

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORD PROCESSOR—MAIL MERGE

Chapter-4

A. Fill in the blanks.

1. Select recipients command is in the group under the Mailings tab.
2. <<Address block>> tag appears after clicking on the dialog box.
3. Greeting line command is used to add a greeting line for the
4. Insert merge field command is in the group of the Mailings tab.

B. 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 |

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.