

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORD PROCESSOR—MAIL MERGE

Chapter-2

A. Tick (✓) the correct option.

- Which of the following options is used to create address list?
 - Type New List ☐
 - Address List ☐
 - Address Block ☐
- The Preview Results command exists in the group of the Mailings tab.
 - Write & Insert Fields ☐
 - Finish ☐
 - Preview Results ☐
- Which of the following commands is used while creating Mail Merge?
 - Letters ☐
 - Type New List ☐
 - All of these ☐
- By default, Data Source file is saved in which of the following folders?
 - My Data ☐
 - My Data Sources ☐
 - Data Sources ☐

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

- The Greeting Line command is used to add a greeting line for the addressee.
- We cannot see the individual letter after Mail Merge.
- We cannot take the print of merged letters.
- We can edit the individual letter after merged.

C. 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 |