

Word 2010 Mail Merge & Forms

Mail Merge

Use word merge to automatically create personal letters, envelopes, addresses, labels, and e-mail labels, merging a document letter, envelope, or label placed in the Mail Merge > Mail Merge Tools ribbon. To merge in labels, your computer must have compatible e-mail software and the capability to send e-mail. Once the merge is complete, the Mail Merge ribbon will become inactive. To complete a merge, you must complete the following steps:



Choosing the Document Type

Click the **Document Type** button on the Mail Merge ribbon to choose the type of document you want to create.

1. Click **Document Type** on the Mail Merge ribbon.
2. Click **Document Type** on the Mail Merge ribbon.

Recipient Lists

Recipient lists are the lists of names and addresses that you use to merge.

- Select a list of names and addresses.
- Select a list of names and addresses.
- Select a list of names and addresses.
- Select a list of names and addresses.
- Select a list of names and addresses.

The **Document Type** button on the Mail Merge ribbon is used to choose the type of document you want to create. To choose the type of document you want to create, click the **Document Type** button on the Mail Merge ribbon.

Creating a Recipient List in Word

1. Click **Document Type** on the Mail Merge ribbon.
2. Click **Document Type** on the Mail Merge ribbon.
3. Click **Document Type** on the Mail Merge ribbon.
4. Click **Document Type** on the Mail Merge ribbon.

Selecting an Existing Recipient List

1. Click **Document Type** on the Mail Merge ribbon.
2. Click **Document Type** on the Mail Merge ribbon.

Using Outlook Contacts

1. Click **Document Type** on the Mail Merge ribbon.
2. Click **Document Type** on the Mail Merge ribbon.

Writing the Document

Write your document as you would any other document.

1. Click **Document Type** on the Mail Merge ribbon.
2. Click **Document Type** on the Mail Merge ribbon.

Creating a Label Document

1. Click **Document Type** on the Mail Merge ribbon.
2. Click **Document Type** on the Mail Merge ribbon.

Using an If...Then...Else...Rule

Use the **If...Then...Else...Rule** button on the Mail Merge ribbon to create a rule.

1. Click **Document Type** on the Mail Merge ribbon.
2. Click **Document Type** on the Mail Merge ribbon.
3. Click **Document Type** on the Mail Merge ribbon.
4. Click **Document Type** on the Mail Merge ribbon.
5. Click **Document Type** on the Mail Merge ribbon.

When you use the **If...Then...Else...Rule** button on the Mail Merge ribbon, you can create a rule that will be used to merge the document.

Previewing the Merge

To preview the merge, click the **Preview** button on the Mail Merge ribbon.

To preview the merge, click the **Preview** button on the Mail Merge ribbon.

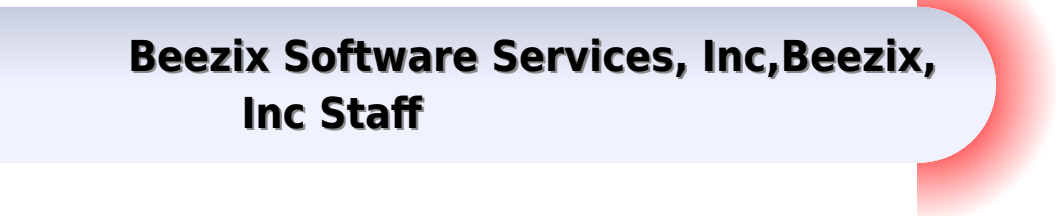
To preview the merge, click the **Preview** button on the Mail Merge ribbon.

Merging

1. Click **Document Type** on the Mail Merge ribbon.
2. Click **Document Type** on the Mail Merge ribbon.
3. Click **Document Type** on the Mail Merge ribbon.
4. Click **Document Type** on the Mail Merge ribbon.
5. Click **Document Type** on the Mail Merge ribbon.
6. Click **Document Type** on the Mail Merge ribbon.
7. Click **Document Type** on the Mail Merge ribbon.
8. Click **Document Type** on the Mail Merge ribbon.
9. Click **Document Type** on the Mail Merge ribbon.
10. Click **Document Type** on the Mail Merge ribbon.

Word 2010 Mail Merge Cheat Sheet

**Beezix Software Services, Inc, Beezix,
Inc Staff**



Word 2010 Mail Merge Cheat Sheet:

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 Merge Forms Word 2010 Templates Macros Word 2010 Collaboration Features *Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix Software Services, Inc, 2010-08-09 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Using Styles Character Paragraph Linked Styles Applying Character and Paragraph Styles Creating a Style Displaying the Styles Pane Disabling Linked Styles Changing Styles Deleting a Style Selecting All Text with the Same Style Showing Formatting as Styles to Clean Up a Document Importing Styles from Another Document Using Numbered Lists with Styles Adding Styles to the Default List Applying Table Styles Restricting Formatting Creating a Table of Contents Updating a Table of Contents Preparing an Index Generating an Index Updating an Index Section Breaks Inserting a Section Break Changing Page Numbering Mid Document Changing Headers and Footers Changing Page Setup in a Section Displaying the Section Number in the Status Bar Inserting a Footnote Endnote Editing a Footnote Endnote Deleting a Footnote Endnote Creating a Bookmark Going to Selecting Bookmarked Text Using Bookmarks to Refer to Pages Outlining Adding a Watermark Inserting an Excel Spreadsheet Comparing Documents Side by Side Creating a Template Library in Windows 7 Creating a 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 **Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated**

Card) Beezix Software Services, Inc,Beezix, Inc Staff,2010-06-15 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office Word 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Creating Opening Working with Previous File Versions Setting up the Page Inserting Deleting Text Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Formatting Changing Font Size Enhancements Paragraph Alignment Copying Formatting Using the Mini Toolbar Highlighter Draft Print Layout Reading Views Going to a Page Searching Using the Navigation Pane Creating and Editing Headers and Footers No Header or Footer on the First Page Inserting a Page Break Checking Spelling Grammar AutoCorrect Creating and Inserting Quick Part Building Blocks Sending the Document as an E mail Attachment Saving as PDF E mailing a PDF Printing Envelopes and Labels Previewing and Printing Also includes Lists of Selection and Movement Shortcuts 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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Creating Numbered Lists Turning off Bullets or Numbering Creating Multilevel Numbered List Paragraph Breaks vs Line Breaks Changing Paragraph Spacing Changing Line Spacing Clearing Formatting Using Quick Styles Using Themes to Format the Document Inserting a Table Moving a Table Inserting Rows within a Table Adding a Row at the End of a Table Inserting Columns within a Table Changing Column Widths Merging Table Cells Splitting Cells of a Table Centering a Table within the Margins Changing Text Direction Wrapping Text around Tables Adding Space to Table Rows Adding Paragraph Cell Borders and Shading Inserting a Pre Formatted Text Box Drawing a Text Box Formatting a Text Box Finding and Replacing Text Finding and Replacing Formats Finding and Replacing Special Characters Tabs Spaces etc Also includes Lists of Table Selection Shortcuts and Formatting Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user 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

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Merge Wizard Highlighting Merge Fields Forms Showing the Developer Tab Preparing the Form Inserting Content Controls Text Fields Drop Down Lists Date Pickers etc Setting Content Control Properties Add a Title Format Contents Using a Style Self Destruct Text Options for Plain Text Combo Boxes DatePicker Building Block Gallery Design Mode Changing Placeholder Text Protecting a Form from Changes Protecting Only Parts of a Form Preventing Editing of a Control s Content Preventing Deletions Accessing the Form to Fill it Out Changing the Form Template Legacy Form Fields Saving and Printing Data Only for Legacy Form Fields This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of several titles available for Word 2007 Word 2007 Introduction Word 2007 Formatting Word 2007 Advanced Word 2007 Mail Merge Forms Word 2007 Templates Macros

Microsoft Word 2016 Mail Merge Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated) Beezix Software Services, 2016-02-22 This two page laminated quick reference card showing step by step instructions and shortcuts for how to use mail merge features of Microsoft Word 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using Word Mail Merge This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Select the Type of Document Choosing the Document Type Choose the List of Recipients Formats for Recipient Lists Creating a Recipient List Directly 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 Envelopes Creating Labels Using an If Then Else Rule Suppressing Blank Address Lines Changing Case of Output Text Changing Format of Date Time Merge the Document with the Recipients Previewing the Merge Merging Merging to a New Document Merging to Email General Merge Tips Recommendations for Effective Post Mail Addressing The Mail Merge Wizard Highlighting Merge Fields

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