



CREATING MERGED LETTER

Pretend you work for a cell phone (mobile phone) company. Your boss tells you that you have to send letters to your customers (dt. = Kunden) offering them new cell phones.

TASK 1:

Make your data source with the addresses of the customers first in a spreadsheet application (e.g. MS Excel., OpenOfficeCalc, Libre Office Spreadsheet Calc) Save it on One Drive

- Be careful to use the same cells (with the same cell names)!
- Check the **spelling!**
- Check the cell formats!

No.	name	first name	m/f	house no. & street	city	zip	state
1	Brixton	Theodore	m	85 Main Street	Richmond	31245	GA
2	Smith	Jenny	f	34 Nob Hill Drive	San Francisco	66754	CA
3	Welsh	Joe	m	70 Broadway	New York	12323	NY
4	Rupert	Ruth	f	43 5 th Avenue	New York	12333	NY
5	Jackson	Tom	m	745 Pennsylvania Ave.	Washington	20300	D.C.

TASK 2:

- Write a letter in MS Word OneDrive:/ICT/yourname-letters.doc
- The company's name is

THE GREAT PHONE COMPANY
your name
 55 Franklin Street
 Detroit, MI 76576
 USA

- Write the date and the greetings.
- The text is the following:

we are pleased to offer you a new cell phone if you extend your contract for another 24 months.

You can choose from one of the following phones:

SumSum Golaxy 12 for \$ 299

Pear Aphone Y for \$ 599

Nakio 45GSR for \$ 109

We also offer a family phone for your husband / wife.

Please let us know about your decision.

TASK 3:

- Merge (dt. = Verbinde) the letter with the data source.
- Make sure a woman is addressed with "Mrs" and a man with "Mr".
- Also make sure either "husband" or "wife" is in the third sentence.
- Save it as yourname-letter merged.docx

Check your work. Save it again if you make changes.