

Exercise 1 – Mail Merge Letter

A. Create the letter (document)

1. Open a blank document in **Word**.
2. Create something that looks like the letter below.
3. Save the file as **Course Letter** in your **Mail Merge** folder.



B. Create the Data Source

4. Open a new blank document and create the table below.
5. Save the file as **Course_Participant_Data** in the **Mail Merge** folder.

Title	First Name	Surname	Address 1	Address 2	City
Ms	Hermione	Granger	10 Bally Road	Bondi	Sydney, Australia
Ms	Angela	Agleham	Sarangani Homes	Brgy. San Isidro	General Santos City
Mr	Harry	Potter	85 Oxford Street	Marouba	Sydney, Australia
Mr	Ron	Weasley	45 Scott Rd	Randwick	Sydney, Australia
Mr	Nathaniel	Sanchez	MSU Campus	Fatima	General Santos City

6. Close the document.

Mail Merge 2010 Exercise

CH Cherryholmes



Mail Merge 2010 Exercise:

Mail Merge 2010 Exercise Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the power of words has become more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Mail Merge 2010 Exercise**, a literary masterpiece that delves deep to the significance of words and their effect on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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