

computer.

Q1 Fill ups

Q1) The _____ documents contains the text to be sent.

2) The Data source can be created in _____ or _____.

3) Preview Results button in the _____ group of the _____ tab is used to preview the mailing results.

4) Mail merge is a feature in MS Word to make _____ document from a single template.

5) Data source is also called the _____.

6) By Default header is printed _____ inches from the top of a page.

7) _____ are signs and characters that can be inserted from the symbol dialog box.

8) Click on the _____ tab to edit an equation.

9) A watermark is a _____ image th

text of a document.

10) The _____ is placed at the end of a document.

True or false.

1) Header is placed at the bottom of a page. _____

2) The information contained in header and footer is different. _____

3) A footnote is ~~usually~~ generally placed at the bottom of a page. _____

4) An endnote is ~~generally~~ used to give references for the source of the text. _____

5) We cannot change the space between lines and paragraphs. _____

6) Symbols cannot be formatted in a document just like the regular text. _____

7) We can insert mathematical equations in MS word 2010. _____

8) A watermark is a transparent image that appears behind the text in a document. _____

9) Data source stores information to be brought into the main document.

10) Data source is also called the data file.

11) The process of mail merge involves four main steps.

12) The resultant document of a mail merge operation contains copies of the main document along with the information stored in the data file.

13) Directory option of ms word is used to print sheets of labels.

14) We can make our recipient list after selecting the type of mail merge.

★ Keywords ★

1) Data source - Stores information to be brought into the main document, also called data file.

2) Main Document 3) Mail merge

4) Endnote 5) Footnote 6) Symbols

7) Watermark.

* Q-2 * Question & Answers

1 What is the significance of mail merge?

2 What is a data source?

3 What do you mean by the main document?

4 Write the important steps involved in mail merge.

5 Write the steps involved in previewing the letters.

6 Define headers and footer.

7 What are the differences between a footnote and an endnote?

8 What is the importance of headers and footers in a document?

9 Write the steps to create a watermark on a page of a document.

10 Which tab is selected to insert a symbol in a document?

Q-3 Tick the Correct option.

1 Which of these is places at the bottom of a page?

Header

Footnote

Endnote

2 A footnote in a document is used to _____

give comments and references about text.

You can change the space between _____

provide extra information

3 A watermark is _____ image that appears behind the text

a transparent a translucent

an opaque

4 Which shortcut command is used to insert a foot note?

Ctl + Alt + F

Ctl + Alt + E

Ctl + Alt + D

5 You can change the space between _____

paragraphs

lines

both of the

6 Mail Merge is an important feature of _____

- MS Access MS Word MS Excel

7 Mail Merge is used in an organization

- to send a standard letter to many people at a time
- only because it is the latest feature of MS Word.
- to keep records of files.

8 Finish & Merge option is present in _____ group of the _____ tab

- Mailings, Finish Finish, Mailings
- Finish, Insert

9 Preview Results button is present in _____ group.

- Preview Results Preview Results.

10 Type New List is an option in _____ button.

- Start Mail Merge Select Recipients
- Edit Recipients List.

