

Mail Merge - Practice Exercise One

1. Create the Main Document
2. Use the following information to determine the fields needed for your data source and enter the records. **Save** the data source *yourname*..

Field Names	Record 1	Record 2	Record 3
Title	Ms.	Mr.	Mr.
FirstName	Mary	Harry	Jim
LastName	Smith	Jones	Walker
JobTitle	President	Comptroller	Manager
Company	New Company	ABC Company	XYZ Company
Address1	124 Main Street	890 Fifth Avenue	412 Central Avenue
City	Duluth	Smithtown	Oranagetown
State	MN	NY	NJ
PostalCode	67774	87765	7984
Class	Word	Word	Excel
Class_Date	10/28/2010	10/25/2010	10/30/2010

3. Type the following main document and save it as *yourname*.
4. Save the merged document as *mergeyourname*.
5. Use the template below to create the main document. Date (enter the date using the insert command)

<Title> <FirstName> <LastName>
<JobTitle>
<Company>
<Address1>
<City>, <State> <PostalCode>

Dear <FirstName>

Thank you for enrolling in our class. All classes begin at 9 a.m. and end at 4 p.m.

We look forward to seeing you in our <Class> on <ClassDate>.

Sincerely

Mail Merge Practice Exercise

Liying Dong



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