

**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**.

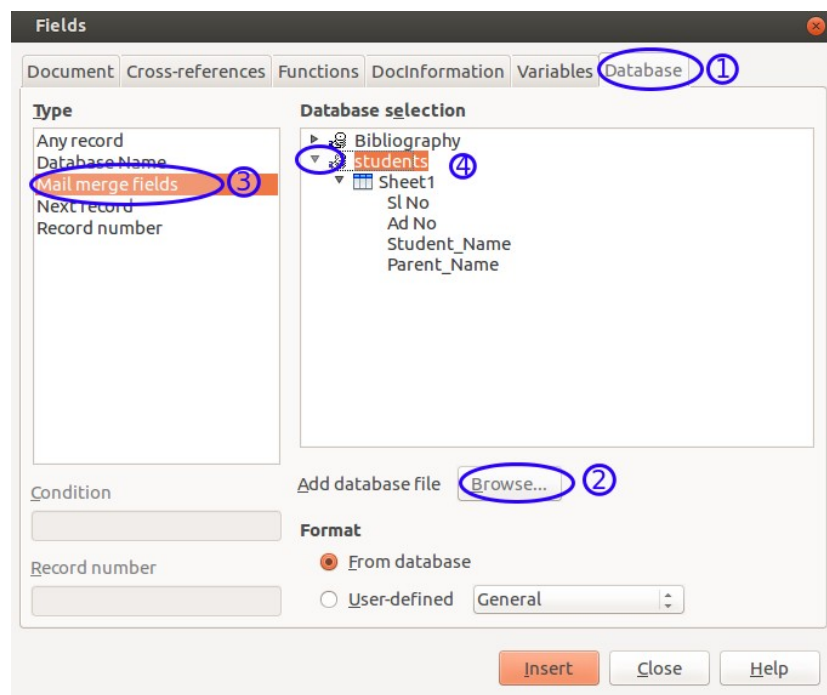
**Hints:**

- 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 Database



2) Add database file-->Browse-->Home--->Exam\_documents-->students.ods

3)Select Mail merge fields

4) Click on the Arrow (Students)

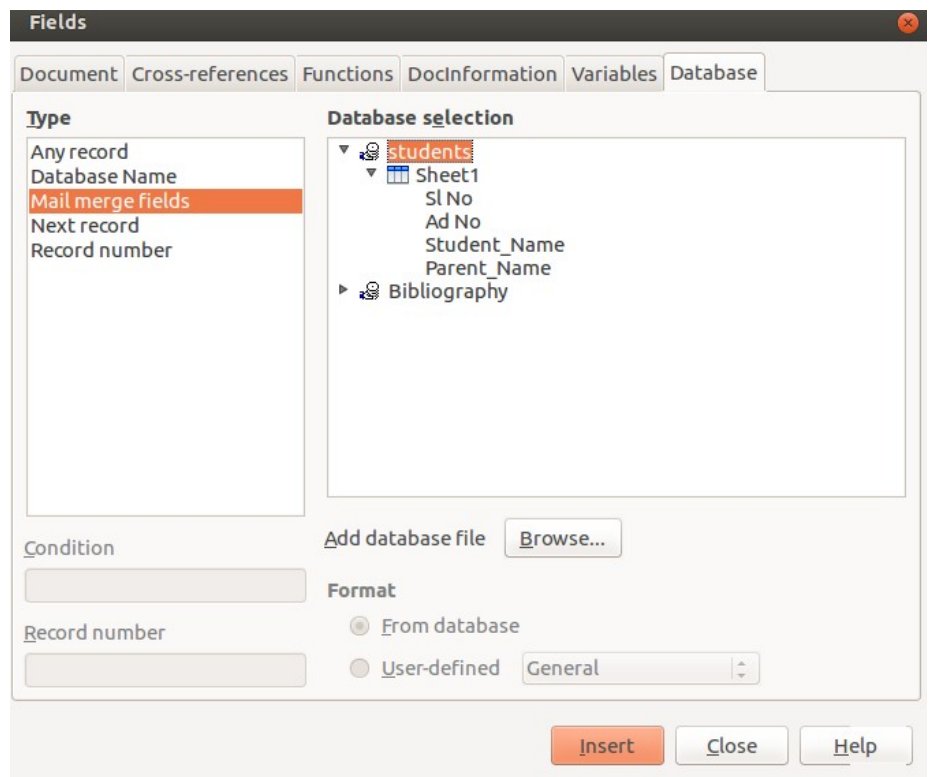
Dear Parent,

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 awareness programme on October 7, Saturday at School Auditorium. We request you to participate in the programme.

Name of Parent :|

Name of Student :

**Click on the Document**



**Select Student\_Name --->Insert or Double click**

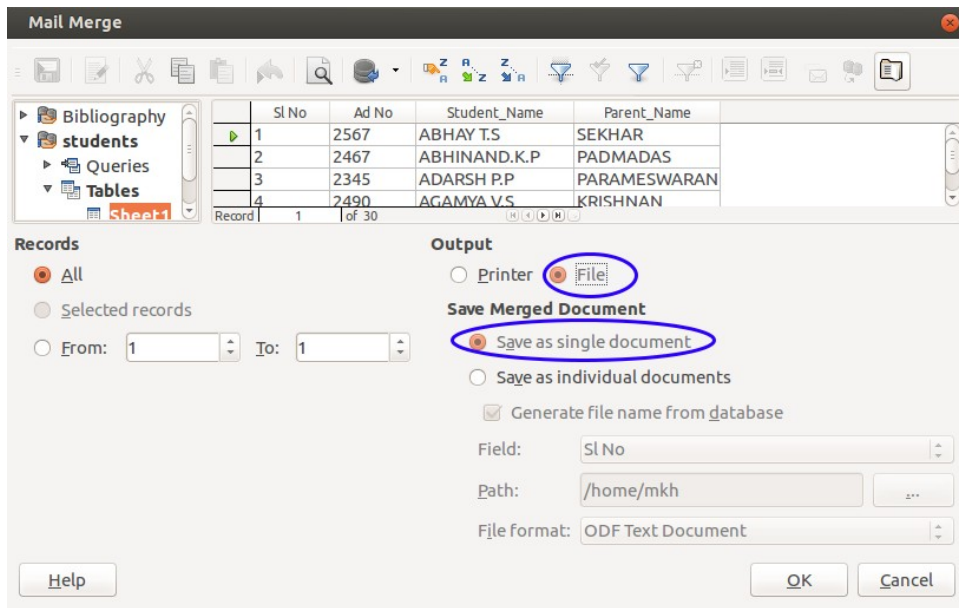
**Select Parent\_Name --->Insert or Double click**

**Close**

**File--->Print**

**Select File--->Ok**

**Home-->Exam10--->Regno\_ Question No--->Save**



**Open the saved file**

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