**Question Set1 for Class 4**

**(Question/Exercise/Activities)**

**Topics** – Mail merge

**Note:** The students should acquaint themselves with MS Access before attempting questions that require it.

**Q1.** Create a new recipient’s list for MS Word mail merge, using the default format of the list. Use the following fictitious information of two students.

|  |  |
| --- | --- |
| Ms. Bhumika Goyal  Shell Trading Company  46, Old Street, Matunga  Mumbai,  Maharashtra – 203948, INDIA  Ph – 011-23456789(H), +91-98765432(W)  Email – bgoyal@yahoo.com | Mr. Ojasvi Chaudhary  KM College  47 Maurice Nagar  University of Delhi,  Delhi – 110007, INDIA  Ph – 011-9876543(H), +91-9877554433(W)  Email – OChaudhary@gmail.com |

*Hint: Bifurcate the given contact information under different heads - Title, First Name, Last Name, Company Name, Address Line 1, Address Line 2, City, State, Zip code, Country or Region, Home Phone, Work Phone, Email Address as given in the default format of the recipients’ list.*

**Q2.** Create a new recipient’s list for MS Word mail merge, using the default format of the list. Use the following fictitious information of 10 students as given in [Appendix A](#_Appendix_A).

**Q3.** Assuming that the people in the recipient list created earlier have enrolled themselves for some correspondence course, modify the recipients’ list by adding two new fields named course and year. Use the following fictitious information about their course and year information.

|  |  |  |
| --- | --- | --- |
| **Student** | **Course Name** | **Year** |
| Ms. Anuja Chaturvedi | BCom | 2050 |
| Mr. Anup | MA (Eco) | 2052 |
| Ms. Anisha Shhukla | BCA | 2050 |
| Mr. Rishabh Kumar | MCom | 2051 |
| Mr. Vineeta Mehta | MPH | 2053 |
| Mr. Nagendra Sethi | LLB | 2050 |
| Mr. Pankaj Mahajan | MSc (CS) | 2051 |
| Mr. Ram Sahai | MSc (Phy) | 2050 |
| Ms. Anshika Aggarwal | MA (Eng) | 2052 |
| Mr. Ram Prasad | MA (Eng) | 2052 |

**Q4.** Create new recipient lists for MS ford mail merge from the information available in Appendix A already stored after stored as text file, as MS Word table, as MS Excel sheet and as MS Access table.

**Q5.** Create an invitation letter template for MS Word mail merge using the field list of the recipient list created in the earlier questions. Create the letter template such that it refers to the address information and salutation of the recipients at the appropriate places in the body of the letter.

*Hint: Salutation refers title and the name of the person.*

**Q6.** Generate the invitation letters to all the people in the recipient list.

**Q7.** Generate the invitation letters to all the people from the recipient list who started their education before in 2051 or before that.

**Q8.** Create an invitation letter template similar to the earlier one. Modify the salutation line such that it should write “Dear Sir” or “Dear Madam” depending on whether the title field contains Mr or Ms.

*Hint: Create an if-then-else rule*

**Q9.** In the previously created recipient list, add one more field named attendance and provide some dummy data for that field for all the recipients. Create a letter template for the students about their attendance. The letter should provide the attendance of the student. The letter should further state “your attendance is satisfactory”, if the attendance is more than 60% else should state “your attendance is short and you are, therefore, detained from sitting in examinations”.

*Hint: Create an if-then-else rule*

**Q10.** Generate invitation cards to all your friends that are present in your contact list.

|  |  |
| --- | --- |
| Printed By  Media Labs Pvt Ltd  New Delhi - 2222222 | DHARMENDRA  Weds  KAJAL  To,  <Mr/Ms> <name> |
|  | From,  Rajender Verma  Vaishali UP |

**Q11.** Generate mailing labels for sending a new year calendar to your outstation friends. Assume that you maintain an MS Word contact list and your live in Delhi.

**Q12.** Print addresses of your outstation friends on A4 size envelops for sending a new year calendar. Assume that you maintain an MS Word contact list and you live in Delhi.

**Q13.** Generate mass emails to all your friends for wishing new year greetings. Assume that you maintain an MS Word contact list.

**Q14.** Create an MS Access database for aclinic for maintaining the records of its patients like date of consultation, consultation fee and diagnosed disease, address etc. Create 5 records in the patient table and 10 records in the fee table. The clinic issues certificates/receipts to its patients in the following format. Create a certificate template format and final certificates obtained from mail merge.

<Name and address of patient>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Certificate of Diagnosis

Dear <here give Sir or Madam>,

This is to certify that we have charged and received Rs. <Amount of Fee> for the consultations for the month of <Month>.

You may keep in touch with the attending physician in future.

Thanking you,

(Executive Officer)

*Hint: Create two tables in the database – one for patient info and second for consultation info having patient id as the primary and foreign key to have 1:M relationship.*

**Q15.** M/s Alphas Ltd. wants to issue a certificate of pay to its employees as per the following template. The company computes the information about the pay roll of its employees in an MS Excel sheet. The computation of net salary is done by adding basic salary with dearness allowance (DA) which is computed at 40% of basic salary. Assuming the basic salary of 10 employees on your own, generate pay certificates for its employees.

To,

<Employee Name>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub: Certificate of Pay

Dear <here give Sir or Madam>,

This is to certify that you have been granted basic pay of Rs. <Basic pay> for the month of <salary month>. The total salary on this basic pay works out to Rs. <computed value>.

Thanking you,

(Executive Officer)

**Q16.** A banking company wishes to dispatch a letter (format of which is given below) to many account holders whose addresses and other details are stored in a MS Access database. The database maintains two tables. The first table stores the information about account number, name, address etc. while the second table maintains the information about deposits and withdrawals. Assuming 2 records in the accounts table and 6 records for transaction table, generate letters to its account holders using MS Word.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear <here give Sir or Madam>

We are happy to inform you that you have a confirmed balance of Rs. \_\_\_\_\_\_\_\_\_\_\_\_ in your savings Bank Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_, with this bank. Further a sum of Rs. \_\_\_\_\_\_\_ has been credited in your account as interest for the financial year 2005-06 (up to Dec 2005).

Thanking you,

(Branch Manager)

*Hint: Create a suitable query before linking it with MS Word*

# Appendix A

1. Sample Data for Q1

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tile** | **First Name** | **Last Name** | **Company Name** | **Add Line 1** | **Add Line 2** | **City** | **State** | **Zip code** | **Country or Region** | **Home Phone** | **Work Phone** | **Email Address** |
| Ms | Anuja | Chaturvedi | KM College | 82 Ish Colony | Rana P Bagh | Delhi | Delhi | 110001 | INDIA | 77774446 | 9833674839 | AnujaC@gmail.com |
| Mr | Anup |  | Malco Industries | 45 | Pader Road | Mumbai | Maharashtra | 200056 | INDIA | 87654326 | 7828383538 | Anup@yahoo.com |
| Ms | Anisha | Shhukla | Perera Properties | A 56 | Gyan Colony | Gurgaon | Haryana | 398483 | INDIA | 84737355 | 9889578365 | AShukla@ymail.com |
| Mr | Rishabh | Kumar | Poogle Inc. | 23/7 | Sona Road | Bhopal | MP | 487398 | INDIA | 27495058 | 9974387344 | Rishab@gmail.com |
| Mr | Vineeta | Mehta | MNRCollege | 345 Block A | Mall Road | Ranikhet | UP | 738378 | INDIA | 67492433 | 7543373684 | vmehta@mnr.edu |
| Mr | Nagendra | Sethi | M Engg. Corp. | 56 Old Factory | Model Town | Agra | UP | 203131 | INDIA | 76394784 | 7568485666 | nsethi@rediffmail.com |
| Mr | Pankaj | Mahajan | BHEL | 83 First Floor | High Street | Jaipur | Rajasthan | 304042 | INDIA | 44882938 | 1738593475 | P.Mahajan@onlook.com |
| Mr | Ram | Sahai | IRTRA | 43 Old Store |  | Karnal | Haryana | 398675 | INDIA | 99454507 | 9832375464 | rsahai@live.com |
| Ms | Anshika | Aggarwal | Dosal Institite | 583, U Estate | Sector 134 | Pilibhit | UP | 204545 | INDIA |  | 9882384537 | anshika@dosal.com |
| Mr | Ram | Prasad | Perl Industries | 39 Maharaja Gardens | Bitambura | Banglaore | Karnatka | 897654 | INDIA | 84747488 | 9998478336 | rprasad@pindustries.com |