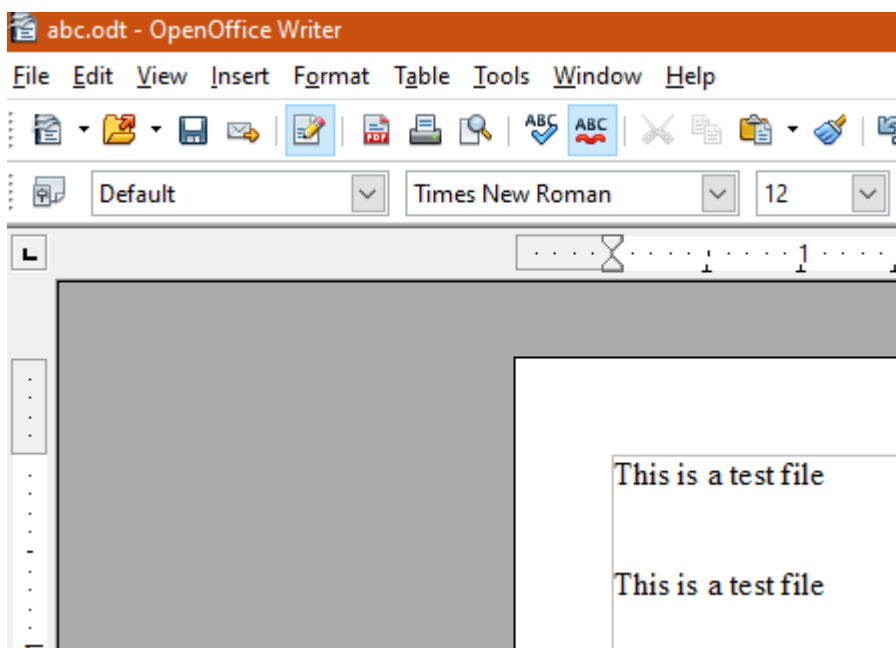
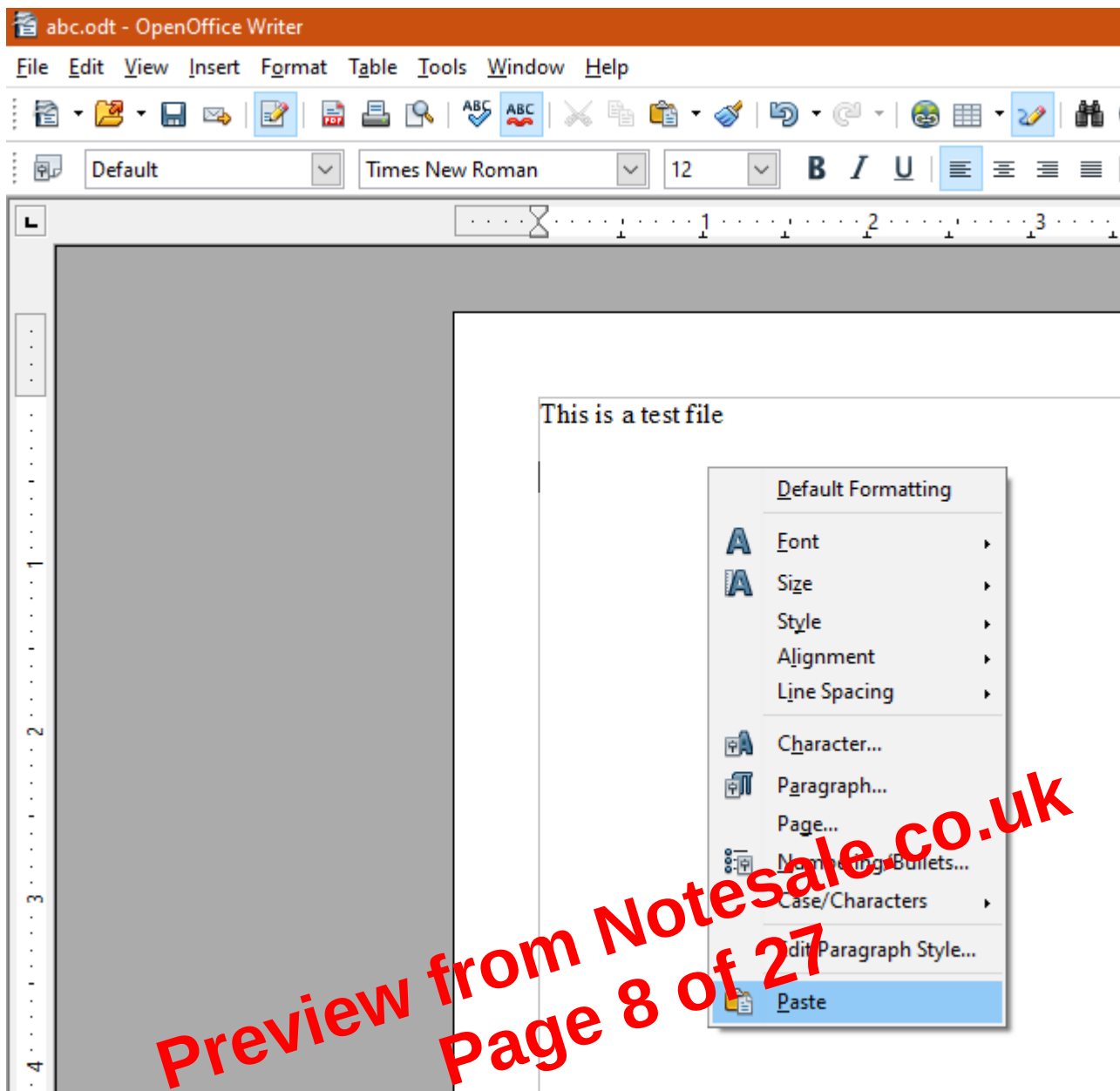
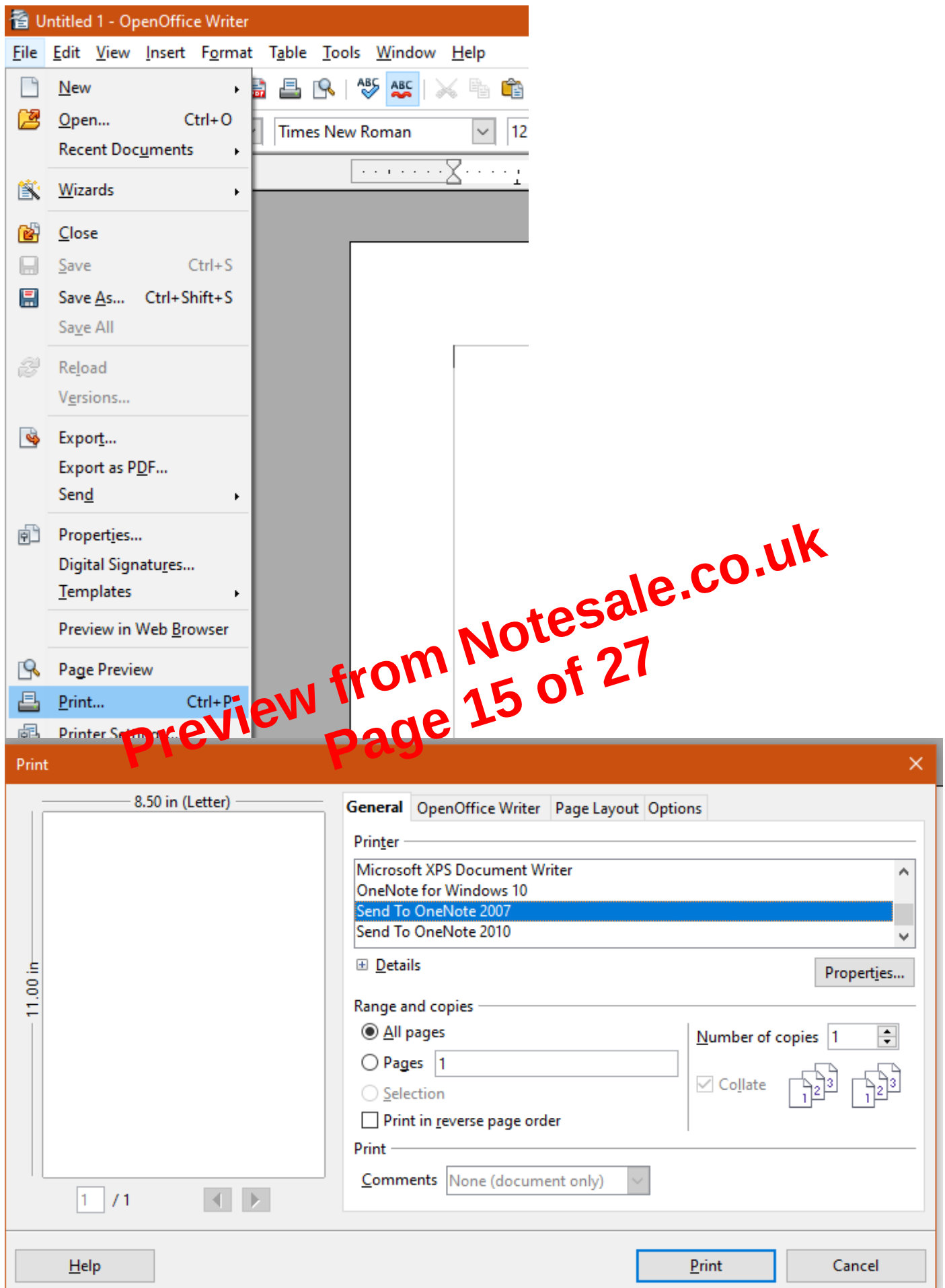




Practical No. 9: Print the document with various options.



Mail Merge Wizard

Steps

1. Select starting document
2. Select document type
3. Insert address block
4. Create salutation
5. Adjust layout
6. Edit document
7. Personalize document
8. Save, print or send

Save, print or send the document

Select one of the options below:

☒ Save starting document
☐ Save merged document
☐ Print merged document
☐ Send merged document as E-Mail

Save starting document

Save starting document

Practical No. 11: Working with SUM and AVERAGE functions using Open Office Calc.

SUM()

Untitled 1 - OpenOffice Calc

File Edit View Insert Format Tools Data Window

Arial 10

SUM =SUM(A3:A6)

	A	B	C
1			
2			
3	28		
4	25		
5	22		
6	21		
7		=SUM(A3:A6)	
8			
9			
10			
11			
12			

