

Deadline 11.00, Monday, 6th February 2012

Mail Merge Assignment

Use the mail merge wizard and the information below to create a mail merge letter. It should look exactly like the letter and database. Wrong information or spelling mistakes will be penalised. The lecturer cannot help with this work other than mark it.

1. Letter

(Address 1)

(Address 2)

(Address 3)

1st March 2012

Dear (First Name)

Thank you for visiting our showroom last week. We hope you are able to visit our stand at Earls Court, London in December. In the meanwhile, please find enclosed our new catalogue.

Yours sincerely

Frank Kelly

2. Database

Andrew Naughton

Oak Road

Longford

County Longford

Jane Elliot

Beech Street

Roscommon

County Roscommon

John Smith

Elm Close

Roscommon

County Roscommon

Susan Cussack

Rose Avenue

Athlone

County Westmeath

When it is merged on the screen (edit individual letters – not printed), **demonstrate** it to the Lecturer in Class. Mark Scheme: 5 marks = correct and working. 4/3 marks = some problems/mistakes, 2/1 mark = lots of problems/mistakes and 0 marks = not done/not working properly.