

STD-VI

CHAPTER 4: USING MAIL MERGE IN WORD

Instructions:-

1. Do the objective questions in book. Only answers of the objective questions are given below.
2. Write question and answers in the classwork copy.

1. Circle the correct option.

a. (i) b. (iii) c. (iii) d. (ii) e. (ii)

2. Fill in the blanks.

a. Mail Merge b. main document c. five
d. Start Mail Merge e. Merged document

3. Put a tick (✓) for the correct statements and a cross (✗) for the wrong ones.

a. ✗ b. ✓ c. ✓ d. ✗ e. ✗

4. Answer the questions.

(a) What do you mean by mail merge?

a. Mail merge is a useful feature of Word that facilitates creating multiple documents at once. Using mail merge, we can create five types of main documents: Letters, E-mail Messages, Envelopes, Labels and Directory.

(b) Name the three documents involved in the mail merge process.

b. The three documents involved in mail merge process are main document, data source and merged document.

(c) What information do three documents of the mail merge process contain?

c. The information contained in three documents of the mail merge process is given below.

1. **Main document:** This document contains the text and graphics that are common to each document.
2. **Data source:** This document contains information which is different for each individual document.
3. **Merged document:** This is the final document which is formed by merging the main document with the data source.

(d) What are the four main steps for performing mail merge?

d. The four main steps for performing mail merge are given below.

1. Creating the main document
2. Creating the data source
3. Inserting merge fields in the main document
4. Merging main document with data source