

Worksheet

Name:

Roll No: Class: Section:

Date:

PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-1

A. 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 Mail Merge.

B. Answer the following questions:

1. What do you mean by Data Source in Mail Merge?
.....
2. What do you mean by Page orientation? Name two types of orientation.
.....
3. Which command is used to see the preview of the merged letters?
.....

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.