



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. All the numbers in italics (and shaded) should be calculated cells. The percentage columns are not formatted as percentages as this complicates the merge.

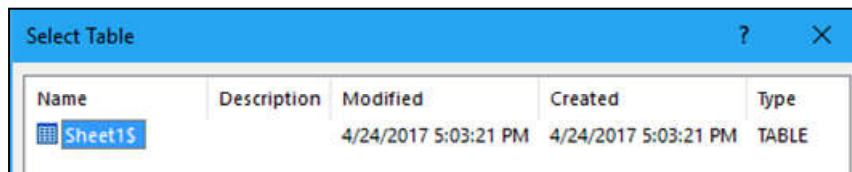
Note - it is important when using spreadsheets to have a row of headings, or the merge fields can be very confusing.

	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	Total Perc	Tot Ave
2	ASSI	Amardeep	36	50	34.8	80	100	74.6	116	150	77	73
3	CHINN	Catrina	37	50	34.8	70	100	74.6	107	150	71	73
4	COFFEY	Lara	36	50	34.8	66	100	74.6	102	150	68	73
5	COOPER	Ross	36	50	34.8	84	100	74.6	120	150	80	73
6	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

Work in a new Word document. This process is virtually identical to the one used in the last activity. 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 grey background is merged from the spreadsheet. Save as 'WA09 - 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%
The class average was 73%

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

H	I	J	K	L
Ave 2	Tot Score	Tot Max	Total Perc	Tot Ave
=FIXED(AVERAGE(FS2:FS6),1)	=C2+F2	=D2+G2	=FIXED(I2/J2,2)*100	=FIXED(AVERAGE(KS2:KS6),0)