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.

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.

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.

Word 2000 Quick Reference Guide

Scott C. Dulebohn

Word 2000 Quick Reference Guide:

The book delves into Word 2000 Quick Reference Guide. Word 2000 Quick Reference Guide is a vital topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Word 2000 Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

    - Chapter 1: Introduction to Word 2000 Quick Reference Guide
    - Chapter 2: Essential Elements of Word 2000 Quick Reference Guide
    - Chapter 3: Word 2000 Quick Reference Guide in Everyday Life
    - Chapter 4: Word 2000 Quick Reference Guide in Specific Contexts
    - Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Word 2000 Quick Reference Guide. The first chapter will explore what Word 2000 Quick Reference Guide is, why Word 2000 Quick Reference Guide is vital, and how to effectively learn about Word 2000 Quick Reference Guide.
3. In chapter 2, this book will delve into the foundational concepts of Word 2000 Quick Reference Guide. The second chapter will elucidate the essential principles that must be understood to grasp Word 2000 Quick Reference Guide in its entirety.
4. In chapter 3, this book will examine the practical applications of Word 2000 Quick Reference Guide in daily life. This chapter will showcase real-world examples of how Word 2000 Quick Reference Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Word 2000 Quick Reference Guide in specific contexts. The fourth chapter will explore how Word 2000 Quick Reference Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Word 2000 Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.
   The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Word 2000 Quick Reference Guide.

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