

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

