CLASS:V
SUBJECT : COMPUTER
CHAPTER NUMBER:4
CHAPTER NAME :MAIL MERGE
SUB TOPIC: BRAIN DEVELOPER

LEARNING OBJECTIVE :

To enable the students to know about input, output and processing.

SECTION - A

A. Fill in the blanks.

1. The **Main document** contains the text that we send to all the recipients.

2. The **tab** key helps us to move between fields while typing the data.

3. The data is organised in a tabular form along with the **field** names.

4. A **tick** mark gives an indication that a record is selected.

5. The data is organised in tabular form along with field names in **Data Source.**

B. State True or False

1. The main document consists of a mailing list. (**F**)
2. Field is a column in a data source that contains one type of information. (**T**)
3. Merge fields is the feature that is used to combine a recipient list with a main document. (**T**)
4. Preview Results option on mailings tab displays the first record from the data source. (**T**)
5. The two main components required during a mail merge process are the main document and the Merge field. (**F**)

SECTION -B

A. Multiple choice questions.

1. **Record** is a row on a datasheet, which consists of a number of fields.

2. **Merge Field** is the data item, which instructs miocrosoft word where to insert the data source information in the main document.

3. To create a new recipients list select the **type a new list** radio button under the select recipients section.

4. Which of the following documents does not require the use of mail merge feature?
Ans-Pamphlets

5. 'Use an existing list' option allows you to pick data source from <u>A Spreadsheet .</u>

B. Answer in one word or one sentence.

1. In mail merge, where do we organise data in tabular form along with the field names?

Ans- Data Source

2. Which tab do you select to execute the mail merge option?

Ans- Mailings

3. Which option is used to print a mail merge document?

Ans- Print document

4. Which part of the database displays one type of information ?

Ans- Field

5. Which option is used to preview the final Mail Merge document?

Ans- Preview Results

C. Answer the following questions.

1. What is mail merge?

Ans -Mail merge is a feature of microsoft word used to combine a data source,which contains all theaddresses with the main document.It saves our time and Energy to send letters to multiple addresses.

2. Name the documents that are combined while using mail merge feature.

Ans- Main document and Data Source are combined while using mail merge feature.

3. What do you mean by the term Data source?

Ans- Data source consists of a mailing lists. For ex- name, address,city, etc.

4.What is the use of a merge field?

Ans- Merge field is a data item which instructs word about where to insert the data source information in the main document.

5. What is the Main Document?

Ans- Main document is the text that we wish to send to all the recipients.

6. How can you view the merged data?

Ans-We can view the merged data by clicking on Preview results button in the preview results group on the mailings tab.

7. How will you create a recipient list for the main document?

Ans- To create a new recipient list for the main document the steps are

i) Type a new list radio button under the select recipients section. Click on the create option.

ii) The New address list dialog box appears.

iii) Enter data in the respective fields and click on the New entry .

iv) Click ok.

C.Application Based questions.

1. In order to invite her friends radhika can use mail merge feature of microsoft word which will help her to save time and energy.

2. In order to add some new contact details Suchitra will select the data source and click on the Edit button located under the Data source box.

THANK YOU