



Quick Reference Guide

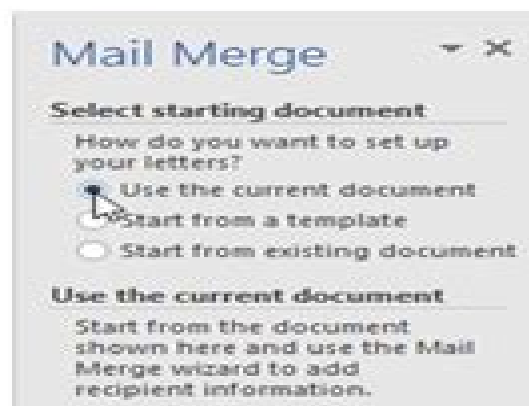
Mail Merge

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 For Word 2007

RJ Shavelson



Quick Reference Guide For Word 2007:

Microsoft Word 2007 Introduction Quick Reference Guide Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Word 2007 The following topics are covered Creating Opening Setting up the Page Text Editing Spacing between Paragraphs Undo Redo and Repeat Moving and Copying Text Going to a Page Going to the Next Table or Heading Draft Print Layout Using Thumbnails Using the Document Map Formatting Font Size Enhancements Alignment Copying Formatting Using the Mini Toolbar Highlighter Creating and Editing Headers and Footers No Header or Footer on the First Page Spelling Grammar AutoCorrect Quick Parts Page Breaks Printing Envelopes and Labels Previewing and Printing Sending the Document as an E mail Attachment Saving as PDF and E mailing a PDF Also includes Lists of Selection and Movement Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft Word 2007 Advanced Quick Reference Guide* Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office Word 2007 The following topics are covered Using Styles and Formatting Character Paragraph and Linked Styles Applying a Style Creating a Style Displaying the Styles Pane Modifying Styles Deleting a Style or Formatting Selecting All Text with Same Style Turning Off On Showing Formatting as Styles Importing Styles Adding Styles to the Default Style List Heading Numbering Creating Index Marking Index Entries Manually and with a Word List Footnotes and Endnotes Embedding Excel Objects Section Breaks Changing Page Setup in a Section Changing Starting Page Number Changing Headers Comparing Documents Side by Side Creating and Using Bookmarks Referring to the Page a Bookmark is On Templates Restricting Formatting This guide is suitable as a training handout or simply an easy to use reference guide for any type of user **Microsoft Office Word 2007 Step by Step** Joan Lambert,Joyce Cox,2007-01-03 Experience learning made easy and quickly teach yourself how to create impressive documents with Word 2007 With Step By Step you set the pace building and practicing the skills you need just when you need them Apply styles and themes to your document for a polished look Add graphics and text effects and see a live preview Organize information with new SmartArt diagrams and charts Insert references footnotes indexes a table of contents Send documents for review and manage revisions Turn your ideas into blogs Web pages and more Your all in one learning experience includes Files for building skills and practicing the book s lessons Fully searchable eBook Bonus quick reference to the Ribbon the new Microsoft Office interface Windows Vista Product Guide eBook plus more resources and extras on CD For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook Microsoft Word 2007 Nevada Learning Series Inc,2007 *Microsoft Word 2007 Templates and Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use macros and

template features of Microsoft Office Word 2007 The following topics are covered Templates Templates vs Documents Using Existing Templates Creating New Templates Changing which Template is Attached Changing Defaults in the Attached Template Changing Elements in the Attached Template Changing the Normal Template Making Elements Available in All Documents Using Global Templates Removing a Global Template Organizing Macros and Styles in Templates and Documents Inserting Fields with Options Including Building Blocks in a Template Copying Building Blocks Between Templates Moving Building Blocks Between Templates Creating a Custom Building Block Creating Building Block Libraries Macros Recording a Macro Naming a Macro Renaming a Macro Creating a Macro without Recording Editing Macros Running Macros Documenting Macros Assigning Macros to Toolbars Shortcut keys and Menu Commands Auto Macros Calling Another Macro Organizing Macros in Templates and Documents Deleting Macros Setting Macro Security Getting Help on Visual Basic 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 **Word 2007 Quick Reference Guide**, 2007 Microsoft Office 2007 for Windows Steve Schwartz, 2007-05-31 Completely redesigned to help users finish tasks more quickly and manage information more effectively Microsoft Office 2007 will offer users a new look and smarter ways of getting things done From the expanded depth and power of Excel 2007 to the new graphics capabilities and formatting tools of PowerPoint Microsoft has rethought and reworked the entire suite And in this new edition of our Office Visual QuickStart Guide author Steve Schwartz has rewritten from the ground up the entire book to better aid readers as they get up to speed with the new Office tools The book is essential reference tool for the home and small business user covering everything in the Office Basic Home Student Standard and Small Business suites Software covered includes Word Excel OneNote Outlook PowerPoint and Publisher Easy visual approach uses pictures to guide you through Microsoft Office and show you what to do Concise steps and explanations let you get up and running in no time Page for page the best content and value around Table of Contents Part I Introducing Microsoft Office 2007 Chapter 1 What's New in Office 2007 Chapter 2 Office Basics Part II Microsoft Word Chapter 3 Getting Started with Word 2007 Chapter 4 Formatting Documents Chapter 5 Creating Outlines Chapter 6 Tables Charts and Art Chapter 7 Sharing Word Documents Part III Microsoft Excel Chapter 8 Getting Started with Excel 2007 Chapter 9 Formatting Worksheets and Data Chapter 10 Formulas and Functions Chapter 11 Working with Tables Chapter 12 Creating Charts Part IV Microsoft PowerPoint Chapter 13 Getting Started with PowerPoint 2007 Chapter 14 Creating a Presentation Chapter 15 Completing a Presentation Part V Microsoft Outlook Chapter 16 Getting Started with Outlook 2007 Chapter 17 Using the Address Book Chapter 18 Composing and Sending Mail Chapter 19 Receiving Mail Chapter 20 Managing the Mail Chapter 21 Tasks and Appointments Part VI Microsoft OneNote Chapter 22 Getting Started with OneNote 2007 Chapter 23 Creating Notes Chapter 24 Embellishing and Editing Notes Chapter 25 Managing Notes Part VII Microsoft Publisher Chapter

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