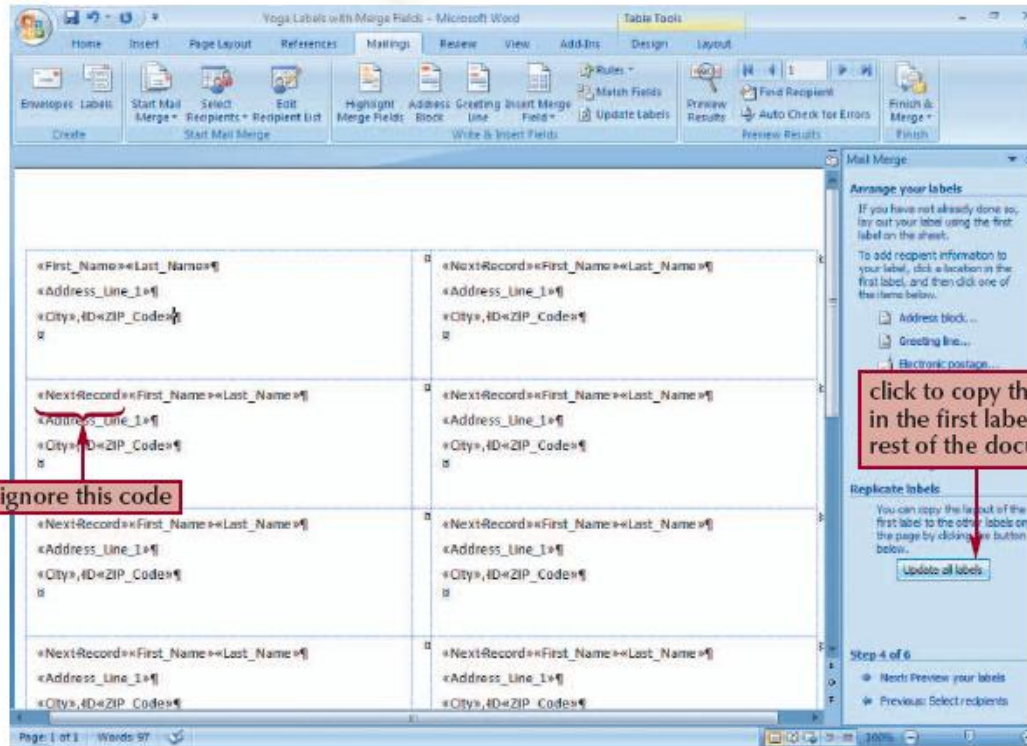


Creating Mailing Labels

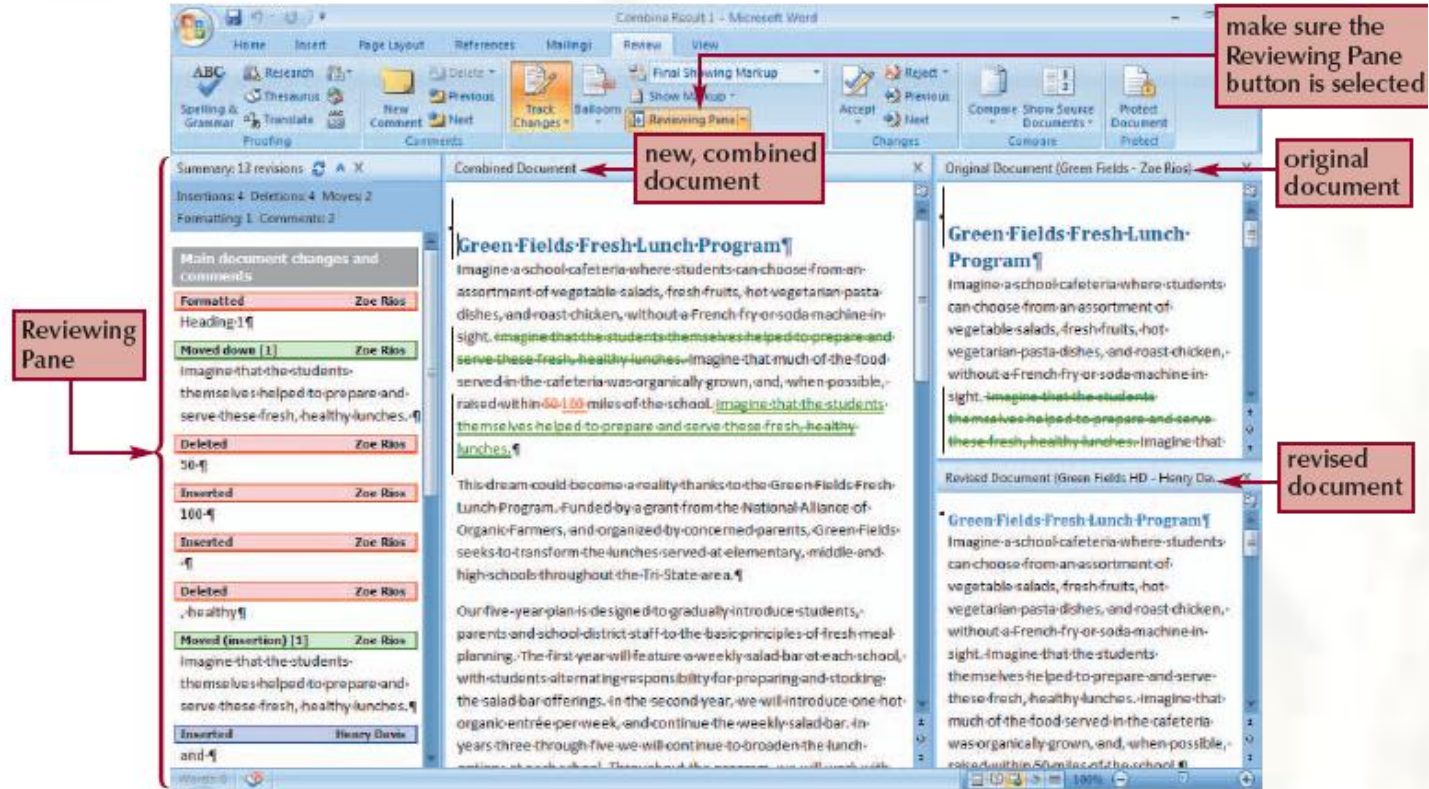
Figure 6-31 Field codes inserted into document



<https://youtu.be/53LAQZTt-vA>

Comparing and Combining Documents

Figure 7-11 Combining two documents

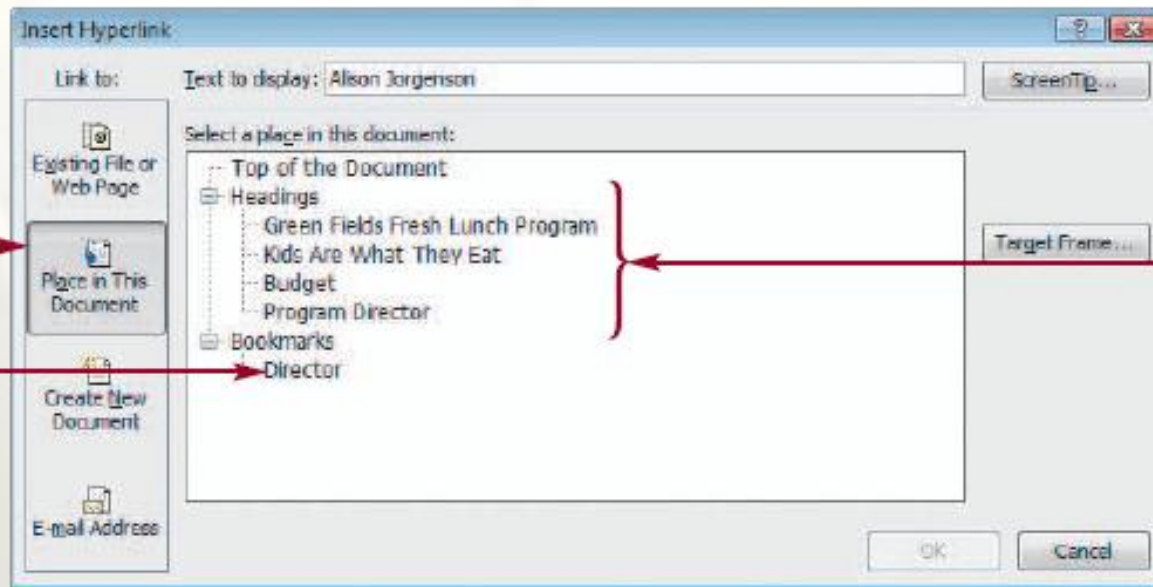


<http://youtu.be/xQ8gRP2EKFc>

Linking to a Location in the Same Document

Inserting a hyperlink

Figure 7-28



select this option

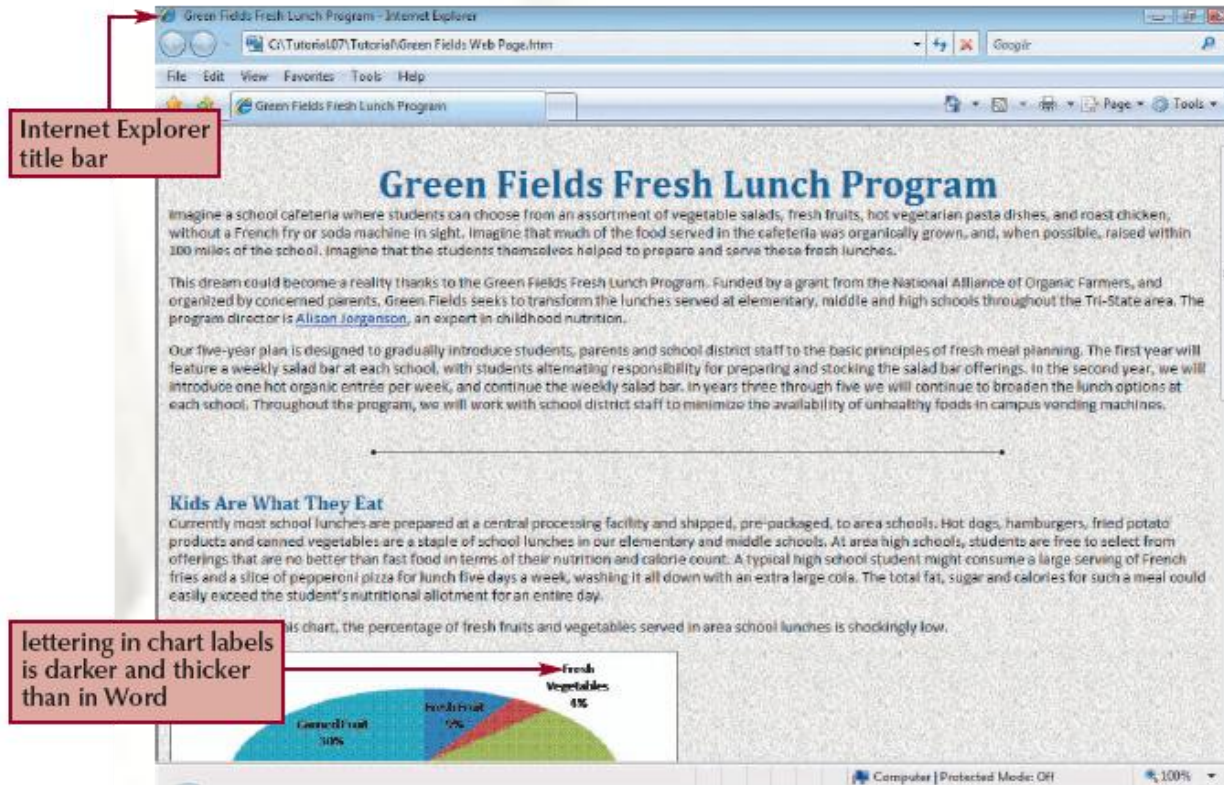
bookmark you inserted earlier

headings in the document

<https://youtu.be/-0QhotDkOY0>

Viewing the Web Page in a Browser

Figure 7-38 Web page displayed in browser window

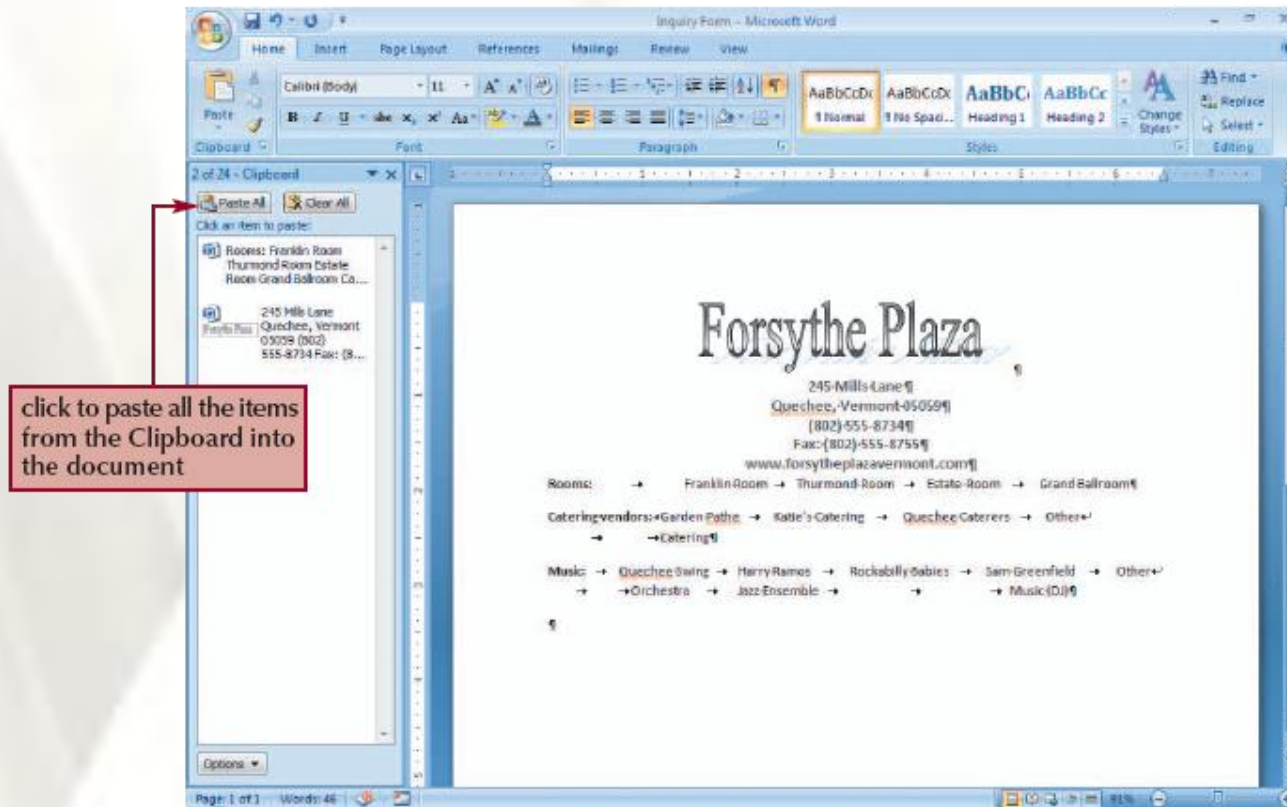


<http://youtu.be/hiq8N2qvvs>

Managing Multiple Documents to Create a Document

All the contents of the Office Clipboard pasted into the document

Figure 8-7



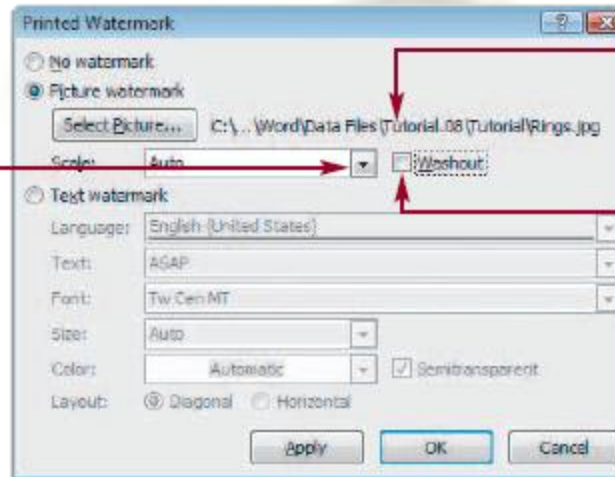
<http://youtu.be/jVf8KW2MLAQ>

Creating a Watermark

Figure 8-12

Printed Watermark dialog box with photo selected

click to change the scale of the picture



path might be different on your computer

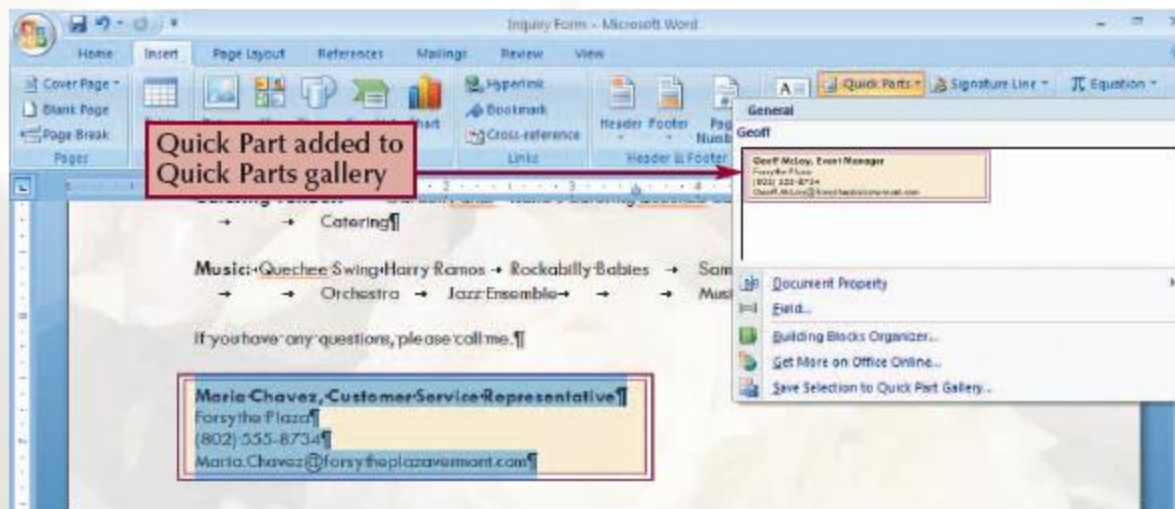
click to color the picture in the Washout style

<http://youtu.be/hcitCHtnK6Q>

Creating a Quick Part

Quick Part on Quick Parts menu

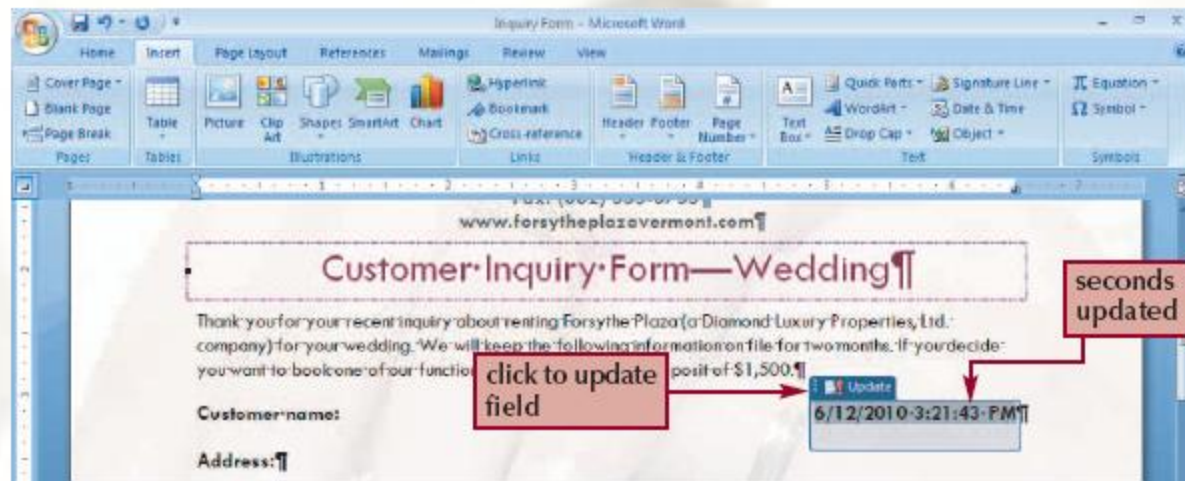
Figure 8-16



https://www.youtube.com/watch?v=h_8DQXBTxiQ

Inserting and Editing Fields

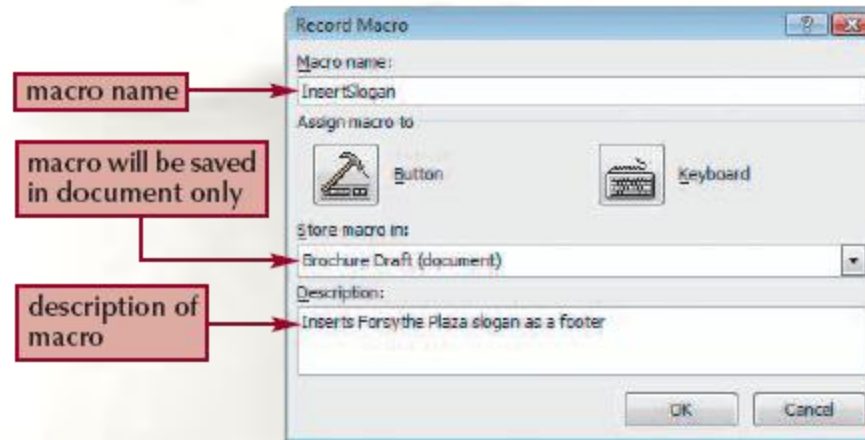
Figure 8-27 Updating the date field



<https://www.youtube.com/watch?v=9I2zBVnsbV4>

Recording a Macro

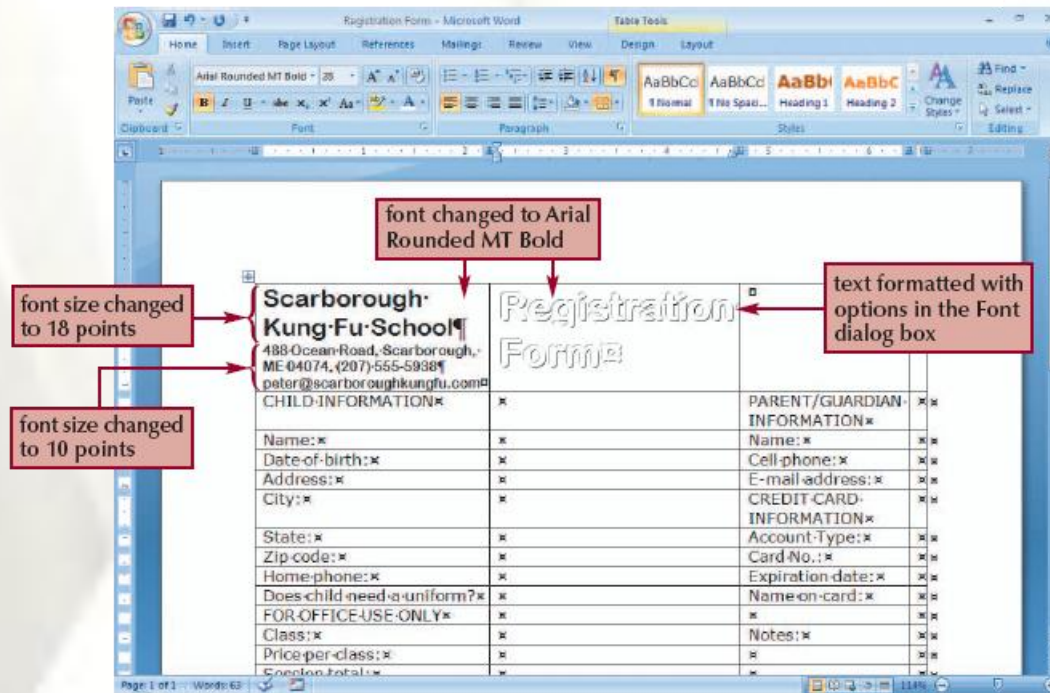
Figure 8-39 Preparing to record a macro



<https://www.youtube.com/watch?v=sSFjuynVpM>

Creating and Using On-Screen Forms

Form with modified fonts **Figure 9-3**



<https://www.youtube.com/watch?v=anWiC0g51JM>