

# STUDENT WORKSHEET

## MAIL MERGE PRACTICE ACTIVITY

Course: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Section: \_\_\_\_\_  
Date: \_\_\_\_\_

### ***Learning Objectives***

- Understand the purpose of Mail Merge
- Create a data source for mail merge
- Insert merge fields correctly
- Generate personalized documents
- Produce an accurate merged output

### ***Part A: Understanding Mail Merge***

1. What is Mail Merge?

\_\_\_\_\_

2. Give two (2) examples where Mail Merge is used:

a. \_\_\_\_\_

b. \_\_\_\_\_

3. What are the two main components of Mail Merge?

a. \_\_\_\_\_

b. \_\_\_\_\_

### ***Part B: Creating the Data Source***

StudentID	First Name	Last Name	Course	Email

### ***Part C: Main Document***

Good day!

Dear «FirstName» «LastName»,

We are pleased to invite you to attend the Information Systems Seminar for «Course» students.

Date: March 15, 2026

Venue: IT Laboratory Room

Time: 9:00 AM

For confirmation, please contact us at:

«Email»

Thank you and we hope to see you there!

Sincerely,  
Academic Office

***Part D: Submission Checklist***

- Screenshot of Mail Merge Preview
- Final Merged Document
- Excel Data Source

**Reflection:**

What did you learn about Mail Merge and how can it be useful in real-life office work?

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