ST. THOMAS SCHOOL, LONI

CLASS VI-___

CHAPTER 4- MAIL MERGE

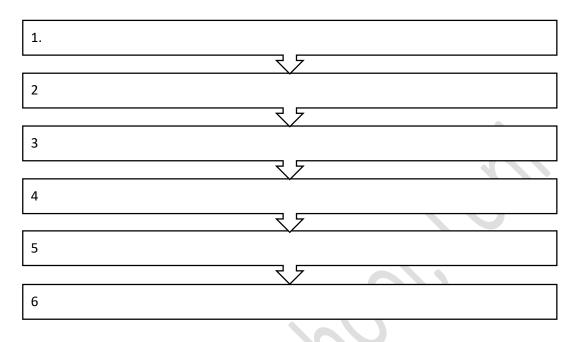
COMPUTER WORKSHEET

KEYWORDS

- <u>Mail Merge</u>- It is a feature to send similar information to multiple recipients with their personalized information.
- <u>Mail Merge Documents</u>- It has 2 main documents- main document and data source.
- <u>Main Document</u>- It contains similar information which needs to be sent to all the recipients.
- Data Source- It contains details of all the recipients in a tabular format.
- Merge field- It is a data item inserted in the main document to link it with the data source.
- **Record** The row of a data source which contains information related to one recipient is called record.
- <u>Field</u>- The column in a data source which contains one type of information is called field.
- <u>Mail Merge wizard</u>- It is a task pane which helps us to create the Mail Merge step-by-step.
- <u>Purpose of Mail Merge</u>- The purpose of Mail Merge is creating personalized letters and pre-addressed envelopes or mailing labels for mass mailing from a single letter.
- Steps of Mail Merge- (always in a fixed order)-
- i) <u>Select document type</u>- We have to select if we want to create a letter, envelop, email or labels.
- ii) <u>Select starting document</u>- We have to select our main document from the current document, template or a previous document.
- iii) <u>Select recipient</u>- We have to either create a new data source or use a previously created data source.
- iv) <u>Write your letter</u>- We have to insert merge field into the main document to combine it with the data source.
- v) <u>Preview your letter</u>- We will preview the letter according to the data in the data source.
- vi) <u>Printing your letter</u>- After finalizing our letter, we can print, save or mail our letter.

WORKSHEET

Q1 Fill in the boxes with the steps of Mail Merge in the correct order-



- Q2 Write the names of the steps of Mail Merge which are used to-
- A. Insert the merge field into the main document to combine it with the data source.
- B. Select if we want to create a letter, envelop, email or labels.
- Q3 What is the purpose of Mail Merge?

Ans.