# 3’s Assignment

You will be creating a “How-to” video for mail merge. You will go through a practice mail merge on your computer, and tell the viewer why/how/what you are doing through the mic on your computer. Have the Yoga letter open, and unmerged.

Now, go to your Launchpad in the bottom left corner.

Click on Quick Time.

Once you get on Quick Time, in the upper left corner, click File, then new screen recording.

After that, you can select the entire screen, or just pick the area you want on your computer.

After this, make sure I come over, so I can make sure your audio is set correctly.

Now, you click the record button- it’s Action time!

During this video, I want you to walk through the steps of creating a mail merge- tell us how to create one, and set up a new database. Create your own fields, tell us why we would or wouldn’t want certain fields in Step 2 (creating a database), then fill in the database with at least 4 names/addresses/whatever fields you come up with.

Apply the mail merge to the Yoga letter that you used at the start of class.

The idea of the video is that someone who doesn’t know how to create a mail merge. To get full points, a new user must be able to watch your video and be able to create a mail merge.

Ideas to include in your video-

Common Mistakes-answer these at the end

You could put light music in the background (make sure it’s not very loud, so we can hear you)

Tips and Hints- any shortcuts

Upload to Google docs and place in activities folder when done.