



Quick Reference Guide

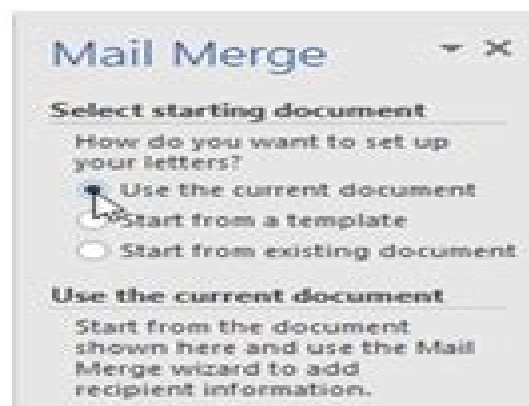
Mail Merge

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

Chao Zhang



Quick Reference Guide For Word 2007:

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assisting pastors professional counselors and everyday believers to easily access a full array of information to aid them in formal and informal counseling situations Each of the forty topics covered follows a helpful eight part outline and identifies 1 typical symptoms and patterns 2 definitions and key thoughts 3 questions to ask 4 directions for the conversation 5 action steps 6 biblical insights 7 prayer starters and 8 recommended resources **Microsoft Word 2007** Nevada Learning Series Inc,2007 **The Quick-Reference Guide to Counseling Teenagers** Tim Clinton,Chap Clark,2010-08-01 Youth culture changes rapidly so those in the position to counsel teens often find themselves ill informed and ill prepared to deal with the issues that teens routinely encounter today The Quick Reference Guide to Counseling Teenagers provides the answers It is an A Z guide for assisting people helpers pastors professional counselors youth workers and everyday believers to easily access a full array of information to aid them in formal and informal counseling situations Each of the 40 topics covered follows a helpful eight part outline and identifies 1 typical symptoms and patterns 2 definitions and key thoughts 3 questions to ask 4 directions for the conversation 5 action steps 6 biblical insights 7 prayer starters and 8 recommended resources

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