



Microsoft Word 2013 Mail Merge Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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This two page laminated quick reference card showing step-by-step instructions and shortcuts for how to use mail merge features of Microsoft Word 2013. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Word Mail Merge.

The following topics are covered:

Select the Type of Document: Choosing the Document.

Choose the List of Recipients: Formats for Recipient Lists, Creating a Recipient List Directly, Creating a Recipient List in Word, Selecting an Existing Recipient List, Using Outlook Contacts, Editing an Existing Recipient List, Selecting and Sorting Recipients.

Writing the Document: Creating an Envelope Document; Creating a Label Document; Using an If...Then...Else Rule; Suppressing Blank Address Lines; Changing Output Case and Changing Output Date/Time Format.

Merge the Documents with the Recipients: Previewing the Merge; Merging; Merging to a New Document; Recommendations for Effective Post Mail Addressing; The Mail Merge Wizard and Highlighting Merge Fields.

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