

ST. THOMAS SCHOOL, LONI

CLASS VI-____

CHAPTER 4- MAIL MERGE

COMPUTER WORKSHEET

KEYWORDS

- **Mail Merge**- It is a feature to send similar information to multiple recipients with their personalized information.
- **Mail Merge Documents**- It has 2 main documents- main document and data source.
- **Main Document**- 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.
- **Field**- The column in a data source which contains one type of information is called field.
- **Mail Merge wizard**- It is a task pane which helps us to create the Mail Merge step-by-step.
- **Purpose of Mail Merge**- 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) **Select document type**- We have to select if we want to create a letter, envelop, email or labels.
 - ii) **Select starting document**- We have to select our main document from the current document, template or a previous document.
 - iii) **Select recipient**- We have to either create a new data source or use a previously created data source.
 - iv) **Write your letter**- We have to insert merge field into the main document to combine it with the data source.
 - v) **Preview your letter**- We will preview the letter according to the data in the data source.
 - vi) **Printing your letter**- 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-

1.
2
3
4
5
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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.
