Microsoft Word 2016

Module 12 – Mail Merges

Q & A  
(see answers on page 2)

1. A Mail Merge is made up of which parts:
   1. Main document
   2. Data source
   3. Merged document
   4. All of the above
2. Data sources can come from:
   1. An Excel workbook
   2. Outlook
   3. Can create one inside of Word
   4. All of the above
3. To start a Mail Merge:
   1. Click the **Mailings** tab, **Start Mail Merge**
   2. Click the **Insert** tab, **Start Mail Merge**
   3. Click the **Design** tab, **Start Mail Merge**
   4. Click the **Home** tab, **Start Mail Merge**
4. Main Documents can be which of these 5 things:
   1. Letter
   2. Envelope
   3. Label
   4. Email
   5. Directory
   6. All of these
5. Which step in a Mail Merge asks what document type are you trying to create?
   1. Step 1
   2. Step 2
   3. Step 3
   4. Step 4
6. A Directory is just a listing over and over of the same type of information.
   1. True
   2. False

Answer Key

Module 12

1. D

2. D

3. A

4. F

5. A

6. A