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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Logbook 116942 | | | | | | | |
| **Date** | **Assignment No** | | | **Start** | | **Finish** | **Total Hours** |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
|  |  | | |  | |  |  |
| Date | | Learner signature | Date | | Mentor/supervisor signature | | |
|  | |  |  | |  | | |