



Quick Reference Guide

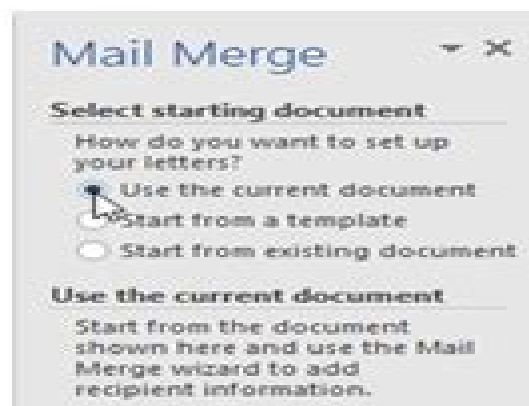
Mail Merge

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**.



Microsoft Word 2015 Introduction Quick Reference Guide

RJ Shavelson



Microsoft Word 2015 Introduction Quick Reference Guide:

Whispering the Secrets of Language: An Emotional Journey through **Microsoft Word 2015 Introduction Quick Reference Guide**

In a digitally-driven world where monitors reign supreme and instant interaction drowns out the subtleties of language, the profound secrets and psychological subtleties concealed within words often go unheard. Yet, situated within the pages of **Microsoft Word 2015 Introduction Quick Reference Guide** a interesting literary value pulsing with natural emotions, lies a fantastic journey waiting to be undertaken. Penned by an experienced wordsmith, this marvelous opus attracts visitors on an introspective trip, delicately unraveling the veiled truths and profound impact resonating within ab muscles fabric of each word. Within the mental depths of this moving evaluation, we will embark upon a genuine exploration of the book is core themes, dissect their captivating publishing style, and yield to the powerful resonance it evokes serious within the recesses of readers hearts.

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