

Document1 - Microsoft Word

**Mailings Ribbon Tab**

Home Insert Page Layout References **Mailings** Review View

**Start Mail Merge**

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

Address Block  
Greeting Line  
Insert Merge Field  
Insert Fields

Find Recipient  
Auto Check for Errors  
Preview Results

Finish & Merge  
Finish

**Mail Merge**

Select document type

What type of document are you working on?

Letters  
 E-mail messages  
 Envelopes  
 Labels  
 Directory

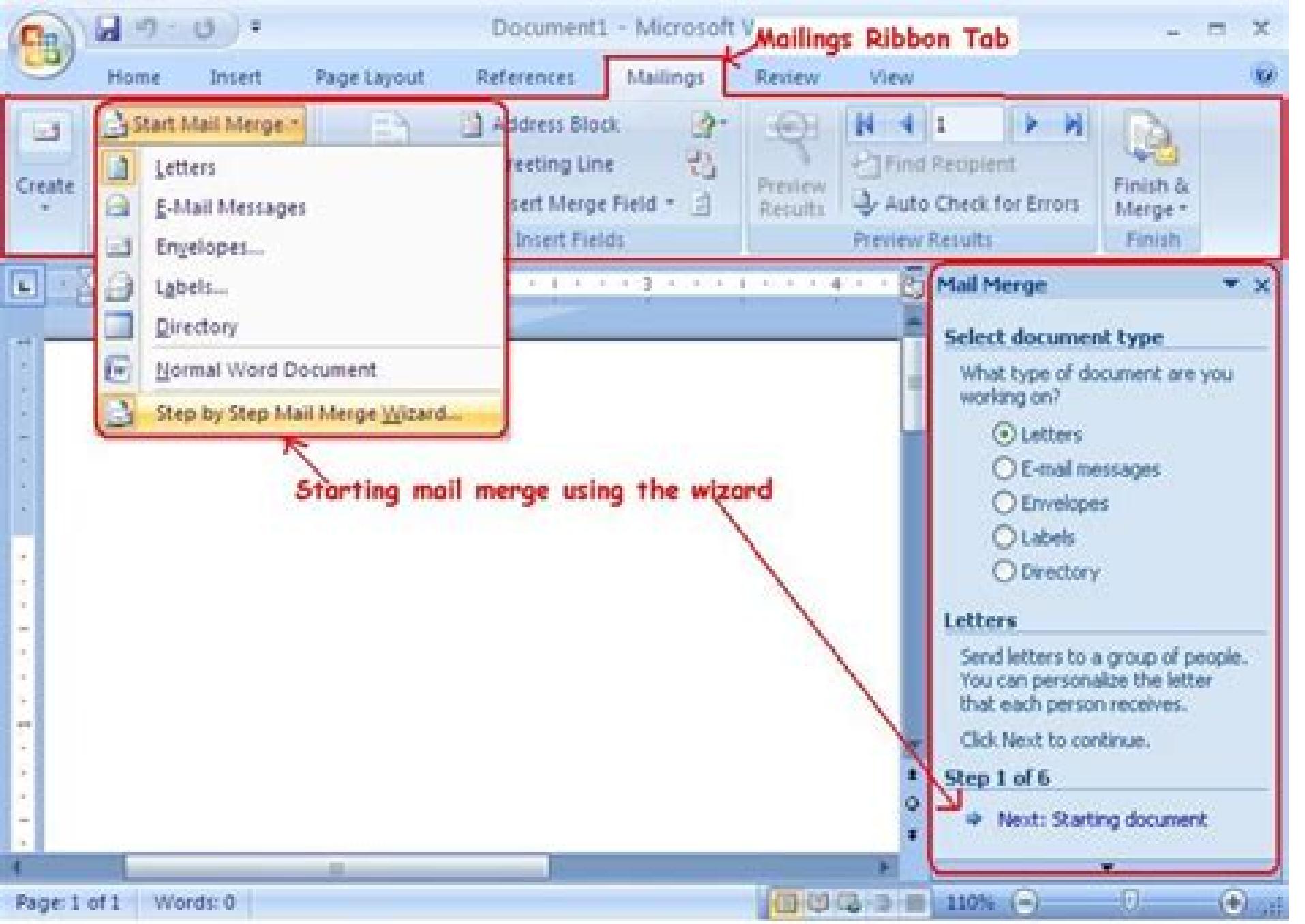
**Letters**

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



Starting mail merge using the wizard

# Office 2007 Manuals Mail Merge

**Dave Ogershok**

## Office 2007 Manuals Mail Merge:

*Office 2007: The Missing Manual* Chris Grover,Matthew MacDonald,E. A. Vander Veer,2007-04-27 Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four in one guide This fast paced book gives you the basics of Word Excel PowerPoint and Access so you can start using the new versions of these major Office applications right away Unlike every previous version Office 2007 offers a completely redesigned user interface for each program Microsoft has replaced the familiar menus with a new tabbed toolbar or ribbon and added other features such as live preview that lets you see exactly what each option will look like in the document before you choose it This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus Adapting to the new format is going to be a shock especially if you re a longtime user That s where *Office 2007 The Missing Manual* comes in Rather than present a lot of arcane detail this quick friendly primer teaches you how to work with the most used Office features with four separate sections covering the four programs The book offers a walkthrough of Microsoft s redesigned Office user interface before taking you through the basics of creating text documents spreadsheets presentations and databases with Clear explanations Step by step instructions Lots of illustrations Plenty of friendly advice It s a great way to master all 4 programs without having to stock up on a shelf load of different books This book has everything you need to get you up to speed fast *Office 2007 The Missing Manual* is truly the book that should have been in the box *GO! with Microsoft Office 2007 Introductory* Shelley Gaskin,2008 The primary goal of the GO Series aside from teaching computer applications is ease of implementation This approach is based on clearly defining projects for readers in a way that s easy to understand Creating Documents with Microsoft Word 2007 Formatting and Organizing Text Using Graphics and Tables Special Document Formats Columns and Mail Mer Creating a Worksheet and Charting Data Managing Workbooks and Analyzing Data Using Functions and Tables Getting Started with Access Databases and Tables Sort and Query a Database Forms Filters and Reports Getting Started with Microsoft PowerPoint 2007 Designing a PowerPoint Presentation Enhancing a Presentation with Animation Tables and Charts Using Access Data with Other Office Programs Using Tables in Word and Excel Using Excel as a Data Source in a Mail Mer Linking Data in Office Documents Creating Presentation Content from Office Documents MARKET For professionals seeking to learn and understand Microsoft Office 2007 **The IT Girl's Guide to Becoming an Excel Diva** Ani Babaian,2009-04-03 Apply Excel daily and smooth out life s wrinkles Who knew a spreadsheet could do as much for you as your favorite moisturizer Become a Microsoft Excel Diva with this sassy guide and discover what hip IT Girls already know smart is beautiful Impress the heck out of everyone at work with your stylish reports Do a budget and see exactly what you can spend on shoes Get better organized Who has time for dull technical manuals Learn all of Microsoft Excel s secrets in this girl talk guide Welcome to the party Relax refresh and reward yourself at the end of each chapter with fun stress reducing chats like why soy Chai lattes are better than regular lattes Don t miss these

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