

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

SA Dillow



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