

Μικεψ Σπορτσ

AUTOMATED DOCUMENTS (Mail Merge)

USE OF BASIC FEATURES

Imported data from an external source

Screenshots of the database table are shown below, in both 'Design' and 'Data Sheet' view in order to prove that I have done them. Notice that the table includes hyperlinked email addresses, which incidentally gives me a useful way of contacting them in the future by email!

The mail-merge template, showing the fields, is included as a printout after this section.

The screenshot shows the Microsoft Access interface. The 'mikey : Database' window is open, displaying the 'SHOPS' table. The 'SHOPS : Table' design view is also visible, showing the following fields and data types:

Field Name	Data Type
SHOP NAME	Text
ADD 1	Text
ADD 2	Text
COUNTY	Text
POSTCODE	Text
TEL SHOP	Text
FAX SHOP	Text
MANAGER	Text
MOBILE	Text
EMAIL1	Hyperlink
EMAIL2	Hyperlink

The 'Field Properties' window for the 'EMAIL1' field is open, showing the following properties:

Property	Value
Field Size	50
Format	
Input Mask	
Caption	
Default Value	
Validation Rule	
Validation Text	
Required	No
Allow Zero Length	No
Indexed	Yes (No Duplicates)
Unicode Compression	Yes

POSTCODE	TEL SHOP	FAX SHOP	MANAGER	MOBILE	EMAIL1	EMAIL2
CV23 9YP	01225 123456	01225 123123	JOHN JACKSON	07889 456128	JJSPO RTS@H	JJACKSON@L
CV22 6DF	01235 789456	01235 456456	HELEN MURPHY	07765 369654	LEAMINGTONS	HMURPHY25@

Suitable format and layout for the data:

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(This doesn't really need a written section, but it is worth adding one to make sure the examiner is aware of the strong points of your document. You could annotate the document itself.

Professional presentation: This is achieved by the use of formal letter convention whereby the writing, including the address of the recipient is entered straight down the left hand margin (no indents). Contact details include telephone numbers, fax and email as well as the address. There are NO indents for new paragraphs – an extra line space (carriage return) is added instead to separate paragraphs. There are five line spaces between the 'Yours sincerely' and the name of the Sales Director. You will also note that if the recipient's name appears at the top of the letter, it is normal to use 'Yours sincerely', whereas if the name is not known (i.e. as in "Dear Mr or Mrs") it is normal to use 'Yours faithfully'. The contact details are entered along one line as a footer – which looks more professional than a block of text. Large type sizes are not professional looking. The professional appearance of the document is further enhanced by the choice of a serif font 'Times New Roman'. Sans serif fonts often look too casual or sloppy in a business-type letter.

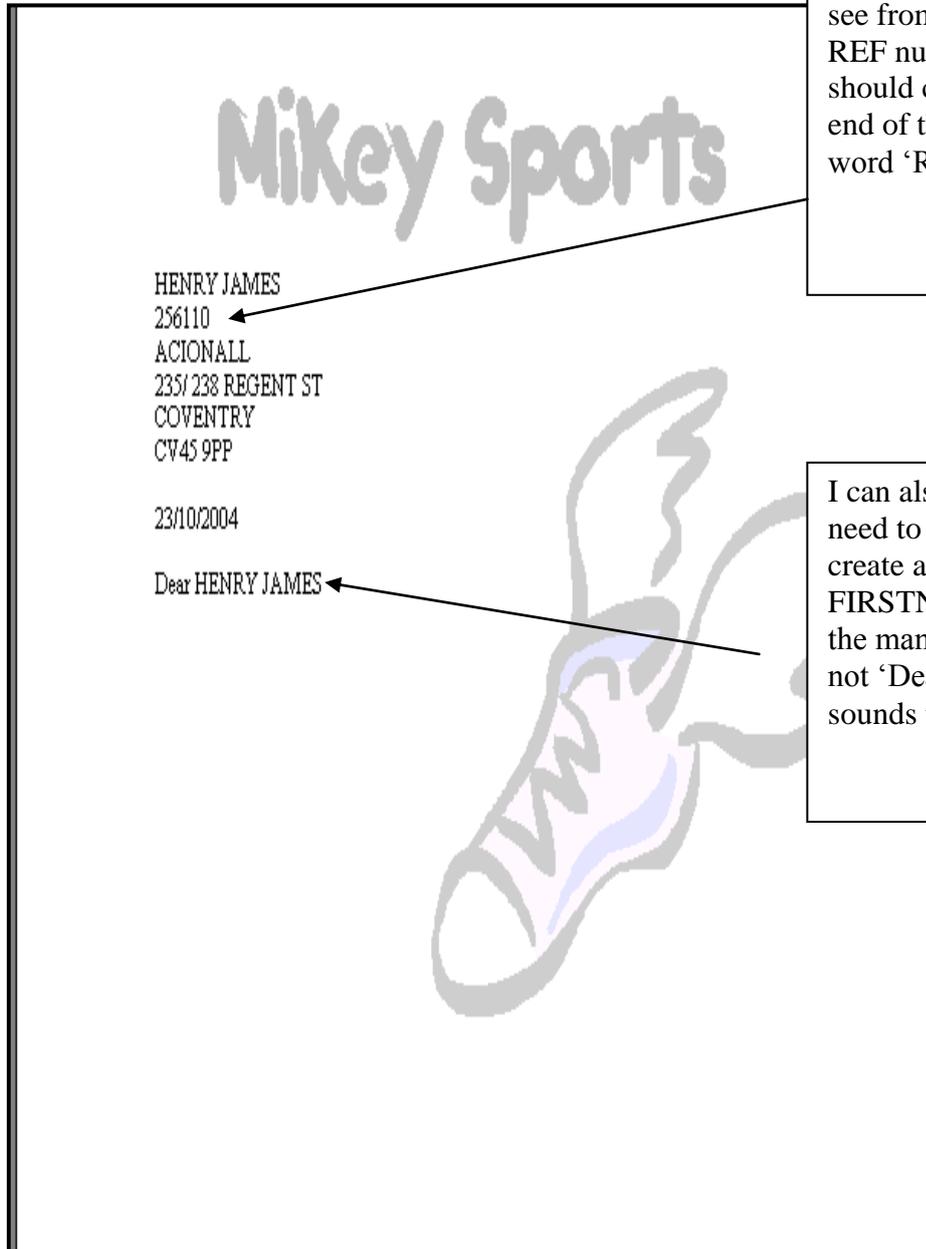
The above paragraph also satisfies the next set of questions, because 'yes' it does contain contact details of the company, it is clearly laid out, it does match the stated purpose (see section on Design of Document), it is (hopefully) completely free of spelling errors, and it is free of capital letter errors (for example, I have checked the database address information to make sure that all cities, street names etc. start with capital letters)

Automated routines: I have ensured that automated routines work by **testing the mail-merge and printing out test data**. To do this, I CREATED A SMALL DATABASE FIRST, with only one or two RECORDS, BEFORE going and putting all the rest of the data into the database. (It would have been a waste of time putting in, for example, 100,000 records (in a real life situation) and THEN finding out that the mail-merge didn't work properly. A good example of this is where you people enter the house number and street names on different lines of the mail-merge – this looks TOTALLY UNPROFESSIONAL, so why go ahead and print out twenty letters?) - grhhh!

Printouts of test data (two pages) are included after this report, (you would then need to include printouts of FIVE of the people on the database) Any corrections needed to the mail-merge document would have been clearly shown as 'before and after' printouts, clearly annotated. Ideally this is done through annotated screen shots and NOT scrawled notes in pencil (see example below)

TESTING THE MAIL-MERGE

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TEST DATA – this is an initial printout of the mail-merge. I can see from the test printout that the REF number is confusing. It should come at the beginning or end of the address, and have the word ‘REF’ in front of it.

I can also see from this that I will need to go back to the database and create a separate field for FIRSTNAME, so that I can address the manager as ‘Dear Henry’ and not ‘Dear Henry James’ which sounds too formal