

## 1. Mail Merge

You want to write a letter to 5 patients to communicate the results of the screening you performed.

Each patient has a name (first and family) and an address. For each, the result of the screening can be SATISFACTORY, or SOME OTHER EXAMS ARE NEEDED.

The letter should be something like:

Name Address
Dear Name
[some text] the results of your screening are SATISFACTORY
Best regards
Your doctor .....

1. Write the basic letter
2. Use mail merge wizard to create the addresses
3. Merge the two and build a unique file docx
4. Export to pdf