

Create a Mail Merge

(Using a Business Letter)

Directions:

*The principal has read your letter of complaint and would like to forward it to parents and staff on the school improvement committee. Your principal needs your assistance in getting the letters sent out. To assist you must first open your letter with the personal stationery that you created and saved as **Activity D402-13**.*

*Use the file saved as **Activity D402-13** as your current document. Then use the data source below to create a list of parent/staff addresses. Use these two documents to create a mail merge and mailing labels. Set an appropriate header. Save as **Handout D402-15** and print one copy of the letter with the merge codes and one copy of a merged letter.*

Title	First Name	Last Name	Address	City	State	Zip Code
Mr.	John	Wheels	123 New Grady Brown	Hillsborough	NC	27278
Ms.	Carol	Simmons	111 Pebble Rock Road	Hillsborough	NC	27278
Mrs.	Molly	Hester	307 Market Street	Hillsborough	NC	27278
Dr.	Cliff	Reubens	8779 Main Street	Hillsborough	NC	27278
Ms.	Dan	Dodson	555 Dimmocks Mill Rd.	Hillsborough	NC	27278

Word Processing

Use word processing software with alternative input devices.