St. Thomas School, Indirapuram

Practice Worksheet – Computer

(Ch 4 : Using Mail Merge)

CLASS V

Name: _____   Roll: _____   Sec. _____   Date: _____

Q1. Fill in the blanks using the help box.

Record	Data source	Tab	Main document	Spreadsheet

a) _____ contains the text that send to all the recipients.

b) _____ key helps to move between fields while typing the data.

c) _____ is a row on the datasheet, which consists of number of fields.

d) Data is organised in a tabular form along with field names in _____.

e) "Use an existing list" option allows you to pick data source from _____.

Q2. Answer in one word.

a) Which option is used to preview the final mail merge document? _____

b) Which tab do you select to execute the mail merge option? _____

c) Which part of the data sheet displays one type of information? _____

d) Which radio buttons under select recipient is selected to create a new recipient list?

_____

Q4. Complete the basic steps mail merge involves.

a) Creating a _____

b) Specifying a _____

c) Merging the _____ with the _____.

Q3. Application based questions.

a) Radhika has purchased a brand view luxury car. She wants to celebrate her happiness with her friends and relatives. She wants to extend personal invitation to each one of them without

typing their names and addresses again and again. Which method could she use to fulfil the requirement?

Ans: _____

b) Reema is an office assistant and handles all the correspondence work of the company. This month her company has made five new clients. Where will she add the contact details of these new clients while using the mail merge features?

Ans: _____

Q4. Complete the basic steps mail merge involves.

a) Creating a _____

b) Specifying a _____

c) Merging the _____ with the _____.

Q5. Define the following.

a) Mail merge : _____

_____

b) Data source : _____

_____

Q6. What do you understand by the term "merge field".

_____

_____

_____