
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	CNAME	TIME	DATE	ADDRESS1	ADDRESS2	ADDRESS3	ADDRESS4
Mr	John	Shelley	Percy	14:00	01/02/04	1 High Street	Callan	Co. Kilkenny	
Ms	Mary	Reilly	Ciara	14:30	02/03/04	"The Gables"	Springfield Heights	Clonmel	Co. Tipperary
Mrs	Moire	Myles	Samantha	12:00	20/01/04	2 Greenfields	Clonmel	Co. Tipperary	
Ms	Helen	Hunt	Harold	16:15	15/02/04	Árd Mór	Ballyclerihan	Clonmel	Co. Tipperary
Mr	James	O'Reilly	Maria	10:45	27/01/04	The Square	Cahir	Co. Tipperary	

Step 2

- Next create the following letter file:

Destination Details to be filled later

Todays Date

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,

Leave space here for your signature.

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:

<TITLE> <FNAME> <SNAME>

<ADDRESS1>

<ADDRESS2>

<ADDRESS3>

<ADDRESS4>

Today's Date

Dear <TITLE> <SNAME>,

Your annual meeting to discuss the progress of <CNAME> 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,

Sign here

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**' but *print the letters onto the school headed paper*, which is provided.

Step 6

- Sign each letter.
- Fold one of the letters into a windowed envelope so that the destination address is visible in the correct location (through the window!).
- Submit 4 plain letters and 1 letter folded into its envelope.