

SIMPLE MAIL MERGE

Set up the following letter/data as a mail merge.

Data file: set up new entries. Save As **Career Data**. Print data file from MS Access.

Main document: Allow a 6 cm top margin. Use a letter layout and insert today's date. Paragraph formatting – single line spacing, 0pt before/after spacing. Save As **Career Main**. Print the main document with merge fields showing.

Merge the letters and **print one** letter only. Do not save.

(Insert today's date in full)

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Address Block

or

Title, First Name, Last Name

Address 1

Address 2

City

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Greeting Line

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Thank you for your recent letter requesting career advice on becoming (*career*).

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Please find enclosed an information sheet, Number (*no.*) which provides a brief explanation of the requirements of the position.

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I hope that you will find these useful. I have also enclosed a list of (*additional*) which should assist you in making your career choice.

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If I can be of any further assistance, please do not hesitate to contact me.

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Yours sincerely

CAREER QUEST

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J Whitehouse

Careers Advisor

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JW/*your initials*

Data Entries

Title	Mr	Mrs	Mrs	Miss
First name	J	A	R	L
Last name	Palmer	Whiteside	Johnson	Duplee
Address 1	45 Green Lane	6 Mill Lane	45 The Close	2 Black Lane
Address 2		Karori	Tawa	Mt Victoria
City	Auckland	Wellington	Wellington	Wellington
Career	a systems analyst	an administrative secretary	an operations manager	a secretary
Number	13	8	8	5
Additional	College Courses	College Courses	College and Degree Courses	Recruitment Agencies