**QUESTION 10 [30]**

As the Personal Assistant of the Chobe River Resort you are requested to send letters to the guests as to confirm their reservations at the Resort. Use the mail merge function to assist you with your task.

**QUESTION 10A (7)**

1. Use the mail merge function to create a data file using the names and information in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LETTER 1** | **LETTER 2** | **LETTER 3** |
| **NAME** | Nahas Bohitile | Genius Abebe | Lungi Ndola |
| **STREET** | Makamer Street | 9th Street | Hillside Road |
| **TOWN** | GOBABIS | HARARE | DURBAN |
| **COUNTRY** | Namibia | Zimbabwe | South Africa |
| **DATE IN** | 2021-10-03 | 2021-10-02 | 2021-10-01 |
| **DATE OUT** | 2021-10-10 | 2021-10-09 | 2021-10-08 |

2. Save the document as **QUEST 10A yourexamnumber.docx**

**QUESTION 10B (18)**

1. Use the mail merge function to prepare the letters for the guests (primary document). Use the font type Times New Roman and font size 12.

2. Insert your examination number in the top left, and QUEST 4B top right as a header.

3. Insert fields where indicated in brackets, for example [NAME].

4. Use a left margin of 3.75 cm/1.5".

5. Save the document as **QUEST 19B yourexamnumber.docx**

6. Make a printout of this document; use portrait orientation.

Website: www. choberiver.com President Avenue

E-mail: choberiver@orange.bw KASANE

Insert today's date

Dear [NAME]

We hereby confirm your reservation at the CHOBE RIVER RESORT from [DATE IN] to [DATE OUT].

Your package includes:

• Free cocktails on arrival.

• One game drive, 2 hours.

• Free Kasane airport transfer on departure.

We look forward to your stay at our CHOBE RIVER RESORT.

Regards

MANAGEMENT AND STAFF

**QUESTION 10C (5)**

1. Merge the documents QUEST 10A and QUEST 10B into a new document.

2. Change the header to QUEST 10C on all the pages of the new document.

3. Print the merged letters and save as **QUEST 10C yourexamnumber.docx**