**QUESTION 7: Word processing Mail merge [17]**

The manager of the company, **GreenTravel** asks you to send the following letters to clients who requested flight information. Use the mail merge function to assist you with your task.

**QUESTION 7A (4)**

1. Use the mail merge function to create a data file using the names and information in the table below.
2. Save the document as **QUEST7A your examnumber.docx**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **LETTER 1** | **LETTER 2** | **LETTER 3** |
| **Name** | Mr Z Radebe | Ms Viola Lungi | Mr K Ndola |
| **Address** | 35 McGyver Street | 9th Boulevard | 101 Main Road |
| **City** | DIKGALE | LAPALALE | DURBAN |
| **Code** | 0722 | 5200 | 3100 |
| **Manager** | Nozi Duminy | Edwin Thobeka | Peter Riddle |
| **Date** | 2021-05-19 | 2021-06-01 | 2021-05-26 |

**QUESTION 7B (11)**

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

2. Insert a header: your examination number in the top left, and QUEST 7B top right of page.

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 7B yourexamnumber.docx**

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

GREEN TRAVEL COMPANY Bold, size 18, font Cambria, centre

Website: www.greentravel.com Private Bag X029

E-mail: green\_world@telkom.net CAPE TOWN

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*Insert today's date in full*

≠

[Address]

[City]

[Code]

≠

Dear [Name]

≠

Flight: Johannesburg to Cape Town bold, underline, centre

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Your e-mail dated [Date] refers to the information regarding the cheapest flights as requested.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Flight: 12 October 202? Insert this year merge cells | | | | |
| Airline | Flight | Price | Depart from OR Tambo | Arrival Time  Amsterdam |
| Emirates | ER | R8750 | 22:45 | 09:15 |
| British Airways | BA | R9100 | 21:45 | 08:15 |
| KLM | KLM | R7950 | 09:45 | 20:30 |

align price right centre times

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Should you require more information, please do not hesitate to contact [Manager], the manager of the branch.

Yours sincerely

MANAGEMENT AND STAFF

**QUESTION 7C (3)**

1. Merge the documents QUEST 7A and QUEST 7B into a new document.

2. Change the header to QUESTION 7C on all the pages of the new document.

3. Print the merged letters and save as **QUEST 7C yourexamnumber.docx**