Worksheet

MAIL MERGE

Unit-3 | Chapter-5

1. Match the following:

(a) Main Document   (i) Contains all information about recipients

(b) Data Source   (ii) Final document created by merging main and merged document

(c) Merged Document   (iii) Contains the text of the letter which we want to send

2. Write 'T' for true or 'F' for false. Correct the false statements.

(a) We cannot print merged document.

(b) Mail merge helps in saving time.

(c) Insert comment is used to insert comment associated with the recorded changes.

(d) Data source is the content of letter while doing mail merge.

3. Answer the following questions:

(a) What do you mean by creating salutation in mail merge?

(b) What is Mail merge? What are advantages of using it?

(c) Write the steps to activate 'Recording changes' option.

(d) What is data source?

(e) Name few word processors that provide mail merge.

(f) What are the steps to insert comments associated with a recorded change?

4. Rewrite the steps to perform Mail Merge:

(a) Save, Print or send

(b) Edit Document

(c) Personalize document

(d) Insert Address Block

(e) Create Salutation

(f) Select starting document

(g) Adjust Layout

(h) Select Document type

Class -9   Part B

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....