

EXERCISE PACK

Creating Mail Mail Merge And Labels

1. Create letters using mail merge for the following recipients.

Title	Mr.	Ms.	Mr.
First Name	John	Ally	Brian
Last Name	Cage	McBeal	Brown
Address	142 Walt St.	8 Atlantic Ave.	199 Market St.
City	Oakland	New York	Santa Clara
State	CA	NY	CA
Postal Code	90001	50100	90045
Presentation Date	Feb 4	Feb 10	Feb 4

2. Write the following letter, as the main document for the mail merge. Preview the mail merge and the preview mail for the first recipient is shown as below.

Feb. 15, 2002

Brian Brown
199 Market St.
Green Cove Springs, FL 32043

Dear Mr. Brown,

Thank you for attending our product launching presentation on Feb. 4, 2002. Enclosed are \$100 complementary product voucher. The voucher is valid in all our outlets until May 15, 2002.

Sincerely yours,

Mary Cliff
Marketing Executive

3. Edit the main document. Use IF...Then...Else field to change the voucher valid date. IF the presentation date is Feb 4, then the voucher is valid until May 15. Else, the valid date is until May 21.
4. Then you need to create mailing labels for the above recipients as well.

Guide To Microsoft Office 2010 Exercises

J Ma



Guide To Microsoft Office 2010 Exercises:

Microsoft Office 2010: Productivity Strategies for Today and Tomorrow Jean Kotsiovos,Carolyn Faddis,Loralyn Duley,2013-02-08 A Straightforward Introductory Text Ideal for Busy Students Clear concise and accessible Microsoft Office 2010 Productivity Strategies for Today and Tomorrow TM walks learners through the functions and features of the Microsoft Office 2010 platform and its applications With straightforward explanations designed for a non technical audience Microsoft Office 2010 is the perfect text for students looking to broaden their computer skills for an increasingly competitive job market Hands on projects end of chapter exercises and emphasis on real world skills throughout ensure students will be prepared to enter the twenty first century workplace Easy to follow step by step instructions include practical examples ideally suited for busy students The text s inspiring and supportive approach will encourage learners to develop polished professional level projects Engaging examples and projects prompt students to immediately apply new skills increasing retention and promoting learning Straightforward exercises teach students to create work related documents reports and presentations Microsoft Office 2010 Productivity Strategies for Today and Tomorrow is an ideal text for students re entering the job market new to computers uncomfortable with technology or simply looking to transition to a more challenging and rewarding career Key Features Easy to follow step by step instructions for each project and task Real world based hands on exercises after each instruction Screenshots that accompany all hands on exercises Inspiring applicable and practical examples Attractive student friendly magazine style format A project based introduction to Microsoft Office 2010 Clear concise language that makes objectives easy to learn even for non technical users Full student access to the companion website which features a variety of engaging interactive study tools including video tutorials is packaged with every new copy

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