

Integration

Step 1: Create a new database file named **Activity G703-06**. The database will be used as the **data source** in a mail merge project. Key the data accurately, and save the table as **DataSourceStudent**.

Title	Last Name	First Name	Middle Initial	Position	Company	Street	City	State	ZIP	Contribution
Mr.	Wilson	David	W.	Vice President	Techno Terminals	1705 Old Village Road	Hendersonville	NC	28739	5400
Mr.	Clayton	Bryan	H.	Human Resources Director	Palmetto Products	One Main Street	Charleston	SC	29414	3905
Mr.	Riddle	Walter	M.	Sales Manager	Internet Productions	600 North Dudley	Magnolia	AR	71753	2573
Miss	Kensington	Jackie	L.	Purchasing Director	Best Monitors	851 Waddington	Clemons	NC	27012	955
Mr.	Otwell	Terrance	T.	Office Manager	Digitized Media	164 George Wilton	Ingleside	TX	78362	525
Mrs.	Griffin	Sharon	J.	Owner	Memory Products	1461 Lynda Lane	Mabelvale	AR	72103	300
Mr.	Griffin	Jason	D.	Technical Manager	Highland Computers	180 Club Road	Carrboro	NC	27510	2500

Step 2: Compose a *thank you* letter in the word processor as the **form** or **main document**. Use the database file just created as the **data source**.

The thank you letter is to be sent to the generous supporters of the school's Future Business Leaders of America organization. The business leaders have supported the local high school FBLA members in their efforts to raise money to attend and participate in the upcoming National Leadership Conference.

Use the Internet to find the location and dates of the next conference. Include this data in the thank you letter to all contributors. Be creative, but be certain to include the following variable data from the data source:

- contributor's name *within the body* of the letter in a "direct address"
- the *amount* of the contribution

Check to ensure that all letter parts are included and formatted correctly.

Step 3: Merge the database and word processing documents. Print the merged documents according to the directions of the instructor. (Possibly print letter of the highest contributor.)

Databases

Use database software with alternative input devices.