



Microsoft Word 2003 Mail Merge, Macros & Auto Features

REVIEWING THE LETTER WIZARD & ENVELOPES

USING MAIL MERGE

- Working with Mail Merge
- Starting the Mail Merge Wizard
- Identifying the Main Document
- Creating & Saving a Data Source
- Adding & Removing Fields in a Data Source
- Rearranging Fields in a Data Source
- Entering Records into a Data Source
- Setting View Options for Merging
- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Sorting Records to be Merged
- Merging to the Printer

MERGING MAILING LABELS & 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 Outlook Data Source

WORKING WITH AUTOFORMAT

- Using AutoFormat as You Type
- Changing AutoFormat Options
- Using AutoFormat
- Reviewing AutoFormat Changes
- Changing Templates

USING AUTOCORRECT

- Setting AutoCorrect Options
- Using the AutoCorrect Options Button
- Creating AutoCorrect Exceptions
- Creating an AutoCorrect Entry
- Creating a Formatted AutoCorrect Entry
- Deleting an AutoCorrect Entry

USING AUTOTEXT

- Creating an AutoText Entry
- Inserting an AutoText Entry
- Deleting an AutoText Entry

USING FIND & REPLACE

- Using Find Options
- Finding Special Characters
- Finding a Format
- Using Replace

USING THE THESAURUS

- Using the Thesaurus to Look up Synonyms
- Using Synonyms to Replace Words
- Using Antonyms to Replace Words

SORTING TABLE DATA

- Designing a Table to be Sorted
- Sorting Tables Alphabetically, Numerically & by Date
- Sorting a Table by Multiple Columns

WORKING WITH LISTS

- Customizing Numbered/Bulleted Lists
- Resetting Bullet/Number Styles
- Bulleting/Numbering a Multilevel List
- Using List Styles
- Sorting a List Alphabetically

USING MACROS

- Recording & Editing a Macro
- Running a Macro
- Adding a Macro Button to a Toolbar
- Organizing Macro Projects
- Deleting a Macro

MANAGING FILES

- Selecting File Views
- Sorting Word Files
- Using Basic & Advanced Searches
- Clearing Query Clauses
- Assigning & Removing a Password
- Using Digital Signatures
- Using the Document Recovery Pane