



Quick Reference Guide

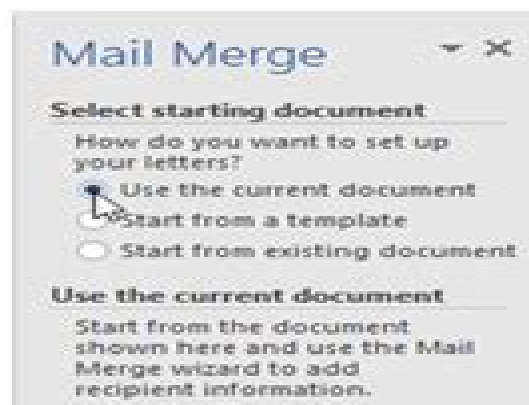
Mail Merge

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.

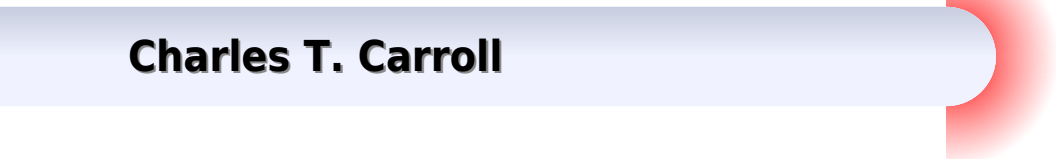
Quick Parts

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

Charles T. Carroll



Quick Reference Guide For Word 2007:

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Six Sigma for Powerful Improvement Charles T. Carroll,2013-05-09 Although the Six Sigma Define Measure Analyze Improve Control DMAIC methodology is a widely accepted tool for achieving efficient management of all aspects of operations there are still many unwarranted concerns about its perceived complexity and implementation costs Dispelling these myths Six Sigma for Powerful Improvement A Green Belt DMAIC Training System with Software Tools and a 25 Lesson Course clarifies the long accepted statistical and logical processes of Six Sigma and provides you with tools you can use again and again in your own real world projects removing any doubts regarding their simplicity and doability Not only does the book provide you with reasons for using the tools it reveals the underlying doctrines formulas and steps required Although the tools and techniques presented are specifically associated with the DMAIC philosophy they are applicable across a wide range of management and improvement scenarios Explaining Six Sigma processes in language that s easy to understand the book starts with an overview followed by specific techniques and procedures It presents detailed illustrated lesson segments that include an agenda roadmap objectives and a list of takeaway concepts It also Provides seven

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