
Word Processing Task 213.01

- Use the instructions in the document '**Mail Merge Step-by-Step**' to complete this task.
- You are to generate a series of 5 letters. These letters are being sent by a school to notify parents of meetings with the Guidance Councilor. *To identify your printouts type your name as shown.*

Step 1

- Create a data file containing the data shown here. Save this with a name and in a location you'll remember.

TITLE	FNAME	SNAME	CHILD	TIME	DATE
Mr	Byron	Shelley	Percy	14:00	01/02/04
Ms	Mary	Reilly	Ciara	14:30	02/03/04
Mrs	Helen	Myles	Samantha	12:00	20/01/04
Ms	Helen	Hunt	Harold	16:15	15/02/04
Mr	Pat	O'Reilly	Maria	10:45	27/01/04

Step 2

- Next create the following letter file:

Manor School
Crescent Road
Newtown
Co. Tipperary

Dear ,

Your annual meeting to discuss the progress of in this school is scheduled for at . On that occasion we will also be able to arrange meetings with individual subject teachers, if required.

Sincerely

Type Your Name Here To Identify Your Printout
Guidance Officer

Step 3

- Link the files as instructed in the document '**Mail Merge Step-by-Step**'

Step 4

- The gaps in the letter are the locations where the data will be merged. Insert the fields as instructed in '**Mail Merge Step-by-Step**'. With fields in place the letter should look like this:

Manor School
Crescent Road
Newtown
Co. Tipperary

Dear <TITLE> <SNAME>,

Your annual meeting to discuss the progress of <CHILD> in this school is scheduled for <DATE> at <TIME>. On that occasion we will also be able to arrange meetings with individual subject teachers, if required.

Sincerely

Type Your Name Here To Identify Your Printout
Guidance Officer

Step 5

- Finally, complete the merge as described in the document '**Mail Merge Step-by-Step**'