DATABASE AND MAIL MERGE

ACTIVITY -   APRIL 11TH 2022

We are operating the company Independence Agencies, a wholesaler of food items. They sell to companies in Grenada. They are creating a database to store information on all business customers.

1.   Create a database file, save as Customers.
2.   Create a database table and save as Customers 1.
3.   Add five records to the table above.
     Field names: Title, First Name, Last Name, Department, Name of Company, Telephone Number, Email Address

Title	First Name	Last Name	Department	Name of Company	Telephone number	Email Address
Mr	Paul	Holl	Production	Andalls Co.	347-3838	ehg@gmail.com

4.   Create the letter below:

<Todays date>

<First Name>
<Last Name>
<Department>
<Name of Company>

Dear <Title> <Last Name>

Please be informed that we will be closed for business on Friday 15th April 2022.

Thank you for your understanding.

Sincerely

…………………….
(Your name here)
(Position here)