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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

A mail merge is a way to create multiple copies of a document, such as letters, forms, and labels, by using a single document with data from a list of names and addresses. The data is merged into the document to create individual copies of the document. Using the merge, you can create a list of letters, forms, and labels, and you can print them all at once.

CHANGING THE DOCUMENT TYPE

Open the document you want to merge, and click the **Mail Merge** task pane. In the **Mail Merge** task pane, click the **Document Type** button. In the **Document Type** task pane, click the type of document you want to create.

Recipient List

Click the **Recipient List** button in the **Mail Merge** task pane. In the **Recipient List** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the list you want to use.

Creating a Recipient List in Word

1. Click the **Mail Merge** button in the **Mail Merge** task pane. In the **Mail Merge** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button.

Creating an Existing Recipient List

1. Click the **Mail Merge** button in the **Mail Merge** task pane. In the **Mail Merge** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button.

Merging and Sorting Recipients

1. Click the **Mail Merge** button in the **Mail Merge** task pane. In the **Mail Merge** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button.

Preparing the Merge

1. Click the **Mail Merge** button in the **Mail Merge** task pane. In the **Mail Merge** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button.

Merging

1. Click the **Mail Merge** button in the **Mail Merge** task pane. In the **Mail Merge** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button.

Creating a Label Document

1. Click the **Mail Merge** button in the **Mail Merge** task pane. In the **Mail Merge** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button.

Working with Fields

1. Click the **Mail Merge** button in the **Mail Merge** task pane. In the **Mail Merge** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button. In the **Use Existing List** task pane, click the **Use Existing List** button.



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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