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.

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.


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corporations, and individuals across the US and Canada for over 15 years. Founded by trainers, and with a strong focus on the learner, extensive industry experience made us aware of the need for a line of high-quality, trainer-produced courseware, and led to the creation of Beezix Quick Reference guides in 1994. Our cards are designed for casual computer users right through to trainers and trouble-shooters.

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