TO VIEW THE FOLLOWING CODE PLEASE USE THE ALT+F9 SHORTCUT COMBINATION KEYS

The following code looks at a column called OK which was created in Excel first with IF formulas to produce the results 'A' 'B' 'C' & 'D'. The Excel table was then copied and pasted into Word which is the recipient list which has been inserted into the mail merge file.

The text in the memo will vary depending on the staff member's performance.

outstanding (The double quotes at the end will produce a blank result. So the text 'outstanding' or 'excellent' or 'very good' will be inserted for the high achievers. No text will be inserted for low achievers.)

The next bit of code also looks at the OK field and applies various levels of salary increase depending on the OK level.

>=250000 = A Rate = 15%

>=100000 = B Rate = 10%

>=50000 = C Rate = 05%

<50000 = D Rate = 02%

**£84,525.00**

To insert the curly braces { } you have to use the CTRL+F9 shortcut combination keys.

To toggle between results and the actual field codes use the ALT+F9 shortcut combination keys.