

**Course  
&  
Test Series**

**Self-Made Assignment - MS Word**

**Mail Merge Usage in MS Word**

### By Using Mail – Merge

You have to write an “Event Invitation” for given recipients. Add greeting lines, address block in our invitation or you have to create your recipient list or you have to mail to every person in this list.

Dear <<First Name>> <<Last Name>>,

We are pleased to invite you to our special event!

Event: Annual Conference  
Date: <<Event Date>>  
Location: <<Event Location>>

Please RSVP by email or phone. We look forward to seeing you at the event.

Sincerely,  
Event Organizers

#### Recipient List

First Name	Last Name	Address	Event Date	Event Location
Raj	Kumar	Himachal	March 20,2025	Defense Colony Ambala Cantt
Khushi	Verma	Ambala City	March 20,2025	Defense Colony Ambala Cantt
Deepak	Gandhi	Kaithal	March 21,2025	Defense Colony Ambala Cantt
Gurpreet	Saini	Chandigarh	March 21,205	Defense Colony Ambala Cantt
Rahul	Sharma	Rajpura	March 22,2025	Defense Colony Ambala Cantt



...many more

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