# Word Processing Task 213.01

- Use the instructions in the document '**Mail Merge Step-by-Step**' to complete this task.
- You are to generate a series of 5 letters. These letters are being sent by a school to notify parents of meetings with the Guidance Councilor. *To identify your printouts type your name as shown.*

## Step 1

- Create a data file containing the data shown here. Save this with a name and in a location you'll remember.

| TITLE | FNAME | SNAME | CHILD | TIME | DATE |
|-------|-------|---------|----------|-------|----------|
| Mr | Byron | Shelley | Percy | 14:00 | 01/02/04 |
| Ms | Mary | Reilly | Ciara | 14:30 | 02/03/04 |
| Mrs | Helen | Myles | Samantha | 12:00 | 20/01/04 |
| Ms | Helen | Hunt | Harold | 16:15 | 15/02/04 |
| Mr | Pat | O'Reilly | Maria | 10:45 | 27/01/04 |

## Step 2

- Next create the following letter file:

Manor School

Crescent Road

Newtown

Co. Tipperary


Dear ,


Your annual meeting to discuss the progress of  in this school is scheduled for  at  . On that occasion we will also be able to arrange meetings with individual subject teachers, if required.


Sincerely


*Type Your Name Here To Identify Your Printout*
Guidance Officer

## Step 3

- Link the files as instructed in the document '**Mail Merge Step-by-Step**'

## Step 4

- The gaps in the letter are the locations where the data will be merged. Insert the fields as instructed in '**Mail Merge Step-by-Step**'. With fields in place the letter should look like this:

Manor School

Crescent Road

Newtown

Co. Tipperary

Dear <TITLE> <SNAME>,

Your annual meeting to discuss the progress of <CHILD> in this school is scheduled for <DATE> at <TIME>. On that occasion we will also be able to arrange meetings with individual subject teachers, if required.

Sincerely

*Type Your Name Here To Identify Your Printout*

Guidance Officer

## Step 5

- Finally, complete the merge as described in the document '**Mail Merge Step-by-Step**'