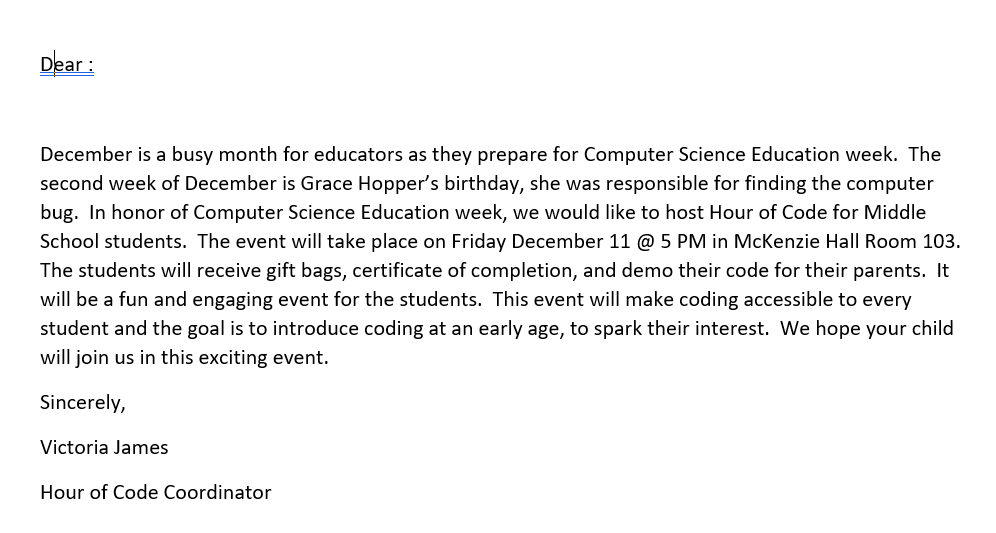
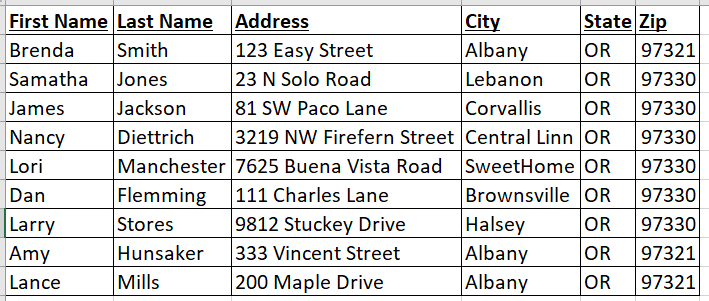
***Before you start, please:***

1. Insert the CIS125 class USB Thumb drive
2. On the USB root folder/directory, create the ***CIS125*** folder (unless the folder already exists)
3. Under ***CIS125***, create ***Week3-Files*** folder (unless the folder already exists)
4. Use ***USB-thumb-drive-letter:\CIS125\Week3-Files*** to store all week three files
5. Download ***Week3-Assignment.docx*** to ***Week3-Files*** folder
6. Open the ***USB-thumb-drive-letter:\CIS125\Week3-Files\Week3-Assignment.docx*** file,answer all questions, save the changes to the file, and upload to Moodle.

**Instructions (Total points: 10) Subtract one point for each missing step or error.**

1. Start Microsoft Word 2016 and Open a new blank document. Save the document as Week3Assignment\_Lastname, using your own Last name.
2. Change Font to Times New Roman Font Size 12.
3. Type in the following into your word document: 
4. On the Mailings tab, click Start Mail Merge in the Start Mail Merge group, select Letters. Click Select Recipients and click Type a New List.
5. A New Address List box will appear. Click customize column to remove the columns that are not needed. Enter the following data: 
6. Click ok when done.
7. Save file name as Address.
8. Place the insertion point at the beginning of the first paragraph. In the Write & Insert Fields group, click Address Block. Ensure Joshua Randall Jr. is selected in the Specify address elements section and accept all other default settings. Click OK. Press Enter.
9. Place the insertion point at the beginning of the first paragraph. In the Write & Insert Fields group, click Greeting Line, then in the Greeting line format section, ensure that Dear displays in the first box, select Joshua in the second box, and ensure a comma displays in the third box. Click OK. Press Enter.
10. Click Preview Results and click Next Record several times to advance through the letters. Notice that the names on the address block and greeting line will change for the same letter.
11. Save the file and submit all files (word and data source files) in Moodle. Data source file is needed in order for me to test that you have done the mail merge correctly.