

# 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.