

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MAIL MERGE

Chapter-5

A. Answer the following questions:

1. What do you mean by Data Source in Mail Merge?

.....

2. Write the name of the command used to add addresses list.

.....

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

.....

B. Write 'A' in the box which represents the advantage of mail merge.

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

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Class -6