Workbook exercise #1: Word processing using Word
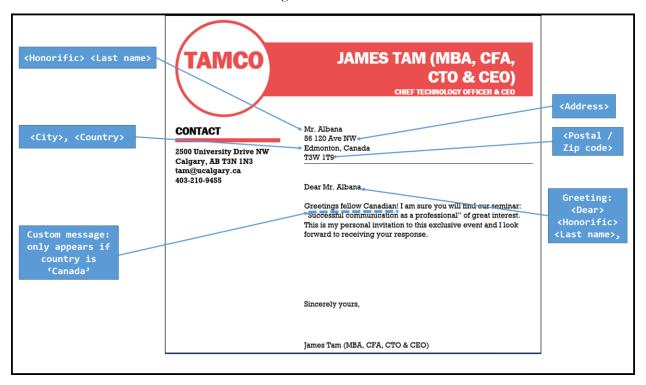
Due dates for book exercises can be found on the main grid of the course webpage:

- https://pages.cpsc.ucalgary.ca/~tamj/2020/203F/index.html#Main_grid

To be awarded credit for this exercise you need to use the starting files found at these locations:

- https://pages.cpsc.ucalgary.ca/~tamj/2020/203F/assignments/workbook_exercise1/Invitation_letter.docx
  https://pages.cpsc.ucalgary.ca/~tamj/2020/203F/assignments/workbook_exercise1/previous_clients.xlsx

Use the "Mail Merge" feature of Word to personalize the starting invitation letter with the data found in the spreadsheet. In the following image the blue text boxes shows the additional information that can be added to the starting letter.

This information comes from columns in the spreadsheet:

Given names	Last name	Honorific	Job title	Address	City	Postal/Zip code	Country
John		Mr.	Accountant	45 Counting Way	Toronto	M4B 1B4	Canada
Walid	Albana	Mr.	Company president	56 120 Ave NW	Edmonton	T3W 1T9	Canada
Georg	Konig	Captain	Captain	311 Lunar Blvd.	Manchester	M2 4WU	England
Sui Lung	Lay	Sifu	Master	888 5th Avenue	Seattle	98104	USA
Gezwanth	Slahoot	Mr.	Poet	137 Main Street	Purgatory	22202	USA

Details of the merged fields (The angled brackets are used to group information and they don't appear in the actual letter. Columns start counting from the left).

1. `<Honorific>` `<Last name>`: The information comes from the third and the second columns. There is a space between the honorific and the last name. This line is blank for the first person (John).
2. `<Address>`: The information comes from the fifth column.
3. `<City>`, `<Country>`: The information comes from the sixth and the eighth columns. A comma and a space follows the city.
4. `<Postal / zip code >`: The information comes from the seventh column.
5. Greeting: If there is a problem matching the information from the spreadsheet (again it's the first contact 'John') then the greeting should default to "To whom it may concern". Otherwise the greeting will be customized with information from the third and second columns and take this form: `Dear <Honorific> <Last name>,`
6. A custom message will precede the main body of the letter: "`Greetings fellow Canadian!`" which is followed by a space to separate it from the next sentence. This message will only appear if the country (eighth column) is "Canada"