

**Course
&
Test Series**

Self-Made Assignment - MS Word

Mail Merge Usage in MS Word

Write a mail using mail merge option in MS Word with given data source.

Subject: Reminder: Submission Deadline for [Assignment Name]

Dear [First Name],
I hope you're doing well. This is a quick reminder that your [Assignment Name] is due on [Due Date].
Please ensure that you submit it on time in [Required Format]. Late submissions may result in penalties, so plan accordingly. If you need any clarification or assistance, feel free to reach out to me before the deadline.
Looking forward to your submission.

Best regards,
[Your Name]
[Your Position]
[Your Institution]

Data Source for Mail merge option.

Name	Assignment Name	Due Date	Required Format	Your Name	Your Position	Your Address
Rahul	Math Homework	20th Oct	PDF	Aman	Instructor	ABC University
Varun	Science Project	21st Oct	Word Document	Anuj	Instructor	ABC University
Vikas	English Essay	22nd Oct	PDF	Aniket	Instructor	ABC University

 **Banking & Insurance**

 **Central Govt. Service**

 **State Govt. Services**

 **LAW Entrance**

 **MBA Entrance**

 **Railways & Metro Services**

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