Worksheet 1

Name: ....

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

Date: ....

MAIL MERGE

Chapter-5

Class -6

A. Tick (✓) the correct option.

1. Which of the following options is used to create address list?

   a. Type New List ☐   b. Address List ☐   c. Address Block ☐

2. Under which group of Mailing tabs, the Preview Results command exists?

   a. Write & Insert Fields ☐   b. Finish ☐   c. Preview Results ☐

3. Which of the following commands is used while creating Mail Merge?

   a. Letters ☐   b. Type New List ☐   c. All of these ☐

4. By default, Data Source file is saved in which of the following folders?

   a. My Data ☐   b. My Data Sources ☐   c. Data Sources ☐

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

1. The Greeting Line command is used to add a greeting line for the addressee. ....

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

3. We cannot take the print of merged letters. ....

4. We can edit the individual letter after merged. ....

C. 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

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....