



## **MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

### **Certificate**

This is to certify that **Sadaf Shaikh** Roll No. **210445** of **1<sup>st</sup>** Semester of Diploma in **COMPUTER ENGINEERING** of Institute **M. H. SABOO SIDDIK POLYTECHNIC** (Code: 0002) has completed the term work satisfactorily in course **ICT** for the academic year 2021 to 2022 as prescribed in the curriculum.

Place : **Mumbai**

Enrollment no: **2100020114**

Date :

Subject Teacher : **Mohammed Zaid.**

Head Of Department : **Zaibunnisa Malik.**

Principal : **A.K.Kureshi**



# **MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

## **Certificate**

This is to certify that **Shrutika Sabale** Roll No. **210447** of **1<sup>st</sup>** Semester of Diploma in **COMPUTER ENGINEERING** of Institute **M. H. SABOO SIDDIK POLYTECHNIC** (Code: 0002) has completed the term work satisfactorily in course **ICT** for the academic year 2021 to 2022 as prescribed in the curriculum.

Place : **Mumbai**

Enrollment no: **2100020122**

Date :

Subject Teacher : **Mohammed Zaid.**

Head Of Department : **Zaibunnisa Malik.**

Principal : **A.K.Kureshi**



## MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

### Certificate

This is to certify that **Hafsa Welder** Roll No. **210452** of **1<sup>st</sup>** Semester of Diploma in **COMPUTER ENGINEERING** of Institute **M. H. SABOO SIDDIK POLYTECHNIC** (Code: 0002) has completed the term work satisfactorily in course **ICT** for the academic year 2021 to 2022 as prescribed in the curriculum.

Place : **Mumbai**

Enrollment no: **2100020086**

Date :

Subject Teacher : **Mohammed Zaid.**

Head Of Department : **Zaibunnisa Malik.**

Principal : **A.K.Kureshi**



## **MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

### **Certificate**

This is to certify that **Siddiqa Khan** Roll No. **210456** of **1<sup>st</sup>** Semester of Diploma in **COMPUTER ENGINEERING** of Institute **M. H. SABOO SIDDIK POLYTECHNIC** (Code: 0002) has completed the term work satisfactorily in course **ICT** for the academic year 2021 to 2022 as prescribed in the curriculum.

Place : **Mumbai**

Enrollment no: **2100020110**

Date :

Subject Teacher : **Mohammed Zaid.**

Head Of Department : **Zaibunnisa Malik.**

Principal : **A.K.Kureshi**

## ANNEXURE

### Evaluation sheet for the micro project

Academic Year: 2021-2022  
Course: Fundamentals of ICT

Name of faculty: KHAN MOHAMMED ZAID  
Course code: 22001  
Semester: 1

- Title of the project : Mail Merge
- Cos addressed by Micro project:
- Major learning outcomes achieved by students by doing the Project:
  - (a) Practical outcomes:
  - (b) Unit outcomes in Cognitive domain
  - (c) Outcomes in effective domain
- Comments/suggestions about teamwork/leadership/inter-personal communication (if any) :

Roll no.	Student Name	Marks out of 6 for performance in group activity	Marks out of 4 for performance in oral /presentation	Total out of 10
210445	Sadaf Shaikh			
210447	Shrutika Sabale			
210452	Hafsa Welder			
210456	Siddiqa Khan			

KHAN MOHAMMED ZAID

(Name and Signature of Faculty)

# MAIL MERGE

Mail merge is a word processing procedure which enables you to combine a document with a data file, for example a list of names and addresses, so that copies of the document are different for each person it is sent to. [Computing] He sent every member of staff a mail merge letter wishing them a merry Christmas.

Compared to the process of preparing individual letters to convey one set of information to many people, mail merge saves time and effort, producing mass mailings complete with labels or envelopes.

Mail Merge is a useful tool that allows you to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database, or spreadsheet. Mail merge consists of combining mail and letters and pre-addressed envelopes or mailing labels for mass mailings from a form letter.



# STEPWISE PROCEDURE TO PERFORM MAIL MERGE

## • STEP 1

Open Microsoft word in start and click blank document

## • STEP 2

Write your own invitation letter and design it with borders and shadings.

## • STEP 3

Leave the space for writing the recipient's name.

[Note that the names are surrounded by chevrons (« »). ]

## • STEP 4

Go to mailings.

## • STEP 5

Select the "Select Recipients" option. Then select a "Type a new list" option to make a new list of recipients and save it.

(If you have an existing list use "Use an existing list" option)

## • STEP 6

Click on "Insert Merge Box" and then click the <<NAMES>>

## • STEP 7

Click on "Preview results".

## • STEP 8

Preview your letter and click "Finish & Merge"

## • STEP 9

Click Print to print your letters or Edit individual letters to further personalize some or all of the letters.