## SSLC MODEL IT QUESTIONS & ANSWERS 2018 MKH MMO VHSS FOR GIRLS, MUKKOM GROUP 2 LIBRE OFFICE WRITER

Your school has decided to hold an awareness class for parents on *Measles* – *Rubella Vaccination*. Draft a letter to invite each parent of students of class 10A using the technique Mail Merge. The file **students.ods** in the folder Exam\_documents in Home contains the details of students and a model of the letter is given in the folder Exam\_documents in Home with the name **mmr.odt**.

## Hints:

- · Open the file mmr.odt from the folder Exam\_documents in Home .
- Using Mail Merge, include the fields 'Parent\_Name' and 'Student\_Name' from the file students.ods.
- Save the letters as Single File in the folder Exam10 in Home with your Register Number Question Number as the file name.

## Home-->Exam\_documents-->mmr.odt Insert--->Fields-->More Fields

1) Select <u>Database</u>



- 2) Add database file-->Browse-->Home--->Exam\_documents-->students.ods 3)Select Mail merge fields
- 4) Click on the Arrow (Students)

Dear Parent,

We hope you are aware of the Measles – Rubella vaccination Mission, a joint venture of Health and Education Department being conducted as part of Children's Health Care Programme. The Health department is conducting an <u>awarness programme</u> on October 7, Saturday at School Auditorium. We request you to participate in the programme.

1 Name of Parent : Name of Student :

**Click on the Document** 

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Select Student\_Name --->Insert or Double click Select Parent\_Name --->Insert or Double click Close File--->Print Select File--->Ok Home-->Exam10--->Regno\_Question No--->Save

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## Open the saved file