

Worksheet

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Name:

Roll No: Class: Section:

Date:

MAIL MERGE

Unit-3 | Chapter-5

1. Write a short note on the following:

- (a) Mail Merge
- (b) Main Document
- (c) Data Source
- (d) Merged Document
- (e) Track Changes

2. Guess who am I?

- (a) I am a step in Mail Merge Wizard which enables the user to Save, Print or Send merged document.
- (b) I am a step in Mail Merge Wizard that temporarily reduces the screen size of the mail merge wizard so that the user can edit and personalize a particular document.
- (c) I am a shortcut key used to insert a comment in a Word document.
- (d) I am a tab used to perform mail merge.
- (e) I am a shortcut key used to add fields from the existing database in the document.

3. Application based questions.

- (a) Seema wants to send a similar letter to several people. Which feature of Word helps her in sending the letter quickly?
- (b) Deepshikha and Niharika are editing the document, to make each other aware of the particular changes. Which feature can be used to do the same?
- (c) The reason for the updated changes is to be reported and displayed. Which feature can be used for this?

4. Answer the following questions:

- (a) When you edit a document after activating the track changes, in which colour the text appears?
- (b) What are the requirements to send mails by mail merge? Explain.
- (c) What are the main steps involved in Mail Merge?
- (d) Name few Word Processors that provide Mail Merge.
- (e) Write down the steps to edit document in Mail Merge?