

INTEGRATION Skills Assessment

You work at the newly renovated Java Internet Café. The café serves coffee and pastries and offers clients the opportunity to use the café's computers and Wi-Fi to gain Internet access.

The café charges a \$10 monthly fee for Internet services. All membership fees for March were due March 1. A few members have not paid their monthly fees. Your manager asks you to send out a **reminder letter** to customers with outstanding balances.

1. Open the **Java.accdb** database.
2. Open the **Members** table to view the data. The table contains 21 records of Java Member Billing Information. Look at each column field name; you will use them in your form letter.
3. Scott Payton just paid his membership fee for March. **Update** his record to show his \$10 payment.
4. The café has a new member who paid her \$10 dues for April. Use the following information to **Add** the New Record for Halie Shook to the Members table:

Member ID: **hsht**
Title: **Ms.**
First: **Halie**
Last: **Shook**
Address: **1290 Wood Crest Ln**
City: **Boulder**
State: **CO**
Zip: **80302**

5. You will use the **Members** table as your **Recipient List**.
6. Close the **Java** database.
7. Open the **Reminder Form Letter**.
8. Start the **Mail Merge Wizard**.
9. Select the **Java** database as the **Recipient List**.
10. Edit the recipient list so letters are only sent to those clients *who have **NOT** paid their dues for March.*

11. Remove Halie Shook from the recipient list (she was not a member in March and should not receive a letter).
12. Sort the records in alphabetical order by Last Name.
13. On the second line below the date, insert an **<Address Block>**.
14. On the second line below the address block, add a Greeting Line in the format of *Dear Title Last Name* followed by a comma.
15. In the closing, replace Trace Green with your name. **SAVE**
16. If needed, toggle **Preview Results** on and off to adjust the spacing for the **<Address Block>**, and the greeting line.
17. Turn Preview Results off after adjusting the spacing in the letter. **SAVE**
18. Click **Finish & Merge**. **DO NOT PRINT**.
19. Choose **Edit individual Documents** to → Merge to a New Document.
20. You should have **3 letters** after the merge. **SAVE AS: March Reminder Merge**.