

Mail Merge Learning Project 1

1. Create a Data Source with the information below and save it as **Prod 6-ds** (Add & delete fields when necessary).
2. Create a Main Document, vertical center, and save it as **Prod 6-md**.
3. **Submit a screen shot of the Main Document with merge fields showing to the location provided.**

Fields	Record 1	Record 2	Record 3
Title	Ms. (or Mr.)	Mr.	Mrs.
First Name	Your	Charles	Bonita
Last Name	Name	Copra	Brook
Address Line 1	1234 Hillside Lane	231 Cornier Court	788 Bloomingdale
City	Hilldale	Calcutta	Burlington
State	NY	CT	CO
Zip Code	11010	13321	77359
Member	Yes	Yes	No
Recording	Happy Saturday	Above the Trees	Boomin Blues
Recorded By	Hilltop	Crow	Back Burner
Cost	\$19.95	\$29.95	\$24.95

Main Document

Current Date

(Inside Address)

(Salutation—Greeting Line):

(First Name), the recording about which you inquired, "(Recording)," recorded by (Recorded By), may be ordered for the low price of (Cost), which includes postage and handling.

(First Name), we look forward to providing you with this unique listening experience.

Sincerely,

Your Name

Revisions

4. Add a field to Data Source called **Delivery**. Update records by showing that each record has a *one* week delivery.
5. End of first paragraph add this sentence: **Expect delivery in (Delivery) week.**
6. Sort ascending by Last Name.
7. Delete the **Member** field from data source.
8. Merge the 3 letters into one document. *Submit this merged file to the location provided.*

9. Create a new main document for Labels. Use Avery US Letter as Vendor and 5160 as Product Number.
10. Use Address Block to insert data into mailing labels—if that doesn't work, insert fields. Be sure to Update all Labels in the Replicate labels section.
11. *Submit the Word document that is created with the merged labels to the appropriate location provided.*