

## Integrate a Table and a Business Letter

### Directions:

1. *Open the complaint letter that you typed to the principal and saved as **Activity D402-13**. If you did not finish it open the letter I sent you in your student folder (Activity D402-13).*
2. *Add a table to the letter that includes the following information:*

### Sample Extended Lunch Schedule:

Period	Time
1 <sup>st</sup>	8:35 – 10:00
2 <sup>nd</sup>	10:05 – 11:30
3 <sup>rd</sup> (and Lunch)	11:35 -2:00
4 <sup>th</sup>	2:05 – 3:30

3. *Create a new list of parents using the data below. Save the database as **D403-04 Data Source** to your unit 4 folder.*

Title	First Name	Last Name	Address	City	State	Zip Code
Mrs.	Richard	Season	PO Box 123	High Point	NC	27265
Mr.	Fred	Murray	2236 Clay Street	High Point	NC	27265
Mrs.	Donna	Cotton	595 Eagles Roost	High Point	NC	27265
Mr.	George	Stefanopolis	124 Washington Street	High Point	NC	27265
Ms.	Vi	Lee	34 Dixon Road	High Point	NC	27265
Mr.	Bill	Newland	PO Box 345	High Point	NC	27265
Ms.	Paris	Hilton	17A Hollywood Court	High Point	NC	27265

4. *Merge the documents.*
5. *Save as **Activity D403-04Merged Letters** to your unit 4 folder.*

### Word Processing

Use word processing software with alternative input devices.