Welland Gouldsmith Schools
Class: VI
Subject: Computers
Topic: Mail Merge
Answer key

1) Fill in the blanks:

a. Microsoft Word

b. Template

c. Main Document

d. Data Source

e. Merge field

2) State whether the following statements are TRUE or FALSE.

a) True
b) False. Mailings tab
c) True
d) True
e) False. New Address List

3) Answer the following questions:

a) Mail merge is a feature in Microsoft Word and Microsoft Excel that allows you to create letters, labels, envelopes and so on, each addressed to a different recipient.

b) Mail Merge

c) The advantages of Mail Merge are:

    i. You can send a common document letter to many people.
    ii. Documents can be personalised for bulk mailing in a short period of time.
    iii. It is easy to make changes to a single document.
    iv. A common document can be saved and reused.
    v. It saves time.

d) Main document, Data source and Merged document are the three main components of Mail Merge.

e) The steps involved in Mail Merge are:

   i. Creating the main document.
  ii. Creating the data source.
 iii. Merging the main document with the data source.