

RHP Computer Applications Class

Word Midterm Instructions

Name _____



For this test, please duplicate the mid-term page (the page with the rabbit on it) as closely as possible. You will need to make a copy (with name, addresses, etc) to the following people:

Name	Department	Street Address	City	State	Zip
Alexander Bell	Communications	3423 N. Hello St.	Philadelphia	PA	00288
Thomas Edison	R & D Dept.	333 S. Lightbulb Blvd.	Atlanta	GA	06444
Dr. Vladimir Guerrero	Sociology	4900 S. Frozen Rope St.	Denver	CO	74490
Jack Sparrow	Naval Shipping	833 Buccaneer Street	Seattle	WA	98330
Anna May	Asian Graphics	699 Cheesy Blvd.	Washington	DC	19900
Steve Jobs	Electronics	485 Apple Dr.	Baltimore	MA	13380
Robert Stevenson	Documentation	777 Treehouse Blvd.	Chicago	IL	42233
Al Einstein	Experimentation	5445 Relativity Ln.	Kansas City	MO	55834
Neil Armstrong	Exploration	499 Nasa Rd.	Cape Canaveral	FL	48833

HINTS:

1. Use Mail Merge to merge the data above into your document, placing the merge fields where the brackets are (under route to).
2. When you email me your test, it should contain two documents; 1) Your original Mail Merge document, and 2) the merged document (consisting of 9 letters (each on a separate page), addressed to the 9 people listed above). Use the Merge to New Document option to create these letters.
3. Insert the data into the fields shown in brackets.
4. The rabbit clipart can be downloaded from the Compapp Online Assignments page. It is a Word document. Copy the clipart into your document.
5. Do not watermark the rabbit. Instead, use the *less brightness* icon on the picture toolbar to make the rabbit lighter so that you can read the text over it.
6. For help, you can use the help feature in Word, or any of your past assignment; you may not get help from another student.
7. The font is Arial, 12 point. It is not vital that you precisely match the text in the letter (where the text wraps to the next line).
8. Make sure you email the documents by the end of class. Late work will be penalized.