



## **CORPORATE & CAREER TRAINING**

### **WORD 2007 – MAIL MERGE & ADVANCED FORMATTING**

#### **TRAINING OUTLINE**

**6 HOURS**

#### **I. USING SECTION BREAKS**

- Working with Section Breaks
- Inserting a Next Page Break
- Formatting a Section
- Inserting a Continuous Break
- Inserting an Odd/Even Page Break
- Removing a Section Break
- Inserting Automatic Section Breaks
- Modifying a Section Break

#### **II. USING NEWSLETTER-STYLE COLUMNS**

- Creating Newsletter-style Columns
- Navigating Columns
- Changing the Number of Columns
- Changing Column Width
- Adding a Vertical Line between Columns
- Balancing Column Length

#### **III. USING STYLES**

- Using the Quick Style Gallery
- Using Style Inspector
- Managing Styles
- Applying Styles
- Creating a Style
- Adding a Style to the Quick Styles
- Editing an Existing Style
- Clearing Formats and Styles
- Deleting a Style

#### **IV. FORMATTING WITH DOCUMENT THEMES**

- Selecting a Theme
- Creating New Theme Colors
- Creating New Theme Fonts
- Changing Theme Effects

#### **V. USING QUICK PARTS**

- Creating a Quick Part
- Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer

#### **VI. WORKING WITH AUTOCORRECT**

- Using AutoFormat as You Type
- Setting AutoCorrect Options
- Using the AutoCorrect Options Button
- Creating AutoCorrect Exceptions
- Creating an AutoCorrect Entry
- Creating a Formatted AutoCorrect Entry
- Deleting an AutoCorrect Entry

#### **VII. USING MAIL MERGE**

- Working with Mail Merge
- Starting Mail Merge
- Using the Mail Merge Wizard
- Identifying the Main Document
- Creating a Recipient List
- Customizing Columns in a Recipient List
- Rearranging Columns in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Sorting Records to be Merged
- Highlighting Merge Fields
- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Merging to the Printer

## **VIII. MERGING MAILING LABELS AND DIRECTORIES**

- Using Mailing Labels
- Creating Mailing Labels
- Selecting Label Options
- Attaching a Data Source
- Inserting Label Merge Fields
- Merging Labels to a New Document
- Creating a Directory
- Merging with an Alternate Data Source