Worksheet 2

Name: ....

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

Date: ....

WORD PROCESSOR—MAIL MERGE

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

1. Mail Merge saves time and effort. ....

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

3. Mail Merge allows to save the letters as templates for later use. ....

4. We cannot edit the individual letter after merging. ....

5. Data Source is a separate file that contains all information about recipients of the letter. ....

6. Start Mail Merge command is present under the Mailings tab. ....

B. Answer the following questions:

1. Write the three main steps of Mail Merge.

    ....

    ....

    ....

2. Define Merged Document.

    ....

    ....

    ....

3. Write three advantages of Mail Merge.

    ....

    ....

Class -6

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....