Worksheet

2

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

WORD PROCESSOR—MAIL MERGE

**A.	Write 'T' for true and 'F' for false.**

1.	Checking of spelling and grammar mistakes is known as Spell check.	....

2.	We cannot see the individual letter after Mail Merge.	....

3.	We use Find command to search for a word or text in a document.	....

4.	We cannot edit the individual letter after merging.	....

5.	Data Source is a separate file that contains all information about recipients of the letter.	....

6.	Start Mail Merge command is present under the Mailings tab.	....

**B.	Answer the following questions:**

1.	Write the three main steps of Mail Merge.

	....

	....

	....

2.	Write the steps to use the thesaurus tool.

	....

	....

	....

3.	Which command is used to see the preview of the merged letters?

	....

	....

Class -6

Grade:	⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....