

Worksheet

Name:
Roll No: Class: Section:
Date:

WORD PROCESSOR—MAIL MERGE

Chapter-4

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

1. Mail merge helps in saving time.
2. We should use Mail merge when we have to send letter to one person.
3. Data source is the content of letter while doing mail merge.

B. Label the steps to perform mail merge.

- ☐ Save, Print or send.
- ☐ Edit Document.
- ☐ Personalize document.
- ☐ Insert Address Block.
- ☐ Create Salutation.
- ☐ Select starting document.
- ☐ Adjust Layout.
- ☐ Select Document type.

C. Write 'A' in the box which represents the advantages of mail merge.

- ☐ It saves time and efforts.
- ☐ It does not allow to make changes in several letters very quickly.
- ☐ It allows to produce thousands of letters quickly.
- ☐ It does not allow to save the letters as template for later use.

D. Match the following:

- | | |
|--------------------|---|
| 1. Main Document | a. Contains all information about recipients |
| 2. Data Source | b. Final document created by merging main and merged document |
| 3. Merged Document | c. Contains the text of the letter which we want to send |