

Lab 6 Microsoft Word 2 — Mail Merge

File Name

09_LAB06_5XXXXXXXXX.docx

1. Create a folder named *word*.
2. Download the file *data_mailmerge_en.xlsx* from the course webpage and put it in *word* folder.
3. Perform mail merges and create letter of absence, following the format below. Use the recipient data in *data_mailmerge_en.xlsx*.

Submission

Save the result of your mail merge to *09_LAB06_studentid.docx* as the file's name. For example, *09_LAB06_500510111.docx*. Then, upload the file to homework submission website (http://hw.cs.science.cmu.ac.th/CS_HW/p204100.html), under your section.

Letter of Absence's Format

Student's Address

Date

Dear,

Details of Absence, with reason why you won't be able to attend the class

Sincerely,
Your Signature
(Your Name)