INSTRUCTIONS

Open a new, blank workbook in Excel and a new, blank document in Word. When directed, use the information in the Excel Example Data and the Word Example Text to follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use "Save As" to save a copy of this practice set on your computer.

Excel Example Data

Sid	Abbas	Automation Partners	42 Village Road	Easton	CT	06612	sa@mail.net
Gerald	Kraemer	Productivity Solutions	492 Kent Street	Roslyn	NY	11577	gk@mail.net
Lynn	Lion	Lion Productions	481 North Broadway	Garden City	NY	11530	ll@mail.net
Carol	Sutton	Weatherby & Sutton	56 Farington Heights	Tenafly	NJ	07670	cs@mail.net
John	Westcott	Westcott Tech	2350 Corbett Road	Norwalk	CT	06853	jw@mail.net
Larry	White	World Computing	13 Main Street	Stamford	CT	06907	lw@mail.net
Candace	Winter	CVW Computers	54 Cosby Drive	Rockaway	NY	11697	cw@mail.net

Word Example Text

Julie Bankert
1234 Elm Street
Minneapolis, MN 55448

May 3, 2012

Dear

Your ad for an entry-level position caught my attention as I prepare to begin my professional career upon graduation this spring from State University.

I say "professional" because I have worked steadily throughout college, gaining useful experience that equips me to present your firm with advantages others may not offer.

I would welcome the chance to discuss openings at your firm. If you will contact me at (425) 555-0154, we can schedule a meeting.

Thank you for your consideration.

Sincerely,

Julie Bankert

TUTORIAL TASKS AND QUESTIONS

Key#90691 - Setting up the header row

Task: In Sheet 1 of the blank Excel workbook, create a header row using the following headings: First Name, Last Name, Company Name, Address, City, State, Zip, and E-mail. Save the workbook as "Potential Employers".

Question: When entering data in Excel for a Word Mail Merge, the header row must be in row 1.

True or   **False**

Key#90692 - Entering the data one record at a time

Task: Using the Excel Example Data above, enter the seven records of information into Sheet 1 of the "Potential Employers" workbook, below the header row with the information in their respective columns.

Question: Which key on the keyboard allows you to move to the right one cell at a time in an Excel worksheet?

- **A)** The Enter key.
- **B)** The Tab key.
- **C)** The Space bar key.
- **D)** The Delete key.

Key#90693 - Importing multiple records from a text file

Task: Move to Sheet 2 in the "Potential Employers" workbook. Import a .txt file using the steps demonstrated in the tutorial and the Text Import Wizard to complete the process.

Question: The third step in the Text Import Wizard allows you to select each column and define the data format. Which data format options are available?

- **A)** General.
- **B)** Text.
- **C)** Date.
- **D)** All of the above.

Key#90694 - Finding a record

> **Task**: Move back to Sheet 1 in the "Potential Employers" workbook and use the find feature to find the record that lists "NJ" as the state .
>
> **Question**: The Find command in Excel is found where on the ribbon?
>
> > **A)**   The Review tab, in the Proofing group.
> > **B)**   The Page Layout tab, in the Page Setup group.
> > **C)**   The Home tab, in the Editing group.
> > **D)**   The View tab, in the Zoom group.

Key#90695 - Editing a record

> **Task:** In Sheet 1 of the "Potential Employers" workbook, once you've found the record that lists "NJ" as the state, move to the cell that contains the address for that record and change the address to "65 Carington Heights".
>
> **Question**: With a cell selected in Excel, the cell contents is also displayed where in the window?
>
> > **A)**   In the selected cell.
> > **B)**   In the status bar at the bottom of the window.
> > **C)**   In the formula bar.
> > **D)**   In the name box.

Key#90696 - Adding additional fields to the spreadsheet

> **Task:** In Sheet 1 of the "Potential Employers" workbook, insert a new column "A" to add another header to the header row. In cell A1 type in "Title" and fill in each person's title (for this example type "Mr." for men and "Ms." for women in the seven records).
>
> **Question:** Having complete data, or entering as much information as possible to the source file before performing the mail merge is advantageous.
>
> > **True** or   **False**

Key#90697 - [Entering the information that stays the same](#)

Task: In the blank Word document, copy the Word Example Text from above. Place four blank lines between the date and the greeting line and save the document as "Cover Letter".

Question: The static information in a Mail Merge source document is the information that will change for each letter in the merge.

True or **False**

Key#90698 - [Using the Mail Merge task pane](#)

Task: With the "Cover Letter" Word document open, use the Mail Merge Wizard to start the mail merge process.

Question: The Step by Step Mail Merge Wizard command is found where on the ribbon?

- **A)** The Home tab, in the Editing group.
- **B)** The Mailings tab, in the Start Mail Merge group.
- **C)** The Review tab, in the Proofing group.
- **D)** The References tab, in the Citations & Bibliography group.

Key#90699 - [Choosing the document type](#)

Task: With the "Cover Letter" Word document open use Step 1 of the Mail Merge Wizard to select "Letters" as the document type. Then move to Step 2 and select "Use the current document".

Question: When "Letters" is selected as the document type in Step 1 of the Mail Merge Wizard, Step 2 allows you to define the starting document. What options are available?

- **A)** Use the current document.
- **B)** Start from a template.
- **C)** Start from existing document.
- **D)** All of the above.

Key#90700 - [Choosing the mail merge recipients](#)

> **Task**: With the "Cover Letter" Word document open use Step 3 of the Mail Merge Wizard to select the recipients. Make sure that "Use an existing list" is selected, then click on "Browse" to find the "Potential Employers" Excel file created and saved in the previous tasks. Make sure you select Sheet 1 and the checkbox for "First row of data contains column headers" is selected.
>
> **Question**: Step 3 of the Mail Merge Wizard would allow you to type a new recipient list versus using an existing list.
>
> **True** or **False**

Key#90701 - [Adding a mail merge address block](#)

> **Task**: With the "Cover Letter" Word document open move the cursor so that it sits two lines below the date. In Step 4 of the Mail Merge Wizard click on "Address block" and in the Insert Address Block dialog box preview the address information. Make adjustments if needed, and then select OK to add the Address block to the letter.
>
> **Question**: Which option in the Insert Address dialog box would you use to select/match the appropriate recipient list field for each address field component if they aren't displayed in the Address Block?
>
> **A)** Insert company name.
> **B)** Match fields.
> **C)** Insert postal address.
> **D)** None of the above.

Key#90702 - [Adding mail merge fields](#)

> **Task:** With the "Cover Letter" Word document open move the cursor so that it sits after the word "Dear" in the greeting line, making sure that you include a space. Still using Step 4 of the Mail Merge Wizard click on "Greeting line" and in the Insert Greeting Line dialog box set up the greeting line without a salutation since the word "Dear" already exists in the document and use the colon after the recipient's name. Preview the information, and then select OK to add the Greeting line to the letter.
>
> **Question:** Step 4 of the Mail Merge Wizard also allows you to insert individual merge fields into your document by selecting what option?
>
> **A)** Address block.
> **B)** Greeting line.
> **C)** Electronic postage.
> **D)** More items.

You must first be logged in to view the tutorials in this set. Please log in using your organization's method of authentication (log in method) prior to clicking on any links.

Atomic Learning

Key#90703 - [Previewing the merge](#)

Task: With the "Cover Letter" Word document open, Step 5 of the Mail Merge Wizard allows you to preview the merged information. Use the next and previous arrows to move through the mail merge recipients so that you end up viewing the third record in the mail merge.

Question: The next and previous Mail Merge preview arrows can also be found on what tab on the ribbon?

- **A)** The Review tab.
- **B)** The Mailings tab.
- **C)** The Page Layout tab.
- **D)** The Home tab.

Key#90704 - [Editing a mail merge letter](#)

Task: Move to Step 6 of the Mail Merge Wizard. Select "Edit individual letters" and select "Current record" to create the merged letter for that recipient. Add a personal line of information to the third paragraph of the letter about a referral you received from a mutual acquaintance. Then save and close that document.

Question: When you edit individual letters during the merge process, and save and close the merged document, you are returned to Step 6 of the Mail Merge Wizard.

True or **False**

Key#90705 - [Sorting records before merging](#)

Task: Select the Edit Recipient List command, and in the Mail Merge Recipients dialog box sort the recipients by State, then remove Carol Sutton from the mail merge.

Question: Not only found on the Mailings tab, the Edit Recipient List command can also be found in which step of the Mail Merge Wizard?

- **A)** Step 1.
- **B)** Step 6.
- **C)** Step 5.
- **D)** None of the above.

Key#90706 - [Sending the merge to a destination](#)

Task: In Step 6 of the Mail Merge Wizard, send the merged document to the printer.

Question: To finish the mail merge you have three options. These options can be found in the Finish & Merge command on the Mailings tab. Which answer below is <u>NOT</u> one of those options?

A) Edit Individual Documents.
B) Send E-mail Messages.
C) Print Documents.
D) Edit Recipient List.

Key#90707 - [Personalizing a merged document](#)

Task: In Step 6 of the Mail Merge Wizard, select the Edit Recipient List command on the Mailings tab. In the Mail Merge Recipients dialog box, make sure that the only recipients selected are the ones from Connecticut. Edit the letter and add a line to the third paragraph that states that you will be in the area and would like to schedule a time to meet. Then send those letters to the printer.

Question: What options are available in the Mail Merge Recipients dialog box that allow you to manipulate the recipient list?

A) Adding or removing recipients from the merge.
B) Sorting recipients.
C) Finding recipients.
D) All of the above.

Key#90708 - [Sending a merge to e-mail](#)

Task: In Step 6 of the Mail Merge Wizard, send the merged document as an attachment to an e-mail message.

Question: If you send the merged Word document as an attachment to an e-mail message, what will the recipient need to open that document?

A) Microsoft Word.
B) Microsoft Excel.
C) Microsoft Outlook.
D) Adobe Acrobat.

Key#90709 - Creating labels

Task: Open a new, blank Word document. Start the Step by Step Mail Merge Wizard, and in Step 1 select "Labels", then move to Step 2 and using the current document select the Avery US Letter 5160 Easy Peel Address Labels in the Label Options dialog box.

Question: Step 1 of the Mail Merge Wizard allows you to select from several document types. Which answer below is NOT one of those options?

A) Letters.
B) Forms.
C) Labels.
D) E-mail messages.

Key#90710 - Identifying the label data source

Task: Move to Step 3 of the Mail Merge Wizard and select the existing "Potential Employers" file for the recipients list.

Question: When you select an Excel file for the recipient list in a mail merge, what needs to be defined in the Select Table dialog box that appears?

A) The file that contains the information and if the data contains row headers.
B) The worksheet in the workbook that contains the information and if the data contains column headers.
C) The cell that contains the information and if the data contains column headers.
D) The worksheet in the workbook that contains the information and if the data contains row headers.

Key#90711 - Finishing the label set up

Task: Move to Step 4 of the Mail Merge Wizard and click on "Address block" and in the Insert Address Block dialog box preview the address information. Make adjustments if needed, and then select OK to add the Address block to the label.

Question: To replicate the information in the first label so that it appears in every other label in the document, which option should you select?

A) Greeting line.
B) Electronic postage.
C) More items.
D) Update All Labels.

ATOMIC LEARNING
Practice Sets

Key#90712 - Comparing the Mail Merge Wizard to the Ribbon

Task: Review and walk through the Mail Merge process using the Mail Merge commands found on the Mailings tab on the ribbon. Then compare that process to the process just completed using the Mail Merge Wizard.

Question: The starting point for creating a mail merge using either method is similar, however, to guide you as you move from one step to the next using the Mail Merge commands on the ribbon, what happens?

    A)   The commands for the next step of the process become unavailable.
    B)   All of the commands are available.
    C)   The commands for the next step of the process become available.
    D)   None of the commands are available.

Atomic Learning®