Grapevine Computing

Microsoft Word – Mail Merge, Forms and Reports

Duration: **One day**

Overview - This course covers mail merge to speed up mailing of large number of letters. The use of forms is shown to allow online completion of surveys and well as some techniques necessary for longer documents such as endnotes, footnotes, tables of contents and index. The delegate is also shown how work with pictures as well as having the opportunity to use macros within word to speed up aspects of their work.

Who Should Attend – This course is ideal for anyone who needs to use Microsoft Word for a wide range of tasks or wants to be aware of the capabilities of the package.

Content

Working with Long Documents

➢ Using outlines to create documents
➢ Applying built in styles
➢ Creating styles
➢ Modifying styles
➢ Adding and working with bookmarks
➢ Adding footnotes and endnotes
➢ Moving through long documents
➢ Adding an index
➢ Adding a table of contents

Mail Merge

➢ Working with data sources from Word, Access or Excel
➢ Create letters and labels
➢ Adding merge fields to documents
➢ Adding If.. then.. else word fields to documents
➢ Extracting source data according to criteria

Working with Pictures

➢ Adding pictures or clipart
➢ Working with the Picture toolbar
➢ Working with pictures and text

Working with Forms

➢ Adding checkboxes
➢ Adding drop down lists
➢ Adding text fields
➢ Protecting and saving as template

Automating your work

➢ Create simple macros
➢ Running macros
➢ Assigning macros to toolbars (2003)
➢ Assigning Macros to shortcut keys (2003)
➢ Assigning Macros to the QAT (2007)
➢ Viewing VBA code
➢ Using the Quick Access Toolbar (2007)

Word Course Progression