

Worksheet

Name:

Roll No: Class: Section:

Date:

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.

- We cannot print merged document.
- Mail merge helps in saving time.
- New comment is used to insert comment associated with the recorded changes.
- Data source is the content of letter while doing mail merge.

3. Answer the following questions:

- What do you mean by creating salutation in mail merge?
- What is Mail merge? What are advantages of using it?
- Write the steps to activate 'Tracking changes' option.
- What is data source?
- Name few word processors that provide mail merge.
- What are the steps to insert comments associated with a recorded change?

4. Rewrite the steps to perform Mail Merge:

- Select recipients
- Complete the merge
- Write your letter
- Select starting document
- Preview your letters
- Select Document type