

Reviewing New 2016 Word Interface

Understanding the Mail Merge Process

- Working with Mail Merge
- Starting Mail Merge
- Using the Mail Merge Wizard
- Identifying the Main Document

Selecting & Sorting Recipient Records

- Creating a Recipient List
- Customizing & Rearranging Fields in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Sorting Records to be Merged
- Highlighting Merged Fields

Creating the Merge Document

- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Merging to the Printer
- Sending E-mail Messages

Creating Mailing Labels & Directories

- Using Mailing Labels
- Creating Mailing Labels
- Selecting Label Options
- Inserting Label Merge Fields
- Merging Labels to a New Document
- Creating a Directory

Merging with Data from Another Program

- Attaching a Data Source
- Merging with an Alternate Data Source

Sorting Table Data

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

Advanced List Techniques

- Customizing Numbered/Bulleted Lists
- Bulleting or Numbering a Multilevel List
- Creating a New List Style
- Sorting a List Alphabetically

Creating Macros to Automate Word

- Displaying the Developer Tab
- Recording a Macro
- Running a Macro
- Editing Macros
- Adding a Macro Button to a Toolbar
- Organizing Macro Projects
- Deleting a Macro

Hyperlinking & Word's Web Features

- Saving Files in the HTML File Format
- Using Hyperlink Automatic Formatting
- Linking to a Page
- Linking to a Location in a Page
- Pasting a Link
- Updating a Link
- Browsing Linked Pages & Locations
- Editing a Hyperlink
- Modifying HTML Files

Using Formulas in Tables

- Creating a Formula in a Table Cell
- Using a Function in a Table Cell
- Formatting the Result of a Formula
- Displaying Field Codes
- Recalculating Formulas in a Table

Creating Electronic Forms

- Creating a Form
- Saving a Form as a Template
- Setting Properties for Controls
- Using Legacy Tools & ActiveX Controls
- Protecting a Form
- Inputting Data into a Form
- Deleting a Form Template
- Printing a Form

Managing & Protecting Files

- Selecting File Views
- Sorting Word Files
- Using the My Places Bar
- Assigning & Removing a Password
- Using Digital Signatures
- Managing Document Recovery