

RHP Computer Applications Class

8-5 Mail Merge – Test Review

Name _____



Friday's test will make extensive use of Word's Mail Merge function. The following is a review assignment to see how much you know about Mail Merge.

In a new Word document, pull down the Tools Menu and choose Mail Merge. You will be typing letters to various people, so choose Form Letters. You want to enter the merge data first, so under Get Data, choose Create Data Source. Erase all the suggested data fields and then add **Name** and **Color**.

Now, type in the data from the table below:

Fred	Blue
Chris	Red
Ted	Red
Bob	Blue
Dan	Green

Save your data, and then in your form letter, type the following:

Dear [Insert Name Field here]:

Thank you for your interest in our wallpaper. Since your favorite color is [Insert Color Field here], I have enclosed wallpaper samples that are predominately [Inert Color Field here].

Hope you see one that you like!

Best Regards,

**Yugo Bosvlok
President, Euro Wallpaper Inc**

Once you have typed your letters, merge them into a New Document and email the document to me at rhp@denovodental.com. The Subject is **Compapp 8-5 lastname**.