**DESCRIPTION!!**

* Step 1:- Click the **File** menu and select **New**.
* Step 2:- Search for Visiting card templates.
* Step 3:-  Select a template.
* Step 4:- Fill out the fields in the first card.
* Step 5:-  Edit format, fonts, and colors.
* Step 6:- Replace the logo (optional).
* Step 7:- Proofread the cards.
* Step 8:- Print the cards to cardstock.
* Step 9:- Click On the **Mailings**tab, in the**Start Mail merge** group, choose **Start Mail Merge**, and then choose the kind of merge you want to run.
* Step 10:- Browse to your Excel spreadsheet, and then choose **Open**.
* Step 11:- Choose **Edit Recipient List**.
* Step 12:- In the **Mail Merge Recipients** dialog box, clear the check box next to the name of any person who you don't want to receive your mailing.

Chaderghat New Bridge,

Kachiguda Station Road, Esamia Baza,Hyderabad-50003District Beirut, - 5012426

We ARE INVITED TO

**Seminar**

IN HONORING OF

RG Kedia College

20

10:00 - 1:00 dfsfsf111dfs1:009:00PM

ADDRESS

Speech, Lecher

R.S.V.P

9963027024

hyderabad

TO 0800 214 568 CALLrgkediacollege@gmail.com