Suggested Exercises for Automation

Exercise One

Possible activity for session plan two in the suggested scheme of work.

Create a mail merge

- students will need to understand the concept of mail merge. Give examples of the use of mail merge - ask your students to look at junk mail received and how this has been generated with the use of mail merge

- discuss what types of data can be used for a data file e.g. word-processed table, spreadsheet data, database data

- discuss what errors can occur when inputting incorrect field names into the text document and running the mail merge

- you will need to create a data file and a text file for use in an introductory exercise. The following are examples:

Data file structure:

CustNo	Title	Initial	Lastname	Add1	Add2	Town	PostCode	Amount	Model

Input the following data:

00037265 Mr F Barrow 106 Mount Road Birchencliffe HUDDERSFIELD HD1 4DT £96.50 Sanyo Video Recorder Model No 3756VHF	00037299 Mrs C Cooper 21 Haughs Place Quarmby HUDDERSFIELD HD4 9QQ £96.50 Sanyo Video Recorder Model No 3756VHF
00037302 Mr P Smithe 43 Fernside Avenue Almondbury HUDDERSFIELD HD5 8SS £56.50 Panasonic Colour Television Model No 376	00037296 Mr J Markey 53 Quinten Street Birkby HUDDERSFIELD HD4 1PP £125.00 Mitsubishi Stereo Model No MH13476
00037254 Mr J P Norton 36 Chapel Croft Liversedge HUDDERSFIELD HD7 8PR £56.50 Panasonic Colour Television Model No 376	00037369 Miss J Summers 23 Greenfield Road Birkby HUDDERSFIELD HD6 3PL £86.50 Sony Video Model No 365/25222
00037280 Mrs R Tyson 103 Blackhouse Road Fartown HUDDERSFIELD HD2 3PR £125.00 Mitsubishi Stereo Model No MH13476	00037372 Mrs L Thompson 24 The Fairway Fixby HUDDERSFIELD HD3 47H £86.50 Sony Video Model No 365/25222
00037350 Mr J K Blakemore 29 Brook Road Birchencliffe HUDDERSFIELD HD1 3DY £96.50 Sanyo Video Recorder Model No 3756VHF	00037387 Mrs M Kemp 4 The Brooks Mirfield WAKEFIELD WF4 9PP £86.50 Sony Video Model No 365/25222

Input the following for the text file:

Ref ACJ/MM/012.doc

&
&
&
&

Dear &

I am please to inform you that the (**Model)** you ordered is now in stock.

I see that you live in (**Town**) if it convenient for you to call please telephone our office on 01484 847561 before 5 pm.

Alternative arrangements can be make for this item to be delivered to your home at an extra cost of £5.00.

The amount due on the above item is (**Amount**), please see the enclosed invoice. Could you please arrange payment on or before collection/delivery.

Many thanks for your valued custom. I look forward to supplying you again.

Yours sincerely
WILSON ELECTRONIC SUPPLIES

J B Wilson
Director

Ask your students to perform a selective mail merge using the following criteria:
- to select only the customers who live in Birchencliffe - result should be two
- produce a list for people who live in Huddersfield and the amount is greater than £90 - result should be five
- produce a printout of your master letter, your data file, and the results of the last query - seven printouts in all

Exercise Two

Possible activity for session plan three in the suggested scheme of work.

- ask your students to collect data on courses offered and tutors of these courses at your centre and produce a data file containing this information
- create two documents, a letter and a leaflet, which could be used for mail merges
- ask for an automated routine to be produced, which enables a user to select both a document and the data to be merged with it
- obtain printouts of selected document/s and data, merged documents, and procedures, merge codes, macros used to perform the automation

Exercise Three

Possible activity for session plan two in the suggested scheme of work.

- you will be sending a note to customers of the mail order company UK Model Boats, informing them of new boats now in stock. Type the following text into a suitable software program, and by selecting the appropriate records, insert merge codes so that the necessary details will be inserted from the file BOATS.CSV:

  (Customer Name)

  We currently have the latest new boats in stock:
  Robbe

Model	Length	Price
(Model)	(Length)	(Price)

  Billings

Model	Length	Price
(Model)	(Length)	(Price)

  Order now, while stocks last - this offer ends on (Date)

- insert an instruction in the final sentence, which will require the *Date* field to be completed from the keyboard - include an appropriate prompt for the user
- obtain a printout
- save the file and print a copy of the master document, showing the merge codes

Exercise Four

Possible activity for session plan one in the suggested scheme of work.

- you have been asked to produce an order form for UK Model Boats, using the layout shown below. Insert merge codes to enable the necessary information to be obtained from the file BOATS.CSV
- use the following automated fields
    - brand
    - price
- include user prompts where required
- produce and obtain printouts of three completed order forms, which must contain at least two items each
- print a copy of the master document, showing the merge codes

Order Number:	(Order Number)			Customer Name:	(Address Line 1)
Date:	(Date)			Address:	(Address Line 2)
				Town/City:	(Town/City)
				Post Code:	(Post Code)
Item No	Model	Brand	Price	Quantity	Total
(Item No)	(Model)	(Brand)	(Price)	(Quantity)	(Total)
					Grand Total: (Grand Total)