

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	Maroubra	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

Joan Lambert, Joyce Cox, Curtis Frye



Mail Merge 2010 Exercise:

Immerse yourself in heartwarming tales of love and emotion with Crafted by is touching creation, Experience Loveis Journey in **Mail Merge 2010 Exercise** . This emotionally charged ebook, available for download in a PDF format (*), is a celebration of love in all its forms. Download now and let the warmth of these stories envelop your heart.

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