



Quick Reference Guide

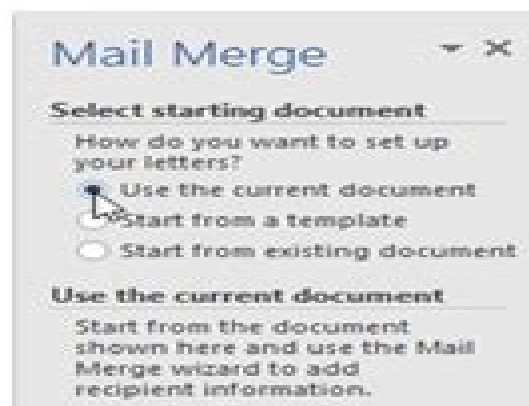
Mail Merge

Mail merge is the process of combining a document (such as an e-mail message, a letter, or a label) and a data source (such as a list of addresses). The finished document is customized to each entry in the data source.

The mail merge process has five main steps:

1. Create the mail merge document.
2. Connect the data source to the document.
3. Select the recipients for the mail merge from the data source.
4. Add merge fields.
5. Preview and complete the merge.

You can use the Mail Merge Wizard to guide you through these steps or you can perform them manually.



Managing Macros with the Organizer



Your current document should appear on the left (1). On the right, you will see all macros that have been saved in **Normal.dotm** (2), the document template for all new blank documents opened in Word. You can use the **drop-down menus** and the **Close File** buttons (3) for each list to modify the document whose macros are being displayed. Once a macro is selected, you can use the buttons in the middle of the dialog (4) to copy items between templates or documents, delete, and rename macros.

Quick Parts

Quick Parts are reusable chunks of content. There are three categories of Quick Parts, visible when you click **Insert → Quick Parts: Auto Text, Document Property and Field**.



Quick Reference Guide To Microsoft Word For The Ibm Pc

Peter Rinearson



Quick Reference Guide To Microsoft Word For The Ibm Pc:

Quick Reference Guide to Microsoft Word for the IBM PC Peter Rinearson, 1989-01-01 Delineates the features of the Word word processing program for the Macintosh offering a command index and keyboard shortcut summary that allows users to look up tasks without knowing specific commands **Microsoft Word** Michaël Kamphausen, 1987 *The Publishers Weekly*, 1993 **MS-DOS User's Guide** Chris DeVoney, Allen Wyatt, 1988 Guides Users of Victor Zenith Eagle TI Professional or Other Computers Through the MS DOS Operating System *PC Mag*, 1984-08-21 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology *PC Mag*, 1985-01-22 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology *InfoWorld*, 1986-09-22 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *PC Mag*, 1986-03-11 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **PC Mag**, 1987-11-24 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology Nonprint Products Catalog Defense Technical Information Center (U.S.), 1998 *Microsoft Word Includes Version 3.0* Michael Kamphausen, Peter Wiesa, 1987 *InfoWorld*, 1988-06-20 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **PC Mag**, 1985-07-23 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology *InfoWorld*, 1984-10-15 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **ABA Journal**, 1993-07 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Association **InfoWorld**, 1983-02-28 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects **PC Mag**, 1987-12-08 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology **PC Mag**, 1986-03-25 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help

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The Software Encyclopedia ,1997

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