

Mail Merge - Practice Exercise One Using the Mail Merge Helper

1. Create the Main Document.
2. Use the following information to determine the fields needed for your data source and enter the records. Save the data source class info.

Field Names	Record 1	Record 2	Record 3
Title	Ms.	Mr.	Mr.
First Name	Mary	Harry	Jim
Last Name	Smith	Jones	Walker
Job Title	President	Comptroller	Manager
Company	New Company	ABC Company	XYZ Company
Address 1	124 Main Street	890 Fifth Avenue	412 Central
City			
Class_Date	10/28/2010	10/25/2010	10/30/2010

3. Type the following main document and save it as Class Act.
4. Save the merged document as Merge Class Act.
5. Use the template below to create the main document.

Mail Merge 2010 Exercise

Lingsheng Yao



Mail Merge 2010 Exercise:

Yeah, reviewing a book **Mail Merge 2010 Exercise** could grow your close connections listings. This is just one of the solutions for you to be successful. As understood, achievement does not recommend that you have extraordinary points.

Comprehending as skillfully as covenant even more than other will come up with the money for each success. adjacent to, the pronouncement as well as perception of this Mail Merge 2010 Exercise can be taken as without difficulty as picked to act.

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