Name _____ Period _____ Date_____

Word Lesson **6** Challenge Yourself Project
11 Perform a Mail Merge

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Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Began the mail merge process using the letter you created in Project 10			
Selected the data file Donors.docx as the data source			
Inserted the fields *Title*, *First Name*, and *Last Name* into the main document			
Inserted the field *Address* into the main document			
Inserted the field *Previous Donation Amount* into the main document			
Checked the spacing between fields carefully			
Performed the merge			
Chose Use Draft quality to print a copy of each letter			
Created return address labels with the fund-raising organization's address			
Saved the labels as w6rev-[your first initial and last name]11			

Comment [MT1]:
Changed to match text