114942 Workplace Project and Work Sample

**SO1, 2, 3**

Do the following at your place of work. If you are not employed, volunteer at a local community centre, sport club or church.

1. Investigate instances where mail merge could benefit the organisation, e.g. sending out notifications of specials or sales. Type a memo to your supervisor suggesting using mail merge in future to perform these tasks. In the memo you have to explain the benefits of mail merge.
2. Create a mail merge document or e-mail to send to more than one recipient. Make sure that one copy is sent to your facilitator or attach copies of the document/e-mail to your assignment.
3. Create a label mail merge. Print one page of labels and attach this to your assessment.

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| Logbook 116942 |
| **Date** | **Assignment No** | **Start** | **Finish** | **Total Hours** |
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