



# Infotech Performance Group

Software Training with CEU's

## Word Tables, Mail Merge, and Forms

### INFOTECH

### PERFORMANCE GROUP

Software Training with CEU's®

760.716.5868

[infotech4scripps.com](http://infotech4scripps.com)

### BRN

Provider approved by the California  
Board of Registered Nursing, Provider  
#11907,

for 3.5 Contact Hours

### TUITION REIMBURSEMENT

All courses eligible for reimbursement  
through the Scripps tuition  
reimbursement program

For more information on our courses  
or consulting services please visit us  
on the Web at:

[www.infotech4scripps.com](http://www.infotech4scripps.com)

- **Tables**

- Inserting Tables
- The Tables and Borders Toolbar
- Entering and Editing Text in a Table
- Inserting and Deleting Rows and Columns (single and multiple)
- Sizing Rows and Columns, including best fit
- Formatting Text in a Table
- Merging and Splitting Cells
- Borders and Fill
- Totaling Columns in a Table
- Sorting Tables

- **Forms**

- The Forms Toolbar
- Creating and Editing Drop Down Lists, Text Fields, and Check Boxes
- Inserting Fields in a Form
- Protecting and Saving the Form
- Entering and Saving Data in a Form

- **Mail Merge**

- The Mail Merge Helper
- Creating a Data Source - Setting Up Mail Merge Fields
- Adding Records to the Data Source
- Creating a Mail Merge Mail Document
- Merging
- Simple Sorting for Records in a Data Source
- Filtering Records in a Data Source
- Attaching to an existing Data Source
- Mailing labels and envelopes