

Class 6

Chapter -4

Word Processor- Mail Merge

A. Fill in the blanks:

1. The Main document contains the text that we sent to all the recipients.
2. The tab key helps us to move between fields while typing the data.
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. The main document consists of a mailing list [F]
2. Field is a Column in a data source that contains one type of information [T]
3. Merge field is feature that is used to combine a recipient list with a main document [T]
4. The preview results option on the mailing Tab displays only the first record from the data source. [F]
5. The two main components required during the mail merge process are the main document and the merged fields. [T]

C. Application based questions:

1. **Suchitra is an office assistance and handles all the correspondence work of the company, this month her company has made five new clients. Where will she add the contact details of these new clients while using mail merge feature.**

Ans: Recipient list

2. **Consider the given figure and answer the following questions:**

- I. **Which amongst the given options is used to create new data source?**

Ans: Type a new list

- II. **What happens when you choose the select from outlook contacts option?**

Ans: List of recipients in outlook appears

D. Multiple Choice questions:

1. Record is a row on a data sheet which consists of number of fields.
2. Merged field is the data items which instructs Microsoft word where to insert the data source information in the main document.
3. To create a new recipients list select the type a new list radio button under select recipients section.
4. Which of the following document does not require the mail merge feature? **(Ans: Pamphlets)**
5. Preview results button is present on the mailings tab.

E. Answer in one word or one sentence:

1. In mail merge where do we organize data in tabular form? **(Ans: Select Recipients)**
2. Which tab do you select to execute mail merge option? **(Ans: Mailing)**
3. Which option is used to print a mail merge document? **(Ans: Print document)**
4. Which part of data sheet displays one type of information? **(Ans: Field)**

F. Answer the following:

1. **What do you understand by the term mail merge?**

Ans: the mail merge feature is used to send letters having similar information to a number of people at different address. It saves our time and energy to send letter at multiple address.

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

Ans: main document and data source

3. **Define the term data source.**

Ans: data source contains address of the recipients, it is associated with the main document, so that its field names can be used in the main document, and it becomes easy to merge address with the main document.

4. What is the main Document?

Ans: the main document contains the text you wish to send to the recipients.

5. What are the main steps involved in Mail Merge?

Ans:

- Creating a main document
- Specifying a data source
- Merging the data source with the main document.

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

Ans:

- Select the type a new list radio button. Click on the create option.
- On the new address list dialogue box click on to customize columns button.
- Enter data in the respective fields click on the new entry button.
- After entering records. Click on the OK button.
- Specify a name in the file name: Text box, click on the save button.
- The mail merge recipient dialogue box appears, which displays the details of all the records added by you.