

In a previous posting I indicated that one should go over old examination papers before the big exams. I will now add go over old examinations papers in the venue which will be used for the examinations. Exams have to have questions on a specific set of skills so exam papers ask those skills. So those skills should be practised in the venue where the exam will be written to check if the computers 'can' answer the questions (as well as checking learners' skills). Most computers centres have some or other feature which is unique to them and although they may be re imaged before an examination, I always suggest 'use' the centre, test it. And after this question, I suggest practicing mail merge with different versions of Access and your version of Word.

Question 7.3 Mail merge

Use the **7Fax_Faks** document as a form letter and the database **7Data** to prepare for a mail merge as follows:

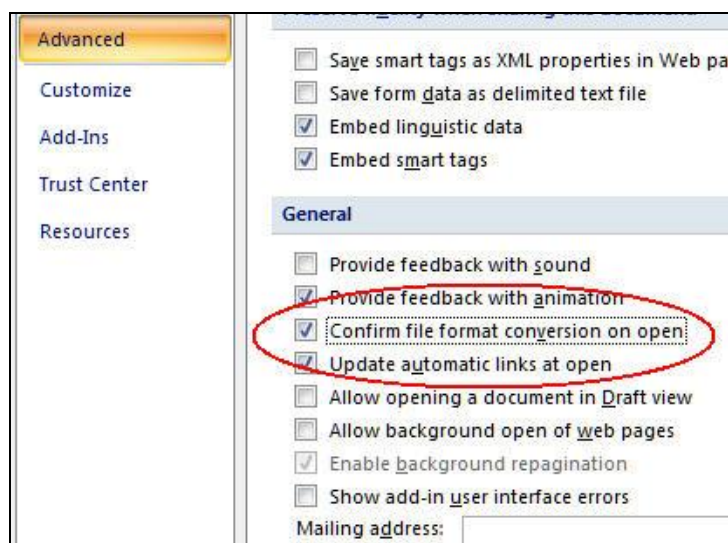
- Use the existing query **qry7_3** in the **7Data** database as the data source for the letters.
- Sort the recipients (letters) in descending order of the amount donated (*AmountBedrag*).
- Add the merge fields *Name_Naam* and *Sumame_Van* to the shaded cell (opposite To:) at the top of the document.
- Ensure that there is a space between the name and surname.

Save this document as **7MergeReady** before performing the mail merge in the next question.

The mail merge question was based on an Access file and a Word document. That should not have caused any problem, both seem to be in Office 97-2003.

Word 2007 and 2010

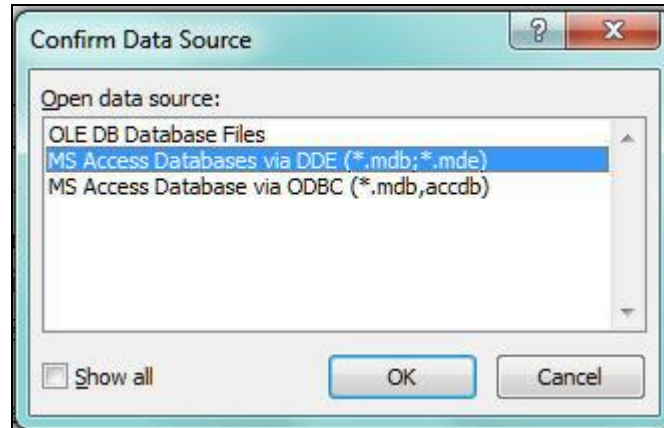
The problem arose, in my case anyhow, is that my Word 2007 or Word 2010 did not like Access 97-2003. You see I have not done any work where I had to mix old and new formats. I should have made sure that my computer accepted and converted other formats in File, Options, Advanced. So navigate to and select as indicated in the image.



This must be done before starting the merge. Maybe do it, save, close, open, and do it again.

I should have read the question and seen 'sort in descending order' which is simple in a query and done that before starting the merge.

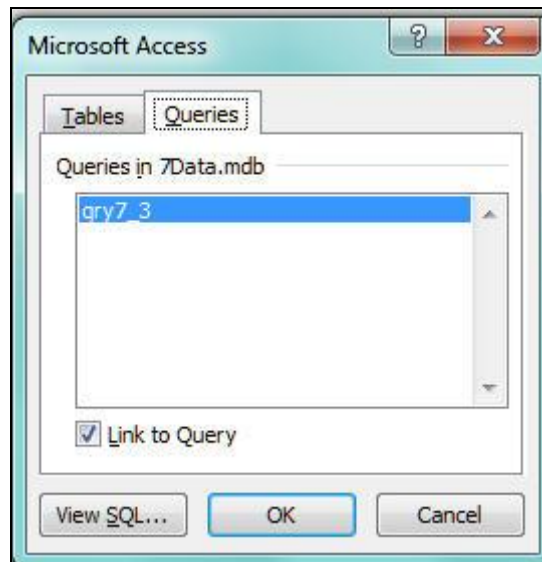
Then to the merge – when I tried to link the Fax to the Data this appeared. Select DDE. Same in 2007 and 2010.



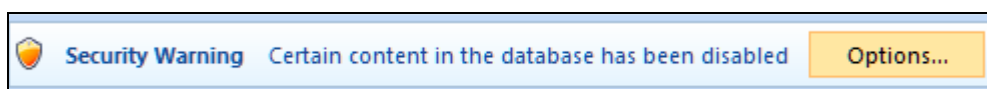
Then wait – in both 2007 and 2010. And wait – Word or Access took a long time to respond.



Then a selection box appeared and I selected the query and the rest was easy.



At one stage Access opened but the query did not show in the mail merge. I then went to the database and checked security options.



Learners should be able to work with different versions of Access as in the real world not everyone has the latest version.

I spent over 3 hours fighting and working out how to do this. I thought it a problem with Windows 7 and HP, whereas it was an Office problem.