***Mail Merge Assignment [Mock]***

***Instructions***

**Using the mail merge facility create a merged document using the information provided below.**

**Letter**

1. Type the letter below [excluding the information in brackets].
2. Place your name and class group in the footer of the document.
3. Save it as Mock Letter A

[Insert fields 1-3]

Insert today’s date

Dear [Insert field 4]

We are delighted that [insert field 6] have agreed to be part of the Gig Bites Music Festival. In order to ensure that the events of the day run as smoothly as possible we would like to inform of the following arrangements.

You can arrive at the grounds from 2pm onwards, dressing rooms will be allocated by the staff on arrival. Your sound check will take place at [Insert field 5].

We are hoping to provide the best entertainment for the ticketholders and are sure that your set can only add to the magic of the evening.

If you have any queries feel free to contact Mick the stage manager on 0865412379.

Yours faithfully,

Jack Hill

CEO

Mad Entertainment

1. Create a data source containing the following fields, provided in the table below, and enter the information provided. Call it Mock List A. After you enter the information take a screen shot of the Mail Merge Recipient Dialogue Box and paste it into a new word document. Save this document as Screen Shot.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Band Manager** | **Address Line 1** | **City** | **First Name** | **Band Name** | **Sound Check** |
| Mr Joe Riggs | 25 Wexford Street, | Dublin | Joe | The Daffodils | 2.30pm |
| Ms Sinead Browne | 5 Aston Quay, | Dublin | Sinead | The Rebels | 3pm |
| Mr Michael Stuart | 1 Portobello Harbour | Dublin | Michael | Monkey & Me | 3.30pm |
| Mr Shane Lynch | 17 Cobh Street | Cork | Shane | Buttercup Lane | 4pm |
| Ms Edwina Curry | 25 Spring Lane | Waterford | Edwina | Valley Drive | 4.30pm |

1. Using the merge facility insert the fields into the Mock Letter A document.
2. Take a screen shot of the document with the fields inserted and paste to the Screen Shot document.
3. When you are happy with the positioning/spacing of the information merge the information. Call the new document Mock Merged A. Print a copy of the Mock Merged A.
4. Close all documents.

**Labels**

1. Using the information in the Mock List A document create a set of labels based on Avery A4/A5 4805.
2. Save the document as Mock Label A.
3. Insert fields 1-3 into the Mock label A document. After the Update Labels step take a screen shot of the document with the fields inserted and copy into the Screen Shot document.
4. When you are happy with the positioning/spacing of the information merge the information. Call the new document Mock Merged Labels A.
5. Print a copy of the Mock Merged Labels A.
6. Print one copy of the Screen Shot document.