

Practice Exercise One
Using the Mail Merge Helper to
Create the Main Document and Data Source

1. Start Mail Merge
2. Choose to create the main document as a form letter.
3. Under the Data Source choose to create data source.
4. Use the following information to determine the fields needed for your data source and enter the records. **Save** the data source on your **floppy** as **class info**.

Field Names	Record 1	Record 2	Record 3
Title	Ms.	Mr.	Mr.
FirstName	Mary	Harry	Jim
LastName	Smith	Jones	Walker
JobTitle	President	Comptroller	Manager
Company	New Company	ABC Company	XYZ Company
Address1	124 Main Street	890 Fifth Avenue	412 Central Avenue
City	Duluth	Smithtown	Oranagetown
State	MN	NY	NJ
PostalCode	67774	87765	07984
Class	Word	Word	Excel
Class Date	June 5, 2000	June 5, 2000	June 20, 2000

5. Type the following main document.

Date (enter the date using the insert command)

«Title» «FirstName» «LastName»
«JobTitle»
«Company»
«Address1»
«City», «State» «PostalCode»

Dear «FirstName»

Thank you for enrolling in our class. All classes begin at 9 a.m. and end at 4 p.m.

We look forward to seeing you in our «Class» on «ClassDate».

Sincerely

6. **Save** main document on your **floppy** as **class letter**.
7. Merge the information to a new document. If you want to save this call it class merge on your floppy.