Keyboarding and Document Process

CBUS (lab) 234

Work sheet (4)

***Mail Merge***

**You are supposed to prepare the documents to be merged, according to the instructions given below:-**

1. Start a mail merge and use the current document.

Today’s date

«AddressBlock»

«GreetingLine»

Thank you for answering our recent survey.

In appreciation for you taking the time to respond to our survey we would like to send you two tickets. Because of your interest in «Interest» your tickets will be for the next upcoming «Interest» event.

Please feel free to contact me at (214) 768-1000 if there is anything we can do for you.

1. Create a new List in word as below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | First name | Last name | Address | City | Zip Code | Interest |
| Mr. | John | Smith | 100 main street | Dallas | 75201 | reading |
| Dr. | Maria | Garcia | 2402 Custer | Plano | 75075 | theater |

1. Save this file in a folder and call it “***addresses***”.
2. Go back to your current document and put today’s date on the upper left. Then press Enter twice (***Example…December 5, 2007***).
3. Insert an Address block; press Enter twice-pick a format that seems good to you.
4. Insert a Greeting Line; press Enter twice-pick a format that seems good to you.
5. Type" ***Sincerely***" below the body, press Enter twice.
6. Type your first name.
7. insert the word " ***interest***" in the textbox ,from (***more items***) icon
8. Save it to a folder.