

# CORE MODULE 1

## Computer Hardware

### PRACTICAL

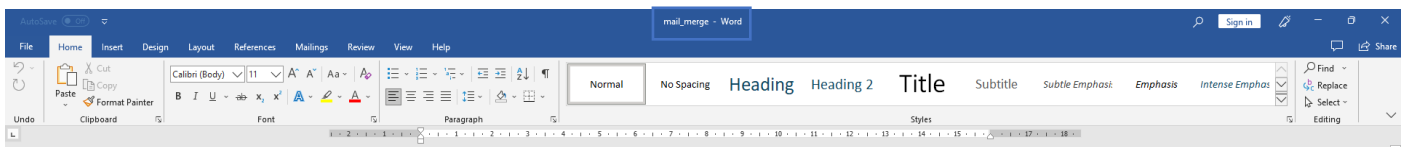
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NSTI Name	: -	NSTI Noida
Course	: -	ADIT (IBM)
Date	: -	18-10-2024
Module	: -	Core Module 1
Practical	: -	Computer Hardware
Requirements/tools	: -	

- i) Hardware: -
  - i. PC with 8 GB ram and minimum 512 gb storage
- ii) Software: -
  - i. Ms word

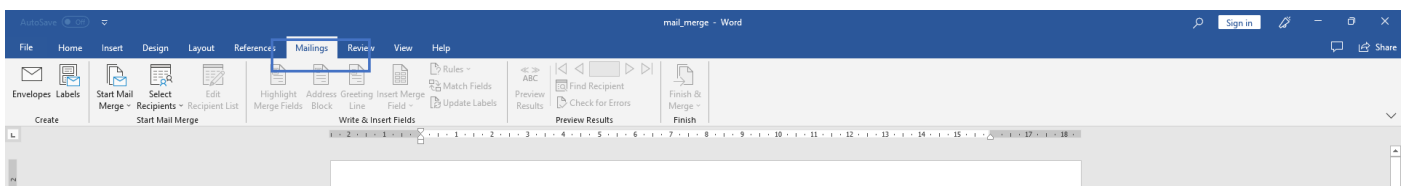
**Question 3).** Create an invitation letter using mail merge for multiple invitees in Microsoft Word or Open Office.

**Solution: -**

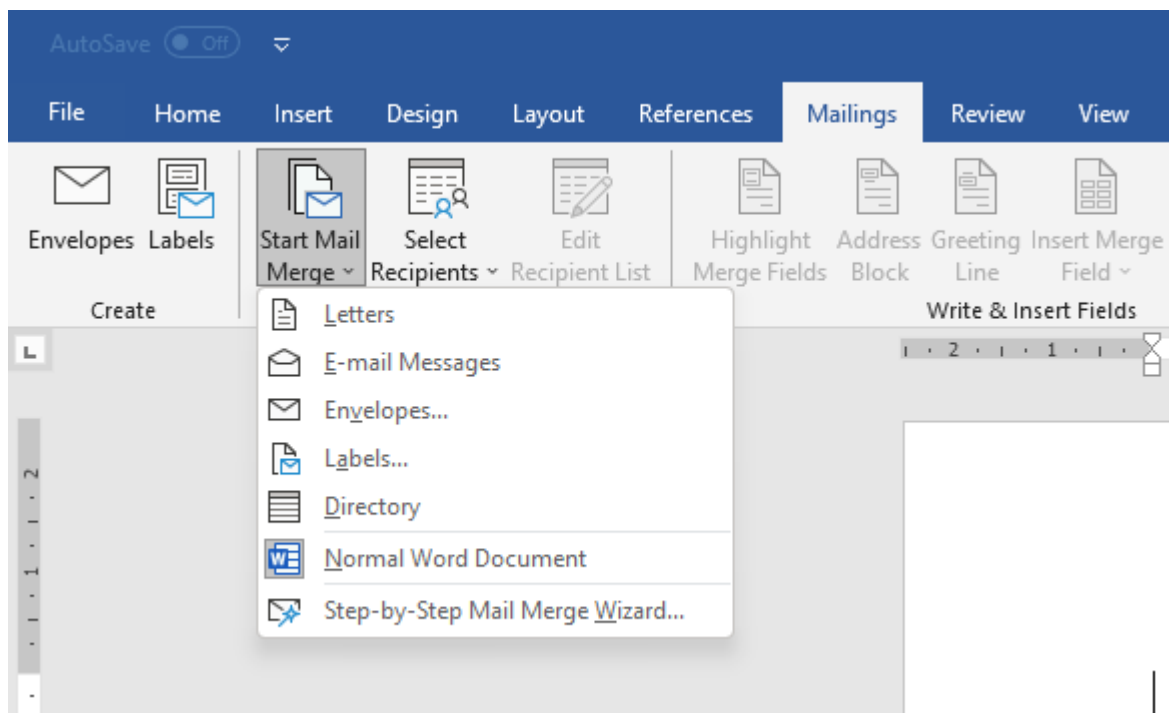
**Step-1** Open the MS Word Document and save the file with the name Mail Merge.



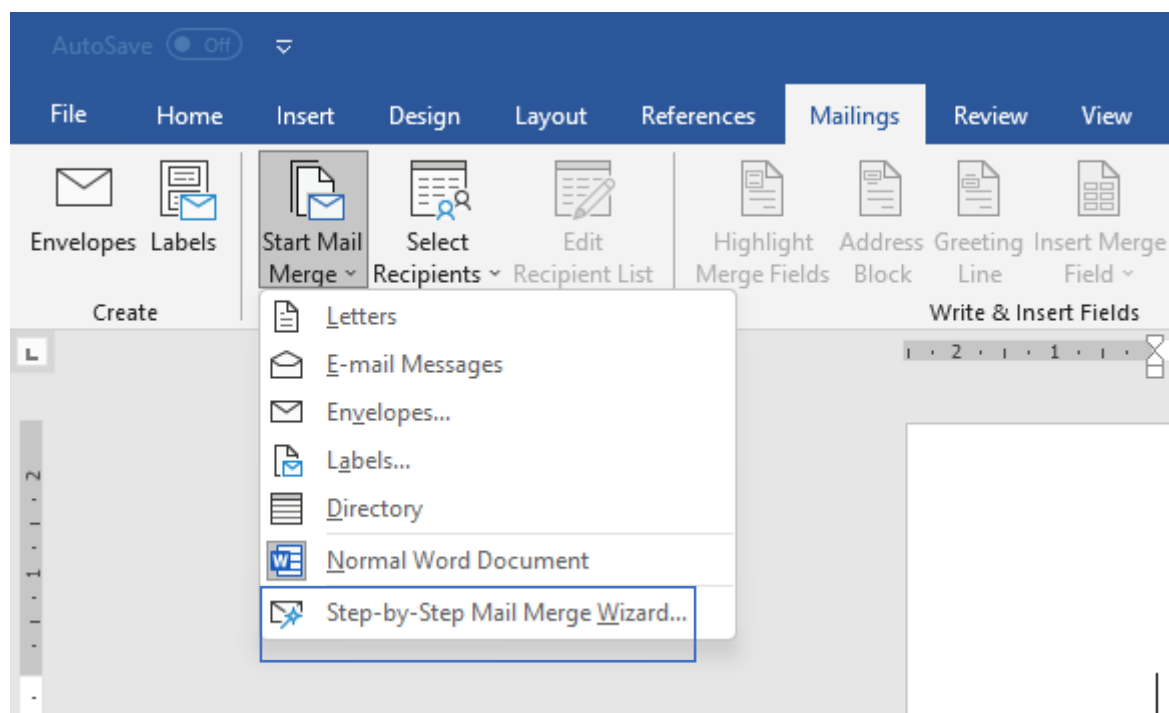
**Step-2** Click on the Mailings Tab in the Menu Bar.



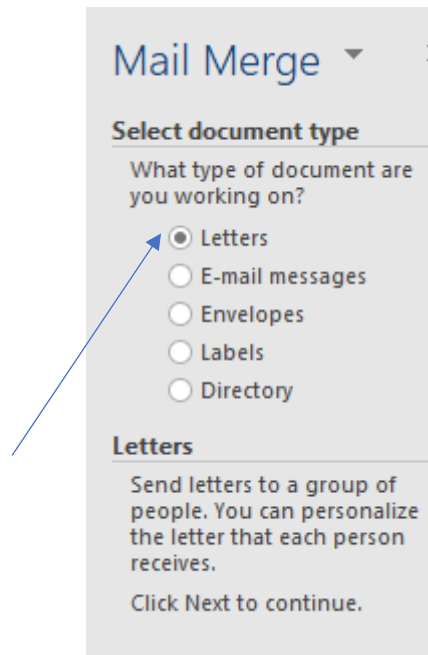
**Step-3** Now click on Start Mail Merge.



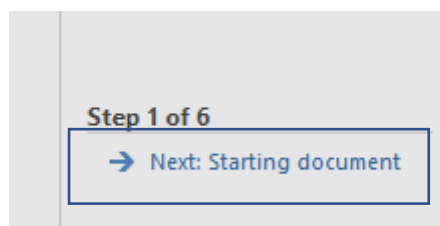
**Step-4** Now click on Step-by-Step Mail Merge Wizard.



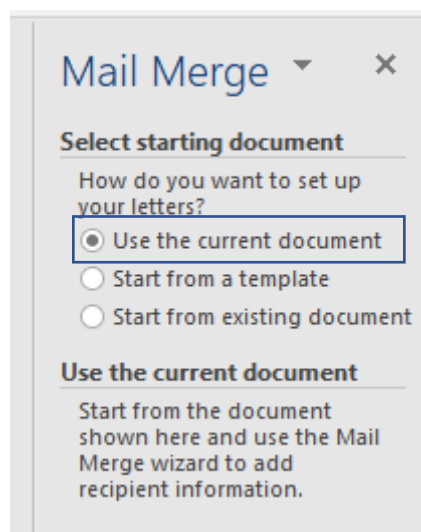
**Step-5** Now, select the type of document you'd like to create. Since we're tasked with creating an invitation letter, click on the 'Letters' option



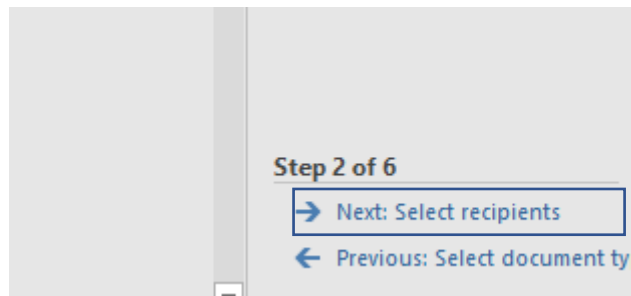
**Step-6** Now we have to move further to the next step then click on **Next: Starting document.**



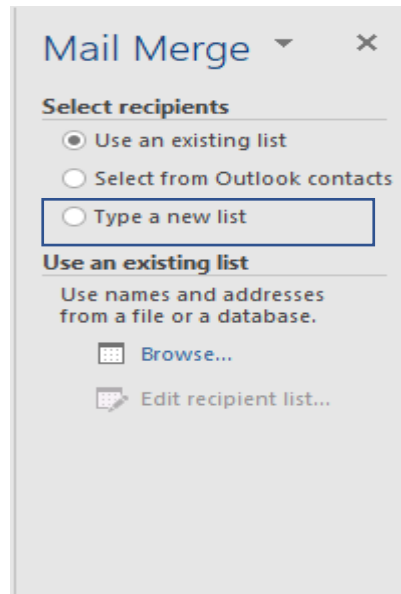
**Step 7:** Select Use the Current Document as your starting document.



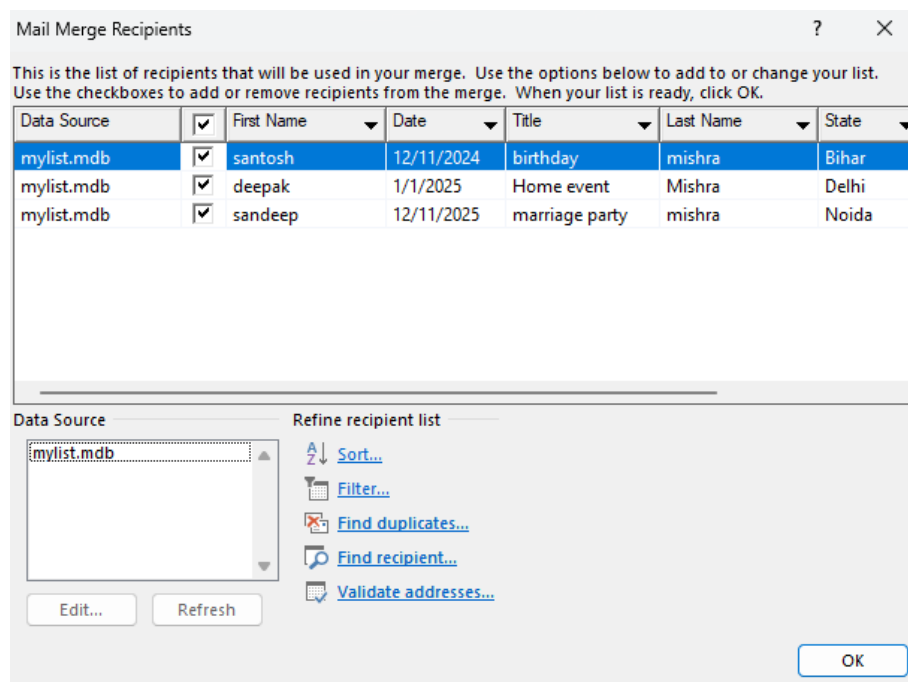
**Step-8:** Click Next: Select Recipients to continue



**Step-9** Now, it's time to select the recipients for the invitation letter. If you already have a list created, click on Use an existing list. Alternatively, if you need to create a new list, click on Type a new list.



**Step-10** To create a new list of recipients, click on Create and make your own list.



**Step-11** Now click on Write your letter.

**Step 3 of 6**

→ [Next: Write your letter](#)

← [Previous: Starting document](#)

**Step-12** Now write an invitation letter.

«Title»

Dear «First\_Name» «Last\_Name»,

You are warmly invited to celebrate my birthday with me in «State»! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

**Event:** «Title»

**Venue:** «State»

**Date:** «Date»

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at «Email\_Address».

Best regards,  
Old friend

**Step-13** Now, to insert field names, first click on More items. Then, place the cursor in the exact spot where you want to insert the field, and click Insert.

«Title»

Dear «First\_Name» «Last\_Name»,

You are warmly invited to celebrate my birthday with me in «State»! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

**Event:** «Title»

**Venue:** «State»

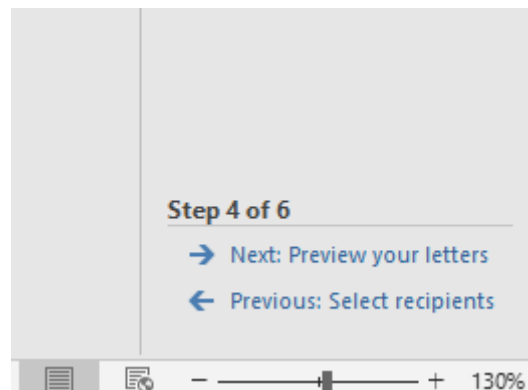
**Date:** «Date»

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at «Email\_Address».

Best regards,  
Old friend

**Step-14** Now click on Preview your letter.



**Step-15** Now you can see the invitation for the 1st recipient.

birthday

Dear santosh mishra,

You are warmly invited to celebrate my birthday with me in Bihar D! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

**Event:** birthday

**Venue:** Bihar

**Date:** 12/11/2024

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at pm6837759@gmail.com.

Best regards,  
Old friend

**Step-16** This is the invitation for 2<sup>nd</sup> recipient.

Home event

Dear deepak Mishra,

You are warmly invited to celebrate my birthday with me in Delhi ! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

**Event:** Home event

**Venue:** Delhi

**Date:** 1/1/2025

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at pm6837759@gmail.com.

Best regards,  
Old friend

## Step-17 This is the invitation for 3rd recipient.

marriage party

Dear sandeep mishra,

You are warmly invited to celebrate my birthday with me in Noida ! It would mean so much to have you there to share in the joy and festivities. Please find the details below:

**Event:** marriage party

**Venue:** Noida

**Date:** 12/11/2025

Please plan to arrive by 3:00 PM to enjoy all the pre-event activities!

I look forward to celebrating this special day with you. Kindly confirm your attendance by replying to this email at [pm6837759@gmail.com](mailto:pm6837759@gmail.com).

Best regards,  
Old friend

## Step-18 Now click on Complete the merge.

The screenshot displays the Microsoft Word interface during a mail merge process. The main document area shows the invitation letter for a marriage party, addressed to Sandeep Mishra. The 'Mail Merge' task pane on the right side of the window is active, showing options to 'Preview your letters' and 'Make changes'. The 'Preview your letters' section indicates that one of the merged letters is being previewed. The 'Make changes' section allows the user to edit the recipient list or exclude a recipient. The status bar at the bottom of the window shows 'Step 5 of 6', indicating the current step in the mail merge process.

## Step-19 Now click on Print if you want to print the invitation letter.



