Name _____ Period _____ Date_____

| Chapter **9** | Focus on Teamwork | **Project 9-8** | **R** |

Rubric
9-8

Project 9-8 (pages 400–402)

Perform a Mail Merge

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.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Open the envelope from Project 9-7.			
Use the Mail and Catalog Merge Wizard to open Data File 9-8, your Mail Merge Recipients database.			
Create an address block that includes the title, the complete first and last name, and the postal address. (See Figure 9.24)			
Resize the address text box, if necessary.			
View each addressed publication.			
Complete the merge.			
Follow directions to save and print your work.			