



Microsoft Word 2007 Mini-Series: Forms and Merges Course Outline

Section 1 - Mail Merge

- Merging
- Data Source
- Choosing Fields
- Deleting Fields
- Adding Fields
- Entering Data
- Verifying Records
- Saving the Data File
- Creating a Main Document
- Inserting Dates
- Inserting Merge Fields
- Viewing the Data
- Excluding Recipients
- Greeting Line Block
- Inserting Individual Fields
- Merging the Files
- Merging to New Documents
- Mailings Tab

Section 3 - Creating Forms

- Displaying the Developer Tab
- Building Forms
- Adding Drop-Down Field Lists
- Adding Text Form Fields
- Copying Form Fields
- Adding Calculated Form Fields
- Adding Check Box Fields
- Option Button Controls
- Date Picker
- Protecting Forms
- Using Fill-in Forms

Section 2 - Merging Envelopes and Labels

- Creating Envelopes
- Return Address
- Printing Labels with the Same
Address
- Merge Envelope Format
- Testing the Envelope Format
- Mail Labels
- Labels Using Mail Merge