

Task 1: Mail Merge in MS Word

1.

Prepare a Meeting Letter for Mail Merge:

- Open MS Word and create a new document.
- Write your meeting letter.

2.

Create a Mail Merge:

- Go to the **Mailings** tab.
- Select **Start Mail Merge > Letters**.
- Select **Recipients > Use an Existing List...** and import your data from Excel. Make sure your Excel file includes columns for **Email ID**, **Department**, and **Full Name**.

3.

Insert Merge Fields:

- Insert merge fields into your letter (e.g., «Full Name», «Email ID», «Department»).

4.

Finish and Merge:

- Click **Finish & Merge > Print Documents or Send Email Messages**.

Task 2: Document Preparation with Cover Page, Acknowledgement, TOC, and Contents in MS Word

1.

Create the Document:

- Open MS Word and create a new document.

- Add a **Cover Page** by selecting **Insert > Cover Page** and choosing the **Grant Proposal Template**.

2.

Add Acknowledgement:

- Create a new section for the Acknowledgement. Add headers and footers specific to this section.

3.

Table of Contents (TOC):

- Create a new section for the TOC. Go to **References > Table of Contents** and choose a style.

4.

Add Contents:

- Write your contents in a new section. Apply different headers and footers to each section.

Task 3: PowerPoint Presentation Preparation

1.

Create a Presentation:

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Open MS PowerPoint and create a new presentation with five slides.

2.

Add Text and Objects to Slides:

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On each slide, add different text and objects (e.g., images, shapes).

3.

Add Slide Transitions:

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Go to the **Transitions** tab and select a transition for each slide.

4.

Add Action Buttons:

- Go to **Insert > Shapes > Action Buttons** and add them to your slides.

5.

Add Custom Animation:

- Go to the **Animations** tab and apply custom animations to different objects on the slides.