



Creating Learning Networks for African Teachers

UNESCO PROJECT (Contract No. 408.302.9)

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MAIL MERGE

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From:

Windows

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**Overseas Employment,
Plot 4A Neptune Street,
Market Plaza,
KAMPALA.**

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Subject: Your Application dated «APPLICATION_DATE» for the post of «JOB_TITLE»

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Dear «NAME»,

Spreadsheets

You are required to attend the final interview

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... «INTERVIEW_DATE» ... «JOB_TITLE» ...

on «INTERVIEW_DATE» for the post of «JOB_TITLE»
at «INTERVIEW_TIME».

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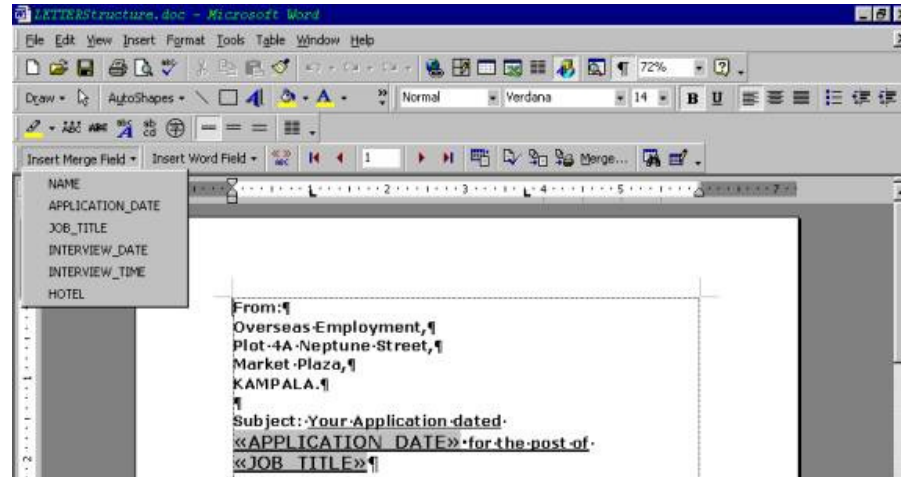
**Infrastructure
Guide**

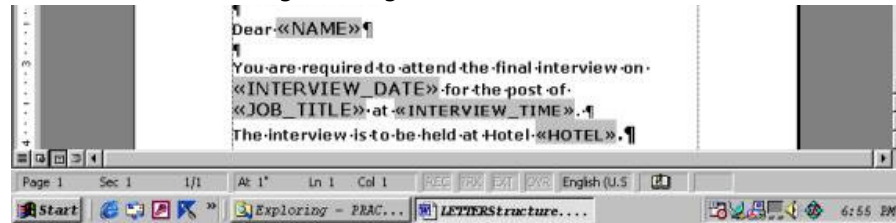
The interview is to be held at Hotel «HOTEL».

Please bring your original passport, a copy of your biodata and all testimonials along with one duplicate copy for our evaluation following the interview. Also bring 6 passport size photographs.

Thank you.

For Overseas Employment Corporation.





The screen shot above shows the letter after the source data has been defined and the merge fields have been defined. To make progress, what is required is to proceed with the merge by clicking on the merge option of the menu.

When the merge is executing, it takes the particulars of the addressees row by row and produces as many letters as there are particulars. The number of letters equals the number of rows of the source data table.

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MANAGERIAL USE OF ICT

School Management using a Word Processing application

In a school, there are many instances when the school management have to send a document with an identical body to many correspondents, such as parents. The current approach is to have a cycle-styled document with details filled by hand. This can be not only laborious but could be a source of embarrassment if names and other particulars contain inaccuracies such as spelling mistakes.

It would be much nicer if each recipient could receive a copy that has all the addresses and other particulars inserted by the computer rather than by hand. This is the motivation for the activity illustrated by the following exercise:

Exercise

A school wishes to recruit people into a number of positions that have been advertised to fulfill its plans to establish a School-based Multi-purpose telecenter. A number of people have responded to the advertisements and their interviews have been fixed as shown in the

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table below:

Use the mail merge feature to create the letters to the applicants provided in the table below such that each individual receives the letter with his/her necessary details. You may use the following field names:

appDate – for application date

jobTitle – for job title

intDate – for interview date

intTime – for interview time

hotelName – for the hotel venue for the interview

Name – for the names of the applicant

Create the data source using the following table

NAME	APPLICATION DATE	JOB TITLE	INTERVIEW DATE	INTERVIEW TIME	HOTEL
JOHN MASSA	<12/9/01	PROGRAMMER	1/12/01	1100	Equatoria
HENRY OTIENO	10/10/01	TECHNICAL WRITER	1/12/01	1500	Nile

ROSE NYACHWO	15/9/01	DATABASE MANAGER	1/12/01	1700	Nile
JAMES KINTU	12/9/01	LAN SPECIALIST	2/11/01	1100	Fairway
FULTON OPOKA	14/9/01	MARKETING	2/12/01	1300	Sheraton
HILARY CHOMBO	19/9/01	MARKETING	3/11/01	1430	Sheraton
JACKIE ONEN	12/10/01	MAINTENANCE	4/12/01	1600	Equatoria
JANE OTTO	9/9/01	PROGRAMMER	1/12/01	1000	Colline

Date: <insert day's date> e.g.

Thursday, September 27, 2001

From:

**The Board of Governors,
Budo Junior School,
Plot 4A Neptune Street,
Market Plaza,
KAMPALA.**

Subject: Your Application dated <applicDate> for the post of <jobTitle>

Dear <Name>

You are required to attend the final interview on <intDate> for the post of <jobTitle> at . The interview is to be held at Hotel <hotelName>.

Please bring your original passport, a copy of your biodata and all testimonials along with one duplicate copy for our use during the evaluation following the interview. Also bring 6 passport size photographs.

Thank you.

John Muzzanganda

Chairman Board of Governors

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MANAGERIAL USE OF ICT IN SCHOOL

GRADE BOOK : CLASSROOM LEVEL MARKS MANAGEMENT

Class tests and exams for aggregating and positioning

School teachers have to conduct end of month tests. These are tallied for the various subjects and are displayed for presentation on parent visits. The same marks are managed and are included in the end of term reports. Some schools have a scheme where these tests contribute to the end of term evaluation. In Uganda, there will soon be a system where continuous assessment will contribute to the Primary Leaving Examinations. In the tertiary institutions, this is already the case.

Accordingly, the application of ICT for class management liberates the teacher to concentrate on more demanding and unstructured tasks such as lesson plans, and professional development.

A spreadsheet application is very appropriate for such a task. We have developed a simple spreadsheet to demonstrate marks

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management in class.

[Click here to view this example.](#)

This is the tutorial that explains this example.

The spreadsheet is set up with names of pupils in Column A;

The Subject names as set up in columns C, D, E and F.

	A	B	C	D	E	F	G	H	I	J
1	Uganda Model Primary School									
2										
3	Class Marks for Primary x									
4										
5	Pupils Names		English	Mathematics	Science	Social Studies	Totals	Position	Tie Count	
6	Dujanga Daniel		90	72	67	60	289	1	0	
7	Mukuye Daniel		76	60	59	66	261	2	0	
8	Kirumira Simon		56	65	67	70	258	3	0	
9	Luzinda Roland		49	80	72	53	254	4	0	
10	Namaganda Jackline		60	70	67	56	253	5	0	
11	Nalubaale Sybella		59	57	67	70	253	5	1	
12	Akello Sarah		59	57	67	70	253	5	2	
13	Owor Steven		50	60	71	64	245	8	0	
14	Musoke Solomon		45	78	60	61	244	9	0	
15	Average		60	67	66	63	257			
16										
17										
18										
19										
20										
21										
22										
23										
24										

Student marks are Aggregated (totalled) via the sum function in column G.

A sort is performed of the data on the total Column in descending order to obtain their order of merit.

Finally a function is developed in column H, to determine the position of each student. The function uses an if as follows:

The top student is ranked first with a 1 in cell H6. A relative formula is applied to determine subsequent positions as follows:

$G7 = \text{If } (G7 = G6) \text{ then } H7 = H6$

Else $H7 = H6 + 1$

Endif;

But we notice that this fails if there are ties in position beyond just one.

Accordingly, we introduce a count on the number of ties in Column I.

The tie for the first student I6 is set to 0 and subsequent ties are computed as: If (H7=H6) then
I7 = I6+1;

Then the formula for position is modified as follows:

G7 = If (G7=G6) then H7=H6

Else H7 = H6+1+I6

Endif

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[Move](#)**Date:** Sun, 23 Sep 2001 05:38:43 -0700 (PDT)**From:** "Yahoo!" <mailbot@yahoo.com> | [Add to Address Book](#)**Subject:** Welcome to Yahoo! Mail**To:** nancydes2001@yahoo.com

Welcome to Yahoo! Mail

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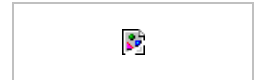
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