PARAGON CONVENT SCHOOL
SECTER 24 B CHANDHIGARH
CLASS 6
CH- 4 USING MAIL MERGE

BRAIN DEVELOPER

A. Fill in the blanks:

1. The **main document** contains the text that we send to all the recipients.
2. Mail merge involves merging the **data source** with the main document.
3. Data is organized in tabular form along with the **field** names.
4. A tick mark gives an indication that a **record** is selected.
5. The **mail merge** task pane appears on the right side of the MS Word window.

B. State true or false:

1. Mail merge involves three basic steps.   **True**
2. The Main document consists of a mailing list.   **False**
3. Field is a column in a data source that contains one type of information.   **True**
4. The Preview Results option on the mailings tab displays only the first record from the data source.   **False**
5. The two main components required during a Mail Merge process are the Main document and the Merge field.   **False**

C. Multiple choice Questions:

1. _____ is a row on a datasheet, which consists of a number of fields.

   a) Field   b) Record   c) Database

2. _____ is a field which is used to insert the data from the data source in the main document, wherever they are placed.

   a) Data Source   b) Merge Field   c) Main Document

3. The Insert Merge Field button can be found on _____ tab.

   a) Mailings   b) Mail Merge   c) Database

4. Preview Results button is present in the _____ group.

   a) Finish   b) <mark>Preview Results</mark>   c) Merge

   D. Answer in one word or one sentence:

Q 1.In Mail Merge, where do we organise data in tabular form?

Ans. Data Source.

Q 2. Which tab contains the Mail Merge option?

Ans. Mailings.

Q 3. Which option is used to print a Mail Merge document?

Ans. Print.

Q 4. Which part of the datasheet displays one type of information?

Ans. Field.

   E. Answer the following questions:

Q 1. What do you understand by the term Mail merge?

Ans. The Mail Merge feature of Microsoft word is used to combine a data source, which contains the addresses of all the recipients, with the main document. It saves our time and energy to send letters to multiple addresses.

Q 2. Name the documents that are combined while using the mail merge feature.

Ans.The Mail merge feature combines two documents: Main document and Data Source.

Q 3. Define the terms Data Source and Main document.

Ans.Data source consists of a mailing list. The data source is associated with the main document, so that its field names can be used in the main document, and it bcomes easy to merge addresses with the main document.

Main document contains the text that we wish to send to the recipients.

Q 4. How many steps are involved in Mail Merge?

Ans. Mail Merge involves three basic steps:

i) Creating a main document
ii) Specifying a data source
iii) Merging the data source with the main document

Q 5. How will you create a recipient list for the main document?

Ans. To create a new mailing list:

i) Select the Type a new list radio button under 'Select recipients' section in the Mail Merge task pane and click on the Create option.
ii) The New Address List dialog box appears on the screen. Click on the Customize Columns button to add or remove fields.
iii) Enter data in the respective fields and click on the New Entry button located at the bottom of the dialog box.
iv) Enter four records of your friends and relatives. Click ok. You will get the Save Address List dialog box.
v) Specify a name in the File name: text box and click on the Save button.