

Chapter 4

SUGGESTED CLASS ACTIVITIES

A. Answer the following question.

List any three ways in which a teacher can use Mail Merge.

B. Tick (✓) the correct option.

1. Information such as name, address, contact number of the person is known as _____.
(a) Data source (b) Main document
(c) Letter (d) Finished document
2. _____ needs to be created for mailing or sending letters to various people.
(a) Recipient list (b) Main document
(c) Letter (d) None of these
3. The text which we have to send to all the addresses is present in _____.
(a) Main document (b) Computer
(c) Data source (d) None of these
4. _____ contains the data which is used to fill in information in your main document.
(a) Main document (b) Merged document
(c) Mailing list (d) None of these