



CLASS - VI COMPUTER SCIENCE NOTES JUNE

Chapter - 2 Mail Merge in Word 2016

Tick the correct option

1. To get the Mail Merge tools, we click on the _____ option in the ribbon
a) Home **b) Mailings** c) Review
2. If you already have a data source then you can select it by clicking on _____ option
a) **Use an existing list** b) Type a new list c) select from Outlook contacts.
3. By default, the system prints _____ copy of the merged document
a) One **b) five** c) six
4. The selected fields will appear between _____ symbols in the main document
a) **“%%” and “%%”** b) “##” and “##” c) “<<” and “>>”
5. The list of recipient can be edited in the _____ window
a) Mail Merge Recipient **b) Save Address List** c) New Address List

Fill in the blanks

1. **Mail Merge** refers to the letter, the envelope, the directory, or the label that you want to personalize.
2. We can create a data file with the **Recipients** details
3. We can send the same letter to many **Recipients** at the same time.
4. You can give the file a name and save it by clicking in **Save as** option from the file menu.
5. You need to **Create** a letter so as to send letters to several recipients at once.

Write True or False statements

1. The Main document contains the information of the recipients for whom the letters are being Personalized [**T**]
2. There are three types of mail merge. [**T**]
3. If you have to send personalized content to multiple people you can use insert option [**F**]
4. The list of names and address to be printed on envelopes is known as Data Source [**T**]
5. The document which has the actual content to be sent out is called the main document [**T**]

Define the following

1. Main Document

In a Mail Merge operation, the personalized document such as a standard letter, or mailing label is known as the main document

2. Recipient's List

The list of names and addresses for a formal letter you want to send to a list of clients are said to be Recipient's list

3. Mail Merge Task Pane

A Mail Merge task pane will open on the right side of the window displaying step 1 of 6 at its bottom. You can select whether you want to create letters, e-mail messages, envelopes, etc.

Short Answer Questions

1. Define Main Document

In a Mail Merge operation, the personalized document such as a standard letter, or mailing label is known as the main document.

2. What is data source?

The data Source is a file that contains the names and addresses or any other information that changes with each version of mail merge document.

3. What is the use of Mail Merge?

We can send the same letter to many recipients at the same time.

4. How many steps are there on the Mail Merge task pane? List them?

Step1: To get the Mail Merge tools, on the Mailing tab when we open a new word document.

Step2: Click on the start Mail Merge option.

Step3: A drop-down menu opens up from the start Mail Merge group

Step4: Click on Step by Step Mail Merge Wizard.

Step5: A Mail Merge task pane will open on the right side of the window displaying , select whether you want to create letters, e-mail messages, envelopes, labels or directory.

Step 6: Click on letters option to create the letter.

Long Answer Questions:

1. What is Mail Merge?

Mail Merge is a built in feature within most data processing applications that enables users to send a similar letter, s-mail or document to multiple recipients

We can make two types of documents

Main Document
Data Source

2. What are the advantages and disadvantages of Mail Merge?

Advantages:

The same letter can be sent to many recipients at the same time.

Each document can be personalized.

Mail merge too saves us time when we have to send the same letter/document/email to multiple people.

It is very easy to store the information.

Disadvantages

Since the same content is sent to many people, there is a risk of sending inappropriate content.

The database that provides the information must be updated regularly

3. What are the three basic steps for Mail Merge?

Create a Main document

Create another document having List of addresses and names to whom u need to send
Merge the data in the list with the main document

4. How can we merge fields in the main document?

Step 1: To Create a new data source, click on create under type a new list

Step 2: A New Address List dialog box opens up. Fill in the details of the recipients

Step 3: Click on New Entry to get a blank form for the recipient

Step 4: After typing all the entries click on ok. The Save address list dialog box appears

Step 5: Give a name to the list in File name box and click on save.

Step 6: Mail merge recipients dialog box opens up that shows the data you have to entered

Step 7: Click ok.

5. Explain the process of merging the main document with the list of recipients?

Step1: Write a document in the mail merge task pane

Step2: To add the Recipient information in it, click at the location in the letter and click the required options from the Mail Merge task pane.

Step3: Click on Address block in the Mail Merge task pane. The Insert Address block dialog box appears.

Step4: Select the required options by clicking on the provided checkboxes and click on ok.

Case based questions:

Read the passage and answer the given questions

Biji's principal asked him to design a card on the occasion of Independence Day and send it to all his teachers. He designed the card using application software of MS Office suite and saved it on his laptop. He also created a new file to store the names of all the teacher to whom he

has to send the card Then he printed greeting card for each of the teacher with their names and the common message.

- a. **Which application software has he used to prepare the Independence Day card?**
Mail Merge is software used to prepare the Independence Day card
- b. **According to you what would be the extension of the above file containing the Independence Day card.**
.doc is the extension for the file containing the Independence Day card
- c. **What will you do with the file containing the names of different teachers? Will you save it?**
Data source, mail merge, recipients
- d. **Name the feature which you would use to print the independence day card.**
Print option to print the Independence Day card