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Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Word 2010 Mail Merge & Forms

Mail Merge

Use a mail merge to automatically create personalized letters, addresses, labels, or envelopes, and to quickly generate documents. After creating a main document, you can merge it with a data source to create individual documents. For example, you can merge a letter template with a list of names to create a series of personalized letters. When you do this, you create a main document and a data source. The data source is a list of information that you use to create individual documents.

1 Select a Template or Document

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

2 Choose a Document

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

3 Choose a Document

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

4 Write the Document with the Template

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

5 Write the Document with the Template

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Writing the Document

Use a mail merge to automatically create personalized letters, addresses, labels, or envelopes, and to quickly generate documents. After creating a main document, you can merge it with a data source to create individual documents. For example, you can merge a letter template with a list of names to create a series of personalized letters. When you do this, you create a main document and a data source. The data source is a list of information that you use to create individual documents.

Creating a Label Document

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Using an P., THER, END, END

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Choosing the Document Type

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Writing an Existing Recipient List

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Selecting and Sorting Recipients

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Creating a New Recipient List in Word

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Writing an Existing Recipient List

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Using Existing Contacts

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.

Merging the Document

1. Click **File**, **Open**, **Open Recent**, or **Open Recent List**.



Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail merge and forms features of Microsoft Office Word 2010. The following topics are covered: Mail Merge: Choosing the Document Type, Recipient Lists: Creating a Recipient List in Word, Selecting an Existing Recipient List, Using Outlook Contacts, Editing an Existing Recipient List, Selecting and Sorting Recipients. Writing the Document: Creating a Label Document, Using an If...Then...Else Rule. Previewing the Merge & Merging, The Mail Merge Wizard, Highlighting Merge Fields. Forms: Showing Macro and Form Controls, Creating a Template Library in Windows 7, Creating the Template File, Inserting Content Controls, Setting Content Control Properties: Add a Title, Format Contents Using a Style, Self Destruct Plain or Rich Text, For Plain Text, For Building Block Gallery, For Combo Box and Drop-Down List, For Date Picker, For Check Box. Turning On/Off Design Mode, Changing Placeholder Text, Protecting a Form from Changes, Unprotecting a Form, Protecting Only Parts of a Form: Preventing Editing of a Control's Content, Prevent Editing Parts of a Document, Preventing Deletions. Accessing the Form to Fill it Out, Changing the Form Template. This guide is one of several titles available for Word 2010: Word 2010 Introduction, Word 2010 Formatting, Word 2010 Advanced, Word 2010 Mail, Merge & Forms, Word 2010 Templates & Macros, Word 2010 Collaboration Features.

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