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Word 2007 Reference Guide

Thomas Edie Hill

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Beezix, Inc Staff, 2007-01-31 Laminated quick reference guide showing step by step instructions and shortcuts for how to use mail merge and forms features in Microsoft Office Word 2007. The following topics are covered: Mail Merge, Choosing the Document Type, Recipient Lists, Creating a Recipient List in Word, Selecting an Existing Recipient List, Editing an Existing Recipient List, Selecting and Sorting Recipients, Writing the Document, Creating a Label Document, Using Rules, Previewing the Merge, Merging The Mail 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.

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