

Working Collaboratively & Performing Mail Merges with Word 2007



Working with Collaboratively in Word

- Tracking Revisions
 - Alternatives
- Accepting & Rejecting Revisions
- Using Comments
- Using Building Blocks
- Comparing & Combining Documents
- Password Protecting a Document
- Preparing Documents for Publishing & Distribution
- Publishing a Document to a Document Workspace

Collaborating with Other Programs

- Collaborating with Excel & PowerPoint
- About Objects
- Modifying a Object
- Inserting Text from Another File
- Converting Documents

Performing a Mail Merge

- Selecting the Document Type, the Starting Document & Recipients
- Adding Records to the Data Source
- Writing Your Letter
- Previewing a Mail Merge
- Completing the Mail Merge
- Creating & Working with Labels
- Using IF... THEN... Else Fields
- Using an Existing Data Source