

CHAPTER -3

MAIL MERGE IN MS WORD 2010

Q1. What is mail merge?

Ans: Mail Merge is a feature of MS Word which is used to send the same basic letter, with slight modifications, to a large number of people at the same time.

Q2. Name the two documents required for Mail Merge.

Ans: The two documents required for Mail Merge are

- 1. Main Document**
- 2. Data Source**

Q3. Define Main Document.

Ans: The Main Document contains the text of a letter.

Q4. Define Data Source.

Ans: Data Source contains the name and address.

Q5. Name two application areas where you can use Mail Merge process.

Ans: Schools and Banks are the two application areas where you can use Mail Merge process.

Q6. Write the steps involved in Mail Merge process.

Ans: Mail Merge process involves the following three steps:

1.Creating the main document.

2.Creating the Data Source.

3.Merging the main document and data source into a single document or letter.

Q7.Write the steps to insert Address Block or Greeting Line in Mail Merge document.

The steps are

- 1. Place the cursor on your document.**
- 2. Click on Address Block. The Insert Address Block dialog box opens.**
- 3. Select the Address elements you want to include.**
- 4. Click OK.**

Q8. How will you create envelopes?

Ans: Envelopes can be created and printed using the mail merge feature.

The steps are

- 1. Click on Mailings tab.**
- 2. Click on Start Mail Merge from Start Mail Merge group.**
- 3. Choose the Envelope size and font.**
- 4. In the Printing Options tab ,choose the Feed Method for the envelope.**
