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.

Word 2000 Quick Reference Guide

M Mark

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Table of Contents Word 2000 Quick Reference Guide

1. Understanding the eBook Word 2000 Quick Reference Guide
    - The Rise of Digital Reading Word 2000 Quick Reference Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Word 2000 Quick Reference Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Word 2000 Quick Reference Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Word 2000 Quick Reference Guide
    - Personalized Recommendations
    - Word 2000 Quick Reference Guide User Reviews and Ratings
    - Word 2000 Quick Reference Guide and Bestseller Lists
5. Accessing Word 2000 Quick Reference Guide Free and Paid eBooks
    - Word 2000 Quick Reference Guide Public Domain eBooks
    - Word 2000 Quick Reference Guide eBook Subscription Services

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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