

## Word Assignment – Concert Notice

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In this assignment, you will use the Mailings tab in Word and create a merged document.

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### IMPORTANT:

Before doing this assignment, **be sure you've watched the video provided by the instructor.**

Before beginning, it is also helpful to create a folder on your hard drive for the various files you will make for the assignment. Create a folder named **Concert Notice Project–your name**. You can then use the folder to put the three files you create with the assignment.

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**Merging Documents:** Create a list containing the *data source* for a merged document (shown below) and save it in the **Concert Notice Project–your name** folder as **Band Data.mdb**. Next, create the document as shown, incorporating the fields from the Band Data list. Save the document as **Concert Notice-ORIGINAL-your name**. Perform the merge and create a new document named **Concert Notice -MERGED-your name**.

### Original Document (Concert Notice-ORIGINAL-your name)

«First\_Name», this is just a reminder about the concert at the Heritage Festival this week. Your band, «Band\_Name», will play on the «Stage» stage on Saturday. Be sure to allow yourself enough time to drive from «City» to get to the event in time. Thanks!

### Merged Document (Concert Notice -MERGED-your name)

**(NOTE: this shows only the content of the first page of the document. It is for the person named Juan-- there will be separate pages in your merged document for each item from the data source)**

Juan, just a reminder about the concert at the Heritage Festival this week. Your band, The Residuals, will play on the Main stage on Saturday. Be sure to allow yourself enough time to drive from Port Arthur and get to the event in time. Thanks!

### Data Source

| First Name | Band Name         | City        | Stage  |
|------------|-------------------|-------------|--------|
| Juan       | The Residuals     | Port Arthur | Main   |
| Sally      | Screaming Lizards | Port Neches | Veritz |
| Jonathon   | Driftwood Revolt  | Nederland   | Veritz |
| your name  | your band name    | your city   | Main   |

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## Submitting the assignment

Upload the three documents **Concert Notice-your name** and **Concert Notice Merged-your name** and **Band Data.mdb** to Blackboard for the assignment **Word Assignment – Concert Notice**.