Task 4 – Mail merge

You are required to carry out a mail merge.

25 Create a mail merge document using the file **J2122VOUCHER.rtf** as the master document and **J2122VIOLATIONS.csv** as your data source file.

Enter your name, centre number and candidate number in the header of the document.

[1]

26 Replace the text and chevrons in the master document with the merge fields from the data source file as follows:

Text and chevrons to replace	Replace with merge field
<NAME>	Full_Name
<CTRY>	Country
<RN>	Race_Number
<CB>	Club
<GEND>	Gender
<CAT>	Race_Category
<SEG>	Discipline
<WHEN>	Time_Incurred
<VIOL>	Violation
<PEN>	Penalty
<DUR>	Duration
<OFFICER>	Tech_Officer

Replace <DATE> with a field to display today's date in the format dddd, dd MMMM yyyy

Make sure the spacing, punctuation, alignment and enhancements in the original master document are maintained.

Save and print your master document showing the merge field codes.

EVIDENCE 9
Take screenshot evidence of the date field code showing the dddd, dd MMMM yyyy format used. Place this screenshot in your Evidence Document.

PRINTOUT 4
Make sure you have entered your **name**, **centre number** and **candidate number** on your master document.

[6]

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27 Set an automated filter to select competitors where:

- *Discipline is* **Transition_2**
- *Duration* is **2 or more**

EVIDENCE 10
Place in your Evidence Document a screenshot to show the use of an automated selection method.

[1]

28 Merge and print the vouchers for the selected competitors only.

Save and close the files.

PRINTOUT 5
Print the result of the merge. Make sure you have entered your **name**, **centre number** and **candidate number** on your vouchers.

[1]

[Total: 9]

Task 5 – Printing the Evidence Document

Save and print your Evidence Document.

PRINTOUT 6
Make sure that your **name**, **centre number** and **candidate number** appear on every page of your Evidence Document.

Task 6 – Presentation

You are going to create a short presentation.

All slides must have a consistent layout and formatting. Unless otherwise instructed, slides must be formatted to display a title and bulleted list.

29 Create a presentation of 6 slides using the file **J2122RULES.rtf**

Place in the footer your name, centre number and candidate number.

The footer must be displayed on all slides.

[1]

30 On the slide with the title *Transition* demote the last 3 bulleted items so they look like this:

- competitors must not:
  - *impede the progress of other competitors*
  - *interfere with another competitor's equipment*
  - *cycle in the transition area*

[2]

31 Change the layout of the slide with the title *Common Penalties* to a title and table.

Create a table that contains **4** columns and **13** rows.

Copy the data from the file **J2122TABLE.csv** and place this in the table.

[2]

32 Format the table so that:

- a plain table style is applied with no cell shading
- all internal and external gridlines are displayed when printed.

[1]

33 Insert **2** new rows as the first 2 rows of the table.

Enter the text and format rows 1 and 2 of the table so they look like this:

Conduct	Type of Penalty		
	Stop and Go	Time	Disqualification

[5]

34 Adjust the column widths so:

- data in column 1 is displayed on one line
- the table fits on the slide with all data fully visible.

[1]

35 Save the presentation.

Print all slides in the presentation as handouts with 2 slides to the page, each slide filling half the page.

PRINTOUT 7
Print this handout. Make sure your **name**, **centre number** and **candidate number** are on all slides.

[1]

[Total: 13]