

Mail Merge with MS Word

A. Choose the correct option:

1. The process of mail merge involves which documents?
 - (a) Data source
 - (b) Main Document
 - (c) Both a and b
2. What contains the common content that is to be sent to all recipients?
 - (a) Main document
 - (b) Data source
 - (c) Name field
3. Which of the following is the final document after applying mail merge?
 - (a) Mail document
 - (b) Merged field
 - (c) Merged document
4. To do the mail merge of recipients eligible for voting, the filter criteria will be-
 - (a) Age greater than or equal to 18 years
 - (b) Age less than 18 years
 - (c) Age greater than 18 years
5. Which of the following contains the recipients' information in spreadsheet or word table?
 - (a) Main document
 - (b) Data source
 - (c) New document

B. Fill in the blanks:

1. _____ allows users to generate letters for multiple recipients.
2. _____ stores information about recipients which is useful in mail merge process.
3. Document generated as an output of the mail merge process is called _____.
4. By clicking on Step-by-Step Mail Merge Wizard option, _____ pane will open.
5. The data source should not contain any _____.

C. State true or false:

1. The cursor should be at the desired position in main document before inserting merge field.
2. It is not necessary to merge all the fields, we can do mail merge for selective records.
3. MS Word provides only one option for mail merge.
4. We can manually mark the selective records by tick marks, if records are fewer.
5. Mail Merge Options are accessed under the mailing tab.

D. Answer the following questions:

1. Describe the significance of the Mail Merge feature in MS Word.
2. Write a short note on the documents involved in the process of mail merge.
3. Mention steps to use Mail Merge.
4. Explain how we can generate letters for selective recipients?
5. Write different steps to apply mail merge for all recipients.