

WODKCHEET



Coi	iiputei	Textbook Series		M	OUVOUEE		ORANGE	
		ne: So				Roll No:		
	WC	ORD PROC	ESSOR—I	VI A	AIL MERGE		Chapter-4	
A.	Wri 1. 2.	2. We should use Mail merge when we have to send letter to one person.						
B.								<u> </u>
c.	Wri	Insert Addi Create Salu Select start Adjust Layo Select Doc	nent. e document. ress Block. utation. ting documen out. ument type.		ents the advanta	ages of mail merg	je.	chand ipplME (Varsion 1 0)
It saves time and efforts.						.900 01	,	2
	It does not allow to make changes in several letters very quickly. It allows to produce thousands of letters quickly. It does not allow to save the letters as template for later use.						y.	٦
D.	. Match the following:							
	1.	Main Docum	ent	a.	Contains all infor	mation about reci	pients	
	2.	Data Source		b.	Final document o	created by mergin nt	g main and	

c. Contains the text of the letter which we want to send

3. Merged Document