

The previous activity involved merging information from a database. We will now look at how to merge data from an Excel spreadsheet. Although it is common to use a spreadsheet to hold simple text such as address information, they are really intended to hold numbers and perform calculations. This task uses a spreadsheet designed to hold test scores.

Task 1 – Setting Up the Spreadsheet

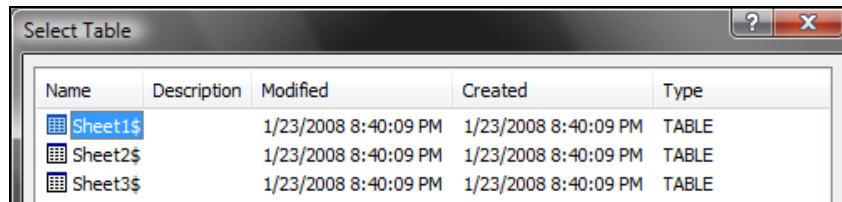
- a. **Open** a blank Excel spreadsheet and enter the data below. If you know how to create formulas, then all the numbers in italics should be calculated cells. **Note** - it is important when using spreadsheets to have a header row; otherwise the merge fields can be very confusing.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Surname	First name	Test 1	Max 1	Ave 1	Test 2	Max 2	Ave 2	Tot Score	Tot Max	Tot Perc	Tot Ave
2												
3	Assi	Amardeep	36	50	34.8	80	100	74.6	116	150	77%	73%
4	Chinn	Catriona	37	50	34.8	70	100	74.6	107	150	71%	73%
5	Coffey	Lara	36	50	34.8	66	100	74.6	102	150	68%	73%
6	Cooper	Ross	36	50	34.8	84	100	74.6	120	150	80%	73%
7	Dar	Mahreen	29	50	34.8	73	100	74.6	102	150	68%	73%

- b. Save the spreadsheet as 'Test Scores'. Remember the location of your spreadsheet before closing it.

Task 2 – Identifying the Data Source in Word

This process is virtually identical to the one used in the last activity. To save paper, the details will not be repeated here. The only difference is the point at which you select the table from your spreadsheet. Unless you chose not to work in the default Excel worksheet, then simply select 'Sheet1\$'.



Task 3 – Inserting Merge Fields

Design a scores table like the one shown below. All the information with gray background is merged from the spreadsheet. Save as "Test Scores Merge".

Amardeep ASSI		
	Mark	Average
Test 1	36 out of 50	34.8
Test 2	80 out of 100	74.6
Total	116 out of 150	
Your overall mark was 77.33% The class average was 72.93%		

Note: to display marks and averages with a set number of decimal places, you have to use the FIXED function in Excel.