
 Vision. Value. You.

# Introduction to Computers

## CGS 1100

Fall 2003  
Unit 5

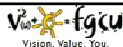
Dr. Martin Hepp 1

 Vision. Value. You.

# !!! Assignment 1 !!!

- Description and files available on the Internet:  
– <C:\daten\FGCU\web\crn80028.htm>
- Your work is **due next Tuesday, September 30, 2003**, 6:30 p.m. before class.
- Please turn in a **labeled floppy disk**, **no e-mail-attachments!**

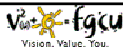
Dr. Martin Hepp 2

 Vision. Value. You.

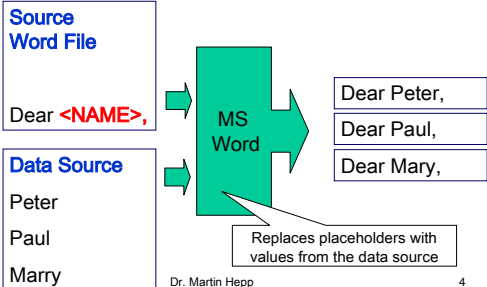
# Reading Assignment

- **Read project 6**
- Suggested: Have Word 2000 available while reading.

Dr. Martin Hepp 3

 Vision. Value. You.

# Mail Merge Fundamentals



The diagram illustrates the mail merge process. On the left, there are two boxes: 'Source Word File' containing 'Dear <NAME>,' and 'Data Source' containing a list of names: Peter, Paul, and Marry. Arrows from these boxes point to a central green box labeled 'MS Word'. An arrow from the 'MS Word' box points to a box on the right containing three lines of text: 'Dear Peter,', 'Dear Paul,', and 'Dear Mary,'. A callout box points to the 'MS Word' box with the text: 'Replaces placeholders with values from the data source'.

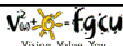
Dr. Martin Hepp 4

 Vision. Value. You.

# Now...in the Lab

- Go through project 5 and create the Eagle Run Golf Club mailing step by step.

Dr. Martin Hepp 5

 Vision. Value. You.

# Thank you!

The slides will be available on the internet at  
<http://ruby.fgcu.edu/courses/mhepp/>  
(-> CRN80028)

Dr. Martin Hepp 6