

## 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. 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. Close the **Members** table.
6. Select the **Members** table in the Navigation Pane, and then start the Mail Merge using the **Reminder.docx** document.
7. Edit the recipient list so letters are merged only for those clients who have not paid their dues for March. (*Hint: Use a filter to select records for members who have not paid their March bill*).
8. Remove Halie Shook from the recipient list (she was not a member in March and should not receive a letter).

9. Sort the records in alphabetical order by Last Name.
10. On the second line below the date, insert an **<Address Block>**.
11. On the second line below the address block, add a Greeting Line in the format of  
*Dear Title Last Name* followed by a comma.
12. In the closing, replace Trace Green with your name.
13. Click **Preview Results**. If needed, adjust the spacing for the **<Address Bock>**, and the  
**<Greeting Line>**.
14. Turn off the Preview Results. **SAVE AS: Reminder Form Letter**.
15. Complete the **Merge**. **DO NOT PRINT**.
16. You should have 3 letters after the merge. **SAVE AS: March Reminder Merge**.