

## Word 2000 Tutorial – Merging Assignment

### DATA TO BE USED IN THE DATA SOURCE FILE:

First Name	Last Name	Address1	City	State	Zipcode
Mailee	Wu	89 Burrard Ave.	Port Jefferson	NY	09878
Melvin	Pakula	23 Johnson St.	Newport	RI	98781
Lynn	White	10 Lakeside Ave.	Memphis	TN	12345
Louise	Thomas	22 Greencrest St.	San Francisco	CA	92182
Alice	Johnson	5 Oxford Lane	Brooklyn	NY	11123
Jose	Cortez	789 Elizabeth St.	Tacoma	WA	98416
Feifei	Yang	43 TowerHill Rd.	Wakefield	RI	02879
Jessica	Kazo	9 Broad Rock Rd.	Centereach	NJ	11256
Antonio	Banderas	8 Saugatucket Ln.	Wichita	KS	02367

### TEXT OF MAIN DOCUMENT:

current date

<< First Name >> << Last Name>>  
<< Address1>>  
<< City >> , << State >> << Zipcode >>

Dear << First Name >>:

We're Moving!

Please be informed that as of January 1, 2002 we are moving to new premises located at the University of Rhode Island, Tyler Hall in Rhode Island.

We are looking forward to this move with great anticipation. Because of your continued support, we are expanding our business to accommodate two training rooms and a boardroom.

As a result of this move, we will be closed from the first week of January to the end of February. An invitation to the Open House will be forwarded to you, << First Name >>, as soon as we are settled.

Let us know if we can do anything for you!

Sincerely,

your name,  
President