

Task 4 – Mail Merge

You are required to carry out a mail merge.

- 22 Create a mail merge document using the file **N2102LETTER.rtf** as the master document and **N2102RECRUITS.csv** as your data source file.

Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

| Text and chevrons to replace | Replace with merge field |
|------------------------------|--------------------------|
| <TTL> | Title |
| <FN> | First_Name |
| <LN> | Last_Name |
| <A1> | Add_1 |
| <A2> | Add_2 |
| <A3> | Add_3 |
| <PC> | Post_Code |
| <JB> | Job |
| <DEPT> | Department |
| <MANG> | Line_Manager |
| <START> | Start_Date |
| <SAL> | Salary |

Make sure the spacing, punctuation and alignment in the original master document are maintained. [4]

- 23 Replace the text *Candidate Name* with your name.

Enter your name, centre number and candidate number in the footer of the document.

Save and print your master document showing the merge field codes.

PRINTOUT 4

Make sure you have entered your **name**, **centre number** and **candidate number** on your master document.

[1]

- 24 Set an automated filter to select recruits where the *Salary* is **18000 or more**

EVIDENCE 8

Place in your Evidence Document a screenshot to show the use of an automated selection method.

[1]

- 25 Merge and print the letters for the selected recruits only.

Save and close the files.

PRINTOUT 5

Print the result of the merge. Make sure you have entered your **name**, **centre number** and **candidate number** on your letters.

[1]

[Total: 7]

Task 5 – Printing the Evidence Document

Save and print your Evidence Document.

PRINTOUT 6

Make sure that your **name**, **centre number** and **candidate number** appear on every page of your Evidence Document.

Task 6 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must be formatted to display a title and bulleted list.

- 26 Create a presentation of 6 slides using the file **N2102CHAMPS.rtf**

Place in the header your name, centre number and candidate number.

Make sure that the header appears in the same position on every slide.

[1]

- 27 Change the layout of the slide with the title *International Skills Competitions* to a title and table.

Create a table that contains **4** columns and **7** rows.

Copy the data from the file **N2102COMPS.csv** and place this in the table.

[2]

- 28 Format the table so that:

- a plain table style is applied
- no text is wrapped within the table
- the table fits on the slide with all data fully visible
- all internal and external gridlines are displayed when printed.

[1]

29 Insert a new row as the first row of the table.

Merge cells in the first row and enter the text **EuroSkills** and **WorldSkills** so rows 1 and 2 look like this:

| | | | |
|------------|----------|-------------|----------|
| EuroSkills | | WorldSkills | |
| Year | Location | Year | Location |

[3]

30 Format the table so that:

- all rows are 1.5 centimetres high
- text in all rows is centre aligned vertically and horizontally.

[3]

31 Add the following text as presenter/speaker notes for the slide with the title *International Skills Competitions*

Biennial events held alternate years

Print only this slide as presenter/speaker notes.

PRINTOUT 7

Make sure your **name**, **centre number** and **candidate number** are on this slide.

[2]

32 Save the presentation.

Print all slides in the presentation as a handout using a layout of 6 slides to the page.

PRINTOUT 8

Print this handout. Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 13]

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