**CORE MODULE 1**

**Computer Hardware**

**PRACTICAL**

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**Course : - ADIT (IBM)**

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**Module : - Core Module 1**

**Practical : - Computer Hardware**

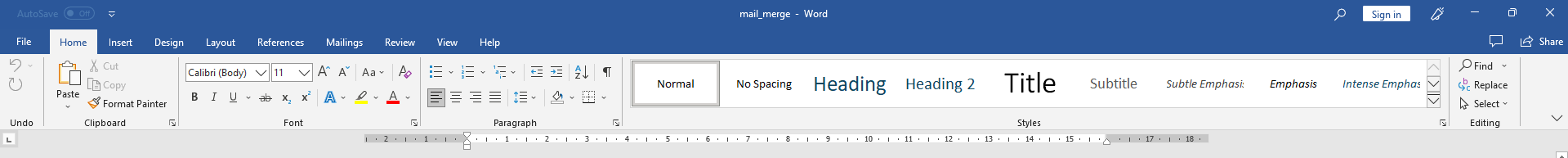
**Requirements/tools : -**

1. **Hardware: -** 
   * 1. **PC with 8 GB ram and minimum 512 gb storage**
2. **Software: -**
   * 1. **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.

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

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

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**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

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

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

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

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**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.

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

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

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

A close-up of a letter

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**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.

A close-up of a letter

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

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

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**Step-16** This is the invitation for 2nd recipient.

**A close-up of a message

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

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

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

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