# 1’s Assignment

You are going to create a table that lists all of the fields needed for a new data source, and is filled out with proper names, addresses, ect. See my example. You need at least 8 header fields, and at least 3 contacts.

Next, you are to write a professional letter to parents, telling them that their children will soon be getting a laptop from their school. Include all of the fields as placeholders in your template- see the Yoga letter you downloaded as an example of a letter template.

Then, create a new data source using the information from the table you created earlier.

Merge the letter you wrote to parents with your data source.

Upload to Google Docs:

Table

Professional letter template

Merged Professional letter to 3 parents.