

Form 5 - Exercise - Mail Merge (Letters)

45 minutes

1. Create the **Main Document** below in Times New Roman, size 12, using A4 paper with appropriate margins.
2. Leave 5 spaces for insertion of merge fields after the date.
3. Save the main document as **Course Letter**
4. Open the database application and create the **Data Source**.
5. Save the **Data Source** as **Course_Participant_Data**
6. Use the current document “**Course Letter**” and ‘Insert Merge Field’ to place the fields in the appropriate spots
7. Save the file as **Source Document**
8. Merge your files
9. Save the **mail merge document** as **Course2020.doc**

MAIN DOCUMENT

The Learning Institute, 12 George Street
Port-of-Spain
P.O. Box 2345

Insert suitable
picture please

Date

<<Merge Fields>>

Dear <<Salutation>>

As you may be aware we have been running a variety of courses at the college ranging from one (1) week to twelve (12) weeks.

We are now happy to inform you that we are introducing a number of two-day courses, which will be held both at weekends and mid-week to suit the varying needs of potential students.

Please find enclosed an application form and a program schedule. We look forward to your participation.

Yours truly

Morgan Reilly
Course Director

DATA SOURCE

Title	First name	Last Name	Address 1	City	Salutation
Mrs.	Mary	Collins	10 Bally Rd.	Laventille	Madam
Mr.	Tom	Thompson	15 Bondi Avenue	Barataria	Sir
Ms.	Roberta	Reynolds	85 Oxford Street	Marouga	Miss
Mr.	Frank	Hunter	23 Mullins Road	San Juan	Sir
Mr.	Scott	Brooke	45 Scott Rd.	Tamana	Sir
Ms.	Georgia	Stephens	24 George St.	P.O.S.	Miss
Mrs.	Shiela	Goddins	45 Llandaff Rd.	Morvant	Madam

END OF EXERCISE

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