Mail Merge

Q What do you understand by mail merge ?

Ans : The Mail Merge feature allows to write to many different people with the same information which may or may not be modified for each individual.A mail merge is used to create form letters, mailing labels, envelopes, directories, and mass e-mail message and fax distributions. There are three documents that are involved in the mail merge process: the main document, the data source, and the merged document.

The Mail Merge feature takes information from two documents; one, a Main Document and the second, a Data Source, combining them into a single document. The main document: can be a standard letter, labels, envelopes, e-mail messages or a directory. The data source: is a file that contains recipients’ names and addresses, plus any other variable information.

Q.What are the advantages of using a mail merge ?

A :The advantages of using mail merge are:

1. Only one document needs to be composed for communicating to an extensive

list of interested people, clients or customers.

2. Each document can be personalised i.e. it appears to be have been written

specifically to each recipient. It contains details only relevant to the receiver.

3. Many document formats can be developed to use with one database.

4. Errors in transcribing details from one document to another are eliminated.

This advantage, of course, depends upon the accuracy of data entry into

individual records in the first place!

What is salutation ?

Ans : The salutation is the initial greeting , for eg Dear Mr. Ram,We can use different greetings for Men and women.The salutation is always on the left, but we can move it up or down the page.

Q. What is data source ?

A: The data source is a file that contains recipients’ names and addresses, plus any other variable information. The information in a data source is stored as data records in a table. For example, a student data source stores information such as student names, subject and addresses. After creating a data source we can examine, modify, sort, and filter records in the data source.

Q**. Mail merge is the process of combining document design with a list to create multiple copies of document for each entry in the list. The list is called**

a. Main Document

b. Data Source

c. Form Label

d. Database

**Q. When the Edit Individual Documents option is selected, how does each letter appear in the new document created after the merge?**

a. Separate documents for each letter

b. Separate sections for each letter

c. One letter following another without starting a new page for each letter

d. One letter displaying the information from the first record

**Q Which button on the Mailings tab is used to correlate fields from a data source to fields in a main document that have different field names?**

a. Find Recipient

b. Match Fields

c. Compare Fields

d. Auto Check for Errors

**Q Which of the following is not a default field name?**

a. Last Name

b. City

c. E-mail Address

d. Social Security Number

**Q. Which of the following is not a default document type for a mail merge?**

a. Letters

b. Envelopes

c. Memos

d. Directory

Q . **How is the information in a data source organized?**

a. Chart

b. Matrix

c. Table

d. Paragraphs

**Q What is the name of the column heading for each category in a data source?**

a. Data field

b. Field

c. Field name

d. Record

**Q After launching the Mail Merge task pane, the first step is to:**

a. identify the data source

b. specify the letter size

c. identify the main document

d. specify the envelope size