

**National Institute of Open Schooling**  
**Senior Secondary Course: Data Entry Operations (336)**  
**Lesson 5 : Mail Merge**  
**Worksheet – 5**

1. Soham listed out the steps for mail merge. But he committed few mistakes. Rectify mistakes in following sentences.

I. Data source contain the main part of the letter

The text and graphics in the main document varies for each mail merged document. Rose valley school is organising annual meet in 2<sup>nd</sup> week of December 2015. The principal of the school wants to send invitations to all the parents. She wants to insert logo and image of school building as a watermark.

- I. Suggest ways on how to create images as watermark  
II. Write down the steps to use mail merge feature of MS-WORD and specify the required documents  
III. Prepare 4 envelopes by merging the addresses.

2. Using mail merge, prepare a document and create Data source for the students Report sheet. Each Report sheet must be in the following format.

Dear <Parent Name>,	
Following is the report sheet of your ward <Student name>, roll number <RollNum> , of class VIII-D.	
Please sign the Report sheet and send it back.	
<b>Exam</b>	<b>Marks Obtained</b>
Worksheet	<Marks in Worksheet>
Assignment	<Marks in Assignment>
Project	<Marks in Project>
Total	<Total>
Yours faithfully,	
(Class Teacher)	

4. Raj works for a Bank. He wants to relocate from Delhi to his home town Patna. The Head of Delhi branch told him to write an official letter to the Head Quarter, Delhi Branch, Patna Branch and Administrative Office. Which feature should Raj use to write the request letter. Write down the steps to make an envelope which includes Raj's address and then take print out.

5. A cultural programme is going to be held on 15<sup>th</sup> August , 2020 in Ayushi's apartment. She got the responsibility to send personal invitations to the families. Prepare the data source with following information.
  - I. Name of the person
  - II. Address 1
  - III. Address2
  - IV. Phone No
  - V. Place
  - VI. Time & Date
6. Reena has prepared a Data source, She wants to edit it. Suggest the steps to edit the Data Source.
7. ABC Public school is going to organise Scholar's Day. They want to invite all the parents of the scholars. Write down the steps to print the addresses of Parents with the label.
8. Vanshika's teacher instructed her to invite all the students in her class and she was told to write <Student Name> in main document of invitation. Suggest the steps followed by Vanshika to complete the task.
9. Sourav has prepared a document using mail merge. He wants to preview each letter before printing. Write down the steps required to preview each letter.
10. Sahil used mail merge wizard step-by-step. He filled name, address, pin code, mobile no. and e-mail id. Before finishing the last step, he wants to delete the mail id. Write down the steps on how to delete the e-mail ids.