

Vet Clinic (mail merge) - Integrating Databases with Word

Overview

You are to create an Access database for a vet clinic. After you create the database, you will use Word to prepare a letter to be mailed to dog owners from from your vet clinic to tell them about specials at the clinic.

Part 1 - Create the Access Database

1. Create an Access database named **yourname-Vet-Clinic**. In the database, create a table called Pets. Include fields for pet name, pet type (cat, dog, etc), breed, owner name, pet birthdate, and pet weight. Birthdate should be Date/Time field and pet weight should be a number. Other fields can be short text.
2. Input 10 pets (you make up the data) and include at least 5 dogs. For the five dogs, make some weigh less than 20 lbs and some weigh more than 20. If you don't know a breed of cat make one up or use unknown.
3. Create a Query named **Dogs**, which lists pet name, pet type, owner name, and weight but only for the dogs. The dogs should be listed by lightest to heaviest. Check to be sure the query works properly.
4. Create a Query named **Dogs under 20 pounds**, which displays only the pet name, pet type, owner name, and weight for only dogs which are under 20 pounds in weight. Have your list sort by Owner name. Check to be sure the query works properly.
5. Be sure the database and all objects are saved.

Part 2 - Create "Mail-Merge" Word Documents Using the Access Database as Your Data Source

Part 2 of the assignment is similar to the Concert Notice Word assignment except you will use the database you created in Access for your Recipient List. Review the video [Creating Merged Documents in Word \(mail merge\)](#)

For this part of the assignment, you are to create two Word documents named **yourname-Special-Offer-ORIGINAL** and **yourname-Special-Offer-MERGED**. **Use the Steps to Select Your Data Source (shown below) to get started.**

This is how the two documents should look when finished:

yourname-Special-Offer-ORIGINAL

Dear «Owner_Name»,

We are now offering special deals for all our dog owners! Stop by today and load up on toys and treats for «Pet_Name»!!

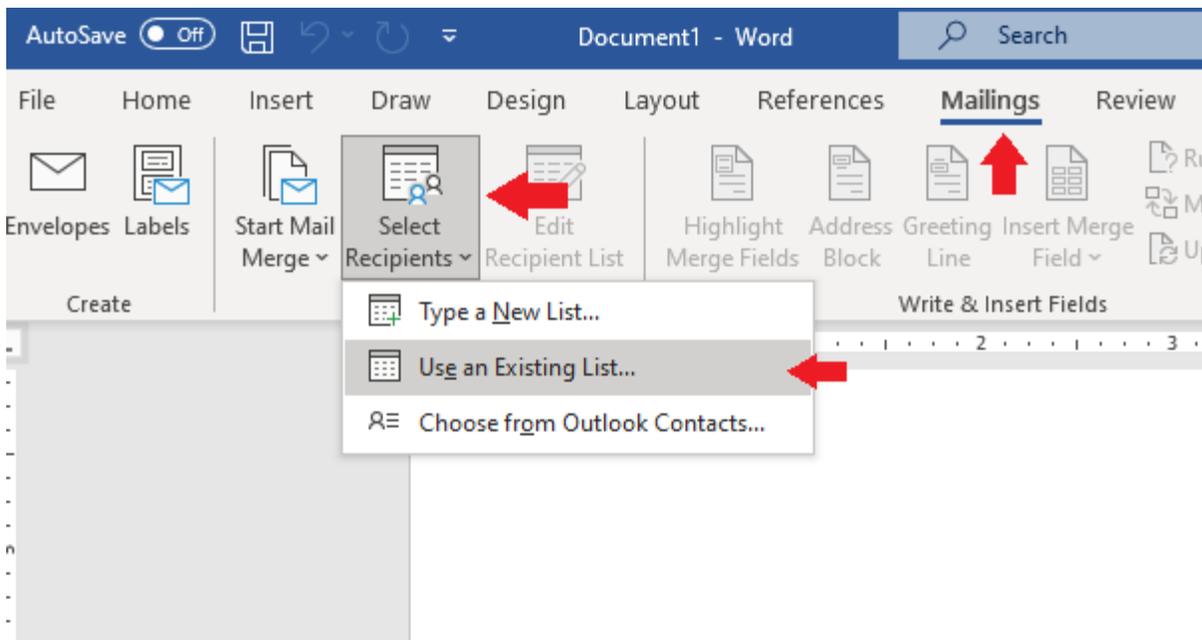
yourname-Special-Offer-MERGED (this shows only the first page created from my data -- there will be multiple pages in your merged document-- one page for each record in the query)

Dear Candy,

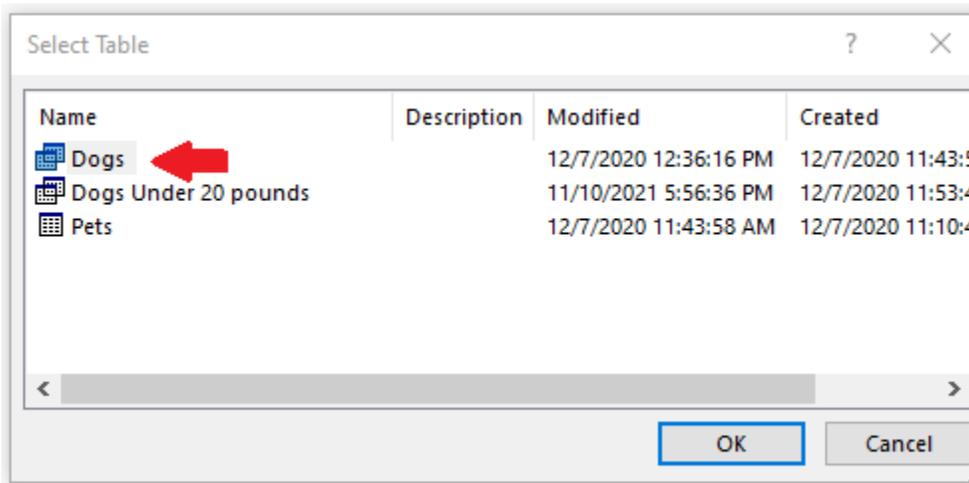
We are now offering special deals for all our dog owners! Stop by today and load up on toys and treats for Rocky!!

Steps to Select Your Data Source.

1. You will use the **Mailings** tab in Word to select the **yourname-Vet-Clinic** Access database as your data source. To do this, click **Mailings**, then **Select Recipients**, then **Use an Existing List** (as shown below)



2. Locate your database and select the Dogs query as your data source (as shown below)



3. After selecting the Recipient List, create the document and merge it with the recipient list to create the merged document.

Submitting Your Assignment

In Blackboard, submit these items:

1. The Access database **yourname-Vet-Clinic**.
2. The Word document **yourname-Special-Offer-ORIGINAL**
3. The Word document **yourname-Special-Offer-MERGED**