

FILE **HOME** **INSERT** **DESIGN** **PAGE LAYOUT** **REFERENCES** **MAILINGS**

Envelopes Labels **Start Mail Merge** Select Recipients Recipient List Edit Highlight Merge Fields Address Block Greeting Line Insert Merge Field

Create Start Mail Merge Write & Insert Fields

Letters
E-mail Messages
Envelopes...
Labels...
Directory
Normal Word Document
Step-by-Step Mail Merge Wizard...

Mail Merge

Select document type
What type of document are you working on?

☒ **Letters**
☐ E-mail messages
☐ Envelopes
☐ Labels
☐ Directory

Letters
Send letters to a group of people. You can personalize the letter that each person receives.
Click Next to continue.

Step 1 of 6
Next: Starting document

Mail Merge

Select starting document
How do you want to set up your letters?

☒ **Use the current document**
☐ Start from a template
☐ Start from existing document

Use the current document
Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6
Next: Select recipients
Previous: Select document type

Microsoft Word Mail Merge User Guide

Beezix, Inc Staff



Microsoft Word Mail Merge User Guide:

Microsoft Crm 4.0 User Handbook Stamati Crook,2008-08-01 The Microsoft CRM 4 0 User Handbook is for people using and evaluating Microsoft CRM A lot of ground is covered with an emphasis on providing a full and concise summary of all the features of CRM rather than a step by step guide You will understand the sales cycle how to run a marketing campaign and how to schedule appointments and service activities The user interface is explored in full detail both from a web browser and from the Outlook client for CRM and you will learn how to run a mail merge to Word and export to Excel Customisation and workflow features are covered from a user point of view and we do not discuss installation or programming issues although the author is a programmer Readers will want to have this book nearby as they explore Microsoft CRM and will keep it handy on their bookshelf as they begin to use CRM to it s full potential [Microsoft Word Mail Merge the Step-By-Step Guide](#) C. J. Benton,2016-11-07 Master Mail Merge in just a few short hours Mail Merge is a feature within Microsoft r Word r that allows you to create mass communications in which specific sections can be tailored to individuals or groups You may utilize existing lists of customer or employee data and can customize the communication medium without having to manually change each correspondence The Mail Merge feature saves time and reduces the chance of errors occurring when someone must physically type or modify each message This book is tailored for beginners and will quickly and easily guide you through the Microsoft r Word r Mail Merge functionality All examples include step by step instructions with screenshots demonstrating how to create Mail Merge Form letters Mailing labels Email messages How to use Excel r as the Data Source to create Mail Merge invoices Imagine the time you ll save by not having to search the internet or help files to learn one of the best features in Microsoft r Word r [Microsoft Word 2010 Mail Merge and Forms Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, Inc Staff,2010-12-31 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

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The following topics are covered Mail Merge Task Pane vs Toolbar Merging Form Letters Preparing a Data Document Editing Fields in a Data Document Data Sources Merging Mailing Labels Merging Envelopes Merging Email Merging Selected Records Sorting Records Conditional Statements and Viewing Field Codes Forms Preparing the Form Layout Inserting Form Fields Text Boxes Drop Down Lists Check Boxes Setting Form Field Options Creating Help for a Form Field Form Field Shading Protecting a Form from Changes Using the Form Saving Form Field Data Only Printing Field Data Only and Making Changes to the Form Template This guide is suitable as a training handout or simply an easy to use reference guide for any type of user

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