

WP II - Mail Merge

Summary

Students will learn how to perform a mail merge using a letter, certificate, and memo

Time Frame

1 class periods of 60 minutes each

Instructional Procedures

Combine graphic, page setup, font, and border features in a mail merge project. (The student names in the data source are not authentic.) Assignments include mail merge for a certificate, memo, and business letter

All instructions are included on the attached assignment sheet. Students begin by creating custom field names and the data source. Student should include his/her own name and preferred activity as the final record. Next, they create the main document which is a certificate using contrasting fonts, rotated and filled hearts, and a page border. Before the merge, students will sort the data by number in ascending order. Finally, students print the merged document with six pages on one sheet to preserve paper.

Authors

[Business Ed Lesson Plan Team](#)