Chapter 4

WORKSHEET

I. Fill in the blanks with correct words.

1. _____ helps in creating single as well as multiple letters, labels, envelopes and name tags.
2. _____ needs to be created for sending a single mail to a group of people.
3. The _____ command is used for creating the recipient list.
4. The _____ option is selected for using a letter as the main document.
5. With the help of the _____ option, we can merge in order to send e-mails.

II. State whether the following statements are True (T) or False (F).

1. Mail Merge helps you to create spreadsheets. _____
2. The Mail Merge process uses six documents. _____
3. The main document is a part of mail merge. _____
4. Data source contains the mailing list. _____
5. Using Mail Merge, we cannot create letters. _____

III. Answer the following questions.

1. What is the purpose of the Mail Merge tool of MS Word?
2. What is the use of the recipient list?
3. What is letter?
4. What is data source?
5. What are the steps for the Mail Merge process?