

# ST. THOMAS SCHOOL, LONI

CLASS V-\_\_\_

## CHAPTER 4- MAIL MERGE

### COMPUTER WORKSHEET

#### KEYWORDS

- **Mail merge**- It is a feature to send similar information to multiple recipients with their personalized text.
- **Mail Merge Documents**- It has two 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.
- **Mail Merge wizard**- It is a task pane that helps us to create the Mail Merge step-by-step.
- **Steps of Mail Merge**-
  - i) **Select document type**- We have to select what we want to create- a letter, an envelope, an email or a label.
  - 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 the 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

\*Note: - After reading the keywords, do the given worksheet

**Q1 Write the name of the step of Mail Merge which is used to-**

A. Select name of recipient whom you want to send your mail merge document.

---

B. Select our document from different types like letter, envelop, email or labels.

---

**Q2 Arrange the following steps to complete a Mail Merge-**

Select recipient, Preview your letter, Printing your letter, Write your letter, Select starting document, Select the document type

