

Email me at [susansn@westofwindsor.com](mailto:susansn@westofwindsor.com)

## Week 4 Word Assignments – Lessons 11-12-13

**(Note: These assignments can be completed during class time while the lesson is being taught.)**

### **Lesson 11: Customizing Word Items**

1. Read the lesson.
2. Make sure you know about the AutoCorrect Options – I cannot mark this on a document.
3. Working with Templates. Complete the Practice the Skill that begins on page 375 – save as *Minutes [yourName].dotx*. Email to me.
4. Make sure you know how to apply Themes, and how to customize them.

### **Lesson 12: Building Content**

1. Read the lesson
2. Make sure you understand what a building block is and what Quick Parts are. Complete the Learn the Skill that begins on page 386 for practice. Do not email to me since I cannot mark this because Quick Parts are unique to the local computer.
3. Complete all the exercises in the lesson but do not email to me.

### **Lesson 13: Mail Merges**

1. Mail Merges are NOT ON THE MS EXAM, but you should know how to do them. You can skip this lesson if you don't have time to complete it.
2. You DO NOT have to send me this homework if you don't want to – it is OPTIONAL.
3. Read the lesson. (This lesson is done during class time)
4. Make sure you understand what a data source is, what the main document is, and what the merged documents are.
5. For mail merges, I would prefer you use the Mail Merge Wizard – you can get to this from the Mailings tab → Start Mail Merge → Step by Step Mail Merge Wizard.
6. Complete the Learn the Skill that starts on page 409 – save the data source as *Mission Trade Show Contacts [yourName].mdb*, save the merged letters as *Mission TS Letters [yourName].docx*, and the form letter as *Trade Show Form Letter [yourName].docx*. You can email all 3 of these documents to me.
7. Complete the Practice the Skill that begins on page 416 – save as *Mortgage Letter [yourName].docx*, the data source as *Mortgage Mailing List [yourName].mdb*, then the merged letters as *Mortgage Letters Merged [yourName].docx*. Email all 3 to me.

8. Merging to Envelopes – complete the Learn the Skill that begins on page 426. Save the merged envelopes as *Mission TS Envelopes [yourName].docx*, and the main envelope document as *Trade Show Envelopes [yourName].docx*. Email both to me.
9. Merging to Labels – complete the Learn the Skill that begins on page 429. Save the merged labels as *Mission TS Labels [yourName].docx*. Also save the form labels, name them *Mission TS Form Labels [yourName].docx*. Email both to me.

**Word Test #4 can be done when you are ready  
Please note: Mail Merges in Lesson 13 is NOT on your Word Test #4  
I have a separate exam for Mail Merges, if you would  
like to try it**