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| College Name | Address | City |
| Srisai College | Dilsukhnagar | Hyderabad |
| SPHOORTHY COLLEGE | Dilsukhnagar | Hyderabad |
| RG KEDIA COLLEGE | Chaderghat | Hyderabad |
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* Step 1:-Goto ‘Page Layout’ Tab select ‘Size’ Option
* Step 2:-Find ‘More paper size’ height= 21.7 cm & width=15cm
* Step 3:-Goto The ‘Insert’Tab Click on the table Select Click ‘Insert Table’ enter 3 Rows & 8 Cols
* Step 4:-and save it && Open a new blank document Goto the ‘Mailings’Tab Click ‘Start mail Mearge’ Select ‘Letters’
* Step 5:-Goto ‘Select Recipients’ Select ‘Use Existing List”
* Step 6:-Find ur before save File you can see the table