existing List with New Fields and New Recipients

Creating a Recipient List in Word

1. Open the Mail Merge task pane. In the Document Type list, click the type of document you want to create.

2. In the Recipient List list, click the type of list you want to create.

3. In the Recipient List list, click the type of list you want to create.

Selecting and Sorting Recipients

1. Open the Mail Merge task pane. In the Recipient List list, click the type of list you want to create.

2. In the Recipient List list, click the type of list you want to create.

Using Rules

1. Open the Mail Merge task pane. In the Recipient List list, click the type of list you want to create.

2. In the Recipient List list, click the type of list you want to create.

Merging

1. Open the Mail Merge task pane. In the Recipient List list, click the type of list you want to create.

2. In the Recipient List list, click the type of list you want to create.

Preparing the Merge

1. Open the Mail Merge task pane. In the Recipient List list, click the type of list you want to create.

2. In the Recipient List list, click the type of list you want to create.

Working with Fields

1. Open the Mail Merge task pane. In the Recipient List list, click the type of list you want to create.

2. In the Recipient List list, click the type of list you want to create.



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use mail merge and forms features in Microsoft Office Word 2007. The following topics are covered: Mail Merge: Choosing the Document Type; Recipient Lists - Creating a Recipient List in Word, Selecting an Existing Recipient List, Editing an Existing Recipient List, Selecting and Sorting Recipients; Writing the Document; Creating a Label Document; Using Rules; Previewing the Merge; Merging; The Mail Merge Wizard; Highlighting Merge Fields. Forms: Showing the Developer Tab; Preparing the Form; Inserting Content Controls (Text Fields, Drop Down Lists, Date Pickers etc.), Setting Content Control Properties - Add a Title, Format Contents Using a Style, Self Destruct Text, Options for Plain Text, Combo Boxes, DatePicker, Building Block Gallery; Design Mode; Changing Placeholder Text; Protecting a Form from Changes; Protecting Only Parts of a Form- Preventing Editing of a Control's Content, Preventing Deletions; Accessing the Form to Fill it Out; Changing the Form Template; Legacy Form Fields; Saving and Printing Data Only for Legacy Form Fields. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of several titles available for Word 2007: Word 2007 Introduction, Word 2007 Formatting, Word 2007 Advanced, Word 2007 Mail Merge & Forms, Word 2007 Templates & Macros.

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Customer Reviews

Maybe I didn't look at this closely enough when I was ordering, but when a single page of laminated cardstock arrived in the mail for a total of \$7+ (including shipping), I was a little dismayed. I wanted instructions on how to create "fill-in" forms and as far as I can tell that wasn't included. Think I'll try

the library.

I was hoping for info on how to create mailing labels for a list of subscribers to our newsletter, but this particular cheat sheet did not cover that particular chore.

Not much I can say about this - It is a tip sheet and it has tips. I use them at work for my employees to share. They provide some good basic tips, but of course it will not teach you Word 2007 like a book or training program will. So far they have held up well.

Just a basic cheat sheet, but handy for training or when functions aren't used often.

Mail merge was a bit hard for me to learn, so I love this quick source guide to help me through the steps. It will come in handy at a job if I can't remember the steps since it will have been a few months since I took the course.

Nice quick reference guide, even if I do all these activities all the time, I always forgot on how to do some procedures, this definitely helps always.

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