

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MAIL MERGE

Unit-3 | Chapter-5

1. Tick (✓) the correct option.

- (a) Which of the following documents contains contents of the letter while doing mail merge?
- | | | | |
|-------------------------|--------------------------|--------------------|--------------------------|
| (i) Main Document | <input type="checkbox"/> | (ii) Data Source | <input type="checkbox"/> |
| (iii) Both (i) and (ii) | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (b) Which of the following dialog box is used to enter the details of recipients?
- | | | | |
|-------------------------|--------------------------|-----------------------|--------------------------|
| (i) Select Address List | <input type="checkbox"/> | (ii) Address List | <input type="checkbox"/> |
| (iii) Mail Merge Wizard | <input type="checkbox"/> | (iv) New Address List | <input type="checkbox"/> |
- (c) Which of the following steps of Mail Merge Wizard dialog box enables to add salutation mark for signifying the beginning of name?
- | | | | |
|---------------------|--------------------------|----------------------------|--------------------------|
| (i) Salutation | <input type="checkbox"/> | (ii) Create Salutation | <input type="checkbox"/> |
| (iii) Adjust Layout | <input type="checkbox"/> | (iv) There is no such step | <input type="checkbox"/> |
- (d) Which of the following steps of Mail Merge Wizard dialog box helps to modify and position the contents of a document?
- | | | | |
|---------------------------|--------------------------|---------------------------|--------------------------|
| (i) Edit Document | <input type="checkbox"/> | (ii) Personalize document | <input type="checkbox"/> |
| (iii) Save, print or send | <input type="checkbox"/> | (iv) Adjust Layout | <input type="checkbox"/> |
- (e) Which of the following options is correct to add a comment in Writer document?
- | | | | |
|------------------------|--------------------------|---------------------|--------------------------|
| (i) Insert → Comment | <input type="checkbox"/> | (ii) File → Comment | <input type="checkbox"/> |
| (iii) Format → Comment | <input type="checkbox"/> | (iv) Edit → Changes | <input type="checkbox"/> |
- (f) To make the user aware of the modified changes with a displayed note, feature can be used.
- | | | | |
|----------------------|--------------------------|---------------------|--------------------------|
| (i) Track changes | <input type="checkbox"/> | (ii) Insert Comment | <input type="checkbox"/> |
| (iii) Modify comment | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |

2. Fill in the blanks.

- (a) The Mail Merge Wizard option present in the menu.
- (b) feature allows user to keep a record of formatting changes, text insertions and deletions and comments made by multiple editors.
- (c) The step temporarily reduces the screen size of the mail merge wizard so that the user can edit and personalize a particular document.
- (d) The information in a data source is organized in