



## Homework #10

- Read Microsoft 2010 OneNote Jumpstart in the text (pages 347-357).
- Follow the directions given as you read, just as you have been doing in the Word section. There will not be a file to save and email; however, you will be responsible for knowing and having practiced the skills presented in the text, so be sure to practice as directed.
- Create a new document using the mail merge feature and the Excel spreadsheet included in your homework. This could be a sheet of labels, a business letter, or envelopes. Save this document as **MergeDoc\_1.docx**.
- Create a second document using the mail merge feature but this time, be more creative! Some ideas for this document: personalized invitations, a company contract or invoice, classroom door signs, specialized name tags (this would probably be easiest using the labels tool), etc. Include a relevant graphic (such as clip art) in this document. You do not need to use all of the data fields. You can just use the names if you wish. Save this document as **MergeDoc\_2.docx**.
- Take some time to review and practice the skills you have learned so far, both in the text and in class. Practice them enough to be able to go quickly to the correct tab to find the tool you need to accomplish each skill.
- After you have completed the assignment, e-mail your entire homework assignment (attach **MergeDoc\_1.docx** and **MergeDoc\_2.docx**) to: homework@wanvigs.net no later than 10:00 am next Tuesday. Put "Homework #10" and your first name in the subject line.