



# **CIS 11042 – Practical for Essential of ICT and PC Applications**

Information and communication Technology

Faculty of Technology

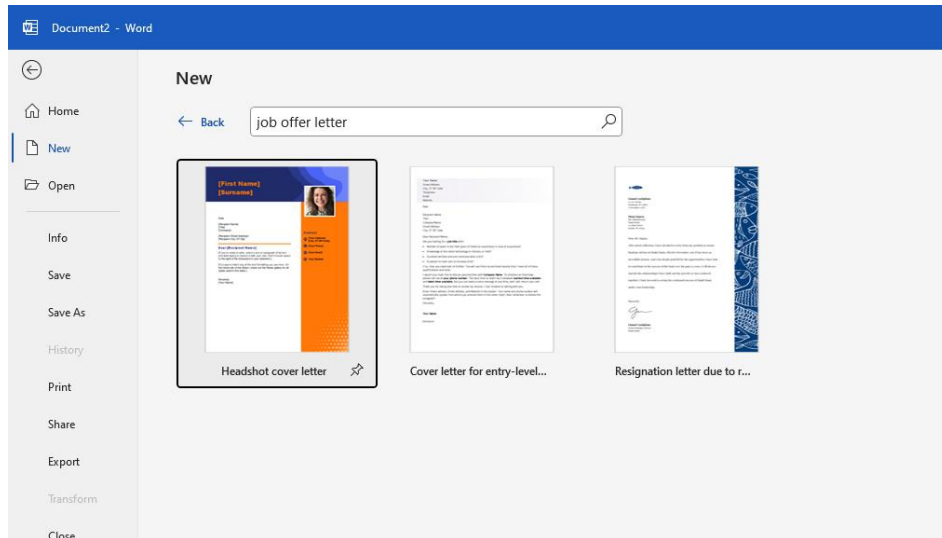
South Eastern University of Sri Lanka

Registration Number: SEU/IS/22/ICT/075

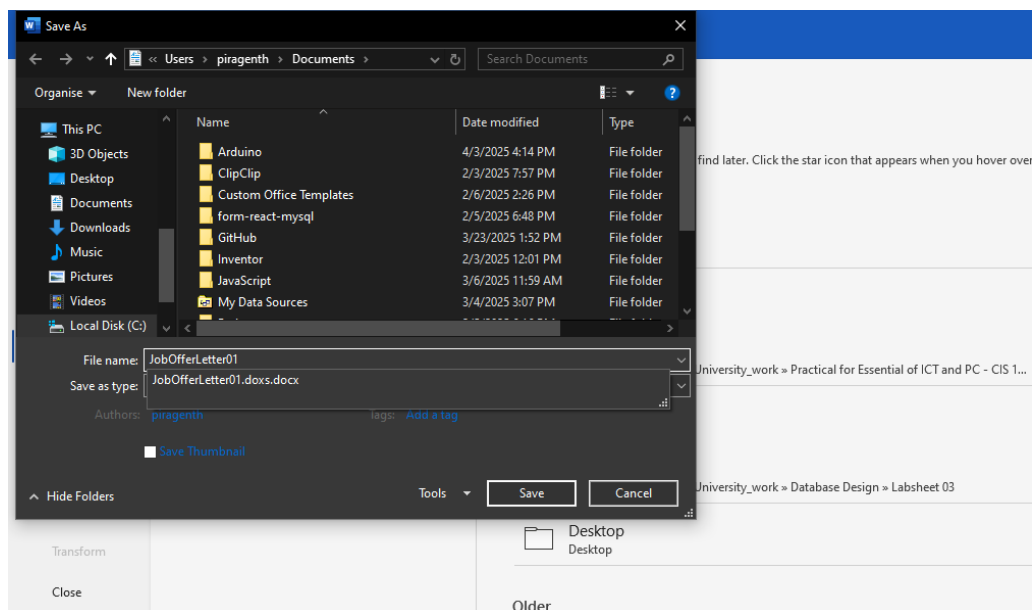
Academic year: 22/23

## Challenge Question

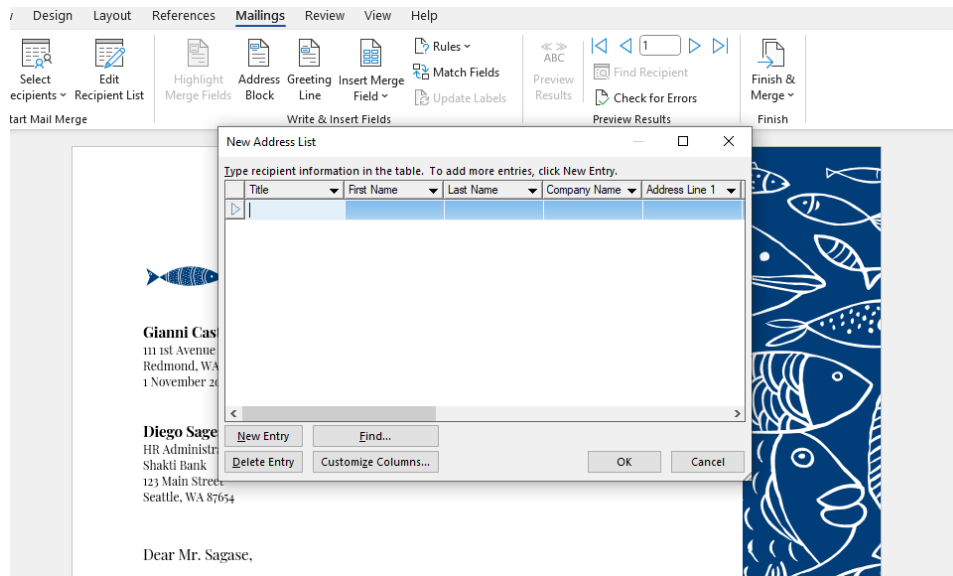
1. Open ms Word → file → more templates → search for “job offer letter” → select one → “Create”



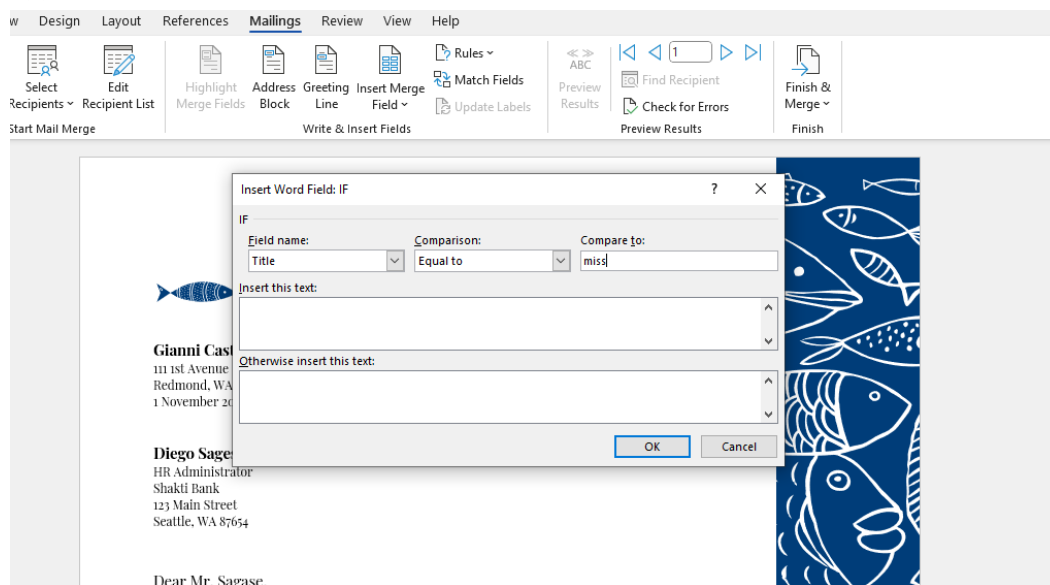
2. File → save as → this pc → select location → name it as “JobOffer1.docs” → save  
File → save as → this pc → select location → name it as “JobOffer2.docs” → save



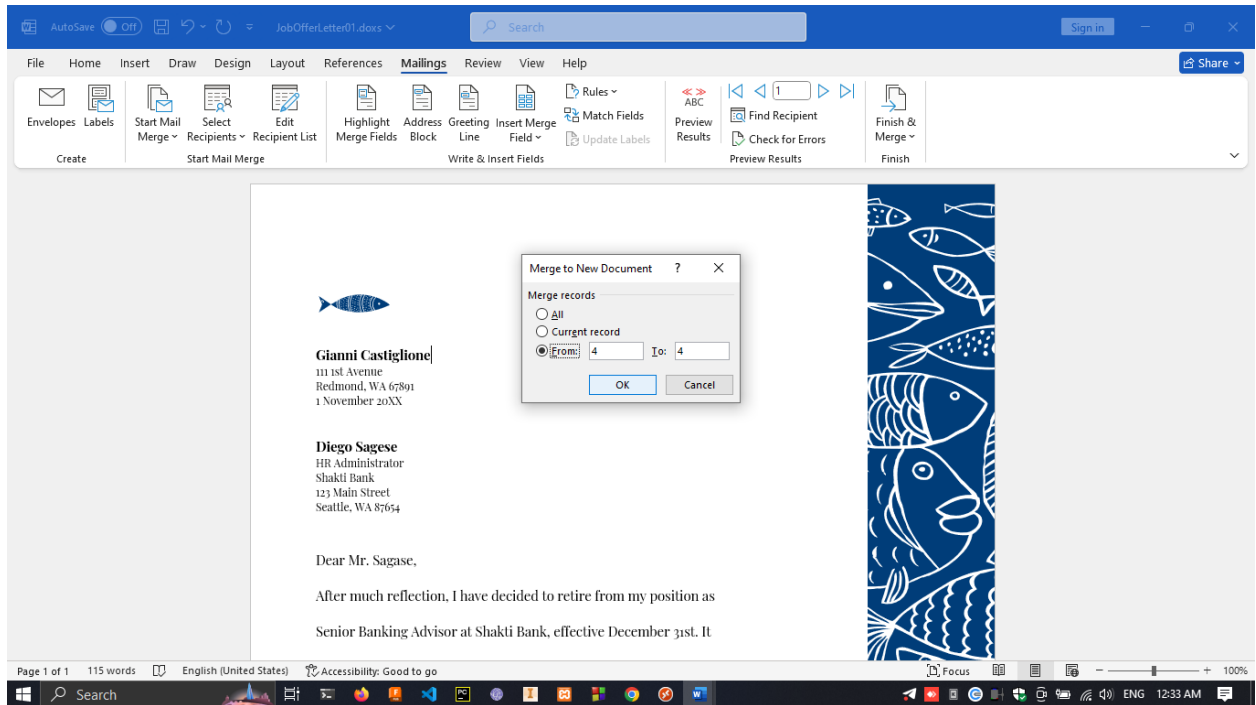
3. Mailings → start mail merge → select the type.



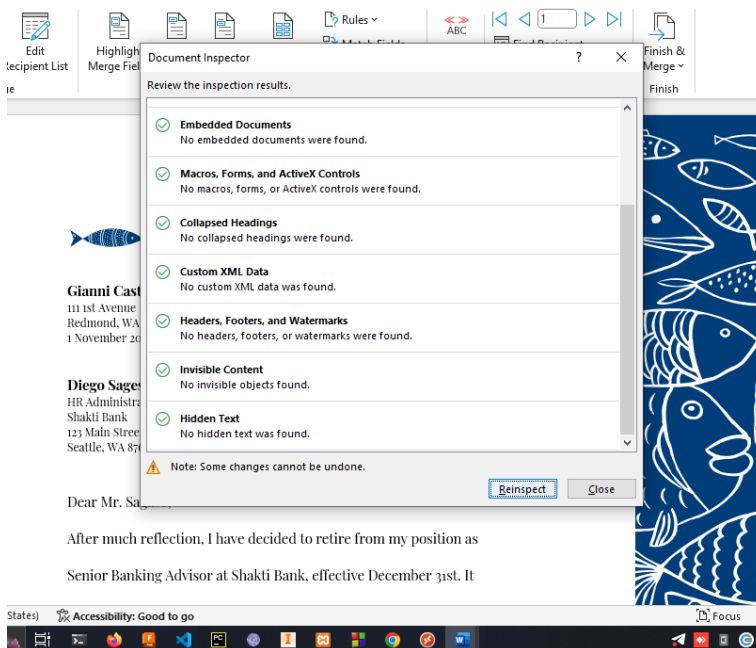
4. mailing → Rules → if...then...else... → select (filed name & competition) → type "miss" → click ok.



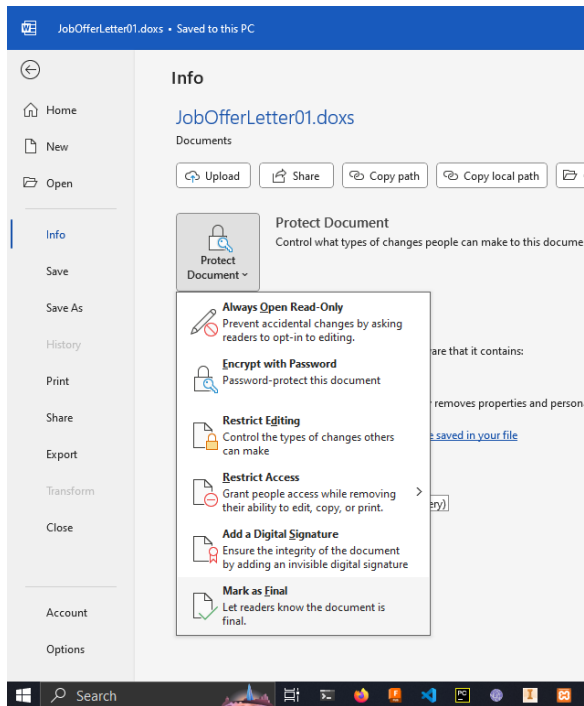
5. mailing → finish & merge → edit individual document → tick 3 rd option as in picture → “from 4 to 4” (you can set range as you wish) → click ok.



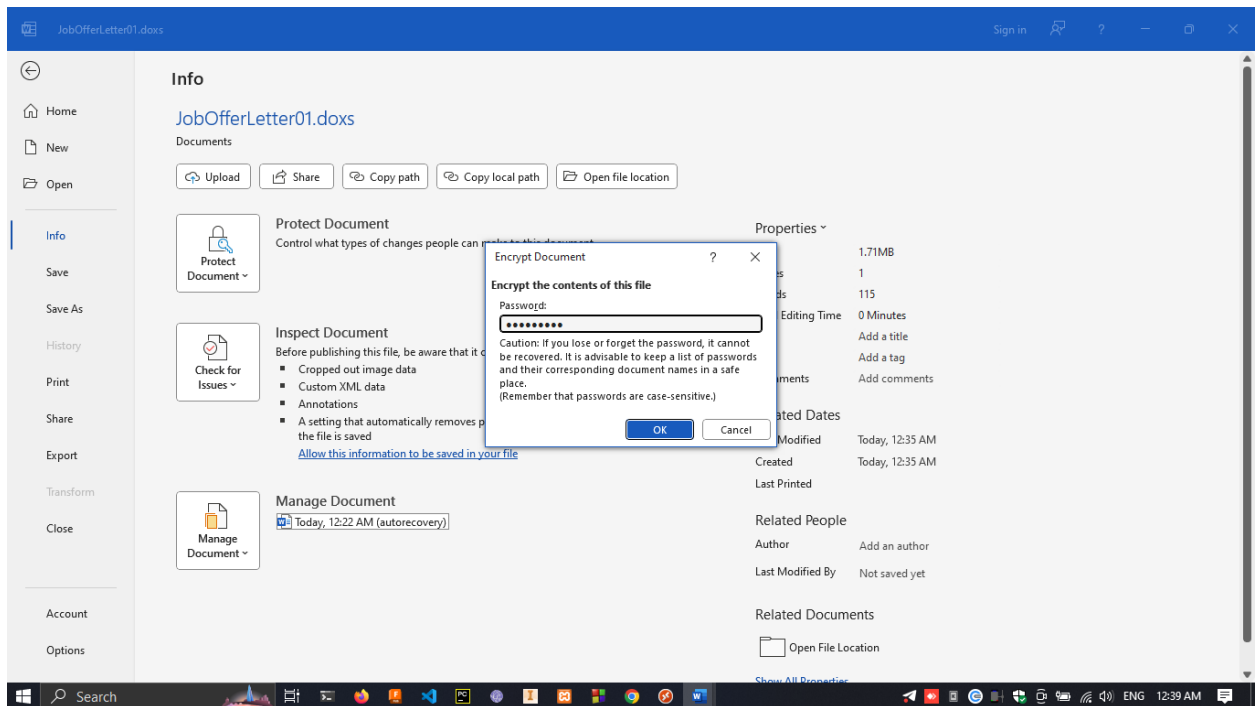
6. file → check for issues → info → inspect Documents.



7. file → info → make as Final → click ok



8. File → Info → Protect Document → Encrypt with Password → “secure123” → confirm.



9. Under the “Jobofferletter01.docx” → review → compare → select “Jobofferletter02.docx” to compare with “Jobofferletter01.docx”

