

MS Word Exercise 4

1. Create the following document as the data source for a mail merge.

Address1	Address2	Date	Newspaper	Post
10, Peradeniya Road	Kandy	15 th May 2005	Daily News	Computer Programmer
135, Union Place	Colombo 2	25 th May 2005	Sunday Observer	Data Entry Operator
15/6, Galle Road	Colombo 3	25 th May 2005	Sunday Observer	Computer Programmer
251, Havelock Road	Colombo 5	26 th May 2005	Island	Computer Programmer

Exercise 0-1

2. Display the mail merge toolbar and create a main document as a letter. Open the document created in

Address1	Address2	Date	Newspaper	Post
10, Peradeniya Road	Kandy	15 th May 2005	Daily News	Computer Programmer
135, Union Place	Colombo 2	25 th May 2005	Sunday Observer	Data Entry Operator
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251, Havelock Road	Colombo 5	26 th May 2005	Island	Computer Programmer

3. Exercise 0-1 as the data source.
4. Type the following document as the main document.
 - a. The text within <<>> signs indicate where the fields from the data source need to be included.
 - b. The date under the address should always reflect the date the document is opened. Use the insert date and time function to insert the current date and update it automatically each time the document is opened. The format of the date should be as shown.

Room 110, Jayathilaka Hall,
University of Peradeniya,
Peradeniya.
June 10, 2005.

Human Resources Manager,
<<Address1>>,
<<Address2>>

Dear Sir/Madam,

Application for the Post of <<Post>>

With reference to your advertisement in the <<Newspaper>> of <<Date>>, I wish to submit my application for the post of <<Post>>.

My curriculum vitae is attached herewith. I believe that my knowledge and expertise will help me be of service to your esteemed organization.

Thanking You,
Yours Faithfully

P. M. Pathirana

Exercise 0-2

5. View the merged documents. Navigate between the records to make sure that all versions of the letter are correct.
6. Use the mail merge recipients button in the mail merge toolbar to merge only the letters for the post of 'Computer Programmer'.
7. Deliberately make some spelling mistakes in the main document. Use the Spelling and Grammar tool to find and correct the mistakes.