Exercise - Mail Merge (Letters)

Prerequisite knowledge

Before attempting this exercise students will need to:

1. know how to create a table;

2. know how to mail merge.

Note to Instructors

A training simulation/demonstration on how to complete a mail merge can be found on worksheetdepot.com

Worksheet Depot

Exercise - Mail Merge (Letters)

1. Open your word processing application and type the following letter on a new blank page.

<div style="text-align: right">

12 George Street

Sydney

NSW 2000

</div>

Dear Participant

As you may be aware we have been running a variety of courses at the college ranging from 1 week to 12 weeks. We are now happy to inform you that we are introducing a number of 2-day courses, which will be held both at weekends and mid-week to suit the varying needs of potential students.

Please find enclosed an application form and a program schedule. We look forward to your participation.

Yours truly,

Morgan Reilly

Course Director

Worksheet
Depot

2. Save the letter as **Course Letter**.

3. Open a new blank document and create the table below.

TITLE	FIRST_NAME	SURNAME	ADDRESS_1	ADDRESS_2	CITY
Mrs	Mary	Collins	10 Bally Rd	Bondi	Sydney
Mr	Tom	Thompson	15 Bondi Rd	Coogee	Sydney
Ms	Roberta	Reynolds	85 Oxford Street	Maroubra	Sydney
Mr	Scott	Brooke	45 Scott Rd	Randwick	Sydney
Ms	George	Stephens	34 George Street	Bondi	Sydney
Mr	Frank	Hunter	23 Mullins Rd	Tamworth	NSW
Mrs	Shiela	Goddins	45 Llandaff Rd	Rushcutters Bay	Sydney

4. Save the file as **Course_Participant_Data**.

5. Close the document.

6. Using the current document **Course Letter** as a form letter and the **Course_Participants_Data** as the data source merge the two documents and insert the merged fields **Title, First_Name, Surname, Address** and **City** fields above *Dear Participant* in the letter, as shown below.

<<Title>> <<First_Name>> <<Surname>>

<<Address_1>>

<<Address_2>>

<<City>>

Dear Participant

7. Save the mail merge document as **Course2014.doc**.

8. Save and close all open documents.

Worksheet Depot