

Data Merge Assignment

EDU290 COURSE#22107944

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Create and save the following to file(s);

Create a database using Microsoft Access and a document using Microsoft Word that is merged to produce personalized letters to parents. Your database needs to have at least six (6) fields of data per record and at least three (3) records. The word document needs proper formatting, be double spaced, and be no longer than a page long. Save the database and the merge letter. Merge the database and letter to a new document. Create a PDF copy of the letter with variable fields showing, merge the document with the database into a PDF resulting in three letters. Include the four PDF documents, this document, along with the database to your wiki space (6 files will be uploaded, and linked to in total).

Note: It is important to format this assignment properly since it is a letter sent home to parents. Remember to check spelling, grammar, etc.