**1st Six-Week Exam**

**Directions:**

* Use the Mail Merge feature to create a set of form letters.
* Use the Mail Merge Wizard to facilitate the process
* Include the following information in your data file:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** | **FName** | **LName** | **High School** | **Address** | **City** | **State** | **Zip** | **President** | **VP** | **Secretary** | **Treasurer** |
| Mr. | Alberto | Velez | Brownsville Porter | 3500 International Blvd. | Brownsville | TX | 78521 | Ramiro Sanchez | Victoria Leija | Dorothy Atkins | Jon Bocanegra |
| Ms. | Delia | Torres | Donna | ¼ Mile E. Wood Ave. | Donna | TX | 78537 | Kenneth Tucker | Kacey Villafuerte | Alyssa Dorado | Hugo Flores |
| Ms. | Mary | Cano | Edcouch-Elsa | PO Box 127 | Edcouch | TX | 78538 | Alejandra Muniz | Dayna Lee | Christian Menard | David Silva |
| Ms. | Margarita | Cervantes | Edinburg | 2600 E. Wisconsin | Edinburg | TX | 78539 | Jessica Garcia | Jose Castillo | Jazmin Benavides | Kristen Mendoza |
| Mr. | Jose | Salinas | Falfurrias | PO Box 589 | Falfurrias | TX | 78355 | Jessica Solis | Stephanie Mills | Alyssabeth Cantu | Nicole Wilke |
| Mr. | Enrique | Gonzalez | Weslaco East | 810 S. Pleasantview Dr. | Weslaco | TX | 78596 | Andy Cabrera | Shelby Scoggins | Katrina Ursua | Manuel Rodriguez |

* Set your line spacing to Single, and paragraph spacing to 0 pt. before and after.
* Type the BPA Advisor and Officer information for the above six (6) BPA Advisors.
* Save your source data file as **EXAM\_SOURCE**
* Type the form letter below:
Note: Your Mail Merge fields are shown in *italics*. What you have to type is shown in **bold**, and the space between sections is shown in **yellow**.
* Type the letter (see next page).
* Include a table with the officer Mail Merge fields.
* Use the **Light List – Accent 1** Table Style.
* Center the table column headings vertically and horizontally.
* Align the officer names **Bottom Left**.
* Preview all data source records, and resize the table to make all the names visible and appear on one line. Center table horizontally.
* Save your form letter as **EXAM\_FORM**
* With the Mail Merge codes visible, add a document header.
* Print the **EXAM\_FORM** document.
* Complete the Mail Merge process and generate the six (6) letters.
* Save the generated letters as **EXAM\_LETTERS**.
* Print **TWO** letters (Ms. Delia Torres – Donna HS, and Mr. Enrique Gonzalez – Weslaco East HS).
* Staple your work as follows:
	1. Today's MicroType Warm-up Lesson Report
	2. **EXAM\_FORM** (must display Mail Merge codes) – **50 Exam Points Possible**
	3. **EXAM\_LETTERS** (Ms. Torres’ letter) – **25 Exam Points Possible**
	4. **EXAM\_LETTERS** (Mr. Gonzalez’s letter) – **25 Exam Points Possible**

[4X]

**Today’s Date**

[4X]

*<<Title>> <<FName>> <<LName>>*

*<<High School>>* **High School**

*<<Address>>*

*<<City>>****,*** *<<State>> <<Zip>>*

[2X]

**Dear** *<<Title>> <<LName>>***:**

[2X]

**Welcome to another exciting year as a BPA advisor. We have many wonderful things planned for our students this year. Please mark your calendar for the upcoming 2010 Regional Leadership Conference which will be held at TSTC-Harlingen once again on Friday & Saturday, January 15 & 16, 2010. This year, our 2010 State Leadership Conference will be in Forth Worth. And, don’t forget that this year; we will be in Anaheim, CA for the 2010 National Leadership Conference.**

[2X]

*<<FName>>***, I have received your FLC Registration. Below is a table with your four officers attending the Fall Leadership Conference at PSJA Memorial High School in October.**

[2X]

|  |  |  |  |
| --- | --- | --- | --- |
| President | Vice-President | Secretary | Treasurer |
| *<<President>>* | *<<VP>>* | *<<Secretary>>* | *<<Treasurer>>* |

[2X]

**Once again, welcome back! And, don’t hesitate to contact me with all of your BPA questions.**

[2X]

**Sincerely,**

[4X]

**Yolanda Garcia,**

**Area II/Region 3 BPA Regional Advisor**

**Yg/yo**