j. Click after 98 at the end of the last row. Press Tab. Type AVERAGE. Press Tab six times to reach the CSU Cum GPA column. Click the Table Tools Layout tab. Click Formula in the Data group. Click between SUM and (ABOVE) in the Formula dialog box. Press Backspace repeatedly to remove the word SUM, and type AVERAGE. Click OK.

k. Click the View tab and click Multiple Pages in the Zoom group. Note that the table is split between two pages. Click 100% in the Zoom group. Select the first two rows of the table on page 2. Click the Table Tools Layout tab and click Repeat Header Rows in the Data group. View the document in multiple pages once more to see the change. Change the view back to 100%.

l. Click anywhere in the table. Point to the outside left edge of the table between Frederick Davidson and David Stumpe. Click the Insert Indicator. Click in the first cell of the new row and type the following record, tabbing between cells.

| L00500932 | Johns, Lacey | Yes | Yes | Computer Science | 3.89 | 130 |

m. Move to page 3 and right-click the average (in the second to last column) in the last row. Click Update Field. Click the References tab and click Insert Caption in the Captions group. Ensure that the caption begins with Table. Type a colon (:) and then press Spacebar. Type GPA and Student Involvement. (Do not type the period.) Ensure that the caption will display below the table and click OK.

n. Press Enter twice. Click the Insert tab and click the Object arrow in the Text group. Click Text from File. Navigate to the location of the student data files and double-click w03p1 Sponsors.

o. Select the newly inserted text. from Sponsor through K177. Do not select the blank paragraph on the next line. Click Table in the Tables group and click Convert Text to Table. Confirm that the new table will include four columns and four rows. Click OK.

p. Right-click anywhere in the selected table and click Table Properties. Click the Column tab. Ensure that the Preferred Width check box is selected, as indicated by a check mark in the box. Change the width to 2 and ensure that the measurement is in inches. Click OK. Do not deselect the table. Click More in the Table Styles group and select Grid Table 4 - Accent 4 (column 5, row 4 under Grid Tables).

q. Right-click anywhere in the selected table and click Table Properties. Click the Table tab. Click Center. Click OK. Insert a caption below the table that reads Table 2: Faculty Sponsors. (Do not type the period.) Click the Home tab and click Increase Indent in the Paragraph group to indent the caption.

r. Save the document. Press Ctrl+Home. Click the Mailings tab and click Start Mail Merge in the Start Mail Merge group. Click Step-by-Step Mail Merge Wizard.

s. Ensure that Letters is selected as the document type, and click Next: Starting document. Ensure that Use the current document is selected as the starting document and click Next: Select recipients.

t. Ensure that Use an existing list is selected, and click Browse. Navigate to the location of the data files and double-click w03p1 Faculty. Click OK to select the worksheet. Click OK. Click Next: Write your letter.

u. Click before the paragraph mark following 79. With Title selected, click Insert. Click Close. Press Spacebar. Click More items. Select First Name. Click Insert, and click Close. Press Spacebar. Click More items and insert Last Name, closing the dialog box afterward. Click before the paragraph mark following DATE: and type today’s date.

v. Click Next: Preview your letters. Click Next: Complete the merge. Click Edit individual letters. Ensure that All is selected, and click OK. Scroll through the merged document to see that three recipients will receive the memo and tables. The document should include nine pages.

w. Save the document as w03p1 AcademicsMerge_LastFirst and close the document. Save and close the file w03p1 Academics_LastFirst. Based on your instructor’s directions, submit w03p1 AcademicsMerge_LastFirst.