

FILE **HOME** **INSERT** **DESIGN** **PAGE LAYOUT** **REFERENCES** **MAILINGS**

Envelopes Labels **Start Mail Merge** Select Recipients Recipient List Highlight Merge Fields Address Block Greeting Line Insert Merge Field

Create Start Mail Merge Write & Insert Fields

Letters
E-mail Messages
Envelopes...
Labels...
Directory
Normal Word Document
Step-by-Step Mail Merge Wizard...

Mail Merge

Select document type
What type of document are you working on?

☒ **Letters**
☐ E-mail messages
☐ Envelopes
☐ Labels
☐ Directory

Letters
Send letters to a group of people. You can personalize the letter that each person receives.
Click Next to continue.

Step 1 of 6
Next: Starting document

Mail Merge

Select starting document
How do you want to set up your letters?

☒ **Use the current document**
☐ Start from a template
☐ Start from existing document

Use the current document
Start from the document shown here and use the Mail Merge wizard to add recipient information.

Step 2 of 6
Next: Select recipients
Previous: Select document type

```
graph TD
    A[MAILINGS] --> B[Start Mail Merge]
    B --> C[Step-by-Step Mail Merge Wizard...]
    C --> D[Letters]
    D --> E[Next: Starting document]
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```

Mail Merge Tutorial Diagram

**Ann Shaffer,S. Scott
Zimmerman,Beverly B.
Zimmerman,Scott Zimmerman**



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How to Communicate Technical Information Jonathan Price, Henry Korman, 1993 In How to Communicate Technical Information you will learn how to write printed and online computer documentation that is simple clear interesting and user friendly Technical writers Jonathan Price and Henry Korman map out easy to follow methods and include practical tips to help you create hardware and software documentation that is accessible to both beginning and experienced end users How to Communicate Technical Information Discusses easy to follow and user friendly ways of organizing information Demonstrates how to use the art to communicate context multiple options and results Offers new ways to present both quick start options for experienced users and installation instructions Presents effective new methods for supplying computer based training CBT including sophisticated graphic and hypertext tours and demonstrations Includes information on online help that suggests methods for integrating this feature into your documentation Throughout the book the authors share the techniques they present in their popular seminars as they provide straightforward and interesting ways of organizing information Price and Korman also suggest practical methods for developing good writing styles 0805368299B04062001

InfoWorld ,1990-03-19 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Whizkids Xp Advance Series 6 Teacher's Manual (microsoft Word 2003)' 2006 Ed.1st Ed. 2006 , New Perspectives on Microsoft Office Word 2003, Comprehensive Ann Shaffer, S. Scott Zimmerman, Beverly B. Zimmerman, Scott Zimmerman, 2003-12 Part of the New Perspectives series this text offers a case based problem solving approach and innovative technology for meaningful learning of Microsoft Word 2003

Using Microsoft Word 2002 Bill Camarda, 2001 The most detailed business focused guide to Microsoft Word 2002 in the marketplace This book focuses on maximizing user productivity with real world documents in real world environments Topics covered include using Word as an e mail editor using Word 2002 s speech command control and dictation creating organization charts Word document privacy and security options and managing document collaboration and revisions

OpenOffice.org Resource Kit Solveig Haugland, Floyd Jones, 2003 OpenOffice org Resource Kit features an official distribution on CD For Windows Linux and Solaris platforms and great extras like macros and the MacOS developer distribution Includes a comprehensive user friendly guide with solutions to questions from hundreds of new and expert OpenOffice org users It covers Writer Web Calc Impress Draw databases and forms and delivers clear step by step instructions focusing on what you need to do to get your job done

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Essentials Keith Mulbery, 2001-10 For courses in Office Applications The Essentials Series for Microsoft Office XP has been rewritten and redesigned to meet the needs of today's classroom These hands on tutorials with a project orientation are designed to give students a thorough knowledge of software applications Extensive end of project exercises emphasize hands on skill development Learning Series (DDC) Fulton, 2004-06 **Microsoft Office XP 8-in-1** Joe Habraken, Joseph W. Habraken, 2001 On Office XP *InfoWorld* , 1983-08-01 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects *Whizkids Computer Literacy Program Xp Series Grade 6' 03 Ed. ,* *PC Mag* , 1988-07 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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