

Worksheet

2

Name:

Roll No: Class: Section:

Date:

WORD PROCESSOR—MAIL MERGE

Chapter-2

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 merged.

B. Answer the following questions.

1. What do you mean by Data Source in Mail Merge?
.....
2. Write the name of the command used to add addresses list.
.....
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.