

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 group is used to enter the details of recipients?
- | | | | |
|----------------------|--------------------------|----------------------------|--------------------------|
| (i) Start Mail Merge | <input type="checkbox"/> | (ii) Write & Insert Fields | <input type="checkbox"/> |
| (iii) Create | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (c) Which of the following button temporarily merges your main document and data source so that you can view and test?
- | | | | |
|--------------------------|--------------------------|----------------------|--------------------------|
| (i) Merge to PDF | <input type="checkbox"/> | (ii) Finish & Merge | <input type="checkbox"/> |
| (iii) Insert Merge Field | <input type="checkbox"/> | (iv) Preview Results | <input type="checkbox"/> |
- (d) Which of the following is the first step after launching the Mail Merge?
- | | | | |
|----------------------------------|--------------------------|--------------------------------|--------------------------|
| (i) identify the data source | <input type="checkbox"/> | (ii) specify the letter size | <input type="checkbox"/> |
| (iii) identify the main document | <input type="checkbox"/> | (iv) specify the envelope size | <input type="checkbox"/> |
- (e) Which of the following tab is used to add a comment in Word document?
- | | | | |
|----------------|--------------------------|--------------------|--------------------------|
| (i) References | <input type="checkbox"/> | (ii) Mailings | <input type="checkbox"/> |
| (iii) Review | <input type="checkbox"/> | (iv) None of these | <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 tab.
- (b) feature allows user to keep a record of formatting changes, text insertions and deletions and comments made by multiple editors.
- (c) In mail merge the file holding the mailing addresses is called as
- (d) The contains the text you wish to send to the recipients.