

MS Word Activity: 06

Mail Merge

Activity: Mail Merge is a powerful feature in MS Word that allows you to create multiple personalized documents (like letters, labels, or emails) using data from a list, table, or spreadsheet. In this activity, you will practice creating a personalized invitation letter using Mail Merge.

Practice Task

Create a mail merge document to invite 5 students to an event. Each invitation should include the student's Name, Roll Number, and Course. Use your own sample data or create a new recipient list in MS Word.

Steps to Perform Mail Merge

1. Open MS Word and create a new blank document.
2. Go to the 'Mailings' tab on the Ribbon.
3. Click on 'Start Mail Merge' and select 'Letters'.
4. Click on 'Select Recipients' → 'Type a New List' (or use an existing Excel/CSV file).
5. Enter details such as Name, Roll Number, and Course, then save the list.

6. Write a sample letter, e.g.:

Dear <Name>,

<Course>

<Roll Number>

Subject:- Invitation for College Annual Function

College is organizing a function, You are invited to the College Annual Function on 25th September 2025.

Thank you

7. Use 'Insert Merge Field' to add placeholders (Name, Roll Number, Course) into the letter.
8. Click on 'Preview Results' to see how each letter looks with real data.
9. Once finalized, click on 'Finish & Merge' → 'Print Documents' or 'Edit Individual Documents'.
10. Save your final mail-merged letters.