



Training Solutions, Inc.

Microsoft Word 2010 Mini-Series: Forms and Merges

Section 1 - Mail Merge

- Merging
- Data Source
- Saving the Data File
- Create Main Document
- Merging the Files
- More on the Mailings Tab

Section 2 - Merging Envelopes and Labels

- Envelopes
- Mail Labels

Section 3 - Creating Forms

- Developer Tab
- Building Forms
- Form Fields
- Protecting Forms
- Using Forms