**Mail Merge and Label Assignments**

**Euro 2012**

Attached are the data source records required for this exercise. Create and save these as **Euro 2012 Addresses** followed by **your own initials**.

Type the attached Mail Merge letter.

Spell check the document and ensure there are no errors including spacing errors.

Save on to your Word Processing folder as **Euro 2012 Template Letter**.

Print the document.

Preview the letters and complete the merge

Save the merged letters file as **Euro 2012 Letters** to your Word Processing folder.

Print the first merged letter only.

Create Mailing Labels using the following Merge Fields

**[Title] [Surname] [Address Line 1] [Address Line 2]**

**[Address Line 3]**

Print all the labels.

Save Merged Label Document as **Euro 2012 Labels** to your Word Processing folder and exit Word.

**747 Travel**

**Roger Casement St**

**Dublin 1**

**www.747travel.ie**

**[Title] [First Name] [Last Name]**

**[Address Line 1]**

**[Address Line 2]**

**[Address Line3]**

09-03 -2020

Dear **[Title] [Last Name]**

There’s nothing quite like following your team to a major international championship. EUFA 2012 in Poland and the Ukraine looks set to be a real exhibition of the beautiful game. Spain seemed unbeatable, but are they now? With Ireland drawn in Poland against Spain, Italy and Croatia, next summers tournament is set to be an amazing spectacle. Watching it on TV just isn’t the same. We have a 3 match 9 day package, with accommodation in convenient locations for easy transfer to Poznan and Gdansk on match days. Prices are based on twin/double room share in 3 Star [**hotel**] on a B&B basis. With immediate transfer after the match on the 18th to Poznan airport for return flights to Ireland. Flights are with [A**ir Carrier**] from [**Irish Airport**] on the 9th of June, returning to Dublin Airport from [**Polish Airport**] on the 18th of June,

* Outbound: [**Irish Airport**] to Poznan, Poland- Saturday, 9th of June
* Inbound: Poznan to [**Irish Airport**]- After Italy match, Monday 18th of June
* Accommodation in 3 Star Hotels
* Coach transfers- Airport / Hotels/Airport+ Stadium transfers on Match Days
* [**Travel Rep Name**], Travel Rep of 747 Travel and local travel guides available at all times
* All Airport taxes and charges
* Cost [**Price**]

Extras

* [**Match Ticket Category**]
* Match Ticket- cost per group game
* Category 1 €120 (main and opposite stand)
* Category 2 €70 (corners and behind goal on the upper tier)
* Category 3 €30 (behind the goal on the lower tier)
* 4 Star Hotel available at additional cost
* Travel Insurance

If you have any queries please feel free to contact me at the above address or consult our website for further information.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sheila Smith

Mr John Dunphy Mr Frank Twomey

42 Gilabbey Heights 36 Richmond Drive

Western Road Tallaght

Cork Dublin

Hotel Gaja Hotel Kotiazky

Ryan Air Luftansa

Cork Airport Dublin Airport

Poznan Airport Poznan Airport

Match Ticket Category 1\*3 Match Ticket Category 2\*3

John Lombard Ger Murphy

Price €1825 + extras Price €1795 + extras

Mr Jason Conroy Mr Florence Murphy

97 Millview Lawn 21 Silverheights Drive

Mallow Boyle

Co Cork Co Roscomon

Hotel Ibis Hotel Polnanski

Lot Airlines Wizz Air

Cork Airport Shannon Airport

Poznan Airport Poznan Airport

Match Ticket Category 1\*3 Match Ticket Category 2\*3

Michael Walker Tim Buckley

Price €1825 + extras Price €1850 + extras

Mr Denis Tuohy Mr Desmond Keohane

86 Cathedral Walk St Patricks Terrace

Dock Road Fermoy

Limerick Co Cork

Hotel Ior Hotel Central

Wizz Air Lot Airlines

Shannon Airport Cork Airport

Poznan Airport Poznan Airport

Match Ticket Category 3\*3 Match Ticket Category 2\*3

Frank O Leary James Nolan

Price €1850 + extras Price €1825 + extras

Mr Michael Barrett Mr Stephen O Reilly

29 Racecourse Way 6 St Bridgets Road

Naas Kenmare

Co Kildare Co Kerry

Hotel Kotiazky Hotel Gaja

Luftansa Wizz Air

Dublin Airport Shannon Airport

Poznan Airport Poznan Airport

Match Ticket Category 3\*3 Match Ticket Category 1\*3

Ger Murphy John Lombard

Price €1795 + extras Price €1850 + extras