

National Institute of Open Schooling
Secondary Course: Data Entry Operations
Lesson 5: Mail Merge
Worksheet-5

1. What are the different types of document required for Mail merge?
2. Explain the steps in creating envelopes by merging an address list.
3. Write the steps for creating a data source using word table.
4. What is the difference between main document and merge document in Main Merge?
5. How will you create a data source using mail merge helper?
6. What step you will do after merging the data into the main document?
7. Ritvik wants send his birthday invitation to his friends. He wants to take the printout of his friends' addresses. How can he use mail merge for printing his friends' addresses?
8. Hema wants to edit the data source. Will it be possible to edit the data source? If yes, then mention the steps involved.
9. Write steps in using Excel worksheet as a data source for your Mail Merge.
10. How will you take the printout your merged documents?