CS1TQ2 - Commercial Off The Shelf Software
Practical 11 – Mail Merge and Fields

For today's practical please make sure that you can carry out the following tasks related to advanced presentation usage. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum.

Download the file "Addresses.xls" from Blackboard (Lecture 11) □

Start Microsoft Word ....□

Use `File->New` and find the template for "Plain Merge Letter" ....□

Follow the Wizard instructions and create a mail merge letter using the addresses in the XLS file. In the body of the letter inform the recipient that they have been lucky enough to be chosen from amongst millions to receive a free, no-obligation trial subscription to "What?" magazine.

Do not print the letters, select `edit individual letters` instead ....□

Ensure that fields in the spreadsheet are mapped correctly ....□

Does `Address2` appear correctly in your address fields? ....□

If not, make sure that it does ....□

How can you use the `First Name` within the body of the letter? ....□

Find a means of including the date & time on which the letter was
<u>**printed**</u> **in the page footer** ....□

Download the file RegionalSales.doc from Blackboard (Lecture 11) ....□

Complete the table so that the TOTAL cells show the correct values and this is automatically recalculated if figures are changed or additional rows are added ....□

Can you use this data as the source of a chart embedded within the document? ....□

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