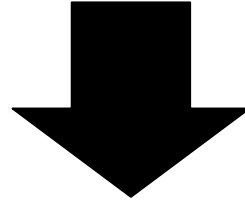


Annotated Solution File – Word 2007

Word Unit H, Skills Review

Donor Thank You Main.docx, Donor Data.mdb, Donor Thank You Merge.docx

See Below



New England Humanities Council

1375 Harbor Street, Portsmouth, NH 03828; Tel: 603-555-8457; www.nehumanities.org

The main document contains 5 merge fields: address block, greeting line, amount, city, and region.

March 4, 2010

Ms. Eliza Pope
287 Mountain Rd.
Dublin, NH 03436

Dear Ms. Pope,

We are delighted to receive your generous contribution of \$100 to the New England Humanities Council (NEHC).

Whether we are helping adult new readers learn to read or bringing humanities programs into our public schools, senior centers, and prisons, NEHC depends upon private contributions to ensure that free public humanities programs continue to flourish in Dublin and throughout the Monadnock region.

Sincerely,

Your Name
Executive Director

A new main document named Donor Thank You Main.docx is created.

The final document contains two paragraphs: "We are delighted..." and "Whether we are...".

The merge results in seven letters. The merged document is saved as Donor Thank You Merge.docx.

A new data source is created from the Mail Merge task pane. The data source is saved in a database file named Donor Data.mdb.

The region for Bill Webster's record is changed to White Mountain.

Mail Merge Recipients

This is the list of recipients that will be used in your merge. Use the options below to add to or change your list. Use the checkboxes to add or remove recipients from the merge. When your list is ready, click OK.

Data Source	<input checked="" type="checkbox"/>	Last Name	First Name	Title	Street	City	State	ZIP Code	Region	Amount
Donor Data.mdb	<input checked="" type="checkbox"/>	Conlin	John	Mr.	34 Mill St.	Exeter	NH	03833	Seacoast	\$250
Donor Data.mdb	<input checked="" type="checkbox"/>	Webster	Bill	Mr.	289 Sugar Hill Rd.	Franconia	NH	03632	White Mountain	\$1000
Donor Data.mdb	<input checked="" type="checkbox"/>	Janak	Susan	Ms.	742 Main St.	Derby	VT	04634	North Country	\$25
Donor Data.mdb	<input checked="" type="checkbox"/>	Gray	Derek	Mr.	987 Ocean Rd.	Portsmouth	NH	03828	Seacoast	\$50
Donor Data.mdb	<input checked="" type="checkbox"/>	Murphy	Rita	Ms.	73 Bay Rd.	Durham	NH	03814	Seacoast	\$500
Donor Data.mdb	<input checked="" type="checkbox"/>	Hunt	Amy	Ms.	67 Apple St.	Northfield	MA	01360	Pioneer Valley	\$75
Donor Data.mdb	<input checked="" type="checkbox"/>	Pope	Eliza	Ms.	287 Mountain Rd.	Dublin	NH	03436	Monadnock	\$100

Data Source
Donor Data.mdb

Refine recipient list

- [Sort...](#)
- [Filter...](#)
- [Find duplicates...](#)
- [Find recipient...](#)
- [Validate addresses...](#)

Buttons: Edit... Refresh OK

The data source contains 9 fields: Last Name, First Name, Title, Street, City, State, Zip Code, Region and Amount.

Seven records are entered into the data source.