

J&K POLICE PUBLIC SCHOOL, MIRAN SAHIB, JAMMU

Subject: Computer

Class: 7th

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Assignment: 2

M.Marks:20

MCQs

(1 marks each)

1. Mark the most appropriate option statement:
 - a) Mail merge can be used to print the form letters.
 - b) Mail merge can be used to print the form letters and mailing labels.
 - c) Mail merge can be used to print envelopes.
 - d) All the above
2. Creating form letters using Mail merge involves.
 - a) Creating the Main document
 - b) Creating the Main document and Data source
 - c) Inserting merge fields in the main document & merging the main document with the data source.
 - d) Both (b) & (c)
3. Which of the following is not the legal data source?
 - a) Word document table
 - b) Excel worksheet
 - c) Access table
 - d) Outlook contacts
 - e) XML file
4. Which of the following Mail merge term lists the specific information to be inserted from data source in a merged document?
 - a) Main document
 - b) Data field
 - c) Mail merge
 - d) Merge field

5. Which of the following Mail merge terms combines a document with a list of names and address to produce individualized documents?
 - a) Main document
 - b) Data source
 - c) Mail merge
 - d) Merge field
6. Which of the following is the first step in Mail merge process?
 - a) Identify the data source
 - b) Decide list of recipients
 - c) Create or identify the main document
 - d) Insert merge fields
7. Which of the following is the last step in the Mail merge process?
 - a) Create or open the main document
 - b) Decide list of recipients
 - c) Insert merge fields
 - d) Merge the data source with the main document

Long answers

(5M)

1. Give advantages of Mail merge features.

Short answers

(4*2=8M)

1. .What is data source in context of Mail-merge?
2. How many different types of documents can you create in Word 2007/2010 using Mail-merge feature?
3. Which option of MS-Word will you use to post 100 letters in which the contents inside are the same and address are different?
4. Which tab of the ribbon contains Mail-merge?