

The book was found

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 create letters, labels, envelopes, forms, etc. in Word, and insert the merged document into the main document. Mail Merge lets you create a document with the ability to merge data from one or more data sources. Using the merge, you can create a document with the ability to merge data from one or more data sources. Using the merge, you can create a document with the ability to merge data from one or more data sources.

Changing the Document Type

Open the document you want to merge. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Recipient List

Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Creating a Recipient List in Word

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Creating an Existing Recipient List

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Merging and Sorting Recipients

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Preparing the Merge

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Merging

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Writing the Document

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Creating a Label Document

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Using Mail

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Highlighting Merge Fields

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.

Working with Fields

1. Click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon. In the ribbon, click on the Mail Merge icon.



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.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc (January 31, 2007)

Language: English

ISBN-10: 1934433586

ISBN-13: 978-1934433584

Product Dimensions: 11.1 x 8.6 x 0.1 inches

Shipping Weight: 5.6 ounces (View shipping rates and policies)

Average Customer Review: 4.1 out of 5 stars [See all reviews](#) (11 customer reviews)

Best Sellers Rank: #528,855 in Books (See Top 100 in Books) #51 in [Books > Computers & Technology > Software > E-mail](#) #129775 in [Books > Reference](#)

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.

[Download to continue reading...](#)

Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft

Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) iOS 7 Mail, Contacts, Calendar, Reminders Quick Reference Guide: for iPad, iPhone, and iPod touch (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

[Dmca](#)