

## Mail Merge Task: Fancy Dress Task

1. Copy 'fancy dress.doc' and 'fancy dress.mdb' to your area.
2. Open the letter called 'fancy dress'.
3. Add a clipart image suitable for the subject.
4. Add a border around the letter.
5. Change the font to 'Arial' and make it size 12
6. Highlight the signature from Emily and George. Make it bold.
7. Change the font colour of the signature from black to another colour.
8. In a new paragraph underneath 'from our house' type:

please bring the following with you:

Balloons  
String  
Glitter  
Streamers  
Party poppers  
Cake  
Candles  
Matches  
CD Player  
Selection of CDs

Highlight from 'balloons' to selection of CDs' and put these words into two columns.

9. Use a mail merge to insert the following into the correct section of the letter:
  - Title
  - Forename
  - Surname
  - Address
  - Town
  - Postcode

Next to 'Dear' use the mail merge tool to insert your friend's forename.

Next to 'We have organised the following costume for you:' use the mail merge tool to insert the fancy dress that you have chosen.

Check your mail merged letters to make sure that they are laid out properly.

Save the letter.

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- Print out enough copies to use during the lesson

*You may not:*

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