Exercise 1 - Mail Merge Instructions

You are required to write a cover letter that describes your professional qualifications for a job as Front Desk Manager. Please limit your cover letter to one page, and your number of addresses in the data source file to five. You have to submit your final merged file to ITDH2@DIS.EDU.BD

1. Open New folder on your desktop & name it Mail Merge
2. Open Excel file & Save as Data Source (In the folder Mail Merge that you created)
3. Refer to the table below: Type in the first row: FirstName, LastName, Address, City, State, Zip, Title, & CompanyName. To feed your data source, come up with 5 first names, 5 last names, 5 addresses, 5 cities, 5 states, 5 zip codes, 5 titles, & 5 company names. Exactly as shown below. You need to come up with your own data. Save file.

FirstName	LastName	Address	City	State	Zip	Title	CompanyName
Caitlin	Scroggins	1151 s. Street	New Orleans	LA	70128	Ms.	Hiliday Inn
Mary	Matthews	6969 Fugate St.	New Orleans	LA	70123	Ms.	Hilton
Harry	Shea	10 Front St.	New Orleans	LA	70133	Mr.	Ritz Calrton
Adam	Nusair	8807 Universal	Orlando	FL	32819	Mr.	Red Roof Inn

4. Open Word file & save as Cover letter (In the folder Mail Merge that you created)
5. Type in your cover letter as shown in the example below (all the way in the end). You may use the wizard to create your own temple. My example is only a sample for you to use, however for this assignment you need to create your own cover letter.
6. From the tool bar click on **MAILINGS**
7. Click on start mail merge -> Step by step mail merge wizard (Last option on the list). Note the new mail merge window to your right.
8. Note to the end of window step 1 of 6. Click on **next: Starting document**
9. Step 2 of 6 Click on **Next: select recipients**
10. Click on **Browse** (in the middle of the window)
11. Locate your excel file & click open
12. Select table window screen (note Sheet1$ is highlighted)- > click OK
13. Mail merge recipient window->click OK
14. Step 3 of 6 click on **Next: write your letter**
15. Point your mouse in the Block of Address in your cover letter
16. Click on More items (in the middle of the window)
17. Insert all the fields in the Block of address (one at a time)
18. Make space between the words (should look like this «FirstName» «LastName»)
19. Move mouse between «LastName»«Address» and press SHIFT ENTER at the same time
20. Move mouse between «Address»«City» and press SHIFT ENTER at the same time
21. Move mouse between «Zip»«Title» and press SHIFT ENTER at the same time
22. Make one space between to look like this «City» «State» «Zip»
23. Move mouse to after Dear "where there are 2 (X X), Cut «Title» from Address block and paste it in place of the first X, then make a space
24. Copy "LastName" from Address block next to «Title». Will look like this: Dear «Title» «LastName».

25. Cut «CompanyName» from Address block and place it in place of X. <u>Will look like this:</u>
    «CompanyName» as an Executive Chef
26. At this point, make sure that font color is black for your cover letter
27. Step 4 of 6 click on **Next: review your letters**
28. On the top of next window review your letters starting with recipient 1.
    Make sure itlooks OK before you merge the files
29. Go to Finish & Merge on the tool bar
30. Select individual documents
31. All-> OK
32. Save file as Final Merged File (In the folder Mail Merge that you created)
    - upload &submit to itdh2@dis.edu.bd

Sample cover letter

Kal Nusair
866 Baldwin Av, New Orleans, LA 70248 (504) 555-5555

January 23, 2009

[X X

BLOCK OF ADDRESS]

Dear X X

I would like to express my interest in working for your restaurant, X as an Executive Chef. I have been trained at the finest institution in Europe and have several years of experience in which I molded that training into an art.

As you view my resume please pay special attention to the following:

- I have experience and knowledge from the international position I held.
- I have managerial and training experience that enables me to associate more closely and in more supportive role with my coworkers.

I hope you will review my resume closely and then feel free to contact me with any questions you might have. I would be honored to speak with you personally about this position and how I can best serve in the capacity of Executive Chef. My phone number is (504) 555-5555. I look forward to hearing from you soon.

Sincerely,

Kal Nusair