

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## MAIL MERGE

### Chapter-5

#### A. Tick (✓) the correct option.

- Which of the following options is used to create address list?
  - Type New List ☐
  - Address List ☐
  - Address Block ☐
- Under which group of Mailing tabs, the Preview Results command exists?
  - Write & Insert Fields ☐
  - Finish ☐
  - Preview Results ☐
- Which of the following commands is used while creating Mail Merge?
  - Letters ☐
  - Type New List ☐
  - All of these ☐
- By default, Data Source file is saved in which of the following folders?
  - My Data ☐
  - My Data Sources ☐
  - Data Sources ☐

#### B. Write 'T' for true and 'F' for false.

- The Greeting Line command is used to add a greeting line for the addressee. ....
- We cannot see the individual letter after Mail Merge. ....
- We cannot take the print of merged letters. ....
- We can edit the individual letter after merged. ....

#### C. Match the following:

- |                    |                                                               |
|--------------------|---------------------------------------------------------------|
| 1. Main Document   | a. Contains all information about recipients                  |
| 2. Data Source     | b. Final document created by merging main and merged document |
| 3. Merged Document | c. Contains the text of the letter which we want to send      |