

### Multiple Choice Questions

1. What is the default application that will open the data source file during Mail Merge?  
(a) MS-Excel                      (b) MS-Word                      (c)  MS-Access
2. Can we use an existing list as the data source for a document?  
(a)  Yes                      (b) No                      (c) Sometimes
3. In which group of 'Mailings tab is 'step by step Mail Merge Wizard' present?  
(a) Create                      (b) Finish                      (c)  Start Mail Merge

FILES AND LABELS



## EXERCISES

A. Choose the correct option and write in the space provided.

1. To perform mail merge, you will click the \_\_\_\_\_ tab.  
(a) View (b) Mailings (c) References
2. The recipients list is saved in \_\_\_\_\_ folder.  
(a) Mega Data Sources (b) My Data Sources (c) Mine Data Sources
3. The final document in mail merge process is called \_\_\_\_\_ document.  
(a) Merged (b) Major (c) My
4. You can add a new field name by clicking the \_\_\_\_\_ button.  
(a) Rename (b) Find (c) Add
5. The mail merge task pane appears in \_\_\_\_\_ of the MS Word screen.  
(a) Right (b) Left (c) Center



Fill in the blanks.

main document

mail merge

Start Mail Merge

data source

create

1. To create a data source, click on create button.
2. Start mail merge option is present in Start Mail Merge group.
3. The first step of mail merge is to prepare the Main document and data source.
4. By using Mailing merge option, you can send same letter to a number of people.

Tick (✓) the correct and Cross (X) the wrong ones.

1. Mail Merge is useful only when there are less than ten letters to be sent.
2. You cannot print envelopes and labels.
3. Merging the letter with data is the last step.
4. The final document is called data source.
5. Recipients list is saved in My Data Sources Folder.

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Answer the following questions.