**Mail Merge Exercise - Letter 1**

**Letter -** Type and Save the letter below as Course Letter



**Data Source Create the following list by customising fieldnames and entering the data shown**

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Save the data file with name **Course\_Participant\_Data** into a new folder named Mail\_Merge in your Word Processsing folder.

Using the current document Course Letter as a form letter and the Course\_Participants\_Data as the data source merge the two documents and insert the merged fields Title, First\_Name, Surname, Address and City fields above Dear Participant in the letter, as shown below.



Save the merged letters file with name **Course2019**