NAME : PAWAN MAHADU SARULE

ROLL NO : 92 CLASS : FYBCA(Sci)

QUESTION : 7 DATE : 11 Dec 2020

* Q7. Use mail merge feature in Microsoft Word to prepare a letter for inviting friends for a trip to Shimla.

Some of friends are planning a trip to Shimla. We will leave for Shimla on 13th August and return on 18th August. We have already booked a guesthouse in Shimla. The total expenditure per head is expected to be Rs. 5000. If you are

interested in joining us, please inform me before 5th August so that we can make necessary arrangements.

Regards, Rohit Kumar

a. Create the data source with data of 5 friends. Save the file as ‘data.mdb’.

b. Insert the merge fields in the main document.

c. Complete the merging of document.

To,

«First\_Name»

«Last\_name»

«City»

«State»

«Country»

«email»

Subject: Inviting For a Trip to Shimla.

Dear Friends,

we will leave for Shimla on 13th August and return on 18th August. We have already booked a guesthouse in Shimla. The total expenditure per head is expected to be Rs. 5000. If you are interested in joining us, please inform me before 5th August so that we can make necessary arrangements.

Your affectionate,

Rohit Kumar

To,

Karan

Chaudhari

Jalagaon

Maharashtra

India

karanchaudhari@gmail.com

Subject: Inviting For a Trip to Shimla.

Dear Friends,

we will leave for Shimla on 13th August and return on 18th August. We have already booked a guesthouse in Shimla. The total expenditure per head is expected to be Rs. 5000. If you are interested in joining us, please inform me before 5th August so that we can make necessary arrangements.

Your affectionate,

Rohit Kumar

To,

Roshan

Sinan

Thiruvananthapuram

kerala

India

roshansinan@gmail.com

Subject: Inviting For a Trip to Shimla.

Dear Friends,

we will leave for Shimla on 13th August and return on 18th August. We have already booked a guesthouse in Shimla. The total expenditure per head is expected to be Rs. 5000. If you are interested in joining us, please inform me before 5th August so that we can make necessary arrangements.

Your affectionate,

Rohit Kumar

To,

Shruti

Uttekar

kokan

Maharashtra

India

uttekarshruti@gmail.com

Subject: Inviting For a Trip to Shimla.

Dear Friends,

we will leave for Shimla on 13th August and return on 18th August. We have already booked a guesthouse in Shimla. The total expenditure per head is expected to be Rs. 5000. If you are interested in joining us, please inform me before 5th August so that we can make necessary arrangements.

Your affectionate,

Rohit Kumar

To,

Vaishnavi

Devikar

Nashik

Maharashtra

India

devikar.Vaishnavi@gmail.com

Subject: Inviting For a Trip to Shimla.

Dear Friends,

we will leave for Shimla on 13th August and return on 18th August. We have already booked a guesthouse in Shimla. The total expenditure per head is expected to be Rs. 5000. If you are interested in joining us, please inform me before 5th August so that we can make necessary arrangements.

Your affectionate,

Rohit Kumar

To,

Nalini

Rawat

Dehradun

Uttarakhand

India

Nalini.Rawat@gmail.com

Subject: Inviting For a Trip to Shimla.

Dear Friends,

we will leave for Shimla on 13th August and return on 18th August. We have already booked a guesthouse in Shimla. The total expenditure per head is expected to be Rs. 5000. If you are interested in joining us, please inform me before 5th August so that we can make necessary arrangements.

Your affectionate,

Rohit Kumar