

Computer

Ch-4 MAIL MERGE-AFEATURE OF MS WORD 2013

Bookwork of pg no :49, 50 and 51

A. Tick the correct options:

1. Mail merge option is present under which tab in MS Word? **Mailings tab**
2. The common text that needs to be sent to each recipient is stored in **main document**
3. Which of the following is not a default field name? **E-mail address**
4. Data source contains **records of persons**
5. Which of the following is not a main step of mail merge? **Preview results**
6. Finish and merge command is located in ___group under the mailings tab? **Finish**
7. which of the following requires the use of mail merge feature? **All of these**
8. preview results button is present on the ___tab. **Mailings**

B. fill in the blanks:

1. **Data source** is a row on a datasheet ,consisting of a number of fields.
2. To create the recipients list,you have to click on **type a new list** radio button under the select recipient section.
3. **Merge field** is the data item that instructs the MS Word where to insert the data source information in the main document.
4. **printing the documents** is the final step of the mail merge process.
5. Mail merge task pane appears on the **right** side of the MS Word window.
6. **Mailmerge** feature of MS Word allows us to send invitations to multiple people in a short time.

C. Give short answers for the following:

1. Where is the data organized in a tabular form in mail merge? **Data source**
2. What happens when the user clicks on the print button in the merge section? **Documents will be printed.**
3. Which button is used to change any detail of a recipient, in the Recipient list? **Edit button**
4. Which documents contains the common text that needs to be sent too each recipient? **Main document.**

Answer the following questions:

Q:1 write the significance of mail merge feature in MS Word?

Ans 1: The mail merge feature is used to send letters with the same content to many people at different addresses.

Q:2 Define Data source?

And 2: The data source is a document, spreadsheet or database that contains personalized information such as names, addresses, and phone numbers.

Q:3 what is a main document?

Ans 3: The main document contains the common text that needs to be sent to each recipient.

Q:4 what are the important steps of mail merge?

Ans: The important steps of mail merge are:

1. Creation of mail merge documents
2. Creation of recipient list
3. Insertion of merged fields
4. Viewing merged data

Q:5 write the steps involved in printing the letters?

Ans5 : Steps in printing the letters.

1. Click the finish and merge button under the finish group on the mailings tab.
2. Select the print documents option from the drop-down menu or click on the next button
3. Click on the print button in the merge section.
4. The merge to printer dialog box appears.

5. Click on ok.

Q: 6 Define merge field?

Ans 6: Merge field is data item which gives instructions to Ms Word about where to insert the data source information in the main document. |

