Microsoft Word 2019

Module 11 – Envelopes and Labels

Q & A  
(see answers on page 2)

1. To create a label:
   1. Click the **Insert** tab, then choose **Envelopes and Labels**
   2. Click the **Layout** tab, then choose **Envelopes and Labels**
   3. Click the **Mailings** tab, then choose **Labels**
   4. Click the **Mailings** tab, then choose **Insert, Labels**
2. When creating an envelope to print:
   1. Click the **Mailings** tab, then choose **Insert, Labels**
   2. Click the **Mailings** tab, then choose **Envelopes**
   3. Click the **Insert** tab, then choose **Envelopes and Labels**
   4. Click the **Layout** tab, then choose **Envelopes and Labels**
3. When creating labels, you can create one label or an entire page of the same label.
   1. True
   2. False
4. The return address can be saved and then omitted if needed.
   1. True
   2. False
5. To create labels with different information on each label, you need to do a mail merge.
   1. True
   2. False

Answer Key

1. C

2. B

3. A

4. A

5. A