Welland Gouldsmith Schools
Worksheet
Class: VI
Subject: Computers
Topic: Mail Merge

Mail merge allows you to create letters, labels, envelopes and so on, each addressed to a different recipient. The three main components of mail Merge are the main document, data source and the merged document. The steps involved in Mail Merge are – creating the main document, creating the data source and merging the main document with the data source. The main document contains the information that remains the same in each of the merged documents. The data source contains all the variable information to be inserted into each of the merged documents. After merging, each merge field in the main document is replaced by the data from the data source.

1) Fill in the blanks:

a. _____ is a Microsoft application used to create mail merge.

b. A _____ is a sample document that already has some details in place.

c. _____ contains the information that is to remain the same in all the documents.

d. _____ contains all the variable data to be inserted into the documents.

e. _____ is a placeholder where the actual data from the data source will be inserted.

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

a) The information in the data source will change in every document and is to be inserted into the merged documents.
b) Home tab is used to access Mail Merge options.
c) A list of the recipient details that you enter appears in the Mail Merge Recipients window.

d) When you select the print option of the merged document, the name of the first recipient appears in the document.
e) In the Address Block dialog box, you enter the address information.

3) Answer the following questions:

a. What is Mail Merge?

b. What is the mail merge term which means combining a document with a list of names and addresses to produce individualised documents?

c. What are the advantages of Mail Merge?

d. What are the components of Mail Merge?

e. What are the steps involved in Mail Merge?