Unit 1 ► [Executive...]

1. Start a Mail Merge by attaching an existing recipient list to the document. Use the Access database **Database01.accdb**, located in the **Your Documents\GmetrixTemplates** folder, as the recipient list.

2. Add a field for a **Greeting Line** to the form letter in place of the existing data entry field for greeting the recipient. Select the greeting line format of **Mr. Randall:**.

3. **Finish & Merge** and **edit the individual documents**.

Unit 2 ► [Executive...]

1. Start a **letter mail merge** based on the current document.

2. Create a new address list, enter the information for the two recipients into the appropriate fields: **Mr. John Smith, ABC Company, 123 Maxwell Street, St. Paul, MN 55124** and **Mary Carter, XYZ Company, 456 Hanna Street, Billings, MN 59103**. Save the address list with the name **address.mdb** in the **Your Documents\GmetrixTemplates** folder of your documents directory.

3. Add a field for an **Address Block** to the form letter in place of the existing data entry fields for the **recipient**. In the **Address Block**, choose to insert the **recipient's name**, the **company name** and the **postal address**.

Unit 3 ► [Executive...]

1. In the **AutoCorrect Options** add the word **Actualy** to be fixed with **Actually**.

2. Start a Mail Merge using the database located in your documents folder called **Database01.accdb**. Then Finish & Merge with Edit each of the Individual Documents.

Unit 4 ► [Executive...]

1. Using the list **CompanyContacts**, start a mail merge. Insert the recipient email address at the top of the document and in row 2 insert a standard greeting line. Use a rule to exclude recipients from the company **TXGlobal** in the mail merge.

Unit 5 ► [Executive...]

1. Create a new document based on the Mail merge letter (Urban theme) template.

HINT: If you cannot find the **Mail Merge Letter (Urban theme)** you can search for it in the search box.

2. Perform a mail merge using the data file **CompanyContacts.csv** and preview the results.

Unit 6 ► [Executive...]

1. Before the heading **The Purposes:**, Insert any Clip Art that appears under the search **Building**, and apply **Square Text Wraping** to it.

2. At the begining of the document, add an Envelope with the **Delivery address** as: **Mark Gunner**, **1450 West Point**, **Houston TX 77001** and the **Return address** as: **Reid Walker**, **2495 South Davidson Avenue**, **Irvine CA 94133**.