

Create a Mail Merge

(Using a Memorandum)

Directions:

*You are a new secretary at Paradise Travel. They have asked you to send a memorandum out to specific NC CTE students who have won a trip to Atlantic Beach, NC. To do this you will need to open the file saved as **Handout D402-11**.*

*Use the file saved as **Handout D402-11** as your current document. Then enter (type a new list) and use the data source below to create a list of NC CTE student addresses. Use these two documents to create a mail merge. Save as **Handout D402-14** and print one copy of the document with merge codes and one copy of a merged document. Although you will only use the first and last name from the database list this time, this data may be used in a later exercise, so enter all of the information accurately and in its entirety.*

First Name	Last Name	Address	City	State	Zip Code
Joseph	Pete	PO BOX 123	Newport	NC	28570
Rosemary	Clooney	111 Dogwood Lane	Farmville	NC	27827
Jeff	Forbes	201 Rhem Avenue	New Bern	NC	28560
Mandy	Smith	3650 Airport Road	Mebane	NC	27302
David	Hines	89 Main Street	Asheville	NC	28801

Word Processing

Use word processing software with alternative input devices.